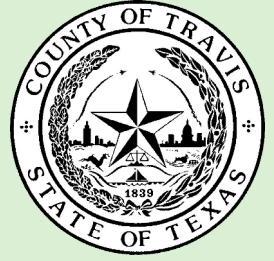


Travis County

Fiscal Year 2025

Preliminary Budget Recommendations



Travis County Commissioners Court

County Judge

Andy Brown

Commissioners

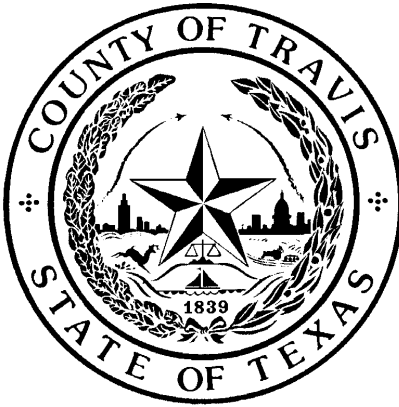
Precinct 1 Jeffrey W. Travillion, Sr.

Precinct 2 Brigid Shea

Precinct 3 Ann Howard

Precinct 4 Margaret J. Gómez





FISCAL YEAR 2025 PRELIMINARY BUDGET
SECTION I – GENERAL FUND PRELIMINARY BUDGET
RECOMMENDATIONS

Civil Courts (122)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	5
FY 2025 Preliminary Budget Recommendations Summary	6
Additional Information	9
FY 2025 Budget Request Analysis	10
Request #1: Equity Adjustment for Civil Briefing Attorneys	10
Request #2: Maintenance of Current Efforts (MOCE)	12
Request #3: CFCF Technology Needs	14
Request #4: Azure Migration (year 2 of 5)	17
Request #5: LFRF – Customer Support Technician Positions	19
Request #6: Security Phones for Floating Deputies	21
<i>Additional requests are analyzed in the write-up for Department 193, Civil Courts Legally Mandated Fees</i>	

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Civil Courts is to fairly administer justice by fostering the improvement of the civil judicial system and ensuring the delivery of quality court services for the citizens of Travis County.

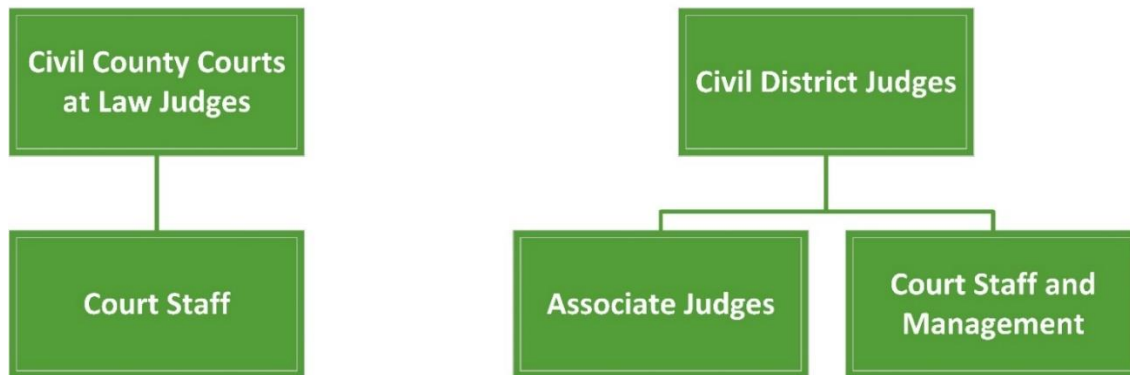
The Department has identified the following strategic goals:

- Continue to study and embrace the management of Civil Court dockets to ensure effective resource balancing and to facilitate the resolution of disputes;
- Expand access to the justice system;
- Continue to explore new, innovative approaches to increasing system efficiency;
- Preserve and enhance a culture of teamwork and support by promoting collegiality and speaking as one body;
- Increase and enhance each judicial officer's knowledge of substantive laws in all areas within the jurisdiction; and
- Provide the necessary facilities, space and equipment to meet the needs of court employees and the general public.

These strategic goals align with the new County goal, "Be a trusted and well-run county."

The Department is budgeted in the Justice System Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes" and are now linked to the County Goal, "Be a trusted and well-run county."

CIVIL COURTS:

The goals of the Civil Courts have been identified as the following:

- To continue to explore new, innovative approaches to increasing system efficiency;
- To expand access to the justice system; and
- To continue to study and embrace the management of dockets to ensure effective resource balancing and to facilitate the resolution of disputes.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Clearance Rate (Disposition/Filings)	95%	84%	109%	100%	100%
Number of Cases Disposed	18,886	18,435	19,184	18,551	18,551
Number of Cases Filed	20,189	21,948	17,532	18,551	18,551
Number of Settings and Announcements	66,307	61,137	64,838	64,982	66,454
Percentage of Cases Disposed Over 18 Months Old	20%	20%	36%	20%	20%

The Texas Office of Court Administration (OCA) and the National Center for State Courts use, “Clearance Rate (Disposition/Filings),” and the, “Percentage of Cases Disposed over 18 Months Old,” as benchmarks for civil cases. The Civil Courts use both benchmarks as outcome performance measures. Clearance Rates are calculated as the number of cases disposed of divided by the number of cases filed in a fiscal year, and these bodies typically use 100 percent as the standard because it means that the courts are processing cases as quickly as they come in. Notably, in recent fiscal years, the clearance rate has been below 100 percent due to the backlog of cases due to COVID-19. The Department states, “Post-COVID stabilization appears to be happening across the board, especially with CPS courts in which appointments have plateaued and complexity (i.e., costs per case) appears increasing. The Civil Courts also see that case filings have leveled and may increase. Most interestingly, the Child Protective Services (CPS) caseload has been reduced, but the severity of those cases that reach the CPS Courts are significantly higher.”

"Percentage of Cases over 18 Months Old" remaining at or below 20 percent is generally recognized as the goal. COVID-19 impacted this performance measure in FY 2024, as noted above, as the Department looks to focus on Child Protective Services (CPS) cases due to the statutory deadlines for these critical and time-sensitive cases. For this reason and due to the slowing down of court proceedings due to COVID-19, the Civil Courts have more cases over 18 months old. The Department intends to return to the standard of only 20 percent or fewer cases over 18 months old as in-person and remote operations continue.

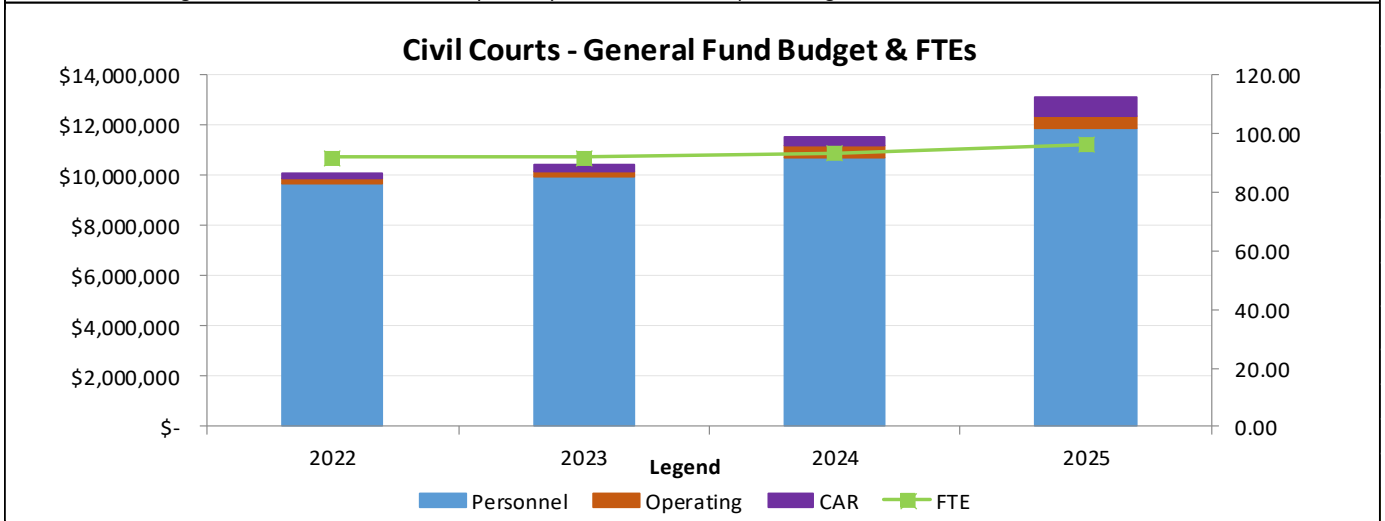
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Remote Court Proceedings	\$151,945	2.0/1.0 (SPWs)	The Department states, "The two Special Project Worker positions provide technological support to judges, court staff, attorneys, parties and witnesses in any type of remote hearing held via Zoom that occur daily in the Civil and Family Courts. The original performance measure was for the Civil Courts to be able to hold four remote jury trials a month during the COVID-19 pandemic. In 2023, the Texas Rules of Civil Procedure, as promulgated by the Texas Supreme Court, changed and it became a requirement that any remote court proceeding (whether a bench trial or a jury trial) must have full agreement by all parties. As a result, it is very difficult to have remote jury trials with jurors participating remotely. On the other hand, the Civil and Family Courts hear remote hearings in Civil, Family and CPS cases daily that requires technical support from the Customer Support Technician positions. Whether it is 100% remote hearings (as in all attorneys, participants, and witnesses appear remotely) or if it is an in-person hearing with some witnesses/parties appearing remotely, most of the cases are now presented exclusively utilizing the technology in the courtrooms for presentation purposes before the judge."
Systems Engineer, Sr.	\$116,631	1.0/1.0	The Department states, "This role was filled on January 16, 2024, and the position has been successful. The individual in the role has several certifications including QSYS. Having this position firmly in place has been critical to help the residents of the CFCF weather the water event that flooded multiple floors and required relocating and reconfiguring and redeploying hundreds of technology devices. The performance measures are being met. The skills and supervision components are in place (and continuing)."

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	9,706,454	9,984,045	10,746,414	11,853,753	1,107,339
Operating	206,315	206,315	480,185	501,934	21,749
Total (Per&Op)	\$ 9,912,769	\$ 10,190,360	\$ 11,226,599	\$ 12,355,687	\$ 1,129,088
CAR*	190,716	255,306	311,070	771,089	460,019
Grand Total	\$ 10,103,485	\$ 10,445,666	\$ 11,537,669	\$ 13,126,776	\$ 1,589,107
FTEs	92.00	92.00	93.50	96.50	3.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the Civil Courts increased by \$1,589,107 from the FY 2024 Adopted Budget, a 13.8 percent increase. Most of the increase was in the personnel budget due to FY 2024 compensation originally budgeted in the compensation reserve. There was also an increase in the capital budget.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 10,956,199	\$ 270,400	\$ 311,070	\$ 11,537,669	93.50	\$ -
Target Budget Changes						
Programmatic	-	(270,400)	-	(270,400)	-	-
Compensation & Benefits	324,980	-	-	324,980	-	-
Administrative & Other	-	-	(311,070)	(311,070)	-	-
Total Target Budget Changes	\$ 324,980	\$ (270,400)	\$ (311,070)	\$ (256,490)	-	\$ -
FY 2025 Target Budget	\$ 11,281,179	\$ -	\$ -	\$ 11,281,179	93.50	\$ -
Budget Submission	\$ 11,281,179	\$ -	\$ -	\$ 11,281,179	93.50	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Maintenance of Current Efforts (MOCE) for Civil Courts	-	-	379,690	379,690	-	-
CFCF Technology Needs	-	-	391,399	391,399	-	-
AZURE Migration (Year 2 of 5)	-	270,400	-	270,400	-	-
Equity Adjustment for Civil Briefing Attorneys	282,006	-	-	282,006	-	-
Programmatic Total	\$ 282,006	\$ 270,400	\$ 771,089	\$ 1,323,495	-	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	49,105	-	-	49,105	-	-
Compensation & Benefits Total	\$ 49,105	\$ -	\$ -	\$ 49,105	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	16,075	-	-	16,075	-	-
Family Matter Hearings Pilot Staffing	456,922	-	-	456,922	3.00	-
Administrative & Other Total	\$ 472,997	\$ -	\$ -	\$ 472,997	3.00	\$ -
Grand Total	\$ 804,108	\$ 270,400	\$ 771,089	\$ 1,845,597	3.00	\$ -
FY 2025 Preliminary Budget	\$ 12,085,287	\$ 270,400	\$ 771,089	\$ 13,126,776	96.50	\$ -
Change from FY 2025 Target	\$ 804,108	\$ 270,400	\$ 771,089	\$ 1,845,597	3.00	\$ -
Change from FY 2024 Adopted	\$ 1,129,088	\$ -	\$ 460,019	\$ 1,589,107	3.00	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Civil Courts includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$270,400 was removed from the budget related to one-time operating costs for year one of five to implement the Azure migration of moving the Indigent Defense Application and Attorney Management Portal IDA/AMP to the Azure cloud.

The FY 2025 Preliminary Budget for the Civil Courts includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Resources were added for an equity adjustment of Attorneys to Civil Briefing Attorneys to better reflect the work done by these positions.	\$-	\$282,006	\$282,006	-
Year 2 of 5 to implement the Azure migration of moving the Indigent Defense Application and Attorney Management Portal IDA/AMP to the Azure cloud.	270,400	-	270,400	-
Total Programmatic Recommendations	\$270,400	\$282,006	\$552,406	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Civil Courts includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Travel and Training Restoration	\$-	\$16,075	\$16,075	0.0
Resources were added to support the Family Matter Hearings Pilot in the Civil and Family Court Facility	-	456,922	456,922	3.0
Total Administrative and Other Funding Changes	\$-	\$472,997	\$472,997	3.0

Included in the FY 2025 Preliminary Budget is a 50 percent restoration of travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County’s budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$16,075 in ongoing operating resources for the Civil Courts. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

The Civil District Judges have internally funded a pilot from resources within Juvenile Probation’s Budget to support additional family matter hearings at the Civil and Family Court Facility and believe the reductions to Juvenile Probation will not impact their operations. PBO recommends this change, and the pilot will be revisited as a part of the FY 2026 Budget Process. These changes include a reduction of \$543,622 and 5.0 FTEs in Juvenile Probation, increases of \$456,922 and 3.0 FTEs in the Civil Courts and an increase of \$86,700 and 1.0 FTE in the District Clerk. This results in a net budget change of \$0 and -1.0 FTE. The table below outlines the recommended changes included in the FY 2025 Preliminary Budget.

<i>Family Matter Hearings Pilot Related Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Juvenile Probation				
Transfer Assoc. Judge Position (30003960)	\$-	(\$204,716)	(\$204,716)	(1.0)
Delimit Juvenile Detention Officer Assistant (30004272)	-	(71,162)	(71,162)	(1.0)
Delimit Juvenile Detention Officer III (30004273)	-	(83,286)	(83,286)	(1.0)
Delimit Juvenile Probation Officer III (30004125)	-	(97,758)	(97,758)	(1.0)
Delimit Court Clerk II Sr. (30003969)	-	(86,700)	(86,700)	(1.0)
Subtotal Juvenile Probation	\$-	(\$543,622)	(\$543,622)	(5.0)
Civil Courts				
Transfer Assoc. Judge Position (30003960)	\$-	\$204,716	\$204,716	1.0
Judicial Aide – Executive Assistant (new)	-	\$83,681	\$83,681	1.0
Court Reporter (new)	-	\$162,853	\$162,853	1.0
Operating Equipment and Supplies	-	\$5,672	\$5,672	-
Subtotal Juvenile Probation	\$-	\$456,922	\$456,922	3.0
District Clerk				
Court Clerk II (new)	\$-	\$86,700	\$86,700	1.0
Subtotal District Clerk	\$-	\$86,700	\$86,700	1.0
Total Family Matter Hearings Pilot Related Changes	\$-	\$-	\$-	(1.0)

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Civil Courts includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$324,980	\$324,980
Resources for health insurance cost increases for FY 2025.	-	49,105	49,105
Total Compensation Changes	\$-	\$374,085	\$374,085

Compensation adjustments for FY 2024 were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. The Preliminary Budget Volume I document contains a complete description of all compensation adjustments.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

In FY 2024, the Department requested to combine two 0.5 FTE Court Reporters into one 1.0 FTE Court Reporter midyear. To account for the full-time position’s health insurance eligibility, the Department proposed to transfer \$13,479 from its Regular Salaries line to the Health Insurance line to internally fund this amount and ensure adequate resources are in the right place for their budget for this expense.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$771,089 for the Department. There was a reduction of \$311,070 to remove one-time prior year financing capital-funded projects and computer equipment related to a 1.0 System Engineer, Sr. FTE, and a 1.0 Master Court Interpreter FTE added in the FY 2024 Adopted Budget. This is a net \$460,019 increase compared to the amount budgeted in the FY 2024 Adopted Budget. FY 2025 Preliminary Budget recommended CAR funding includes:

<i>Capital Funding Recommendations</i>	<i>Total</i>
Maintenance of Current Efforts (MOCE) related to technology and software needs in the Civil Courts	\$379,690
CFCF Technology Needs	391,399
Total Capital Funding Recommendations	\$771,089

ADDITIONAL INFORMATION

VACANT POSITIONS

The Department currently has one total vacancy, a 1.0 Planner Sr. FTE position that has been vacant for less than 120 days. The Department is currently interviewing for the position and anticipates that it will be filled soon.

FUTURE CONSIDERATIONS

The Civil Courts moved into the Civil and Family Courthouse Facility (CFCF) at the beginning of 2023, which allowed for, “additional interventions that might drive numbers relating to settings (e.g., set and heard), resets, and other environmental aspects in which the system operates.” The Department notes they are experiencing a “natural aging” of court cases from the COVID-19 pandemic. The Department has implemented new tools such as aggressive Dismissal for Want of Prosecution (DWOP) dockets prioritizing cases with lost context.

The Civil Courts state they are working, “to enhance the CPS docket and are currently working on automating the settings process, the docket case balancing, and the collection of demographic requirements.” The Department notes that once these technologies are fully implemented, data dashboards will be developed to further assist with identifying other areas for improvement and automation of other court proceedings. The Civil Courts also want to implement further technology enhancements for exhibit sharing and remote hearing automation. The Civil Courts anticipate annual capital requests related to the maintenance of current efforts regarding technology. Estimates for the requests are approximately \$350,000 annually through FY 2030.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: EQUITY ADJUSTMENT FOR CIVIL BRIEFING ATTORNEYS

<i>Program:</i>	Civil Courts (122)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	282,006	282,006	282,006	282,006
Operating	-	-	-	-
Subtotal	\$ 282,006	\$ 282,006	\$ 282,006	\$ 282,006
Capital	-	-	-	-
Dpt Total	\$ 282,006	\$ 282,006	\$ 282,006	\$ 282,006
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 282,006	\$ 282,006	\$ 282,006	\$ 282,006

DEPT. SUMMARY OF REQUEST

Allowing the Civil Staff Attorneys (with a new job title of Briefing Attorneys) to be paid the same salary will allow the Civil Judges to attract, hire, and retain highly qualified briefing attorneys to keep pace with the growing complexity of the civil caseload in Travis County. There is a precedent for this in the courts in Travis County since the salaries of the associate judges (civil, juvenile, probate) and the criminal magistrate are the same in Travis County. Additionally, the wages of the Official Court Reporters in these same courts in Travis County are also the same.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of attorney terminations/retirements	0	3	4	5	1	1
Number of attorneys eligible for Briefing Attorney advancement	N/A	N/A	13	13	0	0
Ratio of attorneys out of Briefing Attorney policy and career advancement	N/A	N/A	100%	100%	0%	0%
Briefing Attorney Policy can be implemented with a funded program	No	No	No	No	Yes	Yes
Staff Turnover	0%	23.0%	30.7%	38.0%	7.6%	7.6%

PBO RECOMMENDATION

In March 2017, the Civil Courts adopted a career ladder for staff attorneys. This career ladder employed five categories of staff attorneys: Attorney I - Attorney V. The Department notes, "Over time, as the complexity of legal cases increased, the need to hire more knowledgeable and experienced attorneys became the norm for the Civil Judges." As noted above, the Department envisions the reclassification of Attorneys in the Civil Courts to the job title of "Briefing Attorney" could not only assist with the ability to hire more experienced attorneys who, "can work independently," and, "enable judges to work more efficiently and manage a larger caseload," but also hope to, "attract, hire and retain highly qualified Briefing Attorneys to keep pace with the growing complexity of the civil caseload in Travis County." The Department also envisions these attorneys being paid the same salary, which would further, "assist in attracting the caliber of attorneys needed by the Civil Judges."

PBO understands the current challenges presented by the pay structure in place. For this reason, PBO recommends ongoing resources to increase the salaries of the 13 Attorneys in the Civil Courts that provide legal briefings and support to \$125,500. Please note that the Department was also able to allocate internal savings to assist with increasing the salaries of these 13 Attorneys to the requested salary of \$125,500. This salary allocation will help maintain equity with Attorneys in the Criminal Courts that provide a similar level of legal briefing and support to the Criminal Courts. In addition, Travis County is concluding a compensation study that could result in personnel or structural changes for attorneys in the civil courts and other applicable county departments. Due to this preliminary recommendation and the identified need for the Civil Courts, PBO further recommends that these 13 Attorneys do not receive any additional compensation related to the current compensation Study, Across-the-Board allocations, or any other FY 2025 compensation allocations to ensure equity between these Attorneys and Attorneys in the Criminal Courts. These attorneys would be eligible for additional compensation allocations approved by the Commissioners Court beginning in FY 2026. HRMD concurs with PBO's recommendation for salary increases for these Attorneys as well as the recommendation that these Attorneys do not receive additional FY 2025 compensation allocations.

REQUEST #2: MAINTENANCE OF CURRENT EFFORTS (MOCE)

<i>Program:</i>	Civil Courts (122)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	379,690	379,690	-	-
Dpt Total	\$ 379,690	\$ 379,690	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 379,690	\$ 379,690	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This request seeks funds to replace the Civil Courts essential technology equipment and software maintenance needed to operate the Civil Courts per the standard Courts Technology Team replacement policy and the software maintenance agreement contract. A breakdown of the requested equipment is below.

<i>Detailed Summary of Equipment</i>	<i>Cost of Equipment</i>
Laptops (14)	\$31,500
Computers (1)	\$1,200
Printers (22)	\$30,000
Tablets (5)	\$8,000
Software (12)	\$189,610
Audio/Visual Maintenance (1)	\$15,000
CFCF Device Maintenance (1)	\$36,000
aiSMARTBENCH Maintenance and Support	\$68,380
Total	\$379,690

For clarity, the software breaks down into the following items:

<i>Detailed Summary of Software</i>	<i>Cost of Software</i>
Project Planning Software	\$3,490
Service Desk Software	4,500
Alerting Media	2,500
Software Controls	1,322
Qlikview Analytics/Visualization	63,000
Virtual File Sharing	33,350
Adobe	4,660
Caseview Cloud	1,575
Asana	1,000
Zoom	16,213
Touchsource	18,000
Appspace (Two Year Term)	40,000
Total	\$189,610

BUDGET REQUEST PERFORMANCE MEASURES

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure at Base Level	Projected FY 2025 Measure with Added Funding	Projected FY 2026 Measure with Added Funding
<i>New Measures</i>						
Dollars Spent on Replacement Equipment/Maintenance	\$197,004	\$254,498	\$253,882	\$0	\$379,690	\$350,000
All Equipment	395	3,032	3,032	3,032	3,040	3,045
Equipment Due for Replacement/Maintenance	44	68	67	61	61	10
Failures Per Year	5	9	11	30	5	5
Equipment Availability	89.58%	81.25%	77.08%	37.50%	89.58%	89.58%
Equipment Safe and Reliable	Yes	No	No	No	Yes	Yes

PBO RECOMMENDATION

PBO recommends \$379,690 to replace the Civil Courts essential technology equipment and software maintenance. The requested and recommended quantities and unit costs are shown in the table below.

Description	Unit Cost	Requested Quantity	Recommend Quantity	Recommend Total
Laptops	\$2,250	14	14	\$31,500
Computers (lectern)	1,200	1	1	1,200
Printers (large)	2,000	14	14	28,000
Printers (small)	250	8	8	2,000
Tablets	1,600	5	5	8,000
Software - Project Planning	3,490	1	1	3,490
Software - Service Desk	4,500	1	1	4,500
Software - Alerting Media	2,500	1	1	2,500
Software - Controls	1,322	1	1	1,322
Software - Qlikview Analytics / Visualization	63,000	1	1	63,000
Software - Virtual File Sharing	290	115	115	33,350
Software - Adobe	4,660	1	1	4,660
Software - CaseView Cloud	225	7	7	1,575
Software - Asana	1,000	1	1	1,000
Software - Zoom	16,213	1	1	16,213
Touchsource	18,000	1	1	18,000
Appspace	40,000	1	1	40,000
Audio Visual Maintenance	15,000	1	1	15,000
CFCF Device Maintenance	36,000	1	1	36,000
aiSMARTBENCH Enterprise Maintenance	58,380	1	1	58,380
aiSMARTBENCH Maintenance - Programming and Support	10,000	1	1	10,000
Total		178	178	\$379,690

REQUEST #3: CFCF TECHNOLOGY NEEDS

<i>Program:</i>	Civil Courts (122)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	391,399	391,399	-	-
Dpt Total	\$ 391,399	\$ 391,399	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 391,399	\$ 391,399	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This request seeks to fund gaps in the original technology implementation for the Civil Courts in the Civil and Family Courts Facility (CFCF). The new CFCF is one of the most technologically advanced courthouses in the country and currently utilizes over 3,000 new interconnected devices. However, during the construction process, some of the original design was value-engineered out, and after the COVID-19 pandemic, many of the original designs required modification. We have also learned some designed components do not fully meet the needs of court operations, and some of the infrastructure is overly dependent upon devices, which create risks through single points of failure. The purpose of this request is to address these gaps and complete the vision of the advanced courthouse with a safe and reliable technical infrastructure, which is crucial for the smooth functioning of the courts.

The technological needs at the CFCF are listed below in priority order:

Dedicated Zoom Room Lenovo Device / 23 Courtrooms - \$48,884

This critical proposal eliminates the Chromebooks in the courtrooms and delivers the necessary infrastructure to separate evidence displays from hearing videos. The current setup with Chromebooks is unstable and does not allow the video quality to rise above 480 pixels. During the switchover to Zoom from the original design, the Courts Technology Team was asked to find a device to manage the Zoom process quickly and chose Chromebooks. While we have improved the quality by hardwiring them, the quality still needs improvement. This is the primary complaint by the judges.

Microphone for Attorney Table #3 in Non-Jury Courtrooms - \$9,512

The current setup in non-jury courtrooms does not offer technology-reinforced speaking capability from the third table. This proposal, if approved, will make the third table usable and will significantly enhance audio clarity during court proceedings. By providing a microphone at attorney table #3 in the non-jury courtrooms, the courts can ensure that all spoken words and arguments are captured and transmitted clearly, thereby improving the overall court experience.

Input/Output Connections for Attorney Table #3 in Non-Jury Courtrooms - \$7,080

The third attorney table in non-jury courtrooms also lacks laptop inputs. This proposal seeks to facilitate the effective presentation of visual evidence during court proceedings. It recognizes the importance of visual aids such as exhibits, diagrams, and videos in legal arguments.

Ceiling Microphones in Gallery / Jury Courtrooms in 17 Rooms - \$46,655

The proposal aims to enhance audio quality during voir dire by installing hanging ceiling microphones. This proposal is crucial for ensuring voir dire is workable in each courtroom. Additionally, this can enhance the audio of attorneys, witnesses, and jurors during regular hearings.

Audio-Visual Network Fiber Redundancy - \$66,022

This proposal is intended to ensure the reliability and continuity of the courtroom's audiovisual (AV) systems, which are crucial for effective communication and presentation during legal proceedings. The loss of that single switch would eliminate service to all the courtrooms in the building.

Multipurpose Room – Zoom Conferencing Solution - \$35,904

This proposal optimally supports the conference room's needs by significantly enhancing its video conferencing capabilities. The dedicated Zoom room device and AI tracking cameras provide a complete and efficient solution for remote meetings, ensuring clear communication, convenience, and technological modernization. These upgrades align with the Civil Courts' goals of efficient, accessible, and technologically advanced communication in the conference room, ultimately improving the effectiveness of meetings and collaborations.

Flex Conference Room / Zoom Room PC and Camera Solution in 2 Rooms - \$56,844

This proposal acknowledges the need to adapt to modern technology and the increasing demand for remote court proceedings. It aims to equip the conference rooms with the necessary tools to conduct meetings and other legal activities via platforms like Zoom. Having an AI camera in the judicial conference room allows judges to attend remotely and makes the meeting experience more workable. AI Smart Cameras offer features such as automatic tracking and speaker identification. The plan is to re-use the same Smart Camera approach piloted in the 12th-floor conference rooms.

Improved Courtroom Camera Solution for 12th Floor - \$56,152

This proposal acknowledges the need to adapt to modern technology and the increasing demand for remote court proceedings. It aims to equip the courts with the necessary tools to conduct hearings, depositions, and other legal activities via platforms like Zoom. The AI Smart Cameras can offer automatic tracking, speaker identification, etc. The cameras will enhance the quality and effectiveness of remote proceedings while freeing up the Judges from having to work the cameras. This is a pilot solution. The original videoconferencing design was around proprietary Panasonic cameras without Zoom software. Zoom changed how we needed the cameras to behave, and with Zoom, new "production" duties to control the cameras, where they were pointed, focusing on who was speaking, and the back and forth of the courtroom hearings. For the Judges, this role and duty is distracting from their essential judicial responsibilities, and we are hopeful that the Artificial Intelligence component of these new cameras will allow the Judges to focus more on dispensing justice and not the production aspect of their daily court proceedings.

Courtroom Camera Relocation - \$45,670

The proposal aims to enhance the visual coverage within the courtroom by strategically relocating cameras. This is critical for capturing all aspects of court proceedings, including the judge, attorneys, and witnesses.

Courtroom Interpreter Microphones – Direct Wiring - \$18,676

This proposal seeks to improve the reliability of audio transmission during court proceedings by eliminating potential issues associated with network-dependent microphones. Wired microphones offer a more stable and consistent audio feed.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Dollars Spent on Courtroom Digital Enhancements	N/A	N/A	N/A	N/A	\$391,399	\$50,000
Zoom Resolution and Connection is Reliable	N/A	N/A	No	No	Yes	Yes
Multi-Purpose Room is Video Conferencing Capable	N/A	N/A	No	No	Yes	Yes
Courtroom Functionality is Complete	N/A	N/A	No	No	Yes	Yes
Improved Safety and Reliability	N/A	N/A	No	No	Yes	Yes

PBO RECOMMENDATION

In February 2023, the Courts Technology Team worked with the larger building team to open the new Civil Family Court Facility (CFCF). This new building has over 2,000 new technology devices, new public docket search capabilities, and new wayfinding and public information displays. Remote hearing automation using Zoom videoconferencing was also built into the courtroom AV system for easy-to-use technology for remote hearings. The Department notes that while, “the building performs very well,” there are, “smaller issues [which] get in the way of the best possible experience.” This technology is needed to address some technical gaps and identify issues with how technology was implemented and applied throughout the CFCF.

PBO recommends funding the requests in total. The equipment is critical to improving user experience and reducing the risk of technical failure. ITS has also reviewed these requests and has no concerns and concurs with the recommendation to fund these requests in total. A table summarizing the recommended amounts is below.

Summary of Recommended CFCF Technology Needs

<i>Requested Item(s)</i>	<i>Amount</i>
Dedicated Zoom Room Lenovo Devices in 23 Courtrooms	\$48,884
Microphone for Attorney Table #3 for one Non-Jury Courtroom	9,512
Input/Output Connections for Attorney Table #3 in two Non-Jury Courtrooms	7,080
Ceiling Microphones for Gallery/Jury Courtrooms in 17 Rooms	46,655
Audio-Visual Network Fiber Redundancy	66,022
Multipurpose Room – Zoom Conferencing Solution	35,904
Flex Conference Room / Zoom Room PC and Camera Solution in two Rooms	56,844
Improved Courtroom Camera Solution for the 12th Floor in two Courtrooms	56,152
Courtroom Camera Relocation	45,670
Courtroom Interpreter Microphones – Direct Wiring	18,676
Total	\$391,399

REQUEST #4: AZURE MIGRATION (YEAR 2 OF 5)

<i>Program:</i>	Civil Courts (122)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	270,400	270,400	-	-
Subtotal	\$ 270,400	\$ 270,400	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 270,400	\$ 270,400	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 270,400	\$ 270,400	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The current award-winning Indigent Defense Application (IDA) and Attorney Management Portal (AMP) system manages the civil and criminal appointment system from beginning to end. The system has over 10,000 external users (primarily attorneys) and 70 internal Travis County employees in seven departments and processes over \$25 million in attorney payments yearly. The system has over 3 million lines of code and stores approximately 40 terabytes of data. The Courts Technology Team began developing this large project in 2012 and developed it in phases, starting with the financial system. We did this with two full-time Travis County developers, a database administrator, a single contracted software architect, a few supporting business analysts, and a manager. The same staff also developed and managed a dozen other applications. Those in the Indigent Defense community regard IDA/AMP as the most comprehensive and advanced ID application in the United States. The dashboards provide executives and PBOs extensive analytics about the county's indigent defense state. IDA/AMP and its dashboards won a "Best in Texas" award from Governing Magazine in 2016.

When the system started, the Courts Technology Team used the best, most current technology (e.g., MVC, SOA, Visual Studio .NET, SQL Server, etc.) However, this was ten years ago. Since that time, several of the frameworks have aged and need updating. The Telerik controls need replacing with React, and other frameworks need updating. Furthermore, it is essential to move this application to the cloud. Microsoft is slowly deprecating on-premises services, and the security and disaster recovery features of "Software as a Service" are critical components in the world we live in now.

The Azure cloud has many new services, which Microsoft updates regularly to ensure security and new Azure compatibility. This move will allow IDA/AMP to continue providing its robust services to the county.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of IDA Modules	11	11	11	11	11	11
Number of AZURE Modules	0	0	1	1	4	8
Consistent Movement to Azure	No	No	Yes	Yes	Yes	Yes

PBO RECOMMENDATION

The Civil and Criminal Courts currently use Indigent Defense Application (IDA) and Attorney Management Portal (AMP) to manage their appointment system. The software, which has been used for over ten years, needs to be updated and replaced. The Department states, “The desired outcome is [to] slowly update and move the IDA/AMP system to the Azure cloud. This would both update components of the current IDA system that need updating and begin moving the entire application.”

IDA/AMP has over 3,000,000 lines of code and stores approximately 40 terabytes of data. Due to the large size of the system, the total 11 modules of IDA/AMP must be moved in phases over approximately five years. In FY 2024, the Department began working with a contractor skilled in migrating systems such as IDA/AMP to the Azure Cloud for this multi-year, time-sensitive project. The contractor moved the earliest component of IDA/AMP, the financial invoice processing module, and will continue this work in FY 2025.

As noted above, due to this migration's size and sensitive nature, the movement of IDA/AMP modules will need to be implemented over multiple fiscal years. The Department anticipates that through the continued use of a skilled contractor, one to two modules could be moved every year. This project could expand over five years since IDA/AMP consists of 11 modules. If the Courts Technology Team can retain the contractor for the entire migration at the one-time cost of \$270,400, this project could require one-time resources totaling \$1,352,000, as noted in the table below.

IDA/AMP Migration to the Azure Cloud Timeline and Cost

<i>Year</i>	<i>Amount</i>
Year 1 (FY 2024)	\$270,400
Year 2 (FY 2025)	270,400
Year 3 (FY 2026)	270,400
Year 4 (FY 2027)	270,400
Year 5 (FY 2028)	270,400
Total	\$1,352,000

PBO recommends one-time funds totaling \$270,400 for FY 2025 so that the Courts Technology Team can continue moving IDA/AMP to the Azure Cloud. The requirements for the remaining years of the implementation will be submitted through each year’s budget process.

REQUEST #5: LFRF – CUSTOMER SUPPORT TECHNICIAN POSITIONS

<i>Program:</i>	Civil Courts (122)			
<i>Fund/Fund#:</i>	ARPA Fund (1000)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	-	-	-
Personnel	158,041	158,041	-	-
Operating	-	-	-	-
Subtotal	\$ 158,041	\$ 158,041	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 158,041	\$ 158,041	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 158,041	\$ 158,041	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Courts Technology Support Team consists of two (2) special project workers (SPW) in the Customer Support Technician position. These SPW positions will expire on December 31, 2024. The Civil Courts are requesting two (2) new FTEs in the role of Customer Support Technicians to successfully keep the same level of technology operational at the new Civil and Family Courts Facility (CFCF).

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of technology devices	390	395	3,032	3,040	3,040	3,045
Number of courtrooms and conference rooms	19	19	53	53	53	53
Number of civil support technicians	2	2	4	2	4	4
Number of shared technicians with the Criminal Courts	4	4	4	2	4	4
Technicians per device	0.0051	0.0051	0.0013	0.0007	0.0013	0.0013
Technicians per room	0.211	0.211	0.075	0.038	0.075	0.075
Realistic supportability of building	Yes	Yes	Yes	No	Yes	Yes

PBO RECOMMENDATION

The Civil Courts conduct court proceedings in-person and remotely when both parties agree, which is an efficiency identified during the COVID-19 pandemic. For FY 2025, the Civil Courts are requesting personnel resources of \$158,041 to continue two Customer Support Technician Special Project Workers (SPWs) that were initially created in FY 2021 to support remote court proceeding operations so they may continue the same level of support to the jurors during the remote jury process and to provide technical support to court participants in remote court proceedings. The Department notes that these positions have also assisted with implementing and troubleshooting various new technologies and technical services throughout the CFCF.

As reported to the Commissioners Court during the December 19, 2023, LFRF update, in November 2023, the Treasury issued an Obligation Interim Final Rule (IFR) to address LFRF recipient's questions and comments regarding the definition of "obligation" as it pertains to the Treasury's requirements that all LFRF funds be "obligated" by December 31, 2024. This IFR clarified the definition and provided related guidance regarding which personnel costs are allowable after December 31, 2024, obligation deadline and until the expenditure deadline of December 31, 2026.

These clarifications provided specific limitations on personnel expenses after the obligation deadline, allowing only those personnel directly involved in LFRF administrative work, such as reporting and compliance, single audit work, record retention and internal control requirements, property standards, environmental compliance requirements, and civil rights and nondiscrimination requirements, to be funded through LFRF resources after December 31, 2024, and through December 31, 2026. Based on these changes, PBO commenced work to develop recommendations for how to fund the 51 Special Project Worker positions that were funded through the LFRF, considering that many of them would no longer be eligible for LFRF funding after December 31, 2024, based on the November Treasury guidance. These positions, as direct service positions rather than administrative positions, were thought not to be eligible for LFRF funding based on this guidance.

On March 29, 2024, the Treasury released a new set of Frequently Asked Questions, which changes this guidance to allow recipients to consider funds obligated under LFRF rules for any personnel whose salary may be paid under an eligible use of SLFRF funds through December 31, 2026, for any position that existed and was filled by December 31, 2024. This expands the previous understanding from the November 2023 Treasury Guidelines. In addition, reporting deadlines for personnel expenses were moved from April 30, 2024, to July 2024 for administrative costs and January 2025 for all other personnel. PBO completed its analysis of this new information after the Department submitted its budget request. So PBO recommended that the Department submit all LFRF-related positions that may have been ineligible under the LFRF under the November 2023 guidance through the budget process in case they need General Fund resources.

Per Court action on July 23, 2024, these 2 Customer Support Technician SPWs will continue to be funded through the LFRF until the end of FY 2025. The Department should plan to resubmit these positions for consideration in the FY 2026 budget process.

REQUEST #6: SECURITY PHONES FOR FLOATING DEPUTIES

<i>Program:</i>	Civil Courts (122)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	7,031	-	-	-
Subtotal	\$ 7,031	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 7,031	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 7,031	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

For better communication during security incidents, the Civil and Family Courts are requesting funding in the amount of \$7,031 to cover the cellular cost for 14 cell phones for use by the floating deputies at the Civil and Family Courts Facility (CFCF).

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Deputies that require a cell phone to ensure security communication	14	14	14	14	14	14
Incidents where deputies have been unable to respond to critical events due to lack of reliable communication mechanism	10	10	11	12	0	0
Deputy security issues are effectively communicated between stakeholders	No	No	No	No	Yes	Yes

PBO RECOMMENDATION

Currently, the Civil and Family Judges are assigned 12 floating deputies from the Sheriff's Office daily to the eight court floors at CFCF. The Department notes that these deputies are trained and experienced in the Civil Courts' operations, protocols, and procedures. In emergencies, these floating deputies must be able to communicate quickly with Judges and other personnel (and vice versa) in the courtrooms. The Department envisions that emergencies can be communicated promptly

with cellular service for 14 cell phones for the floating deputies using instant messaging in the Travis County TEAMS application.

PBO recommends that the Department collaborate with the Sheriff's Office regarding this request and whether assigning cellular devices to these floating deputies would be appropriate or an alternative form of communication, such as radios, would be more suitable. For this reason, PBO does not currently recommend funding this request.

Civil Courts Legally Mandated Fees (193)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	4
FY 2025 Preliminary Budget Recommendations Summary.....	4
FY 2025 Budget Request Analysis	6
Request #1 & #2: Attorney Fee Hourly Rate Increase	6
Request #3: Court Reporter Indigent Transcripts (Earmark).....	6
<i>Additional requests are analyzed in the write-up for Department 122, Civil Courts</i>	

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Civil Courts is to fairly administer justice by fostering the improvement of the civil judicial system and ensuring the delivery of quality court services for the citizens of Travis County.

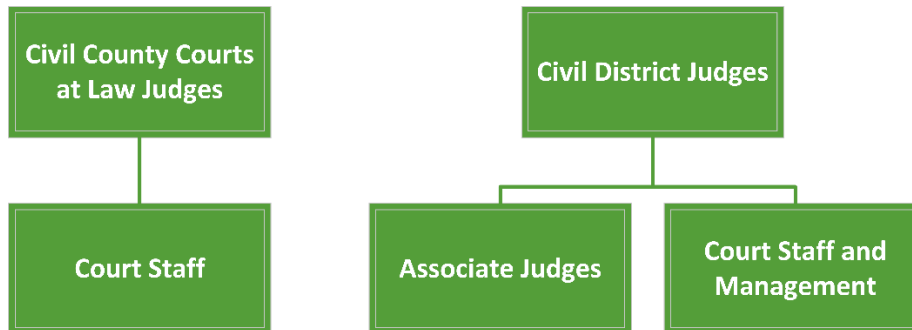
The Department has identified the following strategic goals:

- Continue to study and embrace the management of Civil Court dockets to ensure effective resource balancing and to facilitate the resolution of disputes;
- Expand access to the justice system;
- Continue to explore new, innovative approaches to increasing system efficiency;
- Preserve and enhance a culture of teamwork and support by promoting collegiality and speaking as one body;
- Increase and enhance each judicial officer's knowledge of substantive laws in all areas within the jurisdiction; and,
- Provide the necessary facilities, space, and equipment to meet the needs of court employees and the general public.

This aligns with the new County goal: “Be a trusted and well-run county.”

The Department is budgeted in the Justice System Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides various programs and services mandated by the state and/or federal government. Most County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes,” and are now linked to the County Goal, “Be a trusted and well-run county.”

CIVIL COURTS:

The goals of the Civil Courts have been identified as the following:

- To continue to explore new, innovative approaches to increasing system efficiency;

- To expand access to the justice system; and,
- To continue to study and embrace the management of dockets to ensure adequate resource balancing and facilitate dispute resolution.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Clearance Rate (Disposition/Filings)	95%	84%	109%	100%	100%
Number of Cases Disposed	18,886	18,435	19,184	18,551	18,551
Number of Cases Filed	20,189	21,948	17,532	18,551	18,551
Number of Settings and Announcements	66,307	61,137	64,838	64,982	66,454
Percentage of Cases Disposed Over 18 Months Old	20%	20%	36%	20%	20%

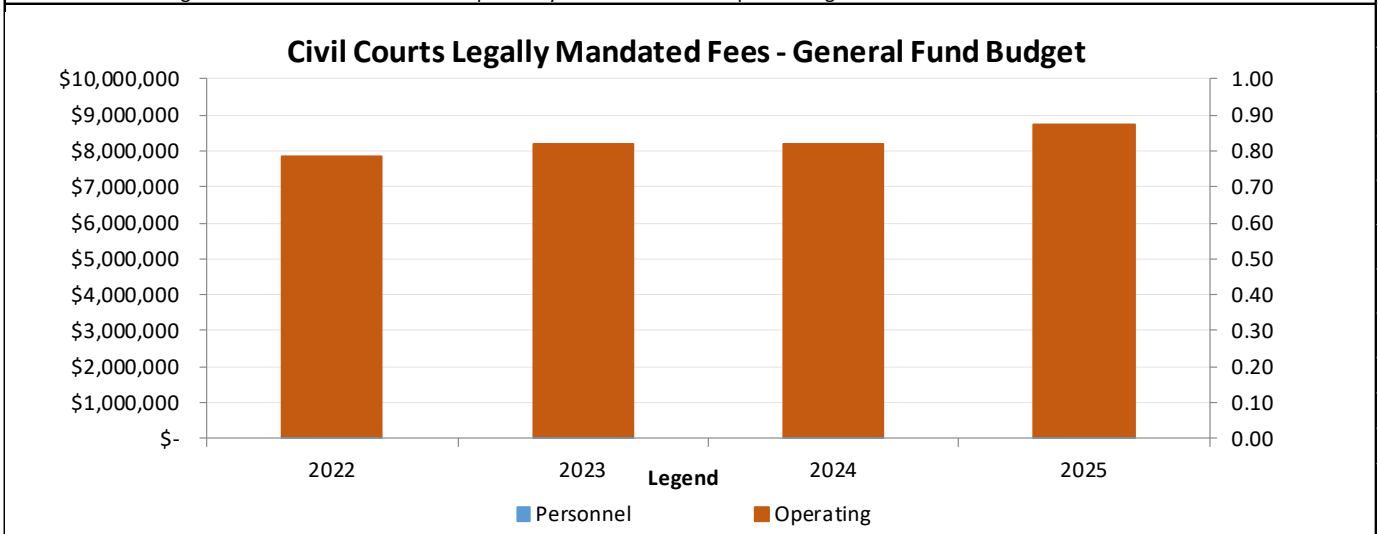
The Texas Office of Court Administration (OCA) and the National Center for State Courts use “Clearance Rate (Disposition/Filings)” and the “Percentage of Cases Disposed over 18 Months Old” as benchmarks for civil cases. The Civil Courts use both benchmarks as outcome performance measures. Clearance Rates are calculated as the number of cases disposed of divided by the number of cases filed in a fiscal year, and these bodies typically use 100 percent as the standard because it means that the courts are processing cases as quickly as they come in. Of note, in recent fiscal years, the clearance rate has been below 100 percent due to the backlog of cases because of COVID-19. The Department states, “Post COVID stabilization appears to be happening across the board, especially with CPS courts in which appointments have plateaued and complexity (i.e. costs per case) appears increasing. The Civil Courts also see that case filings have leveled and potentially may increase across the board. Most interestingly, the Child Protective Services (CPS) caseload has been reduced but the severity of those cases that reach the CPS Courts are significantly higher.”

For "Percentage of Cases over 18 Months Old" remaining at or below 20 percent is generally recognized as the goal. COVID-19 has also impacted this performance measure in FY 2024, as noted above, as the Department looks to focus on Child Protective Services (CPS) cases due to the statutory deadlines for these important and time-sensitive cases. For this reason and due to the slowing down of court proceedings due to COVID-19, the Civil Courts have more cases over 18 months old. The Department intends to return to the standard of only 20 percent or fewer cases over 18 months old as in-person and remote operations continue.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	68,006	68,262	68,529	68,529	-
Operating	7,768,632	8,132,936	8,143,366	8,643,366	500,000
Total (Per&Op)	\$ 7,836,638	\$ 8,201,198	\$ 8,211,895	\$ 8,711,895	\$ 500,000
CAR*	-	-	-	-	-
Grand Total	\$ 7,836,638	\$ 8,201,198	\$ 8,211,895	\$ 8,711,895	\$ 500,000
FTEs	-	-	-	-	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the Civil Courts Legally Mandated Fees Department increased by \$500,000 from the FY 2024 Adopted Budget, a 6.1 percent increase. The increase was in the operating budget due to resources allocated for the hourly rate increase for attorney fees and indigent defense expenses.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 8,211,895	\$ -	\$ -	\$ 8,211,895	-	\$ -
Target Budget Changes						
Total Target Budget Changes	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Target Budget	\$ 8,211,895	\$ -	\$ -	\$ 8,211,895	-	\$ -
Budget Submission	\$ 8,211,895	\$ -	\$ -	\$ 8,211,895	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Civil Indigent Attorney Fees - Hourly Rate Increase	500,000	-	-	500,000	-	500,000
Programmatic Total	\$ 500,000	\$ -	\$ -	\$ 500,000	-	\$ 500,000
Grand Total	\$ 500,000	\$ -	\$ -	\$ 500,000	-	\$ 500,000
FY 2025 Preliminary Budget	\$ 8,711,895	\$ -	\$ -	\$ 8,711,895	-	\$ 500,000
Change from FY 2025 Target	\$ 500,000	\$ -	\$ -	\$ 500,000	-	\$ 500,000
Change from FY 2024 Adopted	\$ 500,000	\$ -	\$ -	\$ 500,000	-	\$ 500,000

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Civil Courts Legally Mandated Fees Department includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Resources related to the hourly rate increase for attorneys were added.	\$-	\$500,000	\$500,000	-
Total Programmatic Recommendations	\$-	\$500,000	\$500,000	-

COMPENSATION AND BENEFITS FUNDING

Compensation adjustments for FY 2024 were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. The Preliminary Budget Volume I document contains a complete description of all compensation adjustments.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024, which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Department’s budget and require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Civil Indigent Defense Expenses	\$500,000
Total Allocated Reserve Earmarks	\$500,000

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1 & #2: ATTORNEY FEE HOURLY RATE INCREASE

REQUEST #3: COURT REPORTER INDIGENT TRANSCRIPTS (EARMARK)

<i>Program:</i>	Civil Courts (193)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	1,000,000	500,000	500,000	500,000
Subtotal	\$ 1,000,000	\$ 500,000	\$ 500,000	\$ 500,000
Capital	-	-	-	-
Dpt Total	\$ 1,000,000	\$ 500,000	\$ 500,000	\$ 500,000
Earmark Allocated	-	500,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 500,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,000,000	\$ 1,000,000	\$ 500,000	\$ 500,000

DEPT. SUMMARY OF REQUEST

The Texas Family Code mandates that attorneys be appointed by the Court to represent the rights of indigent parties in matters of juvenile justice, termination of parental rights, and incarceration for contempt of court-ordered child support.

Due to a recent ruling by the Third Court of Appeals, the Civil and Family Courts also request a \$50,000 Earmark against the Allocated Reserve for civil indigent transcript fees.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of Court Appointments	\$2,107	\$2,019	\$1,950	\$1,950	\$1,950	\$1,950
Average Cost Per Case - Contempt / Protective Orders	\$973	\$947	\$947	\$947	\$947	\$947
Average Cost Per Case - CPS Child Terminations	\$7,562	\$8,517	\$8,517	\$8,517	\$8,517	\$8,517
Average Cost Per Case - CPS Mediations	\$1,681	\$1,784	\$1,784	\$1,784	\$1,784	\$1,784
Average Cost Per Case - CPS Parental Terminations	\$8,486	\$9,024	\$9,024	\$9,024	\$9,024	\$9,024
Average Cost Per Case - Non-CPS Juvenile	\$2,607	\$4,922	\$4,922	\$4,922	\$4,922	\$4,922

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Dollars expended	\$5,740,577	6,013,892	\$5,962,948	\$0	\$9,300,000	\$9,300,000
Count of Invoices (Processed)	9,469	9,002	8,604	0	8,604	8,604
Fair Appointment Process - Percentage of attorneys who receive less than 4% of total court appointments	100%	100%	100%	100%	100%	100%
Compliance with the Law - Percentage of indigent citizens who receive legal representation as mandated under the Family Code	100%	100%	100%	0%	100%	100%
Administrative Efficiency - Percentage of invoices submitted electronically versus in paper format	98%	99%	98%	98%	98%	98%
Additional funding is needed to provide indigent transcripts	N/A	N/A	N/A	\$0	\$50,000	\$50,000
Expected Page Rate (\$4 per page)	N/A	N/A	N/A	\$0	\$12,000	\$12,000
Legally required under January 2024, Third Court of Appeals Opinion (Case No. 03-23-00615- CV)	No	No	No	Yes	Yes	Yes
Compliance with legal finding	N/A	N/A	N/A	Yes	Yes	Yes

PBO RECOMMENDATION

As approved by the Criminal District Judges, effective April 1, 2024, the hourly attorney rate for Felony A and B cases increased from \$100/hour to \$155/hour, the hourly attorney rate for Felony B cases increased from \$90/hour to \$125/hour and the supplemental language fee increased from \$20/hour to \$40/hour to assist with reported challenges with the number of court-appointed attorneys available to take Felony A and B case appointments or represent Spanish speaking defendants and to help attract and retain court-appointed attorneys to assist with the workload demands of the Justice System. Under the Texas Code of Criminal Procedure Article 26.05, and Texas Family Code section 107.015 and 51.10 (i), the Civil fee rate for appointed Civil attorneys is to be set by the schedule for appointed Criminal attorneys by the Criminal District Judges. This has increased the hourly rate for Tier I cases from \$100/hour to \$155/hour and for Tier II cases from \$90/hour to \$125/hour, effective April 1, 2024.

On the high end, PBO estimates that the ongoing annualized impact of the proposed fee changes could be up to \$1,000,000 above the Civil Courts Attorney Fee FY 2024 Adopted Budget. This additional \$1,000,000 was included in the FY 2025 Budget Guidelines planning parameters approved by the Commissioners Court on February 27, 2024. While PBO estimates that additional resources could be needed in FY 2025, it would also like to note that the impact of the proposed rate increases will not be fully realized until the cases assigned after the effective date of the hourly rate increase are disposed of. The following

table summarizes the Civil Attorney Fee budgets, expenditures, remaining balances, and projected costs for FY 2025 based on the proposed hourly rate increases previously mentioned.

Summary of Attorney Fee Budget for the Civil Courts, Including Projected Expenditures for the Proposed Hourly Rate Increase

<i>Fiscal Year</i>	<i>Attorney Fee Budget</i>	<i>Expenditures</i>	<i>Remaining Balance</i>
2025*	\$7,733,275	\$8,233,275	(\$500,000)
2024**	7,733,275	6,890,403	842,872
2023	7,672,845	6,012,934	1,659,911
2022	7,315,605	5,737,693	1,577,912
2021	6,910,080	6,028,825	881,255
2020	6,082,080	6,178,288	(96,208)
2019	5,296,137	5,620,269	(324,132)
2018	4,996,137	5,375,602	(379,465)
2017	4,488,125	4,799,591	(311,466)
2016	3,588,125	4,318,476	(730,351)
2015	\$2,955,464	\$3,996,372	(\$1,040,908)

*Based on the proposed hourly rate increase as noted above, effective April 1, 2024, and expenditures as of April 30, 2024.

**Projected expenditures and projected remaining balance as of April 30, 2024.

As noted above, the PBO estimates the Civil Courts will experience a shortfall of \$500,000 due to the recently implemented increases for the hourly attorney rate. For this reason, PBO recommends ongoing resources of \$500,000, so the Department has budgeted resources to address the anticipated increase in attorney fees. As with previous years, the Department has allocated savings from other budgeted lines within the Civil Courts Legally Mandated Fees Department to address any shortages of attorney fees or other indigent defense budgeted lines. PBO recommends that the Department continue to utilize departmental savings, as available, to address the anticipated increase in expenditures. PBO also recommends a \$500,000 ongoing Earmark against the Allocated Reserve if these additional resources are insufficient for attorney fee expenditures or other indigent defense expenditures, such as transcript expenses, as the Department has requested. PBO will continue to work with the Civil Courts to monitor spending and adjust this recommendation as needed.

Civil Service Commission (154)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area 2

Programs & Performance Management 2

Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025 4

FY 2025 Preliminary Budget Recommendations Summary 4

Additional Information 6

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Civil Service Commission (CSC) is to promote a quality Office by establishing and enforcing rules and regulations that pertain to employee selection, advancement, benefits, rights and working conditions consistent with the Sheriff's Office needs.

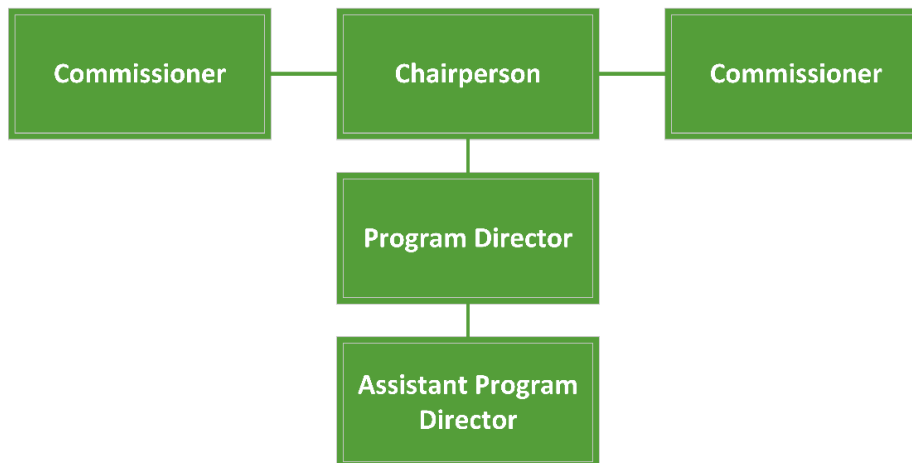
The Office has identified the following departmental goal:

- Continue to work toward expanding the ability to conduct comprehensive research to improve procedures within the CSC to meet the needs of employees and administration.

This aligns with the new County goal "Be a trusted and well-run county."

The Office is budgeted in the General Government Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. Most County programs and services are mandated or support mandated programs. PBO works with offices and departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following program was formerly linked to the County Goal, "Supports all other County-wide goals" and is now linked to the County Goal, "Be a trusted and well-run county."

CIVIL SERVICE COMMISSION:

This program is statutorily defined under Chapter 158 of the Local Government Code; however, the creation of a Civil Service Commission is at the discretion of the Commissioners Court. The Civil Service Commission develops, establishes, and enforces rules and regulations pertaining to the employee work environment in the Travis County Sheriff's Office, including employee selection, advancement, rights and general working conditions. In addition, the Department complies with all Open Records

Requests, which have been increasing over the last several years. Furthermore, under Section 158.011, Local Government Code, Commissioners Court is mandated to reimburse Commission members for office expenses and provide office space, funds for staff, and funds for equipment.

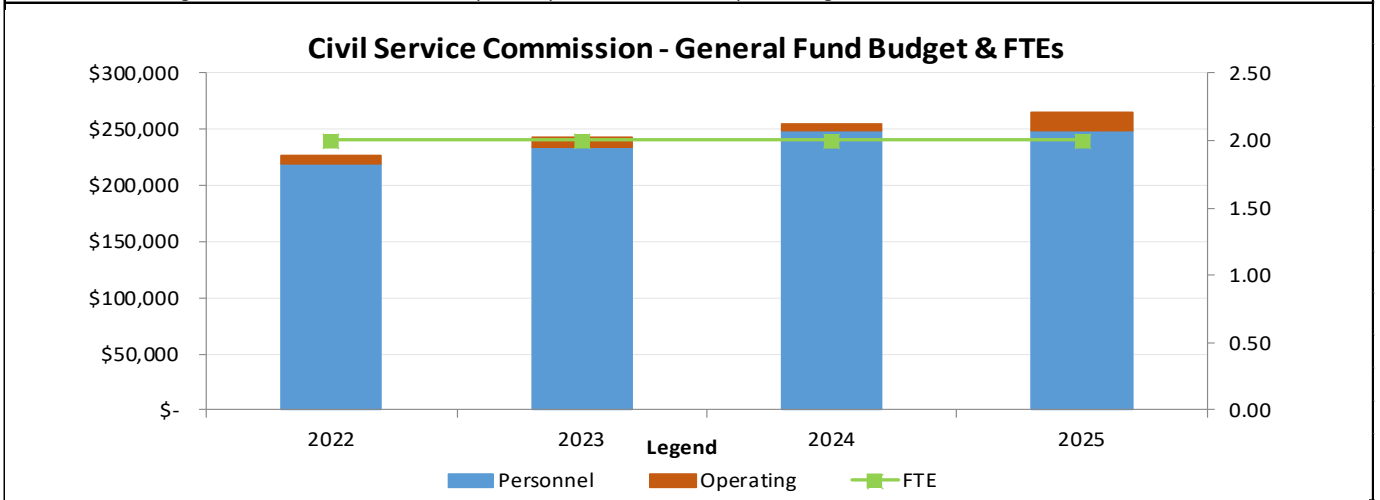
<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of advancement exams	51	61	80	84	87
# of grievances received	-	2	2	2	2
# of hearings conducted	-	1	1	1	1
# of promotional applications	133	164	172	181	188
# of promotional exams administered	86	118	124	130	135
# of promotional review boards	43	43	45	47	49
# of regular meetings	2	2	6	6	7
# open records requests answered	107	69	72	76	79
# patrol exams administered	25	70	74	77	80
# patrol review boards	19	46	48	51	53

The workload for the Civil Service Commission reflects the continued growth of applications and new hires within the Travis County Sheriff’s Office (TCSO). As compensation increases for and significant digital marketing of TCSO positions in Corrections and Law Enforcement, CSC has been rapidly increasing the number of patrol exams, review boards, and promotional exams to accommodate this aggressive hiring push by TCSO. This is expected to continue into FY 2025 and FY 2026 as TCSO continues to reduce its vacancy count for these positions.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	218,953	234,451	249,350	248,162	(1,188)
Operating	8,255	8,255	5,621	16,784	11,163
Total (Per&Op)	\$ 227,208	\$ 242,706	\$ 254,971	\$ 264,946	\$ 9,975
CAR*	-	-	-	-	-
Grand Total	\$ 227,208	\$ 242,706	\$ 254,971	\$ 264,946	\$ 9,975
FTEs	2.00	2.00	2.00	2.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Civil Service Commission increased by \$9,975 from the FY 2024 Adopted Budget. This is an 3.9% increase. The increase was in the operating budget due to staff turnover that resulted in savings which the Office placed into its Operating Budget.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 254,971	\$ -	\$ -	\$ 254,971	2.00	\$ -
Target Budget Changes						
Compensation & Benefits	8,787	-	-	8,787	-	-
Total Target Budget Changes	\$ 8,787	\$ -	\$ -	\$ 8,787	-	\$ -
FY 2025 Target Budget	\$ 263,758	\$ -	\$ -	\$ 263,758	2.00	\$ -
Budget Submission	\$ 263,758	\$ -	\$ -	\$ 263,758	2.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	1,062	-	-	1,062	-	-
Compensation & Benefits Total	\$ 1,062	\$ -	\$ -	\$ 1,062	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	126	-	-	126	-	-
Administrative & Other Total	\$ 126	\$ -	\$ -	\$ 126	-	\$ -
Grand Total	\$ 1,188	\$ -	\$ -	\$ 1,188	-	\$ -
FY 2025 Preliminary Budget	\$ 264,946	\$ -	\$ -	\$ 264,946	2.00	\$ -
Change from FY 2025 Target	\$ 1,188	\$ -	\$ -	\$ 1,188	-	\$ -
Change from FY 2024 Adopted	\$ 9,975	\$ -	\$ -	\$ 9,975	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Civil Service Commission includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Transfer from Personnel to Operating	\$-	\$10,037	\$10,037	-
Travel & Training Cut Restoration	-	162	162	-
Total Administrative and Other Funding Changes	\$-	\$10,199	\$10,199	-

The above transfer is to increase certain expenditure lines, particularly for outside counsel expenses to align to actual experience. Due to a retirement of a long tenured employee, some personnel savings was available to re-allocate.

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$162 in ongoing operating resources for the Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Civil Service Commission includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale ("redlined") that would otherwise not receive the Across the Board pay increase.	-	\$8,787	\$8,787
Resources for health insurance cost increases for FY 2025.	-	1,062	1,062
Total Compensation Changes	\$-	\$9,849	\$9,849

FY 2024 compensation adjustments were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document. The Commissioners Court has approved a 4.1 percent healthcare rate increase for FY 2025, with the contribution rate changing from \$1,079 in FY 2024 to \$1,123 for FY 2025. There is currently no rate increase planned for retirement.

ADDITIONAL INFORMATION

FUTURE CONSIDERATIONS

The Office is moving towards implementing a five-year plan. The main objective is to increase services and enable the Office to meet growing demands, including multiple new and updated technology initiatives within the Office. This effort has several initiatives tied to its implementation:

- Final adoption and implementation of its new Regulations policy;
- Developing of a comprehensive staffing plan, including administrative and analyst support;
- increased allocation of space for current and proposed new staff;
- Moving toward a more statistically based model to validate processes of the office;
- Converting all written exams to computer-based exams; and
- Implementing a notebook-based Oral Board score sheet.

Of these initiatives, the requests for administrative and analyst support (2.0 FTEs) will have significant budgetary impacts predicted within the next four years. The technology initiatives may also have a future budgetary implication, and the Office is working with other County departments to find the best technology solution.

Additionally, due to increasing demands placed on the Office because of enhanced procedures and additional workload, there may be a need to discuss additional support for the Office within the next five years. This could necessitate additional office space to accommodate any additional positions.

Community Legal Services (141)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area 2

Programs & Performance Management 2

Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025..... 9

FY 2025 Preliminary Budget Recommendations Summary..... 10

Additional Information 12

FY 2025 Budget Request Analysis 14

 Request #01: Financial Analyst Sr and Business Analyst (2.0 FTEs) Admin Division..... 14

 Request #02: Office Manager (1.0 FTE) Admin Division..... 17

 Request #03: Family Law Case Review (Law Library) – LFRF SPWs (2.75 SPWs)..... 19

 Request #04: Judicial Research Materials Contracted Increases 23

 Request #05: CMS Annual Operating Expenses 25

 Request #06: Annual Software License Expense (Adobe) 27

 Request #07: APD DNA Forensic Review Project 28

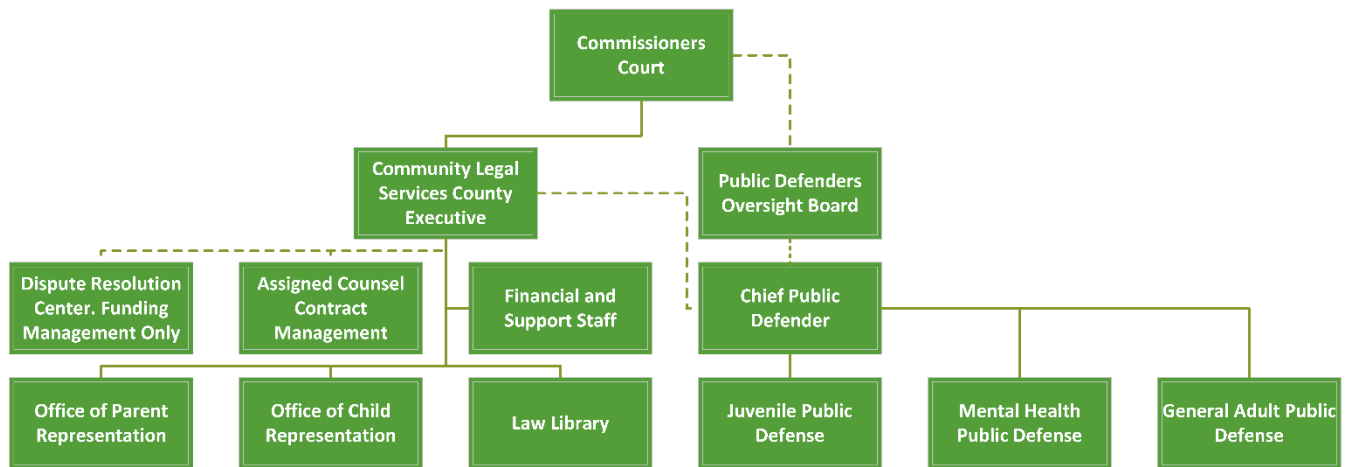
 Request #08: DPS DNA Forensic Review Project 28

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The Community Legal Services (CLS) Department and a County Executive position to lead the new department were authorized to be created by Commissioners Court on April 18, 2023, as a part of the Justice Planning Reorganization. Once hired, the CLS County Executive will work in coordination with Commissioners Court to establish the strategic vision for the new department, including detailing a mission statement and establishing strategic goals.

The Department is budgeted in the Justice System Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The following programs were formerly linked to the County Goal, "Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes" and are now linked to the County Goal, "Promote economic well-being and racial, ethnic and economic equity."

COMMUNITY LEGAL SERVICES - ADMIN:

The mission of the Community Legal Services Division is to comprehensively and holistically address the diverse legal needs of our community, ensuring equitable access to justice for all and leading collaborative efforts within the broader legal community.

On April 18, 2023, Commissioners Court approved the creation of a new department and County executive position related to the planned reorganization of the Justice Planning Department (155).

In its presentation to Commissioners Court, Justice Planning recounted the lead up to the proposed reorganization as follows:

Beginning in August 2022, the Court posted and held a series of open joint subcommittee meetings twice per month, during which key personnel from each division in JPS presented information on the creation, history, mission, and work of their divisions. As a

result of those meetings, it became clear that there were multiple offices (divisions) providing direct legal representation to eligible indigent residents of Travis County, in both the criminal and civil legal systems, that were organized administratively in different ways. MHPD, OCR, and OPR were organized administratively and budgetarily alongside the other divisions in criminal justice planning that do not provide direct legal representation or services, while the PDO and JPD are each separate and distinct divisions under the Justice & Public Safety Department. In addition, it became clear that six of the nine divisions organized under JPS are attorney offices, each equivalent to a small to medium sized law firm, with a combined total of 70+ attorneys, being managed administratively by a non-attorney County Executive.

The FY 2024 Adopted Budget included resources supporting the proposed reorganization of Justice Planning (155) and creation of a new County department under the Commissioners Court denoted as Community Legal Services (CLS). This new CLS Department was represented by an organizational chart presented to Court on April 18, 2023, and is to directly administer the Office of Parent Representation (OPR), Office of Child Representation (OCR) and the Law Library. In addition, CLS was directed to maintain an in-direct administrative supportive relationship to the Dispute Resolution Center (DRC), Managed Assigned Counsel Contract Management (CAPDS) and newly unified Public Defender’s Office (Department 144). The CLS County Executive will also manage the grant contracts with CAPDS and the funding agreement with the Dispute Resolution Center.

The proposed reorganization included the unification of the Public Defender’s Office and expanding the existing department to incorporate all related fund centers for the existing Adult General Defense (Department 144) divisions, Mental Health Holistic Defense division (formerly the Mental Health Public Defender housed as a fund center under Department 155, Justice Planning), and Juvenile Holistic Defense division (formerly the Juvenile Public Defender, Department 143). The now unified Public Defender’s Office under the Chief Public Defender will be organized administratively under the new County Executive for CLS alongside the OCR, the OPR, and the Law Library.

On September 19, 2023, Commissioners Court approved the necessary budget and FTE adjustments to enact the proposed reorganization. These adjustments included an increase of \$4,113,778 and 27.75 FTEs in the General Fund for CLS (141) related to the movement of administrative resources (1.0 FTE), the OPR (12.0 FTEs), the OCR (12.0 FTEs) and the Law Library (2.75 FTEs) including salaries, benefits and operating resources for the programs from Justice Planning to CLS to implement the reorganization as proposed as a part of the FY 2024 Changes After Markup.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Creation of the Department of Community Legal Services	\$320,484	1.00/0.00	The FY 2024 Adopted Budget included ongoing resources to fund the newly created County Executive position (1.0 FTE) for the Community Legal Services Department. The Department continues to recruit for this position.

OFFICE OF CHILD REPRESENTATION:

The Office of Child Representation (OCR) serves to provide quality legal services for children and youth involved in civil CPS legal cases, provide social work supportive services to clients, conduct public outreach about the Office’s work, and to help control the growth of the indigent attorney fees expenditure budget.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of cases handled per fiscal year (new and continuing)	257	201	325	325	325
Number of clients served per fiscal year (new & continuing)	338	257	500	500	500
Number of new cases accepted per fiscal year	72	62	200	200	200
Number of new clients accepted per fiscal year	104	78	250	250	250

OCR's legal services are legislatively mandated through the Texas Family Code. Texas law mandates that each child or youth who is the subject of a civil Child Protective Services (CPS) case involving alleged child abuse and neglect shall receive a court-appointed guardian ad litem and attorney ad litem, per Texas Family Code Sections 107.011 and 107.012. The court also has the option of appointing an attorney to serve in a dual role (as guardian ad litem and attorney ad litem), per Texas Family Code Section 107.0125. OCR serves clients involved in Travis County CPS cases as the attorney ad litem and, in some cases, as the attorney and guardian ad litem through a dual role appointment.

There is not a mandated service level requirement for OCR in terms of the number of cases accepted, but there are mandated duties that must be performed within each case by the guardian ad litem and attorney ad litem, including but not limited to: interview each client or caregiver for younger clients, investigate the facts of the case, review relevant records, and participate in litigation, per Texas Family Code Sections 107.002, 107.003 and 107.004

The Office notes that it was unable to conduct the Annual Community Survey in FY 2022 due to unforeseen circumstances. Additionally, the Office reports that significant changes to child welfare law during the 87th Legislative Session have affected the number of new cases being filed. As a result, OCR notes that it has received fewer new cases and clients. However, OCR states that it takes every case that is available to the Department unless there is a legal conflict. Despite the lower number of new cases filed, OCR reports an increase in the time that it takes for many cases to resolve due to the severity of a child's mental or physical well-being at the start of a case. OCR staff members marshal their legal advocacy to provide more depth of service for clients in need additional advocacy. These additional services may include coordination on collateral integral needs such as Social Security benefits for clients who are about to age out of foster care and placement challenges due to level of child's needs supporting repeated psychiatric hospitalizations. OCR has been able to help connect clients with necessary services. OCR asserts that these functions help clients have a better chance at success in adulthood.

The Office notes that it is still dealing with impacts from the COVID-19 Pandemic due the courts extending the life of many cases because of limited ability to handle trials in a usual way during the pandemic. OCR reports that the resulting backlog of cases headed to trial signifies delayed permanency for child clients.

In addition, OCR reports that the State of Texas has experienced a placement shortage rising to crisis levels. This situation is referred to as Children Without Placement, or CWOP. OCR's clients without placement have experienced a number of extremely negative outcomes including living in CPS Offices, receiving substandard care, experiencing frequent and traumatic placement changes, losing connection with family and advocates due to out-of-state placements and experiencing physical injuries while in CPS care that have required hospitalization. As a result of having children without placement in their care, CPS has required their staff members do shift coverage of the offices in order to supervise the children, often working night duty and with children with extreme needs. The Office notes that this has contributed to turnover, which affects the entire CPS system. The CWOP situation is one of several issues that is currently being monitored through a federal lawsuit against CPS. OCR reports that these placement-related crises have required rapid response by its staff on a frequent basis. OCR staff has increased crossover docket with the juvenile justice system which requires coordinating with the Travis County Juvenile

Public Defense Division of the Public Defender’s Office and increase court hearings. This has resulted in several late-night and weekend placement changes and CWOP-related crises that have required response by OCR staff, which is causing adverse effects on that child’s well-being.

OCR also reports that several partner agencies experienced significant turnover in recent years which has influenced its clients. In many cases, the agencies have hired new staff members who do not have the same level of experience as previous staff members. Therefore, errors have been more likely, and the potential for negative consequences for OCR’s clients and their legal cases have increased. OCR is often the only child advocate who remains constant through a child’s case, which provides the opportunity to vigorously advocate for a child’s services including mental health, education and medical needs. OCR staff report extended durations filing motions in court and advocating for clients because other parties are not meeting a child’s basic needs. The Office asserts that this situation has added additional work duties to every member of OCR’s staff.

Another characteristic that presents in OCR clients is the disproportional representation of children/youth of color and LGBTQIA+ children/youth in the CPS system. OCR engages in training to learn how they can best serve and advocate for their clients.

This is something that OCR continues to try and improve through trauma-informed supervision for staff members and advocacy for pay equity to recognize this team’s significant contributions to the children and families of Travis County.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
OCR Expansion	\$92,132	1.00/1.00	The FY 2024 Adopted Budget included ongoing resources related to the creation of one Social Services Manager (1.0 FTE) in the Office of Child Representation to decrease the cost of indigent defense by reducing the number of private attorney appointments that are necessary for cases filed by the Texas Department of Family and Protective Services under Texas Family Code Chapters 262 and 264 in Travis County. This position has been filled.

OFFICE OF PARENT REPRESENTATION:

The Office of Parent Representation (OPR) serves to provide quality, efficient legal representation for the indigent primary parents in child abuse and neglect cases pending in Travis County, assist in finding additional social services for OPR clients (such as housing, substance abuse treatment, and mental health providers to fill in the gaps of services), and to reduce costs related to private appointments for Travis County.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Case load per OPR attorney	28	36	25	30	40
Number of new cases assigned to OPR	153	116	150	200	200
Number of new cases assigned to private attorneys	101	145	150	150	150
Percent of cases with a Family Preservation outcome	88%	83%	88%	88%	88%

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percent of cases with a Parental Preservation outcome	N/A	75%	70%	70%	70%
Percent of cases with a Child Preservation outcome	N/A	65%	55%	55%	55%

This is a mandated program of the County as it is mandated to provide for indigent defense services. Additionally, all services ordered by the court are mandated through the Texas Family Code, Chapters 107, 262 and 264. Judges must appoint all parents who have been sued by DFPS under Texas Family Code Chapter 262 and Chapter 264 an attorney at the ex-parte hearing. Before the start of the initial show cause hearing, the attorney is required to meet with the client, obtain financial information from the client to determine continued qualification for a court-appointed attorney, and counsel the parent on the lawsuit filed by DFPS. OPR reports that it may investigate expanding its representation to pre-petition work to help curtail removals and lawsuits from DFPS.

OPR is in a reconstruction period after staffing changes in FY23. Since October 1, 2023, OPR hired an Attorney IV and an Attorney I to fill two vacant attorney positions. OPR has hired another Attorney IV who will start at OPR in August 2024. OPR is currently hiring for a second social worker position that was recently vacated and for the fifth staff attorney position. Both positions have active job postings. OPR will continue focusing on retention, recruitment, hiring, and training so that all positions are filled with qualified professionals committed to Travis County’s and OPR’s missions. OPR is hopeful that it will be fully staffed by the end of 2024. OPR looks forward to working with the Community Legal Services executive to serve Travis County residents.

OPR reports that the number of new cases filed in Travis County has stabilized since the legislative changes in FY 2021. However, the cases filed are intensive and require more client management hours and litigation. OPR also reports retaining the capacity to take more cases in FY 2023, but notes that the cases were not sent to the Office. Therefore, OPR expresses a desire to coordinate with the Courts to ensure that OPR receives the primary parent on every case it has capacity to accept.

Lastly, OPR notes that until it is fully staffed and case assignment protocols are formalized, average case load per attorney will be lower than pre-pandemic numbers.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
OPR Expansion	\$86,825	0.00/1.00	The FY 2024 Adopted Budget included ongoing resources related to the creation of one Social Worker (1.0 FTE) to expand efforts to represent the primary parent in every case filed by the Texas Department of Family and Protective Services under Texas Family Code Chapters 262 and 264 in Travis County. This position was filled. However, the Office reports that this employee left Travis County for another opportunity and that OPR is actively interviewing applicants to fill the position.

LAW LIBRARY:

The Travis County Law Library & Self-Help Center facilitates the resolution of litigation by providing accessible, relevant, accurate, and current legal information to all patrons. Patrons include self-represented litigants, judges, private attorneys, and county-employed legal staff who interact with the Travis County courts. Law Library services include reference services, access to reference attorneys, and technical services.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of forms, brochures, web pages created, updated, or translated into Spanish	51	155	58	27	27
Number of patrons assisted	28,192	31,566	30,944	30,944	30,944
Number of patrons assisted by driver's license reference attorneys	712	782	722	700	700
Number of patrons assisted by family law reference attorneys	4,680	5,467	5,204	1,400	1,000
Pages of forms, brochures, web pages created or updated in English	256	99	78	50	20
Percentage of reference & research requests completed on day of inquiry	99%	100%	100%	100%	100%

COVID-19 necessitated the Law Library's move to remote services during FY 2020. At that time, the Law Library implemented online reference, chat, fillable forms, remote Case Review, and email docket submission procedures that it continues to support, except for the chat service. The Law Library resumed in-person services in April 2022. The Division reports that observed elevated rates in email and phone call reference contacts have continued despite in-person activity not returning to pre-COVID levels. The Law Library also notes that walk in visits have increased after February 28, 2023, following the relocation into the Civil Family Courthouse Facility (CFCF), which has contributed to the increase in *Number of Patrons Assisted* in the second half of FY 2023 and in the first half of FY 2024. Meanwhile, the Law Library reports that a vacancy and an extended leave reduced the number of reference attorney staff hours in Family Law Case Review.

The Law Library notes that the civil district courts made necessary, safety-conscious changes to court procedures in response to the pandemic in FY 2020. One such change by the Civil District Court was to replace the pre-COVID uncontested docket process with the e-mail submission process. Prior to COVID-19, self-represented litigants (SRLs) moved their cases from filing to case review, and then to the in-person docket themselves. This process often did not often require additional assistance from Law Library staff. However, with suspension of the in-person uncontested docket and the implementation of virtual submission processes for uncontested cases, SRLs are now relying on the Law Library to move case files through the court's uncontested process. This has resulted in additional workloads for Law Library staff that it did not have with uncontested docket. The Law Library now electronically files post-petition forms; stores, reviews, and revises forms via email with the litigant; hold's TEAMS appointments; gets signatures from both parties; and then submits cases to the judge.

The Law Library reports that these additional duties are staff intensive, and the increase to workloads appears to be ongoing. The Law Library notes that the alternative to this workload burden would be to rely on SRLs to prepare their own forms and set their cases for hearing. The Division expects that this would shift the workload burden from the Law Library to the Civil Courts in the form of more hearings with unprepared self-represented litigants who have un-reviewed proposed orders.

The Law Library also notes that its programs are unique to Travis County. There are other self-help programs in the nation but no similar programs in Texas. Self-help programs in other major US counties began with family law, as Travis County's

did. Similar programs tend to expand to provide attorney help with mediation, expunction, and landlord/tenant services as well as family law. However, the Law Library does not provide direct help with mediation or landlord/tenant services. The Law Library reports that there are two movements in self-help services that the Division is watching closely. One is early resolution of contested family law cases through settlements mediated through services offered by the self-help center. The other is legal navigator programs. Multiple jurisdictions in the US use non-attorneys too as limited, neutral case managers who help self-represented litigants move their contested cases through the court process.

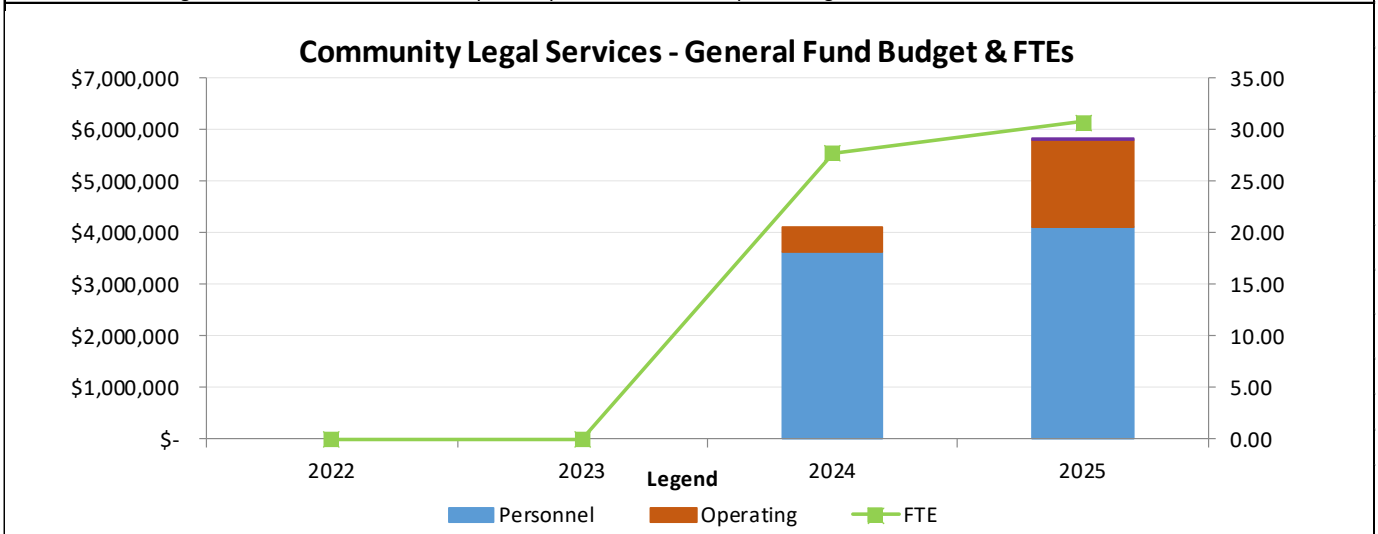
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Law Library Fund – Temporary Support for Case Review	\$146,149	2.75/2.0 (SPWs)	The FY 2024 Adopted Budget includes the conversion of three half-time temp positions from the Law Library Fund (Positions #30059997, 30059998, and 30053128) to Special Project Workers (1.75 SPWs) and the creation of a Paralegal SPW (1.0 SPW) funded through the LFRF. The Attorney III positions are family law attorneys who support the Case Review Program in the Law Library and have been funded out of the LFRF since March 1, 2022. These positions have managed to exceed expectations and submit more cases (2,319) than predicted (2,319). The Law Library anticipates filling the one vacancy in May 2024.
Law Library Research CMS Replacement	\$48,900	N/A	The FY 2024 Adopted Budget includes a project to replace the Law Library’s multiple manual Access databases with a single case management system through use of Local Fiscal Recover Funds (LFRF). The Law Library reports that the CMS was purchased in January 2024, and system configuration is expected to be completed throughout the summer of FY 2024.
<i>FY 2023</i>			
Midyear Transfer to Law Library Fund	(FY 2023) \$362,120 (FY 2024) \$214,544	N/A	The Law Library Fund is funded through civil filing fees. Prior to March 2020, the fund was sustainable and had reserves. Expenditures have exceeded revenue since this time and the Law Library Fund cannot support new initiatives. The Law Library Fund is stressed from the four years of suppressed revenue, decreased reserves, and increased personnel costs. Most of the expenditures in the Law Library Fund are personnel related. In recent fiscal years, Justice Planning’s budget included resources for transfers into the Law Library Fund to stabilize operations in the face of suppressed revenues. Current estimates project that an additional transfer will be required in FY 2025 to maintain the fund’s fund balance. Any subsequent transfers would be allocated in CLS’ budget.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	-	-	3,623,946	4,131,032	507,086
Operating	-	-	489,832	1,659,725	1,169,893
Total (Per&Op)	\$ -	\$ -	\$ 4,113,778	\$ 5,790,757	\$ 1,676,979
CAR*	-	-	-	5,610	5,610
Grand Total	\$ -	\$ -	\$ 4,113,778	\$ 5,796,367	\$ 1,682,589
FTEs	-	-	27.75	30.75	3.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Community Legal Services increased by \$1,682,589 from the FY 2024 Adopted Budget. This is a 40.9% increase. The majority of the increase was in the operating budget due to one-time funding related to the continuation of the APD & DPS DNA Forensic Review projects.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 3,899,234	\$ 214,544	\$ -	\$ 4,113,778	27.75	\$ -
Target Budget Changes						
Programmatic	-	(214,544)	-	(214,544)	-	-
Compensation & Benefits	13,882	-	-	13,882	-	-
Administrative & Other	110,958	-	-	110,958	-	-
FY 2025 Target Budget	\$ 4,024,074	\$ -	\$ -	\$ 4,024,074	27.75	\$ -
Budget Submission	\$ 4,024,074	\$ -	\$ -	\$ 4,024,074	27.75	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
DPS Forensic Review Project	-	295,886	-	295,886	-	-
APD Forensic Review Project	-	935,298	-	935,298	-	-
Judicial Research Materials	-	-	-	-	-	-
Contracted Increases	14,560	-	-	14,560	-	-
CMS Annual Operating Expense	10,633	-	-	10,633	-	-
Annual Software License Expense	1,260	-	-	1,260	-	-
Office Manager Sr (1.0 FTE) Admin Division	122,495	4,000	5,610	132,105	1.00	-
Programmatic Total	\$ 148,948	\$ 1,235,184	\$ 5,610	\$ 1,389,742	1.00	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY2025 Health Increase 4.10%	14,466	-	-	14,466	-	-
Compensation & Benefits Total	\$ 14,466	\$ -	\$ -	\$ 14,466	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Annual OG Transfer to the DRC	93,812	-	-	93,812	-	-
Annual OT Transfer to the Law Library	-	104,011	-	104,011	-	-
Financial Analyst Sr and Business Analyst (2.0 FTEs) Admin Division	253,031	-	-	253,031	2.00	-
Annual OG Transfer to the DRC - FY25 Adjustment	(93,812)	-	-	(93,812)	-	-
Travel and Training Cut Restoration	11,043	-	-	11,043	-	-
Administrative & Other Total	\$ 264,074	\$ 104,011	\$ -	\$ 368,085	2.00	\$ -
Grand Total	\$ 427,488	\$ 1,339,195	\$ 5,610	\$ 1,772,293	3.00	\$ -
FY 2025 Preliminary Budget	\$ 4,451,562	\$ 1,339,195	\$ 5,610	\$ 5,796,367	30.75	\$ -
Change from FY 2025 Target	\$ 427,488	\$ 1,339,195	\$ 5,610	\$ 1,772,293	3.00	\$ -
Change from FY 2024 Adopted	\$ 552,328	\$ 1,124,651	\$ 5,610	\$ 1,682,589	3.00	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Community Legal Services includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$214,544 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for Community Legal Services includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
APD Forensic Review Project	\$935,298	\$-	\$935,298	-
DPS Forensic Review Project	295,886	-	295,886	-

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Creation of an Office Manager Sr position (1.0 FTE) to provide administrative support for the newly formed Community Legal Services Department	4,000	122,495	126,495	1.00
Additional operating funding related to contractual operating costs increases in the Law Library to maintain access to required legal databases, required law books and legal research materials	-	14,560	14,560	-
Additional operating resources for annual operating expenses related to the maintenance of the Legal Server Case Management System under implementation in the Law Library	-	10,633	10,633	-
Additional operating resources related to Adobe licenses to ensure that all staff positions in the Law Library maintain access to necessary software tools to carry out daily operations	-	1,260	1,260	-
Total Programmatic Recommendations	\$1,235,184	\$148,948	\$1,384,132	1.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Community Legal Services includes the following changes related to Administrative and Other Funding Changes:

- \$110,958 was added to the budget related to the reorganization of Justice Planning (155, now known as the Department of Innovative Justice & Program Analysis).

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Additional resources related to the creation of a Business Analyst II (1.0 FTE) mid-year FY 2024, effective May 21, 2024, to provide administrative support in the CLS Admin Division and assist with ongoing CAFA summer test shifts, and the creation of a Financial Analyst Sr (1.0 FTE) mid-year FY 2024 to provide additional administrative support for the newly formed CLS Department	\$-	\$253,031	\$253,031	2.00
Additional operating resources related to a recurring one-time transfer to the Law Library Fund based on projected special fund revenues shortfalls	104,011	-	\$104,011	-
Additional operating resources related to the annual ongoing transfer to the DRC formerly budgeted in Justice Planning (155) and relocated to CLS (141) as a part of the FY 2024 Justice Planning Reorg	-	93,812	93,812	-
Travel and Training Cut Restoration	-	11,043	11,043	-
One-time reduction of the ongoing transfer to the DRC based on updated revenue estimates for FY 2025	-	(93,812)	(93,812)	-
Total Administrative and Other Funding Changes	\$104,011	\$264,074	\$368,085	2.00

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes 11,043 in ongoing operating resources for Community Legal Services. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Community Legal Services includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase. The total \$124,840 amount was initially dispersed across multiple departments and divisions that were later reorganized into CLS following the reorganization of Innovative Justice & Program Analysis (IJPA, formerly known as Justice Planning) approved during FY 2024. Therefore, the total compensation changes amounts are reflected both in the Compensation & Benefits Funding and Administrative & Other sections under Target Budget Changes in the above FY 2025 Budget Recommendations Summary table.	\$-	\$124,840	\$124,840
Resources for health insurance cost increases for FY 2025.	-	14,466	14,466
Total Compensation Changes	\$-	\$139,306	\$139,306

FY 2024 compensation adjustments were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

The FY 2025 Preliminary Budget for Community Legal Services includes various internal reallocations within the Department’s FY 2025 Budget Submission to better align projected FY 2025 expenditures.

ADDITIONAL INFORMATION

VACANT POSITIONS

The Department currently has six total vacancies, out of which the following four positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Attorney VI	30005	1.00	344	Position currently posted, gathering applications

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Attorney VI	30005	1.00	205	Position currently posted, gathering applications
County Executive CLgS	30066	1.00	204	Hiring Process in Progress
Social Worker	30005	1.00	203	Reclassified to Paralegal Sr. on 4/16/2024

FUTURE CONSIDERATIONS

The Community Legal Services (CLS) Department and a County Executive position to lead the new department were authorized to be created by Commissioners Court on April 18, 2023, as a part of the Justice Planning Reorganization. Once hired, CLS County Executive will work in coordination with Commissioners Court to establish the strategic vision for the new department, including detailing a mission statement and establishing strategic goals.

Additionally, on April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk’s Office, the County Attorney’s Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney’s Office, the Public Defender’s Office (PDO), the District Clerk’s Office, and the Sheriff’s Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

PBO notes that it will be important to ensure that CAFA is conducted as efficiently as possible to prevent duplication of duties. PBO would like to explore the possibility of one Office solely handling prosecution and one Office solely handling defense during CAFA. This could reduce the number of staff needed for prosecution and defense during CAFA. PBO wishes to explore questions like this with the impacted Offices and Departments before recommending any allocation of funding towards CAFA.

Given the importance and cost of this initiative, PBO needs additional time to finalize a wholistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop a finalized recommendation for this initiative. It is very likely that either an Earmark will be included in the FY 2025 Preliminary Budget, or PBO will help facilitate conversations between the Offices and Departments and Commissioners Court prior to the FY 2025 Adopted Budget regarding resources needed for FY 2025.

While CLS is not currently an active participant in the FY 2024 CAFA test shifts, it is possible that CLS may be included as a stakeholder in the anticipated wider implementation of CAFA.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #01: FINANCIAL ANALYST SR AND BUSINESS ANALYST (2.0 FTES) ADMIN DIVISION

Program:	General Admin (141)			
Fund/Fund#:	General Fund (0001)		Mandated Program:	No
	FY 2025 Request	FY 2025 Recommendation	FY 2026 Cost	FY 2027 Cost
FTEs	2.00	2.00	2.00	2.00
Personnel	229,662	247,867	247,867	247,867
Operating	5,167	5,164	5,164	5,164
Subtotal	\$ 234,829	\$ 253,031	\$ 253,031	\$ 253,031
Capital	5,200	-	-	-
Dpt Total	\$ 240,029	\$ 253,031	\$ 253,031	\$ 253,031
Earmark Allocated	118,672	-	-	-
Earmark CAR	2,770	-	-	-
Total Earmarks	\$ 121,442	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 361,471	\$ 253,031	\$ 253,031	\$ 253,031

DEPT. SUMMARY OF REQUEST

Community Legal Services (CLS) is requesting ongoing resources for the creation of a Business Analyst position (1.0 FTE) and Financial Analyst Sr (1.0 FTE) in the Admin Division related to an ongoing Earmark Against the Allocated Reserve and one-time Earmark Against the CAR Reserve originally included in the FY 2024 Adopted Budget for the creation of the new CLS Department 141. This would increase CLS's FTE count by 2.0 FTE.

The Community Legal Services (CLS) Department and a County Executive position to lead the new department were authorized to be created by Commissioners Court on April 18, 2023, as a part of the Justice Planning Reorganization. At that time, IJPA, then Justice Planning (155), recounted the lead up to this reorganization with the following:

“Beginning in August 2022, the Court posted and held a series of open joint subcommittee meetings twice per month, during which key personnel from each division in JPS presented information on the creation, history, mission, and work of their divisions. As a result of those meetings, it became clear that there were multiple offices (divisions) providing direct legal representation to eligible indigent residents of Travis County, in both the criminal and civil legal systems, that were organized administratively in different ways. MHPD, OCR, and OPR were organized administratively and budgetarily alongside the other divisions in criminal justice planning that do not provide direct legal representation or services, while the PDO and JPD are each separate and distinct divisions under the Justice & Public Safety Department. In addition, it became clear that six of the nine divisions organized under JPS are attorney offices, each equivalent to a small to medium sized law firm, with a combined total of 70+ attorneys, being managed administratively by a non-attorney County Executive.”

The restructuring created a new County Executive position and a new Travis County department, comprised of the five offices that provide direct legal representation to eligible residents, and the Law Library that provides legal services to all residents. The three offices that provide holistic criminal defense – Public Defender’s Office (PDO), Juvenile Public Defender’s Office (JPD), and Mental Health Public Defender’s Office (MHPD), became one unified public defender’s office under the Chief Public Defender (144), and will be organized administratively under a new (attorney) County Executive (141), alongside the OCR, the OPR, and the Law Library. The new (attorney) County Executive will also manage the grant contracts with CAPDS and the funding agreement with the Dispute Resolution Center.

This request was originally funded during the FY 2024 Budget Process to ensure that this new, incoming County Executive would have access to administrative support personnel in a general Admin Division within CLS once recruited. These positions are also intended to provide assistance to all programs and fund centers under CLS (141).

BUDGET REQUEST PERFORMANCE MEASURES

Community Legal Services did not include performance measures along with this request.

PBO RECOMMENDATION

PBO recommends \$253,031, including \$247,867 in ongoing personnel and \$5,164 in ongoing operating resources related to a Business Analyst II position (1.0 FTE) and Financial Analyst Sr position (1.0 FTE) in the CLS Admin Division created mid-year FY 2024 with an effective date of May 21, 2024 and June 18, 2024 respectively, be included in the FY 2025 Preliminary Budget to support the new Community Legal Services Department. This will increase CLS' FTE count by 2.0 FTEs.

The FY 2024 Adopted Budget included a \$233,766 ongoing Earmark on the Allocated Reserve for ongoing salary, benefits, and operating expenses and a one-time \$7,140 Earmark on the CAR Reserve for computer and phone equipment related to two support positions, a Financial Analyst Sr. (1.0 FTE) and a Business Analyst I (1.0 FTE), to support the new Community Legal Services Department. These positions were intended to be created once a suitable candidate was recruited to fill the vacant Community Legal Services County Executive position, and to provide the incoming County Executive the initial flexibility to organize the new department and Admin Divisions as necessary to fulfill CLS' scope of work and fully support the programs housed within the newly formed Department.

On May 21, 2024, Commissioners Court approved a request from Community Legal Services for a transfer of \$44,275 from the Earmark against the Allocated Reserve and \$3,570 from the Earmark against the Capital Acquisition Resources Reserve to fund the creation of a Business Analyst II Position (1.0 FTE) with an effective date of May 21, 2024, to provide internal IT support for the new department that will initially support multiple divisions within CLS which are transitioning to a new case management system and to assist with the Counsel at First Appearance test shifts during the summer. This request was approved ahead of the hiring of a permanent CLS County Executive to ensure timely support would be available to assist the ongoing CAFA test shifts occurring from April through September 2024.

In its memo to Commissioners Court regarding the transfer approved on May 21, 2024, PBO noted the following:

If approved, PBO will add the estimated annualized cost for the position of \$121,523 to CLS' FY 2025 Preliminary Budget. Should the Department recruit and hire a well-qualified candidate at a salary below this recommended \$86,039.16 amount, PBO will make a corresponding adjustment to CLS' budget for FY 2025 to reduce ongoing personnel resources in line with the actual salary amount.

PBO notes that the ongoing amount recommended to be included in the FY 2025 Preliminary Budget related to the creation of the Business Analyst II position (1.0 FTE) mid-year FY 2024 is \$2,582 greater (\$124,104) than the \$121,523 estimated annualized amount for FY 2025 included in PBO's May 21, 2024 memo to Commissioners Court. This \$2,582 differential is for associated operating expenses related to the new Business Analyst II position as originally considered during the FY 2024 Budget Process when the original \$233,766 ongoing Earmark on the Allocated Reserve amount was estimated by PBO in consultation with IJPA, then Justice Planning (155).

On June 18, 2024, Commissioners Court approved a request from Community Legal Services for a transfer of \$36,850 from the Earmark against the Allocated Reserve and \$3,570 from the Earmark against the Capital Acquisition Resources Reserve to fund the creation of a Financial Analyst Sr Position (1.0 FTE) with an effective date of June 18, 2024, to provide financial support for the new department.

In its memo to Commissioners Court regarding the transfer approved on June 18, 2024, PBO noted the following:

“If approved, PBO will recommend the FY 2025 annualized cost for the position of \$126,344 to CLS’ FY 2025 Preliminary Budget. Should the Department recruit and hire a well-qualified candidate at a salary below this recommended \$89,882 salary amount, PBO will make a corresponding adjustment to CLS’ budget for FY 2025 to reduce ongoing personnel resources in line with the actual salary amount. Additionally, PBO will release the remainder of the FY 2024 Earmarks related to these positions.”

PBO notes that the ongoing amount recommended to be included in the FY 2025 Preliminary Budget related to the creation of the Financial Analyst Sr position (1.0 FTE) mid-year FY 2024 is \$2,582 greater (\$128,926) than the \$126,344 estimated annualized amount for FY 2025 included in PBO’s June 18, 2024 memo to Commissioners Court. This \$2,582 differential is for associated operating expenses related to the new Financial Analyst Sr position as originally considered during the FY 2024 Budget Process when the original \$233,766 ongoing Earmark on the Allocated Reserve amount was estimated by PBO in consultation with IJPA, then Justice Planning (155).

Therefore, PBO is recommending a total of \$253,031, including \$247,867 in ongoing personnel and \$5,164 in ongoing operating resources be included in the FY 2025 Preliminary Budget for these two positions created mid-year in FY 2024 to support the new Community Legal Services Department now that the vacant County Executive position for CLS has been filled.

REQUEST #02: OFFICE MANAGER (1.0 FTE) ADMIN DIVISION

<i>Program:</i>	General Admin (141)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	83,681	119,913	119,913	119,913
Operating	-	6,582	2,582	2,582
Subtotal	\$ 83,681	\$ 126,495	\$ 122,495	\$ 122,495
Capital	-	5,610	-	-
Dpt Total	\$ 83,681	\$ 132,105	\$ 122,495	\$ 122,495
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 83,681	\$ 132,105	\$ 122,495	\$ 122,495

DEPT. SUMMARY OF REQUEST

Community Legal Services (CLS) is requesting additional resources related to the creation of an Office Manager position (1.0 FTE) in the Admin Division to provide adequate administrative support for the multiple program areas in the newly formed department. This would increase CLS' FTE count by 1.0 FTE.

Community Legal Services is a new department and reports a need for an Office Manager position to assist with administrative support and operational functions, including: budgeting, purchasing needs, human resources support, payroll, records management, IT needs, and other general office functions. The Department notes that the Office Manager is intended to support five program areas that provide direct legal representation to eligible residents, and the Law Library that provides legal services to all residents.

BUDGET REQUEST PERFORMANCE MEASURES

Community Legal Services did not include performance measures along with this request.

PBO RECOMMENDATION

PBO recommends \$132,105, including \$119,913 in ongoing personnel, \$4,000 in one-time operating, \$2,582 in ongoing operating and \$5,610 in one-time centrally budgeted resources for computer, phone, and printer equipment related to the creation of an Office Manager Sr position (1.0 FTE) to provide administrative support for the newly formed Community Legal Services (CLS) Department.

The FY 2024 Adopted Budget included a \$233,766 ongoing Earmark on the Allocated Reserve for ongoing salary, benefits, and operating expenses and a one-time \$7,140 Earmark on the CAR Reserve for computer and phone equipment related to two support positions, a Financial Analyst Sr. (1.0 FTE) and a Business Analyst I (1.0 FTE), to support the new Community Legal Services Department. These positions were intended to be created once a suitable candidate was recruited to fill the vacant Community Legal Services County Executive position, and to provide the incoming County Executive the initial flexibility to organize the new department and Admin Divisions as necessary to fulfill CLS' scope of work and fully support the programs housed within the newly formed Department.

On May 21, 2024, Commissioners Court approved a request from Community Legal Services for a transfer of \$44,275 from the Earmark against the Allocated Reserve and \$3,570 from the Earmark against the Capital Acquisition Resources Reserve to fund the creation of the earmarked Business Analyst II Position (1.0 FTE) with an effective date of May 21, 2024, to provide internal IT support for the new department that will initially support multiple divisions within CLS which are transitioning to a new case management system and to assist with the Counsel at First Appearance test shifts during the summer. This request was approved ahead of the hiring of a permanent CLS County Executive to ensure timely support would be available to assist the ongoing CAFA test shifts occurring from April through September 2024.

On June 3, 2024, the CLS County Executive position was filled and began the onboarding process. Then, on June 18, 2024, Commissioners Court approved a request from Community Legal Services for a transfer of \$36,850 from the Earmark against the Allocated Reserve and \$3,570 from the Earmark against the Capital Acquisition Resources Reserve to fund the creation of the earmarked Financial Analyst Sr Position (1.0 FTE) with an effective date of June 18, 2024, to provide financial support for the new department.

PBO anticipates that needs for additional personnel in the Admin Division will continue to develop for the newly formed Department now that the vacant CLS County Executive position has been filled and the Admin Division begins to support the other programs and divisions within Department 141 in earnest. PBO concurs that CLS will require the support of a dedicated Office Manager to supplement the lone Office Specialist position budgeted within the fund center for the Office of Child Representation, as this is the only existing position with a comparable job title across the four divisions directly budgeted under Department 141 (CLS).

However, PBO is recommending that the requested Office Manager position (paygrade: C10) be budgeted as an Office Manager Sr (paygrade: C13) at a level above the minimum for the paygrade to maintain internal equity with the same position within the Department of Innovative Justice & Program Analysis (IIPA – 155). Additionally, budgeting the position above the minimum of the higher paygrade is intended to provide CLS the flexibility to recruit a well-qualified candidate with a sufficient level of experience relative to the position's proposed scope of responsibilities to support the new CLS Department and the multiple programs it will support. Since the department is new, there are insufficient salary savings for the Department to fund above the minimum salary of the position without additional funds from the Allocated Reserve. Should the Department recruit and hire a well-qualified candidate at a salary below the recommended salary amount, PBO will make a corresponding adjustment to CLS' budget for FY 2025 to reduce ongoing personnel resources in line with the actual salary amount.

REQUEST #03: FAMILY LAW CASE REVIEW (LAW LIBRARY) – LFRF SPWS (2.75 SPWS)

<i>Program:</i>	Law Library (141)			
<i>Fund/Fund#:</i>	ARPA Fund (1000)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	225,038	-	-	-
Operating	705	-	-	-
Subtotal	\$ 225,743	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 225,743	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 225,743	LFRF Funds Recommended	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Community Legal Services is requesting ongoing resources for the remaining FY 2025 annualized cost of three Attorney III positions (1.75 SPWs) and a Paralegal position (1.0 SPW) currently approved for funding through LFRF Track 3 resources until December 31, 2024, to maintain Family Law Case Review capacity in the Law Library. These positions support unrepresented litigant access to the Civil District Courts and have served to address case backlogs in the Law Library brought on by the COVID-19 Pandemic. This would increase CLS' FTE count by 2.75 FTEs.

The Law Library notes that these positions directly assist unrepresented litigants to complete their divorce without children and name change cases. The three part-time reference Attorney III positions (1.75 SPW) and Paralegal position (1.0 SPW) meet with and then review, correct, and submit orders and decrees to the Civil District Courts using the electronic submission process. The Law Library estimates that, if funded through the remainder of the fiscal year as requested, these Case Review positions would review and submit 1,600 divorce without children and name change cases in FY 2025.

On December 19, 2023, these positions were approved for funding through LFRF Track 3 resources. The LFRF funding that was initially anticipated to fund these positions through December 31, 2026, is currently expected to end December 31, 2024 (details provided in the recommendation section below). The Law Library asserts that ending these positions on December 31, 2024, would seriously affect services supporting unrepresented county residents and exacerbate workloads for the Civil District Courts. If full annualized funding for these positions is not recommended, the Law Library reports that it will only be able to submit divorces without children and adult name change cases until December 31, after which the remaining Case Review staff (2.75 FTEs) will need to limit services to cases involving children due to the reduced personnel capacity.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Law Library Number of Divorce No Children Cases Prepared for Court	1,055	1,156	996	250	1,000	1,000
Law Library Number of Name Change Cases Prepared for Court	661	770	642	150	600	600

PBO RECOMMENDATION

PBO recommends continued use of LFRF funding to fund this request through FY 2025. Per Court action on July 23, 2024, these positions will continue to be funded through the LFRF until the end of FY 2025 as previously approved. Therefore, PBO recommends that these four SPW positions (2.75 SPWs) continue to be funded with LFRF funds through FY 2025 and recommends that CLS plan to resubmit these positions for consideration in the FY 2026 Budget Process.

On December 19, 2023, PBO presented an update on LFRF Track 3 Projects to Commissioners Court. The following project recommendation was included in the backup provided with that agenda item and approved by Commissioners Court:

1. Community Legal Services – Law Library Family Law Case Review Expansion Special Project Workers (SPWs)

PBO recommends \$319,862 for the continuation of the Law Library Family Case Review. This funding will allow the continuation of additional support for the Law Library’s family law case review services for Self-Represented Litigants that has been funded with the LFRF since March 1, 2022. Previously this additional staff consisted of three half-time temporary reference attorneys. Based on current needs of the program, PBO recommended changing two half-time temporary reference attorneys to half-time Special Project Workers and the remaining temporary reference attorney to a three quarter-time Special Project Worker from December 19, 2023 to December 31, 2024. In addition, the Law Library expressed a need for a full time Paralegal Special Project Worker for this same period that is supported by PBO...

...These positions have been helping address an ongoing backlog in cases at the Law Library needing review. As of budget submission, the Law Library had a backlog of 383 open cases needing to be resolved and submitted on behalf of Self-Represented Litigants (SRLs). Should the case backlogs persist, or should the Department continue to demonstrate a need for these positions beyond FY 2025, PBO will work with the Law Library to re-submit this request during the FY 2025 Budget Process to address this project outside of the LFRF since these expenses will no longer be eligible for LFRF funding beyond December 31, 2024...

F.) Update on latest U.S. Department of Treasury Interim Final Rule for State and Local Fiscal Recovery Funds

In November 2023, the Treasury issued an Obligation Interim Final Rule (IFR) to address LFRF recipients questions and comments regarding the definition of “obligation” as it pertains to the Treasury’s requirements that all LFRF funds be “obligated” by December 31, 2024. This IFR provided clarification on the definition and provided related guidance specifically regarding which

personnel costs are allowable after the December 31, 2024, obligation deadline and until the expenditure deadline of December 31, 2026.

These new classifications provide specific limitations on personnel expenses after the obligation deadline, allowing only those personnel directly involved in LFRF administrative work, such as reporting and compliance, single audit work, record retention and internal control requirements, property standards, environmental compliance requirements, and civil rights and nondiscrimination requirements, to be funded through LFRF resources after the December 31, 2024 obligation deadline. PBO is working with Guidehouse to provide comment on this new Interim Final Rule and will work with the consultant and relevant Departments and Offices that may be impacted by this clarification to determine which SPWs are eligible for extension until 2026 and which may need alternative funding sources. The Treasury has provided a deadline of April 30, 2024, to report on specific eligible personnel costs that will be funded through 2026, and PBO will bring forward an update on LFRF Special Project Worker funding to the Court before that date.

As reported to Commissioners Court during the December 19, 2023 LFRF update, in November 2023, the Treasury issued an Obligation Interim Final Rule (IFR) to address LFRF recipients questions and comments regarding the definition of “obligation” as it pertains to the Treasury’s requirements that all LFRF funds be “obligated” by December 31, 2024. This IFR provided clarification on the definition and provided related guidance specifically regarding which personnel costs are allowable after the December 31, 2024, obligation deadline and until the expenditure deadline of December 31, 2026.

These clarifications provided specific limitations on personnel expenses after the obligation deadline, allowing only those personnel directly involved in LFRF administrative work, such as reporting and compliance, single audit work, record retention and internal control requirements, property standards, environmental compliance requirements, and civil rights and nondiscrimination requirements, to be funded through LFRF resources after December 31, 2024 and through December 31, 2026. Based on these changes, PBO commenced work to develop recommendations for how to fund the 51 Special Project Worker positions that were funded through the LFRF, considering that many of them would no longer be eligible for LFRF funding after December 31, 2024 based on the November Treasury guidance. These positions, as direct service positions rather than administrative position, were thought not to be eligible for LFRF funding based on this guidance.

On March 29, 2024, the Treasury released a new set of Frequently Asked Questions which changes this guidance to allow recipients to consider funds obligated under LFRF rules for any personnel whose salary may be paid under an eligible use of SLFRF funds through December 31, 2026, for any position that existed and was filled by December 31, 2024. This is an expansion of the previous understanding from the November 2023 Treasury Guidelines. In addition, reporting deadlines for personnel expenses were moved from April 30, 2024 to July 2024 for administrative expenses and January 2025 for all other personnel. PBO did not complete its analysis of this new information before the Department submitted its budget request, and so PBO recommended that the Department submit all LFRF-related positions that may have been ineligible under the LFRF under the November 2023 guidance through the budget process, in case they would need General Fund resources.

These four Law Library Special Project Worker positions were originally funded through the LFRF on March 1, 2022 (December 19, 2023, for the Paralegal), and were recommended through December 31, 2024, within the FY 2024 Preliminary Budget, prior the Treasury’s November IFR update. PBO believes that based on the current Treasury guidelines and based on the action already taken by Commissioners Court on December 19, 2023 that these positions would be eligible for continued use of LFRF funding until grant close out.

The Law Library notes that its Case Review Program supports the electronic submission process by opening it up to self-represented litigants. When unrepresented cases go through Case Review, a family law attorney reviews and prepares decrees and orders for the judges’ signatures. The reference attorneys summarize the case on a one-page form referred to as “the golden ticket.” Then the reference attorney submits the case electronically directly to the court. The Courts report that this process significantly reduces the amount of time required to process these cases. For example, in a letter of support for this request submitted by a District Court Judge on behalf of the Law Library, the Judge noted that these Law Library

support services reduce the amount of time spent on each case from 15 minutes to 5 minutes per case on average for divorce without children cases. At its current rate as of budget submission, the Case Review team expects to submit 996 total divorce without children cases through December 31, 2024. Based on the Judge's letter of support, this would represent an estimated time savings of 9,960 judge-minutes or 20.8 judge-days for just divorce without children cases.

Family Law Case Review case types can be divided between cases involving children and cases without children. Cases involving children include divorce, paternity, establishment of child support and visitation, and modification of child support and visitation. Cases without children include divorces without children and adult name changes. The Law Library notes that the continued personnel capacity supplied by these LFRF funded SPWs have expanded service levels to support all these case types. Without these positions, the Law Library anticipates that it will be required to reduce services and that priority will be given to the cases involving children and family violence. The Law Library notes that cases that do not receive Care Review support often create added frustration and inefficiency as SRLs struggle through courthouse processes without proper guidance and judges spend excess time on unreviewed cases, leading to fewer family law cases closed by the Courts.

PBO concurs that these three Attorney III and one Paralegal SPW positions (2.75 SPW) are currently providing significant value to the County by streamlining the growing workload for Civil District Court processes and expanding access to justice for low and middle-income litigants, as highlighted in the 419th District Court's letter of support included with this request. Should LFRF funding be determined to be ineligible to extend these positions through at least December 31, 2026, PBO will reconsider identifying General Fund resources to maintain these positions which are currently serving to expand access to the Travis County Court system for residents in need and conserving costly Court process hours with reasonable and efficient supportive services, but cautions that ongoing resources in the FY 2025 Preliminary Budget are anticipated to be very scarce for requests such as this.

REQUEST #04: JUDICIAL RESEARCH MATERIALS CONTRACTED INCREASES

<i>Program:</i>	Law Library (141)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	14,560	14,560	14,560	14,560
Subtotal	\$ 14,560	\$ 14,560	\$ 14,560	\$ 14,560
Capital	-	-	-	-
Dpt Total	\$ 14,560	\$ 14,560	\$ 14,560	\$ 14,560
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 14,560	\$ 14,560	\$ 14,560	\$ 14,560

DEPT. SUMMARY OF REQUEST

Community Legal Services (CLS) is requesting additional ongoing operating funding to cover annual contractual increases for legal research materials for the Civil, Criminal and Justice of the Peace Courts, as well as legal database access for certain departments.

The Law Library is estimating contracted cost increases driving the need for additional resources in FY 2025 based on three assumptions:

- A 5% annual increase in the Law Library’s legal books contract;
- A 3% annual increase in the Law Library’s online database contract; and
- A projected 15% increase for a second online database contract which expires on September 1, 2024, that the Law Library seeks to renew.

The Law Library works closely with the courts to ensure the judges have access to the legal materials required in the format needed (print or electronic). One contract also covers database access for attorneys and legal assistants in Community Legal Services, the Public Defender’s Office, the District Attorney’s Office, and the Appellate Division of the County Attorney’s Office. By combining the database needs of the courts and multiple departments, the Law Library notes that it is better able to secure volume pricing in the legal database contracts.

The Law Library works with the courts to identify needed material. Civil court, criminal court, justice court, and Law Library database subscriptions are combined on one multi-year contract to take advantages of volume pricing. The Law Library contracts for, budgets, orders, pays the invoices, and manages IDs. In addition, the Law Library coordinates training so that legal staff can learn how to fully utilize the content and tools available to them.

BUDGET REQUEST PERFORMANCE MEASURES

Community Legal Services did not include performance measures along with this request.

PBO RECOMMENDATION

PBO recommends \$14,560 in additional ongoing operating resources to ensure that the Law Library maintains access to required legal databases and continues to purchase required law books and legal research materials be included in the Community Legal Services FY 2025 Preliminary Budget.

REQUEST #05: CMS ANNUAL OPERATING EXPENSES

<i>Program:</i>	Law Library (141)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	10,633	10,633	10,633	10,633
Subtotal	\$ 10,633	\$ 10,633	\$ 10,633	\$ 10,633
Capital	-	-	-	-
Dpt Total	\$ 10,633	\$ 10,633	\$ 10,633	\$ 10,633
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 10,633	\$ 10,633	\$ 10,633	\$ 10,633

DEPT. SUMMARY OF REQUEST

CLS is requesting additional ongoing resources to cover annual operating expenses related to the maintenance of the Legal Server case management system (CMS) in the Law Library.

The Law Library notes that it has collaborated with the ITS review team throughout the purchase of the CMS in January 2024 and that configuration is underway with an anticipated go-live date of June 2024. The annual subscription maintenance expenses should be due January 2025. The Law Library asserts that the data and statistics provided by Legal Server will improve collaboration with the Civil District Courts and the District Clerk’s Office, as well as improve the Law Library’s ability to track the flow of clients’ self-represented cases through the courts.

BUDGET REQUEST PERFORMANCE MEASURES

Community Legal Services did not include performance measures along with this request.

PBO RECOMMENDATION

PBO recommends \$10,633 in additional ongoing resources for annual operating expenses related to the maintenance of the Legal Server Case Management System under implementation in the Law Library be included in the FY 2025 Preliminary Budget.

On December 19, 2023, PBO presented an update on LFRF Track 3 Projects to Commissioners Court. The following project recommendation was included in the backup provided with that agenda item and approved by Commissioners Court:

2. Community Legal Services – Law Library Case Management System (CMS) Replacement

PBO recommends \$48,900 for the replacement of the Law Library Case Management System (CMS). The new system will allow a single sign-in and integration of Legal Server in the Law Library and is estimated to cost \$48,900, which includes \$38,267 in one-time implementation costs and \$10,633 in operating costs related to hosting and support fees. This change would move the Law Library to the Legal Services CMS that is currently utilized by multiple Travis County departments and the Law Library anticipates that integrating this system into its operations will not only

improve efficiency, but also promote data interconnectivity between the Law Library and other justice-facing departments in the County over time. PBO will work with the Law Library to identify the necessary ongoing funding after the LFRF funds are no longer eligible to fund the \$10,633 annual operating expense.

It is PBO's current understanding that FY 2025 ongoing service and maintenance costs related to the Law Library CMS Replacement Project are not eligible for additional funding through the LFRF after December 31, 2024. The initial expenses for these ongoing costs are expected to be billed in January 2025. Therefore, PBO recommends ongoing operating resources from the general fund to maintain the Law Library's access to, and support for, the newly implemented Legal Server CMS.

REQUEST #06: ANNUAL SOFTWARE LICENSE EXPENSE (ADOBE)

<i>Program:</i>	Law Library (141)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	1,260	1,260	1,260	1,260
Subtotal	\$ 1,260	\$ 1,260	\$ 1,260	\$ 1,260
Capital	-	-	-	-
Dpt Total	\$ 1,260	\$ 1,260	\$ 1,260	\$ 1,260
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,260	\$ 1,260	\$ 1,260	\$ 1,260

DEPT. SUMMARY OF REQUEST

Community Legal Services (CLS) is requesting additional ongoing operating funding to purchase annual subscription licenses for software that is used regularly by all Law Library staff.

The Law Library notes that Adobe will no longer support the one-time purchased stand-alone licenses that the Law Library has used for years and is moving to an annual subscription model. Law Library staff use Acrobat Pro tools to help self-represented litigants prepare legal forms, to edit forms, and to create fillable forms. Fillable forms help self-represented litigants to complete forms with fewer errors. Staff use the edit PDF tool to make corrections without having to re-send documents to self-represented litigants multiple times. Occasionally, there is need to redact sensitive information on PDFs.

BUDGET REQUEST PERFORMANCE MEASURES

Community Legal Services did not include performance measures along with this request.

PBO RECOMMENDATION

PBO recommends \$1,260 in additional ongoing operating resources be included in the FY 2025 Preliminary Budget to ensure all staff positions in the Law Library maintain access to necessary software tools to carry out daily operations.

PBO estimates the total ongoing costs for Adobe Acrobat Licenses at an updated subscription rate of \$105 per subscription to be \$1,260 for all 12 positions in the Law Library.

REQUEST #07: APD DNA FORENSIC REVIEW PROJECT

REQUEST #08: DPS DNA FORENSIC REVIEW PROJECT

<i>Program:</i>	General Admin (141)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	1,231,184	1,231,184	-	-
Subtotal	\$ 1,231,184	\$ 1,231,184	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 1,231,184	\$ 1,231,184	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,231,184	\$ 1,231,184	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

APD Forensic Review Project - \$935,298

Community Legal Services (CLS) is requesting one-time operating resources related to the anticipated final stage of the ongoing APD Forensic Review Project. An audit by the Texas Forensic Science Commission (TFSC) identified serious issues in the Austin Police Department (APD) DNA Lab, which resulted in the DNA lab’s closure and raised substantial concerns about the integrity of the results of the DNA analysis involved in the prosecution of criminal cases in Travis County. This review led to two convictions being reversed with the charges being dismissed and hundreds more being reviewed. As the review continues through completion, other convictions may be reversed.

The project has initiated the second stage of the process, which requires intensive case work. CAPDS must undertake a case-specific review of any changed DNA result found during the scientific review and, where necessary, pursue litigation. Preparation for post-conviction litigation (particularly the initial court filing) can be an arduous process, requiring a significant amount of attorney time, investigation, consultation with experts, and other resources. Due to legal requirements, cases in which a writ application is filed must be assessed for all potential legal claims (often related to but not limited to unreliable DNA), and all potentially meritorious claims must be investigated. Post-conviction litigation requires specially trained attorneys, increased investigation, travel, and expert retention. Investigation and preparation of legal claims in the post-conviction process can be particularly cumbersome due to the scope of the investigation necessarily explained by United States Supreme Court precedent and guidelines from professional associations. The time and resources spent by attorneys on post-conviction cases often hinges on the accessibility of documents, records, and other materials in the possession of government agencies, including those in the possession of the prosecuting authority and police agency. Moreover, significant travel may be required for each case, as many of the clients are now incarcerated outside of Travis County and, years after the crime occurred, witnesses live in other areas. Finally, the assistance of experts is normally warranted.

As of the date of this proposal, CLS reports that CAPDS has filed two amended writs, both of which have resulted in relief for the client. These victories make the CAPDS program in Travis County the most successful DNA review project in Texas. CAPDS

anticipates two (2) additional amended applications will be filed during the current fiscal year, assuming the Travis County District Attorney's Office (DAO) provides discovery that has been requested. CAPDS has also identified approximately 12 cases that may warrant scientific review and can be sent to scientific review after additional discovery requests pending with the DA's Office are fulfilled and the DA agrees to a Memorandum of Understanding with respect to use of a joint DNA expert. CAPDS anticipates that as cases continue to move through the materiality review and scientific review process, several additional post-conviction cases will be initiated.

CAPDS notes that the project encountered significant roadblocks during FY 2020 and FY 2021 that continued to affect the project in FY 2022, FY 2023, and FY 2024. These setbacks center on delays in promised delivery of discovery materials for materiality review. CAPDS remains determined to obtain this necessary discovery and is taking every available avenue to procure it and advance this project. Lastly, the significant disagreement with the prior DAO administration endangered the use of a shared expert, as the project was designed for, when the DAO used reports generated by this project in an unrelated death penalty case. This has resulted in the need to determine that cases absolutely should proceed to the scientific review stage and for a memorandum of understanding with the DAO in order to prevent such a circumstance from recurring.

This project is a multiyear review of DNA cases handled by the APD DNA Lab. FY 2017 & FY 2018 contracts saw the creation of the project and the undertaking of materiality reviews. CAPDS – Forensic Project was not funded to provide for the “active litigation” phase of the legal review during these fiscal years. In FY 2019, cases returned from scientific review and writ investigations were undertaken as well as the first writs filed. In FY 2020, CAPDS hired new staff and replaced existing staff with attorneys experienced in the particular skills needed to create the most effective and efficient process. An internal audit and process redesign has led to an optimized program review, litigating, and closing cases. In FY 2020 & FY 2021, CAPDS began resolving writs filed in FY 2019, further prepared cases for writ litigation. FY 2022 & FY 2023 saw successful writ investigation and litigation as well as additional progress on materiality reviews. CAPDS is prepared to complete and resolve materiality reviews in FY 2024, and as expeditiously as possible, as materials are disclosed. Further work is required in FY 2025 to undertake litigation for cases completing material and with changed science based on scientific review.

DPS Forensic Review Project - \$295,886

Community Legal Services (CLS) is requesting one-time operating resources related to the anticipated final stage of the ongoing DPS Forensic Review Project. The Texas Forensic Science Commission (“TFSC”) identified serious issues in the interpretation of forensic DNA samples involving mixtures from the Department of Public Safety (“DPS”) Crime Lab. Such issues raise serious concerns about the integrity of the results of DNA analysis that were used on the prosecution of criminal cases in Travis County. Travis County received a grant to begin materiality reviews and to handle post-conviction litigation in FY 2017. Such reviews are close to completion and the writ investigations and preparation of writ petitions is well underway.

In FY 2024, CAPDS expects to complete its materiality review of cases for the project and begin case-specific review of any changed DNA result found during the reinterpretation process. And, where necessary, CAPDS attorneys will prepare and litigate writs on issues found.

The first writs were filed in FY 2019 and additional post-conviction litigation will follow as legal materiality reviews are completed and scientific reviews and post-conviction investigations are ongoing. With the current level of requests for service and current funding levels it is expected that the legal review will continue into FY 2025. CLS reports that action by the DAO in beginning to timely meet requests for case documentation could reduce the ultimate length of the project.

As of the date of this proposal, CAPDS has initiated writ litigation on behalf of two clients. Multiple requests for reinterpretation have been made to DPS, and cases for which reinterpretation reports have been generated are being investigated for potential post-conviction litigation. CAPDS anticipates that as cases continue to move through the materiality review and scientific review process, that additional post-conviction cases will be pursued.

The DPS project has several serious felonies, which require significant time and resources for both the materiality reviews and preparation for post-conviction litigation. Of the cases that are currently open with the project, several are capital murder cases, murder cases, aggravated sexual assault cases, and aggravated sexual assault of child cases. The two cases currently being investigated for writ litigation are capital murder cases.

The DPS review project is approximately one-third of the size of the APD review project and until recently was only staffed by two part-time attorneys whose cumulative weekly time did not equal one full-time staff attorney. As of late FY 2024, CAPDS reports that the project is now staffed by one full-time and two part-time attorneys, noting that the full-time attorney and one of the part-time attorneys have substantial post-conviction experience.

BUDGET REQUEST PERFORMANCE MEASURES

Community Legal Services did not include performance measures along with this request.

PBO RECOMMENDATION

APD Forensic Review Project - \$935,298

PBO recommends one-time funding of \$935,298 to continue the contract with CAPDS for materiality review of the DNA cases be included in the FY 2025 Preliminary Budget. These cases are moving into a different phase from reviewing cases to writ litigation, meaning some cases have been identified as needing court action. CAPDS is optimistic that these cases will continue to make significant progress in FY 2025 after reporting significant roadblocks during FY 2020, FY 2021, and FY 2022. According to the Department, during this time “CAPDS attorneys were unable to finalize materiality reviews, ready cases for scientific review, and close cases.” Additionally, “the coronavirus pandemic halted in-field investigation necessary to move forward with writ cases and prevented CAPDS attorneys from in-person visits with clients due to TCDJ’s closure of prisons for a year.”

DPS Forensic Review Project - \$295,886

PBO recommends one-time funding of \$295,886 to continue the review of cases in the DPS Forensic Review project be included in the FY 2025 Preliminary Budget. This funding will be reviewed annually over the next one to two years, as there is hope that all cases will have been reviewed and final determinations will be made in the court system. CAPDS is optimistic that cooperation with the District Attorney’s Office will allow for continued significant progress on these cases in FY 2024.

Additionally, PBO notes that it would be beneficial for Community Legal Services to provide an update to Commissioners Court to keep the Court briefed on long term planning and overall financial commitments related to these forensic review projects.

Community Supervision and Corrections (139)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area 2

Programs & Performance Management 2

Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025..... 4

FY 2025 Preliminary Budget Recommendations Summary..... 5

FY 2025 Budget Request Analysis 9

 Request #1: 3% Compensation for CSCD Employees 9

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

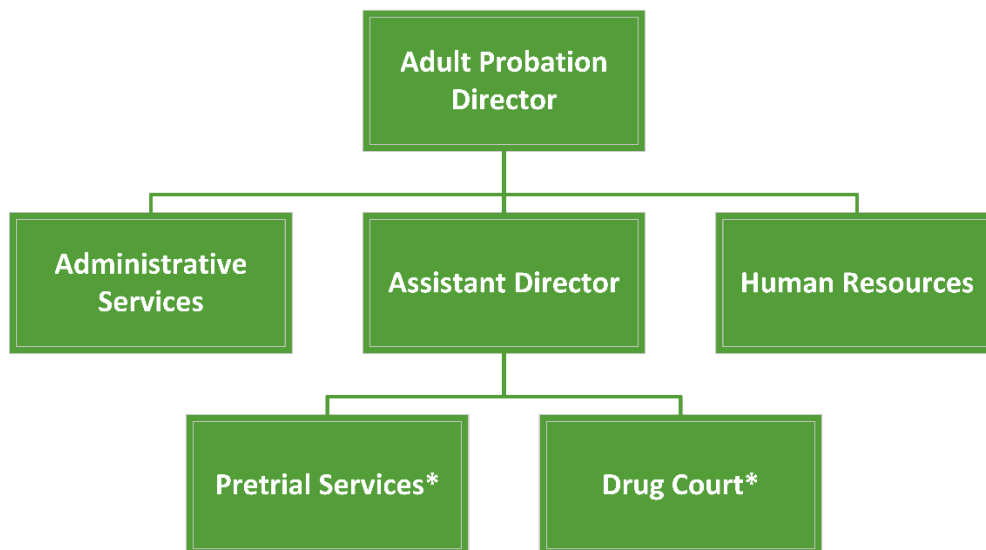
The Community Supervision and Corrections Department (CSCD) uses innovative practices to improve lives and maximize community safety.

The Department has identified the following strategic goals that align with the new County Goal “Provide services that support the safety of people in the community”:

- Maintain revocation rates and technical violations by improving program success rates;
- Improve accountability measures for supervision, fiscal and data management procedures;
- Protect the community and reducing victimization through the balanced use of supervision and therapeutic interventions driven by validated assessments; and
- Strengthen internal substance abuse treatment services.

The Department is budgeted in the Corrections and Rehabilitation Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes” and are now linked to the County Goal, “Provide services that support the safety of people in the community.”

ADULT PROBATION CSCD:

The Adult Probation CSCD program provides community supervision services to adult clients placed on deferred adjudication or community supervision by misdemeanor and felony courts in Travis County or to defendants from other counties that move into Travis County.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Average number of direct cases	6,613	6,475	6,676	6,567	6,641
Average Caseloads: Non-specialized	113	139	128	147	123
Restitution disbursements	976,878	860,617	866,498	749,502	633,763
Statewide Felony technical violations rate	44.6%	44.6%	45.0%	44.7%	46.0%

The purpose of this supervision is to monitor client’s compliance with court stipulated conditions, broker access to services, and promote desistance from crime. CSCD offers several evidence-based programs and services to address underlying issues that led to involvement with the criminal justice system. As substance abuse continues to be a prevalent criminogenic need area for Travis County’s probation population, CSCD offers various substance abuse treatment options that span the continuum of treatment. The Department provides cognitive interventions to promote positive behavioral change and organizes caseloads to efficiently serve probationers specific to their offense category. CSCD utilizes a progressive sanctions model which includes numerous intermediate interventions, such as supervisory hearings and administrative hearings, to reduce the need for court intervention. CSCD relies on a mix of incentives such as time credits, community service restitution hour credits, and reductions in the intensity of supervision to promote positive behavior change.

The Adult Probation CSCD program is mandated by Texas Government Code Sec. 76.002 which establishes a Community Supervision and Corrections Department in each judicial district. The Texas Department of Criminal Justice – Community Justice Assistance Division administers community supervision or adult probation in Texas by tracking the performance, monitoring, and reviewing the budgets and programs, distributing State funding, and enforcing standards for Community Supervision and Correction Departments (CSCDs). The financial responsibilities of counties are outlined in Texas Government Code Sec. 76.008, namely providing facilities, equipment, and utilities for CSCDs that serve the county.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

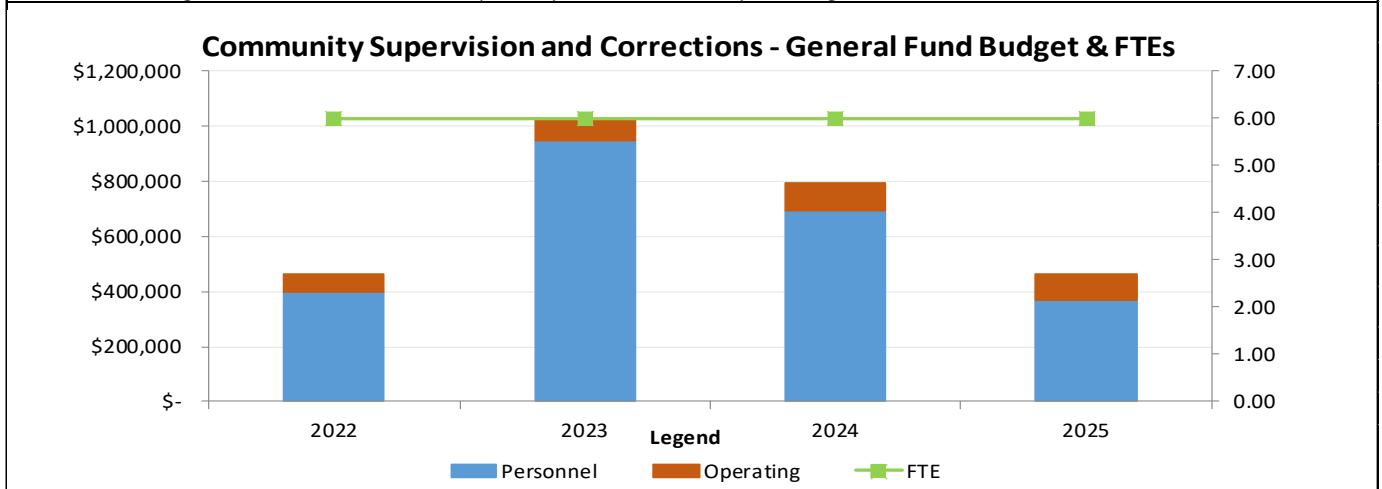
<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
3.0% Compensation for Non-County Employees	\$328,285	0.00/0.00	In FY 2024, Commissioners Court approved \$328,285 for a one-time three percent add-pay compensation allocation to CSCD Employees out of the Department’s CSCD Supervision General Fund budget. The first of these payments was initiated on October 31, 2023, and the last three percent compensation payment is scheduled to be reflected on the October 15, 2024, pay-check. The Department notes that outcomes are meeting expectations with decreased rates of observed turnover and optimistic projections that overall turnover will continue to decrease for FY 2024.

Package Name	Approved Amount	FTE Approved /Filled	Program Results
<i>FY 2023</i>			
5% Compensation for CSCD Employees	\$547,445	0.00/0.00	In FY 2023, Commissioners Court approved \$547,445 for a one-time five percent add-pay compensation allocation to CSCD for both County and Non-County Employees out of the Department’s CSCD Supervision General Fund budget. The first of these payments was initiated on October 31, 2022, and the last five percent compensation payment is scheduled to be reflected on the October 14, 2023, pay-check. The Department notes that outcomes are meeting expectations with decreased rates of observed turnover and optimistic projections that overall turnover will continue to decrease for FY 2024.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	397,400	947,613	694,047	367,724	(326,323)
Operating	67,901	75,643	97,242	97,242	-
Total (Per&Op)	\$ 465,301	\$ 1,023,256	\$ 791,289	\$ 464,966	\$ (326,323)
CAR*	-	-	-	-	-
Grand Total	\$ 465,301	\$ 1,023,256	\$ 791,289	\$ 464,966	\$ (326,323)
FTEs	6.00	6.00	6.00	6.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for CSCD decreased by \$326,323 from the FY 2024 Adopted Budget. This is an 41.2% decrease. The decrease was in the personnel budget due to the removal of one-time add-pay resources for CSCD employees approved in the FY 2024 Adopted Budget.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 463,004	\$ 328,285	\$ -	\$ 791,289	6.00	\$ -
Target Budget Changes						
Programmatic	-	(328,285)	-	(328,285)	-	-
Compensation & Benefits	-	-	-	-	-	-
Total Target Budget Changes	\$ -	\$ (328,285)	\$ -	\$ (328,285)	-	\$ -
FY 2025 Target Budget	\$ 463,004	\$ -	\$ -	\$ 463,004	6.00	\$ -
Budget Submission	\$ 463,004	\$ -	\$ -	\$ 463,004	6.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY2025 Health Increase 4.10%	1,962	-	-	1,962	-	-
Compensation & Benefits Total	\$ 1,962	\$ -	\$ -	\$ 1,962	-	\$ -
Grand Total	\$ 1,962	\$ -	\$ -	\$ 1,962	-	\$ -
FY 2025 Preliminary Budget	\$ 464,966	\$ -	\$ -	\$ 464,966	6.00	\$ -
Change from FY 2025 Target	\$ 1,962	\$ -	\$ -	\$ 1,962	-	\$ -
Change from FY 2024 Adopted	\$ 1,962	\$ (328,285)	\$ -	\$ (326,323)	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for CSCD includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$328,285 was removed from the budget related to one-time personnel costs for a one-time add-pay for CSCD employees approved in the FY 2024 Adopted Budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for CSCD includes the following changes related to compensation and benefits:

Compensation Changes	One-Time	Ongoing	Total
Resources for health insurance cost increases for FY 2025	\$-	\$1,962	\$1,962
Total Compensation Changes	\$-	\$1,962	\$1,962

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

INTERNAL REALLOCATIONS

CSCD delimited 77.0 State-funded FTEs as a part of the FY 2025 Budget Submission to right-size its state-funded positions list to reflect the updated position list submitted to the State. The remaining State-funded positions reflect only those positions that the department can reasonably fund within its current budgetary limitations, which have declined due to reduced revenues from client fees and limited state funding trends in recent fiscal years. This reduced CSCD’s number of State-funded FTEs from 271 to 194. PBO notes that these State-funded FTEs are not shown in the General Fund FTE table alongside the six CSCD FTEs supported in the General Fund.

These administrative adjustments did not affect any County-funded CSCD positions in the General Fund.

VACANT POSITIONS

The Department currently has one vacancy that has been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
CSCD Accounting Specialist I	30003645	1.00	1,500	The Department expects that this position will need to be filled as the Courts have resumed in-person operations and an additional Magistrate Court is anticipated to become active.

CSCD has 6.0 FTEs budgeted in the County’s General Fund. One of these positions has been vacant for over a year. The vacancy occurred shortly before COVID-19 during a temporary reduction in workload for staff due to the suspension of in-person payments. With COVID-19 restrictions lifting and anticipation for an additional Magistrate Court soon, CSCD anticipates that the workload will increase and plans to resume the hiring process.

FUTURE CONSIDERATIONS

CSCD again notes that revenue in the form of probation reimbursement fees has declined in recent years. Reduced reimbursement fees coupled with a reduction in the number of placements, which is a variable the state considers in its funding formula, have resulted in significant declines in budgetary resources available for CSCD in Travis County.. In addition, recent legislation increased opportunities for fee waivers. CSCD reports experiencing double-digit decreases in its collection rates since legislation was passed that arguably places less emphasis on probation (reimbursement) fees. The COVID-19 pandemic further reduced placements and created barriers to fee collection, including resulting economic difficulties impairing the ability of clients to pay fees. The Department states that these factors underline the challenge of relying on funding supplied by client fees, especially as courts start increasing their operations. If court operations increase as predicted, CSCD anticipates that there will be an increase in the probation population with no added funding to provide adequate supervision services.

<i>CSCD Probation Client Fees/Revenues Not Collected FY 2022 through FY 2024 (to date)</i>			
<i>Fiscal Year</i>	<i>Probation Fees Waived</i>	<i>Fees Outstanding</i>	<i>Total Fees Not Recuprated</i>
FY 2022	\$114,157	\$416,027	\$530,184
FY 2023	\$128,173	\$470,351	\$598,524
FY 2024*	\$151,701	\$263,914	\$415,615

* partial fiscal year data through April 2024.

Probation client fee collections make up approximately 46 percent of the CSCD’s Basic Supervision budget; the remaining 54 percent are state funds. When clients cannot or do not apply payments, the CSCD is unable to recuperate lost revenue from another source. CSCD noted that in FY 2022, \$530,184 in probation fees/revenue was not recuperated; \$114,157 of probation fees were waived and \$416,027 was still owed when clients were discharged from their probation sentence. The Department notes that clients’ inability to pay their probation fee is the primary reason for waiving fees and/or closing cases with a balance. For FY 2023, CSCD reported a total of \$598,524 in probation fees/revenue was not recuperated; with \$128,173 of

probation fees were waived and \$470,351 was still owed when clients were discharged from their probation sentence. This represents a 13 percent increase in total probation fees/revenues not recuperated from FY 2022 to FY 2023. Through just over the first seven months of FY 2024, CSCD reports that \$415,615 in probation fees/revenue has not been recuperated, with \$151,701 in probation fees waived and \$263,914 was still owed when the clients' cases were closed. Declines in revenue requires that CSCD adjust expenditures to balance the budget. The Department states that its budget is 96% allocated to personnel costs and can only to decrease these expenditures by holding positions vacant to make payroll in light of consistently declining revenues.

During FY 2023, the Department noted that caseloads increased despite the number of total cases decreasing. This situation is due to continued rates of high turnover and overall reductions in the number of probation officers. Continued observed declines in revenue have impeded the implementation of a permanent across-the-board salary increase for CSCD staff, leading to unprecedented attrition – attrition that CSCD reports has outpaced the decline in the probation client population. At the beginning of FY 2019, the CSCD employed 253 staff. However, by early FY 2024, that number dropped to 162 employed staff across all funds. This represents a loss of 91 employees, or approximately 36 percent of staff for CSCD from FY 2019 to early FY 2024.

The Department notes that the recent raising of the minimum wage for Travis County employees to \$20.80 per hour and salary adjustments approved in the FY 2023 and FY 2024 Adopted Budgets have made it far more difficult for the CSCD to compete for applicants. For example, the Travis County Juvenile Probation Department (JPD) had historically started their probation officers/staff similarly to the CSCD: however, after the increase in minimum wage and salary adjustments, the difference in pay rate is considerable. A starting salary for a Juvenile Probation Officer increased to \$50,156 in FY 2023. Meanwhile, the starting salary for a CSCD Adult Probation Officer remained \$37,024 for FY 2023. This represented a total starting pay differential of \$13,132, or approximately 35.5 percent, for positions with similar responsibilities.

During the 88th legislative session, Rider 64 was approved which provided CSCD employees statewide an across the board pay raise of five percent each year of the 2024-2025 biennium. For salaries below \$60,000, the raise would be a minimum of \$3,000 per year of the biennium, for a combined \$6,000 minimum increase over the two-year period. However, CSCD asserts that even with this increase in State Aid combined with the Department's efforts to maintain previous add-pay compensation increases with internal resources, the starting salary for CSCD Probation Officers (POs) remains significantly below that of CSCD POs in neighboring counties, as well as below the starting salaries for similar positions within Travis County, primarily within the Juvenile Probation Department (JPD) and Pretrial Services Department.

In addition to County funding and probation fees, CSCD receives most of its funding from three different State funding sources (Basic Supervision, Community Corrections, and Diversion Program), two of which are formula-based. Basic Supervision is a per capita allocation based on statistics for misdemeanor placements and direct felony cases from the previous full calendar year. Funding is first allocated to misdemeanor placements for 182 days. The remaining funding is allocated to felony placements under direct community supervision in an amount based on CSCD's share of the State's total population of direct felony placements. Misdemeanor placements around the State have decreased over the last few years while the Office has also seen a decrease in felony placements. The decline in CSCD's number of placements is in part due to fewer arrests and defendants more likely to plea bargain shorter sentences in addition to diversion initiatives from the County Attorney and District Attorney. Continuing decreases in probation placements leads to less allocated funding for Basic Supervision. With both Basic Supervision revenue sources experiencing significant declines, CSCD's overall capacity to maintain mandated operations, provide quality service to the County, offer competitive compensation, and fully staff positions are reduced.

Challenges relating to trending declines in CSCD's predominant unstable method of financing are contributing to CSCD personnel being understaffed, facing mounting workloads, and denied internally funded compensation increases due to a shrinking budget. This has made it increasingly difficult for the department to achieve the adequate staffing levels necessary

to maintain current efforts. As of April 2024, the Department demonstrated a vacancy rate of approximately 19 percent, with 38 vacancies across all 200 regular positions in all funds. PBO notes that the current list of vacant positions more accurately reflects those positions which CSCD can reasonably anticipate filling during this fiscal year within current resources relative to prior fiscal years now that the Department has delimited 77 positions from its State-funded position list as a part of the FY 2025 Budget Submission. This effort seeks to right-size the positions list submitted to the County with the updated position list submitted to the State and improve the practical accuracy of CSCD's vacancy rates by correcting for prior year overestimates due to a significant number of active positions on the position list that the Department could not reasonably fill based on limited resources from declining client fee revenues and formula-driven State aid amounts.

Despite funding and staff vacancy challenges, CSCD reports Travis County CSCD continues to outperform CSCDs statewide in terms of revocation rates. During FY 2023, Travis County CSCD's revocation rates continued to be lower than revocation rates for CSCDs statewide. This trend held true for revocations and technical violation rates of clients at the felony and misdemeanor levels.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: 3% COMPENSATION FOR CSCD EMPLOYEES

<i>Program:</i>	Adult Probation CSCD (139)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	405,210	-	-	-
Operating	-	-	-	-
Subtotal	\$ 405,210	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 405,210	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 405,210	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

CSCD is requesting an additional year of one-time resources to fund a three percent add pay for both County-funded (6.00 FTE) and State-funded (189.14 FTE) CSCD employees who are not eligible for County-wide Across-The-Board (ATB) compensation increases. The Department asserts that these resources are necessary to maintain adequate staffing levels and promote public safety through the provision of consistent community supervision services. CSCD notes that previous add-pay compensation resources of a similar nature provided to the Department by the County have proven effective as evidenced by declining rates of staff turnover since FY 2019. The Department has provided the table below detailing rates of staff turnover from FY 2019 through FY 2023, with projections for turnover through the end of the current fiscal year (FY 2024).

<i>Fiscal Year</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024</i>
Staff Turnover	33	38	35	27	29	12*

* Projected staff turnover for FY 2024 is based on six observed separations through March 2024.

The FY 2024 Adopted Budget included one-time personnel resources related to a three percent add-pay compensation for CSCD County and Non-County employees. This request seeks to continue these funds for the purpose of assisting CSCD staff with the rising cost of living and reduce the impact of observed downward trends in client fee revenues by permitting CSCD to extend the one-time add-pay compensation currently paid at three percent of salaries for FY 2024 to three percent of budgeted County-funded and State-funded salaries for FY 2025. CSCD notes that the proposed three percent rate seeks to align with an anticipated three percent ATB increase for County staff that the Department expects to be approved for the FY 2025 Adopted Budget.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Staff Turnover	27	29	12	29	12	12

PBO RECOMMENDATION

PBO does not recommend County funding for the continuation of one-time three percent add-pay compensation for CSCD County and Non-County staff be included in the FY 2025 Preliminary Budget. CSCD is intended to be a self-sufficient program funded primarily from a combination of client fees and formula-based contributions from the State. While the County is responsible for providing facilities, equipment, and utilities for CSCD that serve the County under Texas Government Code Sec. 76.008, it is PBO’s understanding that this request does not fall within the County’s financial obligations toward CSCD. However, PBO recognizes that CSCD is currently facing several challenges resulting from both the Department’s current method of financing and increased rates of clients under is supervision with violent offenses. While CSCD’s current method of financing may result in continued and significant reductions in the revenues supporting key Departmental functions, the increase rate of clients who have violent offenses adds additional strain to current workloads for a staff struggling with retention issues heavily influenced by CSCD’s capacity to offer sufficient compensation to both its County and non-County funded employees.

The Department has noted in prior fiscal years that the COVID-19 Pandemic exacerbated factors affecting the collection of client fees, which, along with State funding, make up the two primary financing pillars supporting CSCD. These factors continue to negatively impact revenue projections and exacerbate anticipated budgetary shortfalls. State funding, or State Aid, for CSCD is based on a formula that considers both the number of individuals currently on probation and the number of individuals newly placed on probation, both of which the Department reports declined during the COVID-19 Pandemic. CSCD notes that placement rates have risen slightly as Court operations begin to recover from their pandemic-driven lows. However, the formula used in calculating State contributions to CSCDs lags current trends and will not readily reflect the recent increases in placements. Meanwhile, continued staff turnover is expected to increase already mounting caseloads for overburdened Travis County CSCD staff. Continued observed decreases in collection rates combined with reductions in formula-driven State Aid are resulting in persistent shortfalls in CSCD’s Basic Supervision budget that continue to hinder the Department’s efforts to maintain its mandated operations, implement new programs, and maintain sufficient staffing levels.

This is a recurring budget request originally submitted during the FY 2022 Budget Process. This request seeks to mitigate high rates of staff turnover by providing County funding for compensation adjustments for all CSCD staff in line with what the Department anticipates will be a three percent across-the-board increase for regular County employees in the FY 2025 Preliminary Budget. However, it is important to note that while any across-the-board compensation adjustments for County employees contemplated for FY 2025 would be cumulative in nature, this requested three percent add-pay for CSCD would not necessarily be cumulative with the prior one-time five percent increase (\$547,446) in FY 2023 and one-time three percent increase (\$328,285) in FY 2024 for CSCD employees approved by Commissioners Court as a part of the Budget Markup process in both prior fiscal years. In addition, this request would not be cumulative regarding the previous provision of County funds in FY 2022 for a CSCD-run program that provided services to Travis County, which allowed salary savings to be applied towards

a one-time 2.5 percent add pay (\$287,000) for a one-year period for CSCD staff through October 2022. However, in its request to PBO, CSCD reported the following:

...during the TDCJ-CJAD grant funding process for the FY 2024 – FY 2025 biennium, Travis County CSCD submitted grant applications to TDCJ-CJAD for DP funding for the CSCD's [Domestic Violence Accountability Management] and [Sex Offender Treatment] Programs. The FY 2024 – FY 2025 grant applications for both programs were awarded, freeing up funding from other areas of CSCDs budget and finally positioning Travis County CSCD to make the one-time compensation grants awarded by the County in FY 2022 and FY 2023 (totaling 7.5%) part of CSCD employees' base salary in FY 2024. Prior to FY 2024, CSCD could not afford to make the one-time add pay part of employee's salaries.

PBO appreciates that CSCD has made full use of State-funded grant opportunities to maintain the add-pay salary increases originally funded with one-time County resources in prior fiscal years within CSCD's traditional method of finance. In addition to the State grant awards noted above, significant changes in base-level State funding for CSCD employees were enacted by the Texas Legislature for the FY 2024 – FY 2025 Biennium. During the 88th legislative session, Rider 64 was approved which provided CSCD employees statewide an across the board pay raise of five percent each year of the biennium. For salaries below \$60,000, the raise would be a minimum of \$3,000 per year of the biennium, for a combined \$6,000 minimum increase over the two-year period. However, CSCD asserts that even with this increase in State Aid combined with the Department's efforts to maintain previous add-pay compensation increases internally, the starting salary for CSCD Probation Officers (POs) remains significantly below that of CSCD POs in neighboring counties, as well as below the starting salaries for similar positions within Travis County (primarily within the Juvenile Probation Department (JPD) and Pretrial Services Department). This situation has contributed significantly to vacancy rates in CSCD as probation officers transfer laterally into other Travis County departments sighting desire for higher pay and eligibility for across-the-board compensation adjustments for Travis County employees.

PBO acknowledges that CSCD is currently experiencing a significant vacancy rate, 19 percent as of April 22, 2024, with 38 vacancies across all 200 regular positions in all funds. This issue is likely to persist due to CSCD's unstable method of finance, higher rates of pay for similar positions, and rising caseloads contributing to employee burnout. However, PBO does not recommend additional resources in the FY 2025 Preliminary Budget for add-pay compensation for CSCD employees as the intent for CSCD remains to be a self-sufficient operation funded primarily from a combination of client fee revenues and formula-based contributions from the State.

Lastly, the verified budget request amount of \$405,210 reflects the cost of salaries and associated benefits for a three percent add-pay for all eligible positions as submitted during the FY 2025 Budget Workbook submission process. This calculation includes both filled and vacant positions to account for future hires. It is PBO's understanding that, should this request be granted, the three percent add pay would be applicable to all CSCD employees, both County and non-County funded employees, throughout FY 2025, including new hires following the FY 2025 Budget Workbook submission process. PBO included vacant positions in this calculation to ensure the request reflected the full cost of a three percent add-pay for all positions that the Department could reasonably fill during fiscal year FY 2025. The current list of vacant positions more accurately reflects those positions which CSCD can reasonably anticipate filling during this fiscal year within current resources relative to prior fiscal years now that the Department has delimited 77 positions from its State-funded position list as a part of the FY 2025 Budget Submission. This effort seeks to right-size the positions list submitted to the County with the updated position list submitted to the State and improve the practical accuracy of CSCD's vacancy rates by correcting for prior year overestimates due to a significant number of active positions on the position list that the Department could not reasonably fill based on limited resources from declining client fee revenues and formula-driven State aid amounts.

Constable, Precinct One (131)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	5
FY 2025 Preliminary Budget Recommendations Summary	6
Additional Information	7
FY 2025 Budget Request Analysis	9
Request #1: Clever Touch Smart Screen	9
Request #2: Continuation of Law Enforcement Training Earmark	10

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The Mission of Constable, Precinct One is to serve the Precinct One community and surrounding areas by providing professional and courteous service while executing civil process and criminal law. Constable, Precinct One will continue building strong and meaningful relationships while working with other organizations and law enforcement agencies. Constable, Precinct One is committed to strengthening relationships with community members by building trust and confidence through active community engagement. Constable, Precinct One pledges to serve the community with the utmost regard and respect for humanity.

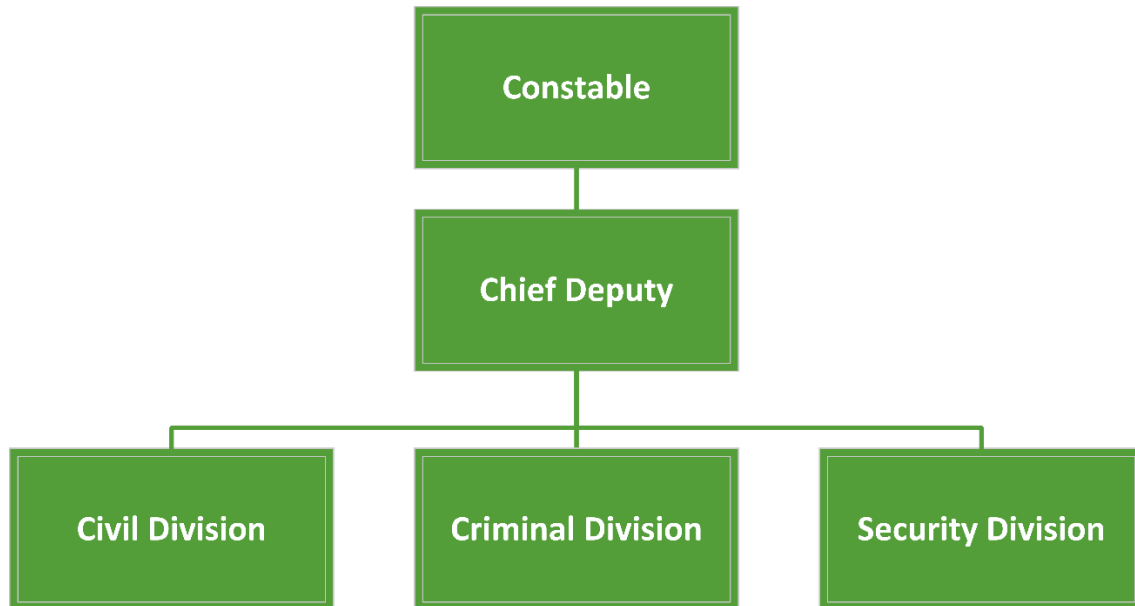
Constable, Precinct One has identified the following departmental goal(s):

- Serve all civil citations from the courts as mandated and in a timely manner;
- Execute misdemeanor warrants and any other criminal process issued from Justice of the Peace, Precinct One and any other Texas Judicial System; and
- Protect the Justice of the Peace, Precinct One Court, employees and physical assets at the Precinct One Office, Tax Office and County Clerk Office.

This aligns with the new County goal “Provide services that support the safety of people in the community.”

Constable, Precinct One is budgeted in the Public Safety Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and peaceful resolution of conflicts” through the justice system and other public processes,” and are now linked to the County Goal, “Provide services that support the safety of people in the community.”

CIVIL DIVISION:

The Civil Division provides service of all Civil Process directed from the Courts in accordance with Texas Rules of Civil Procedure Rule 99 and Texas Local Government Code 86.021. Additionally, deputies in the Civil Division perform all lawful duties as required by statute, Texas Code of Criminal Procedure 2.13 (Duties and Powers) and take action regarding criminal violations that occur in their presence.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of documents received	3,190	6,420	6,500	6,500	6,700
# of documents served	2,940	5,412	5,500	5,500	5,500
% of documents processed	92%	100%	100%	100%	100%

Constable Precinct One's large increase in civil process workload from FY 2022 to FY 2023 reflects the recovery from COVID-19 after the closures of various courts for at least half of the year in FY 2020 and FY 2021. Civil workload performance on citations in FY 2022 recovered somewhat as Courts slowly re-opened and limited the number of cases to maintain social distancing. Performance in FY 2024 is expected to be higher than in FY 2023. Civil process workload continues to increase and looks likely to exceed to pre-pandemic levels in FY 2024.

CRIMINAL DIVISION:

The Criminal Division provides service to the court to include all Warrant processes directed from the Justice of the Peace, County Courts and District Courts in accordance with Texas Code of Criminal Procedure Article 15.16 & Texas Local Government Code 86.021. Additionally, deputies in the Criminal Division perform all lawful duties as required by statute, Texas Code of Criminal Procedure 2.13 (Duties and Powers) and take action upon criminal violations that occur in their presence.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Warrants Executed	113	119	238	759	3,000
Warrants Received	157	442	510	5,225	5,225

Constable, Precinct One’s Criminal Division performance in FY 2023 reflects the incremental recovery from COVID-19 after various courts were closed for at least half of the year in FY 2020 and FY 2021. The Criminal Division's workload has remained smaller than the civil workload and is projected to increase incrementally in FY 2024.

SECURITY DIVISION:

The Security Division is mandated to provide bailiff coverage under Section 86.021(e) of the Texas Local Government Code and attend each justice court held in the precinct. Constable One also provides entry security for the building, which involves providing safety to the entire premises of the Constable One property by monitoring the front entry scanner, monitoring building cameras, responding to emergency button activations, and responding to emergency or medical situations throughout the day. However, the security functions related to entry screening and building premises monitoring are not considered mandated under state law.

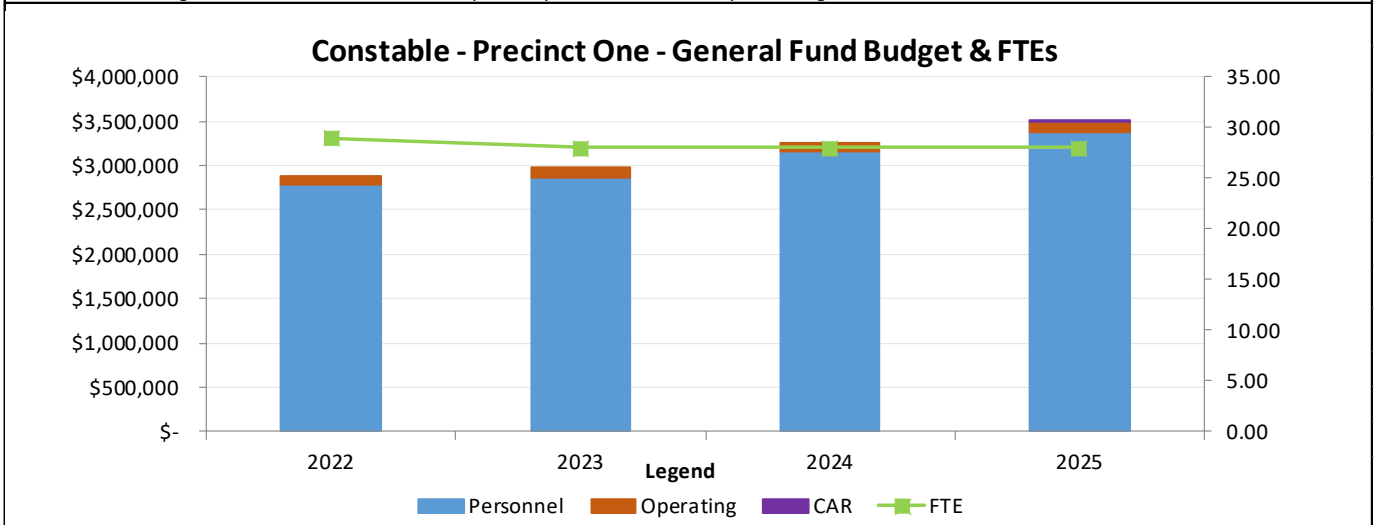
<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of hours per staff	2,500	2,700	2,800	3,000	3,100
Call for Service	20	25	25	20	20
Calls Cleared	12	20	23	20	20
Pretrials/trials/hearings	3,739	6,392	6,500	6,500	6,500

Constable Precinct One’s increase in number of court proceedings from FY 2022 to FY 2023 reflects the recovery from COVID-19 after the closures of various courts for at least half of the year in FY 2020 and FY 2021. Performance in FY 2024 is expected to be stable as court operations have largely returned to normal.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	2,791,453	2,857,283	3,150,235	3,381,371	231,136
Operating	96,576	116,703	103,671	104,989	1,318
Total (Per&Op)	\$ 2,888,029	\$ 2,973,986	\$ 3,253,906	\$ 3,486,360	\$ 232,454
CAR*	-	-	-	10,969	10,969
Grand Total	\$ 2,888,029	\$ 2,973,986	\$ 3,253,906	\$ 3,497,329	\$ 243,423
FTEs	29.00	28.00	28.00	28.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Constable, Precinct One increased by \$243,423 from the FY 2024 Adopted Budget. This is an 7.5% increase. The majority of the increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 3,253,906	\$ -	\$ -	\$ 3,253,906	28.00	\$ -
Target Budget Changes						
Compensation & Benefits	216,272	-	-	216,272	-	-
Total Target Budget Changes	\$ 216,272	\$ -	\$ -	\$ 216,272	-	\$ -
FY 2025 Target Budget	\$ 3,470,178	\$ -	\$ -	\$ 3,470,178	28.00	\$ -
Budget Submission	\$ 3,470,178	\$ -	\$ -	\$ 3,470,178	28.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Clever Touch Smart Screen	-	-	10,969	10,969	-	-
Programmatic Total	\$ -	\$ -	10,969	\$ 10,969	-	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	14,864	-	-	14,864	-	-
Compensation & Benefits Total	\$ 14,864	\$ -	\$ -	\$ 14,864	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	1,318	-	-	1,318	-	-
Administrative & Other Total	\$ 1,318	\$ -	\$ -	\$ 1,318	-	\$ -
Grand Total	\$ 16,182	\$ -	10,969	\$ 27,151	-	\$ -
FY 2025 Preliminary Budget	\$ 3,486,360	\$ -	\$ 10,969	\$ 3,497,329	28.00	\$ -
Change from FY 2025 Target	\$ 16,182	\$ -	\$ 10,969	\$ 27,151	-	\$ -
Change from FY 2024 Adopted	\$ 232,454	\$ -	\$ 10,969	\$ 243,423	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Constable, Precinct One includes the following changes related to Administrative and Other Funding Changes:

Administrative and Other Funding Changes	One-Time	Ongoing	Total	FTEs
Travel and Training Cut Restoration	\$-	\$1,318	\$1,318	-
Total Administrative and Other Funding Changes	\$-	\$1,318	\$1,318	-

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$1,318 in ongoing operating resources for Constable, Precinct One. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Constable, Precinct One includes the following changes related to compensation and benefits:

Compensation Changes	One-Time	Ongoing	Total
Resources for adjustments to the Peace Officer Pay Scale (POPS) in FY 2024.	\$-	\$139,203	\$139,203
Resources for the annual POPS Step Increase for eligible employees in FY 2024.	-	47,887	47,887

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	-	18,829	18,829
Resources for health insurance cost increases for FY 2025.	-	14,864	14,864
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	6,140	6,140
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	4,213	4,213
Total Compensation Changes	\$-	\$231,136	\$231,136

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$10,969 for Constable, Precinct One. This is a net \$10,969 increase compared to the amount budgeted in the FY 2024 Adopted Budget. FY 2025 Preliminary Budget recommended CAR funding includes:

<i>Capital Funding Recommendations</i>	<i>Total</i>
Clever Touch Smart Screen	\$10,969
Total Capital Funding Recommendations	\$10,969

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, the Office has 28 fees it charges and zero revenue generating contracts it manages. Of these, zero are proposed by the Office for Adjustment in FY 2025.

Matt Kojm, FY 2025 Preliminary Budget

Constable, Precinct One

VACANT POSITIONS

The Office currently has three total vacancies, out of which the following two positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Constable Deputy Sr	30001737	1.00	262	Difficulty regionally and nationally in filling law enforcement positions. Continued recruitment underway.
Court Clerk II	30001730	1.00	137	Difficulty regionally and nationally in filling law enforcement positions. Continued recruitment underway.

The following position has been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Constable Cadet		1.00	935	Difficulty regionally and nationally in filling law enforcement positions. Continued recruitment underway.

FUTURE CONSIDERATIONS

Constable, Precinct One is developing plans to help meet the growing demand for services in its part of the County. Part of these discussions may involve additional physical space at the Precinct One courthouse to handle the increased number of customer visits. In addition, the Constable’s Office is exploring implementing more online services and providing training to deputies when interacting with individuals experiencing mental health issues and crises.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: CLEVER TOUCH SMART SCREEN

<i>Program:</i>	Civil Unit (131)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	10,969	-	-	-
Subtotal	\$ 10,969	\$ -	\$ -	\$ -
Capital	-	10,969	-	-
Dpt Total	\$ 10,969	\$ 10,969	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 10,969	\$ 10,969	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Constable, Precinct One requests a Clever Touch Smart Screen for its Community Room conference space, which will be used to facilitate meetings and required training. Adding a smart screen to the current conference room can enhance the workspace and make collaborations more efficient and impactful. Touchscreen technology increases collaboration, efficiency, and engagement wherever it is used. The Office believes pairing it with the technology and devices already in use will make the Office more productive. With a smart screen monitor in the meeting space, it will enhance our presentations, work sessions, and meetings to make the Office more effective. The smart screen will also be used for educational presentations for employees and community members. Various community organizations utilize our conference room for training and informative conferences.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recognizes the importance of technology and collaboration and recommends \$10,969 in one-time capital for the office to enhance its current workspace and facilitate collaboration with the purchase of the Clever Touch Smart Screen.

REQUEST #2: CONTINUATION OF LAW ENFORCEMENT TRAINING EARMARK

<i>Program:</i>	Civil & Criminal Process (131)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	95,000	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 95,000	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 95,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This training will equip Constable, Precinct One’s law enforcement personnel with skills to respond effectively and quickly to dangerous situations. This desired outcome can be accomplished through walk-through exercises, emergency response drills, or dramatic crisis simulations. The Office is currently participating in the Advanced Law Enforcement Rapid Response Training (ALERTT) facilitated by the Travis County Sheriff’s Office, as well as a combined tactical operations training with Constable Precincts One, Three, Four, Five, and TNR Parks. The requested funding would allow the Office to participate in more interagency-coordinated training.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO has received a request from Constable, Precinct One to renew, and Constable Precinct Three to fund on an ongoing basis a \$95,000 earmark intended for supplemental training for each Constable Precinct and TNR Park Rangers.

As part of the FY 2024 Adopted Budget, the Commissioners Court approved a \$95,000 Earmark against the Allocated Reserve to provide newly state-mandated Advanced Law Enforcement Rapid Response Training (ALERTT) as well as additional public safety training beyond what is statutorily required for peace officers.

In January 2024, the Travis County Sheriff’s Office (TCSO) began offering the statutorily required Advanced Law Enforcement Rapid Response Training (ALERTT) for active shooter scenarios for all Travis County Peace Officers, as well as many other Law Enforcement entities across Travis County. Given that each Constable Precinct and TNR Parks would be receiving ALERTT training through TCSO, the six offices identified additional supplemental training that fit the needs of each of their offices to be paid for with the \$95,000 Earmark.

On April 23, 2024, the Commissioners Court approved the transfer of the earmark to fund a coordinated two-day joint tactical operations training for Constable Precincts One, Three, Four, Five, and TNR Parks, which will train 133 peace officers across

five offices. Precinct Two was also allocated a share of the earmark to provide training to the Office's personnel who are not currently trainers to become certified trainers in multiple other areas.

PBO does not recommend funding currently. PBO believes that the County's public safety offices and departments can benefit from additional training to keep County staff and the public safe in the performance of their duties. PBO will continue to work with each Constable Precinct to understand their training needs. PBO continues to encourage coordination and collaboration with the Travis County Sheriff's Office for training opportunities that could be available for other Travis County peace officers at little to no cost. The Sheriff's Office has expressed to PBO its willingness to help assist all Offices/Departments with peace officers with required or discretionary training at their Training Academy, subject to availability.

Included in the FY 2025 preliminary budget is a 50% restoration of training budget reductions approved by the Commissioners Court as part of the FY 2021 Adopted budget. These cuts were implemented to stabilize the county budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Funding includes \$1,318 in ongoing operating resources for Constable, Precinct One. PBO will continue to work with offices and departments to understand their travel and training needs throughout FY 2025 and future budget processes.

Constable, Precinct Two (132)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	5
FY 2025 Preliminary Budget Recommendations Summary	6
Additional Information	8
FY 2025 Budget Request Analysis	10
Request #1: Civil Deputies	10
Request #2: Law Enforcement Specialist (Revised Request)	14
Request #3: Telecommunicator	16
Request #4: Sergeant	18
Request #5: Add Pay	20
Request #6: Law Enforcement Equipment.....	21
Request #7: Replacement Trailer	22
Request #8: Ticket Writers	23

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of Constable, Precinct Two is to be courteous to all people and to serve all civil and criminal processes issued by the courts in a professional manner and with due diligence. Constable, Precinct Two will protect the public by enforcing all local, state, and environmental laws as authorized by statute. Constable, Precinct Two's Office will provide service to the community and work in collaboration with other Constable Offices and other law enforcement agencies in and around Travis County.

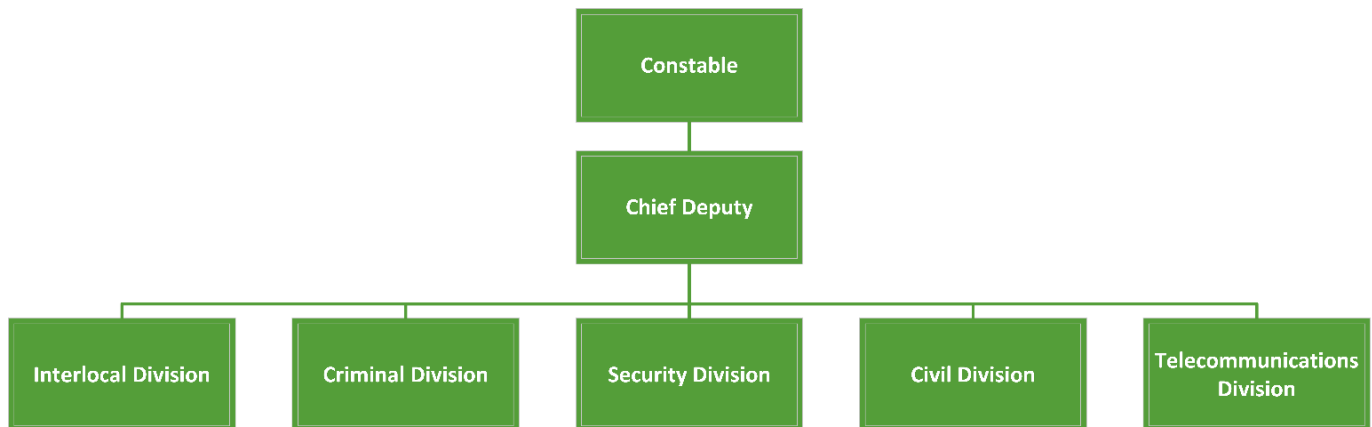
The Constable, Precinct Two has identified the following departmental goal(s):

- Execute civil process in a timely matter dictated by state statute;
- Seek to execute warrants from Justice of the Peace Precinct Two and other municipalities by researching and contacting defendants in a professional manner;
- Protect neighboring communities through interlocal agreements;
- Provide security to protect the Justice of the Peace and their court, employees, and physical assets according to state statute; and
- Provide a Law Enforcement dispatch for Travis County Constables.

This aligns with the new County goal "Provide services that support the safety of people in the community."

The Constable, Precinct Two is budgeted in the Public Safety Functional Area Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Ensure the public safety and the

equitable and humane resolution of conflicts through an evolving justice system and other public processes” and are now linked to the County Goal, “Provide services that support the safety of people in the community.”

CIVIL DIVISION:

The Civil Division provides service of all Civil Process directed from the Courts in accordance with Texas Rules of Civil Procedure Rule 99 & Texas Local Government Code 86.021. Additionally, deputies in the Civil Division perform all lawful duties as required by statute, Texas Code of Criminal Procedure 2.13 (Duties and Powers) and act upon criminal violations which occur in their presence.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Civil Paper Attempts	11,145	13,664	16,319	17,402	19,668
Total Civil Papers	5,373	6,235	7,418	7,910	8,940

Constable, Precinct Two’s increase in Civil process from FY 2022 to FY 2023 reflects the recovery from COVID-19 after the closures of various courts for at least half of the year in FY 2020 and FY 2021. Civil workload performance on citations in FY 2022 recovered somewhat as Courts slowly re-opened and limited the number of cases to maintain social distancing. Performance in FY 2024 is expected to be higher than in FY 2023. Civil process workload continues to increase and looks likely to return to pre-pandemic levels in FY 2024.

CRIMINAL DIVISION:

The Criminal Division provides service to the court to include all Warrant process directed from the Justice of the Peace, County Courts, and District Courts in accordance with Texas Code of Criminal Procedure Article 15.16 & Texas Local Government Code 86.021. Additionally, deputies in the Criminal Division perform all lawful duties as required by statute, Texas Code of Criminal Procedure 2.13 (Duties and Powers) and act upon criminal violations which occur in their presence.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Warrant Attempts	5,485	-	-	-	-
Warrants Cleared	3,227	3,094	3,330	3,000	3,000
Warrants Entered	3,416	5,169	5,007	6,000	6,000

The office is reorganizing its civil and criminal operations to ensure that all duties are being performed in the most efficient way possible. The new operation, beginning in FY 2025 will have three sectors (West, Central and East) working on both criminal and civil workload. Currently, the office’s court clerks send mailers every six weeks to address warrants, and deputies are solely addressing civil workload.

INTERLOCAL UNIT:

Constable Two’s Interlocal Agreements (ILA) program is an agreement between Travis County communities within Travis County in which Constable Two provides deputies for the purpose of enforcing state laws. Constable Two will provide the number of predetermined FTEs as stated in the ILA for the purpose of proactive community law enforcement. Constable Two ILA FTEs assist the public, respond to emergency calls, traffic enforcement, and vehicle accident investigations, investigate suspicious/criminal activity, make arrests, and file criminal reports. However, these Interlocal Agreements are not statutorily required for Travis County to perform on behalf of Travis County communities.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Community Contacts	861	1,105	800	800	800
Incidents	3,349	2,167	1,900	2,000	2,000

The Interlocal Division has seen a consistent workload throughout the last few fiscal years. The security contracts that drive this workload have been largely stable and consistent for the office. Overall, community contacts steadily increased from FY 2021 to FY 2023. Performance has largely returned to pre-pandemic levels and is expected to remain stable into the future.

SECURITY UNIT:

The Security Division is mandated to provide bailiff coverage under Section 86.021(e) of the Texas Local Government Code and shall attend each justice court held in the precinct. Constable Two also provides entry security for the building and provides safety for the entire premise of the Precinct Two property. However, the security functions related to entry screening and building premise monitoring are not considered mandated under State law.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Front Entry Totals	19,957	36,887	37,000	40,000	40,000

Constable Precinct Two's increase in security screenings from FY 2022 to FY 2023 reflects the recovery from COVID-19 after the closures of various courts for at least half of the year in FY 2020 and FY 2021. Performance in FY 2024 is expected to be stable as court operations have largely returned to normal.

TELECOMMUNICATIONS UNIT:

Constable Two's Telecommunications Unit provides professional dispatch services for Constable offices and other departments through mutual agreement. Constable Two Telecommunications Unit FTE assist and direct Deputies while responding to emergency calls, traffic enforcement, and vehicle accident investigations, investigating suspicious/criminal activity, confirming warrants, and organizing assistance through other law enforcement agencies. Requirements for licensing can be found within the Texas Administrative Code Title 37, Part 7, Chapter 217.27. This program is considered mandated since it supports the mandated functions of the Civil and Criminal Divisions of this and other Constable offices in Travis County.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Civil Service	24,053	33,770	37,866	40,000	42,000
Hazardous Traffic Violations	9,287	8,951	7,413	8,000	8,000
Other Incidents	18,380	15,401	14,694	15,000	16,000
Total Incidents	56,981	65,131	61,836	64,400	67,450
Traffic Collisions	2,606	600	500	400	450
Warrant Service	2,097	4,957	1,365	1,000	1,000

As a result of the increases in workload in the Civil divisions both in Constable, Precinct Two, as well as the other Constable

offices, the number of Civil Service calls increased significantly in FY 2023. As the focus for most office is now on civil workload, they have pivoted their operations and the workload of the Telecommunications Division has decreased slightly in other types of calls. The department projects total incidents to remain fairly stable after FY 2024.

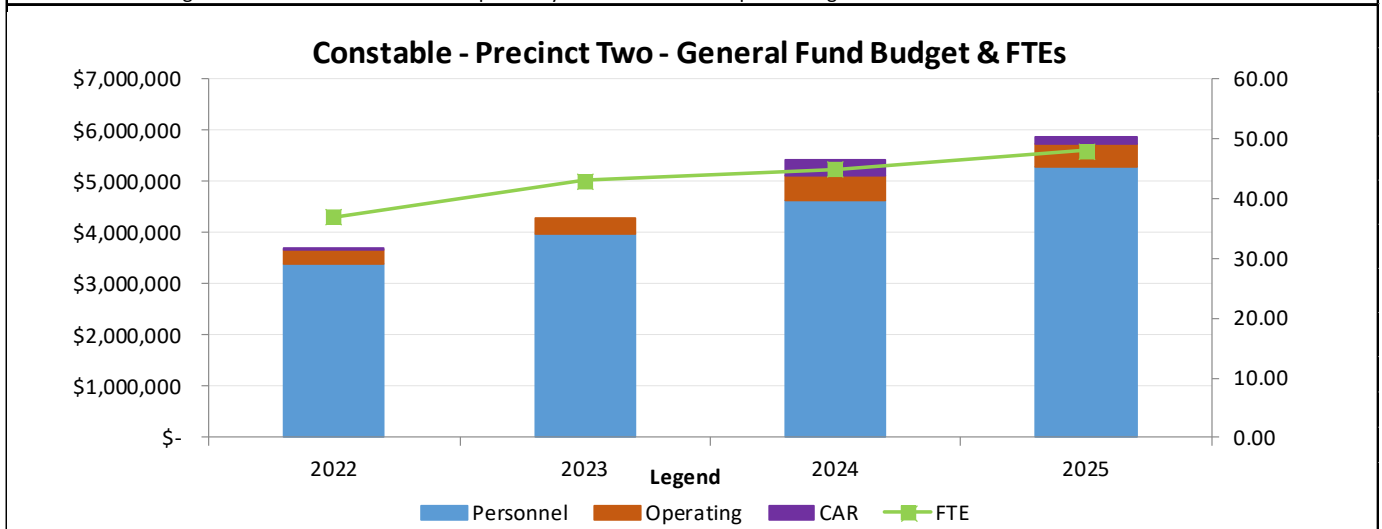
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

Package Name	Approved Amount	FTE Approved /Filled	Program Results
<i>FY 2024</i>			
Deputy Replacement for Midyear Lieutenant Promotion	\$138,235	1.00/1.00	The program has accomplished what was anticipated. The Lieutenant role has been able to oversee the four Sergeant positions creating a much better line of communication and oversight.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	3,381,608	3,984,839	4,643,668	5,303,573	659,905
Operating	276,093	314,466	459,127	420,817	(38,310)
Total (Per&Op)	\$ 3,657,701	\$ 4,299,305	\$ 5,102,795	\$ 5,724,390	\$ 621,595
CAR*	10,950	-	317,073	136,375	(180,698)
Grand Total	\$ 3,668,651	\$ 4,299,305	\$ 5,419,868	\$ 5,860,765	\$ 440,897
FTEs	37.00	43.00	45.00	48.00	3.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Constable, Precinct Two increased by \$440,897 from the FY 2024 Adopted Budget. This is an 8.1% increase. The majority of the increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 5,042,995	\$ 59,800	\$ 317,073	\$ 5,419,868	45.00	\$ -
Target Budget Changes						
Programmatic	97,841	(59,800)	-	38,041	1.00	-
Compensation & Benefits	305,737	-	-	305,737	-	-
Administrative & Other	-	-	(317,073)	(317,073)	-	-
Total Target Budget Changes	\$ 403,578	\$ (59,800)	\$ (317,073)	\$ 26,705	1.00	\$ -
FY 2025 Target Budget	\$ 5,446,573	\$ -	\$ -	\$ 5,446,573	46.00	\$ -
Budget Submission	\$ 5,446,573	\$ -	\$ -	\$ 5,446,573	46.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Sergeant FTE	128,413	2,200	105,723	236,336	1.00	-
LE Equipment	-	20,000	-	20,000	-	-
Replacement Trailer	-	-	30,652	30,652	-	-
Telecommunicator	79,270	-	-	79,270	1.00	-
Add Pay for Eligible Peace Officers	19,923	-	-	19,923	-	-
Programmatic Total	\$ 227,606	\$ 22,200	\$ 136,375	\$ 386,181	2.00	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	24,420	-	-	24,420	-	-
Compensation & Benefits Total	\$ 24,420	\$ -	\$ -	\$ 24,420	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	3,591	-	-	3,591	-	-
Administrative & Other Total	\$ 3,591	\$ -	\$ -	\$ 3,591	-	\$ -
Grand Total	\$ 255,617	\$ 22,200	\$ 136,375	\$ 414,192	2.00	\$ -
FY 2025 Preliminary Budget	\$ 5,702,190	\$ 22,200	\$ 136,375	\$ 5,860,765	48.00	\$ -
Change from FY 2025 Target	\$ 255,617	\$ 22,200	\$ 136,375	\$ 414,192	2.00	\$ -
Change from FY 2024 Adopted	\$ 659,195	\$ (37,600)	\$ (180,698)	\$ 440,897	3.00	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Constable, Precinct Two includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$59,800 was removed from the budget related to one-time equipment purchases approved in the FY 2024 Adopted Budget.
- \$97,841 was added to the budget related to ongoing personnel costs for a 1.0 FTE Constable Deputy that was included in an earmark in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for Constable, Precinct Two includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Sergeant FTE	\$2,200	\$128,413	\$130,613	1.00
Telecommunicator	-	79,270	79,270	1.00
LE Equipment	20,000	-	20,000	-
Add Pay for Currently Eligible Peace Officers	-	19,923	19,923	-
Total Programmatic Recommendations	\$22,000	\$227,606	\$249,806	2.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Constable, Precinct Two includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Travel and Training Restoration	\$-	\$3,591	\$3,591	-
Total Administrative and Other Funding Changes	\$-	\$3,591	\$3,591	-

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$3,591 in ongoing operating resources for Constable, Precinct Two. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Constable, Precinct Two includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for adjustments to the Peace Officer Pay Scale (POPS) in FY 2024.	\$ -	\$182,588	\$182,588
Resources for the annual POPS Step Increase for eligible employees in FY 2024.	-	71,225	71,225
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	-	45,495	45,495
Resources for health insurance cost increases for FY 2025.	-	24,420	24,420
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	6,140	6,140
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	289	289
Total Compensation Changes	\$ -	\$330,157	\$330,157

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$136,375 for the Office. There was a reduction of \$317,073 to remove one-time funding for prior year capital funded projects. This is a net \$180,698 decrease compared to the amount budgeted in the FY 2024 Adopted Budget. FY 2025 Preliminary Budget recommended CAR funding includes:

<i>Capital Funding Recommendations</i>	<i>Total</i>
Centrally budgeted equipment for a Constable Sergeant FTE position	\$105,723
Replacement Trailer	30,652
Total Capital Funding Recommendations	\$136,375

INTERNAL REALLOCATIONS

Constable, Precinct Two moved \$10,000 from its operating budget to its personnel budget in its FY 2025 budget submission. The Office intends to use these funds to address vacancies in civilian dispatcher positions and future promotions.

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, Constable Precinct Two has 28 fees it charges and two revenue-generating contract(s) it manages. Of those, none of the fees and two of the contracts are being proposed by the Constable, Precinct Two for adjustment in FY 2025.

Below is a table with additional details on the revenue generating contract(s) that have been proposed by Constable, Precinct Two for adjustment. Both of these contracts are currently below the full cost recovery rate of \$192,181. These proposed adjustment(s) are currently being reviewed by PBO and the County Auditor's Office. PBO and the Auditor's Office will coordinate presenting the recommended changes to the Commissioners Court. Fee adjustments required to be approved by the Commissioners Court will be presented in September prior to the adoption of the FY 2025 Budget. Recommended changes to any revenue contracts will be presented to the Commissioners Court at the next contract renewal or according to the terms of the contract.

<i>Central Contract Name</i>	<i>FY 2024 Contract Amount</i>	<i>FY 2025 Proposed Contract Amount</i>	<i>Justification for FY 2025 Proposed Contract Amount</i>
Village of the Hills Law Enforcement Services	\$99,801	\$114,771	Partial cost recovery. 15 percent increase over prior year until full cost recovery is met.

<i>Central Contract Name</i>	<i>FY 2024 Contract Amount</i>	<i>FY 2025 Proposed Contract Amount</i>	<i>Justification for FY 2025 Proposed Contract Amount</i>
Village of Briarcliff Law Enforcement Services	\$152,104	\$174,920	Partial cost recovery. 15 percent increase over prior year until full cost recovery is met.

VACANT POSITIONS

The Office currently has three total vacancies, out of which the following two positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Constable Communications Specialist	30058426	1.00	234	Hiring has been difficult
Constable Deputy	30067176	1.00	160	Hiring has been difficult, the department has a few in the process

FUTURE CONSIDERATIONS

Precinct Two is reorganizing the office to maximize efficiency in serving civil documents and warrants. The reorganization came from the increase of civil documents. This is a long-term plan for the organization. The department plans to have the reorganization completed by mid-FY 2024, and it will divide CN2 into three zones: West, East, and Central. Each zone will have a Sergeant and a Corporal to manage the civil and warrant services. This will limit travel time and increase efficiency.

Precinct Two is also in the process of becoming a training provider with TCOLE. This would allow the department to report mandated training for the office. This will save county resources on external training and allow the office to conduct TCOLE-accredited training for other Constable Offices and Law Enforcement Agencies.

Precinct Two currently has an interlocal agreement (ILA) with Capital Metro Transportation Authority (CapMetro), where it pays the authority to lease two of its seats at CTECC to provide constable dispatch. Constable dispatch provides daily dispatching services for Non-TCSO POPs employees across all five constable precincts and the TNR Park Rangers. Unified dispatch improves safety and coordination across the five Constable offices and helps the offices track workload and productivity. In FY 2023, CapMetro notified Precinct Two, Emergency Services, and CTECC that they would cancel the ILA with Precinct Two on October 1st, 2024. Over the last year, Precinct Two has worked with Emergency Services, CTECC management, and PBO to create a transition plan to limit any operational interruptions for constable dispatch. CTECC management has identified additional space on the dispatch floor for Precinct Two that will accommodate four workstations.

Electronic ticket writers are being utilized to eliminate the use of traditional carbon copy tickets. The office is in the process of acquiring a Brazos phone application to issue citations in lieu of E-citation devices. This allows all deputy mobile devices to have this application on their phones without additional hardware.

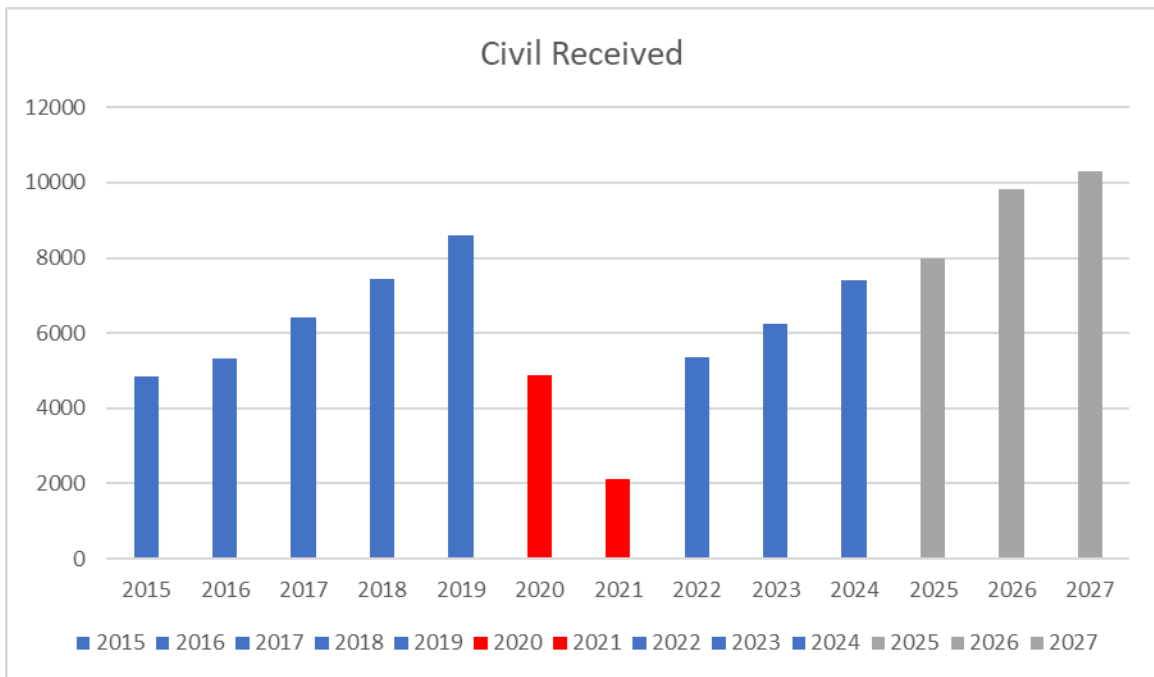
FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: CIVIL DEPUTIES

Program:	Civil Unit (132)			
Fund/Fund#:	General Fund (0001)		Mandated Program:	Yes
	FY 2025 Request	FY 2025 Recommendation	FY 2026 Cost	FY 2027 Cost
FTEs	3.00	-	-	-
Personnel	284,977	-	-	-
Operating	6,000	-	-	-
Subtotal	\$ 290,977	\$ -	\$ -	\$ -
Capital	334,164	-	-	-
Dpt Total	\$ 625,141	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 625,141	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Constable, Precinct Two requests 3.0 Constable Deputy FTEs for its Civil Unit. The Office cites the increased workload of the Civil unit since the end of COVID-19 restrictions and the project workload near FY 2018 levels for civil papers received. The Office is reorganizing operations to respond to the increase and reduce travel time between papers served. The projection below from the Office included in the budget submission anticipates a dramatically increased workload over the next three fiscal years.



BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Total Civil Papers	5,373	6,235	7,418	7,910	7,910	8,940
Civil Paper Attempts	11,145	13,664	16,319	17,402	17,402	19,668

PBO RECOMMENDATION

PBO has received a request from Constable, Precinct Two, for additional resources to address its increased civil process workload. These resources include 3.0 Constable Deputy FTEs, who will primarily work on civil processes. In the FY 2024 budget process, the Commissioner's Court approved the addition of 2.0 Constable Deputy FTEs within Constable, Precinct Two. One Deputy backfilled a position previously reclassified to Lieutenant due to a Non-TCSO POPS policy change and the other Deputy was added to address a large increase in the civil process workload. The Commissioners Court also created an Earmark against the Allocated Reserve for an additional Constable Deputy for the civil division, which was subsequently requested and transferred to the Office on November 17, 2023.

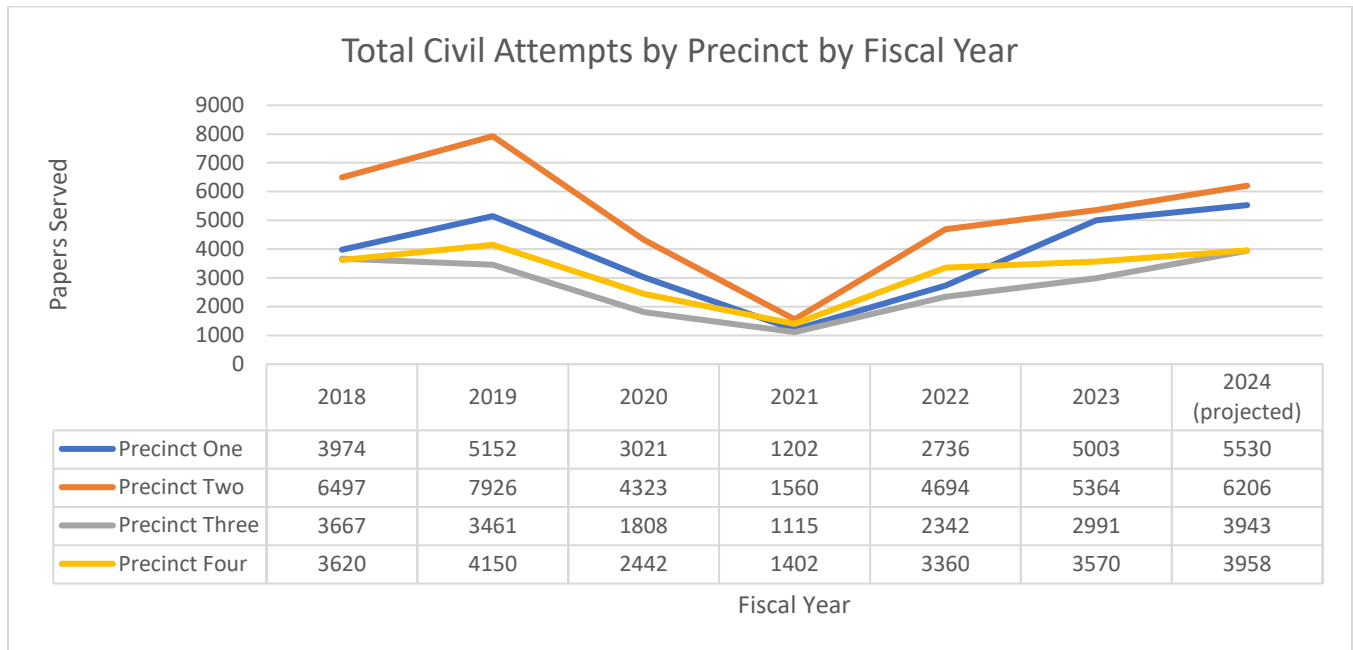
In analyzing prior requests from FY 2023 for additional constable staff, PBO expressed concern it did not have adequate data or capacity to do a full staffing study. A complete staffing study would require significant resources and likely outside consultant assistance. A staffing study, like the one completed in 2020 for the Law Enforcement Bureau of the Travis County Sheriff's Office, considers many datasets and factors as part of recommended staffing levels. For the Constables, a study would include: Computer Aided Dispatch (CAD) data, Odyssey/Civil Serve data, inputs from the Justices of the Peace, relief factors, vacancies, interviews with deputies, differences in policy and practices, geographical and socioeconomic factors of each precinct, comparisons to other Constable offices in other counties and more. It would also look at not just Deputy workload and productivity, but also the supporting court clerks and other civilian staff in the Office supporting the Deputies in the field.

PBO made progress in accessing relevant workload data but has limited capacity for an analysis of this scope. PBO recently gained reporting access to Civil Serve, the case management system that Constable, Precincts 1-4 use to manage their civil process workloads. PBO believes this information could be helpful in establishing targets and thresholds for future Constable staffing needs related to civil process workloads. PBO has used this information to evaluate requests both for Constable Deputy FTEs as well as Court Clerk FTEs and intends to share the combined data with each precinct to help them facilitate discussions on trends in workload and how to manage their civil divisions effectively.

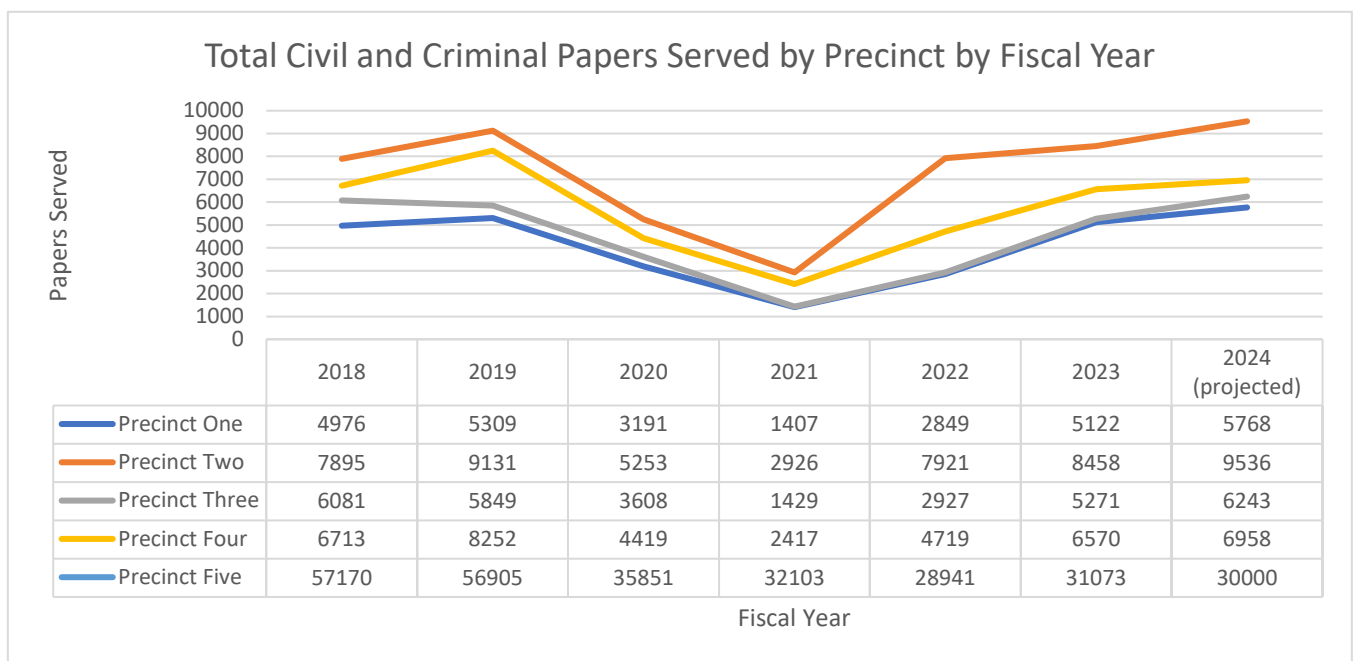
To have a clear methodology, PBO conducted a comparative analysis of civil process workload by Constable precinct. This was done by utilizing information input into Civil Serve by each Office to determine the civil workload both in papers received and papers served across the precincts. PBO obtained this data by running the 'Papers Received by Paper Type' report as well as the 'Service Statistics' report. The former categorizes all civil papers received by a constable office and input by support staff, while the latter details each service, attempted service, and total service attempts. It's worth noting in the past, different offices have pointed out papers served may not be the most accurate representation of workload for civil deputies as some papers require multiple attempts before being successful and unsuccessful services still require effort on the part of the deputy along with successful ones. Graph 1 shows the total service attempts for each office by Fiscal Year. The graph spans three distinct periods that have had broad effects on office workload: pre-pandemic (FY 2018 & FY 2019), pandemic decline (FY 2020 & FY 2021), and post-pandemic workload recovery (FY 2022, FY 2023, FY 2024 projected).

Graph 2 shows total civil papers and criminal papers served by precinct. PBO notes Constable, Precinct Five does not maintain aggregated data by attempts, and is working with the office to collect relevant comparable data of its civil workload. As of the end of FY 2023, only precinct one fully recovered its civil workload to the pre-pandemic level. (Precinct Five has been excluded as they do not track aggregated attempts). Given current data pulled from October 1 to July 1, 2024, the remaining four offices are projected to return to their pre-pandemic levels. Overall, Civil and Criminal workloads have returned to roughly to pre-pandemic levels in all offices except for Precinct Five.

Graph 1



Graph 2



All offices have seen workload increase from pandemic lows and precincts 1-4 now all have a larger civil and criminal workload than FY 2018. Precinct Two has seen the largest increase of 20.8% whereas Precinct Five has largely remained the same over the last three fiscal years after a steep drop off from FY 2019- FY 2022.

The table below (Table 1) shows the percentage change in civil and criminal workload in each constable precinct compared to the percentage change in Deputies, Corporals, and Sergeants in each office from 10/1/2018 to 7/1/2024. PBO notes that offices have additional responsibilities outside of civil and criminal processes including interlocal agreements, special projects, task forces, security responsibilities, centralized dispatch, and potential emergency response. Some changes in FTEs have been to address the maintenance of the current efforts in the Civil and Criminal Processes, other changes have also occurred related to securing justice of the peace courts, interlocal agreements, and pilot program Special Project Workers converted to FTEs. The variable duties and asymmetry of information make it difficult to compare each office, given the variety of mandated and non-mandated services that each precinct provides.

Table 1: Workload and Staffing Changes

<i>Precinct</i>	<i>FY 2018-2024(projected) % change in Civil and Criminal Process workload</i>	<i>FY 2018-2024 % change in Deputies, Corporals, and Sergeants FTEs</i>	<i>FY 2018 – 2024 Nominal change in Deputies, Corporals, and Sergeants FTEs</i>
One	15.9%	17.6%	3.00
Two	20.8%	22.7%	5.00
Three	2.7%	12.5%	2.00
Four	3.6%	31.3%	5.00
Five	(47.52%)	13.3%	4.00

PBO has been unable to verify individual assignments for deputies for a comparative analysis across all five precincts as multiple offices have noted assignments change on a day-to-day basis and are fluid based on workload demands. This limits the comparability of the offices as each office has unique responsibilities for different interlocal agreements, special projects, task forces, security responsibilities, and potential emergency response. A comparative analysis taking all these factors into account would require a comprehensive staffing study completed outside of the time constraints of the budget process and would require many months of stakeholder interviews, data analysis, and asset mapping. A staffing study, like the one completed in 2020 for the Law Enforcement Bureau of the Travis County Sheriff’s Office, considers many datasets and factors as part of recommended staffing levels and would also consider the supporting court clerks and other civilian staff in the Office. PBO has limited resources to complete such a study and would likely need to explore resources external to the county to complete such a study.

While this request would provide additional resources to increase the Office’s capacity to address its mandated civil workload, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget due to very limited resources. SB 2 (86th Legislature) does not allow Commissioners to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside of specific eligible adjustments per statute.

The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include county-wide compensation and benefits as well as contractual and other mandated/required expenditures as we know them.

REQUEST #2: LAW ENFORCEMENT SPECIALIST (REVISED REQUEST)

<i>Program:</i>	Civil Unit (132)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	76,277	-	-	-
Operating	350	-	-	-
Subtotal	\$ 76,627	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 76,627	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 76,627	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Currently, Constable, Precinct Two’s (CN2) Sergeants are responsible for numerous added duties that, according to the Office, limit their ability to directly supervise subordinate Deputies. These include:

- Maintain case records to ensure all reports are turned in with the appropriate supporting documentation such as evidence forms, vehicle impound forms, jail booking forms, witness statements, criminal trespass forms, TXDOT crash forms, etc., and ensure that these forms are all filled out accurately;
- Ensuring that records, documents, and videos are retained for the appropriate amount of time according to State and Federal law and to respond to open records requests;
- Verification of citations written by Constable Deputies and reporting of citation data such as the Annual Racial Profiling Report;
- Tracking of inventory and equipment issued to deputies and ensuring that these items are in good working order, coordinating repairs or replacements of equipment as needed and reporting assets for auditing purposes; and
- Oversee the collection of evidence that is collected and ensure it is processed and stored appropriately and coordinating the use of these items in court proceedings or return of the items when possible.

The Office has requested one Law Enforcement Specialist FTE to perform these functions, support the office's overall mission, and allow Sergeants to spend more time supervising employees.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Total Civil Papers	5,373	6,235	7,418	7,910	7,910	8,940

PBO RECOMMENDATION

PBO does not recommend this position currently. In FY 2023, as part of a midyear policy change for Constables' offices and Park Rangers, the Commissioners Court approved the creation of a Lieutenant position for Constable, Precinct Two due to the size of the Office. In mid-year FY 2024, each constable's office was authorized for a third corporal position, which the office internally funded. In addition, as part of the FY 2025 preliminary budget, PBO is recommending resources for an additional sergeant for the office to supervise dispatchers as well as additional administrative functions including evidence and inventory. Although workload has largely returned to pre-pandemic levels in civil and criminal process, the addition of three levels of supervisory positions as well as replacement deputies for two of the positions from FY 2023 to the beginning of FY 2025 should help the office address this administrative burden. PBO will continue to evaluate this need and coordinate with other Constable offices to understand how this workload affects supervisor availability.

REQUEST #3: TELECOMMUNICATOR

<i>Program:</i>	Telecommunications (132)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	1.00	1.00	1.00
Personnel	79,020	79,020	79,020	79,020
Operating	250	250	250	250
Subtotal	\$ 79,270	\$ 79,270	\$ 79,270	\$ 79,270
Capital	-	-	-	-
Dpt Total	\$ 79,270	\$ 79,270	\$ 79,270	\$ 79,270
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 79,270	\$ 79,270	\$ 79,270	\$ 79,270

DEPT. SUMMARY OF REQUEST

Constable, Precinct Two has a growing issue with the staffing levels for the Telecommunication unit. The Telecommunication unit has 6.0 FTEs, including a supervisor, to cover 15 hours/day of communication, 5 days a week for five Constable Offices. Due to the current staffing level and vacancies, the unit supervisor is forced to maintain full dispatcher responsibilities instead of focusing on supervisor responsibilities such as conducting training, policy review, scheduling and managerial tasks. The staffing level is hindered the initial implementation of the two concurrent radio channels for dispatch. With approval, the Office will hire and train a new Telecommunications Dispatcher to relieve the supervisor who currently does not have the time to oversee the day-to-day operations.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Total Telecom Entries	56,981	57,028	61,836	64,400	64,400	67,450

PBO RECOMMENDATION

Precinct Two has the unique responsibility among Constable offices of coordinating and operating dispatch for all five precincts. The Office utilizes a dispatch staffing model like the Austin Police Department (APD), where a Sergeant supervises six telecommunicators. The dispatch unit within the Office coordinates two channels available for all Travis County Constables.

The two channels run 15 hours a day, 5 days a week. This means a total coverage of 7,800 hours per year is required at an absolute minimum for dispatch to be fully operational. The current staffing model has five dispatchers, one supervisor, and one sergeant. Given 304 hours of county holidays, vacation, sick, and personal holidays a year, one dispatcher FTE should

be available for 1,776 hours. For five dispatchers, this totals 8,880 hours. PBO acknowledges that there is little coverage for administrative tasks and necessary breaks for dispatchers; in addition, in discussions with the office, staff shared that additional coverage of shifts falls to supervisors and occasionally deputies. The department shared data that as of June 18th this fiscal year, constable deputies have covered 265 hours of dispatching time. The office has stressed that ideally, each dispatcher would be able to take a one-hour break for lunch and have a 10-minute break every hour as the position is very mentally taxing and stressful. The demands on the dispatch unit continue to grow as it supports each precinct, and the current capacity does not meet an adequate threshold established by the office. PBO recommends \$79,270 in ongoing funding for an additional telecommunicator within Constable, Precinct Two. This will increase Constable, Precinct Two's FTE count by 1.0 FTE.

REQUEST #4: SERGEANT

<i>Program:</i>	Civil Unit (132)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	1.00	1.00	1.00
Personnel	125,218	125,813	125,813	125,813
Operating	4,800	4,800	2,600	2,600
Subtotal	\$ 130,018	\$ 130,613	\$ 128,413	\$ 128,413
Capital	110,415	110,415	-	-
Dpt Total	\$ 240,433	\$ 241,028	\$ 128,413	\$ 128,413
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 240,433	\$ 241,028	\$ 128,413	\$ 128,413

DEPT. SUMMARY OF REQUEST

On February 6, 2024, the Commissioners Court approved a personnel action for Constable, Precinct Two to reclass a Constable Deputy position to a Constable Sergeant position. This was in response to Precinct Two moving above a supervisor ratio threshold of 1:6 which has been the targeted ratio for the County’s Constable Offices. This request was supported by HRMD. Ultimately, the Office did not have the internal resources to self-fund the request and elected to request a Constable Sergeant within the budget process to address this need. The office elected to underfill the newly created sergeant position with a deputy. If approved, the office will create a new deputy position and identify a candidate to be promoted to the sergeant position and no longer underfill it.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Total Civil Papers	5,373	6,235	7,418	7,910	7,910	8,940

PBO RECOMMENDATION

As part of the FY 2024 Budget process, the Commissioners Court approved 1.0 FTE Constable Deputy and created an earmark for a 1.0 FTE Constable Deputy position within Constable Precinct Two to address an increased civil process workload. Upon receiving the earmark, Precinct Two raised concerns about supervisory capacity and span of control within their operations with HRMD and PBO.

Precinct Two has the unique responsibility among constable offices of coordinating and operating dispatch for all five precincts. The office utilizes a dispatch staffing model similar to the APD (Austin Police Department), where a Sergeant supervises six telecommunicators. After the addition of two new civil deputies in FY 2024, the Office had a supervisory ratio

of Sergeants to Deputies and Telecommunicators of 1:7.25. This ratio is over the recommended supervisory threshold of 1:6. The addition of a fifth sergeant would make this ratio 1:5.8 and create a more appropriate span of control.

Given this information, PBO recommends ongoing funding for the previously approved Constable Sergeant position in Constable, Precinct Two, along with necessary one-time and capital equipment. A new deputy position is recommended within the Office to replace the deputy position reclassified to a sergeant on February 6, 2024. PBO notes that staffing based on this threshold is subject to periodic review, and HRMD and PBO evaluate these requests on a case-by-case basis. This will increase Constable, Precinct Two's FTE count by 1.0 FTE.

REQUEST #5: ADD PAY

<i>Program:</i>	Civil Unit (132)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	42,500	19,923	19,923	19,923
Operating	-	-	-	-
Subtotal	\$ 42,500	\$ 19,923	\$ 19,923	\$ 19,923
Capital	-	-	-	-
Dpt Total	\$ 42,500	\$ 19,923	\$ 19,923	\$ 19,923
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 42,500	\$ 19,923	\$ 19,923	\$ 19,923

DEPT. SUMMARY OF REQUEST

The Office requests ongoing funding to provide certificate pay and peace officer license pay to non-TCSO POPS eligible Deputies. Constable, Precinct Two states that it currently does not have adequate funding to provide certificate and peace officer license pay within its target budget. The Office states lack of pay for earned licenses and accredited certificate pay causes low morale amongst the deputies, which, in turn, the office foresees will lead to a higher turnover rate.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Total Civil Papers	5,373	6,235	7,418	7,910	7,910	8,940

PBO RECOMMENDATION

Historically, the Commissioners Court has directed departments and offices to redirect savings from resources within their existing budgets to fund pay increases internally. PBO verified with Constable, Precinct Two that there are currently 11 deputies within the office that meet qualifications for addition certification pay that are not receiving them due to lack of budgeted resources within the office. PBO has verified add pays with other offices and currently Precinct Two is the only constable office where deputies with additional peace officer certifications that are not receiving commiserate add pays. Other offices have expressed concerns that in the future there might be limited availability to fund add pays as it is hard to predict when deputies will receive certain certifications. PBO will continue to work with offices to track add pay expenditures. PBO recommends \$19,923 in ongoing personnel resources to address this request.

REQUEST #6: LAW ENFORCEMENT EQUIPMENT

<i>Program:</i>	Civil Unit (132)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	20,000	20,000	-	-
Subtotal	\$ 20,000	\$ 20,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 20,000	\$ 20,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 20,000	\$ 20,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Constable, Precinct Two requests one-time funds to properly equip Deputies with lifesaving equipment, including rifle-resistant vests, ballistic helmets, rifle-resistant shields, first aid equipment, and tourniquets.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Total Civil Papers	5,373	6,235	7,418	7,910	7,910	8,940

PBO RECOMMENDATION

PBO is recommending \$20,000 of one-time funding for the purchase of this law enforcement safety equipment for the Constable, Precinct Two Office. PBO notes that this equipment is to be used by Civil deputies only in support of their functions and it should not be used for criminal process or law enforcement purposes such as the creation of a Special Weapons and Tactics (SWAT) team. PBO recommends that the Office provide significant training on the use of this equipment. Lastly, PBO further recommends that the Constables coordinate and partner with the Travis County Sheriff's Office where appropriate on the use of this equipment and training.

REQUEST #7: REPLACEMENT TRAILER

<i>Program:</i>	Civil Unit (132)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	30,652	-	-	-
Subtotal	\$ 30,652	\$ -	\$ -	\$ -
Capital	-	30,652	-	-
Dpt Total	\$ 30,652	\$ 30,652	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 30,652	\$ 30,652	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Office is requesting funding to replace an end-of-life trailer. The cost of the maintenance has increased due to the age of the trailer, and the office believes it has reached the end of its useful life. The trailer was originally purchased by the office using funds confiscated in a civil forfeiture case.

The office has used the trailer for:

- Large events for medical and security;
- Transporting equipment for the ALERTT Training;
- Transporting toys for the Kevin Aigner Memorial Toy Drive each year;
- Transporting food for food banks when needed;
- Transporting ammunition to the range to qualifications; and
- Transported equipment from one location to another location throughout Travis County.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Total Civil Papers	5,373	6,235	7,418	7,910	7,910	8,940

PBO RECOMMENDATION

PBO recommends one-time funding to replace the end-of-life trailer. The trailer provides a community benefit and will allow the Office to have the capacity to transport equipment and support community needs.

REQUEST #8: TICKET WRITERS

<i>Program:</i>	Civil Unit (132)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	16,579	-	-	-
Subtotal	\$ 16,579	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 16,579	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 16,579	\$ -	\$ -	\$ -

PBO notes funding for this request will be budgeted within a centralized budget in Information Technology Services (ITS) not within individual Constable Offices.

DEPT. SUMMARY OF REQUEST

PBO has received a request from Constable, Precinct Two, Three, and Four for ongoing resources of \$74,267 to fund ongoing implementation and usage of ticket software for all five Constable Precincts and TNR Parks.

BUDGET REQUEST PERFORMANCE MEASURES

None Provided.

PBO RECOMMENDATION

The FY 2024 Adopted Budget included an Earmark against the Allocated Reserve of \$240,000 (\$200,000 one-time, \$40,000 ongoing) for the implementation of new electronic ticket writers for each Constable Office and TNR park rangers. This Earmark amount was an estimate based on planning discussions at the time. Throughout FY 2024, Precinct Three worked with each Constable Precinct, TNR Parks, ITS, and Purchasing to identify the scope, cost, and implementation for the new shared ticket writer software. Later in FY 2024, the Commissioners Court is scheduled to consider a one-time transfer of \$282,531 (\$240,000 Earmark, and \$42,531 in supplemental one-time funds) to fund one-time costs related to the initial rollout and implementation of ticket writer software to be used on County issued cell phones. The increase in the ongoing costs compared to the initial estimate in the FY 2024 budget process is related to pricing adjustments from the vendor since that time, as well as addition functionality to further streamline reporting and other tasks for things such as the annual Racial Profiling Report required by the State. PBO supports this added cost and believes the added functionality will reap significant savings on administrative work hours, allowing more productivity from existing staffing levels.

PBO believes these devices will improve the efficiency of Constable traffic enforcement efforts, reduce errors by eliminating paper tickets, and allow deputies to write tickets faster, which will improve safety by keeping them off the side of roadways. PBO recommends approval and that the ongoing ticket writer costs be budgeted in Information Technology Services (ITS) for ease of administration and payments to the vendor who already has a centralized contract for several

other services. Bundling this new ongoing maintenance cost within that contract has the potential to conserve County resources in the long term.

Constable, Precinct Three (133)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	5
FY 2025 Preliminary Budget Recommendations Summary	6
Additional Information	7
FY 2025 Budget Request Analysis	9
Request #1: Public Safety Deputies	9
Request #2: Accountant Associate	13
Request #3: Tax Office Investigator	15
Request #4: Outreach Deputy.....	17
Request #5: Ticket Writers	18
Request #6: Law Enforcement Training	20
Request #7: Evidence Technician	22
Request #8 DPS Clerk	23
Request #9: Court Clerk	25
Request #10: Body Armor Replacements	28

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of Constable, Precinct Three's Office is to be first and foremost Public Servants. This honored position that the office holds shall always be displayed in a professional and humble manner. Constable, Precinct Three shall strive to meet the needs of others as we uphold the duties of the Office. Constable, Precinct Three shall do all that is in our power to treat everyone with respect and dignity, without regard to race, religion, creed, sex, or national origin. Constable, Precinct Three shall attempt in all aspects to improve the quality of life for each and every citizen that we serve and come into contact with, including those times of hardship within our community.

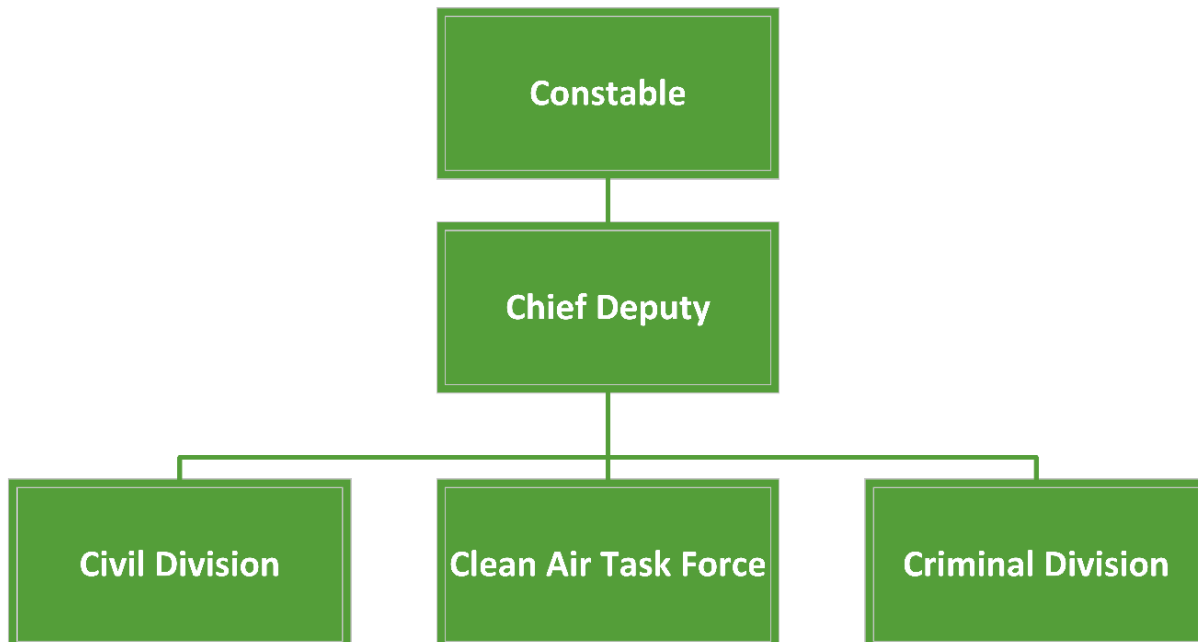
The Constable, Precinct Three has identified the following departmental goal(s):

- Coordinate support and fulfill all internal and external service demands as efficiently and effectively within the prescribed means;
- Clear criminal misdemeanor warrants within Travis County;
- Provide service of civil process quickly, professionally and efficiently;
- Help Travis County remain in compliance with air quality, by enforcing registration and temporary registration violations; and
- Provide building and courtroom security to protect both County employees and visitors.

This aligns with the new County goal "Provide services that support the safety of people in the community."

Constable, Precinct Three is budgeted in the Public Safety Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes” and are now linked to the County Goal, “Provide services that support the safety of people in the community.”

CIVIL DIVISION:

The Civil Division provides service of all Civil Process directed from the Courts and executes all Warrant process directed from the Justice of the Peace, County Courts and District Courts in accordance with Texas Rules of Civil Procedure Rule 99 & Texas Local Government Code 86.021. Additionally, deputies in the Civil Division perform all lawful duties as required by statute, Texas Code of Criminal Procedure 2.13 (Duties and Powers) and take action upon criminal violations that occur in their presence.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of homeless camp visits	296	375	380	400	425
# of homeless people assisted	839	1,744	1,750	1,775	1,800
Citations Executed	2,328	2,991	4,000	4,300	4,600
Citations Received	2,796	3,531	4,400	4,600	4,800

Constable, Precinct Three's increase in civil process from FY 2022 to FY 2023 reflects the recovery from COVID-19 after the closures of various courts for at least half of the year in FY 2020 and FY 2021. Civil workload performance on citations in FY 2022 recovered somewhat as Courts slowly re-opened and limited the number of cases to maintain social distancing. Performance in FY 2024 is expected to be higher than in FY 2023. Civil process workload continues to increase and looks likely to return to pre-pandemic levels in FY 2024. Data on homelessness outreach efforts is only partial for FY 2022 due to a Community Outreach position which was temporarily reclassified from a Court Clerk position in a prior fiscal year being returned to a Court Clerk and the incumbent in the position leaving County employment, leaving a void in the collection of data in this area. Data on outreach for FY 2023 more closely reflects prior years.

CRIMINAL DIVISION:

The Criminal Division provides service to the court to include all Warrant process directed from the Justice of the Peace, County Courts and District Courts in accordance with Texas Code of Criminal Procedure Article 15.16 & Texas Local Government Code 86.021. Additionally, deputies in the Criminal Division perform all lawful duties as required by statute, Texas Code of Criminal Procedure 2.13 (Duties and Powers) and take action upon criminal violations that occur in their presence.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of Issued Warrants Successfully Served	11%	35%	36%	38%	40%
Parking Mobility Citations Issued (County Wide)	2,068	1,831	1,900	2,000	2,100
Warrants cleared over a year old	278	1,719	1,725	1,750	1,775
Warrants Executed	584	2,280	2,300	2,400	2,500
Warrants Received	2,854	1,626	2,000	2,200	2,400

Similar to the Civil Division, Constable, Precinct Three’s Criminal Division performance in FY 2023 reflects the recovery from COVID-19 after the closures of various courts for at least half of the year in FY 2020 and FY 2021. The division has significantly increased warrants executed in FY 2023, and the workload for the division is expected to remain fairly stable after an increase in FY 2023.

CLEAN AIR TASK FORCE:

The Travis County Clean Air Task Force (CATF) is tasked with enforcing state laws, codes, rules and regulations pertaining to improper vehicle emissions and the sale or distribution of any form of fraudulent, improper and counterfeit motor vehicle inspections, counterfeit registration insignias and paper tags. Vehicles that circumvent the emission laws contribute to health-threatening pollution and can cost the county critical federal highway funds through sanctions issued by the EPA for nonattainment. To crack down on fraudulent, fictitious, or improperly issued Vehicle Inspection Reports, the Travis County CATF is helping protect the health of Travis County citizens.

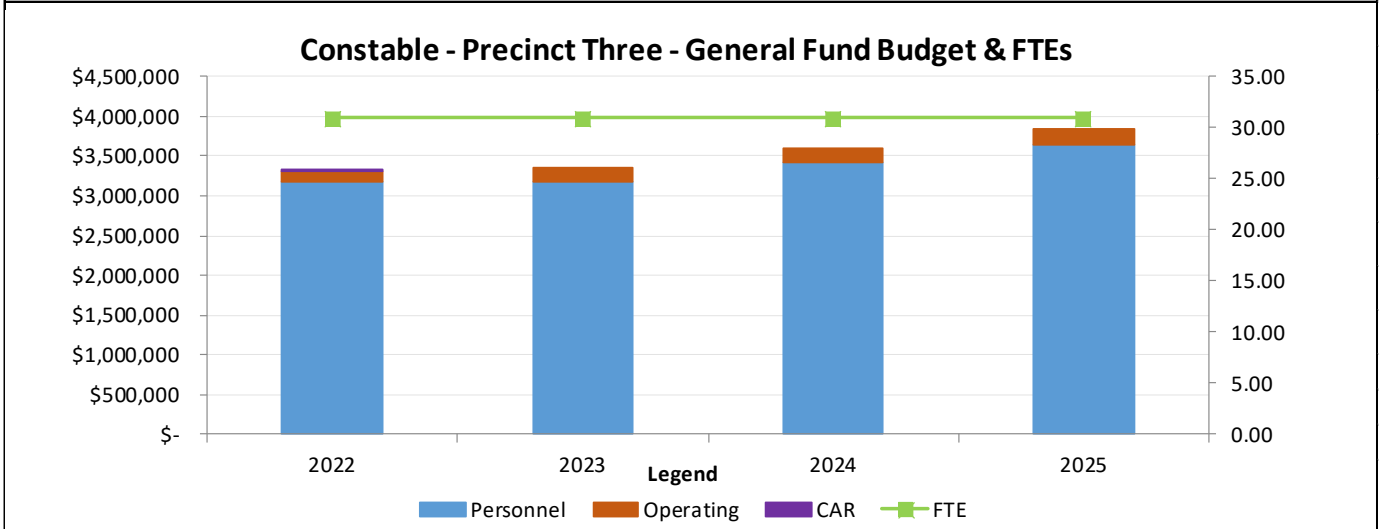
<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of Investigations Closed	92%	96%	93%	93%	93%
Registration Violations	500	795	800	820	825

The Clean Air Task Force (formally known as the Emissions Task Force) was largely unaffected by the COVID-19 pandemic in FY 2020 and FY 2021. The task force has continued to close cases at a high level and has identified roughly sixty percent more registration violations in FY 2023 than in FY 2022. The division continues partnering with other jurisdictions and offices including the County Attorney, District Attorney, U.S. Attorney, FBI, and U.S. Department of Homeland Security.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	3,168,893	3,173,188	3,426,822	3,649,252	222,430
Operating	150,248	189,931	164,241	189,015	24,774
Total (Per&Op)	\$ 3,319,141	\$ 3,363,119	\$ 3,591,063	\$ 3,838,267	\$ 247,204
CAR*	4,380	-	-	-	-
Grand Total	\$ 3,323,521	\$ 3,363,119	\$ 3,591,063	\$ 3,838,267	\$ 247,204
FTEs	31.00	31.00	31.00	31.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Constable, Precinct Three increased by \$247,204 from the FY 2024 Adopted Budget. This is an 6.9% increase. The majority of the increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 3,588,663	\$ 2,400	\$ -	\$ 3,591,063	31.00	\$ -
Target Budget Changes						
Programmatic	-	(2,400)	-	(2,400)	-	-
Compensation & Benefits	218,547	-	-	218,547	-	-
Total Target Budget Changes	\$ 218,547	\$ (2,400)	\$ -	\$ 216,147	-	\$ -
FY 2025 Target Budget	\$ 3,807,210	\$ -	\$ -	\$ 3,807,210	31.00	\$ -
Budget Submission	\$ 3,807,210	\$ -	\$ -	\$ 3,807,210	31.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Body Armor	-	12,000	-	12,000	-	-
Programmatic Total	\$ -	\$ 12,000	\$ -	\$ 12,000	-	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	16,457	-	-	16,457	-	-
Compensation & Benefits Total	\$ 16,457	\$ -	\$ -	\$ 16,457	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	2,600	-	-	2,600	-	-
Administrative & Other Total	\$ 2,600	\$ -	\$ -	\$ 2,600	-	\$ -
Grand Total	\$ 19,057	\$ 12,000	\$ -	\$ 31,057	-	\$ -
FY 2025 Preliminary Budget	\$ 3,826,267	\$ 12,000	\$ -	\$ 3,838,267	31.00	\$ -
Change from FY 2025 Target	\$ 19,057	\$ 12,000	\$ -	\$ 31,057	-	\$ -
Change from FY 2024 Adopted	\$ 237,604	\$ 9,600	\$ -	\$ 247,204	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Constable, Precinct Three includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$2,400 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for Constable, Precinct Three Name includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Body Armor	\$12,000	\$ -	\$12,000	-
Total Programmatic Recommendations	\$12,000	\$ -	\$12,000	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Constable, Precinct Two includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Travel and Training Restoration	\$ -	\$2,600	\$2,600	-
Total Administrative and Other Funding Changes	\$ -	\$2,600	\$2,600	-

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to Matt Kojm, FY 2025 Preliminary Budget

Constable, Precinct Three

revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$2,600 in ongoing operating resources for Constable, Precinct Three. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Constable, Precinct Three includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for adjustments to the Peace Officer Pay Scale (POPS) in FY 2024.	\$-	\$126,420	\$126,420
Resources for the annual POPS Step Increase for eligible employees in FY 2024.	-	51,909	51,909
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	-	34,077	34,077
Resources for health insurance cost increases for FY 2025.	-	16,457	16,457
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	6,141	6,141
Total Compensation Changes	\$-	\$235,004	\$235,004

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

Constable, Precinct Three re-allocated \$12,000 from its personnel to its operating budget in its FY 2025 budget submission. This will allow the Office to attend relevant trainings in law enforcement and civil process.

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that

have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, Constable Precinct Three has 28 fees it charges and one revenue-generating contract it manages. Of those only the contract is being proposed for adjustment in FY 2025.

Below is a table with additional details on the revenue generating contract that has been proposed for adjustment on the basis of full cost recovery. This contract is currently below the full cost recovery rate of \$192,181. This proposed adjustment is currently being reviewed by PBO and the County Auditor’s Office. PBO and the Auditor's Office will coordinate presenting the recommended changes to the Commissioners Court. Fee adjustments required to be approved by the Commissioners Court will be presented in September prior to the adoption of the FY 2025 Budget. Recommended changes to any revenue contracts will be presented to the Commissioners Court at the next contract renewal or according to the terms of the contract.

<i>Central Contract Name</i>	<i>FY 2024 Contract Amount</i>	<i>FY 2025 Proposed Contract Amount</i>	<i>Justification for FY 2025 Proposed Contract Amount</i>
Shady Hollow MUD	\$124,444	\$143,110	Partial cost recovery. 15 percent increase over prior year until full cost recovery is met.

FUTURE CONSIDERATIONS

Constable, Precinct Three has made numerous strides in modernizing and digitizing services. Staff can now advise defendants of issued warrants and make notes accordingly in a paperless tracking system. Status updates for civil citations can be viewed on the Office's website without having to contact a Court Clerk or Civil Deputy. The Office continues to inform current and potential customers about utilizing e-file to process citations, allowing for a more quick and convenient service. Task force investigators and team members utilize a paperless (case) reporting system that can be viewed by other agencies, eliminating the need for hard copies and reducing the use of paper. Electronic ticket writers are being utilized to eliminate the use of traditional carbon copy tickets. The Office is in the process of acquiring a Brazos phone application to issue citations in lieu of E-citation devices. This allows all deputy mobile devices to have this application on their phones without additional hardware.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: PUBLIC SAFETY DEPUTIES

<i>Program:</i>	Civil (133)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	-	-	-
Personnel	201,562	-	-	-
Operating	8,916	-	-	-
Subtotal	\$ 210,478	\$ -	\$ -	\$ -
Capital	243,220	-	-	-
Dpt Total	\$ 453,698	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 453,698	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Constable, Precinct Three’s Office is requesting funding for two (2) FTE positions for its Public Safety Unit. This is to deter habitually speeding vehicles, enforce traffic violations, work in school zones, and work the many vehicle collisions in the high traffic areas, and to help educate traffic safety within Travis County. The Office states that the continued need for public safety on highly traveled roadways, which are constantly undergoing construction, is something that continues to be sought after by community members.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Traffic Citations	4,809	6,385	5,500	5,600	9,000	9,300

PBO RECOMMENDATION

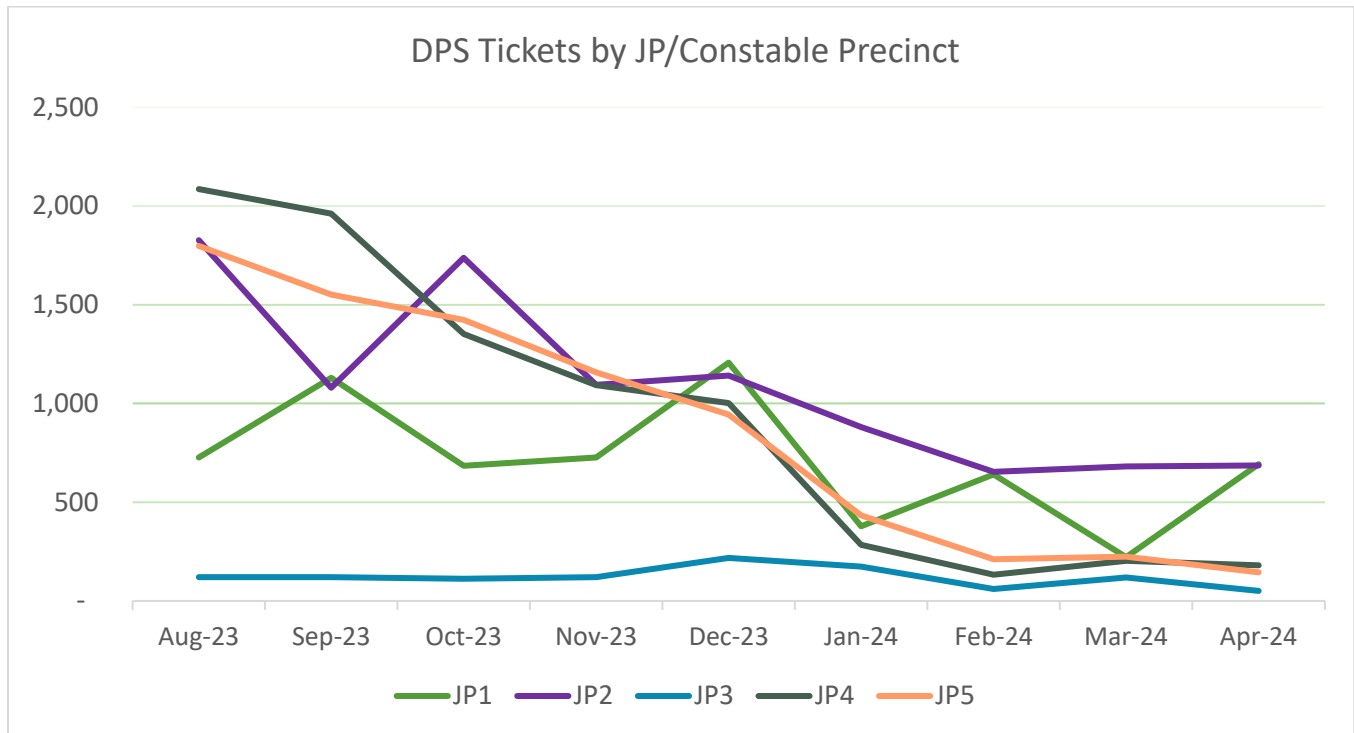
PBO does not recommend funding for this request at this time. As part of the FY 2020 budget process, Constable, Precinct Three’s Office was approved for three SPW Constable Deputy positions for a two-year term for a traffic enforcement pilot program. This program was similar to a pilot program approved for the Constable, Precinct Four Office in FY 2021 with two SPWs. The Constable, Precinct Three SPWs were subsequently extended by one year due to the impacts of the COVID-19 pandemic at the start of the pilot and to align the conclusion of both pilot programs at the end of FY 2022. Both of these pilot programs were evaluated for efficacy as part of the FY 2023 budget process.

In its analysis, PBO made the following recommendation in the FY 2023 Preliminary Budget:

“PBO recommends a centralized model for Traffic Enforcement with the focus being on the unincorporated areas being performed by the Travis County Sheriff’s Office. This recommendation includes the termination of the pilot programs within Constable, Precincts Three and Four in FY 2023.”

Commissioners Court ultimately approved eliminating two of the three vacant SPWs in Constable, Precinct Three, and left the remaining vacant SPW in their FY 2023 Adopted Budget with an end date of September 30, 2023.

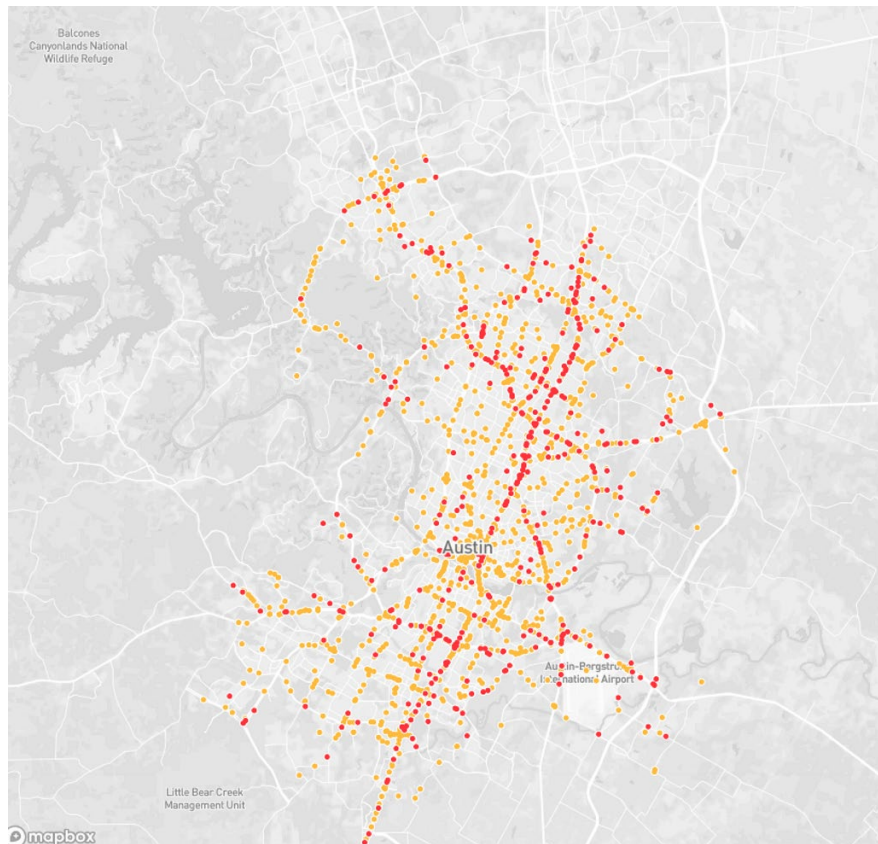
The partnership between the City of Austin Police Department and the Department of Public Safety, which began in late March 2023 and was ultimately suspended in July 2023, appeared to make a significant impact on increasing traffic enforcement in the areas where DPS personnel were utilized. Data from the first two weeks of the partnership showed that DPS made 4,016 traffic stops. Additional data from the City of Austin’s May 22, 2023, Public Safety Committee work session also appeared to show the effectiveness of the additional enforcement through a reduced number of serious crashes and crashes overall in the areas where the enforcement occurred. On December 23, 2023, DPS dissolved its Austin Violent Crime Task Force after nine months of operating in the City of Austin. The final data released by DPS showed that the department had performed over 84,000 traffic stops and 647 crash investigations. PBO also worked to obtain data on the instances of DPS citations within Precinct, Three. Compared to other precincts, the Justice of the Peace Precinct Three Office had the fewest citations from August 2023 to April 2024. The chart below details the number of citations by each Precinct by month.



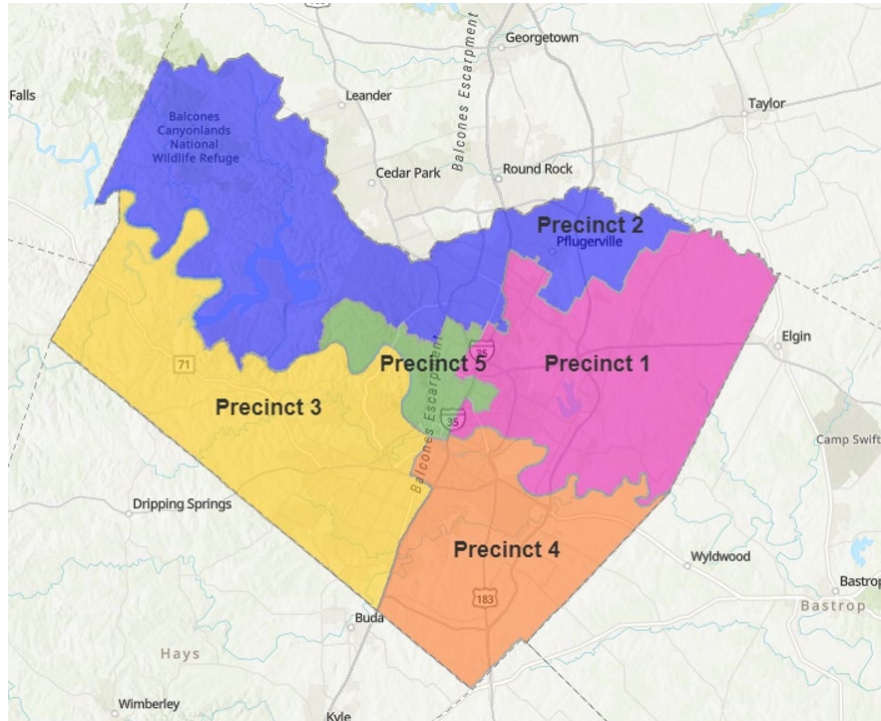
Although DPS has largely withdrawn from the City of Austin, both traffic fatalities and serious injuries due to crashes have dropped precipitously this year. According to the City of Austin's Vision Zero traffic data viewer, as of April 23, 2024, fatalities due to motor vehicle crashes within the City of Austin are down 58% year over year and are 31% lower than their five-year average. Further, the data viewer shows that reported serious injuries due to motor vehicle crashes within the City of Austin are down 60% year over year and are also 31% lower than their five-year average. The causal factor of this drop has not been clearly established, but it shows that there has been significant progress towards safer roadways without the previously present DPS enforcement and additional county resources deployed.

Additional data published in the Vision Zero traffic data viewer show that the locations of a large proportion of crashes leading to fatalities or injuries are concentrated north to south on the I-35 corridor. Map #1 below shows all traffic fatality and injury location data reported by the City of Austin from 1/1/2020 - 4/23/2024. The map shows fatalities as red dots and injuries as orange dots. Comparing this to Map #2, which shows each Constable's precinct, shows there is an uneven geographic concentration of both crashes leading to fatalities and crashes leading to injuries in each precinct. PBO reiterates its FY 2023 recommendation that a centralized approach to traffic enforcement with a focus on unincorporated areas by the Travis County Sheriff's Office best suits the nature and geographic scope of traffic safety concerns within the County and would be the most efficient option from a cost perspective.

Map #1 Traffic Fatality and Injury Location data from City of Austin Vision Zero



Map #2 Constable Precinct Boundaries



PBO recommends against taking on new responsibilities or services, particularly on behalf of other governmental entities, in light of SB2 and related revenue challenges the County faces. This would include any proposed agreement with the City of Austin for Travis County peace Officers, regardless of Office, to perform traffic enforcement services within the City's full purpose jurisdiction. There are too many risks and unknown factors to take on this additional responsibility.

It should also be noted that the Travis County Sheriff's Office has re-allocated resources within its existing budget to fund one new Law Enforcement Sergeant and four new Law Enforcement Deputy positions related to findings from its FY 2020 Law Enforcement Staffing Study. It is PBO's understanding that the Sergeant position will be added to the Motors unit, responsible for traffic enforcement, to allow one Sergeant on the west side of the County and one on the east side providing supervision of motor vehicle enforcement efforts. Additionally, two of the four Deputies will be assigned to the Motors Unit to do additional proactive traffic enforcement throughout the County's unincorporated areas, while the other two deputies will be assigned to the Office's Commercial Vehicle Enforcement (CVE) unit which specializes in enforcement of traffic violations by commercial and other large vehicles. PBO is supportive of these changes and believes this investment, using existing resources, will begin to address many of the concerns expressed in this request on the need for additional enforcement.

REQUEST #2: ACCOUNTANT ASSOCIATE

<i>Program:</i>	Civil (133)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	76,277	-	-	-
Operating	400	-	-	-
Subtotal	\$ 76,677	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 76,677	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 76,677	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Constable, Precinct Three requests 1.0 Accountant Associate FTE. In light of the increasing demands in accounting functions within the Office, the Office advocates for the necessity of a full-time employee to undertake paraprofessional accounting responsibilities, including recording, analyzing, processing, and reconciling various financial transactions in compliance with established protocols. With expertise in standard accounting principles and proficiency in utilizing computer applications, the FTE will enhance financial reporting accuracy and efficiency, ensuring compliance with regulatory standards and facilitating effective budget monitoring and management.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recognizes that each Constable precinct has civil process tasks that require financial knowledge and expertise as well as routine department financial accounting functions. Writs of Execution and bills of sale require department staff to interpret judgments and calculate collection totals. Precincts 1-4 have access to the Civil Serve case management software system as well as resources in the centralized financial division of Justice of the Peace, Precinct Two, to assist with this process and others. This centralized financial division provides detailed accounting and financial support to all five Constable offices as well as all five Justice of the Peace Courts. Adding additional resources for financial staff outside of this centralized framework could limit the utility and benefits of the current system. PBO encourages these ten Offices to assess their need for additional accounting and financial support within this centralized framework and make a request for resources as part of the FY 2026 budget process if needed. The Auditor’s Office may be able to help with this assessment.

While this request would allow the Office to better address its financial workload, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget due to very limited resources. SB 2 (86th Legislature) does not allow

Commissioners to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside of specific eligible adjustments per statute.

The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include county-wide compensation and benefits as well as contractual and other mandated/required expenditures as we know them.

REQUEST #3: TAX OFFICE INVESTIGATOR

<i>Program:</i>	Emissions Task Force (133)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	114,506	-	-	-
Operating	3,728	-	-	-
Subtotal	\$ 118,234	\$ -	\$ -	\$ -
Capital	121,610	-	-	-
Dpt Total	\$ 239,844	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 239,844	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Constable, Precinct Three is requesting 1.0 Investigator FTE to work in conjunction with the Travis County Tax Office to enforce the law against those not remitting taxes on vehicle sales and any other criminal offenses associated with such.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO does not recommend funding for this request at this time. On August 5, 2023, HB 3297 was signed into law, eliminating mandatory vehicle safety inspections for non-commercial vehicles in the State of Texas, the law will take effect in 2025. However, gasoline vehicles between the ages of two and 24 years old, or upon the expiration of a vehicle’s initial two-year inspection sticker, must have an emissions test in Travis County. This is not expected to change at this time. Neither the Texas Department of Motor Vehicles (DMV) nor the Texas Department of Public Safety (DPS) use a meaningful amount of resources to investigate fraudulent vehicle inspections. In initial conversations related to a previous request for the investigator position in FY 2024, the District Attorney’s Office did note that they would be willing to prosecute such cases, but they also do not have the investigative capacity to spend on vehicle inspection fraud.

An effective and scalable approach to mitigating future fraudulent vehicle emissions tests will likely require additional resources in other County business units. Constable, Precinct Three’s Office has noted in both the FY 2024 and FY 2025 budget process that they would need additional resources to investigate such fraud cases and submit casework to the District Attorney’s Office to prosecute offending entities performing such inspections. Allocating additional resources in Constable, Precinct Three outside of a state-mandated function effectively widens the scope of the Constable’s Office’s duties and is a policy decision that requires Commissioners Court direction and likely would require a considerable investment in resources. Additionally, the county must recognize that while there are legitimate concerns about the amount of effort made on the part of DPS and DMV on emissions enforcement and fraud investigations, this work is ultimately a state responsibility. The County does not have resources to perform or supplement the State’s responsibilities in this area, and it is unlikely that the County will ever do so, given the revenue caps imposed by SB 2 (86th Legislature).

The Tax Assessor-Collector's Office has been gathering information and discussing the issue with other tax offices across the State in hopes of identifying best practices that could be implemented in Travis County to either prosecute these cases, or make changes to the Office's policies and procedures to prevent or deter them from occurring. These discussions have shown a varied approach in how cases of fraud are handled in each County. The Tax Office is also still gathering all the relevant information to identify all the necessary steps to investigate and prosecute these cases and the amount of workload that would be created at each step of the process for the relevant Office or Department to handle. PBO will work with the Tax Office in future budget cycles on any identified staffing it may need to strengthen its policies and procedures to detect and deter fraud.

REQUEST #4: OUTREACH DEPUTY

<i>Program:</i>	Civil (133)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	100,781	-	-	-
Operating	4,458	-	-	-
Subtotal	\$ 105,239	\$ -	\$ -	\$ -
Capital	121,610	-	-	-
Dpt Total	\$ 226,849	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 226,849	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Constable, Precinct Three Outreach Program (CORP) has become a unit utilized for many purposes in support of assisting Travis County’s homeless population. The Office states that in order to provide better service to the community, additional Deputies are needed to support this program.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of homeless people assisted	839	1,744	1,750	1,775	3,000	3,500

PBO RECOMMENDATION

PBO does not recommend funding for this request at this time. PBO recommends the Precinct Three Office prioritize its existing resources and efforts to the functions it deems are highest priority while meeting its statutorily mandated functions.

SB 2 (86th Legislature) does not allow Commissioners to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside of specific eligible adjustments per statute. The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include county-wide compensation and benefits as well as contractual and other mandated/required expenditures as we know them.

REQUEST #5: TICKET WRITERS

<i>Program:</i>	Civil (133)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	10,087	-	-	-
Subtotal	\$ 10,087	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 10,087	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 10,087	\$ -	\$ -	\$ -

PBO notes funding for this request will be budgeted within a centralized budget in Information Technology Services (ITS) not within individual Constable Offices.

DEPT. SUMMARY OF REQUEST

PBO has received a request from Constable, Precinct Two, Three, and Four for ongoing resources of \$74,267 to fund ongoing implementation and usage of ticket software for all five Constable Precincts and TNR Parks.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Traffic Citations	4,809	6,385	5,500	5,600	10,000	12,000

PBO RECOMMENDATION

The FY 2024 Adopted Budget included an Earmark against the Allocated Reserve of \$240,000 (\$200,000 one-time, \$40,000 ongoing) for the implementation of new electronic ticket writers for each Constable Office and TNR park rangers. This Earmark amount was an estimate based on planning discussions at the time. Throughout FY 2024, Precinct Three worked with each Constable Precinct, TNR Parks, ITS, and Purchasing to identify the scope, cost, and implementation for the new shared ticket writer software. Later in FY 2024, the Commissioners Court is scheduled to consider a one-time transfer of \$282,531 (\$240,000 Earmark, and \$42,531 in supplemental one-time funds) to fund one-time costs related to the initial rollout and implementation of ticket writer software to be used on County issued cell phones. The increase in the ongoing costs compared to the initial estimate in the FY 2024 budget process is related to pricing adjustments from the vendor since that time, as well as additional functionality to further streamline reporting and other tasks for things such as the annual Racial Profiling Report required by the State. PBO supports this added cost and believes the added functionality will reap significant savings on administrative work hours, allowing more productivity from existing staffing levels.

PBO believes these devices will improve the efficiency of Constable traffic enforcement efforts, reduce errors by eliminating paper tickets, and allow deputies to write tickets faster, which will improve safety by keeping them off the side of roadways. PBO recommends approval and that the ongoing ticket writer costs be budgeted in Information Technology Services (ITS) for ease of administration and payments to the vendor who already has a centralized contract for several other services. Bundling this new ongoing maintenance cost within that contract has the potential to save the County money in the long-term.

REQUEST #6: LAW ENFORCEMENT TRAINING

<i>Program:</i>	Civil Unit (133)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	95,000	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 95,000	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 95,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Constable, Precinct Three requests to convert a FY 2024 one-time Earmark against the Allocated Reserve to ongoing for supplemental training into ongoing resources for all Constable Deputies and Park Rangers. The ongoing training will emphasize tactical skills, such as executing writs of possession/eviction and ensuring courtroom security. Participants will receive comprehensive instruction in various areas, including threat discrimination, two to four man building search, room entry techniques, responding to barricaded subjects, mechanical breaching, ballistic shield utilization, basic trauma care, force on force scenarios using simunition, and live-fire pistol fundamentals. The training will equip participants with essential knowledge and abilities to handle critical situations effectively and safely.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO has received a request from Constable, Precinct One to renew, and Constable Precinct Three to fund on an ongoing basis a \$95,000 earmark intended for supplemental training for each Constable Precinct and TNR Park Rangers.

As part of the FY 2024 Adopted Budget, the Commissioners Court approved a \$95,000 Earmark against the Allocated Reserve to provide newly state-mandated Advanced Law Enforcement Rapid Response Training (ALERTT) as well as additional public safety training beyond what is statutorily required for peace officers.

In January 2024, the Travis County Sheriff’s Office (TCSO) began offering the statutorily required Advanced Law Enforcement Rapid Response Training (ALERTT) for active shooter scenarios for all Travis County Peace Officers, as well as many other Law Enforcement entities across Travis County. Given that each Constable Precinct and TNR Parks would be receiving ALERTT training through TCSO, the six offices identified additional supplemental training that fit the needs of each of their offices to be paid for with the \$95,000 Earmark.

On April 23, 2024, the Commissioners Court approved the transfer of the earmark to fund a coordinated two-day joint tactical operations training for Constable Precincts One, Three, Four, Five, and TNR Parks, which will train 133 peace officers across

five offices. Precinct Two was also allocated a share of the earmark to provide training to the Office's personnel who are not currently trainers to become certified trainers in multiple other areas.

PBO does not recommend funding currently. PBO believes that the County's public safety offices and departments can benefit from additional training to keep County staff and the public safe in the performance of their duties. PBO will continue to work with each Constable Precinct to understand their training needs. PBO continues to encourage coordination and collaboration with the Travis County Sheriff's Office for training opportunities that could be available for other Travis County peace officers at little to no cost. The Sheriff's Office has expressed to PBO its willingness to help assist all Offices/Departments with peace officers with required or discretionary training at their Training Academy, subject to availability.

Included in the FY 2025 preliminary budget is a 50% restoration of training budget reductions approved by the Commissioners Court as part of the FY 2021 Adopted budget. These cuts were implemented to stabilize the county budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Funding includes \$2,600 in ongoing operating resources for Constable, Precinct Three. PBO will continue to work with offices and departments to understand their travel and training needs throughout FY 2025 and future budget processes.

REQUEST #7: EVIDENCE TECHNICIAN

<i>Program:</i>	Civil (133)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	72,360	-	-	-
Operating	400	-	-	-
Subtotal	\$ 72,760	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 72,760	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 72,760	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Constable, Precinct Three requests 1.0 Evidence Technician FTE to enhance efficiency in managing and cataloging evidence, ensuring accuracy and compliance with legal standards. The Office states the position will streamline processes, improve organization, and facilitate seamless access to critical information, ultimately strengthening the effectiveness of its operations.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

Each Constable precinct has evidence responsibilities that fall on both its civilian and sworn staff. This position would be a new type of civilian position within a Constable’s Office as there are currently no evidence technicians currently within Constable Precincts 1-5. As such, PBO would advise Precinct Three to work with other offices to identify best practices and policies around evidence management at the constable precinct level. If additional resources are needed for relevant training and implementation of new evidence management practices, PBO advises the office to revise its workbook submission to identify existing operating funds or unallocated permanent personnel savings.

REQUEST #8 DPS CLERK

<i>Program:</i>	Civil (133)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	72,360	-	-	-
Operating	400	-	-	-
Subtotal	\$ 72,760	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 72,760	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 72,760	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Constable, Precinct Three requests support clerical staff located at both the North and South DPS Highway Patrol offices. These positions would provide administrative assistance for DPS operations that the department states directly benefit Travis County. Similar positions were delimited from the County in FY 2013.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

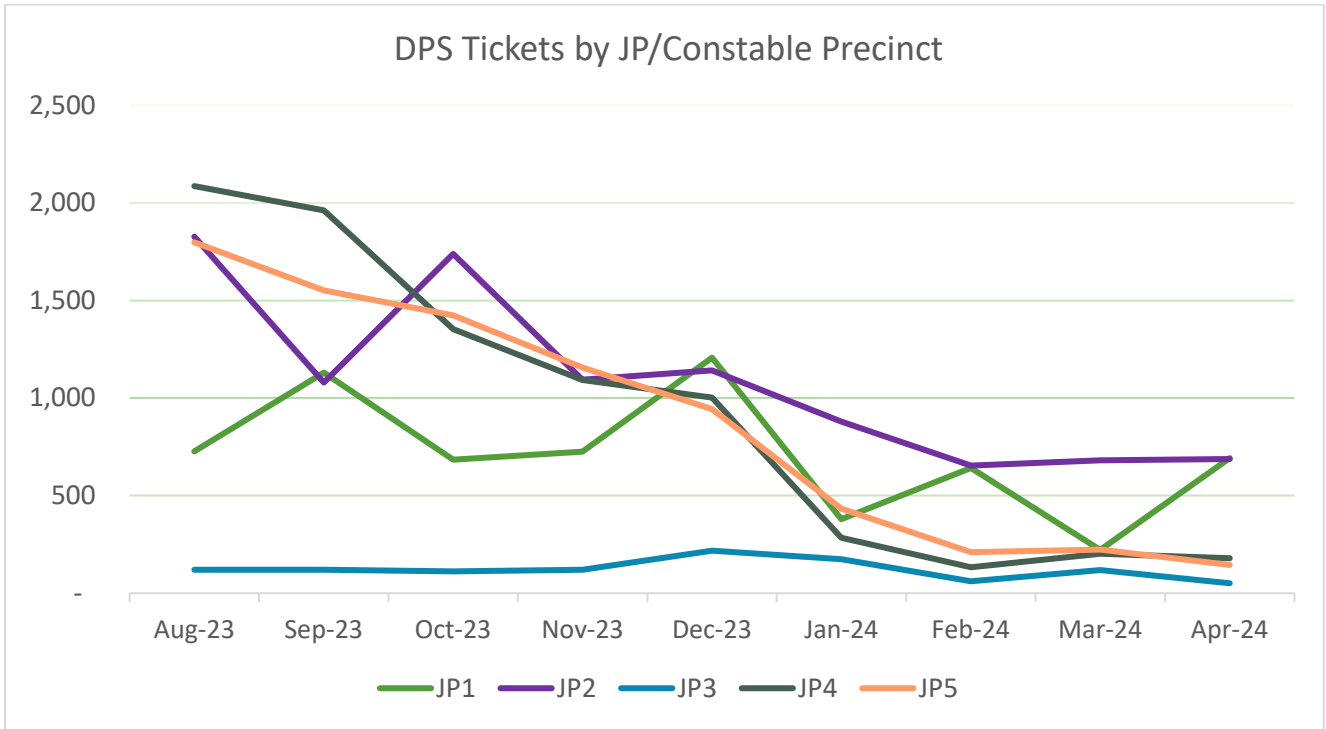
PBO RECOMMENDATION

PBO does not recommend funding for this request at this time. Five Court Clerk I FTE positions were initially authorized by the Commissioners Court in FY 1994 in the Travis County Sheriff's Office to work with DPS Highway Patrol. They were all moved to the Constable Precinct 3 Office in FY 1996 and housed at four DPS offices in Travis County and the Anderson Mill area of Williamson County. These positions were authorized primarily to process DPS citations for the Justice of the Peace (JP) Courts in Travis County. The positions were originally authorized under the rationale that increased revenue through fees and citations made the positions self-funded. These positions were delimited over time and no longer exist.

In the FY 2013 Preliminary Budget PBO stated that "a review of the Constable request indicates that a great deal of the tasks performed by these Court Clerks is not related to revenue activity for the County but rather administrative support for the DPS. In effect, the original revenue rationale appears to have subsumed as a small part of the work by them. In view of the

apparent shift in the original purpose for these positions, PBO recommends not continuing these FY 12 one-time positions for FY 13."

PBO also worked to obtain data on the instances of DPS citations within Precinct, Three. Compared to other precincts, the Justice of the Peace Precinct Three Office had the fewest citations from August 2023 to April 2024. The chart below details the number of citations by each Precinct by month.



PBO strongly recommends against taking on new responsibilities or services, particularly on behalf of other governmental entities. The County does not have the resources to perform or supplement the State’s responsibilities in this area, and it is unlikely that it will ever do so, given the revenue caps imposed by SB 2 (86th Legislature).

REQUEST #9: COURT CLERK

<i>Program:</i>	Civil (133)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	72,360	-	-	-
Operating	400	-	-	-
Subtotal	\$ 72,760	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 72,760	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 72,760	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Constable, Precinct Three requests 1.0 Court Clerk I FTE. The Office states that the request will address a current staffing deficit and accommodate increased civil and criminal process workload within Precinct Three. The Office also emphasizes that the position will be filled immediately upon approval and will help mitigate the impact of rising case filings and court activity resulting from continuous population growth in Precinct Three, ensuring the efficient and effective operation of mandated functions.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

In analyzing prior requests from FY 2023 for additional constable staff, PBO expressed concern that it did not have adequate data or capacity to do a full staffing study. A complete staffing study would require significant resources and likely outside consultant assistance. A staffing study, like the one completed in 2020 for the Law Enforcement Bureau of the Travis County Sheriff’s Office, considers many datasets and factors as part of recommended staffing levels. For the Constables, a study would include: Computer Aided Dispatch (CAD) data, Odyssey/Civil Serve data, inputs from the Justices of the Peace, relief factors, vacancies, interviews with deputies, differences in policy and practices, geographical and socioeconomic factors of each precinct, comparisons to other Constable offices in other counties, and more. It would also look at not just Deputy workload and productivity, but also the supporting court clerks and other civilian staff in the Office supporting the Deputies in the field.

PBO has made progress in accessing relevant workload data but has limited capacity for an analysis of this scope. PBO recently gained reporting access to Civil Serve, the case management system that Constable, Precincts 1-4 use to manage their civil process workloads. PBO believes that this information could be helpful in establishing targets and thresholds for future Constable staffing needs related to civil process workloads. PBO has used this information to evaluate requests both for

Constable Deputy FTEs as well as Court Clerk FTEs and intends to share the combined data with each precinct to help them facilitate discussions on trends in workload and how to manage their civil divisions effectively.

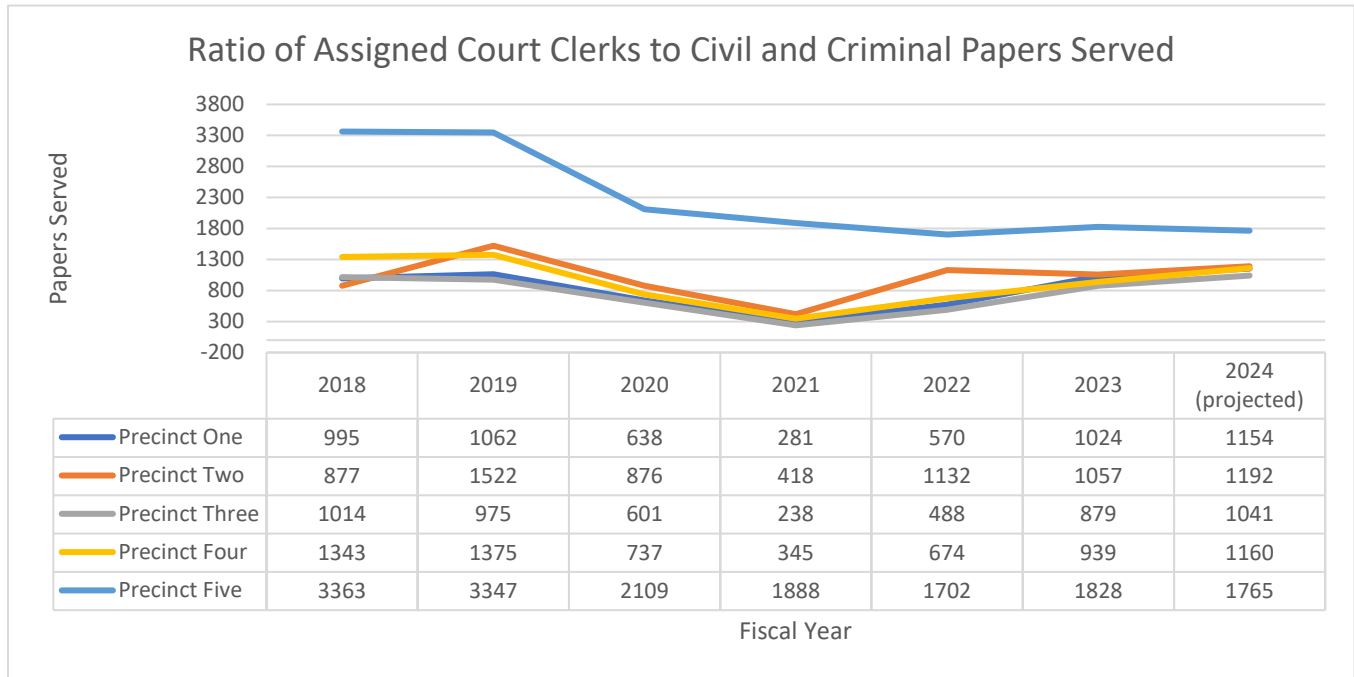
A workload driver for court clerks is inputting various papers received in the civil serve case management system, although they have various other tasks that include researching defendants as needed, answering phone calls from plaintiffs and defendants, preparing necessary documents to be served by deputies, communicating with issuing courts as needed, requesting substitute service documents at the direction of attempting deputies, filing affidavits and responding to issuing courts. Each paper executed by an office requires data entry and includes all the necessary documentation and coordination requirements. Another workload driver for Court Clerks is the intake and processing of Warrants. Warrants also have necessary documentation and coordination requirements before they can be served and eventually cleared by the office. The below analysis takes both metrics into account. Warrant processing is self-reported to PBO by departments as part of the performance management process. PBO cannot independently verify these numbers as it can with Civil Serve.

To quantify the Clerk's workload based on the number of civil and criminal papers executed PBO divided the total civil papers received by the number of Court Clerks available in each office for civil and criminal process work in Graph 3. The breakdown of authorized court clerks is in the table below.

Table 3: Authorized Court Clerk Positions by Office and Fiscal Year

<i># of Court Clerks Budgeted by Fiscal Year with Primary Responsibilities Involving Civil and Criminal Processes</i>							
<i>Precinct</i>	<i>FY 2018</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024</i>
One	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Two	9.00	6.00	6.00	7.00	7.00	8.00	8.00
Three	6.00	6.00	6.00	6.00	6.00	6.00	6.00
Four	5.00	6.00	6.00	7.00	7.00	7.00	6.00
Five	17.00	17.00	17.00	17.00	17.00	17.00	17.00

Graph 3: Ratio of Clerks to Civil and Criminal Workload



Precinct Three’s workload is largely in line with Precinct One, Two, and Four of served paper per clerk. Precinct Five has roughly 500 more civil and criminal papers per authorized clerk. While this request would allow the Office to address civil workload better, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget, due to very limited resources. SB 2 (86th Legislature) does not allow Commissioners to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside of specific eligible adjustments per statute. The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include county-wide compensation and benefits as well as contractual and other mandated/required expenditures as we know them.

REQUEST #10: BODY ARMOR REPLACEMENTS

<i>Program:</i>	Civil (133)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	12,000	12,000	-	-
Subtotal	\$ 12,000	\$ 12,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 12,000	\$ 12,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 12,000	\$ 12,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Constable, Precinct Three requests eight (8) body armor vests that will reach their 5-year life span. Body armor expires every five years and is a significant expense when several must be replaced in the same year. This equipment provides officer safety while they perform their job functions.

BUDGET REQUEST PERFORMANCE MEASURES

None Provided

PBO RECOMMENDATION

PBO is recommending \$12,000 of one-time funding for replacement body armor. In conversations with law enforcement offices, PBO has learned that body armor has an expiration period of five years, which is set by the manufacturer. Over the past few fiscal years, the Constable’s Office has assessed the equipment on hand and has brought forward a request to replace those that are currently expired or near expiration.

Constable, Precinct Four (134)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	5
FY 2025 Preliminary Budget Recommendations Summary	6
Additional Information	7
FY 2025 Budget Request Analysis	9
Request #1: SPW to FTE Constable Deputy	9
Request #2: Court Clerk Staffing	14
Request #3: Ticket Writers	17

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Constable, Precinct Four Office (Constable Four) is to enhance the quality of life for residents, serve our community with courtesy and professionalism, collaborate with local, state, and federal enforcement agencies, provide exceptional service to the citizens of Travis County, exercise due diligence throughout service of the legal process, and maintain a healthy work environment for all deputies and staff, through shared experience and leadership.

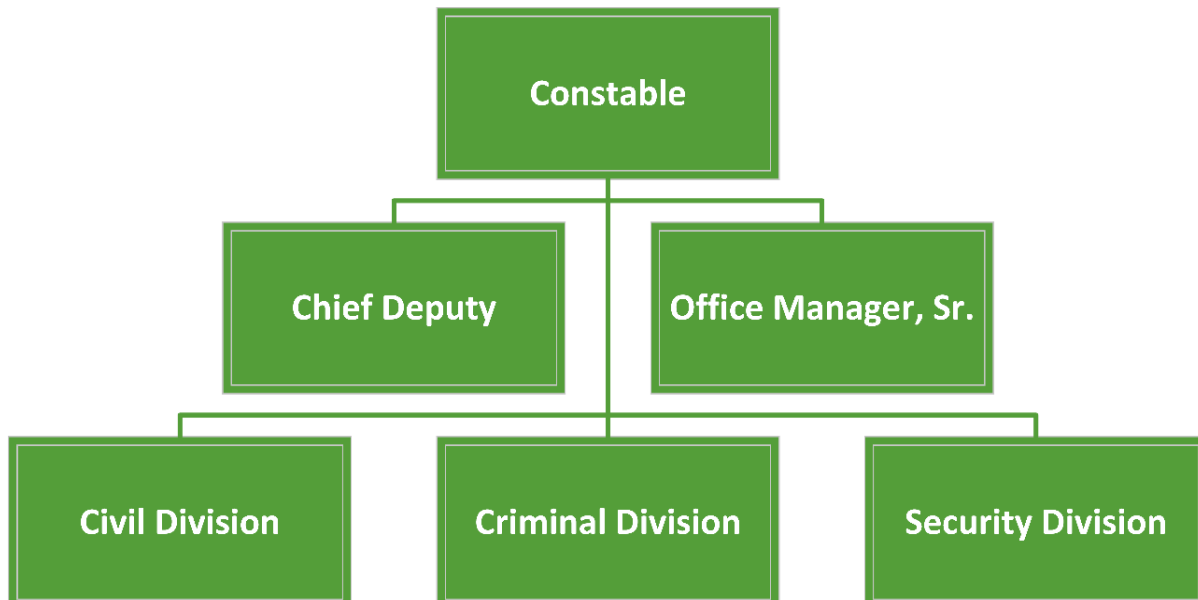
The Constable, Precinct Four has identified the following departmental goal(s):

- Execute civil process to ensure that citizens receive the benefits of due process. Staff members are sensitive and responsive to both plaintiffs and defendants in the performance of their duties;
- Execute criminal and family law to ensure the protection of Travis County citizens and expedite case resolution;
- Provide courtroom security/bailiff services for the Precinct Four Justice Court; protect employees and visitors for four county departments from workplace violence at the Ray Martinez Building on McKinney Falls Parkway through patrols and screening for weapons and contraband;
- Provide training above minimum requirements for all employees, which will ensure the Constables office has well trained employees. This will increase the quality of service the office can provide to the citizens of Precinct four. It will also reduce the risk of mistakes and liability by having well a trained staff; and
- Increase community outreach within Precinct Four.

This aligns with the new County goal “Provide services that support the safety of people in the community.”

The Constable, Precinct Four is budgeted in the Public Safety Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes” and are now linked to the County Goal, “Provide services that support the safety of people in the community.”

CIVIL DIVISION:

The Civil Division provides service of all Civil Process directed from the Courts and execute all Warrant process directed from the Justice of the Peace, County Courts and District Courts in accordance with Texas Rules of Civil Procedure Rule 99 & Texas Local Government Code 86.021. Additionally, deputies in the Civil Division perform all lawful duties as required by statute, Texas Code of Criminal Procedure 2.13 Duties and Powers and acts upon criminal violations which occur in their presence.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of Civil papers cleared within the legally mandated timeframes	100%	100%	100%	100%	100%
Civil Process executed	3,754	5,600	7,500	8,500	8,800

Constable Precinct Four's increase in civil process workload from FY 2022 to FY 2023 reflects the recovery from COVID-19 after the closures of various courts for at least half of the year in FY 2020 and FY 2021. Civil workload performance on citations in FY 2022 recovered somewhat as Courts slowly re-opened and limited the number of cases to maintain social distancing. Performance in FY 2024 is expected to be higher than in FY 2023. Civil process workload continues to increase and looks likely to exceed pre-pandemic levels.

CRIMINAL DIVISION:

The Criminal Division provides service to the court to include all Warrant process directed from the Justice of the Peace, County Courts and District Courts in accordance with Texas Code of Criminal Procedure Article 15.16 & Texas Local Government Code 86.021. Additionally, deputies in the Criminal Division perform all lawful duties as required by statute, Texas Code of Criminal Procedure 2.13 Duties and Powers and takes action upon criminal violations which occur in their presence.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of Issued Warrants Successfully Served	100%	100%	100%	100%	100%
Warrant executed	1,359	3,000	3,000	3,100	3,200
Warrants Intake & Processing	2,096	2,635	3,000	4,000	4,000

Similar to the Civil Division, Constable, Precinct Four’s Criminal Division performance in FY 2023 reflects the recovery from COVID-19 after the closures of various courts for at least half of the year in FY 2020 and FY 2021. The Division has significantly increased warrants executed in FY 2023, and the workload for the division is expected to remain fairly stable after an increase in FY 2023.

SECURITY DIVISION:

The Security Division is mandated to provide bailiff coverage under Section 86.021(e) of the Texas Local Government Code and shall attend each justice court held in the precinct. Constable Two also provides entry security for the building and safety to the entire premise of the Precinct Four property. The building houses several other offices including Justice of the Peace Precinct Four, a satellite Tax Office, and an office for Community Supervision and Corrections Department (CSCD). However, the security functions related to entry screening and building premise monitoring are not considered mandated under State law.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number visitors screened	40,000	142,000	150,000	150,000	150,000

Constable Precinct Four’s increase in security screenings from FY 2022 to FY 2023 reflects the recovery from COVID-19 after the closures of various courts for at least half of the year in FY 2020 and FY 2021. Performance in FY 2024 is expected to be stable as court operations have largely returned to normal.

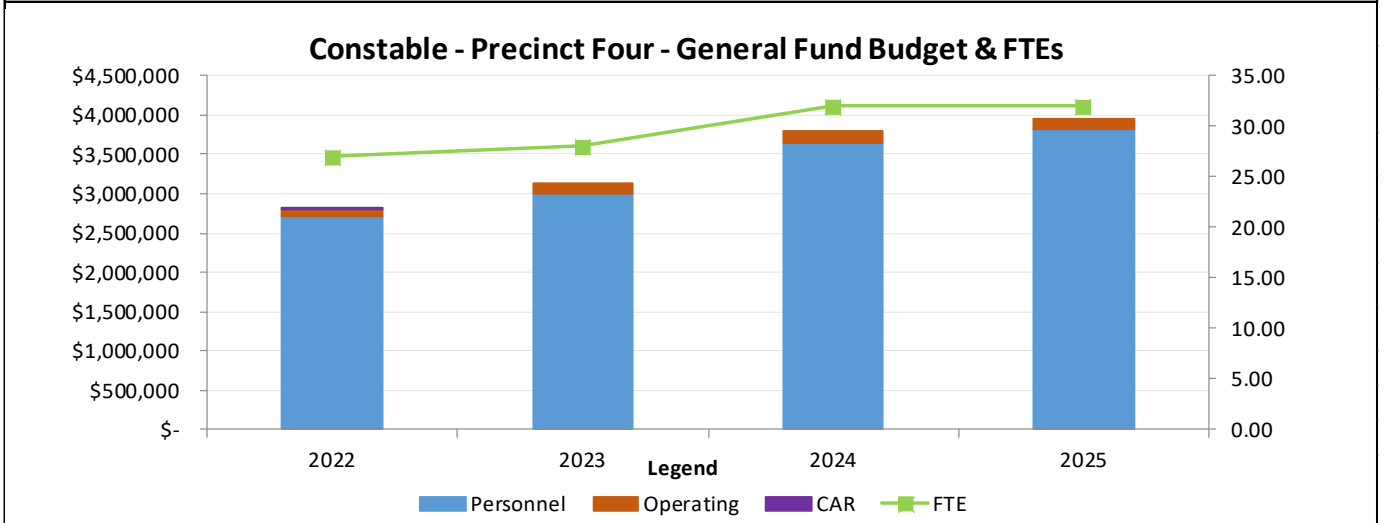
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Three Constable Deputy Special Project Worker positions converted to ongoing FTEs	\$304,929	3.00/3.00	This implementation went as planned.
Constable Deputy for CSCD Security	\$97,841	1.00/1.00	This implementation went as planned.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	2,710,551	3,002,343	3,639,351	3,809,767	170,416
Operating	88,182	139,169	167,341	153,985	(13,356)
Total (Per&Op)	\$ 2,798,733	\$ 3,141,512	\$ 3,806,692	\$ 3,963,752	\$ 157,060
CAR*	21,900	-	-	-	-
Grand Total	\$ 2,820,633	\$ 3,141,512	\$ 3,806,692	\$ 3,963,752	\$ 157,060
FTEs	27.00	28.00	32.00	32.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Constable, Precinct Four by \$157,060 from the FY 2024 Adopted Budget. This is an 4.1% increase. The increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 3,695,824	\$ 110,868	\$ -	\$ 3,806,692	32.00	\$ -
Target Budget Changes						
Programmatic	-	(110,868)	-	(110,868)	-	-
Compensation & Benefits	248,420	-	-	248,420	-	-
Total Target Budget Changes	\$ 248,420	\$ (110,868)	\$ -	\$ 137,552	-	\$ -
FY 2025 Target Budget	\$ 3,944,244	\$ -	\$ -	\$ 3,944,244	32.00	\$ -
Budget Submission	\$ 3,944,244	\$ -	\$ -	\$ 3,944,244	32.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY2025 Health Increase 4.10%	16,988	-	-	16,988	-	-
Compensation & Benefits Total	\$ 16,988	\$ -	\$ -	\$ 16,988	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	2,520	-	-	2,520	-	-
Administrative & Other Total	\$ 2,520	\$ -	\$ -	\$ 2,520	-	\$ -
Grand Total	\$ 19,508	\$ -	\$ -	\$ 19,508	-	\$ -
FY 2025 Preliminary Budget	\$ 3,963,752	\$ -	\$ -	\$ 3,963,752	32.00	\$ -
Change from FY 2025 Target	\$ 19,508	\$ -	\$ -	\$ 19,508	-	\$ -
Change from FY 2024 Adopted	\$ 267,928	\$ (110,868)	\$ -	\$ 157,060	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Constable, Precinct Four includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$110,868 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Constable, Precinct Four includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	One-Time	Ongoing	Total	FTEs
Travel and Training Restoration	\$-	\$2,520	\$2,520	-
Total Administrative and Other Funding Changes	\$-	\$2,520	\$2,520	-

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$2,520 in ongoing operating resources for Constable, Precinct Four. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Constable, Precinct Four includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for adjustments to the Peace Officer Pay Scale (POPS) in FY 2024.	\$-	\$154,443	\$154,443
Resources for the annual POPS Step Increase for eligible employees in FY 2024.	-	61,009	61,009
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	-	26,280	26,280
Resources for health insurance cost increases for FY 2025.	-	16,988	16,988
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	6,140	6,140
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	548	548
Total Compensation Changes	\$-	\$265,408	\$265,408

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, the Office has 28 fees it charges and zero revenue generating contracts it manages. Of these, zero are proposed by the Office for adjustment in FY 2025.

FUTURE CONSIDERATIONS

Constable, Precinct Four is developing plans to help meet the growing demand for services in its jurisdiction. Part of these discussions may involve additional physical space at the Precinct Four courthouse to handle the increased number of customer visits. In addition, the Office is exploring implementing more online services and providing training to deputies for interacting with individuals experiencing mental health issues and crises.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: SPW TO FTE CONSTABLE DEPUTY

<i>Program:</i>	Civil Unit (134)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	94,992	-	-	-
Operating	-	-	-	-
Subtotal	\$ 94,992	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 94,992	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 94,992	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Constable, Precinct Four Office is requesting ongoing funding to convert 1.0 Constable Deputy SPW to an FTE. The current SPW employee would fill this position immediately. The position would be utilized to accommodate raised work levels in both current and projected of mandated functions. The Office cites a 550% increase in probation arrests year over year, increased civil process volume, and increased warrant workload in its request. The Office intends to have the new FTE perform both civil process and probation arrests. Without an extension of the SPW or a conversion to an FTE, the incumbent employee would no longer have a position to occupy within Constable, Precinct Four Office after September 30, 2024, unless a different Constable Deputy FTE position is vacated.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO has received a request from Constable, Precinct Four, for additional resources to address its increased civil process workload. The current Constable Deputy SPW is primarily assigned duties that involve probation arrests at the Community Supervision and Corrections Department (CSCD) office co-located with Constable, Precinct Four. The Office is proposing as part of the conversion from SPW to FTE to expand their duties to include both working on civil process and continuing to help with probation arrests. In April 2023, the Commissioner's Court approved the mid-year conversion of 3.0 Constable Deputy SPWs to FTEs within Constable, Precinct Four. In FY 2024, the Adopted Budget Commissioners Court approved an additional constable deputy related to probation arrests for a total of four additional FTEs within the past 14 months. In addition, as discussed above, an additional Special Project Worker Deputy Constable also to support probation arrests was added for a one-year period.

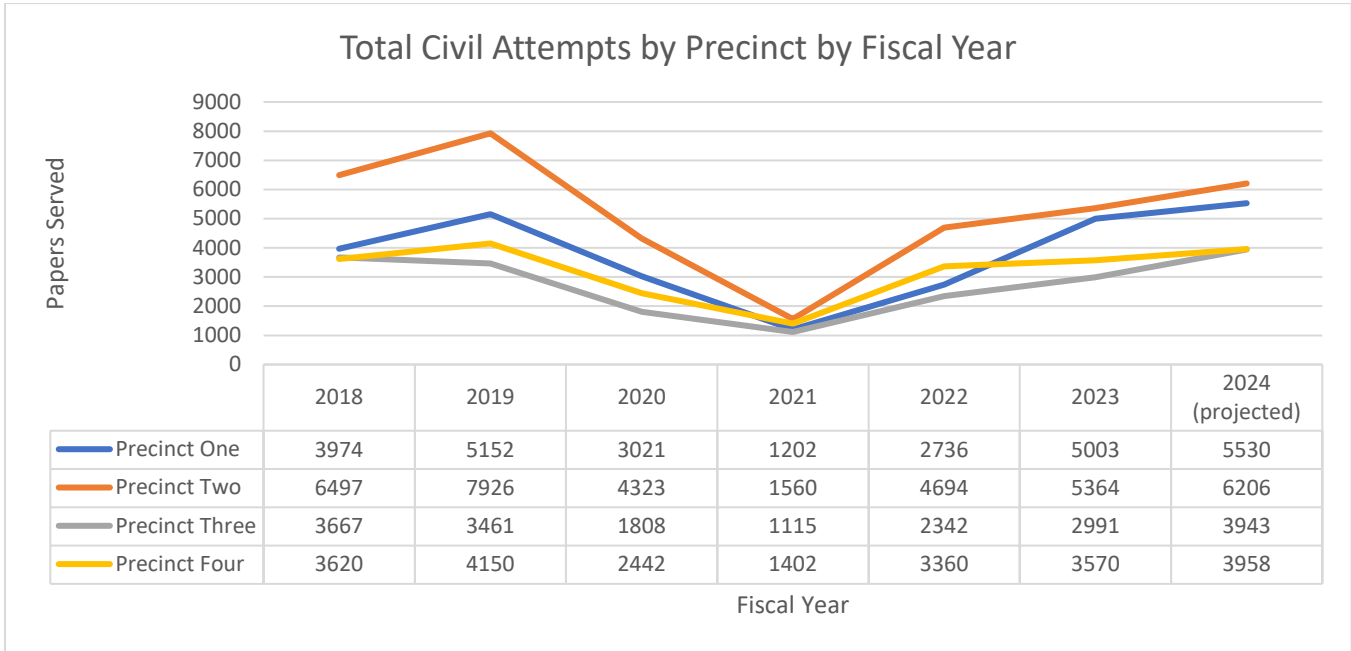
In analyzing prior requests from FY 2023 for additional constable staff, PBO expressed concern it did not have adequate data or capacity to do a full staffing study. A complete staffing study would require significant resources and likely outside consultant assistance. A staffing study, like the one completed in 2020 for the Law Enforcement Bureau of the Travis County

Sheriff's Office, considers many datasets and factors as part of recommended staffing levels. For the Constables, a study would include: Computer Aided Dispatch (CAD) data, Odyssey/Civil Serve data, inputs from the Justices of the Peace, relief factors, vacancies, interviews with deputies, differences in policy and practices, geographical and socioeconomic factors of each precinct, comparisons to other Constable offices in other counties and more. It would also look at not just Deputy workload and productivity, but also the supporting court clerks and other civilian staff in the Office supporting the Deputies in the field.

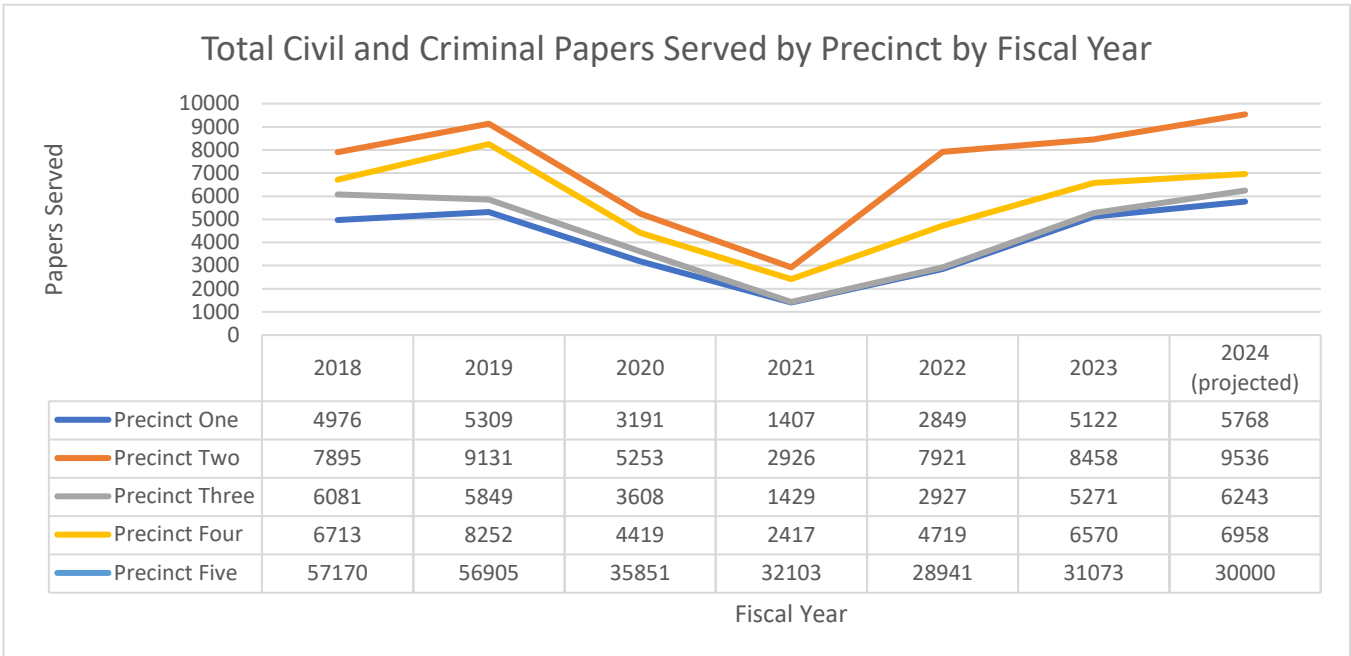
PBO made progress in accessing relevant workload data but has limited capacity for an analysis of this scope. PBO recently gained reporting access to Civil Serve, the case management system that Constable, Precincts 1-4 use to manage their civil process workloads. PBO believes this information could be helpful in establishing targets and thresholds for future Constable staffing needs related to civil process workloads. PBO has used this information to evaluate requests both for Constable Deputy FTEs as well as Court Clerk FTEs and intends to share the combined data with each precinct to help them facilitate discussions on trends in workload and how to manage their civil divisions effectively.

To have a clear methodology, PBO conducted a comparative analysis of civil process workload by Constable precinct. This was done by utilizing information input into Civil Serve by each Office to determine the civil workload both in papers received and papers served across the precincts. PBO obtained this data by running the 'Papers Received by Paper Type' report as well as the 'Service Statistics' report. The former categorizes all civil papers received by a constable office and input by support staff, while the latter details each service, attempted service, and total service attempts. It's worth noting in the past, different offices have pointed out papers served may not be the most accurate representation of workload for civil deputies as some papers require multiple attempts before being successful and unsuccessful services still require effort on the part of the deputy along with successful ones. Graph 1 shows the total service attempts for each office by Fiscal Year. The graph spans three distinct periods that have had broad effects on office workload: pre-pandemic (FY 2018 & FY 2019), pandemic decline (FY 2020, FY 2021), and post-pandemic workload recovery (FY 2022, FY 2023, FY 2024 projected). Graph 2 shows total civil papers and criminal papers served by precinct. PBO notes Constable, Precinct Five does not maintain aggregated data by attempts is working to with the office to collect relevant comparable data of its civil workload. As of the end of FY 2023, only precinct one fully recovered its civil workload to the pre-pandemic level. (Precinct Five has been excluded as they do not track aggregated attempts). Given current data pulled from October 1 to July 1, 2024, the remaining four offices are projected to return to their pre-pandemic levels. Overall, Civil and Criminal workloads have returned to roughly to pre-pandemic levels in all offices except for Precinct Five.

Graph 1



Graph 2



All offices have seen workload increase from pandemic lows and precincts 1-4 now all have a larger civil and criminal workload than FY 2018. Precinct Two has seen the largest increase of 20.8% whereas Precinct Five has largely remained the same over the last three fiscal years after a steep drop off from FY 2019- FY 2022.

The table below (table 1) shows the percentage change in civil and criminal workload in each constable precinct compared to the percentage change in Deputies, Corporals, and Sergeants in each office from 10/1/2018 to 7/1/2024. PBO notes that offices have additional responsibilities outside of civil and criminal processes including interlocal agreements, special

projects, task forces, security responsibilities, and potential emergency response. Some changes in FTEs have been to address the maintenance of the current efforts in the Civil and Criminal Processes, other changes have also occurred related to securing justice of the peace courts, interlocal agreements, and pilot program Special Project Workers converted to FTEs. The variable duties and asymmetry of information make it difficult to compare each office, given the variety of mandated and non-mandated services that each precinct provides.

Table 1: Workload and Staffing Changes

Precinct	FY 2018-2024(projected) % change in Civil and Criminal Process workload	FY 2018-2024 % change in Deputies, Corporals, and Sergeants FTEs	FY 2018 – 2024 Nominal change in Deputies, Corporals, and Sergeants FTEs
One	15.9%	17.6%	3.00
Two	20.8%	22.7%	5.00
Three	2.7%	12.5%	2.00
Four	3.6%	31.3%	5.00
Five	(47.52%)	13.3%	4.00

PBO has been unable to verify individual assignments for deputies for a comparative analysis across all five precincts as multiple offices have noted assignments change on a day-to-day basis and are fluid based on workload demands. This limits the comparability of the offices as each office has unique responsibilities for different interlocal agreements, special projects, task forces, security responsibilities, and potential emergency response. A comparative analysis taking all these factors into account would require a comprehensive staffing study completed outside of the time constraints of the budget process and would require many months of stakeholder interviews, data analysis, and asset mapping. A staffing study, like the one completed in 2020 for the Law Enforcement Bureau of the Travis County Sheriff’s Office, considers many datasets and factors as part of recommended staffing levels and would also consider the supporting court clerks and other civilian staff in the Office. PBO has limited resources to complete such a study and would likely need to explore resources external to the county to complete such a study.

Additionally, Constable, Precinct Four expressed that increased arrest volume would be a workload driver for this new position. To evaluate the workload impacts of increased instances of probation arrests at the CSCD office co-located with Constable, Precinct Four, PBO collected arresting agency data from Central Booking operated by the Travis County Sheriff’s Office. Below is a table detailing the total arrests by Constable Precinct Four from FY 2018 to its FY 2024 projected numbers based on data as of May 1st.

Table 2: Arrest Data For Constable Precinct Four FY 2018 – FY 2024

<i>Fiscal Year</i>	<i>Total Arrests</i>	<i>Average Monthly Arrests</i>	<i>Average Weekly Arrests</i>	<i>Estimated Staff Time per week in hours</i>
2018	71	6	1.4	4
2019	96	9	1.8	6
2020	17	2	0.3	1
2021	23	3	0.4	1
2022	54	5	1.0	3
2023	122	10	2.3	7
2024 (projected)	141	12	2.7	8

The table shows total arrests per year, arrests per month, arrests per week, and average staff time per week. The staff time per week calculation is based on the following description from the budget materials submitted to the department: *“This process can take at least 2-3 hours from waiting for the probationer coming to the meeting, waiting in the lobby, confirming the warrant (could take at least 20 minutes), filling out paperwork, transporting to the jail and then going thru the jail process to include visiting the medical station for various questions where the probationer answered yes to.”* Given the description, PBO assumed an average of three hours per arrest. In discussions with the office, it was noted that given the complexity of cases, multiple deputies can be utilized at the time of a probationer's arrest. Three deputies being present for the entire three-hour arrest would yield a need for roughly 24 hours of total coverage per week.

Given that the office was authorized for a total of four additional FTEs within the past 14 months, including an FTE specifically for CSCD security, the office should be able to absorb this additional workload. Additionally, the specific CSCD security position approved in FY 2024 should have the capacity to address any large fluctuations in CSCD arrests well into the future.

Overall, based on the current data, PBO does not recommend the SPW conversion for Precinct Four to address its civil process workload. Although the civil and criminal workload is projected to return to pre-pandemic levels in FY 2024, the Office has five additional FTEs to address this workload compared to its staffing level in FY 2018. Further, an FTE added in FY 2024 for CSCD security should have the capacity to address any large fluctuations in CSCD arrests well into the future. PBO does not recommend funding currently.

REQUEST #2: COURT CLERK STAFFING

<i>Program:</i>	Civil Unit (134)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	72,891	-	-	-
Operating	-	-	-	-
Subtotal	\$ 72,891	\$ -	\$ -	\$ -
Capital	2,600	-	-	-
Dpt Total	\$ 75,491	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 75,491	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Constable, Precinct Four is requesting ongoing funding for the addition of 1.0 Court Clerk I FTE. The Office states that the position would be utilized to address a current staffing deficit to accommodate increased workloads for both current and projected mandated functions. Additionally, the position will allow the Office to conduct more cross-training of its clerks. The Office states that it is currently transitioning to a fully paperless system requiring additional staffing to sustain. This change will streamline and increase productivity but will come with additional maintenance and tasks that will have to be fulfilled by existing clerical staff.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

In analyzing prior requests from FY 2023 for additional constable staff, PBO expressed concern that it did not have adequate data or capacity to do a full staffing study. A complete staffing study would require significant resources and likely outside consultant assistance. A staffing study, like the one completed in 2020 for the Law Enforcement Bureau of the Travis County Sheriff’s Office, considers many datasets and factors as part of recommended staffing levels. For the Constables, a study would include: Computer Aided Dispatch (CAD) data, Odyssey/Civil Serve data, inputs from the Justices of the Peace, relief factors, vacancies, interviews with deputies, differences in policy and practices, geographical and socioeconomic factors of each precinct, comparisons to other Constable offices in other counties, and more. It would also look at not just Deputy workload and productivity, but also the supporting court clerks and other civilian staff in the Office supporting the Deputies in the field.

PBO has made progress in accessing relevant workload data but has limited capacity for an analysis of this scope. PBO recently gained reporting access to Civil Serve, the case management system that Constable, Precincts 1-4 use to manage their civil process workloads. PBO believes that this information could be helpful in establishing targets and thresholds for future Constable staffing needs related to civil process workloads. PBO has used this information to evaluate requests both for Constable Deputy FTEs as well as Court Clerk FTEs and intends to share the combined data with each precinct to help them facilitate discussions on trends in workload and how to manage their civil divisions effectively.

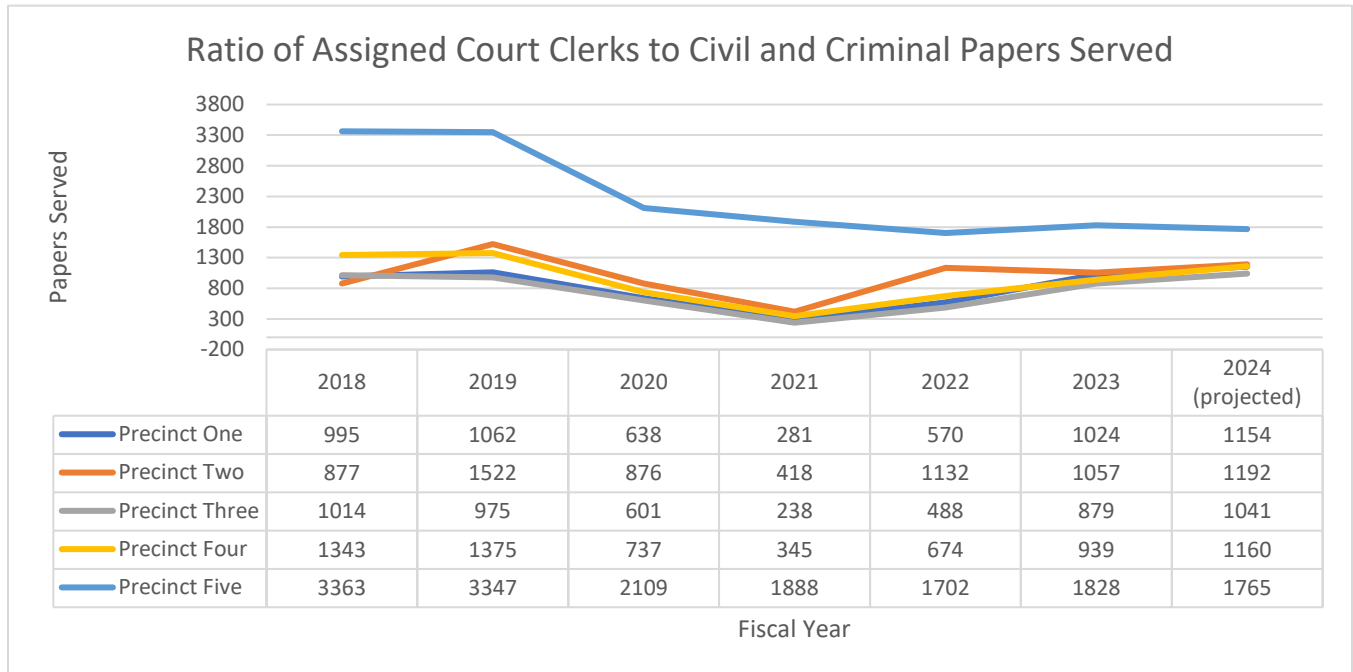
A workload driver for court clerks is inputting various papers received in the civil serve case management system, although they have various other tasks that include researching defendants as needed, answering phone calls from plaintiffs and defendants, preparing necessary documents to be served by deputies, communicating with issuing courts as needed, requesting substitute service documents at the direction of attempting deputies, filing affidavits and responding to issuing courts. Each paper executed by an office requires data entry and includes all the necessary documentation and coordination requirements. Another workload driver for Court Clerks is the intake and processing of Warrants. Warrants also have necessary documentation and coordination requirements before they can be served and eventually cleared by the office. The below analysis takes both metrics into account. Warrant processing is self-reported to PBO by departments as part of the performance management process. PBO cannot independently verify these numbers as it can with Civil Serve.

To quantify the Clerk's workload based on the number of civil and criminal papers executed PBO divided the total civil papers received by the number of Court Clerks available in each office for civil and criminal process work in Graph 3. The breakdown of authorized court clerks is in the table below.

Table 3: Authorized Court Clerk Positions by Office and Fiscal Year

<i># of Court Clerks Budgeted by Fiscal Year with Primary Responsibilities Involving Civil and Criminal Processes</i>							
Precinct	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
One	5	5	5	5	5	5	5
Two	9	6	6	7	7	8	8
Three	6	6	6	6	6	6	6
Four	5	6	6	7	7	7	6
Five	17	17	17	17	17	17	17

Graph 3: Ratio of Clerks to Civil and Criminal Workload



Precinct Four’s workload is largely in line with Precinct One, Two, and Three in terms of served paper per clerk. Precinct Five has roughly 500 more civil and criminal papers per authorized clerk. While this request would allow the Office to address civil workload better, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget, due to very limited resources. SB 2 (86th Legislature) does not allow Commissioners to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside of specific eligible adjustments per statute. The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include county-wide compensation and benefits as well as contractual and other mandated/required expenditures as we know them.

REQUEST #3: TICKET WRITERS

<i>Program:</i>	Civil Unit (134)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	13,343	-	-	-
Subtotal	\$ 13,343	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 13,343	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 13,343	\$ -	\$ -	\$ -

PBO notes funding for this request will be budgeted within a centralized budget in Information Technology Services (ITS) not within individual Constable Offices.

DEPT. SUMMARY OF REQUEST

PBO has received a request from Constable, Precinct Two, Three, and Four for \$74,267 in ongoing resources to fund the implementation and usage of ticket software for all five Constable Precincts and TNR Parks.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

The FY 2024 Adopted Budget included an Earmark against the Allocated Reserve of \$240,000 (\$200,000 one-time, \$40,000 ongoing) for the implementation of new electronic ticket writers for each Constable Office and TNR park rangers. This Earmark amount was an estimate based on planning discussions at the time. Throughout FY 2024, Precinct Three worked with each Constable Precinct, TNR Parks, ITS, and Purchasing to identify the scope, cost, and implementation for the new shared ticket writer software. Later in FY 2024, the Commissioners Court is scheduled to consider a one-time transfer of \$282,531 (\$240,000 Earmark, and \$42,531 in supplemental one-time funds) to fund one-time costs related to the initial rollout and implementation of ticket writer software to be used on County issued cell phones. The increase in the ongoing costs compared to the initial estimate in the FY 2024 budget process is related to pricing adjustments from the vendor since that time, as well as additional functionality to further streamline reporting and other tasks for things such as the annual Racial Profiling Report required by the State. PBO supports this added cost and believes the added functionality will reap significant savings on administrative work hours, allowing more productivity from existing staffing levels.

PBO believes these devices will improve the efficiency of Constable traffic enforcement efforts, reduce errors by eliminating paper tickets, and allow deputies to write tickets faster, which will improve safety by keeping them off the side of roadways. PBO recommends approval and that the ongoing ticket writer costs be budgeted in Information Technology Services (ITS) for ease of administration and payments to the vendor who already has a centralized contract for several other services. Bundling this new ongoing maintenance cost within that contract has the potential to save the County money in the long term.

Constable, Precinct Five (135)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	5
FY 2025 Preliminary Budget Recommendations Summary	6
Additional Information	8
FY 2025 Budget Request Analysis	9
Request #1: Body Armor	9
Request #2: Executive Security Detail	10
Request #3 Overtime for Bailiff	11

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Constable, Precinct Five Office (Constable Five) is to execute all court issued documents received by the Office in a timely and efficient manner, attend the Justice of the Peace court, execute criminal warrants, and enforce state laws and disabled parking as authorized by statute.

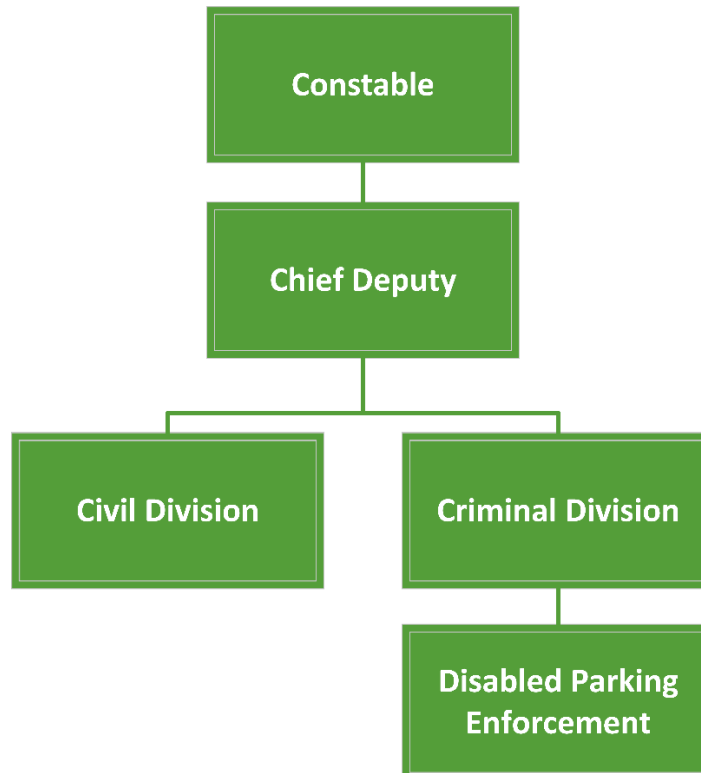
The Constable, Precinct Five has identified the following departmental goal(s):

- Execute all court issued documents and enforce laws as authorized by statute;
- Improve Class C Warrant programs; and
- Improve Disabled Parking Enforcement in Travis County.

This aligns with the new County goal “Provide services that support the safety of people in the community.”

The Constable, Precinct Five is budgeted in the Public Safety Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes" and are now linked to the County Goal, "Provide services that support the safety of people in the community."

CIVIL AND CRIMINAL DIVISION:

The Civil & Criminal Division provides service of all Civil and Warrant Process directed from the Courts and executes all Warrant process directed from the Justice of the Peace, as well as County Courts and District Courts, in accordance with Texas Code of Criminal Procedure Article 15.16, Texas Rules of Civil Procedure Rule 99 & Texas Local Government Code 86.021. Additionally, deputies perform all lawful duties as required by statute, Texas Code of Criminal Procedure 2.13 (Duties and Powers), and act upon criminal violations that occur in their presence.

Additionally, Constable Five has a Disabled Parking Enforcement initiative to conduct enforcement of on-view disabled parking violations by citizen volunteers and deputy constables in accordance with Texas Transportation Code 681.010. While this initiative is not mandated by State statute, it does assist in enforcing State law and providing community education about those laws.

Unlike the other four Constable Offices, the Civil and Criminal Divisions, as well as the Disabled Parking Enforcement initiative, are combined into one program. PBO and Constable Five have discussed creating additional programs to better communicate the office's functions to Travis County residents and demonstrate their performance.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
All Civil & Criminal Process received and processed	28,941	31,073	30,000	40,000	40,000
Class C Warrants Cleared by CN5 Collection	331	523	200	500	500
Class C Warrants Received (per year)	1,209	1,386	1,500	1,000	1,000
Disabled Parking Citations Issued	1,597	1,910	1,500	2,000	2,000
Illegally Used Placards Seized	30	49	50	75	75

Constable, Precinct Five's increase in Civil and Criminal process from FY 2022 to FY 2023 reflects the recovery from COVID-19 after the closures of various courts for at least half of the year in FY 2020 and FY 2021. Performance in FY 2024 is expected to be roughly the same as FY 2023. Civil and Criminal process workload returned to pre-pandemic levels in FY 2023, and for FY 2024, the outlook remains stable.

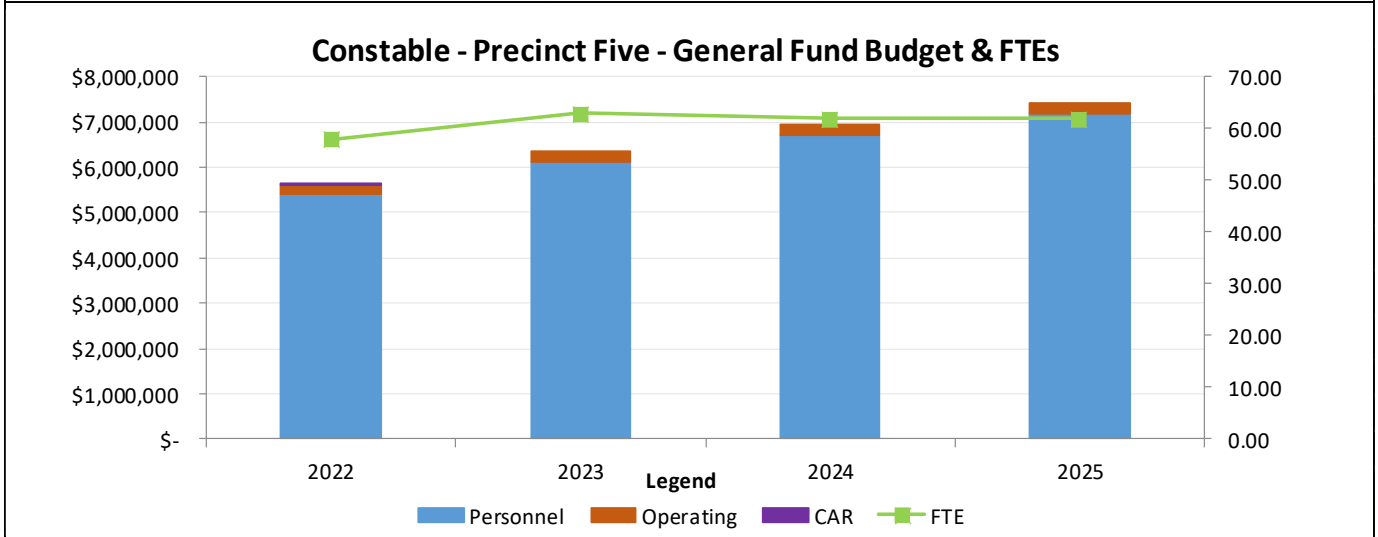
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
HMS Courthouse Security	\$459,955	5.00/5.00	The Office was able to hire deputies with extensive courthouse security experience. The office originally was funded for four Deputy Constables and one Sergeant for the unit in FY 2023
<i>FY 2024</i>			
Courthouse Security Deputy	\$100,492	1.00/1.00	Due to the volume of visitors and coverage needed for deputy leave time, the Office had to request an additional FTE for FY 2024. The position has since been filled, which has allowed them to provide adequate coverage in FY 2024.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	5,417,835	6,124,106	6,729,430	7,198,164	468,734
Operating	174,338	245,798	208,373	225,719	17,346
Total (Per&Op)	\$ 5,592,173	\$ 6,369,904	\$ 6,937,803	\$ 7,423,883	\$ 486,080
CAR*	6,200	-	-	-	-
Grand Total	\$ 5,598,373	\$ 6,369,904	\$ 6,937,803	\$ 7,423,883	\$ 486,080
FTEs	58.00	63.00	62.00	62.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Constable, Precinct Five increased by \$486,080 from the FY 2024 Adopted Budget. This is an 7.0% increase. The majority of the increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 6,929,053	\$ 8,750	\$ -	\$ 6,937,803	62.00	\$ -
Target Budget Changes						
Compensation & Benefits	430,511	-	-	430,511	-	-
Administrative & Other	-	(8,750)	-	(8,750)	-	-
Total Target Budget Changes	\$ 430,511	\$ (8,750)	\$ -	\$ 421,761	-	\$ -
FY 2025 Target Budget	\$ 7,359,564	\$ -	\$ -	\$ 7,359,564	62.00	\$ -
Budget Submission	\$ 7,359,564	\$ -	\$ -	\$ 7,359,564	62.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Body Armor	-	17,150	-	17,150	-	-
Overtime Bailiff	-	-	-	-	-	25,000
Programmatic Total	\$ -	\$ 17,150	\$ -	\$ 17,150	-	\$ 25,000
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	32,914	-	-	32,914	-	-
Compensation & Benefits Total	\$ 32,914	\$ -	\$ -	\$ 32,914	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Safe Alliance Correction	5,309	-	-	5,309	-	-
Travel and Training Cut Restoration	8,946	-	-	8,946	-	-
Administrative & Other Total	\$ 14,255	\$ -	\$ -	\$ 14,255	-	\$ -
FY 2025 Preliminary Budget	\$ 7,406,733	\$ 17,150	\$ -	\$ 7,423,883	62.00	\$ 25,000
Change from FY 2025 Target	\$ 47,169	\$ 17,150	\$ -	\$ 64,319	-	\$ 25,000
Change from FY 2024 Adopted	\$ 477,680	\$ 8,400	\$ -	\$ 486,080	-	\$ 25,000

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Constable, Precinct Five includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$8,705 was removed from the budget related to one-time operating costs for body armor equipment approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for Constable, Precinct Five includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Body Armor	\$17,150	\$ -	\$ 17,150	-
Total Programmatic Recommendations	\$17,150	\$ -	\$17,150	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Constable, Precinct Five includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
SAFE Alliance Contract Revenue Correction	\$-	\$5,309	\$-	-
Travel and Training Restoration	-	\$8,946	-	-
Total Administrative and Other Funding Changes	\$-	\$14,255	\$-	-

Included in the FY 2025 preliminary budget is a 50% restoration of training budget reductions approved by the Commissioners Court as part of the FY 2021 Adopted budget. These cuts were implemented to stabilize the county budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Funding includes \$8,946 in ongoing operating resources for Constable, Precinct Five. PBO will continue to work with offices and departments to understand their travel and training needs throughout FY 2025 and future budget processes.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Constable, Precinct Five includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for adjustments to the Peace Officer Pay Scale (POPS) in FY 2024.	\$-	\$254,392	\$254,392
Resources for the annual POPS Step Increase for eligible employees in FY 2024.	-	89,824	89,824
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	-	74,062	74,062
Resources for health insurance cost increases for FY 2025.	-	32,914	32,914
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	6,141	6,141
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	6,092	6,092
Total Compensation Changes	\$-	\$463,425	\$463,425

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024, with scheduled approval on June 11, 2024, and these increases are included in anticipation of approval, with the contribution rate changing from \$1,079 in FY 2024 to \$1,123 for FY 2025.

There is currently no rate increase planned for retirement.

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Constable Precinct Five’s budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Overtime Bailiff	\$25,000
Total Allocated Reserve Earmarks	\$25,000

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, the office charges 28 fees and manages four revenue-generating contracts. Of these, zero are proposed by the Office for Adjustment in FY 2025.

FUTURE CONSIDERATIONS

The Office has worked to maximize efficiency and use new technology. E-filing is now in full implementation, and the office is in sync with District, County, and JP offices. The office anticipates integrating other counties and private sector services for civil process served through precinct five through new technology. Workload volume from compensated private sector businesses has allowed Precinct Five to be more efficient by serving Civil process that is uncompensated (i.e., Protective Orders) in the same areas of Travis County where the private request is made with a service fee compensated Civil Process.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: BODY ARMOR

<i>Program:</i>	Civil & Criminal Process (135)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	17,150	17,150	-	-
Subtotal	\$ 17,150	\$ 17,150	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 17,150	\$ 17,150	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 17,150	\$ 17,150	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Constable Precinct Five requests one-time funding of \$17,150 for ten (10) body armor replacements for its deputies. Body armor expires every five years and is a significant expense when several must be replaced in the same year. Costs are now \$1,365 for the armor and \$350 for the outer carrier, for a total of \$1,715 per armor. This equipment provides officer safety while they perform their job functions.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO is recommending \$17,150 of one-time funding for replacement body armor. In conversations with law enforcement offices, PBO has learned that body armor has an expiration period of five years, which is set by the manufacturer. Over the past few fiscal years, the Constable's Office has assessed the equipment on hand and has brought forward a request to replace those that are currently expired or near expiration.

REQUEST #2: EXECUTIVE SECURITY DETAIL

<i>Program:</i>	Civil & Criminal Process (135)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	6.00	-	-	-
Personnel	752,028	-	-	-
Operating	88,000	-	-	-
Subtotal	\$ 840,028	\$ -	\$ -	\$ -
Capital	729,246	-	-	-
Dpt Total	\$ 1,569,274	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,569,274	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Constable, Precinct Five has been assisting in providing an increased level of security for Travis County elected officials due to increased threats, particularly from online sources. The cost of the additional security detail responsibilities has been internally funded on a temporary basis using a combination of personnel from several County departments and offices, but with the increasing number of threats being made, there is an indication that higher demand for security details may be needed on a long-term basis. Additionally, this program will work in conjunction with Travis County ITS Security and Operations to monitor internet activity to identify potential threats and formulate an appropriate response utilizing the executive security team.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

Discussions by the Commissioners Court around executive security are ongoing and this request is currently going to be addressed by another county department. PBO is working with the relevant supporting departments to understand the logistics and staffing to meet the need. PBO will continue to work with Constable, Precinct Five, other County law enforcement offices and departments, as well as the County Executive for Technology and Operations to address this need best based on directives by the Commissioners Court.

REQUEST #3 OVERTIME FOR BAILIFF

<i>Program:</i>	Civil & Criminal Process (135)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	25,000	25,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 25,000	\$ 25,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 25,000	\$ 25,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Constable, Precinct Five, is requesting earmarked funds to provide an additional courtroom bailiff using overtime amongst existing staff for Justice of the Peace Court, Precinct Five (JP5). JP5 is currently utilizing visiting judges to provide additional court proceedings in a second courtroom in the Heman Marion Sweatt (HMS) courthouse. Current staffing provides for one courtroom bailiff to cover the primary courtroom. The second courtroom is scheduled to operate three to four days a week, and the long-term plan is to keep this schedule as is to keep up with caseloads experienced by the Office.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

In the FY 2024 Adopted Budget, Commissioners Court approved an Earmark against the Allocated Reserve of \$25,000 to account for increased overtime for justice court bailiffs in Constable, Precinct Five. Due to a backlog of cases, in FY 2023 and FY 2024, the Justice of the Peace, Precinct 5 (JP5), has been operating a second courtroom with a visiting Judge roughly 3-4 days a week. Constable, Precinct Five reports that there is no plan to end operations of the second courtroom and requests to roll the prior year earmark for overtime into FY 2025 in the event it is needed to meet the demand for bailiff services for JP5. PBO notes that Constable, Precinct Five has absorbed FY 2024 overtime costs using temporary vacancy savings identified in their budget. The Office is working towards being fully staffed in FY 2025 and does not project it will be able to absorb overtime costs when fully staffed internally. Thus, the department expects to expend the earmark in FY 2025. PBO recommends approval.

Counseling and Education Services (140)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	16
FY 2025 Preliminary Budget Recommendations Summary	17
Additional Information	20
FY 2025 Budget Request Analysis	23
Request #1: Operating Resources for Staff Trainings and Seminars	23
Request #2: Crime Victims Fund 5% Increase	26

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of Counseling and Education Services (CES) is to promote public safety, crime reduction, assist clients and support agencies benefiting crime victims. This is accomplished by providing validated alcohol/drug and family violence assessments and education programs. CES provides customer-oriented services for adults and juveniles referred from the justice system and other community agencies.

The Department has identified the following departmental goals which align with the new County goal, "Provide services that support the safety of people in the community":

- To collaborate with other departments and community agencies to help increase awareness and improve justice system practices with domestic violence, sexual assault, dating violence, stalking, trafficking and prostitution in Austin and Travis County through task forces, specialty courts and public events;
- To provide valid assessments for both alcohol/drug and family violence cases primarily for the County Courts at Law to measure the client's risk and match their need with an appropriate counseling recommendation to help reduce relapse and recidivism and to help the clients progress through the criminal justice system in a timely and effective manner; and,
- To provide day-to-day administrative and operational CES functions to ensure the Department is operating smoothly and efficiently in order to accomplish its mission.

The Department has identified the following departmental goal which aligns with the new County goal, "Provide services that support people's physical and mental health":

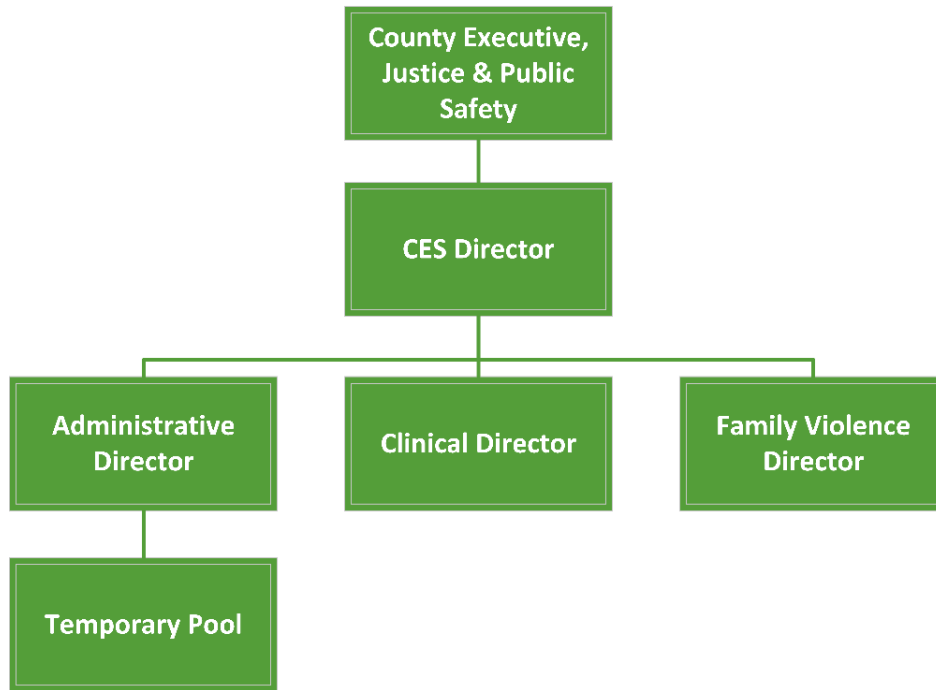
- To support agencies assisting crime victims in overcoming the trauma of victimization using offenders' class fees and thereby promoting restorative justice within the Travis County criminal justice system.

The Department has identified the following departmental goal which aligns with the new County goal, "Be a trusted and well-run county":

- To provide Alcohol and Drug Classes and related programs to meet the court ordered client's court-ordered individual needs, address the level of risk to the community and meet the legislatively driven and court-mandated requirements.

The Department is budgeted in the Corrections & Rehabilitation Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and human resolution of conflicts through an evolving justice system and other public process,” and are now linked to the County Goal, “Be a trusted and well-run county”:

ADULT EDUCATION CLASSES:

All the curricula used for the Adult Education classes offer cognitive based life skills, are offense specific, and encompass many of the principles of Evidence Based Practices and What Works research.

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure	Projected FY 2026 Measure
12-Hour Cognitive Life Skills I (CL1) # of classes	17	48	N/A	50	50
12-Hour Cognitive Life Skills I (CL1) # of clients completing	185	485	N/A	585	585

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
12-Hour Cognitive Life Skills I (CL1) # of clients referred to class	202	561	N/A	650	650
20-Hour Multiple Offender/Felony # of classes	32	43	N/A	32	32
20-Hour Multiple Offender/Felony # of clients completing	354	421	N/A	480	480
20-Hour Multiple Offender/Felony # of clients referred to class	439	591	N/A	686	686
8-Hour Assault/Misdemeanor # of classes	19	21	N/A	19	19
8-Hour Assault/Misdemeanor # of clients completing	123	117	N/A	158	158
8-Hour Assault/Misdemeanor # of clients referred to class	132	132	N/A	180	180
8-Hour Check Writing (CW) # of classes	2	2	N/A	N/A	N/A
8-Hour Check Writing (CW) # of clients completing	4	3	N/A	N/A	N/A
8-Hour Check Writing (CW) # of clients referred to class	4	3	N/A	N/A	N/A
8-Hour Shoplifting # of classes	28	25	N/A	30	30
8-Hour Shoplifting # of clients completing	162	129	N/A	200	200
8-Hour Shoplifting # of clients referred to class	189	159	N/A	230	230
8-Hour Spanish # of classes	4	4	N/A	6	6
8-Hour Spanish # of clients completing	25	26	N/A	75	75
8-Hour Spanish # of clients referred to class	28	34	N/A	83	83
Total # of Classes	102	147	N/A	142	142
12-Hour Cognitive Life Skills I (CL1) # of classes	17	48	N/A	50	50
Total Number of clients completing the Adult Education classes	859	1,190	N/A	1,537	1,537
Total Number of clients referred to the Adult Education classes	994	1,489	N/A	1,937	1,937

While the program is not mandated, if classes are offered, they must follow regulations outlined in Health and Safety Code 121.0006 for the following: 20-Hour Multiple Offender/Felony program; 8-Hour Check Writing class; 8-Hour Assault/Misdemeanor class; 8-Hour Spanish class; 8-Hour Shoplifting/Petty Theft class; 8-Hour Prostitution Deterrent Solicitation (John Class) and 12-Hour Cognitive Life skills I class.

CES states its Adult classes will increase due to continued upward trends in the number of participants enrolling and that these classes continue to fill at quick rates. In response, CES created additional courses to meet enrollment numbers in the 20-Hour Cognitive Life Skills II (Multiple Offender/Felony) and the 12-Hour Cognitive Life Skills I classes. The Department reports it has successfully filled a few of the instructor vacancies but remains short-staffed with instructors overall. It will continue to focus on recruitment efforts for FY 2025. However, the 8-Hour Check Writing class continued to be underutilized, with seven referred participants and seven clients completing the course in FY 2023. In previous fiscal years, CES observed declines in the 8-Hour Check Writing classes, likely due to the use of checks growing more obsolete with the rising use of debit cards, and has considered no longer providing the class.

Additionally, CES continues to report an uptick in the number of clients receiving a fee waiver from a Judge. The Department utilizes a Sliding Fee Scale based on the 2021 HHS Poverty Guidelines that allow CES to adjust a fee based on the client's income to as low as 10 percent of the fee.

Lastly, due to senior staff turnover in the Department midway through FY 2024, CES leadership has reported difficulties in pulling the latest data for FY 2024 from the Tiburon System. For data CES has been unable to verify, PBO has placed “N/A” in the table above. Discussions are ongoing between CES and PBO on how to address this issue.

JUVENILE EDUCATION CLASSES:

The goal of Juvenile Education Classes is to provide the Municipal Court, Juvenile Court, and J.P. Courts with early intervention in their continuum of options for court-ordered sanctions for youth offenders. The DSHS 6-Hour Minor in Possession (MIP) is mandated under the Alcoholic Beverage Code, Section 106.115. The 8-Hour Anger Management (JAM) and 8-Hour Youth Misdemeanor classes are discretionary under the Texas Health and Safety Code.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
6-Hour Minor In Possession number of classes	0	2	N/A	2	2
6-Hour Minor In Possession number of clients completing	0	7	N/A	15	15
6-Hour Minor In Possession number of clients referred to class	0	7	N/A	20	20
8-Hour Youth Misdemeanor I number of classes	0	1	N/A	4	5
8-Hour Youth Misdemeanor I number of clients completing	0	1	N/A	52	62
8-Hour Youth Misdemeanor I number of clients referred to class	0	1	N/A	60	73
Total number of Classes	0	3	N/A	11	12
Total number of clients completing the Juvenile Education classes	0	8	N/A	140	150
Total number of clients referred to the Juvenile Education classes	0	8	N/A	167	180

This is a non-mandated program of the County; however, there are statutes governing these assessments in Texas Health and Safety Code 121.006 and Texas Code of Criminal Procedure 42.12 Section 14 (c1-2). CES notes that the curricula used for the Juvenile education classes offer cognitive-based life skills ,are offense specific and encompass many of the principles outlined in the recent finds of Evidence Based Practices and What Works research. Class fees remain an issue as most clients is indigent and unable to pay. The Department reports that clients struggle to afford fees reduced with the CES sliding fee scale, sometimes as low as a \$5 class fee.

On July 24, 2018, CES signed, “Protocols for Travis County Health and Human Services, Neighborhood Conference Committee,” agreeing to provide approximately four classes per year without charging a fee for youth classes. In FY 2020, NCC requested two additional courses due to the significant number of referrals. CES agreed to provide one extra class in FY 2020 and to reevaluate if the Department could offer an additional class. In FY 2021, CES was projected to increase the number of courses for NCC from four to six to meet their referral demands; however, due to the COVID-19 Pandemic, CES could not provide any Eyouth classes for NCC.

CES did not provide any Juvenile Education Classes virtually during the COVID-19 pandemic because several temporary instructors chose not to facilitate classes, which limited the number of resources available to provide these programs. CES is

currently the only provider for the Juvenile Education Classes in the Austin/Travis County area for Class C misdemeanor offenses. Scheduling for the juvenile classes is a unique process as CES only conducts classes when there is a participant need.

The youth classes fluctuate as they are scheduled according to the needs of the referring agencies, including the Neighborhood Conference Committee (NCC), Austin Municipal Court Juvenile Case Manager, and various Justice of the Peace Juvenile Case Managers. CES anticipates that there may be an increase in youth classes with the implementation of the transformative youth program through the County Attorney's Office.

Lastly, due to senior staff turnover in the Department midway through FY 2024, CES leadership has reported difficulties in pulling the latest data for FY 2024 from the Tiburon System. For data CES has been unable to verify, PBO has placed "N/A" in the table above. Discussions are ongoing between CES and PBO on how to address this issue.

The following programs were formerly linked to the County Goal "Promote the well-being of our residents through social, economic, and health and safety initiatives" and are now linked to the County Goal "Provide services that support people's physical and mental health."

CRIME VICTIMS FUND:

In 1987, the Travis County Attorney and the Travis County District Attorney created the Travis County Crime Victim's Fund (CVF) to help support crime victims with the restorative justice model. CES is the administrator of the CVF. The CVF consists of non-profit, community-based victims' service agencies in Travis County that receive funding from the County on a three-year contract. The result is a vital justice component as the client pays a small fee to take the class. A portion of the class fee goes towards the fund to ensure victims receive the necessary assistance to address their needs, including trauma care, at no cost. The clients also learn and receive information to correct behaviors and help them not re-offend.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Total Number of Crime Victims served	5,111	4,281	N/A	5,500	5,500
Total Volunteer Service Hours	26,443	25,332	N/A	23,000	23,000

The Crime Victims Fund comprises non-profit, community-based victims' services agencies in Travis County. The awarded contracts specify the agencies' annual performance measures that must be met. This is not a mandated program. All agencies to attend the quarterly Advisory Board meetings, during which quality networking is conducted. Quarterly performance and financial reports are also submitted to the CES Administrative Services Division Director for participating agencies, which CES tracks and monitors. In addition, CES conducts annual site visits for each agency in late May or early June.

Previously, the Department reported that the FY 2022 cost per victim served for the fund was \$42.32. This measure does not account for the total number of sessions a crime victim may attend/receive or the number of family participants that may also attend/receive sessions. For 2022, the national estimate of the value of an hour of volunteer time was raised to an hourly rate of \$29.95, a \$2.75 per hour increase compared to 2021 (\$27.20). Therefore, the cost of volunteer hours for 2022 was approximately \$791,956, an effective rate of return relative to the \$216,314 budgeted in the Crime Victims Fund for FY 2022. Among the agencies 26,443 volunteer hours were served in 2022, a 28 percent decrease relative to 2021 (36,495 hours).

These performance measures have declined in FY 2023 as anticipated due to rising inflationary pressures on the fund's static budgetary resources. CES reported that the FY 2023 cost per victim served for the fund was \$44.19. This is a 4.4 percent cost increase per victim served relative to FY 2022. Among the agencies, 25,332 volunteer hours were served in 2023, a 4.2 percent decrease relative to the total volunteer hours recorded in FY 2022 (26,443 hours). These amounts translate to approximately

\$753,683 worth of volunteer hour support, based on the national estimate of an hour of volunteer time for 2022 (\$29.95). This amount remains a significant rate of return relative to the Crime Victims Fund’s ongoing budget of \$216,314. However, the declines in these performance measures, as well as the continued projected declines for FY 2025 and FY 2026,, highlight the Department’s concerns about the diminishing efficacy of the CVF's relatively static budgeted resources against outside inflationary pressures and the rising cost of living factors in Travis County.

Since the transition of the CVF from a special fund to a general fund in FY 2007, CES has reported difficulties internally funding the anticipated five percent yearly increase for the Crime Victims Fund to maintain service levels relative to inflationary pressures. CES received additional general fund resources in FY 2014 and FY 2015 to support the annual increase to the CVF. However, due to budgetary constraints, CES did not receive additional general fund resources for the annual five percent increase in FY 2016. Furthermore, CES notes that it did not request additional general fund resources for the annual five percent increase in FY 2018 as the Department had to utilize the Crime Victims Fund as part of a five percent reduction plan. However, CES was able to internally fund the five percent annual increase to the Crime Victims Fund in FY 2017 and FY 2019 by reallocating existing resources. CES notes that the Department did not request additional general fund resources for the five percent increase during the FY 2021, FY 2022, or FY 2023 Budget Processes due to the 3.5 percent tax rate cap enforced by SB 2. However, FY 2023 represented the final year of the previous three-year contract and FY 2024 was the first year of the renewed three-year contract. CES did not receive additional General Fund resources as requested to fund the target 5 percent increase in the Crime Victims Fund during the FY 2024 Budget Process. For FY 2025, CES has related a budget request for additional general fund resources for the annual target five percent increase for the Crime Victims Fund.

For FY 2024 performance measures, due to senior staff turnover in the Department midway through FY 2024, CES leadership has reported difficulties in pulling the latest data for FY 2024 from the Tiburon System. For data CES has been unable to verify, PBO has placed “N/A” in the table above. Discussions are ongoing between CES and PBO on how to address this issue.

The following programs were formerly linked to the County Goal “Promote the well-being of our residents through social, economic, and health and safety initiatives” and are now linked to the County Goal “Provide services that support the safety of people in the community.”

PHOENIX COURT – PROSTITUTION PREVENTION PROGRAM:

The Phoenix Court Prostitution Prevention Program seeks to provide alternatives to conviction and incarceration for individuals charged with prostitution and assist them in safely and successfully transitioning out of prostitution. This is not a mandated program and has been County-funded since FY 2018, when the Office of the Governor ceased state funding.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
As part of the FY 2025 Budget Process, CES deactivated the performance measures related to this program.					

As mandated, if offered, the Phoenix Court Prostitution Prevention Program must adhere to the Health and Safety Code, Title 2. Health, Subtitle H Public Health Provisions, Chapter 169A. Prostitution Prevention Program, Sec. 169A.001.

Senate Bill 484, passed during the 83rd Texas Legislative Session and effective on September 1, 2013, mandated that counties with populations over 200,000 had to apply for State grant funding to establish prostitution specialty courts. Travis County applied and received a planning grant that began on January 1, 2014 and was extended until August 30, 2015. Travis County received two implementation grants after the planning grant. However, when the Governor’s Office defunded the Travis County Phoenix Court in January 2017, Commissioners Court began supporting the program in FY 2018 (January), continuing to fund the program through FY 2020. Starting in January 2021, the program went on hiatus when a newly elected Travis

County Attorney determined not to file prostitution charges, otherwise known as PHX1 cases. The hiatus status was related to the Specialty Court Resource Center with the Correctional Management Institute of Texas in 2021 and reaffirmed in 2022 and 2023.

CES reports that it has not implemented the program for several years due to the County Attorney's propensity for diversion with non-violent misdemeanors. Without PHX1 cases being filed, there are no into criminal justice system participants to enroll in the Commercially Sexually Exploited Person Specialty Court, known as the Phoenix Court. CES affirms that it has been open to assessing have clients with 2 (PHX1 and possession of a controlled substance (POCS)) charges for the last three years, as those charges continue to be filed in the criminal justice system. However, CES notes that there are not many such cases. The only cases that get filed usually have a POCS charge attached, which affords other diversion opportunities. Due to these other diversion options' popularity, few defendants go to the Phoenix Specialty Court. CES affirms that it remains open to offering the PHX1 and POCS cases that do get filed some needed services, such as substance use disorder (SUD) treatment and/or housing. If SUD treatment is required, participants are referred to the Outreach, Screening, Assessment and Referral (OSAR) program with Texas Health and Human Services, which will send clients to in-patient or out-patient treatment for free anywhere in Texas. CES states that out of three filed PHX1 and POCS cases over the past three and a half years, none have used support when offered.

CES notes that multiple County stakeholders provide services affecting the Phoenix Court Team, including: CES, which includes case-management and administration; Criminal Courts Administration, which sends out new PHX arrests; Travis County Attorney's Office, which provides prosecutors for the court; Capital Area Private Defender Service (CAPDS), which offers specialized court-appointed defense attorneys; Pretrial Services, who place offenders on bond with a condition of the Phoenix Court when appropriate; and Judge Malhotra, County Court at Law #4, where the specialty court resides.

There is also the larger group, the Phoenix Court Process Committee, consisting of an APD representative from the Trafficking Unit, a TCSO representative from the jail, and a representative from Innovative Justice & Program Analysis (155, formerly Justice Planning). This committee helps with administrative issues such as evaluations, fundraising, and training for the Court Team, as well as the Stakeholders Committee, meets bi-annually and provides for stakeholders to review the program and explore the next steps. The Phoenix Court Process Committee has met several times in prior years to discuss options to reinstate the program. However, CES reports that the current consensus has been to keep the program on hold while offering other support services (as referenced above) for applicable cases filed by the County Attorney's office.

CES anticipated the number of referrals to pick up following the COVID-19 Pandemic. However, arrest rates for prostitution continue to be low, and therefore, CES expects referrals to remain low as well. The Phoenix Court Process Committee has identified the need to raise awareness with the legal community about the availability of the program to individuals who are arrested on charges other than prostitution and who also have a history of prostitution. The Committee met with the County Attorney's Office on March 4, 2022, regarding the program's future. However, the CAO remains committed to not filing misdemeanor prostitution charges and instead expanding the utilization of pretrial diversion services. CES expects this policy to continue limiting referrals to the Phoenix Court.

AUSTIN/TRAVIS COUNTY FAMILY VIOLENCE TASK FORCE:

The Austin/Travis County Family Violence Task Force (A/TCFVTF) is not a statutorily required or mandated program. However, CES notes that, since the early 1980s, developments in the domestic violence prevention field have supported communities making reforms in the criminal justice system to create a more responsive, consistent, coordinated effort to address domestic violence issues. These programs are known as Coordinated Community Response (CCR) and consist of community partners across the justice system, advocacy groups, law enforcement, and community agencies such as programs for abusers (BIPPs). The A/TCFVTF has functioned as Travis County's Coordinated Community Response since 1989.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
FV Trainings	4	4	N/A	4	4
Governance Committee Meetings	11	11	N/A	11	11
Percent of successful completion of 3 FV Awareness Events	100%	100%	N/A	100%	100%
Percent of successful completion of 6 Task Force Speakers	100%	100%	N/A	100%	100%
Task Force Meetings	11	11	N/A	11	11

In FY 2014, Commissioners Court approved the implementation of a Family Violence Social Services Director to chair the task force under the Justice and Public Safety Division. In FY 2020, the Family Violence Director position moved from the Justice Planning Department (now known as The Department of Innovative Justice & Program Analysis) to the Counseling & Education Services Department after it was determined that CES’s mission and charge fit this position better. For FY 2025, this position is recommended to be transferred to the County Attorney’s Office (119) to align the Family Violence duties and tasks accomplished by the position with the appropriate Office.

The Austin/Travis County Family Violence Task Force (A/TCFVTF) is a multi-disciplinary team that consists of judges, prosecutors, defense attorneys, Pretrial Services, Adult and Juvenile Probation and Counseling and Education Services; law enforcement; community-based service (BIPP) providers; non-profit advocates; as well as system advocates, and civil, legal services attorneys who work together to plan and provide a coordinated approach to family violence issues in Travis County.

The Family Violence Director chairs the A/TCFVTF monthly meetings where county-focused initiatives are discussed, such as improved management of family violence cases in the criminal justice system, keeping up with the effectiveness of BIPP programming for abusers in the community, as well as comprehensive philosophical approaches to family violence, including prevention, which centralizes victim safety. The A/TCFVTF Chair also writes proclamations and resolutions for the Commissioners Court to approve for family violence-related awareness weeks/months; increases awareness with community events such as the ‘Stand Up for Safe Families’ Paddle Parade during October, Domestic Violence Awareness Month (DVAM), as well as showing family violence documentaries and films for the community. For FY 2025, CES anticipates more concentrated work toward creating a Family Justice Center in Austin/Travis County. The Department notes that the chair has attended. It expects to participate in national conferences in late April to continue the research and networking needed to coordinate a one-stop-shop opportunity for victims.

In prior fiscal years, CES reported several changes to discretionary services and committee assignments added to the A/TCFVTF. The Task Force has been included in the District Attorney’s efforts around the Firearms Forfeiture Committee beginning in FY 2022. The chair is now responsible for adhering to the duties of the Memorandums of Understanding between Travis County and the City of Austin for a Firearms Technical Assistance Grant to create a Firearms Surrender Protocol, which will decrease the number of guns in the hands of those with convictions of domestic violence. CES notes that Austin was one of 6 cities awarded this \$500,000 grant from the Department of Justice, Office of Violence Against Women. Additionally, the County Attorney has made several changes to the handling of misdemeanor Family Violence cases, including the creation of Family Violence Intervention Program (FVIP) in FY 2022 in place of the prior deferred prosecution program.

Lastly, due to senior staff turnover in the Department midway through FY 2024, CES leadership has reported difficulties in pulling the latest data for FY 2024 from the Tiburon System. For data CES has been unable to verify, PBO has placed “N/A” in the table above. Discussions are ongoing between CES and PBO on how to address this issue.

The following programs were formerly linked to the County Goal “Ensure the public safety and the equitable and human resolution of conflicts through an evolving justice system and other public processes” and are now linked to the County Goal “Be a trusted and well-run county.”

ALCOHOL & DRUG CLASSES/PROGRAMS:

The Alcohol & Drug Classes/Programs are a part of the strategy to promote public safety and individual behavioral health through education. The classes incorporate evidence-based practices and teaching techniques, including small group discussions, role-plays, paired sharing, and class exercises related to the material and homework. Clients who received an AOD or FV assessment at CES may receive a recommendation for a class on the conclusions determined by the assessment process. In these cases, the level of care that the assessment indicates matches a particular class that best meets the clients' clinical needs.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Clients completing AOD classes	2,345	2,623	N/A	3,247	3,247
Clients registered in AOD classes	2,546	2,946	N/A	3,589	3,589
Total Number of AOD classes	222	243	N/A	251	251

These are mandated programs requiring adherence to the following statutes:

- Texas Department of Licensure and Regulations (TDLR) 12-Hour DWI Education Program - Code of Criminal Procedure, Article 42.12, Section 13 (h);
- TDLR 15-Hour Drug Offender Education Program - Texas Transportation Code, Section 521.371-521.377 (formerly Article 6687b, section 24B, Texas Civil Statutes) amended 1993;
- TDLR 30-Hour DWI Intervention Program - Code of Criminal Procedure, Article 42.12, Section 13 (j) (SB.1067); and,
- TDLR 6-Hour Minor In Possession (MIP) - Alcoholic Beverage Code, Section 106.115.

As of September 1, 2022, TDLR adopted new rules to allow agencies the option to provide virtual classes permanently officially. If an instructor has more than one certification license to instruct classes, TDLR combines the certifications into one licensure per instructor. TDLR added a \$40 Instructor Renewal Registration fee, which CES notes that it will pay. At the end of 2023, TDLR selected a handful of viable candidates to participate in a panel which, TDLR chose a handful of viable candidates to participate in a panel that will decide how to best move forward with the outdated material. CES reports that it was selected to participate in this panel, and its Alcohol and Drug Class Coordinator has been active on that panel since the beginning. TDLR plans to conclude the panel in the summer of 2024 and seek to implement proposed changes.

CES is one of the few providers in the State that offers all four of the Texas Department of Licensing and Regulation Offender Education Programs for Alcohol and Drug-Related Offenses. CES notes that it is also one of the largest providers of TDLR classes in the state and that the Department also provides a Cognitive Changes Program (CCP), a cognitive therapy program designed to address criminal thinking and substance use disorders. CES regularly reviews and revises the curricula to ensure the information is accurate and current. The Department also maintains a Sliding Fee Scale based on 2021 HHS Poverty Guidelines that allow CES to adjust a fee based on the client’s income, as low as 10 percent of the fee; however, only a Judge can waive the entirety of a fee.

Lastly, due to senior staff turnover in the Department midway through FY 2024, CES leadership has reported difficulties in pulling the latest data for FY 2024 from the Tiburon System. For data CES has been unable to verify, PBO has placed “N/A” in the table above. Discussions are ongoing between CES and PBO on how to address this issue.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Request for Hybrid Services	\$59,067	1.00/1.00	The FY 2023 Adopted Budget included resources related to creating an additional Office Specialist Sr FTE (1.0 FTE) to support anticipated increases in workloads due to the return of in-person classes following the COVID-19 Pandemic. CES reports that this position works in-person M-F 8:00-5:00, creating the ability for clients to come into the airport location during business hours and receive assistance. It has also allowed clients who do not otherwise have access to technology to access in-person services. The Department notes that this position has allowed CES to handle a greater call volume and has reduced the time clients wait for assistance.

ADMINISTRATION:

The Administration Program includes CES management, administrative, and phone center personnel. CES has a phone center which consists of 14 team members. The phone center is set up and designed to direct and provide clients with the information required to take care of their criminal charge charges. The phone calls are routed according to service needs in English and Spanish.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Average Handle Time Total (Call in minutes)	8:31	9:50	N/A	9:42	9:42
Average Handle Time - English (Call in minutes)	8:22	9:40	10:00	9:36	9:36
Average Handle Time - Spanish (Call in minutes)	9:15	10:30	10:30	10:13	10:13
Percent of Calls Abandoned	8.1%	14.9%	15.6%	18.0%	18.0%
Total Number of Calls Presented	36,869	48,285	N/A	47,362	47,362
Total Number of Calls Processed	33,872	41,083	N/A	38,837	38,837
Total Number of Scheduled Trainings	15	20	N/A	20	20

CES handles a significant number of calls to schedule classes and assessments and to answer client questions. Calls jumped significantly from FY 2021 to FY 2022 as CES continued to move to virtual assessments and classes. This increased workload has been a strain on staff and impetus for a budget request in FY 2023 to add permanent staff to manage hybrid services.

CES aims to sustain the successful completion rate of 96 percent of total scheduled trainings, internal and external now that the pandemic is over. CES also seeks to sustain the number of outside trainings at six per year. This is necessary to keep all departmental staff current on best practices for working with court-ordered clients, including mental health aid, substance use disorders (SUD), family violence, and criminogenic behaviors. This is also necessary for the Chemical Dependency Counselors (CDCs), who all have a Texas State license and must complete a set number of continuing education hours during each renewal period of two years. The Department provides the internal or external training for CDCs to maintain their license so that they can provide SUD assessments for offenders in the State of Texas.

CES reports that following the COVID-19 Pandemic, phone center staff increased from 5.0 FTE to 14.0 FTE to meet rising workloads. However, CES notes that only eight team members consistently are logged in the phone queue, while other team members assigned to the office provide services in person and complete other necessary tasks. The Department asserts that there are always four full-time team members, two part-time team members at the Airport location, and one full-time team member and a part-time staff member at the downtown Granger (Intake Office). However, CES reports these Intake Office staff positions are currently vacant, but the Department is in the process of filling those vacancies. For the Intake Office, one team member is in court (CJC) Monday through Thursday from 8 am to 12 pm to assist clients, attorneys, prosecutors, judges, and the probation office.

The phone center is designed to direct clients and provide them with the necessary information to handle their criminal charges. Phone calls are routed according to service needs in English and Spanish. Tracking the number of calls presented, the number of calls handled, and the number of calls abandoned to ensure that CES monitors staff capacity to maintain support for its clients in an efficient and timely manner efficiently and timely. In FY 2020, the phone center processed 17,234 calls. By FY 2021, the number of calls handled increased 67.7 percent to 28,907. The number of calls further increased in FY 2022, rising to 33,872, a 17.2 increase from FY 2021, and again in FY 2023 to 41,083 calls processed for an additional 21.3 percent increase. However, due to senior staff turnover in the Department midway through FY 2024, CES leadership has reported difficulties in pulling the latest data for FY 2024 from the Tiburon System. For data CES has been unable to verify, PBO has placed "N/A" in the table above. Discussions are ongoing between CES and PBO on how to address this issue. CES notes that these phone stats provided do not reflect confirmation calls for assessment and classes, follow-up calls, and return phone calls, and reports staff are struggling to maintain current service levels under expanding call center workloads.

CES notes that in providing updated estimates for FY 2024 projected measures, the average call per participant increased from 9:4 minutes to 10:00 minutes for English and from 10:13 minutes to 10:30 minutes for Spanish. Call Team members report spending extended time on the phone to explain the virtual process and paperwork emailed to participants through DocuSign, which includes conducting tests upon request over Microsoft Teams to make sure clients are set to go for assessments and classes. Originally, CES stated that staff could email in the evaluation and required class paperwork within 24 hours upon request. However, by mid-FY 2022, time delays for these operations will be extended to 48-72 hours after a request is made. In addition, the average percentage of abandoned calls also showed more significant increases, going from 3.8 percent of calls dropped in FY 2021 to 8.1 percent by FY 2022. This measure increased again for FY 2023 to 14.9 percent, and CES projected this rate to reach 15.6 percent for FY 2024.

The number of participants for both Alcohol/Drug and Education classes has risen, and further increased workloads related to these staff responsibilities. CES has noted that, historically, assessment and class paperwork were processed within 24 hours, but processing times have extended to 48-72 hours in recent fiscal years. CES remains committed to reducing service delays for clients, noting that research indicates a greater completion rate for CES's services and classes when occurring as close to the arrest date as possible.

In May 2022, CES hired a third-party consultant to assist efforts related to learning about Diversity, Equity and Inclusion (DEI) and how to integrate these issues into the Department. CES states that this will allow the Department to gain sustained engagement in actions promoting DEI within CES for years by demonstrating ongoing leadership, commitment, and accountability to DEI through behaviors that foster trust and challenge bias and discrimination. In FY 2023, CES attended 18 monthly Alignment meetings, three Focus Groups, Trusted Learning Circles, DEI Basic Learning, DEI Functionalities, Accountabilities and Responsibilities, and an HR Module. CES reports that it continues to conduct monthly DEI Discussion/Activity meetings and DEI Committee meetings with all staff.

Lastly, CES relates that it continues to utilize DocuSign to process the required assessment and class paperwork from clients requesting virtual services. In FY 2023, CES reported processing 31,610 envelopes through DocuSign with a 93.47 percent

completion rate, which the Department notes saved: the equivalent of 30 Trees (10,288 pounds of wood); 30,295 gallons of water (21 loads of laundry); 24,150 pounds of CO (2 cars; and 1,671 pounds of waste). For FY 2024 (October to March), CES reports to have processed 15,947 envelopes through DocuSign and projects that it will process 31,894 envelopes in total for FY 2024, which is an increase of 284 or 0.8 percent relative to FY 2023.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Office Specialist Sr – 2.0 FTEs	\$143,578	2.00/2.00	The FY 2024 Adopted Budget included additional resources related to creating two additional Office Specialist Sr positions (2.0 FTEs) to address increased call volumes and admin support needs for alcohol/drug and family violence assessments and education programs. CES reports that both positions have been filled and expanded in-person assessment capacity, allowing for a greater number of clients served and have helped make CES more accessible to the overall Travis County community. Additionally, the Department reports that these FTE's have limited the increase in abandoned calls. If it had not been for the additional support, CES anticipates that the abandoned call rate would have most likely increased significantly.
Business Analyst I SPW for Tiburon Replacement	\$47,756	1.00/1.00 (SPW)	The FY 2024 Adopted Budget included one-time resources related to a Business Analyst I SPW approved mid-year FY 2023 through April 20, 2024, to serve as a subject matter expert within the Department for the ongoing Tiburon Case Management System (CMS) replacement project. While this project is not yet complete, CES reports that this position served as a great resource to assist in navigating the RFP process and selecting the Tiburon replacement system. This position acted as a liaison with all parties involved in the replacement process. It took the lead in assisting in the design of the replacement system to adapt to the needs CES is explicitly looking for. CES is not asking for an extension of this position, and the employee in the position's last day with CES was 04/19/2024.

INTAKE & ASSESSMENTS:

The Intake & Assessment Program aims to provide validated, comprehensive assessments for the Travis County Courts-at-Law. CES performs substance abuse disorder assessments, utilizing an evidence-based assessment tool approved by the Department, to formulate a Diagnostic Impression by DSM-5 criteria; identify the correct level of violence intervention as determined by the risk of lethality and recidivism, among other factors and to identify the rationale for CES Recommendations and/or Referrals and the appropriate level of care.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of AOD Assessments completed (Phase 2)	7,209	7,316	N/A	9,666	9,666
Number of Family Violence Assessments completed	952	1,789	N/A	1,358	1,358

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percent of clients completing AOD Assessments within thirty days after referral date.	15.0%	12.6%	N/A	12.0%	12.0%
Percent of clients completing FV Assessments within thirty days after referral date.	12.0%	4.3%	N/A	10.0%	10.0%

This is a non-mandated program for the County; however, there are statutes governing these assessments in Texas Health and Safety Code 121.006 and Texas Code of Criminal Procedure 42.12 Section 14 (c1-2). The staff conducting assessments must be accredited, and indigent defendants are not compelled to pay for them. CES provides assessments for Family Violence Assault charges and refers the clients presenting with intimate partner violence to a Batterer Intervention and Prevention Program (BIPP) and non-intimate partner violence to an Anger Management Program.

CES uses empirically researched, valid and reliable screening and assessment instruments. The Department seeks to utilize best practice models focused on identifying risks, needs, dosages, and responsivity to support placing the client in the proper level of care and making the most appropriate recommendations for interventions, including treatment. Consideration is given to substance use, criminal history, level of criminogenic risk, mental health needs, language and cultural sensitivity. Family Violence assessments additionally assess levels of violent behavior and issues of power and control. Clients are assessed to the proper level of care, and recommendations are matched to the client's individualized needs, leading to higher success rates.

Travis County utilizes a Pretrial assessment model for alcohol and drug assessments and family violence assessments that is unlike the system used by other counties throughout the state. Having a bond condition or attorney referral to undergo an assessment and follow the recommendations enables the clients to a pretrial diversion opportunity to complete their counseling recommendations before the final disposition. This allows clients to enter the community with the expectation that they will begin their required services; monitored through Pretrial Services, and bond conditions agreed upon before release. These clients would otherwise remain in jail for up to several additional days, costing Travis County additional money to house them in custody.

CES reports that its no-show rate has continued to increase since the pandemic, with clients who did not complete their scheduled initially assessment and having to reschedule totaling 45 percent of clients. As a result, CES will seek to implement open access in a virtual capacity beginning in May 2024. CES will remain a hybrid department. Implementation of virtual open-access will eliminate no-shows and eliminate clients needing to be scheduled/rescheduled. Moving forward, clients will be served on a "first-come, first-served" capacity. This new model will also result in the elimination of rescheduling fees for assessments. This initiative seeks to make services more accessible to clients while also offering them relief from financial hardship. The Department projects that more assessments will be conducted, and the wait time clients are currently experiencing to be seen will decrease to 2-5 business days rather than the 5-7 weeks they are experiencing now.

As of January 2024, CES has returned staff to the office one day per week, and since this implementation, CES reports clients have arrived in person for service and at increasing rates. Due to further anticipated increases in client volume, CES is now requiring all counseling staff to be present on Tuesday as of April 2nd, 2024. The previous policy, beginning January 2024, was to have half of the counseling staff present.

CES also reports that the number of Spanish-speaking FV clients has decreased dramatically. In contrast, this client group had previously been the population with the highest utilization of in-person services. Consequently, CES is also reporting a high percentage of clients as "no-shows" on the day of their assessments and, therefore, in need of rescheduling. CES expects that

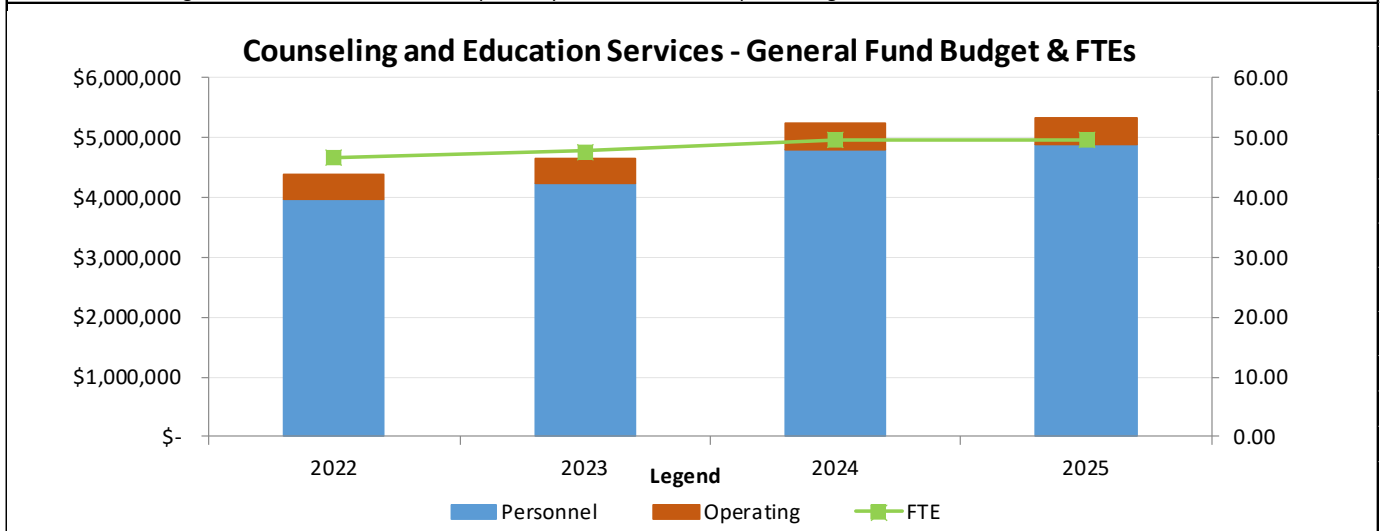
these numbers will increase once more with more open access and no option of being considered a no-show. CES notes that FV assessments have increased by 837 clients compared to FY 2023. CES attributes this increase to the level of services, including BIPP services and court dockets being opened back up for in-person services.

Lastly, due to senior staff turnover in the Department midway through FY 2024, CES leadership has reported difficulties in pulling the latest data for FY 2024 from the Tiburon System. For data CES has been unable to verify, PBO has placed "N/A" in the table above. Discussions are ongoing between CES and PBO on how to address this issue.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	3,981,960	4,225,318	4,811,976	4,887,413	75,437
Operating	412,810	412,810	434,379	448,608	14,229
Total (Per&Op)	\$ 4,394,770	\$ 4,638,128	\$ 5,246,355	\$ 5,336,021	\$ 89,666
CAR*	-	-	-	-	-
Grand Total	\$ 4,394,770	\$ 4,638,128	\$ 5,246,355	\$ 5,336,021	\$ 89,666
FTEs	46.75	47.75	49.75	49.75	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Counseling and Education Services increased by \$89,666 from the FY 2024 Adopted Budget, a 1.7 percent increase. Most of the increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in a central reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 5,198,599	\$ 47,756	\$ -	\$ 5,246,355	49.75	\$ -
Target Budget Changes						
Compensation & Benefits	151,998	-	-	151,998	-	-
Administrative & Other	88,588	(47,756)	-	40,832	1.00	-
Total Target Budget Changes	\$ 240,586	\$ (47,756)	\$ -	\$ 192,830	1.00	\$ -
FY 2025 Target Budget	\$ 5,439,185	\$ -	\$ -	\$ 5,439,185	50.75	\$ -
Budget Submission	\$ 5,439,185	\$ -	\$ -	\$ 5,439,185	50.75	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	25,482	-	-	25,482	-	-
Compensation & Benefits Total	\$ 25,482	\$ -	\$ -	\$ 25,482	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Position Transfer (Social Services Dir - 30003841) From CES to County Attorney's Office	(142,875)	-	-	(142,875)	(1.00)	-
Travel and Training Cut Restoration	14,229	-	-	14,229	-	-
Administrative & Other Total	\$ (128,646)	\$ -	\$ -	\$ (128,646)	(1.00)	\$ -
Grand Total	\$ (103,164)	\$ -	\$ -	\$ (103,164)	(1.00)	\$ -
FY 2025 Preliminary Budget	\$ 5,336,021	\$ -	\$ -	\$ 5,336,021	49.75	\$ -
Change from FY 2025 Target	\$ (103,164)	\$ -	\$ -	\$ (103,164)	(1.00)	\$ -
Change from FY 2024 Adopted	\$ 137,422	\$ (47,756)	\$ -	\$ 89,666	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Counseling and Education Services includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$47,756 was removed from the budget related to one-time personnel costs for a Business Analyst I Special Project Worker for the Tiburon Replacement Project through April 20th, 2024, approved in the FY 2024 Adopted Budget; and,
- \$88,588 was added to the budget related to transferring an Administrative Associate position (1.0 FTE – Position #: 30003791) from IJPA Workforce Development to the CES Administration Division. This increased CES’ FTE count by 1.0 FTE.

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Counseling and Education Services includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Resources added to transfer the Family Violence Social Services Director (1.0 FTE – position number 30003841) serving as chair of the Austin/Travis County Family Violence Task Force (A/TCFVTF) to County Attorney’s Office (119) to better align the Family Violence duties and tasks accomplished by the position with the appropriate Office.	\$-	(\$142,875)	(\$142,875)	(1.00)
Travel and Training Cut Restoration	-	14,229	14,229	-
Total Administrative and Other Funding Changes	\$-	(\$128,646)	(\$128,646)	(1.00)

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$14,229 in ongoing operating resources for CES. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Counseling and Education Services includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$150,475	\$150,475
Resources for health insurance cost increases for FY 2025.	-	25,482	25,482
Incremental cost increase to shift-differential pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	1,317	1,317
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	206	206
Total Compensation Changes	\$-	\$177,480	\$177,480

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. The Preliminary Budget Volume I document contains a full description of all compensation adjustments.

On April 30, 2024, the Commissioners Court was presented with a proposed 4.1 percent healthcare rate increase for FY 2025, which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

On January 9, 2024, Innovative Justice and Program Analysis (IJPA), Department 155 then Justice Planning, received Commissioners Court approval to transfer one Administrative Associate FTE (position number: 30003791) and related personnel and operating budget from IJPA's Workforce Development Division to Counseling and Education Services' Administrative Division retroactively starting on January 2, 2024 to address rising call volumes, provide additional administrative support for alcohol/drug/family violence assessments and education programs, and to reduce observed backlogs affecting CES operations. This increased CES' FY 2025 Target Budget by \$88,587 on an ongoing basis, including \$60,210 in salary and \$28,377 in associated benefits and increased CES' FTE count by 1.0 FTE (from 49.75 to 50.75).

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15 percent increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will take longer for the County to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, CES charges 31 fees. Of those, no fees are being proposed by CES for adjustment in FY 2025.

VACANT POSITIONS

The Department currently has nine total vacancies, out of which the following two positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Chemical Dependency Counselor Sr	30003830	1.00	173	CES notes that it is seeking counselors with LPC/LCSW licensure to better address clients with mental health issues.
Chemical Dependency Counselor Sr	30003833	1.00	123	CES notes that it is seeking counselors with LPC/LCSW licensure to better address clients with mental health issues.

The following three positions have been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Chemical Dependency Counselor Sr	30003821	1.00	691	CES is holding this position open for an anticipated career ladder to be filled in 2024.
Chemical Dependency Counselor Sr	30003831	1.00	584	CES is holding this position open for an anticipated career ladder to be filled in 2024.
Chemical Dependency Counselor Sr	30054153	1.00	525	CES notes that it is seeking counselors with LPC/LCSW licensure to better address clients with mental health issues.

FUTURE CONSIDERATIONS

The Counseling and Education Services Department continues adapting to its clients' service needs in the post-pandemic environment. CES continues to offer hybrid (in-person and virtual) classes to ensure that clients complete required courses, though more effectively. However, this new service model continues to present challenges regarding staff workloads. Call Center staff have reported previous fiscal years notable increases in call volumes and extended service times on calls to

answer all clients' questions about new policies resulting from the increases in virtual processes, virtual documentation (DocuSign), and evolving requirements. Increased call volumes and extended call times are culminating in delayed administrative processes, which, in turn, delay CES operations and ultimately contribute to rising Court backlogs as defendants are unable to complete required CES services effectively or promptly. CES reports that assessment turnaround times have increased from 24 hours to 48–72 hours after a request is made. However, CES asserts that staff have struggled to meet these new, extended deadlines.

CES also reports that other programs, notably the Juvenile Education Classes and Phoenix Court Program operations, have stalled. Regarding Juvenile Education Classes, CES notes that declining referrals during the COVID-19 Pandemic, issues with available instructors, and the Department's focus on the gradual reintroduction of Adult Education Classes have delayed reimplantation for Juvenile Education Classes. However, CES sought to reintroduce Juvenile Education Classes in FY 2024. Meanwhile, the Phoenix Court Program continues to play a supportive role instead of direct service provision due to the County Attorney's efforts to prioritize diversion with non-violent misdemeanors. As applicable cases continue to go unfiled, there are no into criminal justice system participants in the Commercially Sexually Exploited Person Specialty Court, known as the Phoenix Court. While direct program interventions are on hiatus, stakeholders continue to coordinate to offer supportive services and maintain productive and collaborative discussions around this policy area.

CES also notes that continued efforts to replace the Tiburon computer management system (CMS) will impact Department operations. The Department is currently engaged in the Request for Proposal (RFP) process and hopes to have a vendor selected in FY 2024. In addition, CES received approval for a Business Analyst I special project worker position midyear FY 2023 to serve as a subject matter expert in the Department to help facilitate this project through 4/20/2024. CES anticipates that implementing and adjusting to a new CMS will present unique challenges but believes the new system will provide better interaction and applicable data sharing across the multiple departments making up the County's justice system.

CES has also related additional priorities for FY 2025 and beyond, including:

- Expansion of CES client service delivery by hiring counselors with higher level licensures (LCSWs, LPCs) to provide services for the rising number of clients with mental health issues, counseling for jurors, and other gaps in counseling within the justice system;
- Continuing to further develop, demonstrate, and maintain Diversity, Equity and Inclusion through existing subcommittees and workgroups with the goal being the continuation of creating a psychologically safe environment through trust, leadership accountability, and commitment;
- Ongoing efforts to work with ITS and ACF Technologies to replace the Check-In System (CES Visitor Workflow) with Q-Flow, which provide system/functionality upgrades to continue to provide smooth, efficient and effective customer service for clients;
- Implementation of counseling services for Travis County jurors through the District Clerk's Office;
- Seeking ongoing funding for interpreters for clients with language barriers needing an assessment;
- Addressing issues around competitive compensation relative to outside community partners and stakeholders, which has resulted in barriers when offering higher licensed clinicians' positions with Travis County;
- Creating more options for an online referral activity will improve customer service be more efficient for administrative staff and improve their work productivity; and,
- Continuing to provide participants the option to take court-ordered classes virtually or in person.

Additionally, in recent fiscal years, the Austin/Travis County Family Violence Task Force (ATCFVTF) has partnered with and has a signed MOU with the City of Austin's Office of Violence Prevention's (OVP) office on the Firearms Technical Assistance Grant through the Department of Justice, which will coordinate with a multidisciplinary team to create a Firearms Surrender Protocol. However, discussions are ongoing regarding transferring relevant ATCFVTF staff from CES to the County Attorney's Office. CES has noted that its relevant staff has always been filled by a Travis County employee tasked with chairing the

Austin/Travis County Family Violence Task Force. This employee is most closely with the Family Justice Team in the County Attorney's Office. CES asserts that no other employees or positions within the Department work with or provide services to crime victims. The mission and purpose of CES is to provide counseling and education services to individuals accused of or convicted of committing a criminal offense. Therefore, CES has related support for efforts to transfer the relevant ATVFVTF-related staff and operating resources to the County Attorney's Office. PBO notes that this effort is ongoing and has not yet been presented to the Court for guidance and/or approval of the proposed transfers.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: OPERATING RESOURCES FOR STAFF TRAININGS AND SEMINARS

<i>Program:</i>	Administration (140)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Error
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	10,000	-	-	-
Subtotal	\$ 10,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 10,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 10,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

CES requests additional ongoing operating resources to increase the Department's capacity to provide the necessary training and education seminars for its licensed clinicians equally across all staff members. CES reports that since 2021, it has alternated portions of its staff attending required training every other year due to limited budget capacity and asserts that this increase would allow staff to attend necessary training and seminars annually.

CES notes that the Department has historically provided all Continuing Education (CEU) credits to staff members through access to seminars and training to maintain their clinical licensure. Each clinician is required by their licensing board to maintain an active form of licensure. A significant component of this requires 20-35 (depending on license type) CEU's bi-annually to remain active and compliant. The Department strives to provide the necessary resources to its clinicians to stay current and current on all their CEU requirements so that they may continue to conduct the work required to see clients. The Department asserts that it is essential for CES clinicians to be given the support to obtain all the hours needed as a part of the benefits of working with CES. CES states that CEUs are a crucial component of counselors learning best practices for clients, noting that training and seminars are an essential component to educate staff in the continuation of providing whole, evidence-based practices to the clients they serve.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not provide performance measures as part of this request.

PBO RECOMMENDATION

PBO does not recommend additional ongoing operating resources related to increased training and seminars for CES counselor staff be included more than the centralized 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget currently recommended for inclusion in the FY 2025 Preliminary Budget.

During the FY 2021 Budget Process, PBO recommended the following regarding CES’ operating budget:

PBO is updating the Commissioners Court and the public monthly on the impact of COVID-19 on the FY 2020 and FY 2021 budgets. PBO is working to minimize expenditures where appropriate. Since it is expected that County staff will continue to work at home more often and that travel for County business will not rebound to pre-COVID-19 levels in FY 2021, PBO has recommended targeted cuts in the Department’s operating supplies and travel expenditure groups.

PBO recommends reducing the department’s operating supplies by \$11,353 or a 10% reduction. PBO also recommends reducing the Department’s travel budget by \$28,456 or a 50% reduction. Furthermore, PBO reviewed the Office’s printer toner expenses and those expenses will be cut an additional 10%, or by \$928. A 10% reduction was already included in the initial operating supplies reduction so the total reduction to toner is 20%. These combined reductions total \$40,737.

As conditions that suppressed travel and training budget usage during the COVID-19 pandemic continue to wane and more conferences and trainings have reinstated and expanded in-person events, it is likely time for PBO to revisit the issue of reinstating travel funding cut during the FY 2021 Budget Process. However, this effort will require a closer look at travel and training budget usage across all applicable County departments. Included in the FY 2025 Preliminary Budget is a 50 percent restoration of the travel and training budget reductions needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$14,229 in ongoing operating resources for CES. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

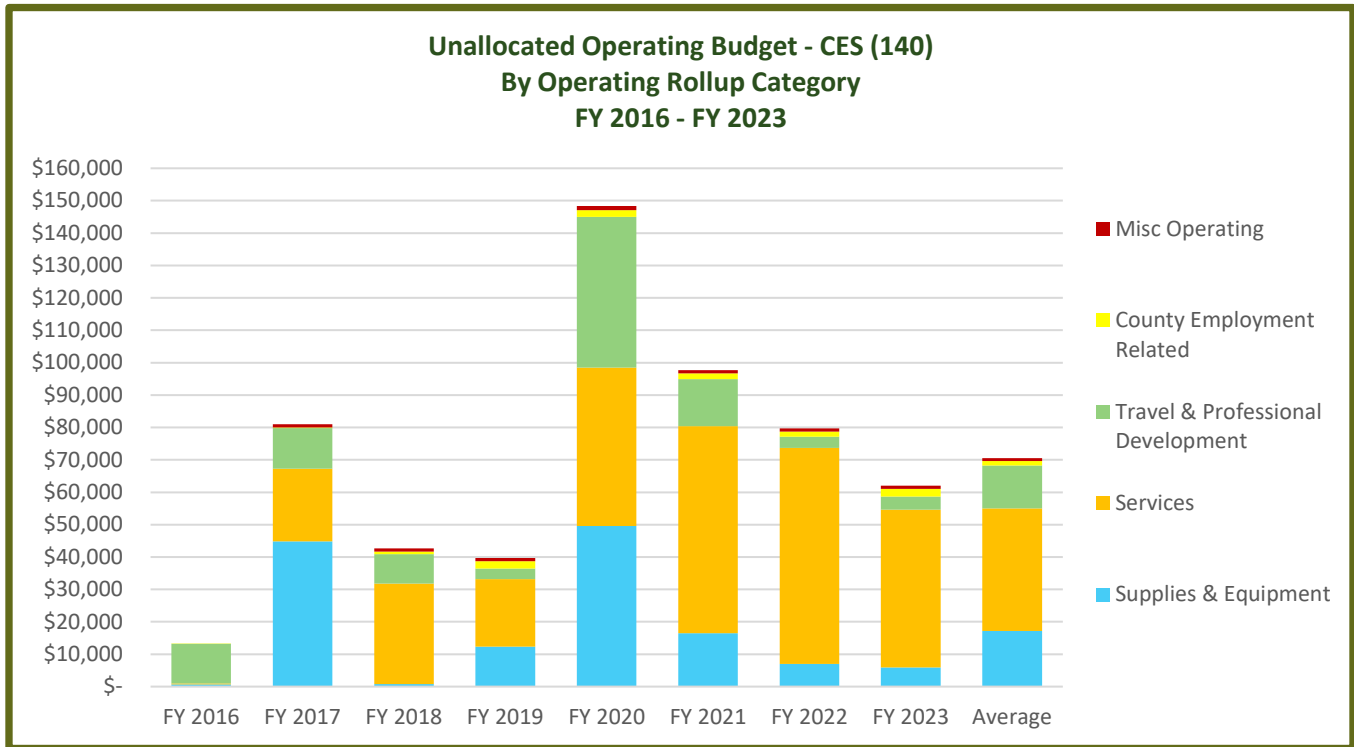
Based on data from the Department, attendance to one seminar may be comparable to 18 Continuing Education (CEU) credits. CES Counselors require 20-35 CEUs bi-annually to remain active and compliant to maintain their clinical licensure. CES intends to be able to offer counselors the ability to attend two such seminars a year to allow counselors to maintain their licensure internally as opposed to being required to attend training outside of regular hours on their own time and resources. PBO estimates that the incremental cost to ensure that CES may offer attendance to up to two seminars per year for all its counselor positions (20.0 FTE) at an approximate cost of \$600 per seminar to be \$10,925 on an ongoing basis relative to the current budgeted amount of \$13,075 allocated for workshops and training in the Administration Division included in the Department’s FY 2025 Budget Submission.

PBO notes that CES currently demonstrates sufficient resources in the Department’s operating budget fund this request internally should CES prioritize these operating needs. The table below details the total remaining operating budget amounts for CES from FY 2016 through FY 2023. PBO notes that the value for FY 2024 represents its current best estimate based on operating actuals through March 2024.

Fiscal Year	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024 (Projected)
Unspent Operating	13,281	81,021	42,680	39,743	148,325	97,685	79,723	62,041	80,361

Based on the data above, CES has historically left approximately \$70,563 in its operating budget resources unallocated annually from FY 2016 through FY 2023 on average. These unallocated amounts vary by budget rollup categories. The table

below summarizes CES' unallocated operating budget amounts from FY 2016 through FY 2023 by operating budget rollup category.



CES has left the following approximate amounts of its operating budget unallocated by operating budget rollup category annually on average from FY 2016 through FY 2023:

<i>Operating Budget Rollup Category</i>	<i>Average Annual Unspent Balance FY 2016 – FY 2023</i>
Services	\$37,841
Supplies & Equipment	17,208
Travel & Professional Development	13,230
County Employment Related	1,357
Misc Operating	927
Total Operating	\$70,563

Based on the data above, CES has historically left a significant amount of its operating budget unallocated annually in the Services, Supplies & Equipment, and Travel & Professional Development operating budget rollup categories from FY 2016 through FY 2023. However, PBO acknowledges these averages likely represent an overestimate as conditions related to the COVID-19 Pandemic reduced operating needs, especially for line items within the Travel & Professional Development rollup category. PBO will work with CES to review operating line items within these rollup categories to gauge whether currently available resources may be reallocated to other line items to address this request for additional operating resources and any other identified needs based on historic usage rates.

REQUEST #2: CRIME VICTIMS FUND 5% INCREASE

<i>Program:</i>	Crime Victims Fund (140)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	10,816	-	-	-
Subtotal	\$ 10,816	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 10,816	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 10,816	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

CES requests additional ongoing operating resources to increase the Crime Victims Fund (CVF) by five percent (\$10,816). The Department notes that it has always been CES’s objective to improve the CVF by at least five percent annually so that it can continue to provide more substantial support to victim service endeavors in Travis County or at least maintain current service levels relative to inflationary pressures.

The Department notes that, for the past 35 years, CES funded the Crime Victims Fund with the fees generated by the Adult and Juvenile Competency classes. The Crime Victims Fund (CVF) was implemented to support developments championed by the restorative justice and victims’ rights movements. CES asserts that holding an offender accountable for their criminal behavior while teaching the offender competencies is paramount to preventing future crimes and assists the victim in overcoming the trauma of victimization.

In addition, CES asserts that, since the transition from a special fund to a general fund in FY 2007, the Department has struggled to internally fund the anticipated five percent annual increase for the Crime Victims Fund. CES asserts that it works closely with PBO to provide additional documentation confirming the number of volunteer hours utilized by the agencies. CES states that it received additional general fund resources in FY 2014 and FY 2015 to support the annual increase to the Crime Victims Fund. However, the Department did not receive additional general fund resources for the annual five percent increase in FY 2016 due to budgetary constraints. Furthermore, CES notes that it did not request additional general fund resources for the annual five percent increase during the FY 2018 Budget Process as the Department had to utilize the Crime Victims Fund as part of a five percent reduction plan. However, CES reports that it was able to internally fund the five percent annual increase to the Crime Victims Fund in FY 2017 and FY 2019 by reallocating existing resources. The Department did not request additional general fund resources for the five percent increase during the FY 2021, FY 2022, and FY 2023 Budget Processes due to the 3.5 percent tax rate cap enforced by SB 2. However, FY 2023 represented the final year of the current three-year contract with current service providers, and FY 2024 was the first fiscal year in which the renewed three-year contracts were enacted. During the FY 2024 Budget Process, CES anticipated that the new agreements would reflect increases in service costs related to inflationary pressures observed in recent years. At the time, the Department asserted that these rising costs would reduce the total number of victims the CVF could serve if additional ongoing operating resources were not allocated to support the target five percent annual increase.

CES reports that as the, "number of offenders continues to increase in Travis County, in turn the need for victim services increases as well. With the five percent increase added to the total amount awarded each year, it was expected to allow the possibility for the agencies to expand their services in order to keep up with the growing population. However, the five percent is needed to cover the ongoing salary and benefit increases due to cost of living in Austin/Travis County (being) very expensive. CES has not been able to continually increase the CVF on an (annual) basis due to budget restraints. CES was able to increase the funding by five percent in FY 16 by reallocating monies within the existing budget; however, the last five percent increase from general fund was in FY 15."

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not provide performance measures as part of this request.

PBO RECOMMENDATION

PBO does not recommend additional ongoing general fund resources to support a five percent increase in the Crime Victims Fund be included in the FY 2025 Preliminary Budget. Instead, PBO recommends working with CES to assess how this funding has historically be utilized and how it should be programmed into the future.

In past years, PBO has assessed CES’s ability to internally fund this goal on a year-by-year basis. In years where the Department does not demonstrate the budgetary capacity to do so, PBO has recommended additional general fund resources to support the requested annual increase to the Crime Victims Fund so that the Department may maintain service levels for victims of crimes relative to rising inflationary pressures. The table below details total remaining operating budget amounts for CES from FY 2016 through FY 2023. PBO notes that the value for FY 2024 represents PBO’s current best estimate based on operating actuals through March 2024.

<i>Fiscal Year</i>	<i>FY 2016</i>	<i>FY 2017</i>	<i>FY 2018</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024 (Projected)</i>
Unspent Operating	13,281	81,021	42,680	39,743	148,325	97,685	79,723	62,041	80,361

However, after discussions with the Department, PBO believes that additional work is needed to determine what line item related to the Crime Victims Fund budget supports.

PBO notes that the average amount of operating resources left unexpended by year’s end for the Department is \$70,562, based on actuals from FY 2016 through FY 2023. PBO believes that CES may be able to internally fund an increase in the FY 2025 budget if it is a priority for the department.

County Attorney (119)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	12
FY 2025 Preliminary Budget Recommendations Summary	13
Additional Information	15
FY 2025 Budget Request Analysis	18
Request #1: 24-7 Early Case Review	18
Request #2: Mental Health Expedited Dockets	21
Request #3: Protective Orders Investigator	24
Request #4: ARPA Court - Investigator	26
Request #5: CAFA – County Attorney Staffing for 24-7 Operations	32
Request #6: Externally Funded Career Ladders	34
Request #7: Diversion Center	35

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Travis County Attorney's Office is to seek justice and to serve the public. It is the County Attorney's duty to represent the State of Texas in misdemeanor criminal cases and protective order cases. It is also the mission of the Office to provide a full range of superior civil legal services to Travis County. The Office strives to serve a diverse community by pursuing fair, impartial, and timely dispositions of both civil and criminal matters without compromising the statutory and ethical obligations placed upon the Office by the State of Texas. The Office's objective is to accomplish its duties with the highest level of professionalism, ethics, and efficiency.

The goal of the County Attorney's Office is to foster a safer community by holding individuals accountable for their acts, offering access to alternative programs of rehabilitation, and by providing support for victims of crime and their families. The Office prioritizes efforts to address the inequalities in the criminal justice system, ensuring that everyone is treated with dignity and respect. In addition, the Office obtains protective orders for victims of domestic violence and obtains involuntary civil commitments for certain mentally ill persons. The Office also processes, collects, and accounts for bad checks and statutory fees, restitution ordered by courts in criminal cases, attorney's fees on protective orders, and collects funds due to the County, including various taxes, civil judgments, and civil restitution. The Office further advises Travis County on civil legal matters and litigates cases filed against, or on behalf of, Travis County and its elected officials and employees.

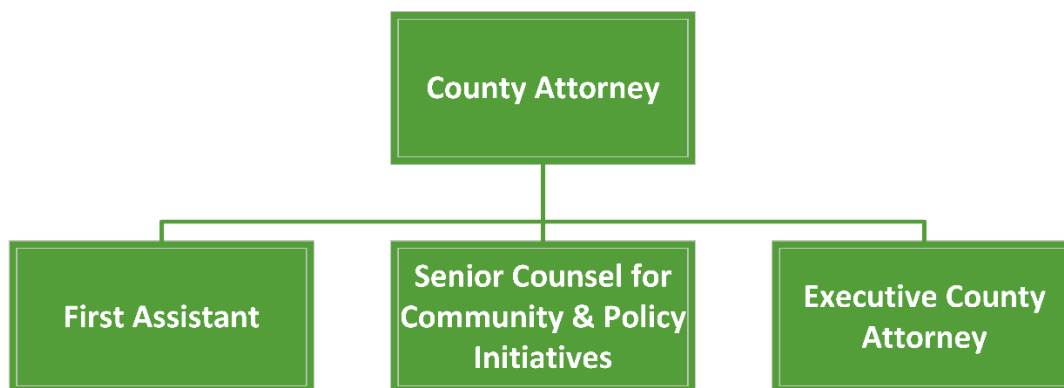
The Office has identified the following departmental goal(s):

- Full implementation to ensure compliance and justice under the Michael Morton Act;
- Facilitate greater communication and collaboration among community justice stakeholders to achieve efficiencies and improvements;
- Bring online and utilize the TechShare Prosecutor Case Management application and support a new integrated court case management system; and
- Provide superior civil legal services to meet statutory obligations and client needs.

This aligns with the new County goal "Be a trusted and well-run county" and "Provide services that support the safety of people in the community."

The Office is budgeted in the Justice System Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes” and are now linked to the County Goals, “Be a trusted and well-run county” and “Provide services that support the safety of people in the community.”

CIVIL DIVISION:

The goal of the Civil Division is, “To provide a full range of legal services to our clients in a timely and reliable manner.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Billable hours per attorney and paralegal per year	1,746	1,708	1,717	1,650	1,650
Property Tax Collection Rate	98%	97%	98%	99%	99%

The Civil Division is a mandated program by state law to provide a written legal opinion respecting the duties of all public officials of Travis County, defend any county official or employee who are sued in connection with his or her official duties, unless they are sued by Travis County, and provide legal representation to Central Health. While these duties are mandated by State law, the State does not provide funds for performing the duties of the Civil Division, though Central Health is required to reimburse the Travis County Attorney for actual costs in providing legal representation.

Due to the irregular manner in which the Office is mandated to provide legal services, there are no service levels as the Office acts when requested. The Office states that “Our goal, considered reasonable for the pay and benefits received by our personnel, is 1,650 [billable hours] hours per year. Whenever the measure exceeds that goal, we believe our performance may be affected. Whenever the measure falls below that goal, we may have too many personnel.” Current and previous measures show that the Office surpassed their goal of 1,650 billable hours per year. The Office projects that they will be slightly over this goal for FY 2025. If billable hours continue to surpass 1,650, the Office may need to reallocate staff and resources to this Division to keep up with the increase of workload.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
EDSI PID Staffing	\$295,607	2.0/1.0	The Office states, "These positions were approved by the Commissioners Court on November 14, 2023, and the positions were created on January 9, 2024 and posted. After several interviews of interested applicants, the Attorney position was filled on April 1, 2024. The Travis County Attorney's Office is currently reviewing applicants for the paralegal position and anticipate filling that position in May 2024 in time to prepare for processing the anticipated PID petitions in support of PBO's Economic Development and Strategic Investments division and the Commissioners Court's direction."

CHECK DIVISION:

The goal of the Check Division is, "To process, collect, and account for bad checks, statutory fees, and upfront restitution ordered by the courts in criminal cases and attorney's fees for protective orders."

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Dollar amount of checks filed	\$63,516	\$50,441	\$112,472	\$35,000	\$30,000
Dollar amount of statutory fees received	\$2,455	\$1,646	\$1,914	\$2,000	\$2,000

The Check Division is a mandated program. The Office currently has no outcome measures. The Office states that "check writing in general is on a major decline." While the Office notes that they keep track of weekly mail outs of warrant and non-warrant cards to defendants with outstanding balance on bad checks, the pandemic delayed resolution of some criminal cases, impacting the amount of restitution ordered or agreed to. As payments move towards electronic payment methods, the Check Division will need to evaluate the effectiveness of this program and whether staff and resources can be allocated to other identified priorities of the Office and Commissioners Court.

COMPREHENSIVE UNDERAGE DRINKING PREVENTION:

The goal of the Comprehensive Underage Drinking Prevention Program is, "To provide community education and increase public awareness of the legal and social consequences of underage drinking."

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of information produced and distributed to target audience	106,883	113,103	98,295	115,000	115,000
# of partnerships with collaborating agencies	162	164	71	150	150
# of press releases submitted to existing news sources	102	104	59	70	70
# of presentations and community events	591	696	606	750	750

The Comprehensive Underage Drinking Prevention program is not a mandated program. The program's objective is to "discourage and reduce alcohol consumption." The Office states, "official efforts continue to be taken to facilitate

presentations and information booths in a remote/contact-less way if preferred by school/scheduling entity. The UDPP nevertheless continues to provide 2023-2024 services in the manner schools and other organizations allow/prefer. This flexibility has the potential to positively impact program ability to meet our benchmark goals and objectives.”

PBO recommends that the Office evaluate the effectiveness of this program and whether General Fund resources can be utilized to better address other community concerns and Commissioners Court priorities.

CRIMINAL DIVISION – RECORDS/INTAKE AND CRIMINAL:

The goal of the Criminal Division - Records/Intake and Criminal Program is, “To see justice done.” The Program’s objective is, “To prosecute all misdemeanor offenses with the highest level of professionalism, ethics, and efficiency.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of cases entered into TechShare	16,294	16,763	15,936	16,732	19,430
# of cases set on Expedited Dockets	29,826	20,005	20,634	22,003	22,584
Average # of defendants participating in treatment alternative courts	130	183	189	190	198
# of applicants placed in diversion programs	1,719	1,627	1,352	1,491	1,630
# of instances of discovery sent	94,051	114,633	115,779	116,936	118,105
# hearings / case settings	45,165	40,648	32,152	39,322	39,322

The Criminal Division – Records/Intake & Criminal Trial Courts is a mandated program. Pursuant to Constitutional and statutory requirements, the County Attorney is authorized to use prosecutorial discretion to prosecute misdemeanor criminal violations under the Texas Penal Code, Texas Code of Criminal Procedure, the Texas Family Code, the Texas Government Code, and various other Texas Codes (e.g. Texas Occupations Code) and to protect the rights of crime victims under Chapter 56 of the Code of Criminal Procedure.

The Office has identified the “# of applicants placed in diversion programs” as an outcome measure. Through this Division, the Office provides the following discretionary services and diversion programs:

- Pre-Trial Diversion program;
- DWI Pre-Trial Diversion program;
- Citation and Release Diversion program;
- Transformative Youth Justice program;
- Multiple dedicated civil and criminal mental health commitment dockets; and
- Bond Review Docket.

Recent changes within the law and Travis County programs have created the need for more prosecutors to be assigned to Early Case Review/Magistration. The Office notes that the utilization of Early Case Review staff to review probable cause (PC) affidavits before magistration has positively impacted the ability of the Criminal Division of the County Attorney's Office to devote limited resources to the prosecution of complex and violent offenses and to advocate for the safety of victims.

In 2021, the Texas Legislature passed Senate Bill (SB) 6 which requires an attorney representing the State to be notified by the clerk of the court after a magistrate issues an order granting release on a personal bond or modifying a previous bond condition. The Office notes that “Consistent with the obligations of SB 6, CAFA [Counsel at First Appearance, also known as

Counsel at Magistration], and article 56A.051, the Travis County Attorney's Office will represent the interests of justice, the State, and the community during Early Case Review.”

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Mental Health Expedited Dockets	\$276,312	2.0/2.0	The Office states, “The program has been a success. The Commissioners Court provided two (2) SPW Attorney V positions. Those positions have been assigned to the Behavioral Health team. Prior to the implementation of the program, TCAO observed a measurable increase in the quantity of cases placed on the expedited docket. Since implementation, the quantity of FY 2023 expedited dockets continues to be 25% higher than the FY 2020 measurements and 75% higher than the FY 2019 measurement. This office anticipates the number of expedited dockets to continue to increase without the possibility of a significant decrease. Since 2019, the Texas Office of Court Administration has reported a steady increase in the number of criminal cases involving individuals with mental illness or an intellectual disability. The increase is approximately 25% higher than in FY 2019.”
24/7 Early Case Review	\$458,336	3.0/3.0	The Office states, “The implementation of Early Case Review has been a success. During FY 2022, the Travis County Attorney's Office only had the capacity to review 18.23% of all misdemeanor PC Affidavits. In 2023, TCAO reviewed 53.59% of all misdemeanor PC Affidavits. TCAO continues to aim to review 90% – 100% of all bookings for a misdemeanor charge and reduce pretrial detention for nonviolent offenders. However, there are factors beyond the control of TCAO, such as felony and out-of-county holds and any staffing issues that might prevent TCSO from providing the PC affidavits to TCAO. The performance measure of cases reviewed is a direct measure of the number of charges reviewed by the ECR attorneys. In FY 2023, 12,469 cases were reviewed by the team.”

CRIMINAL DIVISION - TRUANCY:

The goal of the Criminal Division – Truancy Program is “To represent the people of the State of Texas in each of the Justice of the Peace/Truancy Courts with the highest level of professionalism, ethics, and efficiency.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of initial hearings	184	266	227	208	189
# of petitions to adjudicate filed	126	206	145	145	145
# of truancy referrals received	138	214	156	141	141

The Criminal Division – Truancy program is a mandated program. House Bill (HB) 2398 was passed in the 84th Texas Legislative session and became effective on September 1, 2015. This law addresses truancy and mandates the operation of a Truancy Court within each Justice of the Peace Courts. The law requires a school district, if a student fails to attend school without an excuse on 10 or more days or parts of days within a six-month period in the same school year, to within 10 school days of the student's 10th absence refer the student to a truancy court for truant conduct under Section 62.03(a). The law also mandates the role of a Truant Conduct Prosecutor assigned to each Truancy (JP) Court. The law requires that the Truant Conduct Prosecutor represent the State in all proceedings resulting from a petition to adjudicate a student as truant, including modification hearings, appeals, and review hearings regarding petitions for nondisclosure and petitions for expunctions.

The Criminal Division – Truancy program receives and reviews truant conduct referrals for school districts and makes filing decisions consistent with statutory guidelines. The Truant Conduct Prosecutor for this Division also provides training and education as requested by various ISD's and individual schools throughout Travis County.

The performance measures of this Division are currently experiencing increases in hearings, petitions and referrals as schools return to in-person operations post-COVID-19. While the Office notes a spike in FY 2023, the measure noted above project that as schools return to normal, in-person operations, hearings, petitions and referrals will slightly decrease, but remain higher than in previous years.

CRIMINAL DIVISION - ENVIRONMENTAL:

The goal of the Criminal Division – Environmental Program is “To pursue criminal (misdemeanor) environmental prosecution for Travis County.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of Environmental Cases on Daily Dockets	205	402	300	300	300
# of Polluted Sites Investigated & Closed	181	104	100	100	100

The Criminal Division – Environmental program is a mandated program. The Travis County Attorney has statewide authority for prosecution of environmental crimes arising under the Texas Water Code and Texas Health and Safety Code to protect natural resources, the environment, and rights of victims.

In addition to prosecutions of environmental crimes, this program involves educating the public and improving the quality of the environment in Travis County and other parts of the state. The Office notes, “The program has apportioned increase resources to prosecute complex cases which will continue to impact program results.” As noted above, the Office is experiencing an increase of Environmental cases, possibly as a result of the growing population of Travis County and greater awareness of environmental matters among constituents. If the Office continues to experience increases of Environmental cases, additional resources and staff may need to be allocated.

CRIMINAL DIVISION – FAMILY VIOLENCE AND PROTECTIVE ORDERS:

The goal of the Criminal Division – Family Violence and Protective Orders program is, “To provide information, assistance, and support to victims of family violence crimes and ensure victims have a voice in a criminal case.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# cases entered into TechShare	2,773	2,333	2,180	2,429	2,429

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# hearings / case settings	45,165	40,648	32,152	39,322	39,322
# of Family Violence cases disposed	1,983	2,204	2,434	2,207	2,207
# PO applications screened	3,193	3,028	2,474	2,898	2,898
# PO court appearances	1,269	1,033	1,036	1,113	1,113
# of PO filed	292	320	492	368	368

The Criminal Division – Family Violence and Protective Orders program is a mandated program. The outcome of the program is “# of Family Violence cases disposed.” Discretionary services provided by the Family Violence and Protective Orders Division include the following:

- Early outreach by victim counselors;
- Assistance in filing for crime victims compensation;
- Referrals to Safe Alliance for safety planning and counseling;
- Referrals to external agencies such as Legal Aid, Texas Legal Services, Integral Care, the Child Guidance Center, and Assistance Family Support Services of Austin;
- Helping applicants get in contact with Child Protective Services; and
- Providing information to applicants for the Attorney General's Office to obtain child support and/or a suit affecting the parent-child relationship.

The Office notes that these discretionary services help protective order (PO) applicants and victims of criminal cases obtain a protective order, legal counsel and safety planning resources that extend beyond the protective order criminal process.

In light of COVID-19, the Office moved to a telephonic screening process for protective orders that has allowed applicants to continue to utilize services remotely. The Office states that “this telephonic screening allowed Applicants to apply that may otherwise not have been able to physically come to our office. In 2023, our office adapted even further and reintroduced the in person, or walk in, screening for protective orders. Our office is a hybrid workspace that can accommodate applicants either in person or remotely. This has greatly increased the number of applicants we can assist.”

The Office states that the increase of protective orders filed, “could be attributed to the law change in September of 2023 which no longer requires an applicant to prove a likelihood of violence in the future. Our office expects to see the number of Applications filed to continue to increase, due to this law change.” The Office continues to allocate resources to this Division as they experience an increase of activity related to obtaining protective orders.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Protective Order Staff	\$206,064	2.0/2.0	<p>The Office states, "The Program has been successfully implemented.</p> <p>Reclassifying the Paralegal position to a Victim Advocate Senior allowed the Travis County Attorney's Office to align the roles and responsibilities of the position with the person hired to fulfill the position. This position has more appropriately contacted the community members seeking protective orders through the County Attorney's Office. The team members can plan for safety with the individual and accurately explain the process to them. As the number of people seeking protective orders increases, the need for helpful and accurate information grows. Applicants are able to contact someone who can provide them with information and resources that could keep them safe during the process.</p> <p>The additional attorney in the Division has increased the number of cases the Division can successfully file and reduced the amount of time it takes to receive an Order.</p> <p>In 2023, the Division filed more Applications for Protective Order. In 2022, an average of 18 Applications were filed each month. In 2023, this average increased to 27.5 Applications filed a month, and the state legislature passed a law that changed the requirements one had to meet to qualify for a protective order. The Travis County Attorney's Office was in a better position to respond to the law change with the additional attorney position. After the law change, the average number of Applications filed each month increased to 38.75. The performance measures of the quantity of PO Applications Screen and PO Applications Filed are direct measures of the number of applicants screened for a protective order and the number of applications filed."</p>

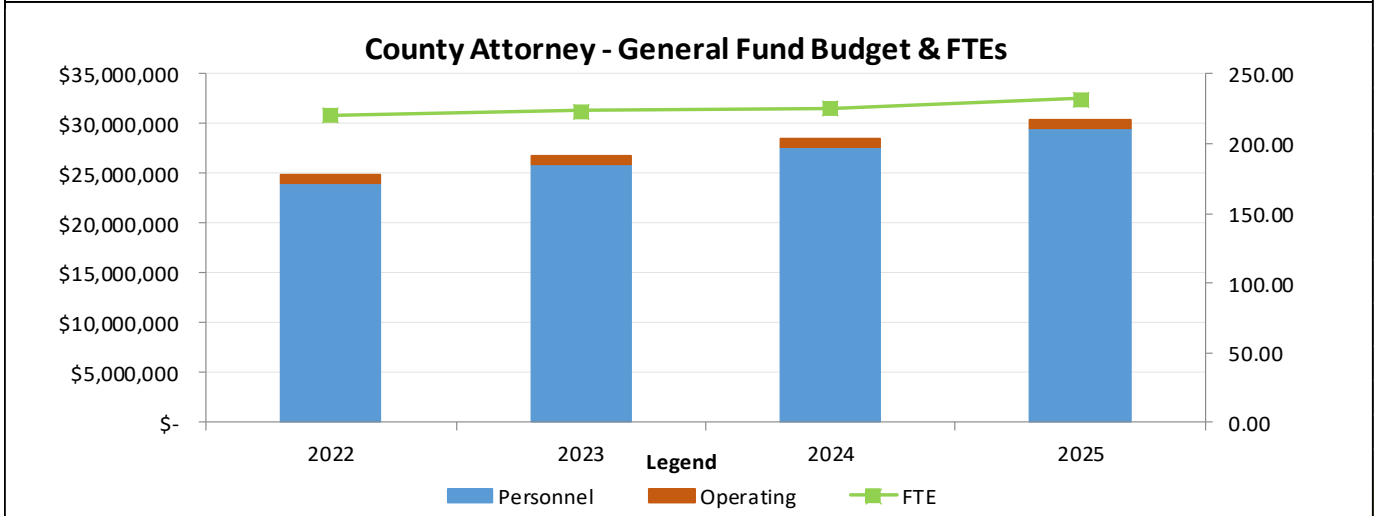
<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Director Assistant – Family Violence	\$168,042	1.0/1.0	<p>The Office states, “The program has been successfully implemented. There were no delays in implementation, and we were able to fill the position in December 2022. The Assistant Director is successfully supervising eight (8) attorneys in Court 4, six (6) attorneys in Trial Court, four (4) paralegals, and additional support staff. The Assistant Director is available to supervise attorneys and train them on the job while they handle case filings, negotiations, and trials. With the addition of the Assistant Director of Family Violence, the Office has been able to expand and designate family violence prosecutors in each of the six other criminal County Courts at Law. The Assistant Director of Family Violence regularly meets with these six additional prosecutors and supervises them on the family violence cases pending in their courts. Therefore, the position allows the County Attorney’s Office to provide expert direct supervisory services to all pending family violence cases.</p> <p>With the addition of the Assistant Director, the Family Violence Division added a docket to address the backlog of cases due to COVID-19; we refer to this docket as the ARPA docket. The Division also added a docket to address cases that are completing classes, referred to the Counseling docket. Under the supervision of the Assistant Director and with the additional dockets, the number of pending cases in Court 4 was reduced by 25% from 3,489 to 2,616. The average number of days a case was pending in Court 4 was reduced by 12 days. The Assistant Director met directly with prosecutors to staff roughly 900 cases set for a jury trial. The prosecutors tried seven jury trials to reach a verdict in 2023. The Assistant Director also meets with the TCDAO weekly to staff cases that can possibly be filed as felony offenses. Seventy cases were staffed in the 2023 Calendar year.”</p>

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Investigator, Protective Orders	\$106,288	1.0/1.0	<p>The Office states, “The program has been successfully implemented. The position was filled by October of 2022. The intended result of the proposal was to provide resources to the Protective Order Division because of increased caseloads within the Division. The number of citizens seeking a Protective Order has increased each year in Travis County. These cases are initiated by citizens and are largely investigated by the Travis County Attorney's Office. The addition of the Protective Order Division Investigator has resulted in complete and thorough investigations, cases, and hearings. Having an Investigator present in the Division and at the court appearances has added to the victim's sense of safety and security during the Court process.</p> <p>The investigator has more directly participated in county-wide safety protocols and procedures.</p> <p>In 2023, the Protective Order Division began serving applicants in person again. Since the pandemic in 2020, we have had approximately 50 people enter the building seeking the assistance of the Division. The investigator was present for the safety of the applicants and the staff. Additionally, the investigator was asked to collect offense reports, photos, text messages, and other evidence on the close to 3,000 cases that were interviewed for a protective order. The investigator also accompanied many applicants to Court for their safety in subsequent hearings. Once an Order is received, the respondent must be served. Locating a respondent is often complex, and the respondents regularly seek to avoid service. The investigator position has been able to search numerous databases to look up possible contact information for Respondents, which allows for the Division to file and successfully serve the Court's Orders. The performance measures of the quantity of PO Applications Screen and PO Applications Filed are direct measures of the number of applicants screened for a protective order and the number of applications filed.”</p>

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	23,989,013	25,941,787	27,681,312	29,503,646	1,822,334
Operating	832,271	873,771	877,671	875,219	(2,452)
Total (Per&Op)	\$ 24,821,284	\$ 26,815,558	\$ 28,558,983	\$ 30,378,865	\$ 1,819,882
CAR*	-	-	-	-	-
Grand Total	\$ 24,821,284	\$ 26,815,558	\$ 28,558,983	\$ 30,378,865	\$ 1,819,882
FTEs	220.50	223.50	225.50	232.50	7.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the County Attorney’s Office increased by \$1,819,882 from the FY 2024 Adopted Budget. This is a 6.4 percent increase. The majority of the increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 27,716,032	\$ 842,951	\$ -	\$ 28,558,983	225.50	\$ -
Target Budget Changes						
Programmatic	292,791	(842,951)	-	(550,160)	2.00	-
Compensation & Benefits	1,019,045	-	-	1,019,045	-	-
Total Target Budget Changes	\$ 1,311,836	\$ (842,951)	\$ -	\$ 468,885	2.00	\$ -
FY 2025 Target Budget	\$ 29,027,868	\$ -	\$ -	\$ 29,027,868	227.50	\$ -
Budget Submission	\$ 29,027,868	\$ -	\$ -	\$ 29,027,868	229.50	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
24/7 Early Case Review	-	500,394	-	500,394	-	-
Mental Health Expedited Dockets	-	302,078	-	302,078	-	-
Investigator - Protective Orders	129,770	-	-	129,770	1.00	-
ARPA Court - Investigator	118,037	-	-	118,037	1.00	-
Programmatic Total	\$ 247,807	\$ 802,472	\$ -	\$ 1,050,279	2.00	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	121,569	-	-	121,569	-	-
Compensation & Benefits Total	\$ 121,569	\$ -	\$ -	\$ 121,569	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Position Transfer (Social Services Dir - 30003841) From CES to County Attorney's Office	142,875	-	-	142,875	1.00	-
Travel and Training Cut Restoration	36,274	-	-	36,274	-	-
Administrative & Other Total	\$ 179,149	\$ -	\$ -	\$ 179,149	1.00	\$ -
Grand Total	\$ 548,525	\$ 802,472	\$ -	\$ 1,350,997	3.00	\$ -
FY 2025 Preliminary Budget	\$ 29,576,393	\$ 802,472	\$ -	\$ 30,378,865	232.50	\$ -
Change from FY 2025 Target	\$ 548,525	\$ 802,472	\$ -	\$ 1,350,997	5.00	\$ -
Change from FY 2024 Adopted	\$ 1,860,361	\$ (40,479)	\$ -	\$ 1,819,882	7.00	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the County Attorney’s Office includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$842,951 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget including \$806,126 of personnel and \$36,825 of operating resources for an Investigator and staff for the Mental Health Expedited Dockets and Early Case Review.
- \$292,791 was added to the budget related to ongoing costs for including \$285,791 of personnel and \$7,000 of operating resources for a 1.0 Attorney IV FTE and 1.0 Paralegal FTE added to the Office midyear for an anticipated workload increase related to the Public Improvement District (PID) moratorium being lifted.

The FY 2025 Preliminary Budget for the County Attorney’s Office includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Resources added to continue funding one Attorney VII and two Attorney VI’s as Special Project Workers (SPWs) and related operating resources for Early Case Review for two additional years with an end date of September 31, 2026.	\$500,394	\$-	\$500,394	-

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Resources added to continue funding two Attorney V's as SPWs and related operating resources for the Mental Health Expedited Dockets for two additional years with an end date of September 31, 2026.	302,078	-	302,078	-
Resources added to convert one Investigator SPW to 1.0 FTE and related operating resources so that the Office may continue to address the Protective Order Division's increased investigative needs.	-	129,770	129,770	1.00
Resources added to convert one Investigator SPW to 1.0 FTE and related operating resources so that the Office may continue providing support for ARPA Court operations.	-	118,037	118,037	1.00
<i>Total Programmatic Recommendations</i>	<i>\$802,472</i>	<i>\$247,807</i>	<i>\$1,050,279</i>	<i>2.00</i>

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the County Attorney's Office includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Resources added to transfer the Family Violence Social Services Director (1.0 FTE – position number 30003841) serving as chair of the Austin/Travis County Family Violence Task Force (A/TCFVTF) to County Attorney's Office (119) to better align the Family Violence duties and tasks accomplished by the position with the appropriate Office.	\$-	\$142,875	\$142,875	1.00
Travel and Training Restoration	-	36,274	36,274	0.00
<i>Total Administrative and Other Funding Changes</i>	<i>\$-</i>	<i>\$179,149</i>	<i>\$179,149</i>	<i>1.00</i>

Included in the FY 2025 Preliminary Budget is a 50 percent restoration of travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$36,274 in ongoing operating resources for the County Attorney's Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the County Attorney's Office includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale ("redlined") that would otherwise not receive the Across the Board pay increase.		\$-	\$901,756
Resources for adjustments to the Peace Officer Pay Scale (POPS) in FY 2024.		-	71,826

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the annual POPS Step Increase for eligible employees in FY 2024.	-	35,621	35,621
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	9,842	9,842
Resources for health insurance cost increases for FY 2025.	-	121,569	121,569
Total Compensation Changes	\$-	\$1,140,614	\$1,140,614

FY 2024 compensation adjustments were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

The Office internally reallocated \$50,951 from their operating budget to their personnel budget to address internal personnel needs of the Office and internally funded \$169,662 in career ladder increases for 21 attorney positions in their FY 2025 Budget Submission.

The Office also internally funded a 1.0 Business Analyst III FTE, a 1.0 Paralegal FTE in the Enforcement Litigation and Collections Division, and internally funded a reclass of an Attorney VII to a County/District Assistant Director in the Trial Division within their FY 2025 Budget Submission.

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15 percent increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, the County Attorney's Office has one revenue generating contract it manages. The contract is being proposed by the County Attorney's Office for adjustment in FY 2025.

Below is a table with additional details on the revenue generating contract that has been proposed by the County Attorney's Office for adjustment. This proposed adjustment is currently being reviewed by PBO and the County Auditor's Office. PBO and the Auditor's Office will coordinate presenting the recommended changes to the Commissioners Court. Fee adjustments required to be approved by the Commissioners Court will be presented in September prior to the adoption of the FY 2025

Budget. Recommended changes to any revenue contracts will be presented to the Commissioners Court at the next contract renewal or according to the terms of the contract.

<i>Central Contract Name</i>	<i>FY 2024 Contract Amount</i>	<i>FY 2025 Proposed Contract Amount</i>	<i>Justification for FY 2025 Proposed Contract Amount</i>
Central Health Cash Management and Legal	\$750,000	\$392,788	The Office states, "To provide a revenue estimate for FY 2025, I reviewed the Central Health (CH) billings for FY's 2022, 2023, and the partial for 2024 (October 2023 - February 2024). I also took into consideration the increase for legal service requests over the last fiscal year, direction of the new leadership and their legal needs and countered that information with CH's desire to be more independent in selecting legal services provided by others outside of the Travis County Attorney's Office (TCAO). Using the above information, I conservatively based the total revenue on the means of the first four (4) months of FY 2024 and multiplied that number by 10% which is a projected decrease in billings TCAO may see from CH. I then multiplied that figure by 12."

VACANT POSITIONS

The Office currently has six total vacancies, out of which the following position has been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Paralegal	30067203	1.00	160	The Office notes that they are currently reviewing application for the position.

The following position has been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Attorney V	30059893	1.00	555	The Office notes that they are holding the position vacant so that it may be utilized to move an LFRF SPW to the General Fund when funding is no longer available.

FUTURE CONSIDERATIONS

The Office notes, "The addition of Civil and Criminal courts, an increase in population, continued compliance with the Morton Act, the expansion of the waiver of immunity by the legislature, and an increase in criminal enforcement jurisdiction continue to increase the need for comprehensive civil legal services and the need to review and resolve matters through the criminal justice system. Further, the increase in Commissioner Court programs and priorities have increased the need for comprehensive legal services."

The Office is working with the Family Justice Center Alliance of HOPE International to assess community readiness for and assist in the development of a Family Justice Center (FJC) to serve victims of domestic violence and sexual assault and their children. The Office notes that the Alliance will work with the Office to provide training, technical support and ongoing technical assistance as requested. The Office anticipates that the assessment will begin in FY 2024 and the Office is allocating \$60,000 of internal departmental resources to conduct this study. PBO recommends that the Office share the results and findings of this assessment with the Commissioners Court so that any future fiscal implications can be better understood.

On April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk's Office, the County Attorney's Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney's Office, the Public Defender's Office (PDO), the District Clerk's Office, and the Sheriff's Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a wholistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss our draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop potential options for the Commissioner Court to consider for funding depending on how CAFA could be implemented in FY 2025, based on the roles of the County and the City of Austin.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: 24-7 EARLY CASE REVIEW

<i>Program:</i>	Criminal Division - Records / Intake & Criminal Trial Courts (119)			
<i>Fund/Fund#:</i>	General Fund (0001)	<i>Mandated Program:</i>		Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	3.00	-	-	-
Personnel	481,894	481,894	481,894	-
Operating	18,500	18,500	18,500	-
Subtotal	\$ 500,394	\$ 500,394	\$ 500,394	\$ -
Capital	-	-	-	-
Dpt Total	\$ 500,394	\$ 500,394	\$ 500,394	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 500,394	\$ 500,394	\$ 500,394	\$ -

DEPT. SUMMARY OF REQUEST

The Travis County Attorney’s Office requests funding for one (1) FTE Attorney VII and two (2) FTE Attorney VI positions. This is a request for permanent ongoing funding of three (3) Special Project Worker positions granted from the midyear FY 2022, FY 2023, and FY 2024 requests.

The purpose of these positions is to support Early Case Review (ECR) and provide prosecutorial decisions at the earliest juncture within the criminal justice system to (i) reduce the jail population and avoid costs related to incarceration, indigent defense fees, and monitoring by Pretrial Services; (ii) to avoid costs related to the collateral consequences of an arrest such as loss of employment, housing, and familial stability; (iii) to advocate for bond conditions that keep victims and the community safe; and (iv) ensure appropriate charges are filed and inappropriate charges are not filed by having a direct point of contact for law enforcement agencies. This request is separate from the expected re-commencement of the Council at First Appearance (CAFA) initiative.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of cases entered into TechShare	16,294	16,763	15,936	16,732	17,994	19,430
# of cases filed	11,498	11,143	10,804	12,038	12,038	12,516
<i>New Measures</i>						
# of cases reviewed	1,902	12,469	13,780	14,000	14,000	14,280

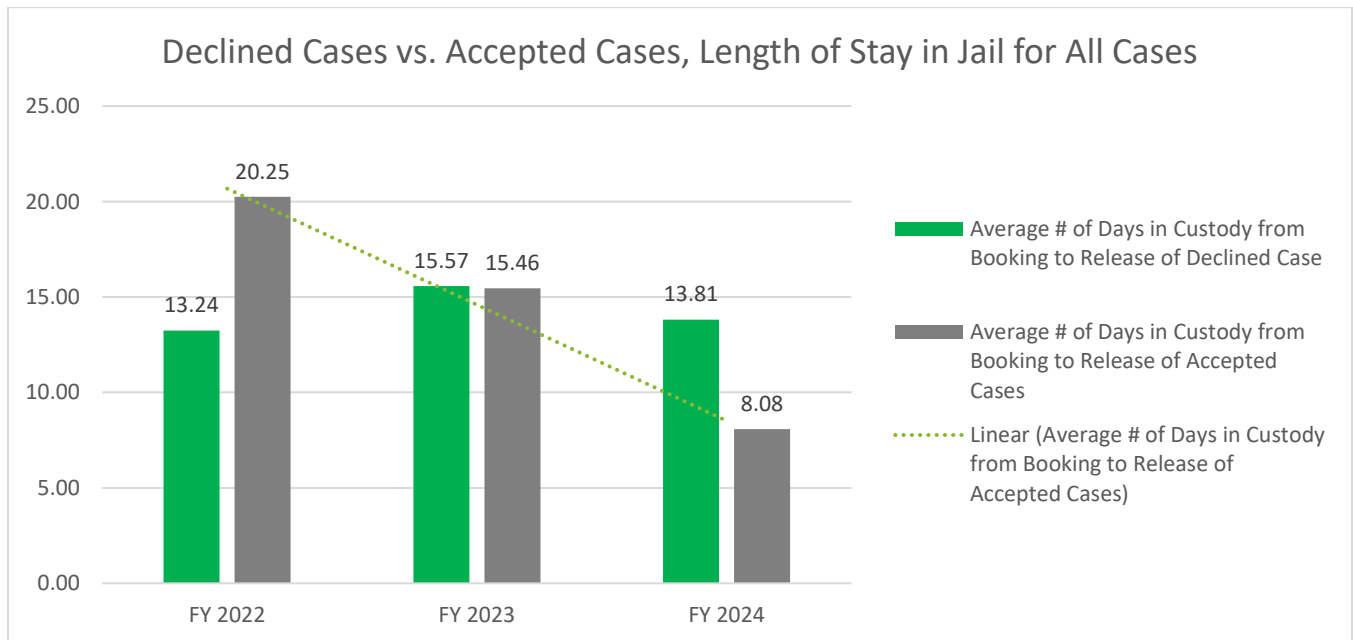
PBO RECOMMENDATION

Beginning in FY 2023, the County Attorney’s Office implemented 24/7 Early Case Review. The Office states, “The goal of 24/7 Early Case Review is to review probable cause (PC) affidavits submitted by law enforcement. Early Case Review relies on a collaborative effort between law enforcement, TCSO jail personnel, TCAO, the county and city clerk, and the magistrate. After a law enforcement officer submits a PC affidavit to TCSO, a member of TCSO jail personnel forwards the probable cause affidavit to TCAO for an attorney to review, and an attorney returns the review to TCSO. If a case is accepted, TCSO forwards the probable cause affidavit to a magistrate. If declined, TCSO releases the misdemeanor hold on the arrested individual.”

The Office assigns one prosecutor per shift on a rotating basis to ensure coverage for three shifts; Shift A: 7 am – 3 pm; Shift B: 3 pm – 11 pm; and Shift C: 11 pm – 7 am, seven days a week. For Shift A, prosecutors review cases within thirty minutes of receiving a Probable Cause (PC) affidavit from the Sheriff’s Office. Prosecutors are unable to review PC affidavits in a similar timely manner for Shifts B and C due to staffing constraints. PC affidavits submitted during these shifts, are also reviewed the following morning during Shift A, as agreed to with the Sheriff’s Office. In addition to their review, prosecutors for all shifts also assist in ongoing investigations through collaborative efforts with various law enforcement agencies throughout Travis County. The Office also notes, “The purpose of the initiative is to ensure that citizens are provided prompt decisions about the direction of a case prior to review by a magistrate. When a case is deemed not appropriate for prosecution, a citizen is released from custody without the need for appointed counsel.”

The implementation of 24/7 Early Case Review has greatly impacted the number of cases the Office has been able to review, as opposed to the number of cases reviewed before Early Case Review was implemented in March 2021 (midyear FY 2021). The Office notes that during FY 2022, only 18 percent of all misdemeanor PC affidavits were reviewed. In comparison, during FY 2023, the Office was able to review 54 percent of all misdemeanor PC affidavits and 61 percent of all misdemeanor PC affidavits, as of May 2024. The Office continues to work towards review 90 percent – 100 percent of all bookings for a misdemeanor charge and “reduce pretrial detention for nonviolent offenders.”

The graph below, based on data provided by the County Attorney’s Office, indicates that Early Case Review efforts have significantly reduced the average length of jail stay for individuals whose cases are reviewed by the Early Case Review Staff, even if their charges are accepted.



The average length of jail stay for an individual with an accepted case has decreased approximately 48 percent from 15.46 days in jail on average to 8.08 days in jail on average between FY 2023 and May 2024 and a 60 percent decrease between FY 2022 and May 2024. For individuals booked, even with declined cases, the average length of jail stay for an individual with an accepted case has decreased approximately 11 percent from 15.57 days in jail on average to 13.81 days in jail on average between FY 2023 and May 2024 and a 4 percent increase between FY 2022 and May 2024. The Office states that this data provides, “compelling evidence of the cost-saving benefits when an Early Case Review Attorney reviews a case. The County stands to gain significant cost reductions associated with housing inmates, regardless of whether the Early Case Review attorney accepts or declines a charge.”

PBO recommends the continuation of the Early Case Review staff including one Attorney VII and two Attorney VI’s as Special Project Workers (SPWs) and related operating resources for two additional years with an end date of September 30, 2026. During this time, the Office will continue to explore the benefits of Early Case Review and its impact on the Travis County justice system, including CAFA. As the feasibility of implementing CAFA on a 24/7 basis is explored among Travis County Offices and Departments, it is important to note that these Early Case Review SPWs will be used for the County Attorney’s role in CAFA, in addition to their other duties.

REQUEST #2: MENTAL HEALTH EXPEDITED DOCKETS

<i>Program:</i>	Criminal Division - Records / Intake & Criminal Trial Courts (119)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	-	-	-
Personnel	283,528	283,528	283,528	-
Operating	18,550	18,550	18,550	-
Subtotal	\$ 302,078	\$ 302,078	\$ 302,078	\$ -
Capital	-	-	-	-
Dpt Total	\$ 302,078	\$ 302,078	\$ 302,078	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 302,078	\$ 302,078	\$ 302,078	\$ -

DEPT. SUMMARY OF REQUEST

The Commissioners Court has adopted a vision that includes reducing crime and jail populations, supported by increased/effective mental and behavioral health services so that the community will be safer. In furtherance of this vision, the Travis County Attorney’s Office requests ongoing funding of \$302,078 to convert two (2) Attorney V Special Project Worker (SPW) positions to full-time equivalents (FTE) which were originally granted in FY 2023 and renewed in FY 2024 to address the increase in the number of expedited dockets. Expedited dockets impact jail population and consist off Bond Review Docket (BRD) and the Special Reduction Docket (SPRD). Without additional approval, the funding for the positions terminates at the end of FY 2024.

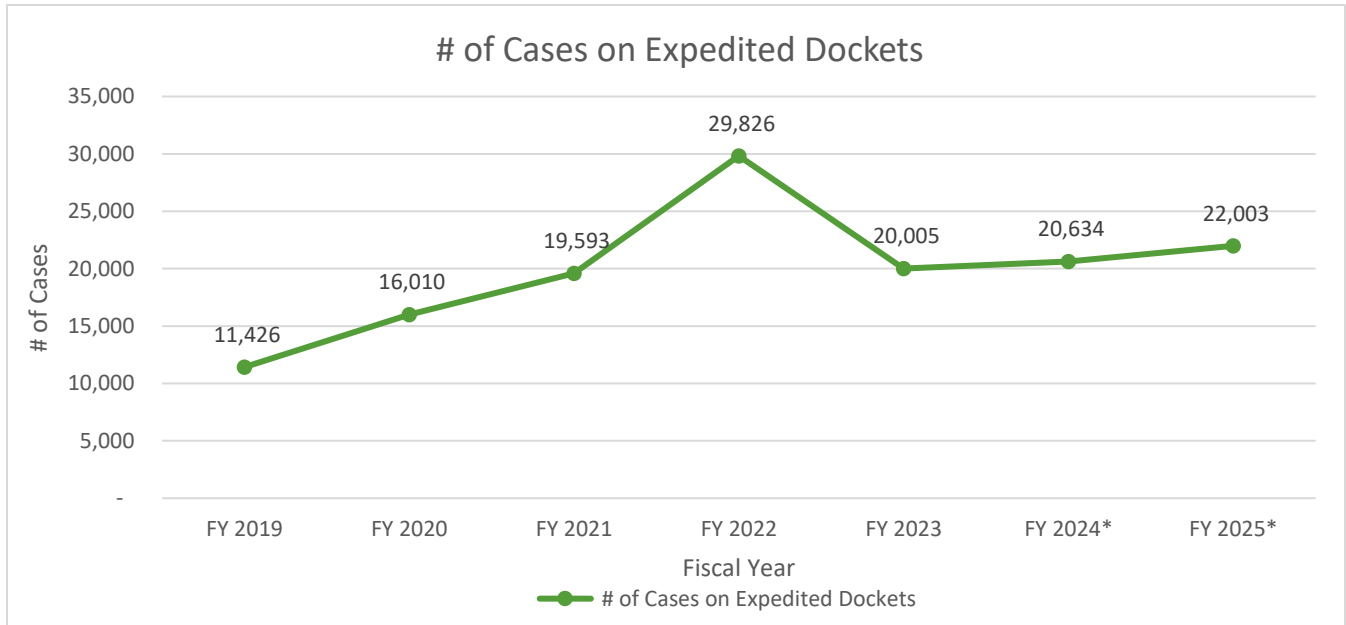
BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of cases filed	11,498	11,143	10,804	12,038	12,038	12,516
# of cases set on Expedited Dockets	29,826	20,005	20,634	22,003	22,003	22,584
# of instances of discovery sent	94,051	114,633	115,779	116,936	116,936	118,105
# of Morton Act Compliance Statements Completed	3,441	4,566	3,998	4,017	4,017	4,037

PBO RECOMMENDATION

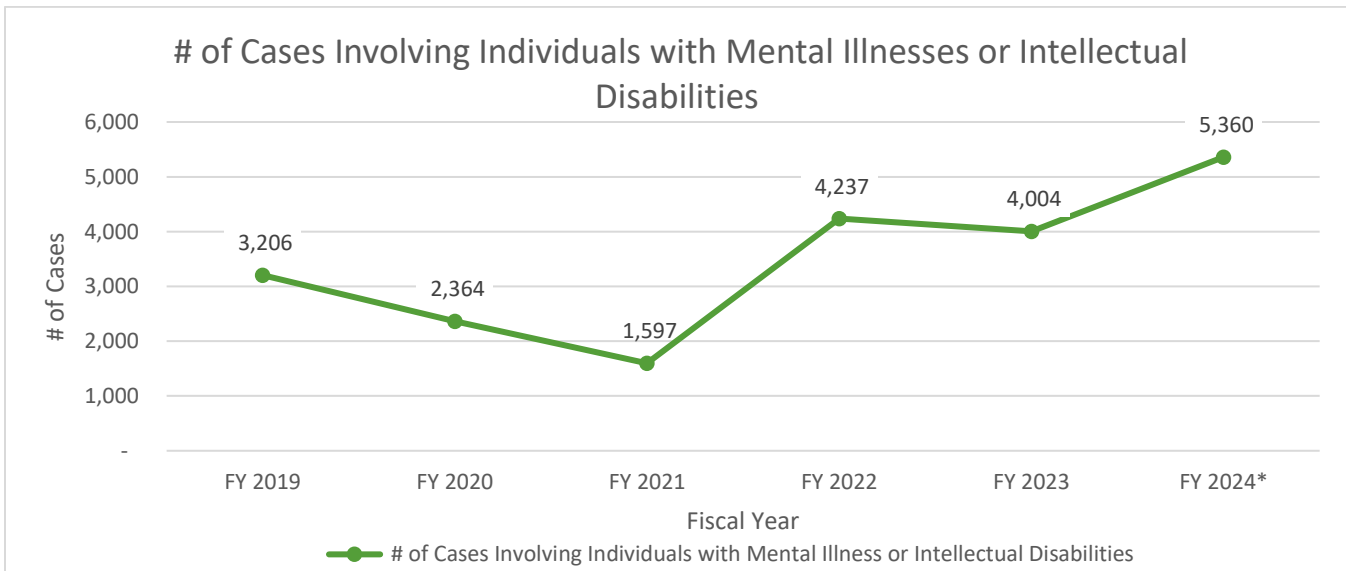
Beginning in FY 2020, the Office observed a significant increase in the number of cases set on the Expedited Dockets, which consists of the Special Reduction Docket (SPRD) and the Bond Review Docket. The SPRD is held twice a week and, “exist[s] to provide consideration of defendants’ mental health to determine the appropriate types of treatment and case disposition for defendants’ requiring mental health services.” The Bond Review Docket, “exists to judiciously evaluate and determine case

dispositions for individuals housed in the Travis County jail through pretrial detentions.” The following graph notes the number of cases on the Expedited Dockets for the last five fiscal years, as well as the projected number of cases on the dockets for FY 2024 and FY 2025.



*Projected

The Office projects that the number of cases on the Expedited Docket will continue to grow due to the growing interest of alternative dockets and diversion efforts. Of note, in FY 2022, the Office continued to work through the case backlog as a result of the COVID-19 pandemic. This, coupled with the increase of cases involving individuals with mental illness and legislation that resulted jail populations lead to a spike in FY 2022, a 52 percent increase over FY 2021. The Office also projects an increase in the number of cases involving individuals with mental illnesses or intellectual disabilities as the Travis County population continues to grow, as noted in the following table.



*Projected

The Office has experienced a 25 percent increase of case involving individuals with mental illnesses or intellectual disabilities and projects a 34 percent increase in FY 2024, over FY 2023. Due to these noted increases of cases on the expedited dockets and case involving individuals with mental illnesses or intellectual disabilities, PBO recommends the continuation of the Mental Health Expedited Dockets staff including two Attorney V's as SPWs and related operating resources for two additional years with an end date of September 30, 2026, so that the Office may continue to address the increase of caseloads.

REQUEST #3: PROTECTIVE ORDERS INVESTIGATOR

<i>Program:</i>	Criminal Division - Family Violence & Protective Order Div (119)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	1.00	1.00	1.00
Personnel	127,770	127,770	127,770	127,770
Operating	2,000	2,000	2,000	2,000
Subtotal	\$ 129,770	\$ 129,770	\$ 129,770	\$ 129,770
Capital	104,115	-	-	-
Dpt Total	\$ 233,885	\$ 129,770	\$ 129,770	\$ 129,770
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 233,885	\$ 129,770	\$ 129,770	\$ 129,770

DEPT. SUMMARY OF REQUEST

The Travis County Attorney’s Office requests ongoing funding of \$233,885 to convert one Investigator SPW to an FTE in the Criminal – Family Violence and Protective Order Division originally granted in FY 2023 and renewed in FY 2024 to address the significant increase in protective order screenings and court hearings within the Family Violence and Protective Order division. The investigator will be utilized to improve the screening of protective order applicants, including tasks related to conflicts of interest and contact information for abusers, and to facilitate case resolution within the Family Violence and Protective Order Division.

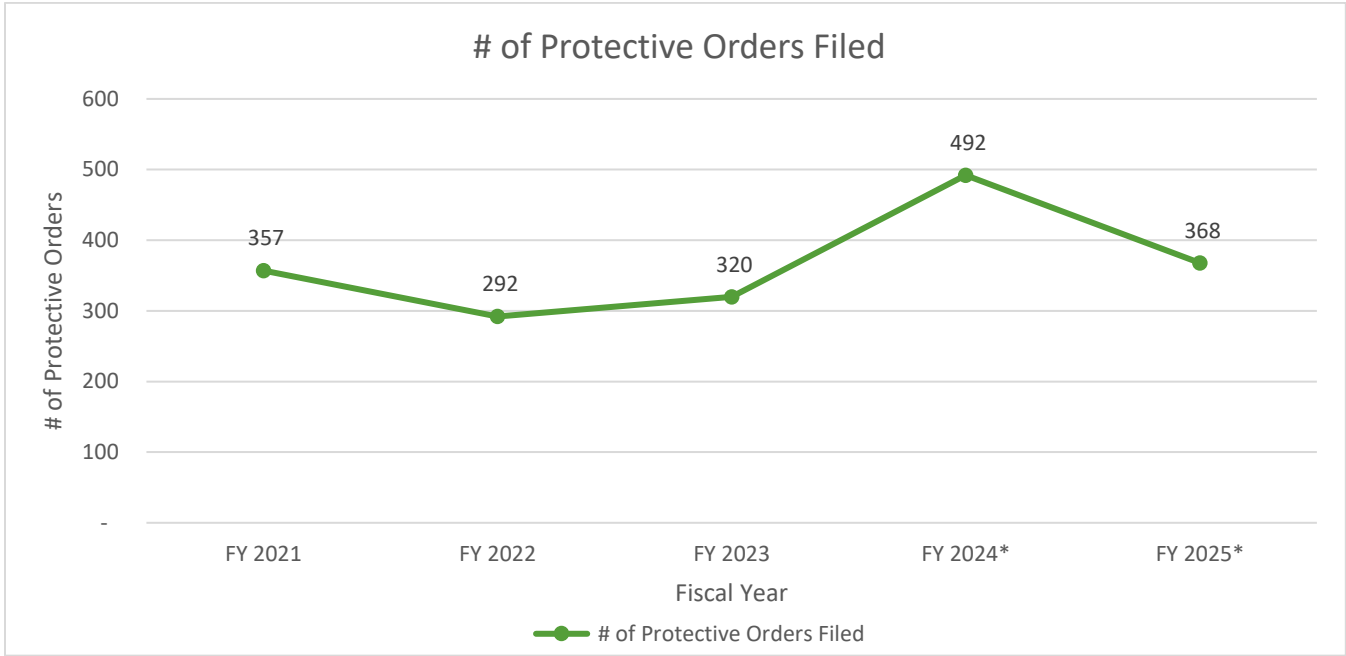
BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# PO applications screened	3,193	3,028	2,474	2,898	3,047	3,107
# POs filed	292	320	492	368	456	501

PBO RECOMMENDATION

Recently enacted State legislative changes reduced the legal requirements necessary to apply for a protective order and also included victims of indecent assault in the list of individuals who can seek a protective order. In addition, during COVID-19, the Office began to accept protective order applications virtually, which also resulted in an increase of workload for the Protective Order division. To address this increase, in FY 2023 the Office reassigned investigator resources to the Division and assigned a devoted Investigator to the Family Violence and Protective Order Division to address the increase in caseloads, TechShare requests, court accompaniment for victims, as well as Office staff, and assist with locating defendants and respondents who are seeking to avoid attending court. This investigator also obtains and evaluates necessary evidence to make screening determinations to prepare for hearings.

The Office states, “the reallocation of resources is not sustainable without additional funding for an Investigator (FTE). The Protective Order Division has seen a 46% increase in the number of applications filed between FY 2022 and September and October of FY 2023. This rate would suggest the Division will file approximately 462 applications in 2024. Additional filings will result in requiring more evidence to be gathered and collected and in applicants attending more hearings requiring accompaniment by an Investigator.” The following table notes the increase of protective orders filed with the Office.



***Projected**

PBO recommends ongoing funding of \$129,770 to convert this Investigator SPW position to 1.0 FTE so that the Office may continue to address the Division’s demonstrated investigative needs and the anticipated increase of workload related to more protective orders being filed. Additionally, PBO recommends the continuation of a loaner vehicle (Unit #:4380) provided by TNR and recommends that the Office order additional fuel cards, as needed, for this unit vehicle from TNR Fleet Fuel. PBO also recommends that the Office continue allowing this position to utilize the radio provide by the Office.

REQUEST #4: ARPA COURT - INVESTIGATOR

<i>Program:</i>	Criminal Division - Family Violence & Protective Order Div (119)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	1.00	1.00	1.00
Personnel	115,037	115,037	115,037	115,037
Operating	3,000	3,000	3,000	3,000
Subtotal	\$ 118,037	\$ 118,037	\$ 118,037	\$ 118,037
Capital	104,508	-	-	-
Dpt Total	\$ 222,545	\$ 118,037	\$ 118,037	\$ 118,037
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 222,545	\$ 118,037	\$ 118,037	\$ 118,037

DEPT. SUMMARY OF REQUEST

The Travis County Attorney’s Office requests ongoing funding of \$222,545 to convert one Investigator grant-funded position to an FTE to locate defendants who have become disengaged from their attorneys and the court. This SPW was originally funded by the American Rescue Plan Act (“ARPA”) and approved by the Commissioners Court for FY 2023 and FY 2024. A skilled investigator with access to local and nationwide location databases combined with their experience and other resources could restore the pathways of communication and allow cases to move toward a resolution and avoid bond forfeitures. The Departments notes that the Investigator position is a great example of cost avoidance to the County. Additionally, the position is needed to address the increase in protective order screenings and hearings and to support the Family Violence/Protective Order Division, along with other functions within the Office. The Office notes that typically 1 Investigator is assigned to 2 courts, but this additional investigator would provide support to address unindicted case backlog.

BUDGET REQUEST PERFORMANCE MEASURES

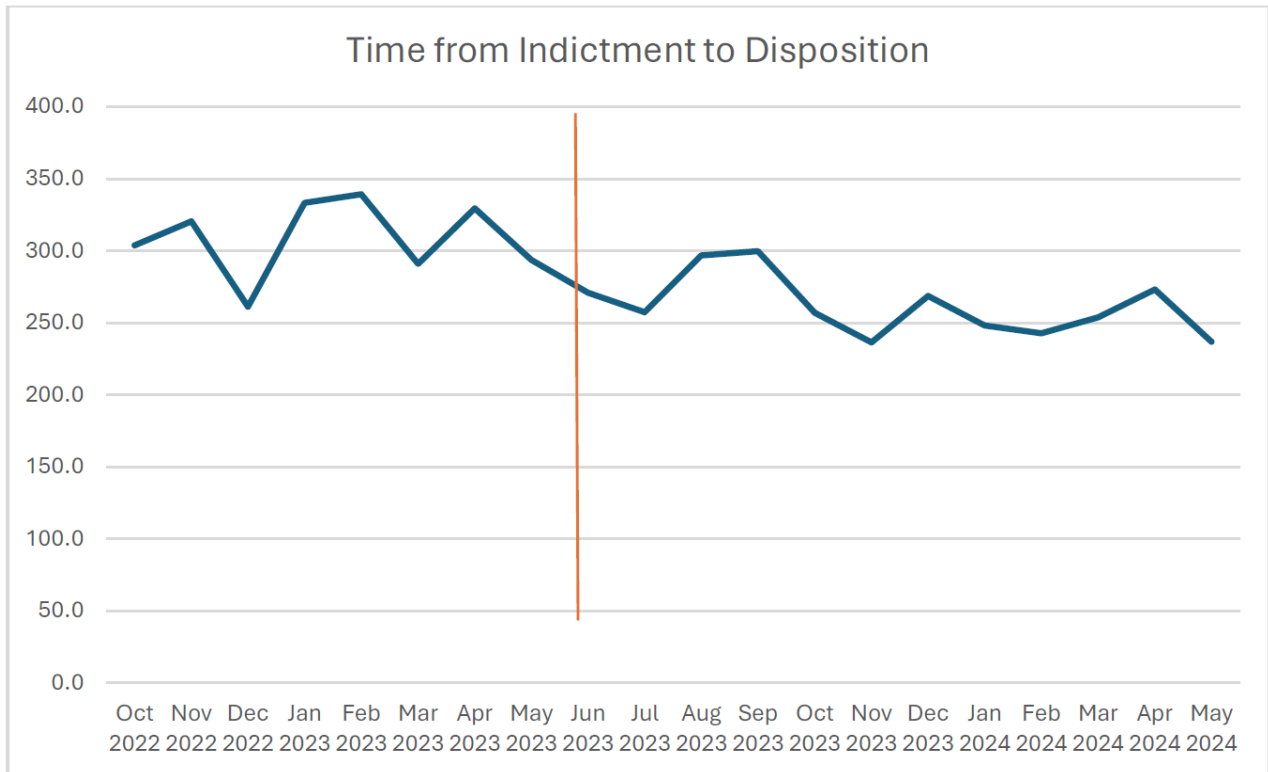
<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# PO applications screened	3,193	3,028	2,474	2,898	3,047	3,107
# POs filed	292	320	492	368	456	501

PBO RECOMMENDATION

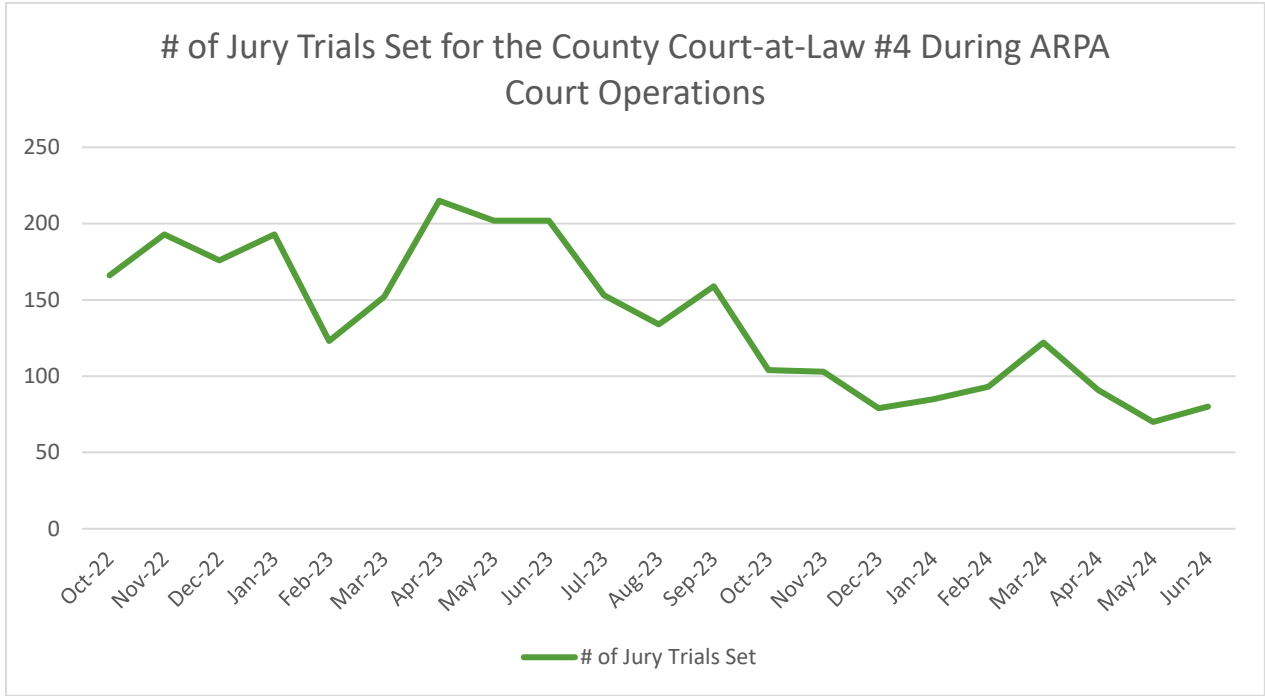
In FY 2022, the Travis County Commissioners Court approved a contract with the Texas Judiciary to receive funds appropriated from the federal American Rescue Plan Act (ARPA). The grant period was from October 1, 2022, through March 31, 2024. This grant assisted Travis County Criminal Courts with the backlog of cases caused by the COVID-19 pandemic and funded six positions, including: 1) an investigator for the County Attorney's Office, 2) a Case Worker in the Public Defender’s Office, 3) a Court Clerk II in the District Clerk’s Office, 4) a Court Clerk II in the County Clerk’s Office, 5) a Judicial Aide Specialist (Court Coordinator), and 6) a contracted Court Reporter within the Criminal Courts, which was converted to a full-time position

because of the needs of the ARPA Court. Funding was also allocated for contract interpreters, visiting judges, and other operating needs.

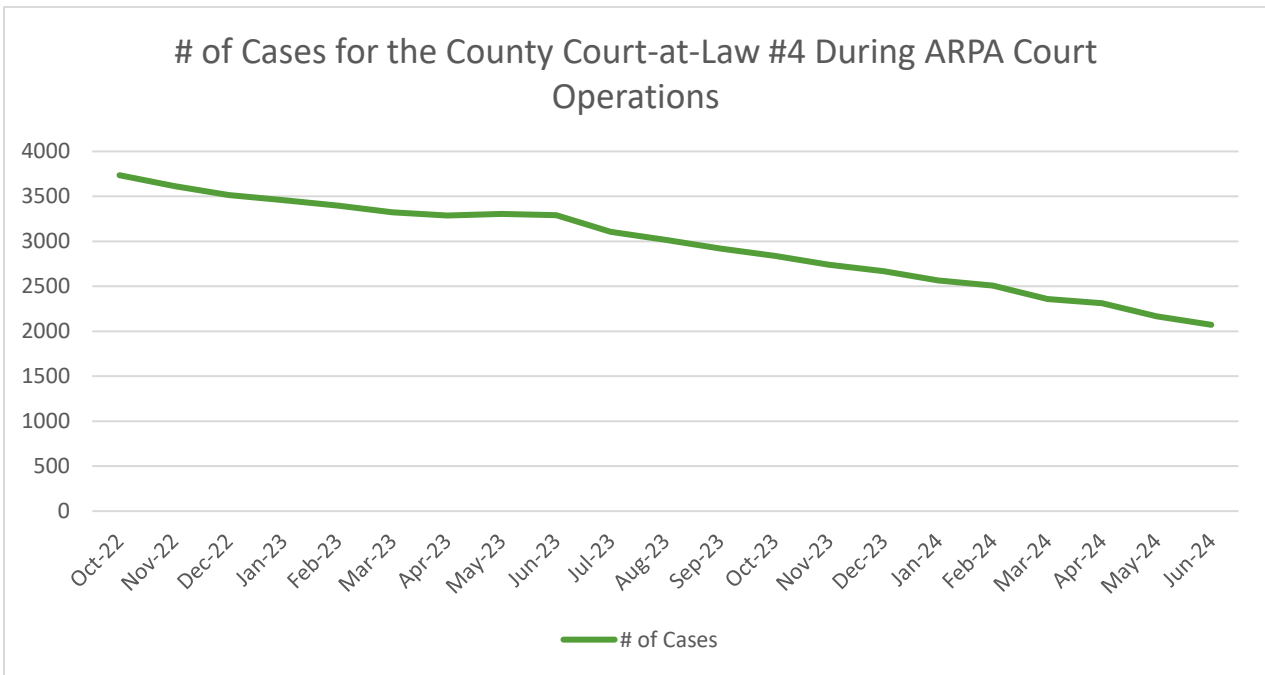
Since its implementation, the Criminal Courts note that the ARPA Court has assisted with the disposition of cases and unindicted case backlog because of COVID. Per data provided by the Criminal Courts, of Felony cases set on the Unindicted Docket in the ARPA Court, 23 percent are disposed of within 30 days of setting, and 35 percent are moved to a pretrial diversion program. The Department also notes the time, in days, to disposition decreased since the introduction of the Unindicted Docket for all felony cases, as shown in the table provided by the Criminal Courts below.



The Criminal Courts note the ARPA Court assisted with Felony cases set on the Jury Docket, specifically for Family Violence cases in County Court-at-Law 4, and notes that 49 percent of Felony cases set on this docket are disposed of within 30 days of the setting date, compared to a 28 percent disposition rate for regular dockets. Jury trials for the County Court-at-Law 4 also decreased by 52 percent since the implementation of the ARPA Court. The following table notes the reduced decrease in the number of Jury trials set for this court due to the assistance of the ARPA Court.



Due to the implementation of the ARPA Court, the County Court-at-Law 4 has a reduced caseload. The Department notes the County Court-at-Law 4 caseload decreased by 45 percent, as indicated in the following table.



Beginning in April 2024, CAFA test shifts began operating the Auxiliary (AUX) Courtroom of the Blackwell-Thurman Criminal Justice Complex (CJC), which is where the ARPA Court had been holding operations. However, the Criminal Courts note this has not slowed ARPA Court operations, as the Department uses empty courtrooms on a rotating basis to continue ARPA Court operations. The Department is willing to continue using vacant courtroom space on a rotating basis due to CAFA test shifts. The area of the Travis County Jail identified to conduct CAFA will need to undergo repairs and renovations beginning in June 2024. These repairs and renovations could take approximately 18 months before the space can be utilized to conduct CAFA. PBO will work with Facilities Management, the Travis County Sheriff's Office (TCSO), and other relevant stakeholders Offices, and Departments to provide updates to the Commissioners Court on the progress of these repairs as needed.

The Criminal Courts worked with the Grantor to extend the continuation of these grant-funded positions and identified grant savings to fund the positions until approximately September 2024. The FY 2024 Adopted Budget includes a \$305,495 Earmark against the Allocated Reserve for the continuation of the ARPA Court so these positions and operations could continue for the remainder of FY 2024. The County Attorney's Office, the County Clerk's Office, the Criminal Courts, the District Clerk's Office and the Public Defender's Office requested to continue these positions for FY 2025. The following table notes the resources requested by each Office and Department for FY 2025.

FY 2025 Requested Resources to Continue the ARPA Court

<i>Department/Office</i>	<i>One-time Personnel</i>	<i>One-time Operating</i>	<i>CAR/ITS</i>	<i>Total One-time</i>	<i>Ongoing Personnel</i>	<i>Ongoing Operating</i>	<i>Total Ongoing</i>	<i>Total</i>	<i>FTEs</i>
County Attorney	\$-	\$-	\$104,508	\$104,508	\$115,037	\$3,000	\$118,037	\$222,545	1.00
County Clerk	76,808	-	-	76,808	-	-	-	76,808	1.00
Criminal Courts	263,456	-	-	263,456	-	-	-	263,456	0.00
Criminal Courts LMF	-	150,475	-	150,475	-	-	-	150,475	0.00
District Clerk	76,808	-	-	76,808	-	-	-	76,808	1.00
Public Defender's Office	-	-	2,600	2,600	81,311	2,800	84,111	86,711	1.00
Total	\$417,072	\$150,475	\$107,108	\$674,655	\$196,348	\$5,800	\$202,148	\$876,803	4.00

FY 2025 requested resources for the ARPA Court total \$876,803 and 4.0 FTEs. This includes \$613,420 of personnel resources, \$5,800 of ongoing operating resources, \$150,475 of one-time operating resources and \$107,108 of CAR/ITS resources.

The County Attorney's Office requested \$222,545 and 1.0 FTE. This includes \$115,037 in personnel funding for a 1.0 Investigator FTE, along with \$3,000 in ongoing operating resources for supplies, travel and training associated with this position. The request includes \$104,508 in CAR/ITS funding for a law enforcement vehicle and radio equipment.

The County Clerk's Office requested \$76,808 in personnel resources for the conversion of the Court Clerk II SPW to a full FTE (1.0 FTE) to continue supporting the ARPA Court operations.

The Criminal Courts requested a total of \$413,931 and 2.0 SPWs. This includes \$100,602 of one-time personnel resources for a Judicial Aide Specialist to serve as a Court Coordinator and \$162,854 of one-time personnel resources for a Court Reporter to support continued ARPA Court operations. The Criminal Courts also requested \$150,475 in one-time operating resources for contracted visiting judges to be budgeted in the Criminal Courts Legally Mandated Fees Department.

The District Clerk's Office requested \$76,808 in personnel resources for the conversion of the Court Clerk II SPW to a full FTE (1.0 FTE) to continue supporting the ARPA Court operations.

Lastly, the Public Defender’s Office requested \$86,711 and 1.0 FTE. This includes \$81,311 of personnel resources, \$2,800 of ongoing operating resources for travel and equipment costs and \$2,600 in one-time centrally budgeted resources for computer of phone equipment related to the conversion of the Case Worker SPW position into a full FTE (1.0 FTE).

The Department further notes, “The ARPA Court will allow the Travis County criminal justice system to keep pace with an expanding population and backlogged cases reaching the docket. It will allow the Criminal Courts to maintain and improve the clearance rates of cases and the percentage of Felony cases disposed within 180 days.” PBO recommends the continuation of the ARPA Court in order to continue providing this level of service and addressing the criminal case backlog.

The following table notes PBO recommended resources for ARPA Court operations.

FY 2025 Recommended Resources to Continue the ARPA Court

<i>Department/Office</i>	<i>One-time Personnel</i>	<i>One-time Operating</i>	<i>CAR/ITS</i>	<i>Total One-time</i>	<i>Ongoing Personnel</i>	<i>Ongoing Operating</i>	<i>Total Ongoing</i>	<i>Total</i>	<i>FTEs</i>
County Attorney	\$-	\$-	\$-	\$-	\$115,037	\$3,000	\$118,037	\$118,037	1.00
County Clerk	76,808	-	-	76,808	-	-	-	76,808	0.00
Criminal Courts	100,602	-	-	100,602	162,854	-	162,854	263,456	1.00
Criminal Courts LMF*	-	-	-	-	-	-	-	-	0.00
District Clerk	76,808	-	-	76,808	-	-	-	76,808	0.00
Public Defender’s Office	81,311	2,800	-	84,111	-	-	-	84,111	0.00
Total	\$335,529	\$2,800	\$-	\$338,329	\$277,891	\$3,000	\$280,891	\$619,220	2.00

*PBO recommends a \$100,000 one-time Earmark against the Allocated Reserve for Visiting Judges to assist with judicial duties for ARPA Court proceedings.

FY 2025 recommended resources for the ARPA Court total \$619,220 and 2.0 FTEs. This includes \$613,420 of personnel resources and \$5,800 of operating resources. PBO also recommends a \$100,000 one-time Earmark against the Allocated Reserve for Visiting Judges to assist with judicial duties for ARPA Court proceedings.

PBO recommends \$118,037 of ongoing personnel and operating resources to convert an Investigator SPW to 1.0 FTE within the County Attorney’s Office. This investigator will continue to support the County Attorney’s efforts to reconnect disengaged defendants with the court system. PBO does not recommend funding for a vehicle or radios for this position and recommends that the position continue utilizing the loaner vehicle provided by TNR and the radio provided from the County Attorney’s Office internal inventory.

PBO also recommends a total of \$263,456 of personnel resources for the Criminal Courts. This includes \$162,854 of ongoing personnel resources for 1.0 Court Reporter FTE to not only continue supporting ARPA court operations but to also provide ongoing court reporting support for all the Criminal Courts. Also included is \$100,602 of one-time personnel resources for a 1.0 Judicial Aide Specialist SPW for a two-year period, with an end date of September 30, 2026, to continue supporting the ARPA Court.

Furthermore, PBO recommends \$153,616 in one-time personnel funding for two two-year Court Clerk II SPWs with an end date of September 30, 2026, one each within the District Clerk’s Office and the County Clerk’s Office.

PBO recommends a total of \$84,111 in one-time resources, including \$81,311 in personnel and \$2,800 in associated operating resources, to support the continuation of the ARPA Court Case Worker SPW in the Public Defender's Office for two additional years with an end date of September 30, 2026.

Lastly, PBO recommends a \$100,000 Earmark against the Allocated Reserve for contracted Visiting Judges to assist with ARPA court judicial proceedings. Typically, the State of Texas contributes funding for District visiting judges, which has resulted in a remaining balance in previous years for the Criminal Courts Visiting Judge budget. PBO recommends that the Department first utilize their current Visiting Judge budgeted resources before requesting to access these earmarked funds. Because a major part of this Court's function is to support efforts to reduce backlog in the courts, PBO acknowledges the potential need for additional resources.

REQUEST #5: CAFA – COUNTY ATTORNEY STAFFING FOR 24-7 OPERATIONS

<i>Program:</i>	Criminal Division - Records / Intake & Criminal Trial Courts (119)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	12.00	-	-	-
Personnel	1,369,602	-	-	-
Operating	85,225	-	-	-
Subtotal	\$ 1,454,827	\$ -	\$ -	\$ -
Capital	31,200	-	-	-
Dpt Total	\$ 1,486,027	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,486,027	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Travis County Attorney’s Office requests ongoing funding for six (6) Attorney VI FTEs and six (6) Paralegal FTEs. The purpose of these positions is to provide prosecutorial decisions at the earliest juncture within the criminal justice system to (i) reduce the jail population and avoid costs related to incarceration, indigent defense fees, and monitoring by Pretrial Services; (ii) to avoid costs related to the collateral consequences of an arrest such as loss of employment, housing, and familial stability; (iii) to advocate for bond conditions that keep victims and the community safe; and (iv) to ensure appropriate charges are filed and inappropriate charges are not filed by having a direct point of contact for law enforcement agencies.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of cases entered into TechShare	16,294	16,763	15,936	16,732	17,994	19,430
<i>New Measures</i>						
# of cases reviewed	1,902	12,469	13,780	13,780	22,943	25,054

PBO RECOMMENDATION

PBO’s final recommendation for CAFA-related FY 2025 budget requests is pending a wider analysis of anticipated needs across all stakeholders intended to support an eventual full implementation of CAFA.

On April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of

Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk's Office, the County Attorney's Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney's Office, the Public Defender's Office (PDO), the District Clerk's Office, and the Sheriff's Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a holistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss PBO's draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop potential options for the Commissioners Court to consider for funding depending on how CAFA could be implemented in FY 2025, based on the roles of the County and the City of Austin.

REQUEST #6: EXTERNALLY FUNDED CAREER LADDERS

<i>Program:</i>	County Attorney (119)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	169,662	-	-	-
Operating	-	-	-	-
Subtotal	\$ 169,662	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 169,662	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 169,662	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Career Ladder funding for 21 Assistant County Attorneys eligible for increases during FY 2025.

BUDGET REQUEST PERFORMANCE MEASURES

The Office did not submit performance measures for this request.

PBO RECOMMENDATION

The County Attorney’s Office internally funded \$169,662 in career ladder increases for 21 attorney positions in their FY 2025 Budget Submission.

The Planning and Budget Office supports the career ladder program, but since FY 2010, the Commissioners Court has not provided additional General Fund resources for career ladders. Instead, Offices and Departments have been responsible for managing internal personnel funds to ensure appropriate career ladder movement for their employees. Given the length of time that has passed since centralized budgeting of career ladder increases, it may be time to re-evaluate career ladder policies in conjunction with HRMD’s review of career ladders countywide. It will be important, if the Commissioners Court reinstates centralized funding, for there to be a mechanism to track career ladder increases. PBO is waiting for further guidance from Commissioners Court on a countywide strategy for awarding career ladders. Until that time, PBO does not recommend funding this request.

REQUEST #7: DIVERSION CENTER

<i>Program:</i>	County Attorney (119)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ -	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This request supports the creation of a Travis County Diversion Center focused on serving individuals with mental illness or substance use disorders who frequently interact with the criminal justice system, homeless continuum of care services, and acute care medical and mental or behavioral health treatment systems by using any available funds which may include, but not be limited to, federal funds allocated to Travis County.

BUDGET REQUEST PERFORMANCE MEASURES

The Office did not submit performance measures for this request.

PBO RECOMMENDATION

On May 9, 2023, Commissioners Court approved the Health and Human Services Department (HHS) request to use \$19,500 to enter into an agreement with a consultant to provide technical assistance for development of a diversion system to further advance the goal of Travis County developing an effective diversion system that includes multiple entry points, including pre and post arrest from the \$500,000 Earmark against the Allocated Reserve.

The consultant facilitated a discussion with stakeholders on June 5, 2023. The consultant was identified through a two-day conference attended by a delegation of Travis County staff and Elected Officials in April 2023, which included discussion with experts who developed the soon-to-be-completed Miami Center for Mental Health & Recovery. The consultant, who helped develop Miami’s comprehensive diversion system, will share subject matter expertise with Travis County and work to provide technical assistance to further the goal of developing a robust diversion system in Travis County. This technical assistance will build on the assets and studies already available to ensure stakeholder engagement in the work and aligns with the unanimously passed Resolution on a Diversion Center on March 23, 2023, and the Local Fiscal Recovery Fund (LFRF) funding allocation of \$8 million for a Residential Jail Diversion with Mental Health and Addiction Treatment Pilot approved by Commissioners Court on April 20, 2023. Additional discussions will continue to occur and will likely include outside consultation and guidance from the Council of State Governments (CGS) Center for Justice and Mental Health Partnerships.

On November 28, 2023, Commissioners Court approved a Request for Qualifications (RFQ) to begin providing services in the community. It is anticipated that this Phase will begin in Spring 2024. The County Judge Office notes, “The learnings from the pilots will help the longer-term diversion center efforts. The proposed model is designed to reduce jail recidivism, frequency of arrest, and incarceration for people with mental and behavioral health conditions and who may be experiencing homelessness. Diverting individuals from jails and connecting them to treatment options, supportive services, and housing focused services improves health outcomes for the individuals and our community.”

The County Judge’s Office has requested to continue the ongoing Earmark against the Allocated Reserve totaling \$500,000 for FY 2025. As of May 2024, Travis County staff and relevant stakeholders continue to work to identify a facility and location for the Diversion Center and have continued collaborative efforts with community healthcare partners and local non-profits. Due to the uncertainty on the location of the facility, its operating structure with other local governments and non-governmental organizations (NGOs), and how it would integrate with the existing Justice System, especially with the implementation of Counsel at First Appearance (CAFA), PBO does not have sufficient information to make a recommendation on what resources may be needed for this effort. PBO recognizes that this request has been prioritized by the Commissioners Court in its strategic planning discussions and this item could merit discussion at a budget hearing and budget markup in August should any additional available resources materialize in later revenue estimates and if some of these plans become more certain throughout the summer.

For FY 2025, PBO has recommended an earmark for the Commissioners Court related to Jail Diversion Center / Prevention Services. The relevant recommendation included in the FY 2025 Preliminary Budget writeup for the County Judge (101) is included here below:

PBO recommends Earmarks totaling \$68,830,632 for the Jail Diversion Center / Prevention Services consisting of a \$5,000,000 Earmark against the Allocated Reserve and a \$63,830,632 Earmark against the CAR Reserve for the FY 2025 Preliminary Budget. These Earmarks will be listed under the Commissioners Court rather than a particular Commissioners Court Office. These funds are unspent resources from the Budget Stabilization Reserve in FY 2024 and an unspent balance from a CAR Earmark based on unspent funds from the FY 2023 Budget Stabilization Reserve.

Additionally, PBO will continue to work with stake holder departments, including the County Judge’s Office and Purchasing, to right size resources related to the Diversion Center projects for FY 2025.

County Auditor (106)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	14
FY 2025 Preliminary Budget Recommendations Summary	15
FY 2025 Budget Request Analysis	18
Request #1: SAP Migration Phase 2 – Finance, Payroll, and Procurement	18
Request #2: New Grant Financial Auditor Analyst V - 2 FTEs	21
Request #3: Special Project Worker Conversion to Regular – Internally funded FTE	24
Request #4: Audit Management System Software Subscription.....	26
Request #5: Reporting Software Subscription	28
Request #6: SAP ERP Environment - contractual software maintenance increases	30

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Travis County Auditor’s Office is to provide reliable financial services that ensure financial integrity, promote accountability in government, and maintain the public trust. The Office accomplishes this through the general oversight of all county records, the strict enforcement of all laws governing county finances, the audit of all records pertaining to county finance, and the ability to ensure the proper collecting and accounting of all funds including money and property held for third parties.

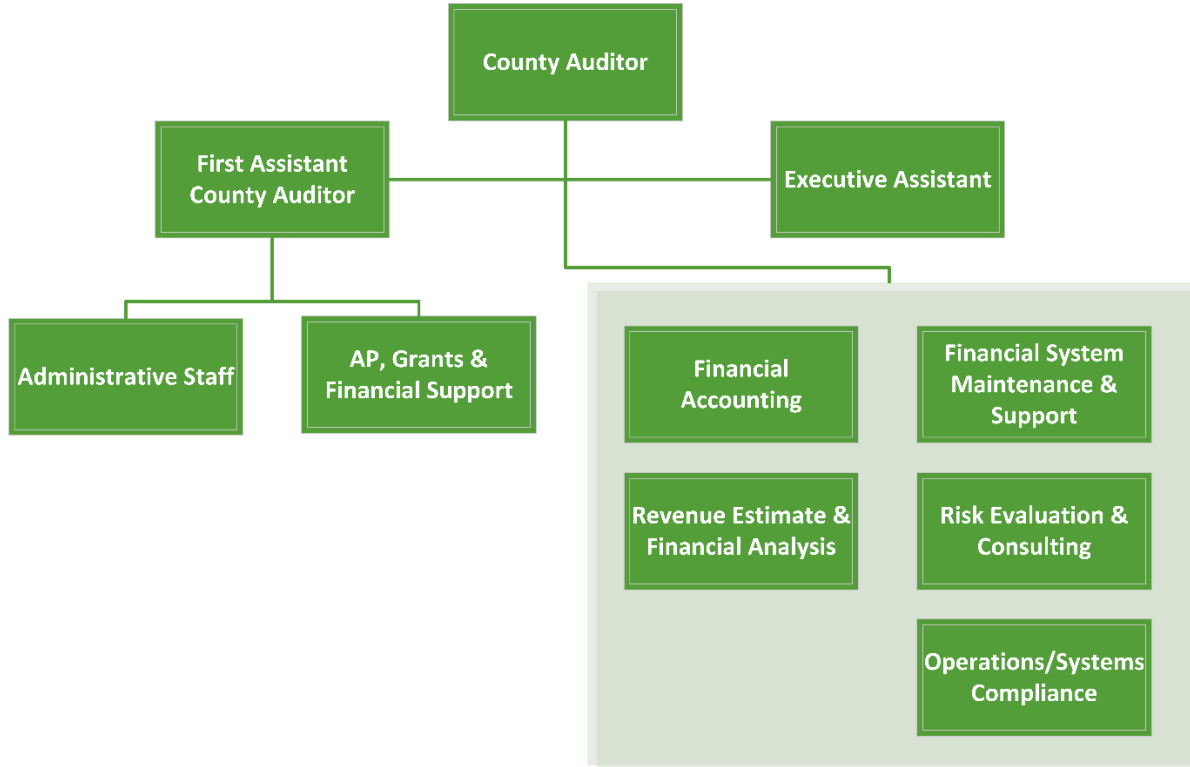
The Office has identified the following strategic goals:

- Perform (or support the performance of) statutorily mandated functions efficiently and cost effectively;
- Broaden the scope of audits related to revenue and/or expenditure accountability throughout the County as well as a focus on interlocal contracts;
- Increase transparency by expanding the public’s access to financial information following the best practices outlined by the Texas State Comptroller;
- Use technology/revise processes where possible to be “paperless”, decreasing paper use/retention costs; and
- Assist departments with identifying inefficient processes associated with SAP use and implement improvements.

This aligns with the new County goal “Be a trusted and well-run county.”

The Office is budgeted in the General Government Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Supports All Other County-wide Goals,” and are now linked to the County Goal, “Be a trusted and well-run county.”

REVENUE ESTIMATION AND FINANCIAL ANALYSIS:

The Revenue Estimation and Financial Analysis division is responsible for providing the statutorily required estimates of fund balances available at the end of the fiscal year and the revenues available for expenditure during the ensuing year. The Auditor’s Office reports these activities are mandated under Texas Local Government Code, Chapter 111. The related program goal is to perform (or support the performance of) statutorily mandated functions efficiently and cost effectively.

The Office states, “the revenue estimation process focuses on continuously improving its collaborative and analytical activities such as evaluating and validating departments’ forecasts; reviewing contracts and/or amendments; researching economic forecasts, legislative changes, and trends (e.g. interest rates, motor vehicle sales tax, etc.); and expanding its interaction with outside entities such as the Travis Central Appraisal District and various state and local agencies to obtain information that directly or indirectly affects revenue.”

Activities for this division over the past fiscal year included:

- Prepare and send estimates of revenue and available resources to Commissioners Court.
- Modify revenue estimation methodology as necessary to account for changes in the economic environment. Develop and distribute a quarterly economic outlook publication (ongoing).
- Work with Offices and Departments to update current status of revenue contracts. Secure new and amended contracts. Work with Purchasing to upload into SAP. Provide revenue contract summary to PBO to support on-going full cost recovery program. Monitor revenue related to contracts to ensure County billings are prepared timely and the payments received from vendors are in accordance with contract terms (on-going).
- Work with Offices and Departments to update the County’s fee schedules based on legislative and Commissioners Court changes. Send updated fee schedules to PBO to support full cost recovery efforts.
- Audit and monitor revenue certifications submitted by departments through the entire certification process.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
General Fund actual revenue to final budget as % (Annual Comprehensive Financial Report basis)	105.33%	105.13%	102.50%	100.00%	100.00%

The Auditor’s Office states that its activities are crucial in supporting the statutory revenue estimation duties for Travis County. During the COVID-19 pandemic and subsequent recovery phases, the Office adopted a conservative approach to revenue estimation. It shifted from using long-term historical trends to shorter-term methodologies in response to the unpredictable economic conditions. Despite the challenging internal and external factors affecting revenue, the Office reports that the actual revenue exceeded the budgeted figures, demonstrating a favorable outcome. Additionally, the Office has

identified several issues with revenue contracts, such as expirations, timing of invoicing, improper coding, and late payments. Departments have been engaged by the Office to rectify these issues. Moving forward, the economic forecasts prepared by the Office will continue to provide essential insights to decision-makers, potentially impacting future revenue projections for Travis County.

PAYROLL AND BENEFITS AUDITING:

The Payroll and Benefits Auditing division is charged with ensuring compliance with various federal laws and mandates promulgated by the Internal Revenue Service, the Department of Labor, the Social Security Administration, and others. It also ensures compliance with various state laws. Texas Local Government Code, Section 151.903 requires maintenance of personnel and payroll records as well as the certification of payroll by officials as prescribed by the County Auditor. The Office states the audit, filing and reporting activities support statutory compliance duties, and the other activities of the division were mandated per federal regulations or legal settlement.

The activities of the Payroll and Benefits Auditing team include:

- Audit payroll-related transactions each payment cycle to ensure correctness and compliance;
- Perform statutory reporting and filing activities; and
- Collaborate with other Auditor teams and/or departments to implement processes for newly approved programs.

The Auditor's Office has highlighted efficiency and accuracy as the two key metric areas for the Payroll and Benefits Auditing Division. The Office states the Payroll and Benefits Auditing Division has continued outreach to employees not using direct deposit, which is less costly and more efficient than using paper checks. The removal of travel time, communication and coordination with the Treasury Office to complete this task has improved the payroll departments efficiency and increased the productivity.

In addition, the Payroll and Benefits Auditing Division measures accuracy by monitoring the number of "manual" checks created as a percent of the total number of payroll payments. The Office states, "Manual checks (excluding replacement checks that have been lost or stale dated checks) are produced to address errors that were not detected prior to payroll processing, resulting in an over or under payment to an employee." The Division uses enhanced auditing techniques to keep this number low and to reduce it wherever possible, and only four manual checks were issued in FY 2023.

The Office reports that its audit and filing/reporting activities are essential for maintaining statutory compliance. Over the past year, the Office has introduced several new process efficiencies to enhance operational effectiveness, including:

- The implementation of a system for creating ACH replacements;
- The development of a process that allows former employees to request W2s and paystubs;
- The documentation and updating of procedures to manage the division's 60% staff turnover, primarily due to retirements. This update supports critical functions like TCSO retention, Multiple Worksite reporting, and TWC Unemployment reporting/invoicing; and
- The establishment of a formalized process for the communication and documentation associated with employee repayment agreements.

These improvements reflect the Office's commitment to adapting and improving its compliance processes in response to changing staff dynamics and technological advancements.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of annual manual checks created to address payroll errors	0.23%	0.13%	1.00%	1.00%	1.00%
% employees using direct deposit instead of paper check	98.97%	99.65%	99.10%	99.00%	99.00%

RISK EVALUATION AND CONSULTING (REC):

The Risk Evaluation and Consulting (REC) Division performs statutory audits, risk assessments, and special consulting projects. The primary function of audit activities is to support the applicable statutory compliance duties, and the Office cites Local Government Code Section 115, Government Code 511.016, and the Code of Criminal Procedure, as the statutory basis for the work of the Risk Evaluation and Consulting Division, along with many other statutes that require an auditing function. The Office reports between 40 and 50 special projects are completed per fiscal year. In FY 2022, REC performed a large number of subrecipient risk assessments, as well as a number of audits and special projects. The Division is continuing a transition to a continuous auditing approach for many areas of the County, using automation and data management tools to facilitate audit analysis. These programs produce exception listings for further review by audit staff and can be used to create audit reports without auditor involvement.

The activities of the REC division include:

- Implement continuous auditing programs with a focus on system-generated receipt testing and analysis of Tax Office motor vehicle registration and title data;
- Perform statutory reviews;
- Perform special projects as needed; and
- Perform risk assessments and monitor federal grants.

The Office also reports significant ongoing activities such as working to review the County's various revenue contracts to address billing, internal control, and compliance issues, working to address issues related to the County's Interlocal Agreements, working to ensure that court costs are assessed and collected in a statutorily compliant manner, and working with appropriate grant recipients and subrecipients to address risk.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
REC special projects/statutory reviews completed	46	43	45	41	44
REC continuous auditing programs implemented	5	6	7	6	6
# Subrecipient monitoring reviews and risk assessments completed	16.00	10.00	13.00	13.00	14.00

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

Package Name	Approved Amount	FTE Approved /Filled	Program Results
<i>FY 2023</i>			
Grants Special Project Worker Position to FTE	\$132,534	1.0	<p>Funding was approved to convert the four-year funded General Fund SPW (Special Project Worker) position approved by Commissioners Court on February 1, 2022, to a permanent position. The position was needed to handle crucial ongoing subrecipient auditing and monitoring compliance work associated with County grants.</p> <p>The Office reports implementation met expectations. This position was immediately filled by a qualified individual with the specialized technical skills and experience needed for conducting subrecipient risk assessments and monitoring of Travis County’s subaward grants. This now permanent position ensures subrecipients’ are continually monitored appropriately.</p> <p>This individual currently carries out many necessary monitoring tasks which include reviewing the subrecipient’s financial and performance reports, ensuring timely action on any deficiencies pertaining to subawards, issuing management decisions on audit findings, and resolving audit findings. This individual also carries out onsite review activities which include interviewing staff, reviewing documents, observing training and service delivery, and randomly sampling key documentation to verify compliance with program requirements. Thus, the objective of this ongoing position has been satisfied.</p>

PROCUREMENT, FINANCIAL SYSTEMS INTEGRATION AND REPORTING (PFSIR):

The Procurement, Financial Systems Integration and Reporting (PFSIR) Division was formed to help the Auditor’s Office staff leverage SAP functionality and information more effectively, to streamline their internal processes and to improve the Office’s quality of service. The division supports the SAP Ariba, Finance, Grants Management, Asset management, Project management; the vendor invoice management and imaging system (OpenText), with multiple integrations from external systems (the Criminal and Civil Courts, District Clerk, and HSS for direct invoice submission); the County Auditor’s website content; Internal Portal and the County’s FTP (Financial Transparency Portal). The team has a focus on continuous improvement and collaboration with the Auditor’s Office staff, the Purchasing Office and County department users as well as a commitment to improve business processes in SAP ERP and accountability through Financial Transparency. The division supports the required financial reporting efforts of the Office with generations of dashboards and other transparency information for general public consumption, which is also statutorily driven under Local Government Code Sections 114.022, 114.023, and 114.025 which require publishing monthly financial reports and reporting the financial condition of the County.

The activities of the PFSIR division include:

- Work with various internal and external stakeholders to develop improved SAP reports and analytics;
- Work with various internal and external stakeholders on SAP ERP-related process improvements;
- Work with various internal and external stakeholders to develop and maintain a Financial Transparency Portal; and
- Provide day-to-day user support with responsive Help Desk services and comprehensive training.

The Office reports that the PFSIR Division has significantly upgraded its technological and compliance frameworks. Specifically, the division has implemented Ariba Supplier Lifecycle Management in line with SAP's requirements for Ariba and the forthcoming S/4HANA system, ensuring vendors are transitioned to the necessary business partner structure. Additionally, the Office configured SAP for both P-Card and T-Card transactions, establishing detailed business processes anticipated to launch in fiscal year 2024 with involvement from key departments such as ITS, Civil Courts, and Emergency Services. Furthermore, the Office has upgraded to SQL Server 2019 and migrated database servers, greatly improving the reliability and accessibility of the external transparency portal by reducing downtime.

The Office also enhanced their purchase order ending balance report and automated the extraction of FEMA reimbursement documentation to manage the increased volume of COVID-19 and disaster-related financial activities more effectively. Moreover, the Office developed interfaces between SAP and ECMS to ensure accurate and timely data processing, with a planned implementation in fiscal year 2024. The Office has also initiated several projects to enhance end-user experience, automate transactions, and streamline processes, including updating reporting forms, redesigning workflows to accommodate new GASB standards, and implementing an Ariba cloud solution for upstream processes. These efforts reflect the Office's commitment to enhancing operational efficiency, ensuring compliance with evolving standards, and improving service delivery through advanced technology.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% Unplanned downtime – Financial Transparency Portal 24x7	0.00%	0.00%	0.00%	1.00%	1.00%

This division has a focus on continuous improvement and collaboration with Auditor’s Office staff as well as a commitment to improve openness and accountability through financial transparency that is available reliably to the public.

FINANCIAL ACCOUNTING – CONSOLIDATIONS AND FINANCIAL REPORTING:

The Consolidations and Financial Reporting Division is responsible for the preparation and submission of the County’s Annual Comprehensive Financial Report (Comprehensive Report) “in accordance with Generally Accepted Accounting Principles (GAAP), financial analysis, consolidations, risk management auditing, investment auditing, debt services, and capital asset compliance and reporting.” It is responsible for reviewing and implementing all new accounting standards issued by the Government Accounting Standards Board (GASB). The Financial Reporting Division has primary responsibility for compliance with Local Government Code Sections 114.022, 114.023, and 114.025, which require publishing monthly financial reports and reporting the financial condition of the County.

This division works with various departments to appropriately account for the purchase and leasing of capital items based on the proper funding sources. In addition, this division coordinates the annual external audit, reviews and reports the financials of local Emergency Service Districts, and works jointly with PBO and other entities as needed on financially related solicitations and contracts. The group also works to appropriately account for the purchase and leasing of capital items. Staff coordinates with PBO to prepare and review all County debt issuances with the focus of continuing the county’s triple-A bond rating status, which was first awarded by S&P in FY 2000 and by Moody’s in FY 2001 and has continued through Fiscal Year 2023. The Office reports the audit and reporting activities performed by this division help ensure the County maintains strong internal controls, and the post-issuance recordkeeping and monitoring of bond issuance proceeds ensures the County complies with the requirements of debt issuance regulating bodies.

The Auditor’s Office has successfully filed the Annual Comprehensive Financial Report by required deadlines, has received the Government Finance Officers Association (GFOA) Certificate of Excellence designation in FY 2022 and has submitted the

FY 2023 report for GFOA evaluation. This group also created the County’s first Popular Annual Financial Report (PAFR) for FY 2016 and has received the GFOA Popular Annual Financial Reporting Award from that year through FY 2022. It has submitted the Fiscal Year 2023 PAFR for GFOA evaluation.

The Consolidations and Financial Reporting division performs the following activities:

- Coordinate external audit;
- Prepare and file Comprehensive Report by March 31;
- Submit ACFR and PAFR for GFOA Certificate of Excellence;
- Review GASB statements/implement as applicable;
- Prepare supporting materials for debt issuances;
- Perform Capital Project Funds close-out and post-issuance compliance;
- Prepare and submit HB1378, Debt Obligation Reporting to the Texas Comptroller by end of March;
- Prepare and submit SB625, Special Purpose District Report to the Texas Comptroller by end of March;
- Prepare and post financial related information on the Travis County Transparency website to ensure compliance with the State of Texas Transparency Stars program; and
- Provide support for financially-related procurements.

The Office reports that the audit and reporting activities conducted by this group are crucial in supporting statutory compliance duties and maintaining a robust fiscal position. Specifically, the group ensures that the County’s financial statements are GAAP-compliant and accurately reported. They also uphold strong internal controls, as demonstrated by the absence of significant audit findings, through continuous monitoring and training of County departments in financial reporting requirements. These efforts contribute significantly to maintaining the County’s triple-A bond rating, which facilitates low borrowing interest rates. However, it’s important to note that external factors, such as economic fluctuations, also influence the bond rating. Additionally, the group’s work on the Capital Project fund close-out identifies and reallocates unspent debt proceeds effectively. Their post-issuance recordkeeping and monitoring of bond issuance proceeds ensure the County adheres to the requirements set by the debt issuance regulating bodies.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Annual Comprehensive Financial Report filed by March 31 deadline	100%	100%	100%	100%	100%
Unqualified audit opinion (as measured by financial data and transactions) (100%=unqualified)	100%	100%	100%	100%	100%
Receive Certificate of Excellence (GFOA) designation	100%	100%	100%	100%	100%

FINANCIAL ACCOUNTING – GENERAL LEDGER:

The Financial Accounting General Ledger Division is responsible for financial analysis of certain aspects of the general ledger, verifying funding for contractual obligations, special projects auditing, monitoring outstanding encumbrances, managing the month-end close process, and year-end accruals. The mandated services related to this division are found in Texas Local Government Code, Section 111.093, which requires the County Auditor to charge all purchase orders, requisitions, contracts, and salary and labor allowances to the appropriation accounts and states purchases are not binding until the Auditor certifies that budget contains a provision for the obligation and that funds are available to pay the obligation. A total of 440 verifications were done in FY 2023. The General Ledger division provides the analysis for this certification as well as auditing cash receipts in accordance with Local Government Code, Section 113.023(b) and reporting annual utility expenses in accordance with HB 3693.

The activities of this division include:

- Manage month-end close process;
- Manage Auditor's Office Public Information requests;
- Audit cash receipts;
- Review contracts for specific language and funds verification;
- Work with PFSIR and SAP support team to automate various functions including interest distribution and cash receipts auditing;
- Review and record year-end revenue and expenditure accruals;
- Perform quarterly trial balance reviews;
- Reconcile specific balance sheet accounts and review expenditures in Special Revenue Funds; and
- Work with Consolidations and Financial Reporting in providing year-end variance explanations for Bond Book.

Over the past fiscal year, the team continued developing efficiencies for the department's year-end activities relating to accruals and automated some activities that eliminated the double entry of 561 transactions by the departments. The team also evaluated aged encumbrances within departments to reduce excess reserved funds and audited all Civil and Family Courthouse project draw requests and Travis County milestone payments for proper supporting documentation. In addition to the financial responsibilities, this team also manages all Public Information requests received by the Auditor's Office and ensures they are responded to timely.

DISBURSEMENTS AUDITING:

This division audits payments against approximately 154,000 invoices, and payments to vendors totaled more than \$760 million in FY 2023. The Office states the performance measures of this division primarily focus on efficiency, ensuring compliance, and strong partnerships with departmental financial staff. The Division reaches out to new and existing vendors and encourages them to use electronic payments and electronic (email) submission of their invoices.

The Auditor cites statutory mandates under Texas Local Government Code, Section 111.093, which requires the County Auditor to charge all purchase orders, requisitions, contracts, and salary and labor allowances to the appropriation accounts.

The activities of the disbursements auditing group include:

- Foster "shared ownership" of vendor liabilities with the departments for quick payment turnaround and timely research of vendor items;
- Continue to audit and update off-site records retention in compliance with Texas State Library Association guidelines;
- Continue vendor outreach to increase the number of vendors opting to receive electronic payment in lieu of paper checks;
- Work with PFSIR and SAP support team to implement improvement projects that promote efficiency and effectiveness;
- Audit contracts, travel, and disbursement-related transactions each payment cycle to ensure correctness and compliance;
- Investigate and reconcile Accounts Payable related balance sheet accounts in the general ledger; and
- Document processes and procedures, including training for all new employees.

The activities of this division promote efficiency, accuracy, and effectiveness, and support statutory compliance duties. The Division has collaborated with Purchasing to streamline the purchase order and invoicing processes. The Office states an increased focus on auditing before entry has increased efficiency, accuracy, and vendor compliance with contracts. In addition, the Office reports improved vendor setup and stringent verification of banking information have decreased the opportunity for fraud, with no successful fraud attempts in FY 2023. The Office also reports successes based on the review of

current procedures and resulting efficiencies, speeding up vendor invoicing processes, enhancements that allow AP to enter information more quickly and eliminate repetitive steps increasing efficiency accuracy of vendor information in the system. Lastly, documentation of training for new employees has created a more consistent training experience for new employees.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% paid invoiced amts. compliant w/Prompt Payment Act requirements	99.99%	99.98%	100.00%	100.00%	100.00%
% of vendors payments paid electronically (ACH/EFT)	69.09%	76.23%	80.00%	82.00%	85.00%

FINANCIAL SYSTEMS MAINTENANCE AND SUPPORT:

This division was responsible for the implementation of Travis County’s enterprise resource planning system, SAP. The Finance and Procurement modules were implemented in June 2012, and the Payroll and Human Resources modules in January 2013. Since the implementation of the SAP system, the team has been “responsible for county-wide innovation, support, and maintenance of the SAP applications.” Under Local Government Code, Section 112.002, the County Auditor prescribes the system of accounting for the county. This accounting structure and records, including electronic requisitions cited in LGC 113.901, are generated and recorded in the SAP system, which is maintained by this division.

The ongoing activities of the SAP Business and Technical Support Teams include:

- Provide a secure and reliable SAP environment with data integrity that is accessible to all users;
- Work with internal and external stakeholders to incorporate continuous improvements (process improvements; reporting and analytics) to keep pace with users’ needs by adopting new technologies and collaborating to identify needs/provide solutions;
- Provide day to day user support with responsive Help Desk services and comprehensive training; and
- Analyze SAP emerging technologies and strategic direction to ensure alignment with Travis County's SAP environment and provide recommendations for changes to our environment.

The Office reports that FY 2023 saw the successful completion of key projects that enhanced operational infrastructure. Significant updates included annual upgrades to the HR/Payroll system and its add-on tools, such as Accenture and SpinifexIT, along with BSI Payroll Tax Updates. System enhancements were substantial, including the introduction of new Personnel Action Forms (PAFs) to replace outdated Adobe forms, and the deployment of Ariba Supplier Lifecycle Management to restructure vendor relations as per SAP's requirements for Ariba and the upcoming S/4HANA system. Other improvements involved automating the Missing Time report to streamline communication, refining the PO ending balance report to enhance the PO liquidation process, integrating LinkedIn Learning with the Learning Management System (LMS), and implementing a virus scanner for SAP Financial System uploads.

Additionally, the Office engaged in several multi-year projects set to extend beyond FY2023. These included the rescheduling of Ariba modules for Sourcing and Contracts to FY2024, integration of a new Electronic Case Management System (ECMS) for HHS department’s vendor invoicing, and a comprehensive SAP environment upgrade. A notable development involved replacing the outdated Elections Tool with a new SAP-based solution to improve efficiency in election worker hiring and time reporting. Plans for implementing cloud-based solutions like SAP Work Zone and SAP SuccessFactors Employee Central progressed, with preliminary steps such as proof of concept and RFP development for implementation services completed in FY2023, targeting full operational status by FY2025.

The Office states the County’s current on-premises systems are nearing end-of-life and most will be out of support at the end of 2027. As a result, this team is shifting its focus from support, maintenance, and improvement of the current systems to research, procurement, and implementation of the next generation of SAP products.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% unplanned SAP production server downtime from 6am- 9pm M-F	0.61%	0.50%	1.00%	1.00%	1.00%
% SAP help desk tickets that met service time targets	99.64%	99.85%	99.00%	99.00%	99.00%
# of SAP upgrade/enhancement work items completed.	15	17	15	5	5
# of SAP improvement work items completed	246	239	150	100	75
% SAP environment in total effort migrated to new systems by 12/31/2027	0%	5%	15%	40%	60%

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/ Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Sap Migration Phase 1 – Core Human Resources And Portal	\$2,283,000	0.00	<p>The Office advises that funding has been allocated for migrating the County's SAP financial, procurement, human resources, and payroll systems to advanced platforms. This transition is in response to the upcoming cessation of SAP mainstream maintenance on December 31, 2027. Mainstream support encompasses application issue resolution, legal and year-end updates, and security patches for vulnerabilities. The Office states that SAP has been evolving, including moving to cloud-based applications, over the past decade. The financial commitment includes \$573,000 for ongoing Subscription and Maintenance Costs and \$1,710,000 for one-time expenses related to software, consulting/implementation, and training.</p> <p>The Office reports that software subscriptions were procured by the end of December 2023. However, the procurement of implementation services has experienced a three-month delay, shifting the start from March 1, 2024, to no earlier than June 1, 2024. Consequently, the planned go-live date has been postponed from March 1, 2025, to approximately June 1, 2025. The final plan will be established following the approval of the implementation partner contract.</p>

GRANTS AUDITING AND FINANCIAL REPORTING:

The Grants Auditing and Financial Reporting division is responsible for ensuring that grant reports are submitted timely to the granting agency and is also responsible for compliance with Single Audit and Program specific audit guidelines. The Grants Auditing division submits the annual Single Audit report encompassing relevant Federal and State grant awards to Travis County and the program-specific grant reports, encompassing awards from the Criminal Justice Assistance Division to

Community Supervision and Corrections Department and the Texas Juvenile Justice Department grant awards to Juvenile Probation.

The Grants Auditing and Financial Reporting division performs the following activities:

- Coordinate external audit activities related to grants;
- Audit grant-related transactions for appropriateness;
- Submit grant audits by required deadlines;
- Review statutory grant requirements/implement as applicable;
- Perform financial review of grant proposals for submission to Commissioners Court; and
- Work with FSIR and SAP Support team divisions to implement improved grant reports and analytics.

The Office tracks the number of grants and the number of grant reports filed, and reports that Travis County had 224 active grants in FY 2023. The Office reports 100% percent of the 580 required grant reports were submitted to grantors by the deadline. In addition, the Auditor’s Office reports compliance with Single Audit and Program-specific audit guidelines with no grant financial audit findings from the independent audit firm review.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of grants	148	224	225	225	225
% Grantor reports on time	95.35%	100%	100%	100%	100%
# of grant reports	387	580	585	550	550
% Single Audit Act grant reports filed by required due dates	100%	100%	100%	100%	100%

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

Package Name	Approved Amount	FTE Approved /Filled	Program Results
<i>FY 2023</i>			
Special Project Worker - Federal Funds	\$110,755	1.0 SPW	<p>Funding was included for a Special Project Worker Auditor Financial Auditor Analyst IV to assist with the County’s COVID-19 cost recovery and documentation, including the management of resources transferred from the Emergency Reserve.</p> <p>Pos. No. 30065296 has been continuously filled since FY 2023; the original expectations were for this position to perform FEMA reimbursement submissions due to increased workload caused by the COVID-19 emergency declaration. However, this position has backfilled other statutory and regulatory required duties, initially as LFRF grant compliance/expenditure auditor and most recently with routine account/payment reconciliation duties, aged encumbrance reviews/clean-up, and interest distributions for the Auditor's Office General Ledger division. This has provided bandwidth for senior staff to perform the FEMA Public Assistance requests and other grant audit duties. The Office states this position has become critical to performing required duties and achieving goals of the Auditor's Office as the number of all grants/grant resources (exclusive of COVID) has steady increased, as has across-the-board expenditures.</p>

OPERATIONAL AND SYSTEMS COMPLIANCE:

The Technology Strategies and Operations team of the Operational and Systems Compliance (OSC) group performs internal support for the Auditor’s Office Information Technology environment and researches and develops technology strategies. In addition, the division also performs many ad-hoc activities, evaluations for process improvements, and high-level analyses for various internal and external stakeholders. The Office states a strong focus for this division over the past year was the analysis, audit, monitoring and reporting associated with external funding associated with the County’s pandemic response. OSC staff has also audited, reconciled, compiled, and submitted 35 public assistance projects to the Federal Emergency Management Agency seeking reimbursement of more than \$20.1M for County-funded pandemic activities and weather activities (Winter Storm Mara). A significant portion of the division’s time was spent responding to RFI requests from FEMA and TDEM auditors.

Activities reported by the Office for this division include:

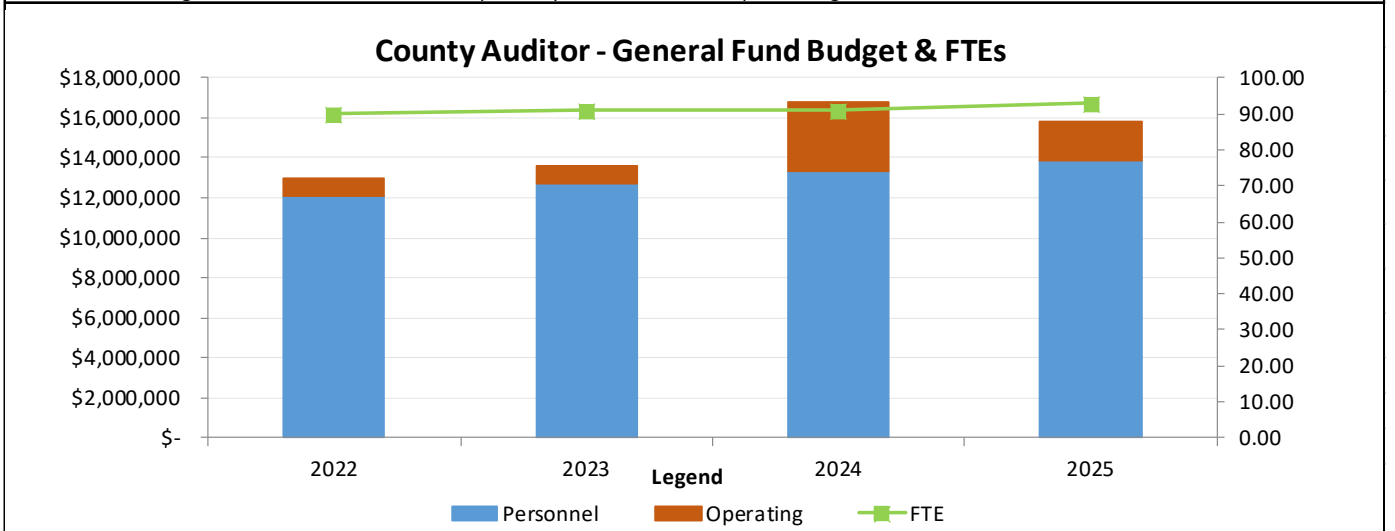
- Audit and reporting activities associated with American Rescue Plan Act (ARPA) funding and Local Fiscal Recovery Funds (LFRF);
- Audit, reconciliation, compilation, and submission of Federal Emergency Management Agency (FEMA) reimbursement for County-funded pandemic activities;
- Support for the Emergency Rental Assistance Program (ERAP) audit, billing, and reporting;
- Revision of County policies and reporting requirements for new accounting standards GASB No. 87 Leases and GASB No. 96 SBITAs;
- Development of new and updated SAP online training courses;

- Legislative analysis;
- Improved technological support for remote work; and
- Research and planning efforts related to the replacement of the current SAP environment.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	12,075,918	12,704,486	13,356,219	13,861,706	505,487
Operating	889,790	909,234	3,413,548	1,930,599	(1,482,949)
Total (Per&Op)	\$ 12,965,708	\$ 13,613,720	\$ 16,769,767	\$ 15,792,305	\$ (977,462)
CAR*	-	-	-	-	-
Grand Total	\$ 12,965,708	\$ 13,613,720	\$ 16,769,767	\$ 15,792,305	\$ (977,462)
FTEs	90.00	91.00	91.00	93.00	2.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the Auditor’s Office decreased by \$977,462 from the FY 2024 Adopted Budget. This is an 5.8 percent decrease. While there was an increase in the personnel budget, there was a decrease was in the operating budget because of the removal of one-time SAP Migration Phase I costs.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 14,950,994	\$ 1,818,773	\$ -	\$ 16,769,767	91.00	\$ -
Target Budget Changes						
Programmatic	21,984	-	-	21,984	-	-
Compensation & Benefits	458,630	-	-	458,630	-	-
Administrative & Other	-	(1,818,773)	-	(1,818,773)	-	-
Total Target Budget Changes	\$ 480,614	\$ (1,818,773)	\$ -	\$ (1,338,159)	-	\$ -
FY 2025 Target Budget	\$ 15,431,608	\$ -	\$ -	\$ 15,431,608	91.00	\$ -
Budget Submission	\$ 15,431,608	\$ -	\$ -	\$ 15,431,608	92.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
SAP ERP Environment - contractual software maintenance increases	-	-	-	-	-	185,000
Software	147,000	-	-	147,000	-	-
Reporting Software	25,000	20,000	-	45,000	-	-
PBO Correction - Pcard Audit Analyst	106,790	-	-	106,790	1.00	-
Cloud Subscription Cost Increase	13,067	-	-	13,067	-	-
Programmatic Total	\$ 291,857	\$ 20,000	\$ -	\$ 311,857	1.00	\$ 185,000
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	48,840	-	-	48,840	-	-
Compensation & Benefits Total	\$ 48,840	\$ -	\$ -	\$ 48,840	-	\$ -
Grand Total	\$ 340,697	\$ 20,000	\$ -	\$ 360,697	1.00	\$ 185,000
FY 2025 Preliminary Budget	\$ 15,772,305	\$ 20,000	\$ -	\$ 15,792,305	93.00	\$ 185,000
Change from FY 2025 Target	\$ 340,697	\$ 20,000	\$ -	\$ 360,697	2.00	\$ 185,000
Change from FY 2024 Adopted	\$ 821,311	\$ (1,798,773)	\$ -	\$ (977,462)	2.00	\$ 185,000

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Auditor the Auditor’s Office includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$1,818,773 was removed from the budget related to one-time operating and personnel costs for items approved in the FY 2024 Adopted Budget.
- \$21,984 ongoing was added for SAP software and maintenance cost increases, approved by Commissioners Court in March 2024.

The FY 2025 Preliminary Budget for the Auditor’s Office includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Funding for an ongoing Auditor fraud detection software cost, approved by Commissioners Court in April 2024	\$0	\$147,000	\$147,000	0.00
Internal funding to convert a Financial Auditor Analyst III (30065296) SPW to a Regular FTE.	0	0	0	1.00
Funding for an ongoing SAP SuccessFactors Cloud Subscription Cost Increase, approved by Commissioners Court in July 2024	0	13,067	13,067	0.00
Funding for a Financial Auditor Analyst III / P-Card Auditor FTE, approved by Commissioners Court in June 2024	0	106,790	106,790	1.00

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Funding for an ongoing Auditor Reporting software cost	20,000	25,000	45,000	0.00
Total Programmatic Recommendations	\$20,000	\$291,857	\$311,857	2.00

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Auditor’s Office includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$0	\$446,097	\$446,097
Resources for a County Auditor Salary increase.	0	11,582	11,582
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	0	951	951
Resources for health insurance cost increases for FY 2025.	0	48,840	48,840
Total Compensation Changes	\$0	507,470	507,470

FY 2024 compensation adjustments were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document. The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

INTERNAL REALLOCATIONS

The Auditor’s Office is requesting to convert a Special Project Worker (SPW) position to be a permanent General Fund position in the General Ledger Division. The request is internally funded using salary savings realized as part of a reorganization of functions due to retirements of senior staff in the Auditor’s Office. Position 30065296 was initially intended to handle grants compliance activities associated with federal pandemic-related reimbursements. However, this role was filled with more senior staff, so this position instead backfilled other duties, assisting with growing workload in the General Ledger division related to financial accounting of all funding (including federal funds).

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Auditor’s Office budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Funding for an ongoing SAP ERP Environment – SAP Contractual Maintenance Increases	\$ 185,000
Total Allocated Reserve Earmarks	\$ 185,000

In addition to the funding above, PBO recommends an Earmark against the CAR Reserve in the FY 2025 Preliminary Budget for Bond Project Shortfalls/Future Capital and ERP Needs sufficient for any needed resources required in FY 2025 for SAP Migration Phase II-Finance, Payroll, Procurement.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: SAP MIGRATION PHASE 2 – FINANCE, PAYROLL, AND PROCUREMENT

<i>Program:</i>	Auditor's Office (106)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	8,600,000	-	-	-
Subtotal	\$ 8,600,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 8,600,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 8,600,000	\$ -	\$ -	\$ -

PBO recommends an Earmark against the Allocated Reserve in the FY 2025 Preliminary Budget for Future Capital Needs sufficient for any needed resources required in FY 2025 for SAP Migration Phase 2 – Finance, Payroll, And Procurement.

DEPT. SUMMARY OF REQUEST

The County Auditor is requesting funding to begin Phase II of the SAP Migration project. This phase is planned to migrate the County’s key Finance and Payroll systems from an on-premises SAP environment to the cloud-based SAP S/4HANA platform. This migration, which cost a total of \$8,600,000, is necessitated by the impending end of mainstream support for the current SAP systems by December 31, 2027, which includes vital updates and security patches. The cost consists of \$2,700,000 in ongoing Subscription and Maintenance Costs, and \$5,900,000 in one-time implementation services to migrate the majority of the County’s SAP on-premises environment to the cloud. The one-time cost includes implementation costs of \$5,200,000 for SAP S/4HANA and \$700,000 for SAP Ariba. The ongoing costs related to SAP Ariba are covered in a separate request by the Purchasing Office. The table below explains the expenditure timeline for this request. The ongoing amounts below show the incremental amounts needed above the prior fiscal year. The annual ongoing amounts needed for Core SAP is estimated at \$2,700,000 per year. The ongoing amount for Ariba is estimated to be \$520,708 per year that will be budgeted in the Purchasing Office. The total ongoing amount for both is estimated to be \$3,220,708.

<i>Fiscal Year</i>	<i>Core SAP</i>			<i>Ariba</i>			<i>Total</i>		
	<i>Ongoing</i>	<i>Onetime</i>	<i>Total</i>	<i>Ongoing</i>	<i>Onetime</i>	<i>Total</i>	<i>Ongoing</i>	<i>Onetime</i>	<i>Total</i>
FY 2025	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
FY 2026	2,000,000	3,500,000	5,500,000	520,708	469,000	989,708	2,520,708	3,969,000	6,489,708
FY 2027	700,000	1,700,000	2,400,000	-	231,000	231,000	700,000	1,931,000	2,631,000
FY 2028	-	-	-	-	-	-	-	-	-
Total	\$2,700,000	\$5,200,000	\$7,900,000	\$520,708	\$700,000	\$1,220,708	\$3,220,708	\$5,900,000	\$9,120,708

The County implemented SAP's integrated systems for managing financial, procurement, human resources, and payroll functions more than ten years ago. Since then, SAP has shifted towards cloud-based applications, ceasing new functionalities for the older versions, prompting this migration to ensure continuity and security.

This request includes:

- **Financial System:** Migration to SAP S/4HANA Cloud. This migration involves transitioning the entire financial management system, which includes functionalities accounts payable, accounts receivable, asset management, cash receipting, funds management, general ledger, grants management, inventory management, project accounting, and travel management, to a private cloud-based environment. This brownfield (reuse) migration—where the current processes are largely maintained with minimal changes—aims to preserve existing business workflows while moving to a more robust and scalable platform.
- **Time and Payroll:** Migration of payroll processing for 9,500 employees to SAP Time and Payroll Cloud. Similar to the financial system, this too is a brownfield migration, ensuring that existing time and payroll management processes are disrupted as little as possible during the transition.
- **Vendor Invoice Management System:** Migration to SAP S/4HANA Cloud for up to 65,000 annual invoices. The transition to a cloud-based system will continue to support existing invoice management workflows (brownfield migration) while enhancing security and scalability.
- **Document Management:** Migration of SAP Archiving to the public cloud, aimed at reducing costs associated with database storage. This strategy is intended to optimize storage costs and efficiency outside the primary SAP S/4HANA database, improving overall system performance and cost-effectiveness.
- **Procurement System:** Initial migration services for procurement functions to SAP Ariba Buying, a public cloud solution. Unlike the other components, this migration constitutes a new implementation, setting up a completely new cloud-based procurement system with SAP Ariba Buying. This involves establishing necessary integrations with the new financial system and does not reuse the current business process configurations, marking a significant shift towards enhancing procurement operations.
- **Business Warehouse (BW):** Migration to SAP Datasphere, Public Cloud Solution. The migration of the Business Warehouse to SAP Datasphere represents a strategic upgrade to enhance data analytics and reporting capabilities across various SAP applications. This transition ensures that the foundational system for reporting and analytics is not only maintained but enhanced in a cloud environment.

The SAP Migration Phase 2 budget request strategically excludes several components to manage resources and funding effectively. It omits ongoing subscription costs for SAP Ariba Buying, which are slated for a separate request by the Purchasing Office, allowing for consolidated budget management within that department. Additionally, services for migrating the Business Warehouse to SAP Datasphere are deferred to a later request in Fiscal Year 2026 by the Auditor's Office, pending additional funding.

The migration of the SAP Budgeting and Planning application is also not included, as no direct replacement exists; instead, the Planning and Budget Office is developing a comprehensive system to incorporate necessary functionalities. Costs for additional cloud security tools, data archival solutions, and organizational change management and training are similarly postponed to future phases. This approach allows the county to spread significant costs over time, easing financial and operational burdens and focusing the current phase on immediate technical migration needs.

The request states the main objectives of the SAP Migration Phase 2 request focus on a comprehensive update and transition of the County's SAP systems to a cloud environment by June 2027. This initiative aims to ensure all end-of-life SAP systems are migrated before the cessation of mainstream support in 2027, facilitate a seamless transition, reduce reliance on specialized system software and database skills, and ultimately transition the SAP environment fully to the cloud.

The benefits anticipated from this migration are substantial and forward-looking. The County expects to have modern, continuously updated systems that offer new functionalities from SAP, leading to enhanced real-time analytics capabilities. The migration will also streamline procurement activities by making it easier to add vendor catalogs, similar to those used today by major suppliers like Office Depot, thus enhancing efficiency and user intuitiveness. Furthermore, the new system will increase vendor self-service options, which in turn will free up internal staff to focus on higher-value activities. An improved user interface and experience are expected to boost productivity, while reduced time spent on system maintenance will allow more resources to be directed towards business process improvements.

The funding for this proposal is planned not to disrupt the current levels of SAP support and licensing. This project is evaluated through standard software implementation metrics like schedule adherence, budget management, and defect rates post-implementation. Funding for SAP Migration Phase 2 is being requested in FY 2025 to kickstart the RFP process for migration services, although actual spending on subscriptions or services will not begin until FY 2026. Projected savings are expected from the reduced need for supporting the on-premises environment post-migration.

The migration is part of a broader collaboration involving the Auditor's Office, ITS, PBO, Purchasing Office, and Treasurer's Office to ensure a well-supported IT infrastructure for the new systems. The project meets the GASB 96 SBITA criteria for being treated as a capital project, highlighting its scale and significance in improving the County's technological infrastructure and operational efficiency.

<i>Fiscal Year</i>	<i>Date</i>	<i>Milestone</i>
FY 2025	April 1, 2025	RFP for migration services ready to be issued
FY 2025	June 1, 2025	RFP responses due back
FY 2026	December 1, 2025	Migration services contract approved
FY 2026	December 31, 2025	SAP cloud applications and services procured
FY 2026	February 1, 2026	Migration begins
FY 2027	May 1, 2027	Go-live of all cloud applications included in this request
FY 2027	July 1, 2027	Project close-out
FY 2028	December 31, 2027	Decommissioning of on-premises systems

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
% SAP environment in total effort migrated to new systems by 12/31/2027	0%	5%	15%	25%	40%	60%

PBO RECOMMENDATION

PBO recommends an Earmark against the Allocated Reserve in the FY 2025 Preliminary Budget for Future Capital Needs sufficient for any needed resources required in FY 2025 for SAP Migration Phase 2 – Finance, Payroll, And Procurement. This earmarked funding is recommended based on the system’s critical importance in updating and securing the County's administrative systems. Funding will allow the Office to begin key procurement steps ahead of implementation in FY 2026. The Office states this request is essential for transitioning from an on-premises SAP environment to a modern, cloud-based

SAP S/4HANA platform, particularly as the current systems are approaching the end of their mainstream support in December 2027. This request followed SAP Migration Phase 1 – Core Human Resources and Portal funded in FY 2024 in preparation for the end of SAP mainstream maintenance, which will end on December 31, 2027.

This request is accompanied by a similar request by the Purchasing Office covering the County transition to SAP Ariba Purchasing system. The Purchasing Office request states SAP Ariba Buying system is an advanced cloud solution designed to handle daily procurement operations more efficiently and in compliance with statutory requirements. Both requests followed SAP Migration Phase 1 – Core Human Resources and Portal funded in FY 2024 in preparation for the end of SAP mainstream maintenance, which will end on December 31, 2027. PBO notes that an ongoing funding strategy will be developed for SAP migration in the next few budget processes.

REQUEST #2: NEW GRANT FINANCIAL AUDITOR ANALYST V - 2 FTES

<i>Program:</i>	Auditor's Office (106)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	-	-	-
Personnel	267,338	-	-	-
Operating	5,340	-	-	-
Subtotal	\$ 272,678	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 272,678	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 272,678	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Office is requesting funding for two new FTEs to handle increased grants compliance, auditing, and financial reporting workload resulting from Commissioners Court additions of resources in the FY 2024 budget and projected resources in the FY 2025 budget to enhance grant acquisitions through the continued development of the Grants Administration Division of Intergovernmental Relations (IGR). Because the Auditor’s Office is involved in all stages of the grant-life cycle, including the pre-award phase, award phase, post-award phase, and close-out phase, the increase capacity to seek and apply for grants has increased workload on existing staff within the auditor’s office. The Office currently has seven FTEs (Financial Auditor and Business Analysts) dedicated to grant compliance, auditing, and financial reporting and states that there have been no new resources directed to grant-related workload in the last 15 years.

The Office states that the County’s continued investment in applying for grant awards and consequent centralization of the process necessitates additional resources to handle new Court-initiative driven workload resources related to grant compliance and reporting. Based on trend analysis, grants worked to meet various county needs by providing \$41.5 million in revenue for FY 2023, excluding pandemic related grants. This is reported to be a \$7.9 million revenue increase over the past two fiscal years. The County pursues grants that support programs under health and human services, transportation, park improvements, juvenile services, law enforcement, corrections, justice, and emergency service operations. These grants include block grants, competitive grants, formula grants, pass-through grants, and state mandated services. In FY 2023, the Commissioners Court approved a grants administrator FTE and a grants manager FTE within the Intergovernmental Relations Office. With these new resources, the County is expected to increase grant award revenue by \$82.8 million throughout FY 2025.

The Office states that the two new Grant Financial Auditor Analyst FTEs would be tasked with existing work related to all new grants received by Travis County, including the review of grant applications all the way to the assembly of grant documentation files needed to close out the grant. Secondly, the FTEs would work on grant compliance and reporting, which includes auditing for compliance to uniform guidance set by the Office of Management and Budget for federal grants or by Uniform Grant Management Standards and Texas Administrative Code for state grants. The Office states that these new FTEs would ensure that there are adequate resources for the County to successfully satisfy its statutory compliance duties and obligations related to grants and grant contracts.

The Office states that if additional resources are not funded, there will be severe impacts to service levels and increased risk of non-compliance which can lead to claw-back by the grantor. Furthermore, the County may have to forego future grant opportunities or may experience delays in grant reporting that may affect the County’s overall financial position and bond rating.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
% Single Audit Act grant reports filed by required due dates	100%	100%	100%	100%	100%	100%
% Grantor reports on time	95.35%	100%	100%	100%	100%	100%
# of grants	148	224	225	225	225	225
# of grant reports	387	580	585	550	550	550
Unqualified audit opinion (as measured by financial data & transactions) (100%=unqualified)	100%	100%	100%	100%	100%	100%

PBO RECOMMENDATION

The newly established Intergovernmental Relations (IGR) grants office plays a key role in managing county-level grants. On April 25, 2024, the Grants Office went to court to seek guidance on managing the grants work therefore It's still unclear how much extra work this new office will create. PBO suggests that the Auditor’s Office keep working with the IGR and other departments that might be affected by an increase in grants. Additionally, PBO will help monitor and keep track of the changes and growing needs of the county departments involved.

PBO understands this request is an important issue for the Office; however, significant financial challenges forecast for FY 2025 do not allow for adding the requested FTEs on an ongoing basis at this time. While PBO believes the request for the additional FTEs within the Auditor’s Office to audit grants may merit consideration for funding depending on future workload and receipt of additional grant funds to the County, based on currently known available revenue, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget. Typically, additional revenue is available for Budget Markup in early September compared to what is available in late July for the Preliminary Budget. Based on discussions with the Travis County Appraisal District (TCAD) and the Revenue Estimation Unit within the County Auditor’s Office, it is likely that there will not be significant additional revenues beyond those within the FY 2025 Preliminary Budget.

REQUEST #3: SPECIAL PROJECT WORKER CONVERSION TO REGULAR – INTERNALLY FUNDED FTE

<i>Program:</i>	Auditor's Office (106)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ -	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Auditor’s Office is requesting to convert a SPW (special project worker) position to be a permanent general fund position in the General Ledger Division. The request is self-funded from internal salary savings as part of a reorganization of functions due to retirements of senior staff in the Auditor’s Office. Position 30065296 was initially funded by the General Fund to handle grants compliance activities associated with federal pandemic-related reimbursements. However, this role was filled with more senior staff, so this position instead backfilled other duties, assisting with growing workload in the General Ledger division related to financial accounting of all funding (including federal funds).

The Office states this SPW has significantly improved financial management by ensuring the accuracy of financial records and facilitating the return of funds to the General Fund. This position has directly contributed to the recovery of millions in aged encumbrances, improving the County's financial position. The transition to a dedicated staff member will bolster the division's ability to manage emergency payments and enhance fiscal year-end procedures, such as accrual accuracy and pre-audit testing, safeguarding the County's financial integrity and bond rating. Additionally, the request states this move will improve internal controls by centralizing reconciliation tasks and strengthening the segregation of duties within the Auditor’s Office.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Unqualified audit opinion (as measured by financial data & transactions) (100%=unqualified)	100%	100%	100%	100%	100%	100%

PBO RECOMMENDATION

The Auditor's Office is prioritizing this personnel action within the FY 2025 budget submission, stating that this position will improve financial management by ensuring the accuracy of financial records and facilitating the return of funds to the General Fund. This position has directly contributed to the recovery of millions in aged encumbrances, improving the County's financial position. The Auditor's Office considers this conversion a high priority for the Office and is ready to use its permanent salary savings to fund it. This move can be self-funded through salary savings and organizational restructuring following retirements of senior staff. The end date for this SPW is September 30, 2024. PBO accepts the conversion of Special Project Worker (SPW) position #30065296 to a Regular FTE position within the General Ledger Division of the Auditor's Office that was included in the Auditor's Office FY 2025 Budget Submission.

REQUEST #4: AUDIT MANAGEMENT SYSTEM SOFTWARE SUBSCRIPTION

<i>Program:</i>	Auditor's Office (106)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	141,500	-	-	-
Subtotal	\$ 141,500	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 141,500	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 141,500	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Auditor’s Office is requesting \$141,500 to upgrade its audit management system, transitioning from an on-premise solution to a subscription-based, cloud-hosted service. The request aims to support the Risk Evaluation and Consulting Division (REC) in its statutory audit obligations, internal control reviews, and risk assessment processes.

Per the Office, the need for this upgrade is driven by several factors. The current on-premise software, provided by Ideagen, is not only increasing in cost beyond previously agreed terms but is also proving to be unreliable, with inadequate support services that have led to operational delays. The Office emphasized that the transition by Ideagen to a cloud-based solution presents security concerns, as their offering does not meet the TX-RAMP/FedRamp certification standards, which are critical for government data security.

The Office states that the proposed budget for the new cloud-based audit management system includes an annual subscription fee that totals \$244,319 over three years (FY 2025 to FY 2027), with an additional one-time implementation service cost of \$64,000, bringing the overall estimated total to \$308,319.

<i>Software Subscription</i>	<i>FY 2025 Cost</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>	<i>Total Contract Cost</i>
Software Annual (on-going)	\$77,500	\$81,375	\$85,444	\$244,319
Implementation Services	64,000	0	0	64,000
Total	\$141,500	\$81,375	\$85,444	\$308,319

The Office specifies new system is intended to provide secure cloud backup storage for all audit records, enhance reporting functionalities, improve resource planning and time tracking, facilitate data import and mapping, and ensure that the software and stored data are housed securely in compliance with the highest government security standards.

The Office Advises the investment in the new software is in direct alignment with the County Auditor’s mission to maintain financial integrity, promote accountability, and preserve public trust. By streamlining audit processes and improving data security and management capabilities, the software will help the Auditor’s Office to efficiently meet its statutory obligations, expand the scope of revenue and expenditure accountability audits, and move towards a more eco-friendly, paperless

operation. This upgrade is also in keeping with the County’s overarching aim of being a trusted and well-run government entity.

Auditor’s Office proposed high-level implementation plan is:

<i>Fiscal Year</i>	<i>Date</i>	<i>Milestone</i>
FY 2025	November 1, 2024	Competitively solicit for audit software service
FY 2025	December 1, 2024	Award contract to winning bidder
FY 2025	January 1, 2025	Begin SW implementation
FY 2025	July 1, 2025	Go-live

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
REC special projects/statutory reviews completed	46	43	41	44	44	44

PBO RECOMMENDATION

PBO recognizes the importance of this request for the Office and the importance of receiving adequate support from the current vendor in a timely manner. However, significant financial challenges forecasted for FY 2025 do not allow funding audit management system software subscription on an ongoing basis at this time. While PBO believes the request merits consideration, based on currently available revenue, PBO is unable to include funding for this request in the FY 2025 Preliminary Budget.

REQUEST #5: REPORTING SOFTWARE SUBSCRIPTION

<i>Program:</i>	Auditor's Office (106)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	45,000	45,000	26,000	28,000
Subtotal	\$ 45,000	\$ 45,000	\$ 26,000	\$ 28,000
Capital	-	-	-	-
Dpt Total	\$ 45,000	\$ 45,000	\$ 26,000	\$ 28,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 45,000	\$ 45,000	\$ 26,000	\$ 28,000

DEPT. SUMMARY OF REQUEST

The Auditor’s Office is requesting funds for a new reporting software to improve the financial reporting capabilities of the Financial Reporting and Grants Auditing Divisions. The budget request requires purchasing a multi-year subscription for reporting software designed to optimize financial report preparation by the County Auditor's Office. The need for increased funding emerges from the current challenges faced with existing software tools like Microsoft Office and Adobe Suite, which are inefficient and prone to errors, leading to potential waste of valuable staff time.

The request includes an estimated budget for a three-year minimum subscription, with the possibility of extending funding in the future. The estimated costs, subject to change pending the procurement process, are \$45,000 for FY 2025 (\$25,000 on-going and \$20,000 one-time implementation cost), followed by \$26,000 and \$28,000 for the ongoing annual subscription in FY 2026 and FY 2027 respectively, totaling \$99,000.

<i>Software Subscription</i>	<i>FY 2025 Cost</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>	<i>Total Cost</i>
Software Annual (on-going)	\$25,000	\$26,000	\$28,000	\$79,000
Implementation Services	20,000	0	0	20,000
Total	\$45,000	\$26,000	\$28,000	\$99,000

The request advises subscription-based software is anticipated to significantly elevate the quality of financial reports, leveraging the platform’s advanced reporting features to deliver professional, consistent, and easily updatable documents. A direct benefit includes time savings by allowing for secure and efficient data import from the SAP ERP system and other sources, which currently is a heavy process with the tools in use. This software is critical for the Financial Reporting (FR) division responsible for the Annual Comprehensive Financial Report (ACFR), which adheres to GASB standards and has earned the GFOA Certificate of Excellence. It also supports the production of the Popular Annual Financial Report (PAFR), a more accessible financial summary which has consistently received the GFOA's award since FY 2016. Additionally, it facilitates the Grants Auditing (GA) division's Single Audit (SA) report, required for entities receiving federal and state financial assistance over \$750,000.

Per the Office, implementing this software will allow the Auditor’s Office to fulfill its statutory reporting duties more efficiently and effectively, in line with its mission to ensure financial integrity and promote government accountability, thus maintaining public trust in Travis County’s financial governance. Auditor’s Office proposed high-level implementation plan is:

<i>Date</i>	<i>Milestone</i>
03/01/2025	Competitively solicit for reporting software service
05/01/2025	Award contract to winning bidder
07/01/2025	Begin SW implementation
08/01/2025	Go-live

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
% Single Audit Act grant reports filed by required due dates	100%	100%	100%	100%	100%	100%
Received Certificate of Excellence (GFOA) designation	100%	100%	100%	100%	100%	100%
Annual Comprehensive Financial Report filed by March 31 deadline	100%	100%	100%	100%	100%	100%
% Grantor reports on time	95.35%	100%	100%	100%	100%	100%

PBO RECOMMENDATION

PBO recommends funding for reporting software subscription. PBO believes improving the financial reporting capabilities of the Financial Reporting and Grants Auditing Divisions is important for the Auditor’s Office, and this upgrade ensures Auditor’s Office fulfills its statutory reporting duties more efficiently and effectively.

REQUEST #6: SAP ERP ENVIRONMENT - CONTRACTUAL SOFTWARE MAINTENANCE INCREASES

<i>Program:</i>	Auditor's Office (106)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	185,000	-	-	-
Subtotal	\$ 185,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 185,000	\$ -	\$ -	\$ -
Earmark Allocated	-	185,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 185,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 185,000	\$ 185,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Auditor's Office is requesting \$185,000 for potential contractual increases for the licensure and maintenance of the County's enterprise resource planning (ERP) system (SAP). Per the agreement between PBO, ITS, and the Auditor's Office in FY 2014, the software maintenance costs are budgeted in the Auditor's Office in a separate division for visibility and control. At the time of implementation, software maintenance costs were "frozen" for the SAP ERP system modules at the implementation percentage for each module until December 31, 2016. After that date, contractual maintenance costs may increase based on the Consumer Price Index (CPI).

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
% Unplanned SAP production server downtime from 6am-9pm M-F	0.61	0.5	1	1	1	1

PBO RECOMMENDATION

PBO recommends an earmark on the Allocated Reserve of \$185,000 for SAP Contract Maintenance. Should an SAP maintenance increase materialize, PBO will work with the Auditor's Office to access the earmark and will work with the Office to ensure the ongoing increase is budgeted appropriately.

At this time, it remains unknown whether software maintenance costs will increase on December 31, 2024. The SAP maintenance costs thus far have only increased based on amendments and modifications initiated by Travis County for various platform enhancements, budget increases, and additional licenses purchased. The original contract states that the amount "shall not be increased more than the percentage increase in the Consumer Price Index (CPI), applied on a cumulative

year-over-year basis.” While CPI for December 2010, the date of the initial contract, was 219.179, the CPI for December 2023 was 306.746, an increase of 39.95 percent. This percentage increase, applied to the current On-Premise SAP Maintenance budget of \$465,377, is \$185,928.71. Therefore, PBO proposes an earmark totaling \$185,000 to account for any possible increases to the SAP and SBP licensure and maintenance budgets. If additional cost increases are applied to the SAP contracts during FY 2024, PBO will work with the Office to make a corresponding annualized adjustment to the FY 2026 Target Budget. PBO and the Auditor’s Office work closely on SAP issues and will continue to prepare for any contract increases in the future.

County Clerk (120)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	3
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	21
FY 2025 Preliminary Budget Recommendations Summary	22
Additional Information	25
FY 2025 Budget Request Analysis	28
Request 01: Elections FY25 Temporary Increase	28
Request 03: Elections Coordinator SPWs (6.0 SPWs) Target Increase	33
Request 04: Courts Trainer Coordinator II (1.0 FTE)	39
Request 05: Reclass from Commissioners Court Specialist to Agenda Coordinator	42
Request 06: Commissioners Court Specialist – General Admin (1.0 FTE)	44
Request 07: Elections Compliance Planner Sr SPW (1.0 SPW) – Two-Year Duration	46
Request 08: Elections Office Manager Sr SPW (1.0 SPW) – Two-Year Duration	49
Request 09: Elections Coordinator SPW (1.0 SPW) - Two-Year Duration	51
Request 10: HMS Cubicle Update.....	53
Request 12: Misdemeanor Records Court Clerk I SPWs to FTE (4.0 SPWs - Year 1 of 2) Continuation	55
Request 13: Civil Division Court Clerk II’s (2.0 FTEs).....	58
Request 14: Probate Court Clerk I Positions (3.0 FTEs)	60
Request 16: Reclass and Transfer of GF Recording Specialist I to SF Planner Sr	63
Request 18: Reclass Court Services Mgmt Admin Coord to Records Analyst Supervisor	65
Request 19: Reclass Assistant Chief Deputy to Chief Deputy – two Positions	67
Request 20: Reclass CSA or CSA Sr to Customer Support Supervisor.....	69
Request 21: Recording Division Expansion to Multiple Locations.....	71
Request 22: Recording Mobile Unit	73
Request 23: Reclass Court Clerk II Sr to Court Services Mgmt Admin Coordinator	76
Request 24: Reclass Court Clerk I Position to Court Clerk II Sr – Misdemeanor Division	78
Request 25: Reclass Court Clerk I to Court Clerk II Sr – Civil Division.....	80
Request 30: Travel Budget one-time Increase	82
Request 31: AOT Program – Probate Division	84
Request 32: Elections Website Costs (Year 3 of 3)	86

Request 35: Elections Recurring Target SPW Renewal (15.0 SPWs)88

Request 36: CAFA - Magstration Division Expansion and Records Support (34.0 FTE)92

Request 37: Community Liaison and Outreach Planner Sr SPW (1.0 SPW - Year 2 of 3)95

Request 38: Personnel Elections Coordinator (1.0 SPW - Year 2 of 3) – Elections Division98

Request 39: Voting Equipment Elections Coord SPW (1.0 SPW - Year 2 of 3) – Elections Division.....101

Request 40: Human Resources Specialist I SPW (Target 1.0 SPW) - Gen Admin.....104

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The Travis County Clerk's Office is dedicated to providing quality service to the public, advancing efficiency and cost effectiveness in its operations, preserving and ensuring access to County records, upholding the public trust, and promoting the democratic process.

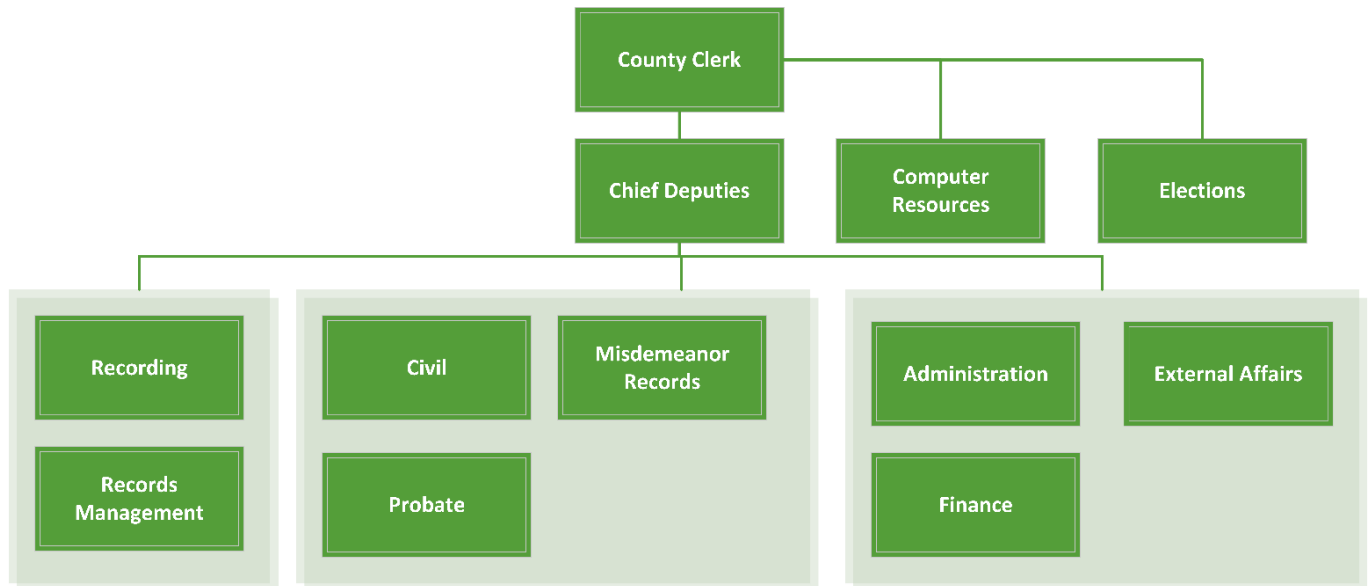
The Office has identified the following departmental goals which align with the new County goal, "Be a trusted and well-run county,":

- Preserve and ensure access to County records;
- Promote the democratic process;
- Provide Quality Public Service;
- Uphold the public trust; and
- Advance the efficiency and cost effectiveness in operations.

The Office is budgeted in the following Functional Areas:

- General Government; and
- Justice System.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if

applicable. The following programs were formerly linked to the County Goal, “Empower the public through civic engagement and collaboration,” and are now linked to the County Goal, “Be a trusted and well-run county.”

ELECTIONS:

The Elections Division of the County Clerk’s Office is a mandated program that conducts election day and early voting operations on behalf of Travis County for mandated general and special elections and early voting for primary elections. The Elections Division also contracts with other entities to use County resources and election equipment for Primary Election Day and other entity elections. Additionally, the Elections Division provides election administration consultation and services. This includes purchasing, maintaining, and updating election software and equipment; recruiting, training, and managing election day temporary workers; establishing and managing polling locations; handling election day procedures and providing support to voters by telephone; securing voting materials and reporting results; and coordinating the accounting of expenses and revenue for the elections.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Days in the Early Voting in Person period	75	30	47	36	47
Hours of inspect and prepare, deliver & pick up equip & materials	25,320	8,450	2,800	32,000	23,000
Number of Annual calls excluding EV/ED	20,268	12,600	9,451	46,000	25,000
Number of C&E reports received and processed	250	275	180	220	200
Number of contracts to track and maintain for goods and services.	180	165	166	166	167
Number of customers assisted	3,700	3,649	4,200	3,700	4,200
Number of ED poll workers recruited, assigned and confirmed	3,380	1,680	4,000	2,300	3,500
Number of ED vote centers	588	357	600	450	650
Number of ED voters	229,185	198,540	260,000	110,000	265,000
Number of ED workers trained	3,420	1,546	3,700	2,500	4,550
Number of EV and ED calls	48,922	35,074	22,647	42,000	38,000
Number of EV locations (permanent)	120	79	126	120	150
Number of EV poll workers recruited, assigned, and confirmed	1,441	893	2,000	850	1,700
Number of EV voters	245,870	421,505	250,000	650,000	225,000
Number of EV workers trained	1,500	611	977	950	1,700
Number of financial statements processed and published	70	70	70	70	70
Number of FPCA apps received and processed	552	1,818	700	10,000	2,200
Number of FPCA ballots mailed, received and processed	833	2,627	1,100	5,000	1,100
Number of hours between polls closing and release of results (average)	4	4	4	4	4
Number of hours spent devoted to voter education	2,650	2,750	2,800	3,000	3,000
Number of hours spent in developing election database including ballot programming	1,460	500	800	850	900

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of hours spent monitoring and troubleshooting laptops on Election Day	250	200	300	350	350
Number of hours spent on EV and ED vote history verification	1,375	971	1,300	1,800	2,000
Number of hours spent prep ED training materials	2,874	660	1,000	1,500	2,500
Number of hours spent prep ED voting materials	7,208	3,650	3,600	3,500	3,600
Number of hours spent preparing statistical reports required by statute or public request	425	385	325	375	350
Number of hours spent preparing training materials	1,382	720	800	850	1,400
Number of hours spent preparing voting materials	7,208	3,600	3,800	5,300	3,900
Number of hours spent to identify, contract and confirm availability with EV and ED sites.	3,102	1,920	1,900	1,925	2,800
Number of hours spent with EV/EDAY Laptop prep	950	738	800	950	875
Number of hours spent monitoring and troubleshooting laptops during Early Voting	1,600	900	1,200	1,800	1,500
Number of hours to configure, troubleshoot and maintain voting equipment	5,852	2,050	5,000	2,500	5,000
Number of Mail apps received and processed	24,000	28,581	25,000	135,000	90,000
Number of Mail ballots received and processed	41,000	34,208	50,000	94,500	63,000
Number of mandated elections held	5	1	3	3	1
Number of PAFs submitted	1,150	1,258	1,155	1,200	1,100
Number of precincts in Travis County	287	287	287	287	287
Number of precincts involved in elections	1,174	805	1,250	775	1,250
Number of Reg voters in Travis County	874,110	887,000	900,000	915,000	930,000
Number of timesheets submitted and paychecks processed	6,819	3,893	9,000	8,000	7,000
Number of total Ballots processed	516,336	653,543	550,000	1,050,000	890,000
Other elections held	49	45	55	54	50

The County Clerk’s Office Elections Program notes FY 2020 featured above-average voter turnout and predicts FY 2025 elections will also have an above-average voter turnout. The Office projects an increase across most metrics due to significant interest in the upcoming Presidential election. Therefore, it proposes an Election Plan focusing on greater availability of polling places to reduce wait times. Due to the increased number of polling places, the Elections Team has presented a staffing model that anticipates greater need for personnel to facilitate upcoming elections, which drives up costs.

The Office notes unusually high voter turnout in FY 2021 resulted from a hotly contested Presidential election within a highly polarized national political landscape. Increased turnout projections drive estimates for Election Division performance measures, including Ballot by Mail (BBM) utilization, early voting and election day turnout, time spent preparing for elections, number of persons employed during early voting and election day, and more. The Election Division has observed continued increases in the use of early voting in recently held elections, including well over 60 percent of voters voting during the early voting period, while also noting an increase in the overall number of election-day voters. The Office anticipates these metrics will continue to rise in FY 2025.

The Elections Division continues to adapt to changes in voter behavior resulting from the COVID-19 pandemic. The Office reports voter registration and turnout across Travis County trended upward in recent years, with a sharp increase in FY 2020 that has continued. However, the rise in Ballot-by-Mail usage the Office saw in FY 2021 decreased in FY 2022. Voters may have begun to resume in-person voting as the COVID-19 pandemic has waned, but this data will be monitored. According to the Elections Division, the latest performance measures show the number of mail ballots received and processed decreased from FY 2022 to FY 2023 but is expected to rebound through FY 2024.

The Election Division continues to evaluate the effects of SB 1 on Ballot-by-Mail procedures. This legislation passed during the second special session of the 87th Texas Legislature, is an omnibus elections bill mandating various changes to voter registration, the authority of poll watchers, BBM review, and voter eligibility, among other provisions. SB 1 also adds new responsibilities, including the mandatory internet streaming of certain election processes (Signature Verification, Ballot Board, and Central Count Station), increased reporting requirements, the development and implementation of a post-election Risk-limiting audit, and the requirement to post a licensed peace officer throughout tabulation at the Central Counting Station. The recent 88th Texas Legislature featured several bills with the potential to impact the administration of elections in Travis County, including further restrictions on mobile early voting.

Conducting elections on a contract basis for entities is a discretionary service provided by the Elections Division of the County Clerk's Office, which helps offset the costs of conducting elections in Travis County. The Elections Division notes many jurisdictions, including the City of Austin, Austin ISD, and Austin Community College, moved their local elections to the November General Election date during even-numbered election years. This date change shifted the cost reimbursements from the Election Fund (0128) (for May elections with no County races) to the General Fund for November elections where there are County races. This reduces the County's net General Fund cost for the November election. However, this results in a reduction in revenue generated by equipment rental and administrative fees. Equipment rental revenue has historically been used to offset the cost of the maintenance of the election equipment in the general fund. The administrative fees are deposited to the Election Fund and fund election equipment, supplies, consultants, and training as the Election Code allows. The principal objective of the Elections Division is to conduct elections that fairly and accurately articulate the will of the voters so registered voters can conveniently and easily make their voice heard at the polls.

The Office notes continued use and development of the electronic Election System, coupled with the increased hardware and software to process mail ballots, and the recent statutory requirements, enhances security to the election process in Travis County, something voters have been seeking, and is very necessary to maintain voter confidence in the democratic process. Lastly, citing these increases in the number of registered voters, election security and ongoing legislative changes, the Office has related requests for additional elections staff in FY 2025 to support the legally required duties of the Elections Division.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/ Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Elections FY24 Temporary Budget Increase	\$1,978,207	n/a	The FY 2024 Adopted Budget included \$905,813 in ongoing and \$1,072,393 in one-time resources to be included in the County Clerk’s Office Elections Division FY 2024 Preliminary Budget to cover estimated incremental costs for the 2023 General Election (G23) and 2023 Primary Election (P23). In addition, PBO recommended a \$1,255,759 Earmark Against the Allocated Reserve for FY 2024 Additional Election Costs to cover anticipated expenses related to the 2023 Primary Runoff (PR23) and 2024 General Election start-up costs expected to occur in FY 2024. As of May 2024, the Elections Division has accessed \$587,569 of these earmarked funds. It expects to request a portion of the remaining \$668,190 in earmarked resources for the run-up to the November Presidential election.
Vehicles for Elections	\$127,020	n/a	The FY 2024 Adopted Budget included \$121,220 in one-time capital resources for the purchase of two sedan or SUV class vehicles for use by the County Clerk’s Office Elections Division and \$5,800 in ongoing operating resources for fuel and maintenance costs related to these vehicles. The Office reports it is in the process of purchasing these vehicles but has encountered the usual delays with vehicle procurement.
<i>FY 2023</i>			
ADA Compliance SPWs Renewal	\$299,710	4.00/2.00 (SPWs)	The FY 2024 Adopted Budget included resources for continuing four SPWs, as approved by Commissioners Court, so that the Office may continue its assessment of polling locations for ADA compliance. FY 2024 represents the final year for the four SPW positions approved by Commissioners Court on January 18th, 2022. The Office reports these positions continue to support general operations in the Elections Division and is requesting ongoing funding for these positions in FY 2025.
BBM and BBM Sites 2-yr SPWs	\$152,181	2.00/2.00 (SPWs)	The FY 2024 Adopted Budget included resources for the second year of one Election Coordinator Sr. SPW to assist with increased Ballot-by-Mail usage and one Elections Coordinator SPW to help identify new polling locations in compliance with DOJ standards, approved for two years in the FY 2023 Adopted Budget. These funds ensure continued support of Ballot-by-Mail and BBM Site operations in the County Clerk’s Office Elections Division and represent the final year of the two fiscal year period approved in the FY 2023 Adopted Budget. The Office reports that these positions continue to support general operations in the Elections Division and is requesting ongoing funding for these positions in FY 2025.

The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes,” and are now linked to the County Goal, “Be a trusted and well-run county.”

PROBATE/MENTAL HEALTH/COMMISSIONERS COURT MINUTES TEAM:

The Probate Division is a mandated function of the Travis County Clerk’s Office. It is responsible for maintaining records, related notices and citations, as well as writs for all probate cases in Travis County Probate Court #1, including documents related to estates of the deceased, guardianships of minors and adults, mental health cases dealing with involuntary commitments, and condemnation cases. The Division has three main departments: the Probate Department, Mental Health Department, and Commissioners Court Minutes Department. The performance measures reported by the Division demonstrate an increased workload related to virtual courts and e-records and increased in-person activity as COVID-19 pandemic conditions wane.

The Travis County Clerk is the county official designated by law to maintain the records of the Statutory Probate Court. The services provided by the Probate Team, including maintaining court records, are constitutionally mandated and require County funding. The constitutional requirements and authority of the County Clerk are found in Article V, Section 20 of the Texas Constitution. Texas Local Government Code, Section 81.021, describes the statutory role of the County Clerk, including services as clerk of the county courts at law.

The Probate Division is also responsible for reporting to the National Instant Criminal Background Check System (NICS), the DPS, and Voter Registration needs for all guardianship cases in which the court appoints a guardian for an incapacitated adult individual under the Texas Estates Code, based on the determination that the person lacks the mental capacity to manage their affairs. Such affairs are voting in a public election, owning, possessing, or purchasing a firearm, making personal decisions regarding residence, and holding or obtaining a license to operate a motor vehicle under Chapter 521 of the Texas Transportation Code. The Mental Health Program is also responsible for reporting to NICS commitments for temporary or extended inpatient mental health services and commitments of persons determined to have intellectual disabilities requiring long-term placement in a residential care facility under Chapter 593 of the Texas Health and Safety Code.

Fees are assessed in cases filed before the Probate Court to support the operations of the County Clerk’s Office. Under Section 571.018 of the Texas Health and Safety Code, the county in which a person is detained for evaluation for mental health services is responsible for the costs. Thus, fees are not assessed in mental health cases where a patient was detained in Travis County. Fees are collected from other counties for mental health cases that originate in other counties because the Austin State Hospital provides services to a region of counties, and cases that originate in other jurisdictions are often transferred to the Austin State Hospital. Fees are not collected in cases opened by the Probate Court or by nonprofit organizations (e.g., Family ElderCare) filing guardianship cases for incapacitated persons.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Average Number of Days to Process Citations and Notices	1	3	3	2	1
Average Number of Days to Process Letters of Guardianship	2	20	20	15	10
Average Number of Days to Process Ltrs of Admin or Test	1	3	3	3	2
Avg Days fm Court Meeting to Publishing of Draft Minutes	2	3	3	2	2
Certified Copies	6,205	10,216	10,000	10,000	10,000
Citations	1,612	1,851	1,600	1,600	1,600

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Comm Ct Customer Service Email Requests	284	432	500	600	600
Comm Ct Customer Service In-Person	12	37	40	45	50
Comm Ct Customer Service Phone	55	133	130	120	100
Comm Ct General Search Requests	339	334	300	250	300
Commitment Hearings Attended	3,514	2,243	2,500	3,000	3,000
Copies Made by Clerk	16,078	18,534	18,000	18,000	18,000
Difference Between Document File Date and Entry Date MH Cases	1	1	1	1	1
Difference Between Document File Date and Entry Date Probate Cases	1	1	1	1	1
Documents Scanned and Indexed	8,406	8,465	9,000	10,000	10,000
Email Requests Mental Health	3,234	3,862	3,000	3,000	3,000
Email Requests Probate	6,574	7,492	7,000	8,000	9,000
Hours Spent Filling Comm Ct Requests	114	120	100	100	100
Hours Spent in Comm Ct	349	557	450	600	600
Hours Spent in Commitment Hearings	655	694	600	650	650
Hours Spent in Probate Hearings	285	312	500	500	500
Hours Spent Preparing Minutes	419	416	400	400	400
In-Person Customers Mental Health	23	33	50	50	50
In-Person Customers Probate	8,732	8,980	10,000	10,000	10,000
Meeting Notices Posted	93	94	90	90	90
MH Documents Scanned and Indexed	29,574	31,175	30,000	35,000	35,000
MH Notices Issued	2,234	2,001	2,500	2,700	2,700
MH Other Issuances	2,632	2,147	3,000	3,000	3,000
Mtgs Attended (incl Reg Voting, Budget, & Road District)	94	94	110	110	110
New Condemnation Cases Filed	110	77	80	80	80
New Mental Health Cases Filed	2,234	1,932	2,500	2,700	2,700
New Probate Cases Filed	3,062	2,857	2,700	2,700	2,700
Orders Processed from Probate Court	12,147	13,401	14,000	14,000	14,500
Other Issuances	3,813	3,991	4,000	4,500	4,500
Phone Customers Mental Health	821	798	800	850	850
Phone Customers Probate	47,932	48,201	45,000	45,000	50,000
Probate Documents Scanned and Indexed	81,150	100,110	100,000	100,000	110,000
Probate Hearings Attended	2,849	2,851	3,000	3,500	4,000
Probate Notices Issued	6,783	6,714	7,000	7,500	7,500

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Probate Search Requests	221	174	200	200	200
Requests Received	1,690	1,996	2,000	2,000	2,000
Total Copies	22,283	28,750	25,000	25,000	25,000
Total Issuances	5,092	5,221	6,000	6,000	6,500
Total Probate Case Activities	90,358	99,486	100,000	100,000	110,000
Total Search Requests	1,291	1,302	1,300	1,350	1,350

A second Probate Court was created in FY 2024. The Division notes the additional staff funded in FY 2024 in conjunction with the new Court has helped the Division manage the increase in workload. However, the Probate Division has identified a need for additional staff capacity to fully support the new probate court and has related budget requests for additional clerk staff and a reclassification request to provide the growing division with additional supervisor capacity.

The Probate Division also reports that its Document Management System Phase II implementation is complete, reducing reliance on paper-based files and that it is now working to ensure the efficient flow of documents between filers and the courts by using this technology. Meanwhile, the Division notes it continues to focus resources on the deployment of the new Court Case Management System (CMS), which is a project that began several years ago, but progress is expected to accelerate now a contract has been signed with a vendor. However, despite promised long-term efficiency improvements, the CMS project will likely be a focus for resource allocation in the short term as staff, customers, and the Court adjust to the functioning of the new system once incorporated.

To promote efficiency, the Mental Health (MH) team notes it has expanded to a new service location as a part-time office at Austin State Hospital. The Division reports revenues and cases in this area are flat to declining over the past few years, which is attributed to new hospitals being built in surrounding counties. Regardless, the Division continues to focus on strengthening the Office’s efficiencies and is exploring the possibility of secure email communication with hospitals as a means for customers to file documents and streamline current processes.

Lastly, the Office states both Probate and Mental Health new case filings have trended higher in recent years. It expects this trend to continue as the County observes widespread growth and subsequent increased Mental Health service needs throughout the County.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
New Probate Court Personnel	\$311,436	4.00/4.00	The FY 2024 Adopted Budget includes resources added to the budget related to the creation of four additional Court Clerk II positions (4.0 FTEs) in the Probate Division to staff the new Probate Court. The Division notes additional staff funding has helped manage the increased workloads. However, the Division has also identified a need for greater clerk and supervisor staff capacity to support the new court fully and has related budget requests in FY 2025 for additional staff.

CIVIL:

The Travis County Clerk is the county official designated by law to maintain the records of the County Courts at Law with Civil Jurisdiction and to maintain records. These services are provided by the Civil Division. Civil responsibilities include filing and maintaining records for and issuance of related notices, citations, and writs for all civil cases where the County Courts at Law have jurisdiction; and protective orders, civil bond forfeiture cases, appeals from Justice of the Peace Courts, assessment and collection of fees and deposits, and condemnations.

Fees are generally assessed in civil cases, and those fees augment the General Fund to support the operations of the County Clerk. However, services provided to indigent - those who cannot afford - litigants are provided without the collection of assessed fees.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Abstracts	109	181	144	148	240
Appeals	8	39	36	40	44
Average Number of Day-to-Process Abstracts of Judgment	2	2	2	2	2
Average Number of Days to Process Citations	2	2	2	2	2
Average Number of Days to Process Writs of Execution	2	2	2	2	2
Bond Forfeiture Cases Filed	214	414	1,128	2,000	2,050
Civil Cases Filed	4,879	4,686	4,716	5,400	5,600
Civil Citations Issued	3,703	4,014	4,150	4,200	4,250
Civil Customer Service Email Requests	2,308	4,519	4,380	4,385	4,390
Civil Customer Service In-Person	2,728	2,974	2,140	2,200	2,225
Civil Customer Service Phone	8,174	7,932	7,128	7,150	7,175
Civil General Search Requests	1	1	1	1	1
Difference b/w Document File Date and Document Entry Date	12,055	16,853	13,884	14,000	14,100
Documents Scanned and Indexed	-	41,918	41,256	41,500	42,000
Executions	2,940	435	460	465	470
Judgments	8,923	1,976	2,284	2,300	2,400
Notings	68,099	27,481	36,660	37,000	38,000
Other Issuances	4,419	3,846	3,780	3,800	3,850
Protective Order Cases Filed	275	324	444	450	500
Subpoenas	20	30	60	70	80

In prior fiscal years, the Office reported decreased workloads across multiple areas due to the pandemic, especially in services related to civil courts. However, following the full opening of courts as COVID-19 pandemic conditions wane, the Civil Team now reports experiencing increased workloads through FY 2024. The number of civil cases filed increased, and that increase and the Courts' continued work to resolve cases drives the rest of the workload: increase in citations, subpoenas, higher court appeals, abstracts of judgment, customer service requests, and documents scanned, etc. As Travis County continues to grow,

the Division anticipates that this number will likely increase gradually. Therefore, the Office has related requests for additional staff capacity to address the rising workloads and ongoing need for management support.

MISDEMEANOR RECORDS:

The Travis County Clerk is the county official designated by law to maintain the County Courts at Law records, which exercise misdemeanor criminal jurisdiction. These services are provided by the Misdemeanor Records Division, which processes new filings and documents, and provides up-to-date, accessible information to the public regarding County Court misdemeanor records. Other services include providing a Court Clerk II to each County Court for a budgeted number of hours per day, including the Bond Review Docket with appropriate case files, filing court documents, entering data regarding case dispositions, fingerprinting convicted defendants for the case file, and issuing warrants and/or summonses.

The services provided by this division, including maintaining court records, are constitutionally mandated and must be funded by the County. The constitutional requirements and authority of the County Clerk are found in Article V, Section 20 of the Texas Constitution. Texas Local Government Code, Section 81.021, describes the statutory role of the County Clerk, including services as Clerk of the County Courts at Law.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Bonds Scanned and Indexed	12,137	12,149	12,000	12,000	12,000
Cases Appealed From Lower Courts	29	28	15	15	15
Cases Appealed To Higher Courts	2	6	15	15	15
Cases Disposed with Charging Instruments	20,661	17,793	18,000	18,000	18,000
Complaint and Information	22,956	26,216	18,000	18,000	18,000
Email Requests	10,443	7,436	8,000	8,000	8,000
Expunctions Processed	1,115	1,467	1,800	1,800	1,800
Hours Clerks Spent in Courts	4,692	4,711	5,500	5,500	5,500
In-Person Customers	1,400	3,147	3,200	3,200	3,200
Jail Call Commitment Hours	695	812	800	800	800
Made by Clerk	42,021	34,998	40,000	40,000	40,000
Mail Requests	71	74	75	75	75
Monthly Average Number of Active/Pending Cases	46,723	36,187	40,000	40,000	40,000
New Cases Filed with Charging Instruments	11,408	13,039	14,000	14,000	14,000
Non-disclosures Processed	79	109	100	100	100
Phone Customers	6,351	7,111	7,500	7,500	7,500
ROA Entries	242,378	249,536	250,000	250,000	250,000
Signed Nisis	41	-	50	50	50

The Misdemeanor Records Division notes that while the COVID-19 Pandemic drove up overall filings, the post-pandemic environment poses significant changes in operations. Courts are returning to in-person hearings. However, many have adopted hybrid practices, allowing some courts to run both virtual and in-person dockets. Despite the Office returning to in-person operations by March 2022, the prevalence of hybrid operations combined with the increased digital processing of documents, led to a lower observed rate of in-person traffic below than prior to the pandemic.

Additionally, implementing the new Case Management System (CMS), Odyssey, eased access for attorneys to Court Clerk filings and is increasing overall efficiency. The Office anticipates that the CMS will soon retain a functional document management system, which will reduce paper printing needs and improve filing access in a more customer service-friendly manner. Overall, the Office states services provided to the Court, attorneys, and the public remained relatively static year-over-year but notes that the addition of a Criminal Court in FY 2016 slightly increased the resource requirements for the Division to maintain effective service levels. Notably, the Office’s projections for future productivity remain relatively flat and trend downward to reflect the decreased number of criminal cases in Travis County as, historically, workloads and outputs for the Division tend to be tied to the crime rate. Despite that, the Office asserts the Courts’ focus on expediting cases has driven modest increases in the number of hours clerks spend in court in person serving customers at an approximate rate of 4 percent year-over-year.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
4.0 Court Clerk I SPWs in Misdemeanor Division (2 nd Year)	\$283,271	5.00/2.00 (SPWs)	The FY 2024 Adopted Budget includes one-time resources for the second year of four Court Clerk I SPWs approved for two years in the FY 2023 Adopted Budget. These funds ensure continued support for both virtual and in-person proceedings for the seven County Courts at Law and represent the final year of funding for these positions as approved in the FY 2023 Adopted Budget. The Office notes that the focus of these positions has shifted from dismissals to entering CJIS submissions. The dismissal project is currently paused while the County Attorney's office reviews the process, but it may start up at any time. The County Clerk's office will need staff that can process the dismissals within the legally required timeframe.

RECORDING:

The County Clerk is the county official designated by law to accept and file all documents about real property records for Travis County (including deeds, deeds of trust, warranty deeds, liens against property from court judgments, federal and state tax liens, UCC liens against personal property, and plats), issuing and recording marriage licenses, filing assumed names for businesses (DBAs), indexing all documents recorded, and providing a system for retrieving these documents for public use. These services are provided through the Recording Division. Presently, fees are charged for all mandated services.

The Recording Division also supports mandated functions of other divisions within the Office by managing the Clerk’s Office’s mail process (opening, sorting, logging, and disseminating mail to each Division of the Office). The Recording Division operates the Main Call Center to answer and research basic questions related to all divisions of the Clerk’s Office, excluding the Elections Division. The Call Center Operators often process payments for copies for the Recording Division.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Assumed Names recorded	4,792	4,567	5,000	5,500	5,600
Calls received	80,860	80,954	85,000	90,000	90,000

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Calls Transferred	28,443	15,100	20,000	29,200	40,000
Copies made by Copy Center (more images available online)	38,064	42,178	20,000	20,000	20,000
Customers served in person	25,905	36,540	38,000	40,000	40,000
Electronic Data compiled by Copy Center/Staff	2,499	1,460	1,500	1,500	1,500
Emails received and handled by Staff	11,240	18,405	19,000	5,000	5,000
eRecording documents received	183,886	191,957	200,000	252,700	252,800
Foreclosures filed	613	927	1,000	1,000	1,000
Images reviewed for indexing	2,166,760	1,109,106	2,346,000	3,800,100	3,800,100
Images scanned by staff	398,543	152,976	160,000	940,500	940,500
Logged Mail forwarded to other Divisions/Departments	20,041	19,700	15,000	3,300	3,000
Logged Mail going to Recording for processing	40,809	21,600	20,000	21,250	21,000
Mail logged in and tracked daily	253	160	150	150	150
Marriage licenses issued	10,456	11,059	11,200	11,200	12,000
Meeting notices filed and posted	1,280	1,000	1,000	1,800	1,800
Payments for copy orders processed	30,064	18,434	12,000	12,000	12,000
Percent of Total Real Property Records Filed	90%	93%	95%	90%	90%
Searches	18,500	23,641	20,000	21,000	20,000
Total documents processed	398,591	366,890	360,000	355,300	300,000
Total Mail received (Elections now has their own PO Box)	60,850	43,200	35,000	34,250	30,000
Total Real Property documents recorded	200,283	174,933	200,000	383,200	379,990
Transactions by cashiers	301,863	381,230	325,000	325,000	325,000

The Office reports that certain workloads decreased for the Recording Division during the COVID-19 pandemic but anticipates multiple measures will rebound in the post-pandemic environment. However, real property market activity largely drives the Recording Division workload. During the pandemic, roughly from FY 2021 through FY 2022, the Travis County housing market heated up dramatically as low housing stock met high demand and drove housing prices to record highs. This trend began to cool off around the start of FY 2023, influenced, in part, by consecutive interest rate increases enacted by the U.S. Federal Reserve to target high inflation. The Division notes, with the slowing growth in Travis County relative to observed highs during the pandemic, its submitted performance measures are consistent with an economy has, at best, slowed or, at worst, plateaued. The Office asserts any significant economic developments over the next year will directly impact the Division's workload.

RECORDS MANAGEMENT:

The County Clerk is the county official designated by law to maintain the records of the County Courts at Law, the Statutory Probate Court, and official public records and to manage elections in Travis County. The Records Management Division of the Travis County Clerk's Office is responsible for managing and preserving the official records of the County Clerk's Office as set forth in the Texas Local Government Records Act and providing an efficient record retrieval service for staff members, the courts, and the public. In addition to performing required daily records management tasks, the Division works on developing

and implementing records, preservation, archival, and automation projects performed after the filing and recording of documents.

Responsibilities include managing circulation of onsite court case files; managing circulation of offsite records; managing the identification of, staging of, preparation for, and transfer of records to offsite storage; managing courthouse public research areas in three locations; filing documents into case file folders; responding to customer records requests; tracking, updating, and purging records inventory in the GAIN record tracking system; planning and executing a variety of records management and archival projects; and supporting the records needs of all County Clerk divisions.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Accounting Division Boxes Moved Offsite	12	30	20	20	20
Case Files Entered into GAIN Civil	176	489	300	300	300
Case Files Entered into GAIN Misdemeanor	16,120	16,707	16,000	16,000	16,000
Case Files Entered into GAIN Probate	1,924	1,892	2,000	2,000	2,000
Case Files Recalled Civil	154	181	150	150	150
Case Files Recalled Misdemeanor	7,551	5,052	7,000	6,500	6,000
Case Files Recalled Probate	627	563	600	600	600
Certified Copies	3,491	4,111	4,500	5,000	5,500
Comm. Ct. Division Boxes Moved Offsite	-	-	5	-	5
Court Runs	1,116	1,188	1,100	1,100	1,100
Documents Filed Civil	401	1,468	500	500	500
Documents Filed Misdemeanor	186,925	207,318	200,000	150,000	100,000
Documents Filed Probate	3,078	3,027	4,500	5,000	5,500
Elections Division Boxes Moved Offsite	464	101	600	900	700
Email Requests Onsite Library Counter	4,761	4,394	4,500	4,400	4,300
Email Requests Research Area	2,327	2,276	2,400	2,500	2,600
Folders Requested by County Clerk Staff Civil	84	146	120	120	120
Folders Requested by County Clerk Staff Misdemeanor	22,890	16,705	14,000	12,000	10,000
Folders Requested by County Clerk Staff Probate	49	44	40	40	40
Folders Requested by Cust Misd Fm Docket Sheets w/o add-ons	85,471	80,392	82,000	80,000	80,000
Folders Requested by Customers Civil	33	79	40	40	40
Folders Requested by Customers Misdemeanor Other	5,513	4,251	4,000	3,500	3,000
Folders Requested by Customers Probate	3,295	3,282	3,300	3,300	3,300
In-Person Customers Onsite Library Counter	1,284	1,256	1,200	1,200	1,200
In-Person Customers Research Area	2,169	2,351	2,000	2,000	2,000
Mental Health Division Boxes Moved Offsite	22	18	30	30	30
Onsite Files Purged to Offsite Civil	3,847	1,920	-	-	-
Onsite Files Purged to Offsite Misdemeanor	6,458	-	10,000	15,000	-

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Onsite Files Purged to Offsite Probate	-	-	250	5,000	-
Phone Customers Onsite Library Counter	64	57	-	-	-
Phone Customers Research Area	1,027	1,272	1,200	1,300	1,400
Recording Division Boxes Moved Offsite	110	44	75	75	75

The trend towards digital access to records remains the primary driver for workloads within the Records Management Division and informs the type of work performed by staff. The Office notes that the Division continues to transition away from paper record management and towards electronic record management with the full implementation of a new Case Management System (CMS), which has significantly reduced reliance on paper-records and increased requests to digitize aging paper files associated with unresolved cases. The Division notes these trends are reflected in the Documents File categories for performance measures above. Meanwhile, the Office remains committed to prioritizing best service practices for both internal and external customers during this ongoing transition.

The Office states that additional collection-related projects in the Civil/Probate Division are increasing the need for offsite file storage. In addition, the Division reports growing rates of files recalled for misdemeanor cases resulting from continued efforts of the County Attorney’s Office and Sheriff’s Office to process dismissal backlogs. Meanwhile, in-person and telephonic requests for service continue to decrease, as predicted previously by the Office, due to customers increasing reliance on the expanding digital access to records provided by the County Clerk’s Office.

The Records Management Division continues to coordinate with other Travis County Departments to gauge impacts from the recent move to the Probate Courthouse to the new Civil and Family Courthouse and the location of the County Clerk’s Misdemeanor Records Division at HMS. The Division notes that staffing and coverage are ongoing challenges to maintaining adequate service levels for managing and digitizing records across these facilities.

The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes,” and are now linked to the County Goal, “Be a trusted and well-run county.”

ADMINISTRATION: ACCOUNTING – COMPUTER RESOURCES - GENERAL:

The County Clerk has three programs supporting the other Office operations: General Administration, Accounting, and Computer Services. Each County Clerk’s program is mandatory to support the other operations. As internal service divisions, these programs serve as the backbone of the County Clerk’s Office, providing centralized services. The needs of the other operational divisions in this Office drive the workload.

The services provided by the County Clerk’s Office, supported by the Accounting Division of the Office (including maintaining court records, land, and other essential public records, and managing elections), are constitutionally mandated and required to be funded by the County. Specific statutory references related to finance include Local Government Code 113.022 – Time for Making Deposits to County Treasury, Local Government Code 117 – Court Registry Deposits; Property Codes 72-75 – Unclaimed Property, and Government Code 2251.021 Timing of payments.

The Travis County Clerk is the county official designated by law to maintain the records of the County Courts at Law, the Statutory Probate Court, official public records (such as land records, meeting notices, and marriage licenses), and to manage elections in Travis County. The Computer Resources Division of the Travis County Clerk’s Office is responsible for managing and preserving the official electronic records of the County Clerk’s Office and providing the most efficient possible information

technology structure for all the services provided by the County Clerk. The Computer Resources Division provides service to the public (e.g., the County Clerk’s Website, managing the publicly available documents through the document management system [DMS], etc.) as well as service to internal customers at the County Clerk’s Office (e.g., managing elections ePollBooks (iPads) which serve as poll books at vote centers, managing the file management system for court-serving divisions, etc.).

The services provided by the County Clerk’s Office, supported by the General Administration Division of this Office (including maintaining court records, land, and other essential public records, and managing elections), are constitutionally mandated and required to be funded by the County. The Administration Division seeks to continue expediting processes to enhance the efficiency of administrative tasks for better customer service to internal and external customers.

<i>Administration – Accounting - Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Amount of Custodial Deposits at Year End	\$7,564,033	\$8,577,226	\$9,000,000	\$9,000,000	\$9,000,000
Hours on Audit and Review of Daily work	6,000	6,000	6,000	6,000	6,000
Hours on Bank Reconciliations/Financial Reports	500	480	480	480	480
Hours on Disbursements	3,500	3,500	3,500	3,500	3,500
Hours on Election Billing	500	400	600	400	600
Hours on Interest Bearing Deposits	1,040	1,040	1,040	1,040	1,040
Hours on Unclaimed Property Reporting	400	550	550	550	550
Hours on Year End IRS Reporting	80	80	80	80	80
Hours Printing and Mailing Monthly Statements	96	50	-	-	-
Hours Spent Scanning	200	150	150	150	150
Number of Checks Processed	3,000	3,079	3,300	3,100	3,100
Number of Closed Interest-Bearing Court Registry Deposits	98	99	100	100	100
Number of Custodial Accounts	718	741	750	750	750
Number of Customer Statements Mailed	3,000	3,200	3,200	3,200	3,200
Number of Election Invoices Processed	100	82	100	100	100
Revenue Transferred to Treasurer	\$18,003,776	\$15,740,657	\$16,000,000	\$17,000,000	\$18,000,000

<i>Administration – Computer Resources - Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
ENR - Pageviews	14,135	11,252	18,000	15,750	19,000
ENR - Sessions	4,475	2,375	4,000	4,250	4,600
ENR - Users	3,325	2,210	3,200	3,150	3,400
Facebook likes	1,255	1,100	1,200	1,600	1,650
Hours spent managing and updating website	1,848	1,848	1,848	1,848	1,848

<i>Administration – Computer Resources - Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Hours spent on social media and photography	20	22	22	20	20
Number of active projects	2,350	2,370	2,370	2,400	2,400
Number of backups	14,135	11,252	18,000	15,750	19,000
Number of computer problems Addressed	1,897	1,925	2,000	2,080	2,200
Number of Data- bases Issues/ Questions Addressed	125	140	160	180	185
Number of Database Deployments	3	2	4	8	8
Number of Databases	23	24	24	25	27
Number of Information Technology projects in progress	22	24	24	24	25
Number of reports designed	24	30	25	24	26
Number of system implementations/ upgrades	45	52	113	155	55
Number of web pages and updates	365	380	425	400	400
Person hours devoted to computer management activities	20,800	22,880	22,880	22,880	22,880
TCC search (includes web & deed records searches) - Sessions	1,511,500	1,523,000	1,550,000	1,600,000	1,600,000
TCC search (includes web & deed records searches) - Users	697,000	717,000	800,000	825,000	825,000
TCC search (includes web & deed records searches) - Views	7,625,000	7,715,000	8,100,000	8,900,000	8,900,000
TravisCountyClerk.org - Pageviews	3,136,680	3,215,000	4,500,000	5,000,000	5,500,000
TravisCountyClerk.org - Sessions	2,066,400	1,770,000	2,400,000	1,600,000	2,650,000
TravisCountyClerk.org - Users	904,000	932,000	1,050,000	1,200,000	1,200,000
Twitter Followers	2,200	2,100	2,200	2,350	2,400
VoteTravis.com - Pageviews	453,000	428,000	600,000	625,000	725,000
VoteTravis.com - Sessions	210,000	199,000	300,000	350,000	375,000
VoteTravis.com - Users	124,000	119,550	275,000	255,000	300,000

<i>Administration – General - Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Criminal background checks run	1,952	1,177	1,666	1,100	2,000
Hours spent managing event coordination including planning, promotion, implementation and follow up	-	417	1,030	1,100	1,150
Hours spent managing media requests, coordinating public appearances, creating press releases and responding to public inquiries	-	-	125	75	100
Hours spent on creating policies & procedures with reviewing reports & data analysis	-	340	60	100	70

<i>Administration – General - Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Hours spent on curriculum and training including development, delivery and assessment with accompanying data analysis	-	-	2,213	2,225	2,225
Hours spent on employee relations including employee engagement events, newsletter publication and communication as well as recruitment and retention initiatives	-	-	112	150	120
Hours spent on the hiring and exiting processes	-	417	557	420	570
Hours spent processing and monitoring FMLA requests & employee relations	-	397	431	400	450
Hours spent redacting private information	-	139	50	30	40
Hours spent researching, creating, processing, and monitoring employee travel	-	221	113	200	120
Number of consultations with County Attorney regarding PIR	-	139	176	110	125
Number of direct pay invoices processed	-	139	146	140	175
Number of emails received/referred	-	139	250	160	200
Number of engagements by the public on X, Facebook, Instagram and other social media platforms	-	-	318,823	275,000	280,000
Number of helpdesk requests including SAP, ITS, KACE, FMD, and Door Access	-	473	557	500	575
Number of Knowledge Owl Articles created and updated	-	-	360	300	300
Number of Public Information Requests Completed within 10-day time frame	-	139	200	140	175
Number of Public Information Requests Processed	-	139	200	140	175
Number of Public Information Requests Received	-	139	200	140	175
Number of Public Information Requests referred to Attorney General's office	-	139	121	90	110
PAFs processed	816	780	987	800	1,200
Requisitions/line items processed	2,033	1,709	1,870	1,800	2,000

The County Clerk’s Office anticipates workloads for its General Administration Division will likely experience significant short-term increases to support the Elections Division during a year containing a major Presidential election. Historically, some administrative projects have been tabled during high election years due to needs but have continued in off years. Whereas baseline workloads for the Administration Division is relatively static for Court Divisions.

In addition, workloads for the Accounting Division may be largely influenced by developments coming out of the Texas Legislature. However, it remains difficult to determine the full impact of legislation coming out of the 88th Legislature currently. Meanwhile, the General Admin Division continues to seek efficiencies to expedite administrative tasks for improved customer service to internal/external customers, including a focus on increasing the speed of the hiring process to reduce stress and reliance on existing employees for vacancies and efforts to reduce lead times for supply and equipment purchases.

The Administration, Finance, and Computer Resources Divisions of the County Clerk’s Office, as internal service divisions, serve as the backbone of the Office, providing centralized services. Workloads are driven by the evolving needs of the other operational divisions within the County Clerk’s Office. Further, with significant new projects being implemented, including a new Records Management Digitalization system, a new deed records system, ongoing Election needs, the steady growth of the County overall, and the ongoing progression and change of how employee's work post-pandemic, the central service divisions are observing steadily rising workloads and increases in the number of supplies and hardware required to be ordered to maintain current operations.

Regarding the Administration Computer Resources Division, the Office reports it has completed its efforts to upgrade all computer operating systems across the County Clerk’s Office to Windows 10, maintains efforts to transition on-site permanent storage to a cloud-based system for improved access and security, and continues implementation of new software and systems for elections to maintain statutory compliance and address public access needs. However, like workloads across the General Administration Division, the Office anticipates FY 2025 elections will significantly affect workloads for the Computer Resources Division as it works to support the Elections Division during the major upcoming Presidential election.

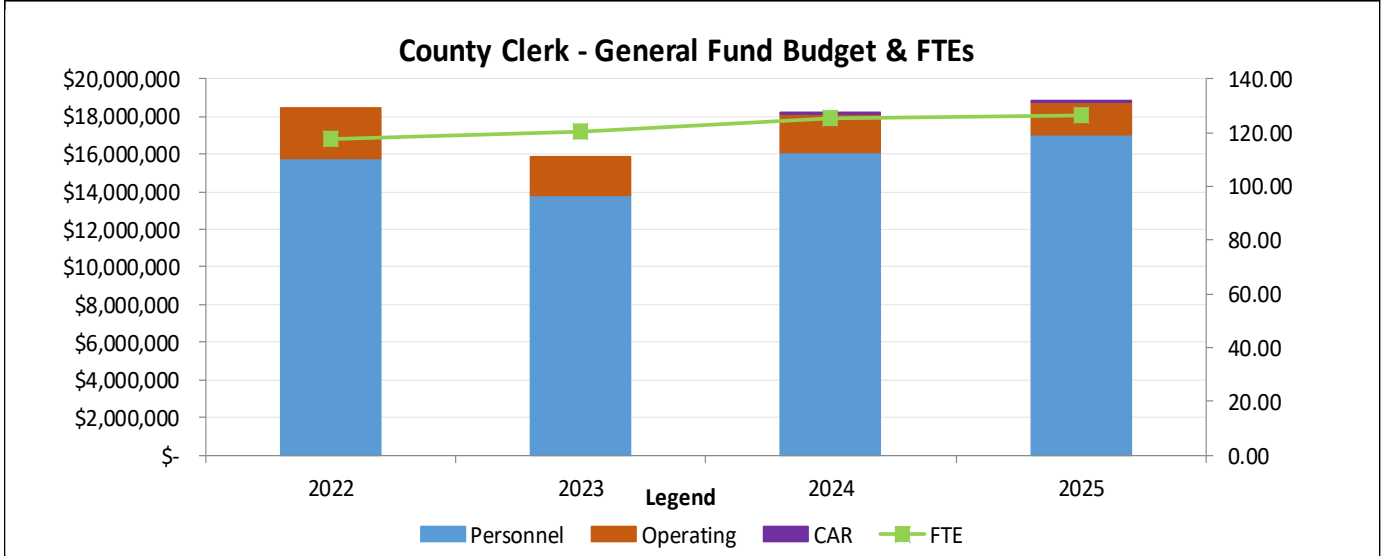
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Planner Sr for Community Liaison & Outreach SPW	\$91,471	1.00/1.00 (SPW)	The FY 2024 Adopted Budget includes one-time resources related to creating a Planner Sr Special Project Worker (1.0 SPW) in General Administration to support community outreach efforts as a Community Liaison for two fiscal years. The Office reports, once filled, this position has promoted a significant increase in in-person community engagement organization capacity for the Office in addition to the position’s ongoing tech-based outreach responsibilities.
Human Resources Specialist for Gen Admin SPW	\$83,054	1.00/1.00 (SPW)	The FY 2024 Adopted Budget includes one-time resources related to the creation of a Human Resources Specialist Special Project Worker in General Administration to support the large volume of HR-related tasks due to elections operations for two fiscal years. As of April 30, 2024, the Office reports that 40 percent of position’s hours are billable to external entities for hours worked related to contract elections.
<i>FY 2023</i>			
Staff for CFCF	\$81,471	1.00/1.00	The Office notes that the position was filled in October 2022 and has provided coverage for the increase in locations in time for the Civil Family Courthouse (CFCF) to open. In addition, this position oversees the Records Management Division's Civil and Digitization Initiatives operations at the new CFCF as of February of 2023 and leads a team of four employees who, in addition to managing the Civil case file library, have managed to advance the team's digitization efforts significantly.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	15,788,372	13,771,820	16,087,207	17,052,246	965,039
Operating	2,617,697	2,109,123	2,029,320	1,684,422	(344,898)
Total (Per&Op)	\$ 18,406,069	\$ 15,880,943	\$ 18,116,527	\$ 18,736,668	\$ 620,141
CAR*	-	-	48,288	16,760	(31,528)
Grand Total	\$ 18,406,069	\$ 15,880,943	\$ 18,164,815	\$ 18,753,428	\$ 588,613
FTEs	117.76	120.52	125.42	126.42	1.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the County Clerk’s Office increased by \$588,613 from the FY 2024 Adopted Budget. This is a 3.2 percent increase. The majority of the increase was in the personnel budget related due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 15,923,043	\$ 2,193,484	\$ 48,288	\$ 18,164,815	125.42	\$ -
Target Budget Changes						
Programmatic	-	(2,193,484)	-	(2,193,484)	-	-
Compensation & Benefits	430,428	-	-	430,428	-	-
Administrative & Other	-	-	(48,288)	(48,288)	-	-
Total Target Budget Changes	\$ 430,428	\$ (2,193,484)	\$ (48,288)	\$ (1,811,344)	-	\$ -
FY 2025 Target Budget	\$ 16,353,471	\$ -	\$ -	\$ 16,353,471	125.42	\$ -
Budget Submission	\$ 16,353,471	\$ -	\$ -	\$ 16,353,471	125.42	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Elections FY25 Temporary Increase	-	700,276	-	700,276	-	494,681
Elections Coordinator SPW (1.0 SPW) - Two-Year Duration	-	79,413	2,940	82,353	-	-
Elections Coordinator SPWs (6.0 SPWs) Target Increase	-	469,853	-	469,853	-	-
Misdemeanor Records Court Clerk I SPWs to FTE (4.0 SPWs - Year 1 of 2) Continuation	-	291,564	-	291,564	-	-
ARPA Court - Court Clerk II	-	76,808	-	76,808	-	-
Commissioners Court Specialist - General Admin (1.0 FTE)	83,830	1,525	5,440	90,795	1.00	-
Elections Compliance Planner Sr SPW (1.0 SPW) - Two-Year Duration	-	95,036	2,940	97,976	-	-
Elections Office Manager Sr SPW (1.0 SPW) - Two-Year Duration	-	95,036	5,440	100,476	-	-
Personnel Elections Coordinator (1.0 SPW - Year 2 of 3) - Elections Division	-	78,815	-	78,815	-	-
Human Resources Specialist I SPW (Target 1.0 SPW) - Gen Admin	85,377	-	-	85,377	-	-
Programmatic Total	\$ 169,207	\$ 1,888,326	\$ 16,760	\$ 2,074,293	1.00	\$ 494,681
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	74,544	-	-	74,544	-	-
Compensation & Benefits Total	\$ 74,544	\$ -	\$ -	\$ 74,544	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Election Website Costs (Year 3 of 3) (1.0 SPW - Year 2 of 3) - Elections Division	-	50,070	-	50,070	-	-
Community Liaison and Outreach Planner Sr SPW (1.0 SPW - Year 2 of 3)	-	86,677	-	86,677	-	-
Travel and Training Cut Restoration	19,245	-	-	19,245	-	-
Administrative & Other Total	\$ 19,245	\$ 231,875	\$ -	\$ 251,120	-	\$ -
Grand Total	\$ 262,996	\$ 2,120,201	\$ 16,760	\$ 2,399,957	1.00	\$ 494,681
FY 2025 Preliminary Budget	\$ 16,616,467	\$ 2,120,201	\$ 16,760	\$ 18,753,428	126.42	\$ 494,681
Change from FY 2025 Target	\$ 262,996	\$ 2,120,201	\$ 16,760	\$ 2,399,957	1.00	\$ 494,681
Change from FY 2024 Adopted	\$ 693,424	\$ (73,283)	\$ (31,528)	\$ 588,613	1.00	\$ 494,681

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the County Clerk’s Office includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$2,193,484 was removed from the budget related to one-time costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for the County Clerk’s Office includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
One-time increases are related to covering anticipated costs for elections in FY 2025.	\$700,276	\$-	\$700,276	-
Continuation of six special project worker positions in the Elections Division related to ADA compliance (4.0 SPWs) and Ballot-by-Mail operations (2.0 SPWs) for two additional fiscal years.	469,853	-	469,853	-
Continuation of four Misdemeanor Records Court Clerk I Special Project Workers (4.0 SPWs) for two additional fiscal years to support rising workloads related to document redaction, court proceedings and processes assisting the seven County Courts at Law.	291,564	-	291,564	-
Creation of an Elections Compliance Planner Sr Special Project Worker (1.0 SPW) for two fiscal years to coordinate to coordinate statutory and regulatory compliance efforts across the Elections Division.	95,036	-	95,036	-
Creation of an Elections Office Manager Sr Special Project Worker (1.0 SPW) to serve as the purchasing and vendor liaison and the main point of contact for security, facility, and training needs for the Elections Division headquarters and all Early Voting and Election Day sites.	95,036	-	95,036	-
Confirmation of second-year funding for a Human Resources Specialist I SPW (1.0 SPW) in the General Admin Division approved in FY 2024 for a period of two fiscal years and recommended for an extended three-fiscal-year duration through FY 2026.	-	85,377	85,377	-
Create a County Commissioners Court Specialist position (1.0 FTE) to provide a second dedicated position to support the Commissioners Court Team in the General Admin Division of the County Clerk’s Office.	1,525	83,830	85,355	1.00
Creation of an additional Elections Coordinator Special Project Worker (1.0 SPW) for two fiscal years in the Elections Division to address anticipated workload increases for the Ballot by Mail team within the Elections Division.	79,413	-	79,413	-
Confirmation of second-year funding for an Elections Coord SPW (1.0 SPW) in the General Admin Division approved in FY 2024 for a period of two fiscal years to assist the Elections Division Personnel Team primarily as a dedicated front desk receptionist and recommended for an extended three-fiscal-year duration through FY 2026.	78,815	-	78,815	-

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Continuation of one Court Clerk II Special Project Worker (1.0 SPW – position number 30064976) to support the Supplemental Criminal Court, also known as the ARPA Court, for two additional fiscal years.	76,808	-	76,808	-
Total Programmatic Recommendations	\$1,888,326	\$169,207	\$2,057,533	1.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the County Clerk’s Office includes changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Confirmation of second-year funding for a Planner Sr SPW (1.0 SPW) in the General Admin Division approved in FY 2024 for two fiscal years to address rising workloads in administrative support and community outreach operations. It recommended for an extended three-fiscal-year duration through FY 2026.	\$95,128	\$-	\$95,128	-
Confirmation of second-year funding for an Elections Coord SPW (1.0 SPW) in the Elections Division approved in FY 2024 for two fiscal years and currently recommended to extend a third fiscal year through FY 2026 to ensure compliance with State regulations regarding elections and the Risk-limiting Audit program in conjunction with the Texas Secretary of State, and recommended for an extended three-fiscal-year duration through FY 2026.	86,677	-	86,677	-
Confirmation of funding for the third and final year of approved contract costs related to the Election Night Reporting Results and Voter Information portal.	50,070	-	50,070	-
Travel and Training Cut Restoration	-	19,245	19,245	-
Total Administrative and Other Funding Changes	\$231,875	\$19,245	\$251,120	-

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County’s budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes 19,245 in ongoing operating resources for the County Clerk’s Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the County Clerk’s Office includes changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) would otherwise not receive the Across the Board pay increase.		\$-	\$415,581
Resources for health insurance cost increases for FY 2025.		-	74,544

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for Elected Official salary adjustments approved by the Commissioners Court in FY 2024.	-	7,690	7,690
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	7,157	7,157
Total Compensation Changes	\$-	\$504,972	\$504,972

Compensation adjustments for FY 2024 were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. The Preliminary Budget Volume I document contains a full description of all compensation adjustments.

On April 30, 2024, the Commissioners Court was presented with a proposed 4.1 percent healthcare rate increase for FY 2025, which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

Throughout FY 2024, the County Clerk’s Office has internally funded numerous position reclassifications, including 15 position reclasses submitted for Commissioners Court approval on March 5, 2024, which were unanimously approved. The County Clerk’s Office noted these reclasses were requested and completed as part of a larger effort to move away from a vertical hierarchy organizational model, which funneled many critical duties and oversight responsibilities through a handful of key positions, towards a more horizontal organizational model which seeks to spread out responsibilities across a wider range of key leadership positions. The Office also related these reclassifications were intended to reorganize duties within the Office to create efficiencies, expand services, and align divisions with long-term County Clerk strategies of democracy, sustainability, and equity.

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Office’s budget and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Additional FY 2025 Elections Resources	\$494,681
Total Allocated Reserve Earmarks	\$494,681

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court-approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue-generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the

assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15 percent increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, the Office has 282 fees it charges. The County Clerk's Office also maintains contracts to provide election services to local governmental entities. The County gets reimbursed by local governmental entities with an administrative fee, which, by statute, is charged to those entities for whom the County is providing election services. Elections that do not involve Travis County are fully reimbursed through this fee in the Elections Contract Fund (0128).

VACANT POSITIONS

The Office currently has 20 total vacancies, out of which the following eight positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Court Clerk II	30054232	1.00	210	The Office has plans to utilize within a current budget request
Recording Specialist II	30001041	1.00	207	Reclasses Approved by Commissioners Court on 3/5/2024 to Planner
Elections Coord	30061216	SPW	184	The Office is posting for this position
Accountant	30058313	1.00	156	Job posted and interviewing
Court Clerk I	30000974	1.00	131	Job posted and interviewing
Elections Div Dir	30000933	1.00	110	Job posted and interviewing
Administrative Asst I	30000994	1.00	100	Job posted and interviewing
County Clerk Deputy Chief	30000914	1.00	79	The Office has plans to utilize within a current budget request

The following two positions have been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Planner	30063226	1.00	661	Job posted and interviewing
Records Analyst Assoc	30001018	1.00	399	The Office is posting for this position

FUTURE CONSIDERATIONS

In FY 2024, the County Clerk's Office began implementing a reorganization to provide better oversight and support of divisions with the creation of a pyramid like organizational structure that aims to better withstand turnover and sustain institutional knowledge.

In terms of long-term planning, the Office remains focused on the continuing increase in population in Travis County and the potential impact of that growth on the demand for services provided by the County Clerk's Office. Areas where population growth has a direct effect on the quantity of services provided include: the number of marriage licenses and number of real property transactions for the Recording Division, the number of civil and criminal case records managed by the Civil and Misdemeanor Records Divisions, the number of probate and mental health case records managed, number of litigants, and

the amount of Commissioners Court meetings held with associated agendas by the Probate/Mental Health Division, and the number of voters casting ballots (both in person and via mail) and number of elections held by the Elections Division.

The County Clerk's Office attributes four intersecting factors may impact its ability to advance long-term plans: the continued impact of post-pandemic economics, the availability of funds, legislative changes, and the growth in population in Travis County. The Office asserts that the current budget level of the Clerk's Office is not sufficient to provide baseline provision of services in many of its divisions, and the projected continued growth in Travis County will exacerbate this. To that end, issues such as unfunded mandates in general, statutory modifications across all divisions and elections-specific changes have and would increase County funding liability, unanticipated elections, further increases in defendants' inability to pay fines and fees, and any potential significant economic change or influence (like the pandemic) would be the key factors to impact current and future budgets for the County Clerk's Office.

Additionally, on April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk's Office, the County Attorney's Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney's Office, the Public Defender's Office (PDO), the District Clerk's Office, and the Sheriff's Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a wholistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss our draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop potential options for the Commissioner Court to consider for funding depending on how CAFA could be implemented in FY 2025, based on the roles of the County and the City of Austin. Additional details regarding the County Clerk's Office request are noted in the FY 2025 Budget Request Analysis section below.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST 01: ELECTIONS FY25 TEMPORARY INCREASE

<i>Program:</i>	Elections Division (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	994,927	500,246	-	-
Operating	200,030	200,030	-	-
Subtotal	\$ 1,194,957	\$ 700,276	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 1,194,957	\$ 700,276	\$ -	\$ -
Earmark Allocated	-	494,681	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 494,681	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,194,957	\$ 1,194,957	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office is requesting that one-time resources be added to the Elections Division General Fund budget to cover estimated expenses related to the County’s statutory duties to facilitate elections and the run-up to future fiscal year elections anticipated to take place in FY 2025. The Office notes that there is always an additional possibility that any jurisdiction may call a Special Election may call a Special Election. However, the County will receive partial reimbursement for these additional costs by those entities contracting with the County for their portion of a special or contract election in which the County is not a party on the ballot.

This proposal is submitted to address a variety of areas, including potential Legislative requirements are likely to add increased complexity to existing workflows, additional staffing necessary for voter education due to the Ballot by Mail processes mandated by SB1 to reduce the overall BBM rejection rate, bi-annual increases due to additional elections, equipment and sites needed to hold elections, significant increased cost of ballot card stock, paper goods, printing, and mailing due to ongoing supply chain disruptions and shortages, increase in personnel costs for staffing of sites, ADA compliance-related costs, a substantial increase in Public Information Requests (PIRs) for election-related documents, and high probability of a Secretary of State (SOS) mandated forensic audit demands additional staff to gather, record and manage a vast array of election records.

The amount of \$1,194,957 is requested one-time resources is broken down by incremental increase per election in the following table:

<i>Request for Incremental Amounts for FY 2025 Elections Budget</i>	
<i>Elections</i>	<i>One-Time FY 2025 Elections Budget Increase*</i>
Incremental Amount for November 2024 Presidential election	\$662,196
Incremental Amount for 2025 General Election Start-up Costs	532,761
Total	\$1,194,957

* Amounts do not include the Base Budget for the Elections Division in the FY 2024 Preliminary Budget of \$5,193,492.

The Elections Division continues to observe cost increases due to rising rates for renting sites, security, paper ballots, mailing, printing, fuel costs, temporary personnel, and other services. FY 2025 will hold one large election in the general fund. The Elections Division is also projecting increased costs in the delivery of voting equipment due to the expanded footprint of the equipment, changes to the transportation mechanism, inflated fuel costs, and security measures required for the new voting equipment. Accordingly, the Office states it will have to increase the number of staff hired to perform delivery, which is reflected in the costing estimates above.

The projected cost includes the ongoing expansion of the Ballot-by-Mail program in response to the requirements added by SB1 and increased program complexity. Additional ongoing responsibilities added by SB 1 include the mandatory internet streaming of certain election processes (Signature Verification, Ballot Board, and Central Count Station), increased reporting requirements, the development and implementation of a post-election Risk-limiting audit, and the requirement to post a licensed peace officer throughout tabulation at the Central Counting Station. Costs related to the increased complexity of the Ballot by Mail program include larger numbers of phone calls made to and from the call center, mail application processing, application review, ballot returns and general processing. The Elections Division states that due to these workload increases, it remains unable to process the volume of in-house ballot printing efficiently. In addition, a previous agreement with DOJ required all polling locations within the county to be surveyed for ADA compliance and steps taken for remediation if sites are not in compliance. Site surveys, remediation steps, and required staff training must occur in every election and represent a significant workload increase. Additionally, the Elections Division reports significant cost increases for elections due to the countywide minimum wage increase to \$20 per hour approved in the FY 2023 Adopted Budget.

The Office notes operating costs for elections now reflect the added expense of adding polling locations as public schools are no longer available, increasing the number of poll workers (extended training schedules, increased printing costs, and background check costs), and the increased cost of voting system deployment (rental of specialized rental trucks), which will impact the FY 2025 elections. New election equipment requires the purchase of ballot card stock and envelopes for Ballot-by-Mail voters. Due to the increase of voters requesting to vote by mail in previous fiscal years, the Division reports that the time and effort to produce in-house printed ballots became too cumbersome, time-consuming, and costly, so an outside vendor was located to produce the ballots. With the increase of Ballot by Mail, there are also increases in costs for incoming and outgoing mail as well as increased costs due to supply chain disruptions.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of Mail apps received and processed	24,000	28,581	25,000	135,000	135,000	90,000
Number of Mail ballots received and processed	41,000	34,208	50,000	94,500	94,500	63,000
Number of hours spent preparing voting materials	7,208	3,600	3,800	5,300	5,300	3,900
Number of EV workers trained	1,500	611	977	950	950	1,700
Number of EV locations (permanent)	120	79	126	120	120	150

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Number of ED poll workers recruited, assigned and confirmed	3,380	1,680	4,000	2,300	2,300	3,500
Number of hours spent to identify, contract and confirm availability with EV and ED sites.	3,102	1,920	1,900	1,925	1,925	2,800
Number of ED vote centers	588	357	600	450	450	650
Number of EV poll workers recruited, assigned and confirmed	1,441	893	2,000	850	850	1,700
Number of ED workers trained	3,420	1,546	3,700	2,500	2,500	4,550
Number of hours spent prep ED training materials	2,874	660	1,000	1,500	1,500	2,500
Hours. inspect and prepare, deliver & pick up equip & materials	25,320	8,450	2,800	32,000	32,000	23,000
Number of Reg voters in Travis County	874,110	887,000	900,000	915,000	915,000	930,000
Number of total Ballots processed	516,336	653,543	550,000	1,050,000	1,050,000	890,000
Number of hours spent in developing election database, including ballot programing	1,460	500	800	850	850	900
Number of hours to configure, troubleshoot and maintain voting equipment	5,852	2,050	5,000	2,500	2,500	5,000
Number of EV and ED calls	48,922	35,074	22,647	42,000	42,000	38,000
Number of customers assisted	3,700	3,649	4,200	3,700	3,700	4,200
Number of Annual calls excluding EV/ED	20,268	12,600	9,451	46,000	46,000	43,000
Number of hours spent, monitoring and troubleshooting laptops during Early Voting	1,600	900	1,200	1,800	1,800	1,500
Number of hours spent monitoring and troubleshooting laptops on Election Day	250	200	300	350	350	350
Number of contracts negotiated for elections services and/or equipment with entities	25,320	8,450	27,900	3,200	32,000	23,000
Number of mandated elections held	5	1	3	3	3	1
Other elections held	49	45	55	54	54	50

PBO RECOMMENDATION

PBO recommends \$700,276 in additional one-time resources be included in the County Clerk’s Office Elections Division FY 2025 Preliminary Budget to cover estimated incremental costs for the 2024 Presidential election (PR24) and operating expenses for the startup costs related to the 2025 November General Election (G26). This recommendation includes \$500,246 in one-time personnel and \$200,030 in one-time operating resources. In addition, PBO recommends a \$494,681 Earmark against the Allocated Reserve for FY 2025 additional election costs to cover anticipated personnel expenses related to 2025 General Election start-up operations expected to occur in FY 2025. PBO’s total recommendation for FY 2025 estimated election costs is \$1,194,957.

The County Clerk’s Office is statutorily responsible for administering elections. However, elections are collaborative efforts between the Clerk’s Office, the Tax Office, local entities, political parties, and various other organizations. Travis County is typically responsible for about 70 to 75 percent of a primary election's cost and runoff. Costs for elections are incurred, beginning several months before and continuing two months after the election. Most of the costs are incurred in the last few months of the fiscal year preceding an election (August to September).

Due to the transitory and unpredictable nature of the elections cycle, especially in off-cycle election years, estimated and actual election costs have varied wildly in previous fiscal years. Therefore, PBO seeks to right-size the elections budget to a minimum cost election year to reduce the frequency and magnitude of these types of one-time budget requests. To help reduce ongoing variances between estimated and actual elections costs, the FY 2024 Adopted Budget included an additional \$905,813 in ongoing personnel resources in the Elections Division base budget. This amount was related to the \$20 per hour minimum wage for election workers approved by Commissioners Court in FY 2023. At that time, PBO recommended and received approval to budget the estimated FY 2023 costs associated with this minimum wage increase in an FY 2023 Earmark against the Allocated Reserve for FY 2023 additional election costs. This amount was approved to be added directly to the Elections Division’s budget in the FY 2024 Adopted Budget to ensure sufficient resources to implement the \$20 per hour minimum wage for election workers in FY 2024.

PBO notes the Division has regularly left significant savings in the elections budget year over year due to consistent overestimates of costs driven by the unpredictable and fluctuating nature of elections, public interest in elections, and evolving regulatory statutes for elections. Based on this observation, PBO recommended a significant portion of the Office’s estimated FY 2024 elections costs, \$1,255,759, be budgeted in a one-time Earmark Against the Allocated Reserve for FY 2024 to provide the opportunity for the Office to request resources on an as-needed basis. This recommendation was intended to reduce underutilized resources in the Division’s budget. As of April 2024, the County Clerk’s Office requested and was granted access to \$587,569 of these earmarked funds for expenses related to the 2024 Primary Runoff Election. The Office expects to make an additional request to use a significant portion of the \$668,190 remaining earmarked funds for upcoming election operations.

The total elections and General Fund budget are detailed in the table below. This amount includes a breakdown of the temporary elections budget recommendation above as well as the amounts related to other elections budget requests recommended for the FY 2025 Preliminary Budget:

<i>Total General Fund Elections Resources Recommended for FY 2025 Preliminary Budget</i>			
	<i>Ongoing</i>	<i>One-time</i>	<i>Total</i>
Base Elections Budget	\$5,193,348	\$-	\$5,193,348
Elections FY25 Temporary Increase	-	700,276	700,276
Elections Coordinator SPWs (6.0 SPWs)	-	469,853	469,853

<i>Total General Fund Elections Resources Recommended for FY 2025 Preliminary Budget</i>			
	<i>Ongoing</i>	<i>One-time</i>	<i>Total</i>
Elections Compliance Planner Sr (1.0 SPW) - Two-Year Duration	-	95,036	95,036
Elections Office Manager Sr SPW (1.0 SPW) - Two-Year Duration	-	95,036	95,036
Voting Equipment Elections Coord SPW (1.0 SPW - Year 2 of 2)	-	86,677	86,677
Elections Coordinator SPW (1.0 SPW) - Two-Year Duration	-	79,413	79,413
Personnel Elections Coord (1.0 SPW - Year 2 of 2)	-	78,515	78,515
Elections Website Costs (Year 3 of 3)	-	50,070	50,070
Health Insurance Increase	12,210	-	12,210
Total in FY 2025 Preliminary Budget for County Clerk's General Fund Elections Budget	\$5,205,558	\$1,654,876	\$6,860,434
Earmark against Allocated Reserve for FY 2025 Additional Election Costs	-	494,681	494,681
Total Resources for FY 2025 Elections in FY 2024 General Fund Preliminary Budget, Including Earmarks	\$5,205,558	\$2,149,557	\$7,355,115

REQUEST 03: ELECTIONS COORDINATOR SPWS (6.0 SPWS) TARGET INCREASE

<i>Program:</i>	Elections Division (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	6.00	-	-	-
Personnel	469,853	469,853	469,853	-
Operating	-	-	-	-
Subtotal	\$ 469,853	\$ 469,853	\$ 469,853	\$ -
Capital	-	-	-	-
Dpt Total	\$ 469,853	\$ 469,853	\$ 469,853	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 469,853	\$ 469,853	\$ 469,853	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office requests an additional resources related the renewal of six Special Project Workers (SPW) positions, specifically the renewal of four Election Coordinator SPWs (4.0 SPWs) and two Election Coordinator Senior SPWs (2.0 SPWs) originally approved for ADA Compliance and Ballot by Mail support operations. Additionally, the County Clerk’s Office requests these positions be added to the list of Target SPWs and included on an ongoing basis for cost recovery for contract elections.

ADA Compliance SPWs – (30063809, 30063810, 30063811, and 30063812):

In March 2020, the County Clerk’s Election’s Division polling locations were audited by the Department of Justice (DOJ). While the audit was generally positive, the Office reports that it signed an agreement with the DOJ for two years to mitigate potential ADA compliance issues. Specifically, as part of its efforts to improve compliance at polling locations across the country, the agreement with the DOJ required Travis County to dedicate staff to broaden ADA assessments. Per the DOJ:

Travis County will provide at least three teams of two members in each countywide election. For each election that is not countywide, Travis County will field a number of teams that is similarly proportionate to the size of the election...Within thirty (30) days of the Effective Date of this Agreement and for the term of this Agreement, Travis County will designate an employee to serve as an ADA Coordinator for Travis County. The ADA Coordinator will be trained in and knowledgeable about the ADA and the terms of this Agreement, and will investigate any complaint that Travis County, election judges, or any other person under the authority or control of Travis County receives alleging that Travis County’s voting program discriminates against persons with disabilities.

The County Clerk’s Office continues dedicated efforts to provide polling locations accessible to all voters of Travis County and notes that these SPWs allow for the continued evaluation of polling locations for ADA compliance and align with DOJ agreement requirements. The positions survey and assess site structure for compliance and, if issues and challenges with location, notate and attempt to remediate if possible. In addition, the Office states that these positions provide vital support for the daily operations of the Elections Division. The Elections Division anticipates that these positions will be needed to maintain essential election functions and has requested these positions be added to the target budget on an ongoing basis for FY 2025.

Ballot by Mail (BBM) Support SPWs – (30065255 and 30065256):

The County Clerk's Office is requesting ongoing funding for two SPWs related to Ballot-by-Mail (BBM) operations originally approved for a two-year duration in the FY 2023 Adopted Budget, including one Elections Coordinator Sr (1.0 SPW) to assist with increased BBM usage, and one Elections Coordinator (1.0 SPW) to help identify new polling locations in compliance with DOJ standards. The Office notes these two SPWs currently provide vital support for the daily operations of the Elections Division and anticipate an ongoing need for these positions to maintain essential election functions.

As amended by Senate Bill 1 (SB1), the Texas Election Code outlines the statutory guidelines for BBM operations. It contains strict deadlines that the Election Division must meet. These guidelines retain complex requirements for record processing and voter notification with many potential areas of legal liability, making the Ballot by Mail operations a complex and time-sensitive operation that must maintain active compliance with State regulations to avoid potential voter disenfranchisement. The Office adds new legislative requirements add more complexity to existing workloads. The time required to process BBM applications and returned ballot reviews is increasing as legislative rules have created more avenues for application/ballot defects requiring the production of new mail notices, increased phone and email contact of affected voters, voter follow-up, as well as new and complex workflows for tracking the status of defective applications/ballots and system updates to reflect voter ballot status properly.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of Mail apps received and processed	24,000	28,581	25,000	135,000	135,000	90,000
Number of Mail ballots received and processed	41,000	34,208	50,000	94,500	94,500	63,000
Number of FPCA apps received and processed	552	1,818	700	10,000	10,000	2,200
Number of FPCA ballots mailed, received and processed	833	2,627	1,100	5,000	5,000	1,100
Number of total Ballots processed	516,336	653,543	550,000	1,050,000	1,050,000	890,000
Number of hrs spent in developing election database including ballot programing	1,460	500	800	850	850	900
Number of hrs spent on EV and ED vote history verification	1,375	971	1,300	1,800	1,800	2,000
Number of hrs spent with EV/EDAY Laptop prep	950	738	800	950	950	875

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Number of hrs spent, monitoring and troubleshooting laptops during Early Voting	1,600	900	1,200	1,800	1,800	1,500
Number of hrs spent monitoring and troubleshooting laptops on Election Day	250	200	300	350	350	350
Number of hrs spent preparing training materials	1,382	720	800	850	850	1,400
Number of EV workers trained	1,500	611	977	950	950	1,700
Number of hrs spent to Identify, contract and confirm availability with EV and ED sites.	3,102	1,920	1,900	1,925	1,925	2,800
Number of hrs spent prep ED training materials	2,874	660	1,000	1,500	1,500	2,500
Number of mandated elections held	5	1	3	3	3	1
Other elections held	49	45	55	54	54	50
Number of EV voters	245,870	421,505	250,000	650,000	650,000	225,000
Number of ED voters	229,185	198,540	260,000	110,000	110,000	265,000
Number of ED poll workers recruited, assigned and confirmed	3,380	1,680	4,000	2,300	2,300	3,500
Number of EV poll workers recruited, assigned and confirmed	1,441	893	2,000	850	850	1,700

PBO RECOMMENDATION

PBO recommends \$469,853 in one-time resources related to the continuation of four Elections Coordinator SPWs (4.0 SPWs) and two Elections Coordinator Sr SPWs (2.0 SPWs) for an additional two fiscal year duration to support the Elections Division during a period containing a high-profile Presidential election and to provide PBO additional data to gauge whether there is an ongoing need for these positions within their original scope of work. This request includes three Elections Coordinator SPWs (3.0 SPWs) and one Elections Coordinator Sr SPW (1.0 SPW) to support assessments of polling locations for ADA compliance, as well as one Elections Coordinator SPW (1.0 SPW) to help identify new polling locations in compliance with DOJ standards and one Elections Coordinator Sr SPW (1.0) to assist with increased BBM usage.

ADA Compliance SPWs – (30063809, 30063810, 30063811, and 30063812):

It is PBO's understanding the term of the original agreement between the Travis County Clerk's Office and the Department of Justice (DOJ) requiring Travis County to dedicate staff to broaden ADA assessments has concluded, effective March 2, 2024. Therefore, PBO does not recommend the four related SPWs be continued on an ongoing basis but instead recommends a one-time continuation of these SPW positions for two additional years to support the Elections Division during a period containing a high-profile Presidential election. PBO is not recommending that these positions be added to the County Clerk's list of Target SPWs on an ongoing basis due to the limited availability of additional resources and the anticipated completion of the terms of the agreement with the DOJ.

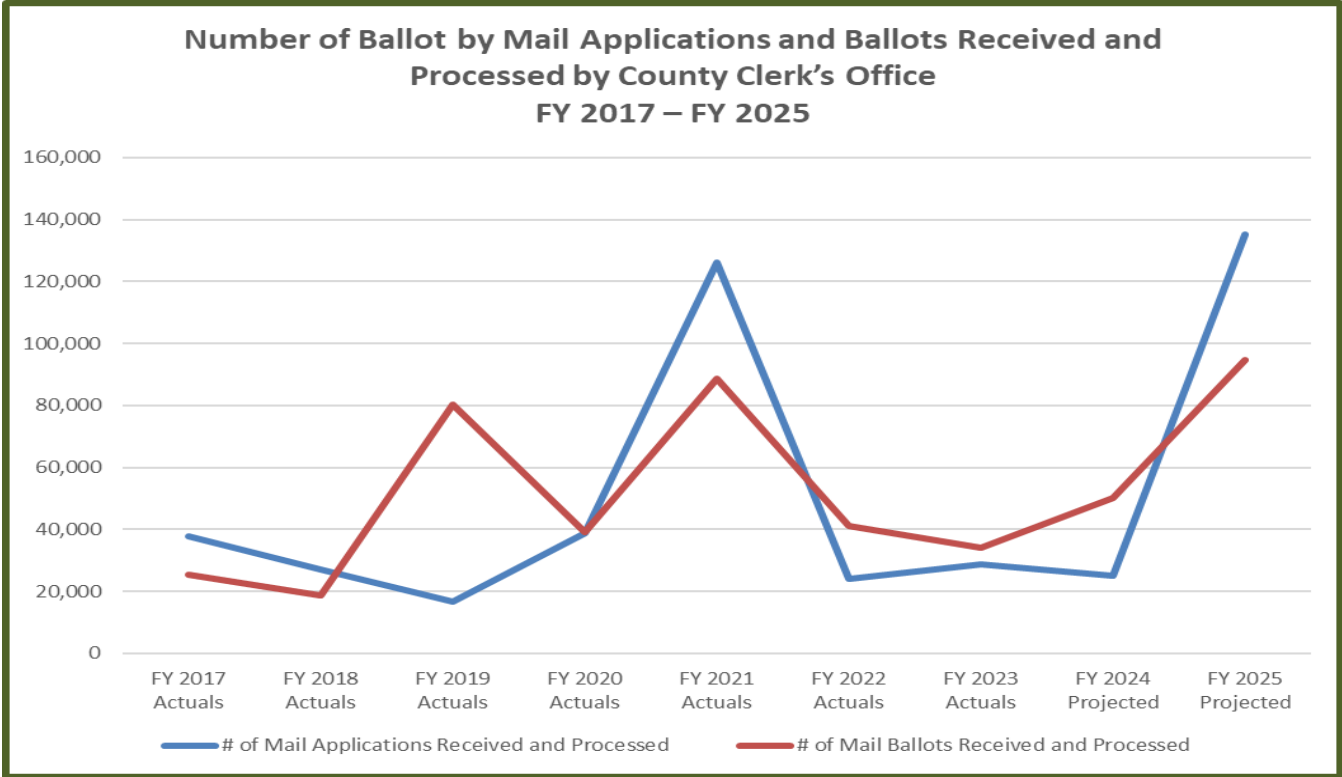
Additionally, PBO notes the performance measures submitted along with this request do not indicate whether continued ADA compliance operations represent a significant enough workload to warrant four full-time positions on an ongoing basis or whether these operations would be best addressed by seasonal staff to be considered for inclusion for fiscal years containing multiple major elections.

Ballot by Mail (BBM) Support SPWs – (30065255 and 30065256):

The Office reports that workloads for the Sites and Ballot Technologies Divisions continue to increase due partly to Ballot by Mail operations. In FY 2022, the Office states that it received and processed 41,000 mail ballots. During the FY 2024 Budget Process, the Office anticipated that it would receive 61,000 mail ballots throughout FY 2024, a year with a comparable election schedule to FY 2022. However, for the FY 2025 Budget Process, the Office has revised its FY 2024 estimate to 50,000, representing an 18 percent decrease relative to the prior estimate. This significant revision to estimated mail ballots received reflects the wide variances historically observed by the Elections Division related to these operations and the inherent difficulty of generating estimates for these workloads.

Meanwhile, the Office notes that these workloads are compounded by evolving statutory guidelines from the Texas Legislature. However, PBO does not have accurate performance measure data to quantify the degree to which Ballot by Mail (BBM) work has increased for the County Clerk's Office as a result of Senate Bill 1. The Office reports that in FY 2022, BBM requests decreased during the elections held in the spring but the amount of work necessary to process BBMs increased due to new state mandates required as part of Senate Bill 1 (SB 1). SB 1, passed during the second special session of the 87th Texas Legislature, is an omnibus elections bill that mandates various changes to voter registration, the authority of poll watchers, BBM review, and voter eligibility, among other provisions. SB 1 also adds new responsibilities, including the mandatory internet streaming of certain election processes (Signature Verification, Ballot Board, and Central Count Station), increased reporting requirements, the development and implementation of a post-election risk-limiting audit, and the requirement to post a licensed peace officer throughout tabulation at the Central Counting Station.

PBO reviewed the number of BBM applications and ballots received by the Office from FY 2017 through FY 2023, as well as currently projected amounts for FY 2024 and FY 2025. The Office reports the following data:



The above data indicates that the County Clerk’s Office received a significantly higher number of BBM applications and ballots in FY 2021 than in FY 2017, the last election cycle with a Presidential election. The data also shows a notable increase in BBM applications and ballots received in FY 2022 compared to FY 2018, the last election cycle with a Gubernatorial election. While the number of ballots by mail appears to be trending upward, there are wide swings in the number of ballots received by even-numbered years and odd-numbered years. To determine the effect of Senate Bill 1 on BBM-related operations, PBO believes additional data is required to gauge whether peaks observed during FY 2021 are an outlier or whether FY 2025 will reflect a similar increase in these measures that would suggest a sustained increase in BBM operations that may warrant a recommendation of additional ongoing staff capacity in the Elections Division.

However, the number of applications and ballots received alone does not communicate the potential for qualitative changes in the time and effort required to process these operations as influenced by evolving statutory requirements, especially those related to reporting. When PBO originally recommended these positions during the FY 2023 Budget Process for a two-year duration, PBO noted that it would work with the Office to develop performance measures that track the time needed to process ballots at each election stage. Some suggested measures included the number of application and ballot defects requiring the production of new mail notices, the amount of phone and email notices sent out related to such defects, and any other reviewing, tracking, or coordinating steps for ballot and application defects the Office is now required to follow. While such measures were not included in this request to extend these positions beyond their original term, PBO still believes such measures are necessary to capture the full scope of workloads related to Ballot by Mail operations and how changes influence these workloads in legislative requirements.

Therefore, PBO is recommending the Elections Coordinator Sr SPW (1.0 SPW) intended to assist with increased Ballot by Mail usage be continued for two additional years to provide PBO additional data and the potential to develop performance measures that more accurately capture the scope of related workloads with the County Clerk’s Office. This recommendation also intends to ensure that the Elections Division maintains sufficient staff capacity in FY 2025, a year containing a major Presidential election. However, PBO notes that it is unlikely to recommend this position continue an ongoing basis in future

budget cycles should performance data not reliably indicate a sustained increase in workloads related to Ballot by Mail operations.

The Office reports a continued need for the Elections Coordinator SPW (1.0 SPW) to support the Sites Division within the Elections Division and assist with long-term planning of polling locations. Previous recommendations have noted that Travis County's population grew by over 21 percent in the previous decade, and much of this growth occurred in newly developed areas that previously had few polling places. To meet this demand and sprawl, the Office projected needing 20 more polling places by 2024, to bring the total number of polling places to 200, up from 180. However, the Office also reported enhanced DOJ requirements concerning polling locations have rendered a significant number of sites as unfeasible. Of the 195 sites used in the November 2018 election, only 79 were slated to be used in the November 2022 Election.

PBO notes that this request did not include updates regarding the Elections Division's to-date progress on the number of polling places identified. As such, PBO is unable to gauge whether there is a continued need for this position to address the need for additional polling locations.

Therefore, PBO recommends the Elections Coordinator SPW (1.0 SPW) intended to help identify new polling locations in compliance with DOJ standards be continued for two additional years to ensure that the Elections Division maintains sufficient staff capacity for a period containing a major Presidential election.

Lastly, while the County Clerk's Office has communicated that all six SPWs requested for continuation beyond their original terms currently provide vital support for the daily operations of the Elections Division, this general support does not reflect the original purposes for these Special Project Workers. Should the original scope of work intended for these SPWs no longer require the dedicated support of these positions, PBO would be unlikely to recommend ongoing resources for their continuation beyond FY 2026.

REQUEST 04: COURTS TRAINER COORDINATOR II (1.0 FTE)

<i>Program:</i>	Civil/Collections Team (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	83,681	-	-	-
Operating	2,600	-	-	-
Subtotal	\$ 86,281	\$ -	\$ -	\$ -
Capital	5,440	-	-	-
Dpt Total	\$ 91,721	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 91,721	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office is requesting ongoing resources related to creating a Training Coordinator II position to serve the Courts Team, which including the Misdemeanor, Civil, and Probate/Mental Health divisions. The requested position would train new employees through a variety of modalities, provide cross training, update procedures, migrate procedures to a web-based program called Knowledge Owl, track required skills for each employee, and determine gaps in training processes. This would increase the County Clerk’s FTE count by 1.0 FTE.

The County Clerk’s Office is currently undergoing a significant organizational change by joining multiple divisions under two Assistant Chief Deputies. The new Court Team consists of the Misdemeanor, Civil, and Probate/MH divisions and has a total of 76 staff members. This request seeks to create additional staff capacity dedicated to training within this new team to streamline the time it takes to fully train a new employee or cross train an existing employee, track each employee’s training and proficiency of skills, research and develop new procedures when processes change, train each employee on the new processes, train staff when a new system is implemented (such as E-file or Odyssey), and serve as a skilled subject matter expert to ensure consistent, high-quality operations throughout the Court Team.

The Office notes, when the County Clerk’s Office was small, supervisors or division directors were able to train staff, but this is no longer feasible. Managers currently report being pulled in so many directions they are not able to focus on managerial tasks such as strategic planning, managing personnel, advising mid-level managers, building a positive atmosphere, and working with external partners to solve problems through collaboration. Without a dedicated trainer many of these functions go by the wayside for more immediate needs such as training. The Office believes dedicated training staff is imperative to build a strong organization that can withstand normal turnover, help employees grow professionally, manage change, and be equipped to build more efficient processes.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Training Completion Rate for New Hires per task (months)	N/A	N/A	N/A	9	6	5
Days Spent Training New Hires	N/A	N/A	N/A	300	200	100
Days Spent Training New Legislative Processes to Employees	N/A	N/A	N/A	100	80	60
Time Spent on Employee Feedback for Training	N/A	N/A	N/A	100	80	60
Days Spent Updating Training Manuals/Training Tools	N/A	N/A	N/A	200	150	100
Number of Knowledge Owl Articles Accessed	N/A	N/A	N/A	100	500	600
Number of Trainings Completed	N/A	N/A	N/A	500	750	1,000

PBO RECOMMENDATION

PBO does not recommend additional resources related to the creation of a Training Education Coordinator II position (1.0 FTE) to support the re-organized Courts Team be included in the FY 2025 Preliminary Budget.

PBO concurs investing in dedicated training staff would be beneficial for the County Clerk’s Court Team, especially in light of the County Clerk’s Office’s recent internal reorganization and the ongoing systems projects requiring centralized rollouts for effective implementation. Retaining sufficient personnel capacity dedicated to training would help ensure that statutorily mandated requirements, onboarding processes for new staff, and rollouts of new projects/resources/protocols are handled in a standardized and centralized manner for all staff within the Courts Team. However, while such an investment may be beneficial, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget, due to very limited resources.

SB 2 (86th Legislature) does not allow Commissioners to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside of specific eligible adjustments per statute. The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include county-wide compensation and benefits as well as contractual and other mandated/required expenditures as PBO knows them.

PBO estimates the total cost to create the requested Training Education Coord II position in FY 2025 to be \$91,721, including \$83,681 in ongoing personnel, \$1,525 in one-time operating, \$1,075 in ongoing operating and \$5,440 in centrally budgeted resources for computer, phone and printer equipment related to the requested position. Due to the limited availability of resources for reasonable but non-mandated expansions of existing programs, PBO must place added scrutiny on requests for

additional resources. At this time, it is not clear whether a dedicated Training Education Coordinator II position to support the Courts Team demonstrates an immediate, critical, or statutorily mandated need to justify this program expansion.

REQUEST 05: RECLASS FROM COMMISSIONERS COURT SPECIALIST TO AGENDA COORDINATOR

<i>Program:</i>	General Administration (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	13,269	-	-	-
Operating	-	-	-	-
Subtotal	\$ 13,269	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 13,269	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 13,269	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk requests additional ongoing personnel resources related to a proposed reclassification of position 30000970 from a Commissioners Court Specialist (paygrade C08) to an Agenda Coordinator (paygrade C12). The Office asserts that the Commissioners Court Specialist position, which works independently on legally required duties and works closely with the Judge’s Office Agenda Coordinator, should more closely mirror the Agenda Coordinator’s pay as the responsibilities and duties are similar in process, difficulty, and value to internal and external stakeholders.

The current pay grade for a Commissioner’s Court Specialist is four pay grades lower than an Agenda Coordinator. The Office notes the Commissioner’s Court Specialist role is frequently on camera, guiding Commissioners Court, and responding to public information requests/in the public spotlight and therefore requires communication skills and the ability to maneuver through challenging requests and situations. The Office states this position’s role is highly specialized, requiring a deep knowledge of Commissioners Court proceedings and the associated processes of the court, as well as technological and research skills to store, cull, and access data, and the ability to communicate with and direct internal and external stakeholders. Therefore, it is the Office’s position the Agenda Coordinator job title is more relevant for this role and this reclassification would allow the Office to better recruit for and retain qualified applicants for the position.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Avg Days from Court Meeting to Publishing of Draft Minutes	2	3	3	3	1	1

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Documents Scanned and Indexed	8,406	8,465	9,000	9,000	10,000	10,000
Comm Ct Customer Service Email Requests	284	432	500	500	600	600
Hours Spent in Comm Ct	349	557	400	400	600	600
Mtgs Attended (incl Reg Voting, Budget, & Road District)	94	94	110	110	110	110

PBO RECOMMENDATION

PBO does not recommend additional funding to reclassify position number 30000970 from a Commissioners Court Specialist to an Agenda Coordinator be included in the FY 2025 Preliminary Budget. As a general practice, PBO does not fund ad hoc reclassification requests, but asks Offices to prioritize and fund salary increases associated with desired reclassifications internally when budget flexibility exists, or to work with HRMD to make sure the job is accurately placed according to recurring benchmark market studies.

Additionally, PBO concurs with HRMD’s initial assessment of this reclass request the job title of Agenda Coordinator would not be appropriate as this title exists in relation to the County Judge’s Office and is not currently available to County Clerk’s Office personnel.

REQUEST 06: COMMISSIONERS COURT SPECIALIST – GENERAL ADMIN (1.0 FTE)

<i>Program:</i>	General Administration (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	1.00	1.00	1.00
Personnel	89,402	82,755	82,755	82,755
Operating	2,600	2,600	2,600	2,600
Subtotal	\$ 92,002	\$ 85,355	\$ 85,355	\$ 85,355
Capital	5,440	5,440	-	-
Dpt Total	\$ 97,442	\$ 90,795	\$ 85,355	\$ 85,355
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 97,442	\$ 90,795	\$ 85,355	\$ 85,355

DEPT. SUMMARY OF REQUEST

The County Clerk requests ongoing resources to the create of one Agenda Coordinator (1.0 FTE) position in the General Admin Division to enhance customer service to the public and decrease process inefficiencies. The proposed position would create a second staff member assigned to support General Admin Division operations related to facilitating Commissioners Court meetings and create an additional point of contact for internal and external customers. This would increase the County Clerk's FTE count by 1.0 FTE.

The role of an Agenda Coordinator in the County Clerk’s Office is to provide clerical and administrative support services for all Commissioners Court meetings. The position requires attendance and provides direction in Commissioners Court Voting, Executive, Budget, and Road District Voting sessions. The position prepares official records and, as an employee of the County Clerk, serves as custodian of the official court records, which are kept in perpetuity. As technology expanded over time, this position is responsible for creating and maintaining digital records and electronic tracking systems used for searching of these records. This includes the transfer of digital information to the proper media and prompt, and exact retrieval of information when necessary.

Additional duties for the requested position would include: posting official notices of Commissioners Court meetings with appropriate authorities and within time requirements established by law, audio recording of Commissioners Court proceedings, preparing official minutes for approval, advising Elected Officials and County staff on agenda items, serving as a primary resource person to employees and officials and to the general public for information on actions taken by the Court, receiving, maintaining and updating all official records and original documents from the Court’s meetings and processes them in accordance with government code, downloading, indexing and converting source computer output files into searchable reports, conducting requested searches for internal and external customers, certifying documents when appropriate, supervising the daily maintenance and backup of all electronic data pertaining to all electronic tracking systems of Commissioners Court records, maintaining computer hardware, software, and scanning equipment needed for the document management system, collecting and analyzing statistical data retrieved from the imaging software workflow and production reports, as well as working Records Management staff to ensure efficient storage, retrieval, and preservation of original Commissioners Court records.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Avg Days fm Court Meeting to Publishing of Draft Minutes	2	3	3	3	1	1
Documents Scanned and Indexed	8,406	8,465	9,000	9,000	10,000	10,000
Comm Ct Customer Service Email Requests	284	432	500	500	600	600
Hours Spent in Comm Ct	349	557	400	400	600	600
Mtgs Attended (incl Reg Voting, Budget, & Road District)	94	94	110	110	110	110

PBO RECOMMENDATION

PBO recommends \$90,795, including \$82,755 in ongoing personnel, \$1,525 in one-time operating, \$1,075 in ongoing operating and \$5,440 in one-time CAR resources for computer and phone equipment related to the creation of an additional County Commissioners Court Specialist position (1.0 FTE) to provide a second dedicated position to support the Commissioners Court Team in the General Admin Division of the County Clerk’s Office be included in the FY 2025 Preliminary Budget. This will increase the County Clerk’s FTE count by 1.0 FTE.

The Office notes positions in the County Clerk’s Office dedicated to facilitating Commissioners Court related operations require a deep knowledge of Commissioners Court proceedings, associated processes of the Court, and both the technological and research-oriented skills to store, cull, access and effectively communicate critical data with and direct internal and external stakeholders. The General Admin Division believes two dedicated staff members working collaboratively on these operations would lead to more streamlined processes and increased efficiency by sharing responsibilities, cross-training evolving protocols, and developing best practices contributing to a more effective overall operation. The Office also notes an additional staff member dedicated to these duties would provide stability for a role is crucial in case of unexpected events such as illness, vacation, or other personal emergencies.

PBO acknowledges providing additional staff coverage in the General Admin Division dedicated to facilitating Commissioners Court session operations in the inevitable event that the Office’s existing staff must take sick leave, attend trainings, and/or otherwise be unavailable for regular duties would be of significant value for these critical County operations. However, PBO believes the job title of Agenda Coordinator would not be appropriate for this requested position as this title exists in relation to the County Judge’s Office and is not currently available to County Clerk’s Office personnel.

Therefore, PBO recommends the creation of an additional County Commissioners Court Specialist position (1.0 FTE) to support the existing County Commissioners Court Specialist in the General Admin Division of the County Clerk’s Office to provide staff coverage in the County Clerk’s Commissioners Court Team. PBO recommends this position be budgeted at a salary above minimum for the position’s paygrade (C08 - \$52,162), with a salary amount matching the existing County Commissioners Court Specialist position (\$55,138) to provide the Office the flexibility to hire for a well-qualified candidate for the position.

Aaron C.R. Pepper, FY 2025 Preliminary Budget

County Clerk

REQUEST 07: ELECTIONS COMPLIANCE PLANNER SR SPW (1.0 SPW) – TWO-YEAR DURATION

<i>Program:</i>	Elections Division (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	92,436	92,436	92,436	-
Operating	2,600	2,600	2,600	-
Subtotal	\$ 95,036	\$ 95,036	\$ 95,036	\$ -
Capital	2,940	2,940	-	-
Dpt Total	\$ 97,976	\$ 97,976	\$ 95,036	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 97,976	\$ 97,976	\$ 95,036	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk requests one-time personnel resources related to the creation of one Elections Compliance Planner Sr Special Project Worker (1.0 SPW) for a proposed period of two fiscal years to coordinate statutory and regulatory compliance efforts across the Elections Division.

The Office notes, following the 2021 Texas Legislative Session, the Texas Legislature passed an unprecedented number of laws affecting elections procedures, thereby impacting the operations of the Elections Division. The Elections Division reports that ensuring compliance with the Texas Election Code has grown more challenging and believes a dedicated staff member is necessary to effectively coordinate with the Travis County Attorney’s Office (CA) and the Texas Secretary of State (SOS), gain adequate understanding of new laws’ potential and observed impacts on Elections operations, and retain that institutional knowledge in a central point of contact for the division.

The requested position would be responsible for tracking bill progression during legislative sessions, coordinating with the CA and SOS to determine legal requirements, collaborating with Election Division staff members to determine impact on operations, managing document workflow and process changes, implementing necessary changes, and complying with new mandates. While the legislature only convenes every two years, the Office proposes that this position would also track relevant legal judgements and lawsuits, SOS advisories, and Senate Bill 1 county election audits.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Hours spent monitoring elections activities for compliance 50%	N/A	N/A	N/A	N/A	1,040	1,040
Hours spent reviewing internal audits 15%	N/A	N/A	N/A	N/A	312	312
Hours spent coordinating implementation of new procedures 25%	N/A	N/A	N/A	N/A	520	520
Hours spent coordinating with County Attorney and Secretary of State 5%	N/A	N/A	N/A	N/A	104	104
Hours spent in legislative review 5%	N/A	N/A	N/A	N/A	104	104

PBO RECOMMENDATION

PBO recommends \$97,976, including \$92,436 in one-time personnel, \$2,600 in one-time operating and \$2,940 in one-time centrally budgeted resources for computer and phone equipment related to the creation of a Planner Sr Special Project Worker position (1.0 SPW) for a period of two fiscal years to serve as a subject matter expert and coordinate statutory and regulatory compliance efforts across the Elections Division of the County Clerk’s Office be included in the FY 2025 Preliminary Budget.

PBO assumes many of the proposed responsibilities, notably those related to legislative analysis, are currently performed by existing staff as needed in a decentralized manner like other departments within the County who perform these operations in conjunction with the General Administration Division. However, increased interest in and frequency of legislative changes for elections raised levels of scrutiny for these mandated operations in recent years, and the Elections Division has increased workloads related to interpreting the evolving guidance and maintaining regulatory compliance. Therefore, PBO concurs the creation of the requested Planner Sr SPW as a central point of contact and subject matter expert to coordinate these efforts across the multiple programs affected would be of immense value to the Elections Division and the County’s mandated charge to facilitate elections.

In addition, PBO notes the requested Planner Sr SPW would provide coordination support to several SPW positions supporting elections-related operations included in the FY 2024 Adopted Budget, including:

Elections Coordinator SPW – Position Number: 30066728

The FY 2024 Adopted Budget includes an Elections Coordinator SPW (1.0 SPW) approved for a two-year duration to ensure compliance with State regulations regarding elections and the Risk-limiting Audit (RLA) program in conjunction with the Texas

Secretary of State. PBO recommended this SPW for two fiscal years to ensure sufficient staffing for the continued development of the County's mandated RLA Program through FY 2026.

Ballot by Mail (BBM) Support SPWs – (30065255 and 30065256):

The FY 2024 Adopted Budget includes one-time resources for the second year of one Election Coordinator Sr. SPW (1.0 SPW) to assist with increased Ballot by Mail usage, and one Elections Coordinator SPW (1.0 SPW) to help identify new polling locations in compliance with DOJ standards, approved for a two-year period in the FY 2023 Adopted Budget. These funds continue support for Ballot by Mail and BBM Site operations in the County Clerk's Office Elections Division and represent the final year of the two fiscal year period approved in the FY 2023 Adopted Budget. These positions are also currently recommended to continue for two additional fiscal years, through FY 2026.

ADA Compliance SPWs – (30063809, 30063810, 30063811, and 30063812):

The FY 2024 Adopted Budget includes one-time resources to continue these four SPWs, as approved by Commissioners Court, so that the Office may continue its assessment of polling locations for ADA compliance. FY 2024 represents the final year for the four SPW positions as approved by Commissioners Court on January 18th, 2022. These positions are also currently recommended to continue for two additional fiscal years, through FY 2026.

Lastly, PBO recommends this position as an SPW to allow for portions of the positions' work hours to be included in cost recovery efforts related to contract elections and is coordinating with the County Clerk's Office to revise the Office's revenue estimates related to the Elections Contract Fund (0128) relative to the anticipated work hours for this position to be billed to contract elections in FY 2025.

REQUEST 08: ELECTIONS OFFICE MANAGER SR SPW (1.0 SPW) – TWO-YEAR DURATION

<i>Program:</i>	Elections Division (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	92,436	92,436	92,436	-
Operating	2,600	2,600	2,600	-
Subtotal	\$ 95,036	\$ 95,036	\$ 95,036	\$ -
Capital	5,440	5,440	-	-
Dpt Total	\$ 100,476	\$ 100,476	\$ 95,036	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 100,476	\$ 100,476	\$ 95,036	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk requests one-time personnel resources related to the creation of one Office Manager Sr Special Project Worker (SPW 1.0) for two fiscal years to coordinate general administrative tasks in the Elections Division. The proposed primary duties for this position would serve as the purchasing and vendor liaison, as well as the main point of contact for security, facility, and training needs for the Elections Division headquarters and all Early Voting and Election Day sites.

The Office notes creating the Office Manager Sr. role within the Travis County Elections Division is crucial to addressing purchasing needs and the heightened security challenges facing elections. By investing in a specialized position for those needs, the Elections Division can uphold the integrity of the electoral process and ensure the well-being of the Division’s personnel and the security of its facilities. This position would provide vital support for the daily operations of the Elections Division and a portion of their salary can be billed to the contracting entities.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Hours spent coordinating with law enforcement and stakeholders to conduct risk assessments 25%	N/A	N/A	N/A	N/A	530	530
Hours spent implementing tailored security protocols 20%	N/A	N/A	N/A	N/A	416	416
Hours spent facilitating training 20%	N/A	N/A	N/A	N/A	416	416

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Hours spent responding to incidents 5%	N/A	N/A	N/A	N/A	104	104
Hours spent documenting incidents 10%	N/A	N/A	N/A	N/A	208	208
Hours spent on purchasing responsibilities 20%	N/A	N/A	N/A	N/A	416	416
Number of election related shopping cart items	927	673	1,100	680	680	1,000

PBO RECOMMENDATION

PBO recommends \$100,476, including \$92,436 in one-time personnel, \$2,600 in one-time operating and \$5,440 in one-time CAR resources related to computer, printer and phone equipment for the creation of an Office Manager Sr Special Project Worker (1.0 SPW) for a duration of two fiscal years in the Elections Division to coordinate general administrative tasks and serve as a central point of contact for security and purchasing operations related to elections be included in the FY 2025 Preliminary Budget. PBO recommends this position as an SPW to allow for portions of the positions' work hours to be included in cost recovery efforts related to contract elections and is coordinating with the County Clerk's Office to revise the Office's revenue estimates related to the Elections Contract Fund (0128) relative to the anticipated work hours for this position to be billed to contract elections in FY 2025.

REQUEST 09: ELECTIONS COORDINATOR SPW (1.0 SPW) - TWO-YEAR DURATION

<i>Program:</i>	Elections Division (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	76,808	76,813	76,813	-
Operating	2,600	2,600	2,600	-
Subtotal	\$ 79,408	\$ 79,413	\$ 79,413	\$ -
Capital	2,940	2,940	-	-
Dpt Total	\$ 82,348	\$ 82,353	\$ 79,413	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 82,348	\$ 82,353	\$ 79,413	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk requests one-time resources for the creation of an Elections Coordinator Special Project Worker (1.0 SPW) for a requested duration of two fiscal years to provide vital support to the daily operations of the Ballot by Mail department within the Elections Division to facilitate the increase of Ballot-by-Mail requests.

The Office notes that, due to Senate Bill 1 and House Bill 5180, the Ballot-by-Mail workload has become more challenging for existing staff. Processing Ballot-by-Mail applications and returned ballot reviews requires significantly more time per instance as legislative rules have created more avenues for application/ballot defects requiring the production of new mail notices, increased phone and email contact of affected voters, voter follow-up, as well as new and complex workflows for tracking the status of defective applications/ballots and system updates to properly reflect voter ballot status. Furthermore, HB 5180 mandates that all ballot images undergo visual inspection to redact any personally identifiable information before being made available for public scrutiny, a meticulous process requiring extensive hours of review post-election.

The Elections Division reports the Ballot-byMail department has witnessed a substantial surge in Ballot-by-Mail requests based on high-turnout elections and increased numbers of registered voters in Travis County over several years. The Division asserts these trends require additional staff to sufficiently handle tasks such as processing applications, mailing out ballots to eligible voters, receiving and processing returned ballots, and providing customer support both over the phone and in person or via email. The Ballot-by Mail-division is expecting large work spikes in FY 2025 due to the 2024 Presidential Election. Due to the highly sensitive, critical, and publicly transparent nature of these tasks, as well as the need for a continuously growing base of experience, the Office does not believe a seasonal temporary employee would be suitable.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of Mail apps received and processed	24,000	28,581	25,000	135,000	135,000	90,000
Number of Mail ballots received and processed	41,000	34,208	50,000	94,500	94,500	63,000
Number of FPCA apps received and processed	552	1,818	700	10,000	10,000	2,200
Number of FPCA ballots mailed, received and processed	833	2,627	1,100	5,000	5,000	1,100
Number of total Ballots processed	516,336	653,543	550,000	1,050,000	1,050,000	890,000
Number of mandated elections held	5	1	3	3	3	1
Number of Reg voters in Travis County	874,110	887,000	900,000	915,000	915,000	930,000
Other elections held	49	45	55	54	54	50

PBO RECOMMENDATION

PBO recommends \$82,353, including \$76,813 in one-time personnel, \$2,600 in one-time operating and \$2,940 in one-time CAR resources related to computer and phone equipment for the creation of an Elections Coordinator Special Project Worker (1.0 SPW) for a duration of two fiscal years to address anticipated workload increases for the Ballot by Mail team within the Elections Division. PBO recommends this position as an SPW to allow for portions of the positions’ work hours to be included in cost recovery efforts related to contract elections and is coordinating with the County Clerk’s Office to revise the Office’s revenue estimates related to the Elections Contract Fund (0128) relative to the anticipated work hours for this position to be billed to contract elections in FY 2025.

Currently, the County Clerk’s Office projects a significant 89 percent increase in the number of mail ballots to be received in FY 2025 (94,500) relative to projected totals for FY 2024 (50,000). In addition, heightened public scrutiny for issues of election integrity is driving new and/or renewed interest in ballot vetting processes. The Elections Division notes that it was required to facilitate hand-counting of Republican Ballots by Mail during recent 2024 Primary Cycle operations and notes that there could be calls to extend this process to Early Voting and Election Day ballots in the next primary cycle. The Office states that adding/expanding these hand-counting operations represents a significant challenge that would extend work hours and may require additional personnel capacity. In the event, the major political parties go forward with potential changes to primary election processes that would require the County Clerk’s Office to manage a bifurcated primary system between the two parties, which the Office notes would be unprecedented, workloads related to these Ballot-by-Mail operations could be further increased.

REQUEST 10: HMS CUBICLE UPDATE

<i>Program:</i>	General Administration (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	710,000	-	-	-
Dpt Total	\$ 710,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 710,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk's Office requests one-time amounts of \$650,000 to update office furniture and \$60,000 to replace wiring to cubicles in the Heman Marion Sweatt (HMS) Courthouse to improve working conditions.

The County Clerk's Office reports that approximately 70 staff members are currently working at the HMS Courthouse facility, including the Misdemeanor and Records Management Division staff who continue to provide services to the public and the seven County Courts at Law that reside in the Blackwell-Thurmon Criminal Justice Complex. The Office notes that its spaces on the second floor of HMS have not been updated for decades. The current office furniture, purchased in the 1990s, is no longer functional - especially for collaborative teams - and the FMD Interior Designer can no longer acquire replacement parts for damaged cubicles.

While proposals for renovating HMS are ongoing, the Office asserts that updating cubicles and improving employees' daily experience would be of immense value and benefit its operations ahead of developments related to long-term plans for renovating the HMS. The County Clerk's Office also notes it actively collaborating with the ITS for costs associated with rewiring cubicles and Facilities Management Interior Designer to discuss current and future needs as well as estimated costs. So far, with the Interior Designer's help, the Office has identified cubicle styles that would allow for more collaborative teams and help mitigate the lack of office space until the larger renovations begin for the HMS. Lastly, the Office states that the proposed furniture could be repurposed to other County departments following the HMS renovation.

BUDGET REQUEST PERFORMANCE MEASURES

The County Clerk's Office did not submit performance measures related to this request.

PBO RECOMMENDATION

PBO recognizes the value in improving working conditions for County Clerk's Office staff at an aging County facility until the HMS renovation is complete. However, there are many outstanding questions that need to be resolved regarding these proposed improvements at HMS before PBO can consider funding the request. Currently this request is being considered as

a capital request and is under further consideration within the other countywide capital priorities through the Facilities Management Department (FMD).

In the meantime, PBO recommends that the Office continue to work on this request alongside the County's comprehensive facility plan, FMD, ITS, Purchasing and EDSI to verify cost estimates and gauge the feasibility of utilizing existing resources that may be available to support these efforts.

REQUEST 12: MISDEMEANOR RECORDS COURT CLERK I SPWS TO FTE (4.0 SPWS - YEAR 1 OF 2)
CONTINUATION

<i>Program:</i>	Misdemeanor Records Division (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	4.00	-	-	-
Personnel	291,561	291,564	291,564	-
Operating	-	-	-	-
Subtotal	\$ 291,561	\$ 291,564	\$ 291,564	\$ -
Capital	-	-	-	-
Dpt Total	\$ 291,561	\$ 291,564	\$ 291,564	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 291,561	\$ 291,564	\$ 291,564	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk's Office is requesting ongoing resources related to the conversion of four Court Clerk I SPWs (4.0 SPWs) approved in the FY 2023 Adopted Budget for two fiscal years in the Misdemeanor Records Division. The Office is requesting these four Court Clerk I SPWs be converted to permanent FTEs to maintain provided support for court proceedings and process all related court documents for the seven County Courts at Law. This would increase the County Clerk's Office FTE count by 4.0 FTE.

In March 2019, all the Misdemeanor Courts halted in-person proceedings and virtually switched to dockets one day a week. By January 2022, the Courts switched to a hybrid model of handling virtual and in-person dockets. The move to hybrid services added virtual work assignments for the County Clerk's Office, which created additional Court Clerk capacity to ensure that all County Courts at Law were fully staffed and provided backup coverage in case of illness, vacation, or other life events. In FY 2023 Commissioners Court approved reclassifying four permanent positions from Court Clerk I to Court Clerk II and the creation of four Court Clerk I Special Project Worker positions for two fiscal years in the Misdemeanor Division to provide support for both virtual and in-person proceedings for the seven County Courts at Law.

The Office requests the four Court Clerk I Special Project Worker positions be converted to full FTEs (4.0 FTE) to continue to support court proceedings and processes related to the seven County Courts at Law, as well as to support ongoing workloads related to redactions of personally identifiable information for online records as required by Texas Rules of Civil Procedure 21c.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Cases Disposed with Charging Instruments	20,661	17,793	18,000	18,000	18,000	18,000
Monthly Average Number of Active/Pending Cases	46,723	36,187	40,000	40,000	40,000	40,000
New Cases Filed with Charging Instruments	11,408	13,039	14,000	14,000	14,000	14,000
Made by Clerk	42,021	34,998	40,000	40,000	40,000	40,000
Email Requests	10,443	7,436	8,000	8,000	8,000	8,000
Bonds Scanned and Indexed	12,137	12,149	12,000	12,000	12,000	12,000
Phone Customers	6,351	7,111	7,500	7,500	7,500	7,500
Expunctions Processed	1,115	1,467	1,800	1,800	1,800	1,800
<i>New Measures</i>						
Redactions	233,797	274,427	225,000	225,000	225,000	225,000

PBO RECOMMENDATION

PBO recommends that \$291,564 in additional one-time personnel resources related to the continuation of four Court Clerk I Special Project Workers (4.0 SPWs) in the Misdemeanor Records Division for two additional fiscal years be included in the FY 2025 Preliminary Budget to support rising workloads related to document redaction, court proceedings, and processes assisting the seven County Courts at Law.

During the FY 2024 Budget Process, when these positions were confirmed for the second and final year of the initially approved duration, PBO noted that the four positions remained vacant as of May 17, 2023. The Office had related the delay in hiring was due to spacing issues and the Civil Division’s relocation into the new County Family Courthouse Facility (CFCF) would allow the Division sufficient room to begin filling the positions. The table below details the four SPW positions requested for conversion to full FTE, including position number, title, vacancy/hiring status, and estimated annual salary costs as of May 20, 2024.

Misdemeanor Records Court Clerk I SPWs – Position Detail Report – 2024-05-20						
Position No.	Position Title	Position Vacant	Vacant Date	Hire Date	Days Vacant	Cost Center Salary
30065250	Court Clerk I	No		3/5/2024	0	\$47,276
30065251	Court Clerk I	Yes	10/1/2022		597	47,276
30065252	Court Clerk I	Yes	10/1/2022		597	47,276
30065253	Court Clerk I	Yes	10/1/2022		597	47,276
Grand Total					Average Days Vacant: 448	\$189,104

Based on the data above, three of the positions requested now for conversion to full FTE remain vacant, with the only filled position demonstrating a hire date of March 5, 2024. The average days vacant across all positions is more than a fiscal year, 448 days vacant on average. The Office notes that it has experienced continued difficulties in hiring for these positions due to their temporary status as SPWs and that conversion to full FTE would benefit the effort to fill them. However, due to the limited availability of ongoing resources for reasonable but non-mandated expansions of existing programs, PBO must place added scrutiny on requests for additional ongoing resources. With the data provided, it is not clear whether the continuation of these Misdemeanor Records Division Court Clerk I SPWs demonstrates an immediate, critical, or statutorily mandated need that requires these positions to be filled to justify recommending additional ongoing resources for the conversion of historically majority vacant SPWs into full FTEs.

However, as of June 26, 2024, the County Clerk's Office has identified additional candidates to fill two vacant positions with new hires starting July 15, 2024, for both new employees. Based on the Office's stated continued need for the additional support these Court Clerk I SPWs provide, as well as the recently reported progress on hiring efforts, PBO recommends continuing these positions on a one-time basis as SPWs for two additional years.

REQUEST 13: CIVIL DIVISION COURT CLERK II'S (2.0 FTES)

<i>Program:</i>	Civil/Collections Team (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	-	-	-
Personnel	153,616	-	-	-
Operating	5,200	-	-	-
Subtotal	\$ 158,816	\$ -	\$ -	\$ -
Capital	5,880	-	-	-
Dpt Total	\$ 164,696	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 164,696	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office requests ongoing resources related to the creation of two Court Clerk II positions (2.0 FTEs) for the Civil Division. The Office reports significant increases in workload and additional duties such as redaction, OCA reporting, and quality control to review document processing are driving additional personnel capacity to support rising workloads in the Civil Division. This would increase the County Clerk’s FTE count by 2.0 FTE.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Abstracts	109	181	144	148	239	240
Appeals	8	39	36	40	176	180
Civil Citations Issued	3,703	4,014	6,120	6,125	6,610	6,650
Civil Customer Service Email Requests	2,308	4,519	4,380	4,385	8,585	8,590
Civil Customer Service In-Person	2,728	2,974	2,140	2,145	2,333	2,400
Documents Scanned	12,055	16,853	13,884	13,890	19,438	19,500
Subpoenas	20	30	60	75	90	95
Bond Forfeiture Cases Filed	214	414	1,128	1,130	2,188	2,200
Protective Order Cases Filed	275	324	444	450	524	530
<i>New Measures</i>						
Number of Documents Redacted	N/A	25,991	12,642	12,650	20,000	15,000

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure at Base Level	Projected FY 2025 Measure with Added Funding	Projected FY 2026 Measure with Added Funding
Quality Control Review Number of Documents	N/A	1,038	2,002	2,010	3,864	2,120
Number of Entries into OCA Protective Order Registry	N/A	617	1,458	1,460	3,441	850
Number of Cases Reviewed for Collections	154	91	360	365	1,426	275
Number of Quality Control Review Corrections on Cases	N/A	N/A	8,088	8,090	8,100	8,150

PBO RECOMMENDATION

PBO does not recommend ongoing resources for the creation of two additional Court Clerk II (2.0 FTE) positions to address projected workload increases in the Civil Division be included in the FY 2025 Preliminary Budget.

PBO acknowledges the County Clerk’s Office Civil Division is currently observing a notable increase across key operations affecting workloads for existing staff. The table below presents a brief analysis of anticipated rates of change for existing performance measures submitted by the Office related to this request.

Budget Request Performance Measures - Percent Change Analysis										
Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	% Diff FY 2022 to FY 2023	Revised FY 2024 Measure	% Diff FY 2023 to FY 2024 Projected	Projected FY 2025 Measure at Base Level	% Diff FY 2024 Projected to FY 2025 Projected	Projected FY 2025 Measure with Added Funding	% Diff FY 2024 Projected to FY 2025 Projected w/ Added Funding	Projected FY 2026 Measure with Added Funding
Abstracts	109	181	66.1%	144	-20.4%	148	2.8%	239	66.0%	
Appeals	8	39	387.5%	36	-7.7%	40	11.1%	176	388.9%	
Civil Citations Issued	3,703	4,014	8.4%	6,120	52.5%	6,125	0.1%	6,610	8.0%	
Civil Customer Service Email Requests	2,308	4,519	95.8%	4,380	-3.1%	4,385	0.1%	8,585	96.0%	
Civil Customer Service In-Person	2,728	2,974	9.0%	2,140	-28.0%	2,145	0.2%	2,333	9.0%	
Documents Scanned	12,055	16,853	39.8%	13,884	-17.6%	13,890	0.0%	19,438	40.0%	
Subpoenas	20	30	50.0%	60	100.0%	75	25.0%	90	50.0%	
Bond Forfeiture Cases Filed	214	414	93.5%	1,128	172.5%	1,130	0.2%	2,188	94.0%	
Protective Order Cases Filed	275	324	17.8%	444	37.0%	450	1.4%	524	18.0%	
Average			85.3%		31.7%		4.5%		85.5%	

Based on the data above, from FY 2022 to FY 2023, the Division reports an increase across key performance measures included in this request. In addition, the Office anticipates these indicators will further rise an through the remainder of FY 2024, before leveling off in FY 2025 based on the Divisions estimated measures within existing resources.

While this request would provide additional personnel capacity to address observed and projected workload increases in the Civil Division, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget, due to very limited resources. SB 2 (86th Legislature) does not allow Commissioners to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside of specific eligible adjustments per statute. The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include county-wide compensation and benefits as well as contractual and other mandated/required expenditures as PBO knows them.

REQUEST 14: PROBATE COURT CLERK I POSITIONS (3.0 FTES)

<i>Program:</i>	Probate/Mental Health/Comm Court (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	3.00	-	-	-
Personnel	218,669	-	-	-
Operating	7,800	-	-	-
Subtotal	\$ 226,469	\$ -	\$ -	\$ -
Capital	11,320	-	-	-
Dpt Total	\$ 237,789	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 237,789	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office requests ongoing resources related to creating three additional Court Clerk I positions (3.0 FTE) in the Probate/Mental Health Division. The Office notes that this request would enhance customer service needs and decrease process inefficiencies by creating new positions as well as aid in processing the increased workload with the addition of the new Probate Court #2, that the requested positions are necessary to provide effective and quality public service to the Probate Courts and growing dockets and customers, and that the purpose of this request is to augment the staffing necessary to enhance the current level of service in the Probate Courthouse and the Travis County Clerk’s Office as well as create a succession path for incoming clerks. This would increase the County Clerk’s FTE count by 3.0 FTE.

The Office notes that, historically, the Probate Clerk’s Office handled the workload of one Statutory Probate Court with 10 Court Clerk II positions and one Office Assistant at a time when filings were on paper, the population of Travis County was much smaller, and the needs of the Probate Court were limited. With the newly implemented case management system and changes from the 2019, 2021, and 2023 Legislative years, the Probate Division reports that it has been working with new and continuously changing business processes and duties that have resulted in increased responsibilities for current staff. Adding to these trends, the Division has observed increased workloads from the Probate Court due to the creation of a second probate court, Probate Court No. 2, effective October 1, 2023.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Probate Documents Scanned and Indexed	81,150	99,486	100,000	100,000	100,000	110,000

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure at Base Level	Projected FY 2025 Measure with Added Funding	Projected FY 2026 Measure with Added Funding
Probate Notices Issued	6,783	6,714	7,000	7,500	7,500	8,000
Orders Processed from Probate Court	12,147	13,401	14,000	14,250	14,250	14,500
Total Probate Case Activities	90,358	99,486	100,110	100,000	100,000	100,000
Phone Customers Probate	47,932	48,201	48,000	49,000	50,000	50,000

PBO RECOMMENDATION

During the FY 2024 Budget Process, the County Clerk’s Office submitted a request for additional personnel to staff the second Probate Court pending final approval by the 88th Texas Legislature. This request was addressed holistically within the context of all County department stakeholders involved with the proposed expansion of the Probate Courts. The centralized FY 2024 Preliminary Budget recommendation for resource requests related to the creation of a second probate court is included below for reference:

House Bill (HB) 3474 Section 2.018 is noted below:

Section 2.018. (a) Effective October 1, 2023, Section 25.2291(c), Government Code, is amended to read as follows:

(c) Travis County has the following [one] statutory probate courts:

(1) ~~court, the~~ Probate Court No.1 of Travis County; and

(2) Probate Court No.2 of Travis County.

(b) The Probate Court No.2 of Travis County is created on October 1, 2023.

Probate Court states that, “the Probate Court has come to the realization that its continued attempts at finding efficiencies with its current structure is being outpaced by the continuing increase in case filings and hearing requests” and “After wringing out as many efficiencies as possible these past five years, the Probate Court is seeking the creation of a second probate court in Travis County.” The Probate Court notes they have continued to experience substantial increases in case filings, and it is becoming more difficult to keep up with this workload with the existing court and staff. The request for hearings has also increased significantly; however, limited staffing has hindered the court’s ability to increase the number of hearings on the court’s docket. Travis County also has a growing population of residents aged 65 and older, which are more prone to be involved with probate matters and the utilization of probate court services.

The following table shows the cost summary for a second statutory probate court for the Probate Courts, the County Clerk’s Office, Information Technology Services (ITS), the Facilities Management Department (FMD), and Justice Planning’s Law Library.

<i>Recommendation Summary for Second Probate Court</i>				
<i>Department/Office</i>	<i>Ongoing Personnel/Operating</i>	<i>One-time Operating/Capital</i>	<i>Total</i>	<i>FTEs</i>
Probate Courts	\$854,289	\$300,000	\$1,154,289	5.00
County Clerk	305,736	5,700	311,436	4.00
ITS	0	76,880	76,880	0.00
FMD	18,000	0	18,000	0.00

<i>Recommendation Summary for Second Probate Court</i>				
<i>Department/Office</i>	<i>Ongoing Personnel/Operating</i>	<i>One-time Operating/Capital</i>	<i>Total</i>	<i>FTEs</i>
Justice Planning – Law Library	\$4,270	0	4,270	0.00
Total	\$1,182,295	\$382,580	\$1,564,875	9.00

The FY 2024 Preliminary Budget includes \$1,564,875 for the new Probate Court consisting of \$1,182,295 of ongoing funds and \$382,580 of one-time funds and also includes the addition of 9.0 FTEs.

Included in the number for the Probate Court is \$854,289 for ongoing personnel and operating needs to fund a Probate Judge, a Court Reporter, a Court Operations Officer, a Financial Analyst Lead, an Attorney V, resources for temporary employee and court related operating costs. One-time resources totaling \$300,00 are recommended to purchase furniture. These funds total \$1,154,289.

Included in the number for the County Clerk’s Office is \$305,736 for ongoing personnel and operating needs to fund four Court Clerk II’s and software and office supplies for these FTEs. One-time resources totaling \$5,700 are recommended for computer equipment and peripherals. These funds total \$311,436.

Included in the number for ITS is \$76,880 for one-time operating and capital costs for electrical equipment, laptops, computers and printers for the new FTEs.

Included in the number for FMD is \$18,000 related to utility increases for the second Probate Court. FMD does not anticipate a need for additional custodial staff due to the second court being located in the same building as the current court.

Included in the number for Justice Planning’s Law Library is \$4,270 for ongoing operating funds to purchase legal database access, law books and legal research materials.

Travis County Sheriff’s Office (TCSO) does not anticipate a need for additional security at this time.

Given that the effective date is October 1, 2023, PBO will work with the Probate Court and the County Clerk’s Office to see if there is a desire to post the positions towards the end of FY 2023 so that the recruitment process can begin for these positions as soon as possible so that they may be hired on or soon after October 1, 2023.

When the County Clerk’s Office submitted its request for staffing to support a second probate court during the FY 2024 Budget Process, it noted that it was difficult to accurately quantify how much the additional court would drive near-term workload increases for the Probate/Mental Health Division until the new court was fully implemented. Considering this potential implementation delay, the Office’s initial ask was for four Court Clerk II positions (4.0 FTE) and noted that there may be subsequent staffing requests made in future fiscal years as the Division experiences the full weight of workloads driven by two fully operative Probate Courts. This request represents the first of these subsequent requests for additional staffing.

The FY 2024 Adopted Budget includes resources related to four additional Court Clerk II positions (4.0 FTE) to address staffing needs related to the creation of the additional Probate Court. This brought the total number of staff supporting the Probate Courts in the County Clerk’s Probate Division to 17.0 FTEs.

However, PBO does not have sufficient data at this time to gauge how the implementation of a second Probate Court since its formal creation on October 1, 2023, will affect workloads for supporting County department personnel on an ongoing basis. PBO recommends that the County Clerk continue to observe the impact of the recent court expansion and, if necessary, resubmit this request during the FY 2026 Budget Process to reevaluate potential staffing needs relative to updated data.

REQUEST 16: RECLASS AND TRANSFER OF GF RECORDING SPECIALIST I TO SF PLANNER SR

<i>Program:</i>	Recording Division (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	(72,891)	-	-	-
Operating	-	-	-	-
Subtotal	\$ (72,891)	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ (72,891)	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ (72,891)	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office is requesting the transfer of a General Fund FTE to be split funded with the use of additional ongoing resources in the Archival Fund (0004) and Records Management Fund (0108) to fund a reclassification of position 30001045 from a Recording Specialist I (paygrade C05) job title to a Planner Sr. (paygrade C13) for the Records Team which consists of the Recording Division and the Records Management Division. The Office notes that the position in this proposed new role would serve to review and analyze reports for error corrections, quality control, and staff performance, with additional duties including process mapping, workflow development, and assistance with the implementation and maintenance of new division-wide systems, such as GovOS and an enterprise records management program.

The County Clerk’s Office states that its division directors or supervisory staff historically were responsible for process mapping, managing workflows, reviewing and analyzing reports. However, the Office notes that over time its managers have been pulled in so many directions they are not able to focus on managerial tasks such as strategic planning, managing personnel, advising mid-level managers, building a positive atmosphere, and working with external partners to solve problems through collaboration. Without a dedicated person to fulfill the Planner Sr. functions, the Office asserts many of the important managerial duties for the Records Team would go by the wayside for more immediate needs such as making sure a system is reporting correctly. Therefore, the Office believes that this reclassification will help the Records Team build a strong organization that can withstand normal turnover, help employees grow professionally, manage change, and be equipped to build more efficient processes.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of projects managing	N/A	N/A	N/A	N/A	4	4
Hours spent on projects	N/A	N/A	N/A	N/A	40	40

Hours spent on research	N/A	N/A	N/A	N/A	35	35
Hours spent training staff	N/A	N/A	N/A	N/A	40	40
Hours spent tracking legislative changes	N/A	N/A	N/A	N/A	30	30

PBO RECOMMENDATION

PBO does not recommend additional resources related to the proposed transfer of position number 30001045 from the General Fund to be split funded evenly between the Archival Fund (0004) and Records Management and Preservation Fund (0108) and reclassification from a Recording Specialist I to a Planner Sr.

Based on the Auditor’s Office third revenue estimate for FY 2025, the Archival Fund (0004) is projected to have \$1,769,830 in ongoing revenue relative to \$1,373,923 in estimated ongoing expenditures. Meanwhile, the Records Management and Preservation Fund (0108) is projected to have \$1,901,566 in ongoing revenue relative to \$2,957,419 in estimated ongoing expenditures.

PBO estimates the cost to transfer, reclassify and split fund position number 30001045 between the Archival (0004) and Records Management (0108) Funds would be \$92,436 with benefits. This amount would not be an incremental increase as transferring this position from the General Fund to the Special Funds would require the whole cost to be absorbed by the special funds on an ongoing basis. This would require approximately \$46,218 in additional ongoing personnel expenditures for both the Archival Fund (0004) and Records Management Fund (0108), totaling \$92,436 across both funds, and would increase each fund’s FTE count by 0.5 FTE respectively while reducing the County Clerk’s Office General Fund FTE count by 1.0 FTE. Based on the Auditor’s Office third revenue estimate for FY 2025, the Records Management and Preservation Fund (0108) will not have sufficient ongoing revenues to absorb the additional ongoing costs associated with transferring position 30001045 from the GF to Funds 0004 and 0108 without further increasing the spend down rate of the Records Management Fund (0108).

PBO also notes that transferring this position to the requested special funds would likely result in a budget reduction of \$72,891 in ongoing personnel resources for the salary and associated benefits related to position number 30001045 in the County Clerk’s Office General Fund budget.

REQUEST 18: RECLASS COURT SERVICES MGMT ADMIN COORD TO RECORDS ANALYST SUPERVISOR

<i>Program:</i>	Recording Division (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	5,721	-	-	-
Operating	-	-	-	-
Subtotal	\$ 5,721	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 5,721	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 5,721	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office Recording Division requests additional ongoing personnel resources to reclassify position 30001031 from a Court Services Management Administrative Coordinator (PG C10) job title to a Records Analyst Supervisor (PG C12) position to reflect the position’s job duties and requirements more accurately.

The Recording Division notes it is currently providing services at two locations, 5501 Airport Blvd and the Civil Family Courthouse downtown. With multiple locations, the Office observes a need for an additional supervisor to manage the staff members at both locations. The County Clerk’s Office believes that position 30001031 can fill this role under the Records Analyst Supervisor title which the Office asserts is the more appropriate title for this scope of responsibility.

This reclassified position would be responsible for managing and leading office operations and staffing at the Recording Division’s two locations, ensuring compliance with regulations and internal policies, facilitating access to information as needed, quality control, and providing guidance and support to staff. Additionally, this role would assist the Director by liaising between internal staff, county departments, city, state agencies, and vendors. The Office asserts that creating a senior supervisory role to manage, guide, direct, and support the newer supervisors will provide additional support for those growing in their supervisory skills. The goal of this structure is to ensure efficient and effective daily operations, as well as oversee the organization and maintenance of physical and electronic records.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Marriage licenses issued	10,456	11,059	11,200	11,200	11,200	12,000
Assumed Names recorded	4,792	4,567	5,000	5,500	5,500	5,600

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Customers served in person	25,905	36,540	38,000	40,000	40,000	42,000
eRecording documents received	183,886	191,957	200,000	252,700	252,700	252,800
Total Real Property documents recorded	200,283	174,933	200,000	200,000	210,000	211,000
Searches	18,500	23,641	20,000	25,000	26,000	27,000
Calls received	80,860	80,954	85,000	85,100	85,200	85,300
Emails received and handled by Staff	11,240	18,405	19,000	20,000	21,000	22,000
Payments for copy orders processed	30,064	18,434	19,000	19,500	20,000	20,500
<i>New Measures</i>						
Importing microfilm records digital records	N/A	N/A	N/A	0	10,000	10,000
Processing Civil Filings	N/A	N/A	N/A	0	1,000	2,000

PBO RECOMMENDATION

PBO does not recommend additional ongoing personnel resources to reclassify position 30001031 from a Court Services Management Administrative Coordinator (paygrade C10) to a Records Analyst Supervisor (paygrade 12) be included in the FY 2025 Preliminary Budget. As a general practice, PBO does not fund ad hoc reclassification requests, but asks Offices to prioritize and fund salary increases associated with desired reclassifications internally when budget flexibility exists, or to work with HRMD to make sure the job is accurately placed according to recurring benchmark market studies.

PBO recommends the Office work with HRMD to evaluate whether the proposed job responsibilities and current experience of the Court Services Management Administrative Coordinator justify a reclassification to Records Analyst Supervisor. If HRMD concurs with the County Clerk’s Office that this reclassification is justified, PBO will work with the County Clerk’s Office to verify available internal resources for this reclassification should the Office prioritize this request.

REQUEST 19: RECLASS ASSISTANT CHIEF DEPUTY TO CHIEF DEPUTY – TWO POSITIONS

<i>Program:</i>	Probate/Mental Health/Comm Court (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	26,475	-	-	-
Operating	-	-	-	-
Subtotal	\$ 26,475	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 26,475	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 26,475	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk requests additional ongoing personnel resources in the general fund and the use of additional ongoing personnel resources in the Records Management (0108) fund to reclassify two positions (30000998 and 30062458) from County Clerk Assistant Chief Deputy (paygrade C20) to County Clerk Chief Deputy (paygrade C22). The Office asserts that these reclassifications are needed to improve the County Clerk organizational structure and divide high level management duties across multiple roles.

The Office intends to transition operations that have historically been managed through a more vertical organizational structure to a more “pyramid structure” through the utilization of a Senior Leadership Team to advise the County Clerk in the place of the former single point of contact provided by the current County Clerk Chief Deputy position. The Office notes that its historical reliance on a single point-of-contact Chief Deputy position under the County Clerk contributed to a bottleneck in operations, a high-stress workload for the single Chief Deputy position, and consistent turnover in the position, which added strain to existing operations.

The Office asserts this requested reclass will help foster a more resilient leadership structure that can better withstand turnover, while also providing additional oversight capacity for each division. The County Clerk’s Office believes that dividing top-level management functions between multiple people in this manner, as opposed to continuing to rely on a single point of contact, will promote better work-life balance and lay the groundwork for a stronger foundation for the future of the Office.

BUDGET REQUEST PERFORMANCE MEASURES

The County Clerk’s Office did not submit performance measures related to this request.

PBO RECOMMENDATION

PBO does not recommend additional funding to reclassify position numbers 30000998 and 30062458 from County Clerk Assistant Chief Deputies to County Clerk Chief Deputies be included in the FY 2025 Preliminary Budget. As a general practice,

PBO does not fund ad hoc reclassification requests, but asks Offices to prioritize and fund salary increases associated with desired reclassifications internally when budget flexibility exists, or to work with HRMD to make sure the job is accurately placed according to recurring benchmark market studies.

PBO recommends the Office work with HRMD to evaluate whether proposed job responsibilities and the current experience of the two County Clerk Assistant Chief Deputies justify a reclassification to County Clerk Chief Deputies. If HRMD concurs with the County Clerk's Office that these reclassifications are justified, PBO will work with the County Clerk's Office to verify available internal resources for this reclassification should the Office prioritize this request.

Additionally, it appears that the County Clerk's Office is also proposing to split fund position number: 30062458 evenly across both the Records Management Fund (0108) and Archival Fund (0004). As of budget submission for FY 2025, the County Clerk's Office proposed position list has position number 30062458 fully funded within the Records Management Fund (0108). PBO estimates the additional ongoing cost related to split funding the requested position at 50 percent in the Archival Fund (0004) based on the allocated salary amount listed in the Office's FY 2025 Budget Submission workbook to be \$112,477 with benefits with the requested reclassification. If approved, this would decrease the Records Management Fund's FTE count by 0.5 FTE and increase the Archival Fund's FTE count by 0.5.

REQUEST 20: RECLASS CSA OR CSA SR TO CUSTOMER SUPPORT SUPERVISOR

<i>Program:</i>	Administration - Computer Resources (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	18,802	-	-	-
Operating	-	-	-	-
Subtotal	\$ 18,802	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 18,802	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 18,802	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office requests additional ongoing personnel resources to reclass an existing Customer Support Analyst (CSA) or CSA Sr. (paygrade C10 / C14) position in the Information Technology Division to a Customer Support Supervisor (CSS Supervisor) role (paygrade C16). The Office notes this will provide for focused supervision of the three CSA positions in the County Clerk’s IT division which is now servicing four locations around the County.

The County Clerk’s Office IT division’s organizational chart has 11 staff members reporting to the IT Division Manager. The Office reports challenges with managing projects and supervising the daily work of the CSA staff members due to the lack of supervisory staff. There are currently three CSAs and one CSA Sr., so each of the four locations has the necessary IT support. However, the job descriptions for CSA and CSA Sr. do not include supervisory duties.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of Information Technology projects in progress	22	24	22	24	30	30

PBO RECOMMENDATION

PBO does not recommend additional funding to reclassify a hitherto unspecified Customer Support Analyst (CSA) or Customer Support Analyst Sr (CSA Sr) position within the Information Technology Division to a Customer Support Supervisor be included in the FY 2025 Preliminary Budget. As a general practice, PBO does not fund ad hoc reclassification requests, but asks Offices

to prioritize and fund salary increases associated with desired reclassifications internally when budget flexibility exists, or to work with HRMD to make sure the job is accurately placed according to recurring benchmark market studies.

PBO recommends the Office work with HRMD to evaluate whether proposed job responsibilities and the current experience of the four potential CSA/CSA Sr positions justify a reclassification to Customer Support Supervisor. If HRMD concurs with the County Clerk's Office that the proposed reclassification is justified, PBO will work with the County Clerk's Office to verify available internal resources for this reclassification should the Office prioritize this request.

Additionally, this proposed reclass may have cost implications beyond the General Fund depending on which position number the County Clerk's Office would select for the reclass. Three out of the four positions (30000982, 30050073, and 30066655) are partially split funded out of the Records Management Fund (0108), with the majority of the cost center distribution for these positions remaining in the General Fund.

REQUEST 21: RECORDING DIVISION EXPANSION TO MULTIPLE LOCATIONS

<i>Program:</i>	Recording Division (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	12.00	-	-	-
Personnel	942,373	-	-	-
Operating	154,660	-	-	-
Subtotal	\$ 1,097,033	\$ -	\$ -	\$ -
Capital	45,280	-	-	-
Dpt Total	\$ 1,142,313	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,142,313	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk's Office requests additional personnel and operating resources to create twelve additional positions (12.0 FTE) for a proposed location expansion for the Records Division. The Office asserts this proposed expansion is necessary to best serve the expanding Travis County community and create access to services that are currently only rendered at 5501 Airport and the Civil/Family Courthouse (CFCH). This request includes four Court Service Management Admin Coordinators positions (4.0 FTE), four Recording Specialist Sr positions (4.0 FTE), four Recording Specialist I positions (4.0 FTE) and associated operating expenses to expand the Recording Division into four additional locations. This is a recurring request first submitted during the FY 2024 Budget Process.

The Office states these proposed expanded locations will allow greater access to services, providing substantial convenience to all customers, but especially those living outside of central Austin. The additional recording locations are proposed to be located on local bus routes and would provide reduced drive times to customers in the four precincts. This initiative would expand to areas with fewer public transportation options and offer a resource for those neighborhoods and communities.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Calls received	80,860	80,954	91,000	92,000	93,000	94,000
Marriage licenses issued	10,456	11,059	12,000	11,500	11,700	11,800
Assumed Names recorded	4,792	4,567	5,000	5,000	5,200	5,350
Customers served in person	25,905	31,096	3,500	3,550	4,000	4,350

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Emails received and handled by Staff	11,240	15,922	5,500	5,590	5,600	5,700

PBO RECOMMENDATION

PBO does not recommend additional funding for the Recording Division to expand its services across four new geographic locations be included in the FY 2025 Preliminary Budget.

Travis County General Fund's ongoing funding has been very limited since the passing of SB 2 and the prioritization of the Counsel at First Appearance (CAFA) initiative for investment this fiscal year following legal action by the ACLU. Based on currently known available revenue, PBO does not recommend this discretionary expansion of existing programs as a priority for any additional available ongoing resources. Typically, additional revenue is available for Budget Markup in early September compared to what is available in late July for the Preliminary Budget. However, based on discussions with the Travis County Appraisal District (TCAD) and the Revenue Estimation Unit within the County Auditor's Office, it is likely that there will not be significant additional revenues beyond those within the FY 2025 Preliminary Budget. However, PBO will continue to work with the County Clerk's Office to identify the full scope of this proposed program expansion in relation to available facilities and resources relative to the observed demand for expanded access to the Recording Division's services.

The County Clerk's Recording Division provides vital services to the community, many of which are statutorily required to be conducted in-person, for example, the issuing of marriage licenses. In addition, citizens needing certified copies of public records often need those records same day, including DD-214's for veterans, domestic partnerships for insurance purposes, and marital status searches for individuals needing residential requirements to the US Embassy. The Office notes that these services are currently centralized within one location, 5501 Airport Boulevard and that current demographic trends demonstrate a rapidly growing population across a wide geographic area, increasing overall demand for these services.

PBO acknowledges creating additional service sites across Travis County's four precincts would allow for greater access to vital County Clerk services for a county witnessing record growth throughout all corners of the region. However, this request represents a significant expansion of service with significant cost implications beyond the information provided along with this request. To date, this request does not list specific sites/locations for the proposed four-site expansion. PBO recommends the County Clerk's Office coordinate with TNR, FMD, and EDSI's Planning Team to identify possible locations suitable to house this proposed expansion, or, lacking available facilities, what other resources or acquisitions may be required to fulfill this envisioned program expansion. PBO will continue to work with the Office to determine the feasibility of this expansion within existing resources available, and/or to determine a full costing estimate of expanding these services to additional locations if suitable existing County facilities are not available at the desired locations.

PBO notes that, in prior fiscal years, the County Clerk's Office explored implementation of a pilot program related to this request using existing resources to create two additional satellite offices in Precincts 1 and 4 to gauge outcomes and feasibility for future expansions into the remaining precincts at locations yet to be determined.

REQUEST 22: RECORDING MOBILE UNIT

<i>Program:</i>	Recording Division (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	116,000	-	-	-
Subtotal	\$ 116,000	\$ -	\$ -	\$ -
Capital	500,000	-	-	-
Dpt Total	\$ 616,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 616,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk is requesting additional funding related to the creation of a Recording Division Mobile Unit. The Office states that the Recording Division is dedicated to expanding its customer service by providing convenience to constituents and customers in all areas of Travis County, and this Mobile Unit would best serve all areas of the community, particularly those who may not have easy access to the two Recording locations at Airport Boulevard and the Civil/Family Courthouse. This is a recurring request first submitted during the FY 2024 Budget Process.

This request includes \$15,000 in ongoing operating resources for fuel and cellular time usage, \$101,000 in one-time operating resources for hardware and computer equipment, and \$500,000 in capital resources for vehicles related to this proposed Recording Division Mobile Unit.

The proposed Recording Division Mobile Unit program would be staffed with existing personnel to record the number of customers serviced and the types of business conducted in each area/location. The Office anticipates that, within the first 6 months of deployment, the Division will use this data to determine the geographic distribution of community needs for these services, adjust service based on the highest need for mobile unit services, and decide whether additional days should be added to a specific area of the community on a weekly or monthly basis.

The Office notes that Bexar County Clerk’s Office started a similar program and has seen an increase in recordings and copy requests from the public. Recordings increased by 30 percent in Bexar County for areas that were underserved for both business recordings and marriage licenses. The County Clerk’s Office expects to see similar increases with implementing a Recording Mobile Unit. As a comparison, within the first three months of implementation, Bexar County saw an increase of real estate recordings in the mobile unit by 6 percent and 15 percent within the first year. The issuance of Marriage Licenses also increased in the mobile unit by 8 percent and 15 percent during this same time frame. An increase in recordings, copy requests, and marriage licenses issued may result in an increase in revenues generated by the County Clerk’s Office. Lastly, the Office asserts that this request stands to increase efficiency, improve operations, and overcome obstacles facing county government by making services more accessible to Travis County customers.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of customers assisted in mobile unit per location	N/A	N/A	N/A	0	2,000	3,000
Number of Marriage Licenses issued in mobile unit per location	N/A	N/A	N/A	0	2,000	3,000
Number of Business Names Recorded in mobile unit per location	N/A	N/A	N/A	0	2,000	3,000
Number of OPR recordings in mobile unit per location	N/A	N/A	N/A	0	2,000	3,000
Number of Marriage License copies issued in mobile unit per location	N/A	N/A	N/A	0	1,000	2,000
Number of OPR copies issued in mobile unit per location	N/A	N/A	N/A	0	1,000	2,000
Number of searches conducted in mobile unit per location	N/A	N/A	N/A	0	1,000	1,500
Number of locations mobile unit utilizes	N/A	N/A	N/A	0	3	4

PBO RECOMMENDATION

PBO does not recommend funding for the creation of a Mobile Records Unit be included in the Recording Division’s FY 2025 Preliminary Budget. Given the limited availability of resources accessible for discretionary expansions of existing programs, PBO recommends focusing on staffing needs related to mandated elections operations. However, PBO will continue to work with the County Clerk’s Office to review Bexar County’s comparable mobile records unit program for future consideration and/or identify any available existing resources for this need should the Office choose to prioritize this request.

PBO acknowledges this request has intuitive merit and that expanding the support services provided by the Recording Division across multiple service locations flexibly based on data-driven prioritization of Travis County service needs would be a significant value for the County. Given ample available funding, PBO might recommend this request. However, due to the limited availability of resources for reasonable but non-mandated expansions of existing programs, PBO must place added scrutiny on requests for additional resources. With the data provided it is not clear whether the Recording Division demonstrates an immediate, critical, or statutorily mandated need for this program expansion.

The Office notes Bexar County has implemented a similar program for its County Clerk’s Office in 2021 and is experiencing positive results. PBO would welcome the opportunity to review Bexar County’s program and determine best practices for implementing a mobile Recording Division unit in Travis County. The Office also insists that it can utilize existing personnel to

staff this new unit and that providing a separate services unit will provide the County additional capacity to carry out key government services in future major events - akin to the COVID-19 pandemic or severe weather events - which cause the County Clerk's Office central location on Airport Boulevard to be shut down. PBO appreciates the Office's willingness to seek a cost-effective implementation of this expansion using existing staff, as well as the Office's foresight to focus on the need for improved resiliency for County services in the face of major disruptive events.

REQUEST 23: RECLASS COURT CLERK II SR TO COURT SERVICES MGMT ADMIN COORDINATOR

<i>Program:</i>	Probate/Mental Health/Comm Court (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	6,085	-	-	-
Operating	-	-	-	-
Subtotal	\$ 6,085	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 6,085	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 6,085	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk requests additional ongoing personnel resources related to the proposed reclassification of position 30000968 from a Court Clerk II Sr (paygrade C08) to a Court Services Management Administrative Coordinator (paygrade C10) in the Probate/Mental Health Division.

The Office notes this request would enhance the Division's customer service and decrease process inefficiencies by creating a second departmental liaison/supervisor and fostering a senior-level contact for other County departments, as well as other Texas counties and other stakeholders. Additionally, the Office states that the purpose of this request is to augment the staffing necessary to maintain the current level of service in the Probate Courthouse and the Travis County Clerk's Office.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Average Number of Days to Process Citations and Notices	1	3	3	2	1	1
Average Number of Days to Process Letters of Guardianship	2	20	20	15	10	5
Average Number of Days to Process Ltrs of Admin or Test	1	3	3	3	1	1
Probate Documents Scanned and Indexed	81,150	99,486	100,000	100,000	100,000	110,000

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Probate Notices Issued	6,783	6,714	7,000	7,500	7,500	8,000
Orders Processed from Probate Court	12,147	13,401	14,000	14,000	14,000	14,500
Total Probate Case Activities	90,358	99,486	100,110	90,000	100,000	100,000

PBO RECOMMENDATION

PBO does not recommend additional ongoing personnel resources to reclassify position 30000968 from a Court Clerk II Sr to Court Services Management Administrative Coordinator be included in the FY 2025 Preliminary Budget. As a general practice, PBO does not fund ad hoc reclassification requests, but asks Offices to prioritize and fund salary increases associated with desired reclassifications internally when budget flexibility exists, or to work with HRMD to make sure the job is accurately placed according to recurring benchmark market studies.

PBO recommends the Office work with HRMD to evaluate whether the proposed job responsibilities and current experience of the Court Clerk II Sr justify a reclassification to Court Services Management Administrative Coordinator. If HRMD concurs with the County Clerk’s Office that this reclassification is justified, PBO will work with the County Clerk’s Office to verify available internal resources for this reclassification should the Office prioritize this request.

REQUEST 24: RECLASS COURT CLERK I POSITION TO COURT CLERK II SR – MISDEMEANOR DIVISION

<i>Program:</i>	Misdemeanor Records Division (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	25,032	-	-	-
Operating	-	-	-	-
Subtotal	\$ 25,032	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 25,032	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 25,032	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk requests additional ongoing personnel resources to fund the reclassification of three Court Clerk I (paygrade C05) positions (30000980, 30000983, 30001010) to Court Clerk II Sr (paygrade C08) positions in the Misdemeanor Division. The Office notes that these reclasses would enhance customer service and decrease process inefficiencies, helping facilitate training and oversight of the Court Clerk I teams and foster senior-level contacts for other County departments and other Texas counties.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Cases Disposed with Charging Instruments	20,661	17,793	18,000	18,000	18,000	18,000
Monthly Average Number of Active/Pending Cases	46,723	36,187	40,000	40,000	40,000	40,000
New Cases Filed with Charging Instruments	11,408	13,039	14,000	14,000	14,000	14,000
Made by Clerk	42,021	34,998	40,000	40,000	40,000	40,000
Email Requests	10,443	7,436	8,000	8,000	8,000	8,000
Bonds Scanned and Indexed	12,137	12,149	12,000	12,000	12,000	12,000
Phone Customers	6,351	7,111	7,500	7,500	7,500	7,500
Expunctions Processed	1,115	1,467	1,800	1,800	1,800	1,800

PBO RECOMMENDATION

PBO does not recommend additional funding to reclassify positions 30000980, 30000983, and 30001010 from County Clerk I to Court Clerk II Sr be included in the FY 2025 Preliminary Budget. As a general practice, PBO does not fund ad hoc reclassification requests, but asks Offices to prioritize and fund salary increases associated with desired reclassifications internally when budget flexibility exists, or to work with HRMD to make sure the job is accurately placed according to recurring benchmark market studies.

PBO recommends the Office work with HRMD to evaluate whether proposed job responsibilities and the current experience of the three Court Clerk I positions justify a reclassification to Court Clerk II Sr. If HRMD concurs with the County Clerk's Office that these reclassifications are justified, PBO will work with the County Clerk's Office to verify available internal resources for this reclassification should the Office prioritize this request.

REQUEST 25: RECLASS COURT CLERK I TO COURT CLERK II SR – CIVIL DIVISION

<i>Program:</i>	Civil/Collections Team (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	12,263	-	-	-
Operating	-	-	-	-
Subtotal	\$ 12,263	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 12,263	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 12,263	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk requests additional ongoing personnel resources to fund the reclassification of two Court Clerk I (paygrade C05) positions to Court Clerk II Sr (paygrade C08) positions in the Civil Division. The Office notes that the reclasses would enhance customer service and decrease process inefficiencies by creating Civil Division liaisons and trainers and fostering senior-level contacts for other County departments and other Texas counties.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Abstracts	109	181	200	220	230	240
Appeals	8	39	45	50	55	60
Civil Citations Issued	3,703	4,014	6,120	6,200	6,250	6,300
Civil Customer Service Email Requests	2,308	4,519	4,550	4,600	4,650	4,700
Civil Customer Service In-Person	2,728	2,974	3,000	3,100	3,200	3,300
Documents Scanned and Indexed	12,055	16,853	16,900	16,910	16,920	16,930
Subpoenas	20	30	60	100	110	115
Bond Forfeiture Cases Filed	214	414	420	430	450	460
Protective Order Cases Filed	275	324	444	450	455	460

PBO RECOMMENDATION

PBO does not recommend additional funding to reclassify two hitherto unspecified Court Clerk I positions to Court Clerk II Sr within the Civil Division be included in the FY 2025 Preliminary Budget. As a general practice, PBO does not fund ad hoc reclassification requests, but asks Offices to prioritize and fund salary increases associated with desired reclassifications internally when budget flexibility exists, or to work with HRMD to make sure the job is accurately placed according to recurring benchmark market studies.

PBO recommends the Office work with HRMD to evaluate whether proposed job responsibilities and the current experience of the Court Clerk I positions to be selected justify a reclassification to Court Clerk II Sr. If HRMD concurs with the County Clerk's Office that these reclassifications are justified, PBO will work with the County Clerk's Office to verify available internal resources for these reclassifications should the Office prioritize this request.

REQUEST 30: TRAVEL BUDGET ONE-TIME INCREASE

<i>Program:</i>	General Administration (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	32,235	-	-	-
Subtotal	\$ 32,235	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 32,235	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 32,235	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office requests one-time operating resources to fund anticipated in-person training and conferences in FY 2025.

In FY 2021, the County Clerk’s Office general fund travel & professional development rollup was reduced by \$35,563, based primarily on COVID-19 pandemic limitations to travel and in-person training/conferences. The County Clerk’s Office requests that the travel budget funds that were removed be granted for one time use in FY 2025. During Primary election years, it has been evident that training time is limited due to election priorities. This one-time funding will likely be requested every other year since there are more training demands during less heavy election years. This additional funding will be utilized to create the opportunity for staff to attend live trainings. Some planned trainings include online training subscriptions, annual membership and association fees, Society of Human Resources Management, Tyler Technologies Odyssey Conference, Election Certifications/Conferences, Texas Association of Counties, and International Association of Government Officials.

This funding request seeks to expand learning and engagement opportunities for County Clerk employees, which the Office states translates into better performance, better work processes and efficiencies, and increased overall collaboration, employee engagement, and satisfaction.

BUDGET REQUEST PERFORMANCE MEASURES

The County Clerk’s Office did not submit performance measures related to this request.

PBO RECOMMENDATION

PBO does not recommend additional operating resources related estimated travel costs for County Clerk staff in excess of the centralized 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget currently recommended for inclusion in the FY 2025 Preliminary Budget.

The table below depicts the General Fund Adopted Budgets and total encumbrances and actuals observed for the County Clerk’s Travel and Professional Development budget rollup from FY 2012 to FY 2024 (to date: May 13, 2024). This rollup

contains the following commitment items: Routine Mileage, Travel-Lodging Meals & Other, Travel Year End Accrual, Travel Mileage, Travel Encumbrance, Subscriptions and Publications, Registration Conferences/Seminars, Professional Membership, Professional Licenses, and In-house Training/Online Courses.

Total General Fund Travel & Professional Development Rollup County Clerk's Office - FY 2012 thru FY 2024													
Fiscal Year	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024*
Adopted Budget	25,824	25,824	36,274	43,174	43,174	45,974	46,274	76,974	77,124	41,561	44,961	42,811	44,635
Change from Prior FY (\$)		-	10,450	6,900	-	2,800	300	30,700	150	(35,563)	3,400	(2,150)	1,824
Total Encumbrances & Actuals	24,973	36,827	52,855	77,997	41,541	58,130	78,430	142,731	61,991	61,934	24,517	92,525	68,444
Adopted Remaining (%)	3%	-43%	-46%	-81%	4%	-26%	-69%	-85%	20%	-49%	45%	-116%	-53%

* To date actuals thru 5/13/2024

Based on the data above, the County Clerk’s Office utilized 37 percent more resources annually on average than provided in the Adopted Budget from FY 2012 through FY 2023. So far, in FY 2024, the Office has utilized 53 percent more than the amount approved in the FY 2024 Adopted Budget for Travel and Professional Development rollup commitment items, having spent or encumbered \$68,444 relative to the \$44,635 included in the FY 2024 Adopted Budget. With a significant portion of the fiscal year remaining, the Office will expend far more than the average for these expenses by the close of FY 2024.

As conditions suppressing travel and training budget usage during the COVID-19 pandemic continue to wane and more conferences and trainings have reinstated and expanded in-person events, it is likely time for PBO to look at trueing up Department and Office budgets for travel and training relative to their recent expenditures and the reductions made during the FY 2021 Budget Process.

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes 19,245 in ongoing operating resources for the County Clerk’s Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

REQUEST 31: AOT PROGRAM – PROBATE DIVISION

<i>Program:</i>	Probate/Mental Health/Comm Court (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	76,808	-	-	-
Operating	-	-	-	-
Subtotal	\$ 76,808	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 76,808	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 76,808	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk's Office requests additional ongoing personnel resources to continue the currently grant-funded Court Clerk II position (1.0 FTE – position number: 30060976) serving the Assisted Outpatient Program (AOT) program of the Probate Court. AOT provides community-based mental health services under civil court order to individuals with a history of not participating in voluntary services, which often leads to patterns of hospitalization and incarceration. The Office notes that in the 3.5 years Integral Care's AOT program has been operational, AOT staff have provided intensive mental health services to mitigate crisis episodes. This would increase the County Clerk's FTE count by 1.0 FTE.

Integral Care's AOT team provides civilly court-ordered mental health services to individuals who have a history of not participating in voluntary outpatient services, which has resulted in inpatient hospitalization, incarceration, and/or utilization of EMS/Emergency Department resources. The frequent interaction AOT's target population has with these systems is often linked to a lack of insight and other factors that influence motivation to engage in treatment. Since July 2020, a four-year SAMHSA grant has funded Integral Care's AOT program. Although SAMHSA allows previous grantees to apply for additional grants for the same program, when the notice regarding another four-year AOT funding opportunity was released in February, it was limited to new grantees and Integral Care is ineligible. The Office asserts, not sustaining this program would lead to poor outcomes for vulnerable individuals who lack the insight to engage in voluntary services. The collaborative partners in this program support the sustaining of AOT as an essential component of the mental health system.

AOT services resulted in a 75 percent decrease in private psychiatric inpatient bed days in the first year of enrollment in AOT services compared to the year before AOT enrollment for individuals who enrolled between 9/1/2022 and 4/1/2023. In addition to the wraparound services provided by Integral Care, individuals enrolled in the AOT program attend meetings with the judge, which generally occur every one to five weeks, depending on individual circumstances and treatment adherence. Numerous studies on AOT programs around the country indicate that these check ins with the judge have what is known as a "black robe effect" and positively impact treatment adherence regardless of level of insight.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Reduction in hospital bed day use by those in the program*	34%	82%	75%	0	80%	85%
Number of orders for assisted outpatient treatment signed	25	33	52	0	50	75

* A tiered increase in program impact on inpatient psychiatric bed days accounts for the effects of the expansion of the population served and associated staff hiring and onboarding on initial program capacity.

PBO RECOMMENDATION

In FY 2020, the Travis County Probate Court partnered with Integral Care through a four-year grant from SAMHSA (Substance and Mental Health Services Administration) to establish an Assisted Outpatient Treatment (AOT) program, designed to assist involuntary civil mental health commitments. This grant allocated a total of \$4.0 million, \$1.0 million each year to multiple agencies including Integral Care and Travis County and funded a total of 2.50 grant positions including a 0.5 Attorney II grant-funded position and a 1.0 Court Services Management Admin Coordinator grant-funded position in the Probate Court and a 1.0 Court Clerk II grant-funded position in the County Clerk’s Office.

Grant funding for the AOT program will end in July 2024. However, Integral Care submitted a request to SAMHSA to extend the grant to the end of FY 2024 (September 2024), by utilizing internal resources and grant savings of up to \$160,000. The Department submitted a budget request to continue this program on a permanent basis for FY 2025. The Probate Court and the County Clerk’s Office are now requesting to continue the AOT program on a limited basis, under a new structure that best fits the needs of Travis County residents and increases patient eligibility and are requesting the permanent continuation of the 0.5 Attorney II position in the Probate Court and the 1.0 Court Clerk II in the County Clerk’s Office, along with permanent ongoing resources for program services.

The Department states, “The AOT Program is designed to decrease utilization of inpatient psychiatric hospitalizations and criminal justice involvement and increase the amount of time people live safely in the community. This is achieved by utilizing engagement and rapport building techniques to elicit person-centered goals that incentivize treatment participation. The involuntary nature of these services allows a significant amount of time to build rapport with people who would often otherwise decline services.”

This request, like many other requests, has merit and would be considered for inclusion in the Preliminary Budget if resources were not scarce. At this time, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget. Based on discussions with the Travis County Appraisal District (TCAD) and the Revenue Estimation Unit within the County Auditor’s Office, it is not likely that there will be significant additional revenues beyond those within the FY 2025 Preliminary Budget. Due to the attention and interest from Commissioners Court regarding this item, PBO would like to further explore alternative method for funding the continuation of this program through external entities such as the Travis County Healthcare District, Central Health. PBO will discuss such an option with the Department and Commissioners Court through the FY 2025 budget process.

REQUEST 32: ELECTIONS WEBSITE COSTS (YEAR 3 OF 3)

<i>Program:</i>	Elections Division (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	50,070	50,070	-	-
Subtotal	\$ 50,070	\$ 50,070	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 50,070	\$ 50,070	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 50,070	\$ 50,070	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk's Office is requesting the third and final approved year of one-time operating resources related to creating the updated Election Night Reporting Results and Voter Information portal. In 2022, the Commissioners Court awarded SOE Software Corp dba Scytl the contract for Election Night Reporting Results and Voter Information Portal. Year three costs for this contract's subscriptions and maintenance fees are \$50,070. The County Clerk is requesting funding to support this contract.

On August 30, 2022, Commissioners Court approved a contract award for Election Night Reporting Results and Voter Information Portal, RFP No. 2112-004-JR, to the highest-ranked proposer, SOE Software Corp. dba Scytl. The initial contract contains three phases: first year implementation (\$75,840), second year continuation (\$50,070) and third year continuation (\$50,070) at a total estimated cost of \$175,990. The County may extend the contract beyond the original three-year period with cost increases capped at no more than three percent annually following the original term of the contract. The Office notes that it will be requesting additional funds for anticipated annual maintenance and support costs related to this website for the FY 2026 Budget Process, currently anticipated to be \$51,572. This Office notes that this amount may continue to increase by 3 percent per year based on the current contract.

BUDGET REQUEST PERFORMANCE MEASURES

The County Clerk's Office did not submit performance measures related to this request.

PBO RECOMMENDATION

PBO recommends \$50,070 in one-time operating resources in the Elections Division be included in the County Clerk's Office FY 2025 Preliminary Budget for the third and final year of approved contract costs related to the Election Night Reporting Results and Voter Information portal.

On June 27, 2023, the County Clerk's Office requested and received approval to use \$75,850 of an Earmark Against the Allocated Reserve for Year One of Three Costs for the Implementation of a New Elections' Website.

In its memo to Commissioners Court for the June 27, 2023 item, PBO stated the following:

The FY 2023 Adopted Budget includes a one-time \$255,000 Earmark against the Allocated Reserve for Elections Website Software. The County Clerk's Office is now requesting \$75,850 from this amount to cover first year costs to begin work on a new elections' website with contracted support. The County Clerk's Office states that the proposed website upgrade will provide an improved client-facing experience for Travis County voters while maintaining compliance with reporting requirements for elections results...

...Given the implementation timeline and cost for the new elections' website, \$50,070 will be added on a one-time basis to the FY 2024 Preliminary Budget for the County Clerk for Year Two of the project. The remaining \$50,070 will be needed for FY 2025 (third year of the project) which will be requested as a part of the FY 2025 Budget Process. The remaining Earmark of \$179,150 will be released.

PBO recommends the final year of these contract costs related to the Election Night Reporting Results and Voter Information portal be included in the FY 2025 Preliminary Budget to see the approved contract funded through its approved duration.

REQUEST 35: ELECTIONS RECURRING TARGET SPW RENEWAL (15.0 SPWS)

<i>Program:</i>	Elections Division (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	1,128,968	-	-	-
Operating	-	-	-	-
Subtotal	\$ 1,128,968	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 1,128,968	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,128,968	Included in Target Budget	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office seeks to continue 15 Special Project Worker (SPW) positions, funded through the General Fund and partially through the Elections Fund, to provide vital support for the Elections Division’s daily operations. These SPWs include one Elections Management Coordinator (paygrade C13), six Election Coordinator (paygrade C07), and eight Election Coordinator Senior (paygrade C09) positions. These positions are included in the cost recovery billed to participating entities engaged in contract elections with Travis County.

The Office notes that these special project workers are critical to the Election Division’s daily duties, which include election planning, training, ballot preparation and counting, handling, processing temporary hiring, and other general duties. The Elections Division asserts that, with expanding voter registration and election services, these special project workers are necessary to serve the voters and efficiently administer Travis County Elections adequately.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of Mail apps received and processed	24,000	28,581	25,000	135,000	135,000	90,000
Number of Mail ballots received and processed	41,000	34,208	50,000	94,500	94,500	63,000
Number of hours spent preparing voting materials	7,208	3,600	3,800	5,300	5,300	3,900
Number of EV workers trained	1,500	611	977	950	950	1,700

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Number of EV location (permanent)	120	79	126	120	120	150
Number of ED poll workers recruited, assigned and confirmed	3,380	1,680	4,000	2,300	2,300	3,500
Number of hours spent to Identify, contract and confirm availability with EV and ED sites.	3,102	1,920	1,900	1,925	1,925	2,800
Number of ED vote centers	588	357	600	450	450	650
Number of EV poll workers recruited, assigned and confirmed	1,441	893	2,000	850	850	1,700
Number of ED workers trained	3,420	1,546	3,700	2,500	2,500	4,550
Number of hours spent prep ED training materials	2,874	660	1,000	1,500	1,500	2,500
Hours. inspect and prepare, deliver & pick up equip & materials	25,320	8,450	2,800	32,000	32,000	23,000
Number of Reg voters in Travis County	874,110	887,000	900,000	915,000	915,000	930,000
Number of total Ballots processed	516,336	653,543	550,000	1,050,000	1,050,000	890,000
Number of hours spent in developing election database including ballot programing	1,460	500	800	850	850	900
Number of hours to configure, troubleshoot and maintain voting equipment	5,852	2,050	5,000	2,500	2,500	5,000
Number of EV and ED calls	48,922	35,074	22,647	42,000	42,000	38,000
Number of customer assisted	3,700	3,649	4,200	3,700	3,700	4,200
Number of Annual calls excluding EV/ED	20,268	12,600	9,451	46,000	46,000	43,000
Number of hours spent, monitoring and troubleshooting laptops during Early Voting	1,600	900	1,200	1,800	1,800	1,500

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Number of hours spent monitoring and troubleshooting laptops on Election Day	250	200	300	350	350	350
Number of contracts negotiated for elections services and/or equipment with entities	25,320	8,450	27,900	3,200	32,000	23,000

PBO RECOMMENDATION

The County Clerk’s Office submitted this item to inform the budget process of the continued need for these 15.0 SPW positions. The positions were first created in FY 2003 when temporary positions were reclassified into SPWs. These positions must maintain SPW status to be eligible for billing purposes related to contract election cost recovery. The County recaptures the cost of election contracts for elections where Travis County is not a party on the ballot at 100 percent and receives these funds in the Elections Contract Fund (0128). The SPWs and associated budget are reconsidered each year during the County’s budget process. The Office’s FY 2025 Target Budget includes these Special Project Workers. As such, the positions and their funding are already included in the FY 2025 Preliminary Budget.

However, on March 5, 2024, the County Clerk’s Office requested and received approval for several proposed reclassifications across the Office to reorganize existing organizational structures and position titles based on evolving operational needs. Included in these reclassifications was a request to reclassify position number 30000944 from an Elections Coordinator Sr (paygrade C09) to an Elections Management Coordinator (paygrade C13). The County Clerk’s Office notes this request was intended to address a need for additional management-level support in the Elections Division, however it is the Office’s understanding management-related staffing costs are not eligible for billable hours related to contract elections.

The table below lists these Elections Division Target SPWs by position number as approved in FY 2024 with details including updates to these positions proposed for FY 2025 to better track developments related to these recurring SPWs:

Elections Division Target SPWs FY 2024 to FY 2025 Summary					
Cost Object	Position Number	FY24 Budgeted Position Title	Position Status (as of 5/15/24)	Changes for FY25	Primary Duties
1200040001	30000936	Elections Coord	Filled		Elections support
1200040001	30000937	Elections Coord Sr	Filled		Handles the programming and maintenance of ePollbooks
1200040001	30000938	Elections Coord	Filled		Oversees inventory tracking and records management
1200040001	30000939	Elections Coord	Filled		Handles the programming and maintenance of ePollbooks
1200040001	30000942	Elections Coord Sr	Filled		Secures all polling locations for each election, including security
1200040001	30000944	Elections Coord Sr	Filled	3/5/2024 Reclass to Elections Mgmt Coord	Manages Call Center and Ballot by Mail
1200040001	30000945	Elections Coord Sr	Filled		Programs the ballot
1200040001	30000948	Elections Coord	Filled		Surveys polling locations for ADA compliance and remediation
1200040001	30000950	Elections Coord Sr	Filled		Trains poll workers and internal staff
1200040001	30000951	Elections Coord Sr	Filled		Oversees the voting equipment upgrades and maintenance
1200040001	30000952	Elections Coord Sr	Filled		Oversees sites contacts and scheduling of pickup and delivery of voting equipment
1200040001	30000953	Elections Coord Sr	Filled		Handles HR for seasonal employees and recruitment
1200040001	30059752	Elections Coord	Filled		Recruits Early voting and Election Day workers
1200040001	30059753	Elections Coord Sr	Filled		Supervises the Call Center
1200040001	30061216	Elections Coord	Filled		Surveys polling locations for ADA compliance and remediation

The total estimated cost to maintain these SPWs in FY 2025 is \$1,128,968 on an ongoing basis based on the salary amounts for each of the positions included in the Office’s FY 2025 Budget Submission Workbook. This amount is included in the Office’s FY 2025 Target Budget. As such, the positions and their funding are already included in the FY 2025 Preliminary Budget.

Lastly, PBO is currently recommending additional ongoing personnel resources for the continuation of a Human Resources Specialist SPW position in the General Administration Division and that this position (position number: 30066730) be added to the list of Target SPWs supporting elections operations in the County Clerk’s Office be included in the FY 2025 Preliminary Budget to continue to address workloads related to the significant volume of HR-related tasks in the County Clerk’s Office, especially those related to elections operations. This recommendation aims to make more efficient use of staffing resources in support of elections as well as provide PBO the opportunity to regularly review staffing needs for the County Clerk’s Office alongside the Offices fifteen (15.0 SPWs) other positions included the list of Target SPWs supported with ongoing resources.

REQUEST 36: CAFA - MAGISTRATION DIVISION EXPANSION AND RECORDS SUPPORT (34.0 FTE)

<i>Program:</i>	General Administration (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	34.00	-	-	-
Personnel	2,741,469	-	-	-
Operating	313,500	-	-	-
Subtotal	\$ 3,054,969	\$ -	\$ -	\$ -
Capital	114,160	-	-	-
Dpt Total	\$ 3,169,129	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 3,169,129	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office requests additional resources to create 34 positions (34.0 FTE) for a new Magistration Division for the anticipated CAFA (Counsel at First Appearance) program. The Office notes these positions are needed to maintain and expand the County Clerk’s Office’s ability to communicate with the public effectively and efficiently through the ability to provide proper magistration support. This Division would also be responsible for project planning and coordination, program development and implementation, workgroup coordination and collection/maintenance of statistical data related to the magistration process hearings that play an integral role in the Travis County justice system.

This request includes the personnel, operating and one-time CAR resources related to the following proposed new positions:

<i>Position Title</i>	<i>Paygrade</i>	<i>FTE Requested</i>
County/District Clerk Div Dir	C17	1.00
Court Services Mgmt Adm Coord	C10	5.00
Court Clerk II	C07	18.00
Court Clerk II Sr	C08	6.00
Customer Support Analyst	C10	1.00
Administrative Assoc	C09	1.00
Financial Analyst Lead	C15	1.00
Training Education Coord II	C10	1.00
Total		34.00

If approved, this would increase the County Clerk’s Office FTE count by 34.0 FTE.

The County Clerk’s Office notes that this request represents the anticipated increase in personnel and operating resources needed in the event Travis County assumed full responsibility for magistration operations and would require support/staff

from the County Clerk's Office on a 24/7 basis. However, magistrature is currently a responsibility jointly shouldered by Travis County and the City of Austin as part of an interlocal agreement between the two entities. A magistrature policy in which Travis County facilitates all operations would be a major change to current procedure. Also, the County Clerk's Office does not currently operate on a 24/7 basis, and therefore would require significant additional personnel resources to address relief factors, possible shift differentials, and more yet-to-be determined needs related to scaling up operations related to full 24/7 operations in this proposed division.

Notably there has been no clear direction for full implementation of CAFA at this time. Currently, the CAFA Subcommittee is meeting regularly to discuss logistics related to the implementation of a Counsel at First Appearance program. At this time, it is unclear whether the County Clerk's Office would be responsible for supporting this program. Since a determination has not been made, the County Clerk's Office is submitting this request for a new Magistrature Division for the purposes of providing a preliminary cost estimate to support ongoing discussions around feasibility and potential best practices ahead of the County's anticipated implementation of CAFA. The Office notes that should the scope of the eventual CAFA program not require County Clerk's Office support, then this request may not be needed.

BUDGET REQUEST PERFORMANCE MEASURES

The County Clerk's Office did not include performance measures with this request but noted the following:

If a Magistrature Division is created, a new performance measure program will need to be implemented. Unfortunately, responsibilities, workflows, and processes are in the beginning stages of development with the upcoming test dockets and no performance measures can be identified at this time.

PBO RECOMMENDATION

PBO's final recommendation for CAFA-related FY 2025 budget requests is pending a wider analysis of anticipated needs across all stakeholders intended to support an eventual full implementation of CAFA.

On April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistrature process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk's Office, the County Attorney's Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney's Office, the Public Defender's Office (PDO), the District Clerk's Office, and the Sheriff's Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a holistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss PBO's draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop potential options

for the Commissioners Court to consider for funding depending on how CAFA could be implemented in FY 2025, based on the roles of the County and the City of Austin.

REQUEST 37: COMMUNITY LIAISON AND OUTREACH PLANNER SR SPW (1.0 SPW - YEAR 2 OF 3)

<i>Program:</i>	General Administration (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	95,128	95,128	95,128	-
Operating	-	-	-	-
Subtotal	\$ 95,128	\$ 95,128	\$ 95,128	\$ -
Capital	-	-	-	-
Dpt Total	\$ 95,128	\$ 95,128	\$ 95,128	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 95,128	\$ 95,128	\$ 95,128	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk's Office requests the second of two fiscal years' one-time funding related to a Community Liaison Planner Sr Special Project Worker (1.0 SPW) approved In FY 2024 for two fiscal years in the External Affairs section of the General Administration Division. The Office notes this SPW is needed to maintain and expand the County Clerk's Office's ability to communicate with the public effectively and efficiently through community outreach programs, and the Administration Division will request this position be converted to a permanent FTE in FY 2026.

The Office asserts there is a need for a dedicated staff member to plan, prioritize, and schedule major projects and programs. The Planner Sr would work not only with the Computer Resources division on projects such as the recent County Clerk website redesign, but on similar upcoming projects such as Preservica, records digitization, and other technology rollouts. However, the Office notes it does not intend the Planner Sr be limited to the Computer Resource Division and would assist all nine Divisions with major programs such as employee engagement and retention initiatives and employee training timelines. The Planner Sr would define project timelines, schedule and coordinate personnel involved for needed project-related meetings, and record notes during those meetings. Additionally, they will create deadlines, supervise communications, and collect data and statistics for these projects and programs.

As of May 2024, the Office reports the need for social media communication is greater than ever as the primary news and information source for most people is their smartphone, and this position assists with community-based social media posts. This staff member has been responsible for brainstorming and creating graphics and written content in both English and Spanish for social media sites including, but not limited to Facebook, Instagram and Twitter. Additionally, this staff member schedules posts and follows-up on comments, responding as necessary to engage and inform the public.

The Office notes this SPW currently manages community events to increase voter engagement, promote recruitment of poll workers, and increase awareness of services offered at the County Clerk's office. The Planner Sr. responsibilities now include creating, coordinating, scheduling, and promoting these types of events. For example, the Office states that this role has coordinated County Clerk participation in local events such as Juneteenth and Pride parades to increase public awareness of services provided by the County Clerk's Office. Additionally, this position planned and executed the County Clerk's Office Marriage Equality event, where free wedding ceremonies were provided to couples on the eighth anniversary of the U.S. Supreme Court ruling that gay marriage is constitutional. The Community Liaison Planner Sr has also coordinated County

Clerk staff participation in community events and volunteer opportunities such as the César Chávez March, Brown Santa, and Black History month food drive. In FY 2025, the Planner Sr. plans to work with school personnel and local student groups to coordinate mock election events to promote civic engagement with new eligible voters.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Hours spent managing event coordination including planning, promotion, implementation and follow up	N/A	N/A	1,030	1,100	1,100	1,150
Hours spent on employee relations including employee engagement events, newsletter publication and communication as well as recruitment and retention initiatives	N/A	N/A	112	150	150	120

PBO RECOMMENDATION

PBO recommends \$95,128 in one-time personnel resources for the continuation of a Planner Sr SPW position (1.0 SPW, position number: 30066731) in the External Affairs section of the General Administration Division be included in the FY 2025 Preliminary Budget for the second and final year of the original two-year duration approved in the FY 2024 Adopted Budget to address rising workloads in administrative support and community outreach operations. PBO recommended this position as an SPW, in part, so the Office may bill other entities for this position’s applicable work hours spent on contract elections. The County recaptures the cost of election contracts for elections where Travis County is not a party on the ballot at 100 percent and receives these funds in the Elections Contract Fund (0128). Additionally, PBO recommends this SPW’s duration be extended an additional year, through FY 2026.

During the FY 2024 Budget Process, PBO acknowledged improving the County Clerk’s Office’s ability to facilitate public-facing communications and manage ongoing major projects by supporting a Planner Sr in the General Administration Division would be of significant value to the Office. At that time, the Office provided projections for significant increases in public-facing interactions if the Planner Sr were recommended. Notably, the Division asserted this position may be able to increase digital interactions for public-facing County Clerk’s Office media content, in the form of views, by nearly 46 percent from 5.5 million in FY 2024 without the position, to 8 million views if the position were approved due increased personnel capacity to promote public-facing content. The Office also noted, given this proposed position, the hours spent creating social media content could rise from the 1,500 hours anticipated in FY 2024 to 1,800 hours, or a 20 percent increase, a significant increase in the Division’s capacity to generate public-facing content. These metrics were not included in the performance measures provided by the Office in its resubmission of this request for FY 2025.

Additionally, projected measures provided by the County Clerk’s Office in its FY 2024 request for this position suggested significant capacity to generate public-facing content within then current resources. For example, the Office proposed that it

will generate and manage 2,300 social media posts and responses in FY 2024 at its base level of funding. While the projected increase of additional 700 posts in FY 2024, if additional funding were approved – an approximate 30.4 percent increase - with the additional position, would certainly be impactful, the Office retained the notable capacity to address this current operation as PBO believed that 2,300 was already a significant number of posts to generate and manage. Regardless, from the data provided during FY 2024, it appeared that the requested position would increase the output - and likely efficiency - of currently performed operations while creating additional capacity for new public-facing interactions.

In its updated FY 2025 request to affirm the second year of funding for this SPW, the County Clerk's Office reported significant in-person community engagement activity – detailed in the request description above - in addition to the position's tech-based outreach responsibilities. These reports, in conjunction with new proposed performance measures centered around these in-person community engagement operations, suggest that the focus of this position is currently more geared toward promoting internal Office involvement with community engagement as well as with facilitating public-facing events relative to its other tech-based engagement and internal planner responsibilities.

PBO recommended funding this request as a two-year special project worker in lieu of an FTE so that the Planner Sr's applicable work hours spent supporting contract elections operations may be billed to contracting entities in the same manner as other elections staff classified as SPWs. As of April 2024, the County Clerk's Office reported that 10 percent of the SPWs hours are billable for contract election cost recovery.

PBO's FY 2024 recommendation sought to make more efficient use of staffing resources in support of elections as and provide PBO the time to examine performance measures related to the requested position over a two fiscal year period. Should the County Clerk's Office continue to observe a demonstrated need for this position following the end of the recommend extended three-year duration, PBO requests the Office resubmit this request in FY 2027. At that time, PBO will re-evaluate whether there is a compelling case based on performance outcomes and the rate of billing related to contract elections to extend the duration of this SPW, convert the position to full FTE, or recommend the currently extended end date of September 30, 2026.

REQUEST 38: PERSONNEL ELECTIONS COORDINATOR (1.0 SPW - YEAR 2 OF 3) – ELECTIONS DIVISION

<i>Program:</i>	Elections Division (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	78,815	78,815	78,815	-
Operating	-	-	-	-
Subtotal	\$ 78,815	\$ 78,815	\$ 78,815	\$ -
Capital	-	-	-	-
Dpt Total	\$ 78,815	\$ 78,815	\$ 78,815	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 78,815	\$ 78,815	\$ 78,815	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk's Office requests the second of two fiscal years' one-time funding for one Elections Coordinator Special Project Worker (1.0 SPW – Position Number: 30066728) in the Elections Division originally approved for a two-year period in the FY 2024 Adopted Budget to assist the Elections Division Personnel Team primarily as a dedicated front desk receptionist. FY 2025 represents the second and final year approved for this position. The Office notes that The Elections Division will request this position be added to the Target Budget in FY 2026.

The Office notes interest in elections has grown tremendously in recent years. As such, the Elections Division is finding that increased demand for public-facing operations has reached the point where the expertise of a more permanent employee is needed to provide a consistently high level of service. Currently, temporary staff and rotating permanent employees cover the duties at the reception desk. The Office believes that the growing importance of these duties makes it infeasible for temporary staff positions to manage them. Additionally, the Elections Division asserts that its regular, permanent positions do not have the capacity to maintain a front desk presence due to existing workloads related to their primary duties and responsibilities.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of Reg voters in Travis County	874,110	887,000	900,000	915,000	915,000	930,000
Number of ED poll workers recruited, assigned and confirmed	3,380	1,680	4,000	2,300	2,300	3,500

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure at Base Level	Projected FY 2025 Measure with Added Funding	Projected FY 2026 Measure with Added Funding
Number of EV poll workers recruited, assigned and confirmed	1,441	893	2,000	850	850	1,700
Number of customers assisted	3,649	4,200	3,700	3,700	4,200	3,800
Number of Annual calls excluding EV/ED	20,268	12,600	9,451	46,000	46,000	25,000
Number of C&E reports received and processed	250	275	180	220	220	200

PBO RECOMMENDATION

PBO recommends \$78,815 one-time personnel resources for the continuation of an Elections Coordinator SPW (1.0 SPW) position in the Elections Division be included in the FY 2025 Preliminary Budget for the second and final year of the original two-year duration approved in the FY 2024 Adopted Budget to assist the Elections Division Personnel Team primarily as a dedicated front desk receptionist. Additionally, PBO recommends this SPW’s duration be extended an additional year, through FY 2026.

During the FY 2024 Budget Process, PBO recommended this SPW for a period of two fiscal years to assist with public-facing duties as a dedicated front desk receptionist to allow PBO the opportunity to observe workloads across multiple fiscal years. PBO recommends that the County Clerk’s Office Elections Division resubmit this request for the FY 2027 Budget Process to provide PBO the opportunity to reassess whether observed performance measures relative to other competing budget requests for the year warrant the continuation of this SPW, a conversion to full FTE, or a recommendation for the currently recommended end date of September 30, 2026.

The County Clerk’s Office Elections Division is a mandated program that conducts election day and early voting operations on behalf of Travis County for mandated general and special elections and early voting for primary elections. The Office notes that recent increased public scrutiny on the conduct of elections and evolving regulatory guidance from the state have combined to create a greater need for a position to manage public-facing front desk operations. The Elections Division relates increased phone, email and walk-in traffic to the Office, largely due to regulatory changes introduced by Senate Bill 1 enacted in 2021, as warranting a more permanent position to manage the public-facing responsibilities of the front desk. The table below details performance measure data to provide additional context for how SB 1 has potentially impacted these measures.

<i>Elections Division Performance Measures - Actuals, Revised, & Projected - FY 2017 through FY 2025 Updated for FY 2025 Budget Process</i>											
Fiscal Year	2017 Actuals	2018 Actuals	2019 Actuals	2020 Actuals	2021 Actuals	2022 Actuals	2023 Actuals	2024 Revised	2025 Projected		
# of Annual calls excluding EV/ED	23,836	11,781	15,153	37,845	34,576	20,268	12,600	9,451	46,000		
# of customer assisted	3,125	4,763	3,216	3,200	3,500	3,649	4,200	3,700	3,700		
# of EV poll workers recruited, assigned and confirmed	834	1,091	631	927	1,474	1,441	893	2,000	850		
# of ED poll workers recruited, assigned and confirmed	1,300	3,090	1,276	2,274	1,195	3,380	1,680	4,000	2,300		
# of Reg voters in Travis County	724,725	741,525	787,670	850,000	851,856	874,110	887,000	900,000	915,000		

The data above suggests that, prior to the passage of SB 1, represented by the period from FY 2017 through FY 2020, the average number of annual calls excluding EV/ED was 22,154. However, in the period following SB 1 - represented by the FY 2021 through FY 2023 period above - annual averages for these calls increased slightly to 22,481 and represents only an

approximate 1.5 percent increase relative to the prior period. Meanwhile, the annual average number of EV poll workers recruited, assigned and confirmed increased from 871 to 1,269, representing a 45.8 percent increase from the period prior to SB 1 to the period post enactment of the legislation. However, it is notable that the total number of customers assisted did not appear to differ to a great degree from the period prior to SB 1's enactment to the subsequent period. The observed annual average of 3,783 customers assisted from FY 2021 through FY 2023 represents a roughly six percent increase from the annual average of 3,576 for the period between FY 2017 and FY 2020.

While observing pre and post SB 1 enactment groupings helps to identify possible increases in workloads affecting front desk, public-facing Elections Division responsibilities, the findings remain inconclusive. Given the transitory and unpredictable nature of the election cycle, especially in off-cycle election years, it is not clear that this data represents a sustained increase in overall workloads that may warrant an additional ongoing position to manage front desk duties for the Elections Division.

PBO acknowledges and appreciates the Office has considered the possibility that fluctuating demands from the nature of the elections cycle may or may not be behind observed increases in workloads, as the Office requested a two-year SPW in lieu of a permanent FTE position in its original FY 2024 Budget Request. If these workloads are instead driven by more structural changes that will sustain these increases into the future – such as developments from recent elections legislation, shifts in public interest/priorities, and/or the observed growth of registered voters for Travis County - then this need would be better addressed by an ongoing position. PBO will reexamine actual workloads when the Office resubmits this request as a part of the FY 2027 Budget Process as anticipated to determine whether observed increases are temporary due to elections cycle fluctuations, or a sustained workload increase from more structural factors driving increased demand for elections services.

REQUEST 39: VOTING EQUIPMENT ELECTIONS COORD SPW (1.0 SPW - YEAR 2 OF 3) – ELECTIONS DIVISION

<i>Program:</i>	Elections Division (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	86,677	86,677	86,677	-
Operating	-	-	-	-
Subtotal	\$ 86,677	\$ 86,677	\$ 86,677	\$ -
Capital	-	-	-	-
Dpt Total	\$ 86,677	\$ 86,677	\$ 86,677	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 86,677	\$ 86,677	\$ 86,677	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office requests the second of two fiscal years’ one-time funding for one Elections Coordinator Sr Special Project Worker (1.0 SPW – Position Number: 30066729) in the Elections Division originally approved for a two-year period in the FY 2024 Adopted Budget to support Division workloads resulting from Texas Senate Bill SB 5898, “Relating to Auditable Voting Systems”, enacted into law effective September 1, 2021. In addition, the Office anticipates that this position will aid current staff with ongoing workloads related to the transition to a paper ballot-based voting system, which requires detailed practices as specified by the Texas Election Code for the management and control of blank and voted ballot stock.

To meet the demands of the new workflows resulting from the transition to a paper ballot-based voting system, the additional staff member is responsible for a number of new functions including managing the inventory, security, and protection of blank paper ballot stock, performing predictive analysis to determine polling site-specific ballot stock allocations based on statistical methods and past voting turnout history, performing real-time monitoring and replenishment of polling site ballot inventory during running elections, daily packaging and reconciliation of voted ballots during periods of Early Voting and Election Day, preparation for Records Management following the statutorily mandated in-house storage period for voted ballots, and the accounting and proper disposal of damaged ballot stock. Although the Elections Division has been performing these tasks since the voting system transition which took place in late 2019, the increase in registered voters in the intervening years, as well as increased scrutiny and audits, places existing staff under greater strain to meet all requirements.

This position is also responsible for managing new workflow tasks associated with the current pilot program and the upcoming state-wide implementation of the Risk Limiting Audit Program. Some of the tasks to be performed in support of the Risk Limiting Audit Process include preparation of the physical ballot storage log which is required for the preparation of the ballot manifest, proper organization of voted ballots for batch storage, support for stored voted ballots and random retrieval during the process (which was identified as a time-consuming process by the Risk Limiting Audit Report that documented issues identified during the first pilot run of the process on November 8th, 2022), and recovery and storage of ballot batches that were utilized during the Risk Limiting Audit Process.

The County Clerk’s Office asserts, due to the highly sensitive, critical, and publicly transparent nature of these tasks and the need for a continuously growing experience base over time, a seasonal temporary employee would not be as suitable for these duties as a full-time position afforded the opportunity to build up institutional knowledge in this role.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of ED vote centers	588	357	600	450	450	650
Number of EV location (permanent)	120	79	126	120	120	150
Number of hours spent prep ED voting materials	7,208	3,650	3,600	3,500	3,500	3,600
Hours. Inspect and prepare, deliver & pick up equip & materials	25,320	8,450	2,800	32,000	32,000	23,000
Number of hours to configure, troubleshoot and maintain voting equipment	5,852	2,050	5,000	2,500	2,500	5,000
Number of Reg voters in Travis County	874,110	887,000	900,000	915,000	915,000	930,000
Number of hours spent preparing voting materials	7,208	3,600	3,800	5,300	5,300	3,900

PBO RECOMMENDATION

PBO recommends \$86,677 in one-time personnel resources for the continuation of an Elections Coordinator Sr SPW position in the Elections Division be included in the FY 2025 Preliminary Budget for the second of the original two-year duration approved in the FY 2024 Adopted Budget to ensure compliance with State regulations regarding elections and the Risk-limiting Audit (RLA) program in conjunction with the Texas Secretary of State. Additionally, PBO is recommending that this SPW’s duration be extended an additional year, through FY 2026, to ensure continued staff support for implementing the County Clerk’s RLA Program by the statutorily required August 31, 2026, deadline.

The County Clerk’s Office Elections Division is a mandated program that conducts election day and early voting operations on behalf of Travis County for mandated general and special elections and early voting for primary elections. The Elections Division must maintain active compliance with State regulations to ensure elections are properly administered and to avoid potential voter disenfranchisement in Travis County. As a part of SB 5898 enacted on September 1, 2021, Texas has mandated that all counties fully implement a Risk-limiting Audit (RLA) Program by August 31, 2026, to audit elections and affirm with strong statistical evidence that election outcomes are proper and verified. To better implement this mandate, the Texas Secretary of State (SOS) has included the Travis County Elections Division as a key participant in a RLA Workgroup consisting of multiple Texas counties. This workgroup conducted a series of pilot audits under the supervision of the SOS from November

to December 2022 to identify best practices and assist the SOS in developing an RLA model that could be utilized by all Texas counties.

The Elections Division has requested this SPW primarily to carry out tasks related to the management of voted ballots and blank ballot card stock, citing that increasing scrutiny of audits, rising numbers of registered voters, and evolving legislative requirements are adding immense strain on workloads for existing staff beyond capacity to properly address these State-mandated operations. These responsibilities are also key elements of the Risk-limiting Audit Process pilot. During this, the Office noted that support for stored voted ballots and random retrieval proved to be a time-intensive process in its Risk-Limited Audit Report following the initial trial audit run on November 8, 2022. The Office anticipates that these persistent issues identified during the RLA test runs, combined with mounting public and state scrutiny for elections, will continue to exacerbate workloads for current staff beyond available capacity as they continue to work toward implementing a fully compliant RLA Program for the County by the August 31, 2026, deadline.

In addition, the Office reports that the recent transition from the HART InterCivic Direct Recording Electronic (DRE) Voting System to the Elections Systems & Software (ES&S) ExpressVote Voting System with an auditable paper trail component initiated during the 2019 election cycle is also straining workloads for current staff. Current Elections Division personnel cite the complexity of these requirements and practical difficulties related to the management and control of blank ballot card stock and voted ballots to be overburdening already rising workloads as staff seek to maintain adequate service levels for an expanding population of Travis County voters.

PBO acknowledges the Elections Division must maintain compliance with State regulations for the administration of elections. This includes ensuring compliance with the SB 5898 mandate to implement a Risk-limiting Audit Program by August 31, 2026. Allocating this dedicated staff position for an extended duration – through FY 2026 – will allow PBO an opportunity to review the Elections Division’s capacity to adequately maintain compliance with State regulations for election auditing systems and management of ballot stock, to maintain support and participation in the SOS RLA Workgroup, and assess ongoing needs related to these legislative requirements for future fiscal years.

REQUEST 40: HUMAN RESOURCES SPECIALIST I SPW (TARGET 1.0 SPW) - GEN ADMIN

<i>Program:</i>	General Administration (120)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	85,377	85,377	85,377	-
Operating	-	-	-	-
Subtotal	\$ 85,377	\$ 85,377	\$ 85,377	\$ -
Capital	-	-	-	-
Dpt Total	\$ 85,377	\$ 85,377	\$ 85,377	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 85,377	\$ 85,377	\$ 85,377	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk's Office requests the second of two fiscal years' one-time funding for one Human Resources Specialist I Special Project Worker (1.0 SPW – Position Number: 30066730) in the General Administration Division originally approved for a two-year period in the FY 2024 Adopted Budget.

The General Administration Division is responsible for providing Human Resource (HR) services to all the County Clerk's Office divisions; however, prior to the approval of this Human Resources Specialist I SPW, the organizational structure did not have a staff member specifically dedicated to these tasks. This position is being requested for the second of two years approved during the FY 2024 Budget Process to maintain continuity of services during heavy election years and consolidate HR services into one specialized position.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Criminal background checks run	1,952	1,177	1,666	1,100	1,100	2,000
PAF's processed	816	780	987	800	800	1,200
Requisition/line items processes	2,033	1,709	1,870	1,800	1,800	2,000
Hours spent on FMLA requests & employee relations	0	397	431	400	400	450
Hours spent on employee travel	0	221	113	200	200	120
Number of direct pay invoices processed	0	139	146	140	140	175
Number of helpdesk requests	0	473	557	500	500	575

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Hours spent on hiring and exiting processes	0	417	557	420	420	570

PBO RECOMMENDATION

PBO recommends \$85,377 in ongoing personnel resources for the continuation of a Human Resources Specialist SPW position in the General Administration Division and that this position (position number: 30066730) be added to the list of Target SPWs supporting elections operations in the County Clerk’s Office be included in the FY 2025 Preliminary Budget to continue to address workloads related to the significant volume of HR-related tasks in the County Clerk’s Office, especially those related to elections operations. These Target SPWs are included on an ongoing basis for the purpose of cost recovery for contract elections.

PBO notes this position was recommended as an SPW so that the Office may bill other entities for this position’s applicable work hours spent on contract elections. The County recaptures the cost of election contracts for elections where Travis County is not a party on the ballot at 100 percent and receives these funds in the Elections Contract Fund (0128). As of 4/30/2024, the County Clerk’s Office reports that 40 percent of position 30066730 hours are billable to external entities for hours worked related to contract elections. PBO anticipates the amount of billable hours for the position to increase with the upcoming elections in May, as well as due to anticipated runup operations for the General Elections in November.

PBO acknowledges that years featuring major elections lead to instances of short-term, high-volume workload increases across the Office which demand greater shares of senior staff’s attention and pulls them away from their various other duties. In addition, HRMD notes that the usual ratio of department staff to dedicated HR-related personnel is approximately 100 staff to 1 dedicated HR-related position within a department. When this request was originally approved during the FY 2024 Budget Process, the County Clerk’s Office exceeded this ratio at 120.52 FTE approved in the FY 2023 Adopted Budget to zero (0) dedicated HR-related staff within the Office. Considering this lack of dedicated HR-related positions within the sizable County Clerk’s Office and the immense recurring workload for HR-related actions related to the elections cycle, HRMD communicated strong support during the FY 2024 Budget Process for a dedicated position to manage HR related operations for the County Clerk’s Office.

Therefore, PBO is recommending funding this request on an ongoing basis and adding this position (position number: 30066730) to the County Clerk’s list of Target SPWs so that the position’s applicable work hours spent supporting contract elections operations may be billed to contracting entities in the same manner as other related staff classified as SPWs. This recommendation aims to make more efficient use of staffing resources in support of elections as well as provide PBO the opportunity to regularly review staffing needs for the County Clerk’s Office alongside the Offices fifteen (15.0 SPWs) other positions included the list of Target SPWs supported with ongoing resources.

County Commissioner, Precinct One (102)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	4
FY 2025 Preliminary Budget Recommendations Summary.....	5

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

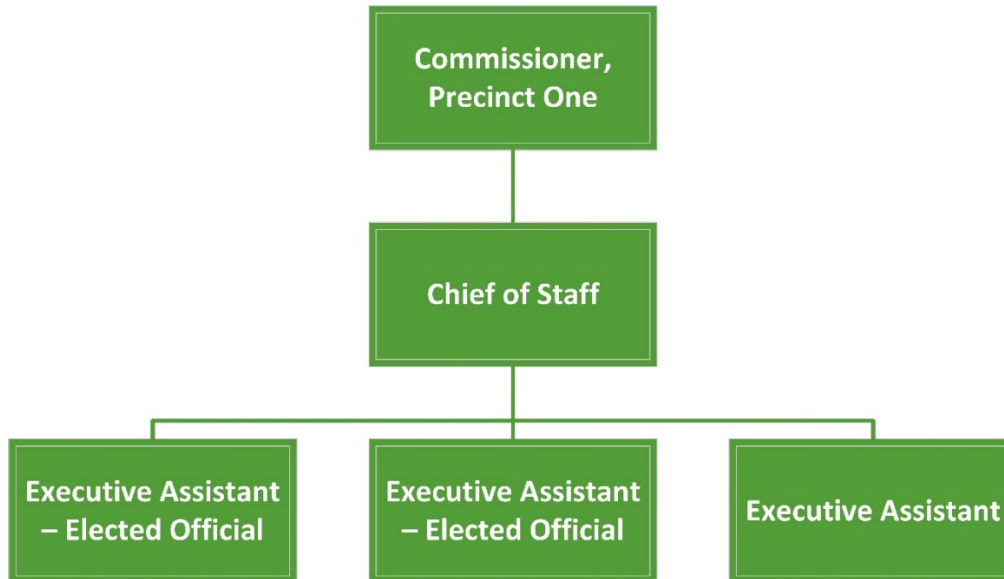
The mission of the County Commissioner, Precinct One office is to use County resources effectively and equitably to address the growing needs of Precinct One constituents and Travis County residents, with a focus on leveraging partnerships to improve access to healthcare, transportation, affordable housing and childcare.

The Office has identified the following departmental goals:

- Provide clear direction and oversight to subcommittee assignments, with a focus on performance management and continuous process improvement;
- Provide robust constituent services and maintain a visual presence in the community; and
- Continue fostering and strengthening partnerships with fellow local governments and nonprofits, with a focus on expanding services to the most vulnerable Travis County residents.

The Office is budgeted in the General Government Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Supports all other County-wide goals" and are now linked to the County Goal, "Be a trusted and well-run county."

COUNTY COMMISSIONER, PRECINCT ONE:

PBO worked with the Office early in FY 2024 on refining performance measures and tracking to comprehensively capture the work being done by the Office.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of committees & boards on which the Commissioner serves	15	15	14	14	14
# of special projects	24	26	25	25	25
# of letters written on behalf of constituents	102	104	95	95	95
# of speeches/presentations given on various topics	44	48	50	50	50

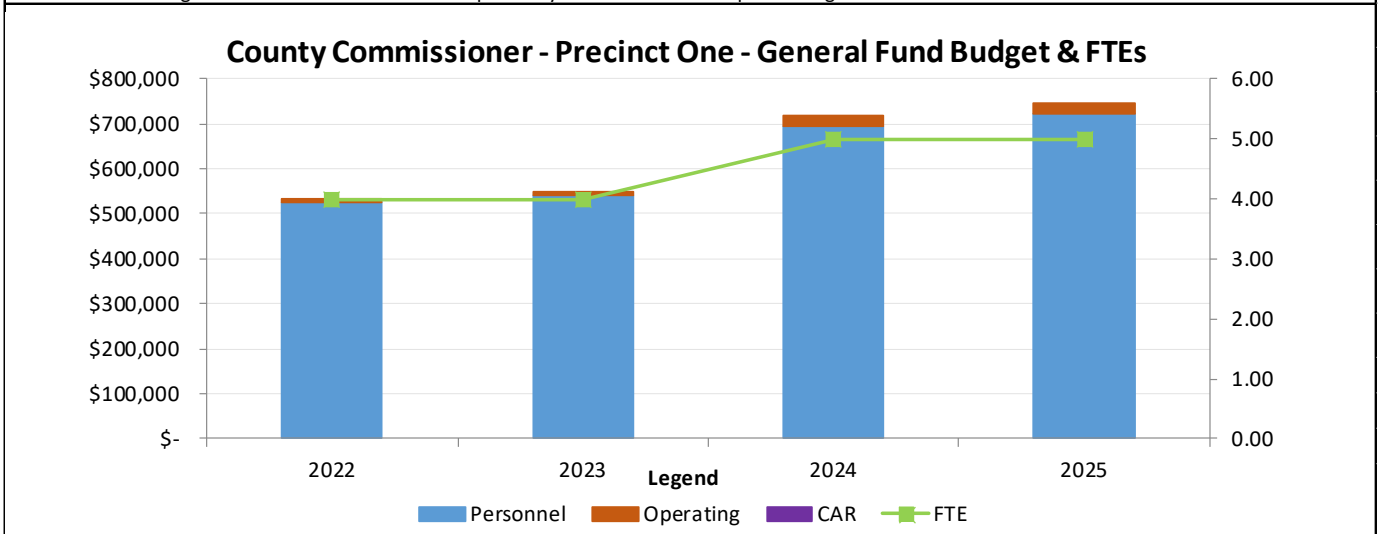
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Executive Assistant – Elected Official	\$117,026	1.00/1.00	The position has since been filled and the incumbent has been actively working to increase community engagement and meeting with constituents to address concerns on a variety of issues. Further, the position has also enhanced the Office’s day-to-day operations.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	525,911	543,032	696,674	723,846	27,172
Operating	6,200	6,200	20,750	20,650	(100)
Total (Per&Op)	\$ 532,111	\$ 549,232	\$ 717,424	\$ 744,496	\$ 27,072
CAR*	-	-	-	-	-
Grand Total	\$ 532,111	\$ 549,232	\$ 717,424	\$ 744,496	\$ 27,072
FTEs	4.00	4.00	5.00	5.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for County Commissioner, Precinct One increased by \$27,072 from the FY 2024 Adopted Budget. This is a 3.8% increase. The majority of the increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 715,424	\$ 2,000	\$ -	\$ 717,424	5.00	\$ -
Target Budget Changes						
Programmatic	-	(2,000)	-	(2,000)	-	-
Compensation & Benefits	24,518	-	-	24,518	-	-
Total Target Budget Changes	\$ 24,518	\$ (2,000)	\$ -	\$ 22,518	-	\$ -
FY 2025 Target Budget	\$ 739,942	\$ -	\$ -	\$ 739,942	5.00	\$ -
Budget Submission	\$ 739,942	\$ -	\$ -	\$ 739,942	5.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	2,654	-	-	2,654	-	-
Compensation & Benefits Total	\$ 2,654	\$ -	\$ -	\$ 2,654	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	1,900	-	-	1,900	-	-
Administrative & Other Total	\$ 1,900	\$ -	\$ -	\$ 1,900	-	\$ -
Grand Total	\$ 4,554	\$ -	\$ -	\$ 4,554	-	\$ -
FY 2025 Preliminary Budget	\$ 744,496	\$ -	\$ -	\$ 744,496	5.00	\$ -
Change from FY 2025 Target	\$ 4,554	\$ -	\$ -	\$ 4,554	-	\$ -
Change from FY 2024 Adopted	\$ 29,072	\$ (2,000)	\$ -	\$ 27,072	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for County Commissioner, Precinct One includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$2,000 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

ADMINISTRATIVE AND OTHER FUNDING CHANGES

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$1,900 in ongoing operating resources for the Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for County Commissioner, Precinct One includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$ -	\$15,441	\$15,441
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	7,363	7,363
Resources for health insurance cost increases for FY 2025.	-	2,654	2,654
Update Longevity for Commissioners	-	1,714	1,714
Total Compensation Changes	\$-	\$27,172	\$27,172

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

EARMARKS

PBO recommends Earmarks totaling \$68,830,632 for the Jail Diversion Center/Prevention Services consisting of a \$5,000,000 Earmark against the Allocated Reserve and a \$63,830,632 Earmark against the CAR Reserve for the FY 2025 Preliminary Budget. These Earmarks will be listed under the Commissioners Court rather than a particular Commissioners Court Office. These funds are unspent resources from the Budget Stabilization Reserve in FY 2024 and an unspent balance from a CAR Earmark that was based on unspent funds from the FY 2023 Budget Stabilization Reserve.

County Commissioner, Precinct Two (103)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	4
FY 2025 Preliminary Budget Recommendations Summary.....	5

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

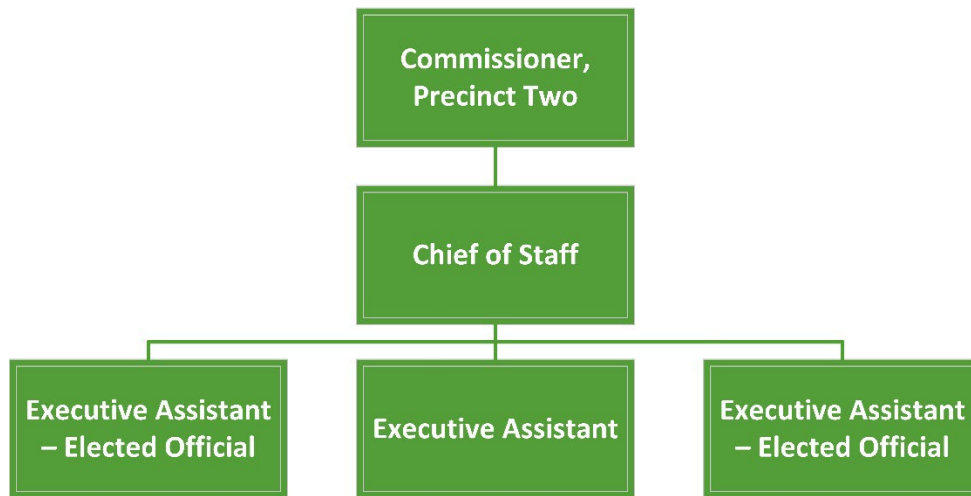
The mission of the County Commissioner, Precinct Two's Office is to achieve the greatest benefits for the largest number of people, including a high-quality of life, protecting the County's environment, addressing growing affordability problems, increasing cooperation and efficiency with overlapping local governments, protecting the County's basic resources, especially water, pursuing innovative transportation, and providing a fair tax appraisal process and a world-class community disaster preparedness program.

The Office has identified the following departmental goals:

- Create policies to address affordability;
- Promote community resilience;
- Advance innovative conservation solutions;
- Improve transportation planning;
- Improve residents' participation with local government through outreach, collaboration and transparency; and
- Consistently engage in County-wide policy making to achieve the greatest benefit for all residents.

The Office is budgeted in the General Government Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Supports all other County-wide goals" and are now linked to the County Goal, "Be a trusted and well-run county."

COUNTY COMMISSIONER, PRECINCT TWO:

PBO worked with the Office early in FY 2024 on refining performance measures and tracking to comprehensively capture the work being done by the Office.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percentage of Commissioners Court meetings attended	90	92	90	90	90
Community events and meetings	33	23	20	20	20
Disaster preparedness meetings and events	26	13	10	10	10
Number of transportation related board and policy working group events	37	31	30	30	30
Number of conservation related environmental board and committee events	53	46	45	45	45
Number of affordable housing units: constructed started	0	0	1,000	1,000	1,000

As seen above, the Office projects that their measures will remain consistent over the next few years. A new measure that the Office began tracking in FY 2024 is the “Number of affordable housing units: constructed started,” tracking this measure highlights the Office’s focus on addressing the growing affordability problems that Travis County residents are encountering.

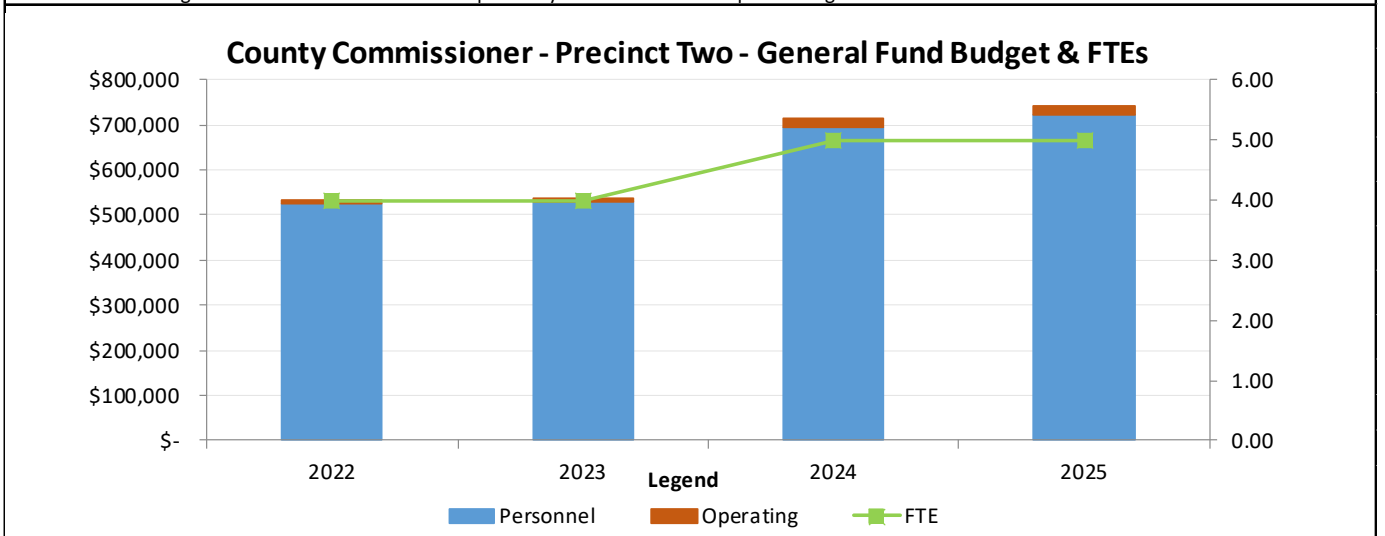
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Executive Assistant – Elected Official	\$117,026	1.00/1.00	The position has since been filled and the incumbent has been actively working to increase community engagement and meeting with constituents to address concerns on a variety of issues. Further, the position has also enhanced the Office’s day-to-day operations.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	525,815	530,568	695,422	722,936	27,514
Operating	6,200	6,200	20,750	20,650	(100)
Total (Per&Op)	\$ 532,015	\$ 536,768	\$ 716,172	\$ 743,586	\$ 27,414
CAR*	-	-	-	-	-
Grand Total	\$ 532,015	\$ 536,768	\$ 716,172	\$ 743,586	\$ 27,414
FTEs	4.00	4.00	5.00	5.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for County Commissioner, Precinct Two increased by \$27,414 from the FY 2024 Adopted Budget. This is a 3.8% increase. The majority of the increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 714,172	\$ 2,000	\$ -	\$ 716,172	5.00	\$ -
Target Budget Changes						
Programmatic	-	(2,000)	-	(2,000)	-	-
Compensation & Benefits	24,860	-	-	24,860	-	-
Total Target Budget Changes	\$ 24,860	\$ (2,000)	\$ -	\$ 22,860	-	\$ -
FY 2025 Target Budget	\$ 739,032	\$ -	\$ -	\$ 739,032	5.00	\$ -
Budget Submission	\$ 739,032	\$ -	\$ -	\$ 739,032	5.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	2,654	-	-	2,654	-	-
Compensation & Benefits Total	\$ 2,654	\$ -	\$ -	\$ 2,654	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	1,900	-	-	1,900	-	-
Administrative & Other Total	\$ 1,900	\$ -	\$ -	\$ 1,900	-	\$ -
Grand Total	\$ 4,554	\$ -	\$ -	\$ 4,554	-	\$ -
FY 2025 Preliminary Budget	\$ 743,586	\$ -	\$ -	\$ 743,586	5.00	\$ -
Change from FY 2025 Target	\$ 4,554	\$ -	\$ -	\$ 4,554	-	\$ -
Change from FY 2024 Adopted	\$ 29,414	\$ (2,000)	\$ -	\$ 27,414	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for County Commissioner, Precinct Two includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$2,000 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

ADMINISTRATIVE AND OTHER FUNDING CHANGES

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$1,900 in ongoing operating resources for the Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for County Commissioner, Precinct Two includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$ -	\$15,073	\$15,073
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	7,363	7,363
Resources for health insurance cost increases for FY 2025.	-	2,654	2,654
Update Longevity for Commissioners	-	2,424	2,424
Total Compensation Changes	\$-	\$27,514	\$27,514

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

EARMARKS

PBO recommends Earmarks totaling \$68,830,632 for the Jail Diversion Center/Prevention Services consisting of a \$5,000,000 Earmark against the Allocated Reserve and a \$63,830,632 Earmark against the CAR Reserve for the FY 2025 Preliminary Budget. These Earmarks will be listed under the Commissioners Court rather than a particular Commissioners Court Office. These funds are unspent resources from the Budget Stabilization Reserve in FY 2024 and an unspent balance from a CAR Earmark that was based on unspent funds from the FY 2023 Budget Stabilization Reserve.

County Commissioner, Precinct Three (104)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	4
FY 2025 Budget Request Analysis	6
Request 01: Travel Funding	6

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

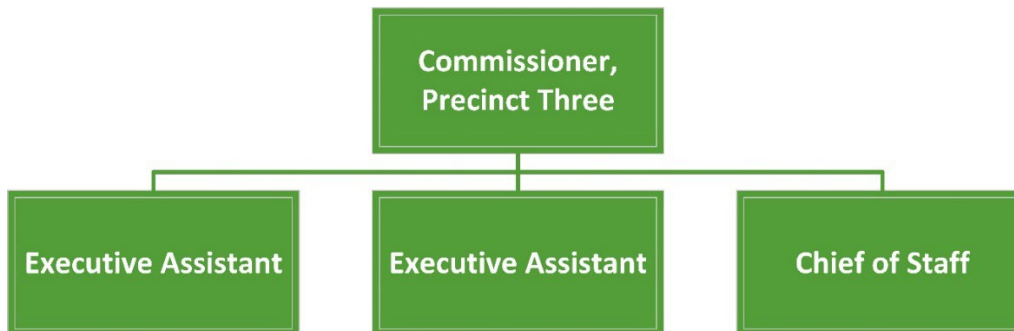
The Office of the County Commissioner, Precinct Three’s mission statement is to emphasize constituent service, provide timely responses to their questions, and help address their need's; to balance growth with environmental stewardship amidst multiple jurisdictions that oversee transportation, land use, and water; and to provide steady, collaborative, and thoughtful leadership as the community addresses justice reform, mental health, and housing.

The Office has identified the following departmental goal(s):

- Support the effective governance, management, and administration of the County;
- Provide timely and robust responses to constituent concerns;
- Maintain a strong presence across Precinct 3 in ways that advance wildfire preparedness, smart transportation infrastructure, smart development, environmental stewardship, and economic development;
- Support the integration of programs, policies, contracts, and data to deliver more cost-effective outcomes related to justice reform, public health, and affordable housing; and
- Leverage funding opportunities to maximize resources to address priorities.

The Office is budgeted in the General Government Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Supports all other County-wide goals” and are now linked to the County Goal, “Be a trusted and well-run county.”

COUNTY COMMISSIONER, PRECINCT THREE:

PBO worked with the Office in the fall of 2023 to develop more robust performance measures that accurately capture and portray the work done by the Office. Below are all the performance measures that are tracked by the Office and help provide insight into the Offices work and can be used to inform future budgetary recommendations.

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure	Projected FY 2026 Measure
Number of inquiries responded to	350	0	0	480	540
Number of Precinct 3 communications initiated	4,570	0	0	10,352	10,452
Number of speaking engagements in Precinct 3	35	0	0	40	40

As seen in the table above, the Office is projecting an increase in all measures across the board, highlighting the Office’s continued efforts to increase community engagement and service.

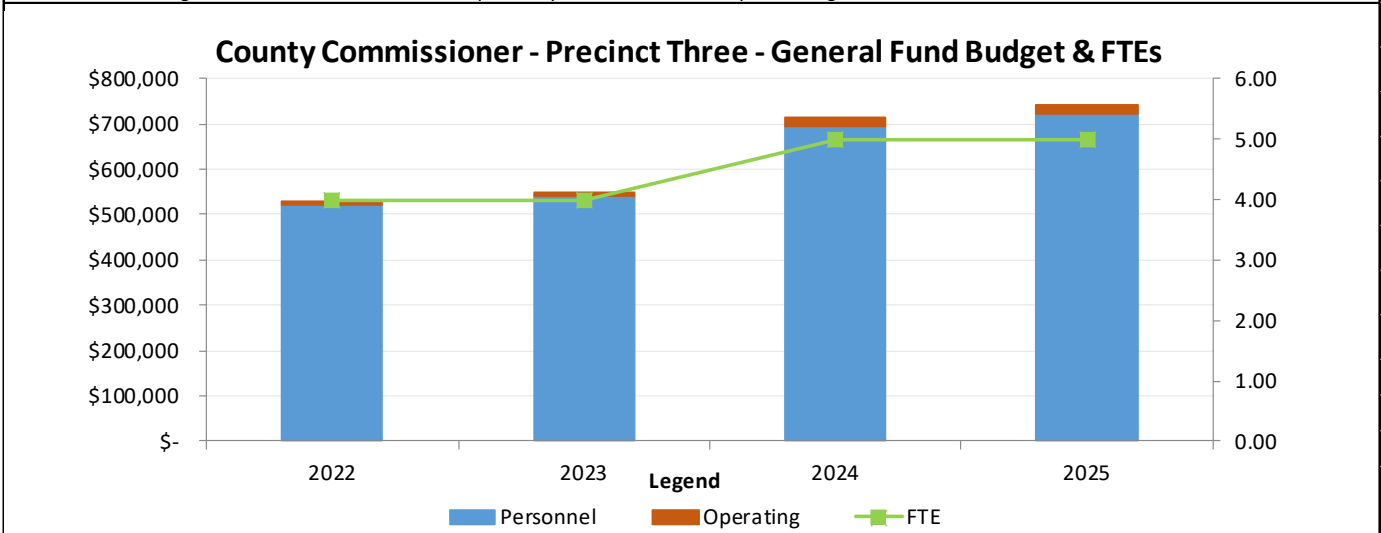
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

Package Name	Approved Amount	FTE Approved /Filled	Program Results
<i>FY 2024</i>			
Executive Assistant – Elected Official	\$117,026	1.00/1.00	The position has since been filled and the incumbent has been actively working to increase community engagement and meeting with constituents to address concerns on a variety of issues. Further, the position has also enhanced the Office’s day-to-day operations.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	522,372	540,116	694,063	721,462	27,399
Operating	7,562	7,562	20,750	20,650	(100)
Total (Per&Op)	\$ 529,934	\$ 547,678	\$ 714,813	\$ 742,112	\$ 27,299
CAR*	-	-	-	-	-
Grand Total	\$ 529,934	\$ 547,678	\$ 714,813	\$ 742,112	\$ 27,299
FTEs	4.00	4.00	5.00	5.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for County Commissioner, Precinct Three increased by \$27,299 from the FY 2024 Adopted Budget. This is a 3.8% increase. The majority of the increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 712,813	\$ 2,000	\$ -	\$ 714,813	5.00	\$ -
Target Budget Changes						
Programmatic	-	(2,000)	-	(2,000)	-	-
Compensation & Benefits	24,745	-	-	24,745	-	-
Total Target Budget Changes	\$ 24,745	\$ (2,000)	\$ -	\$ 22,745	-	\$ -
FY 2025 Target Budget	\$ 737,558	\$ -	\$ -	\$ 737,558	5.00	\$ -
Budget Submission	\$ 737,558	\$ -	\$ -	\$ 737,558	5.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	2,654	-	-	2,654	-	-
Compensation & Benefits Total	\$ 2,654	\$ -	\$ -	\$ 2,654	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	1,900	-	-	1,900	-	-
Administrative & Other Total	\$ 1,900	\$ -	\$ -	\$ 1,900	-	\$ -
Grand Total	\$ 4,554	\$ -	\$ -	\$ 4,554	-	\$ -
FY 2025 Preliminary Budget	\$ 742,112	\$ -	\$ -	\$ 742,112	5.00	\$ -
Change from FY 2025 Target	\$ 4,554	\$ -	\$ -	\$ 4,554	-	\$ -
Change from FY 2024 Adopted	\$ 29,299	\$ (2,000)	\$ -	\$ 27,299	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for County Commissioner, Precinct Three includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$2,000 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

ADMINISTRATIVE AND OTHER FUNDING CHANGES

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$1,900 in ongoing operating resources for the Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for County Commissioner, Precinct Three includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$ -	\$15,345	\$15,345
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	7,363	7,363
Resources for health insurance cost increases for FY 2025.	-	2,654	2,654
Update Longevity for Commissioners	-	2,037	2,037
Total Compensation Changes	\$-	\$27,399	\$27,399

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

EARMARKS

PBO recommends Earmarks totaling \$68,830,632 for the Jail Diversion Center/Prevention Services consisting of a \$5,000,000 Earmark against the Allocated Reserve and a \$63,830,632 Earmark against the CAR Reserve for the FY 2025 Preliminary Budget. These Earmarks will be listed under the Commissioners Court rather than a particular Commissioners Court Office. These funds are unspent resources from the Budget Stabilization Reserve in FY 2024 and an unspent balance from a CAR Earmark that was based on unspent funds from the FY 2023 Budget Stabilization Reserve.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST 01: TRAVEL FUNDING

<i>Program:</i>	County Commissioner Precinct Three (104)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	5,375	-	-	-
Subtotal	\$ 5,375	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 5,375	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 5,375	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Office of County Commissioner, Precinct Three is requesting \$5,375 in ongoing operating funds to increase the Office’s travel budget from \$4,625 to \$10,000. The Office notes that additional funds would allow staff to access more professional development, learning, and collaboration opportunities. The Office states that since travel budgets were significantly cut in the wake of the COVID-19 pandemic, they have had to say “no” to valuable travel opportunities. Currently, the office would like to send two team members to the annual National Association of Counties (NACO) conference in Tampa, Florida this year to maximize participation across all the events and networking opportunities. However, this would cost at least \$4,000, approximately 86 percent of the Office’s “Travel-Lodging Meals & Other” line-item budget allocation. The Office has had to make difficult decisions regarding staff member attendance to professional conferences.

The Office states there are four main business needs for an increased travel budget summarized below:

- Office personnel has grown and now there are five staff members, highlighting a need for an increased travel budget to meet the needs of additional staff.
- Travis County is experiencing rapid growth. This, coupled with the continued negative health and economic impacts of the pandemic, is overwhelming our public systems and programs, especially as it relates to housing, health, and criminal justice. Many of these challenges require the County to develop new solutions. These challenges are not unique to Travis County, and many other communities have set up new programs and systems to address these challenges. It is imperative that Travis County learn from other communities across the country in order to figure out what will work best for our County. For example, our Office has participated in several site visits to learn about diversion services. These site visits have been invaluable; from learning about the details of how programs are operated, to new funding opportunities, to new policy approaches.
- Commissioner Howard is on several regional planning bodies including, Capital Area Metropolitan Planning Organization (CAMPO), Capital Area Council of Governments (CAPCOG), and the Travis County Emergency Services Subcommittee which coordinates emergency responses with other local jurisdictions, that require Texas-based travel. For example, Commissioner Howard traveled to College Station for a two-day tabletop emergency services exercise.
- Fourth, the demands on Commissioner Staff have increased as the County’s population grows, and the County’s public systems get more and more taxed. This dynamic has required Office staff to take on more responsibilities and

become increasingly knowledgeable on a broader range of issues, such transportation, environment, health, criminal justice, etc.

Additional funding to provide staff access to more professional development opportunities (e.g., effective project management tools, issue area conferences, etc.) to improve skill sets and/or issue area expertise will allow staff to be more effective, productive, and satisfied.

BUDGET REQUEST PERFORMANCE MEASURES

The Office did not submit performance measures for this request.

PBO RECOMMENDATION

Due to the impact of COVID-19 on FY 2021 ongoing revenue, the County made targeted personnel and operating reductions. Therefore, targeted budget reductions were made in the Office’s operating supplies and travel expenditure groups. Applying the 10% operating reduction and 50% travel budget reduction to members of the Commissioners Court would have resulted in differing amounts of resources available for their offices. Therefore, to maintain equity in funding levels across the Commissioners Court, the budget for each Commissioners Court Office was reduced by the amounts noted below. The table below outlines the operating reductions for the Commissioners Court as well as the FY 2025 preliminary operating budgets for comparison to the 2021 operating budgets.

<i>Commissioners Court Member</i>	<i>2020 Adopted Operating Budget</i>	<i>Operating Budget Reduction</i>	<i>2021 Operating Budget</i>	<i>2025 Preliminary Operating Budget</i>	<i>Difference FY 2025 – FY 2021</i>
County Judge	\$15,000	\$5,500	\$9,500	\$31,250	\$21,750
Precinct 1	\$10,000	\$3,800	\$6,200	\$18,750	\$12,550
Precinct 2	\$10,000	\$3,800	\$6,200	\$18,750	\$12,550
Precinct 3	\$10,000	\$3,800	\$6,200	\$18,750	\$12,550
Precinct 4	\$10,000	\$3,800	\$6,200	\$18,750	\$12,550

The additional operating resources added to the County Judge’s Office totaled \$21,750, this is comprised of \$1,550 for an FTE included in FY 2022, \$3,750 for operating expenses for the Executive Assistant – Elected Official position included in FY 2024, and an additional \$16,450 added to the operating budget in FY 2024 to enhance community engagement and allow for additional conferences and training that help the Commissioners Court and support staff better serve the public. As for Commissioner Offices, Precincts One through Four, the additional operating resources added to each Office totaled \$12,550, this is comprised of \$3,750 for the Executive Assistant – Elected Official position included in each Office in FY 2024, and an additional \$8,800 added to each Office’s operating budget in FY 2024 to meet the same objective as the operating resources added to the County Judge’s Office in FY 2024 mentioned above.

PBO recognizes that the County Commissioner, Precinct Three would like additional operating resources of \$5,375. However, PBO is not able to support this request given the equalization and additional resource efforts added in FY 2024. Any additional resources added to the operating budgets would need to be discussed with the Commissioners Court for potential changes either at budget hearing or during budget markup. Any changes would need to be added on an equalized basis to maintain the parity as was desired during the FY 2024 budget process. Even though this request is not recommended, included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$1,900 in ongoing operating resources for the Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

County Commissioner, Precinct Four (105)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	4
FY 2025 Preliminary Budget Recommendations Summary.....	5

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

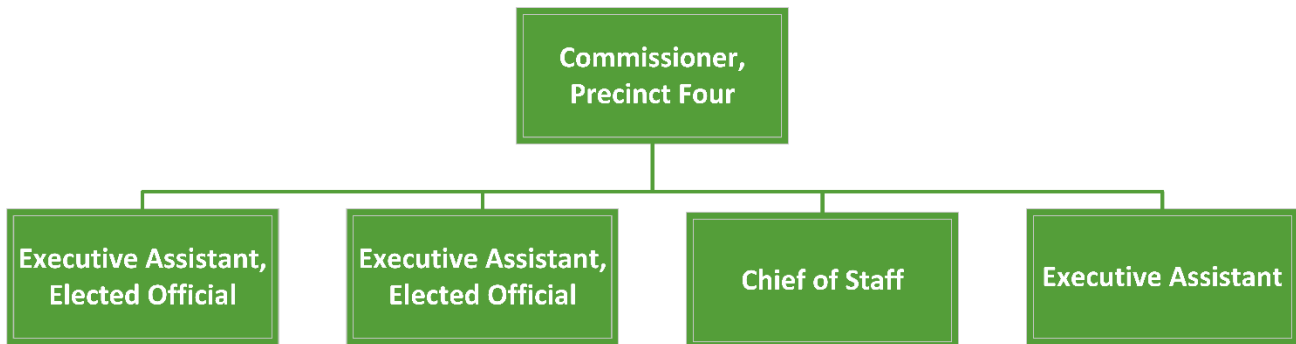
The mission of the County Commissioner Precinct Four Office is to provide an effective and efficient government resulting from experience and strategic planning. Effective planning enables the Commissioner and Commissioners Court to create policy that effectively directs county departments to provide services meeting residents' needs in a fiscally responsible manner.

The Office has identified the following departmental goals:

- Take a proactive approach in ensuring the effectiveness and efficiency of departments reporting to the Commissioner's subcommittees; and
- Develop an Economic Development Plan for Precinct Four encompassing improved infrastructure (roads, drainage), transportation, affordable housing, health and safety, and economic opportunities for residents.

The Office is budgeted in the General Government Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Supports all other County-wide goals" and are now linked to the County Goal, "Be a trusted and well-run county."

COUNTY COMMISSIONER, PRECINCT FOUR:

PBO worked with the Office early in FY 2024 on refining performance measures and tracking to comprehensively capture the work being done by the Office.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of newsletters distributed	2	-	-	4	4
Number of referrals made to HHS	260	-	-	600	600
Number of referrals made to TNR	340	-	-	600	600
Number of referrals made to other depts within or outside of TC	240	-	-	400	400
Neighborhood Meetings Established /year	20	-	-	24	24
Number of constituent communications received	N/A	N/A	750	800	800
Number of constituent concerns addressed	N/A	N/A	750	800	800
Number of community events attended	N/A	N/A	24	24	24
Number of boards/committees served on by the Commissioner	N/A	N/A	15	15	15

As seen above, the first five measures in the table project an increase however, data is not available for FY 2023 and FY 2024 due to challenges with capturing data and performance measures. The last four measures in the table above are all new measures that were created by the Office as of FY 2024 in order to better capture the work being done by the Office as previously mentioned. The four new measures highlight the Office's efforts in maintaining and increasing community engagement and service.

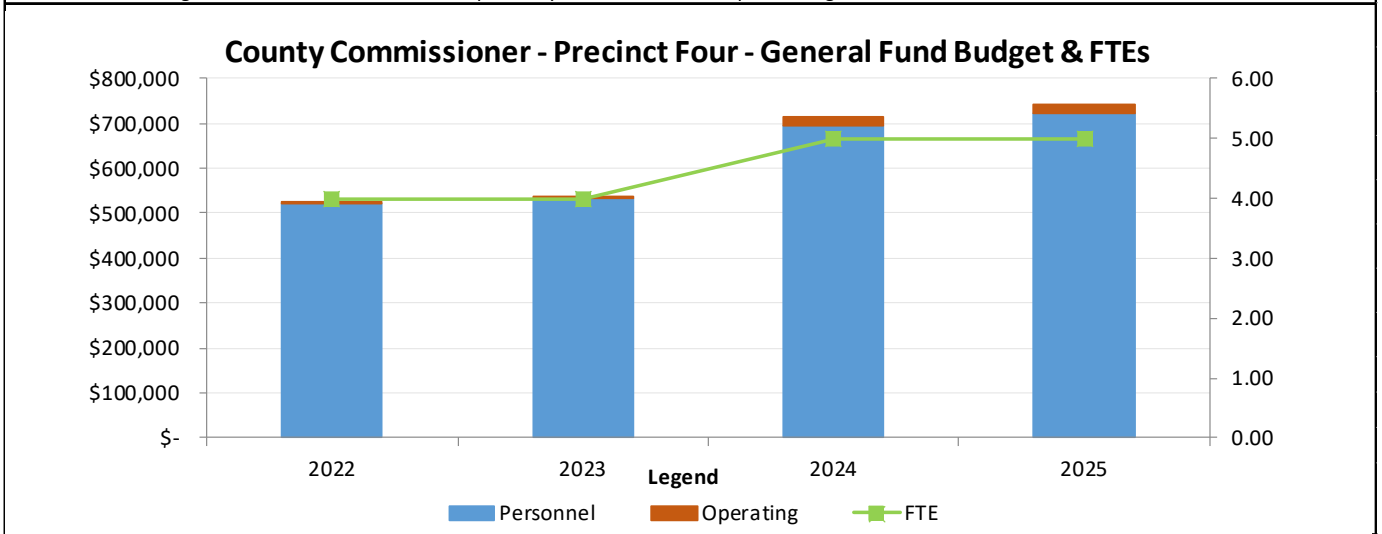
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Executive Assistant – Elected Official	\$117,026	1.00/1.00	The position has since been filled and the incumbent has been actively working to increase community engagement and meeting with constituents to address concerns on a variety of issues. Further, the position has also enhanced the Office's day-to-day operations.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	520,907	531,856	694,911	722,683	27,772
Operating	6,200	6,200	20,750	20,650	(100)
Total (Per&Op)	\$ 527,107	\$ 538,056	\$ 715,661	\$ 743,333	\$ 27,672
CAR*	-	-	-	-	-
Grand Total	\$ 527,107	\$ 538,056	\$ 715,661	\$ 743,333	\$ 27,672
FTEs	4.00	4.00	5.00	5.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for County Commissioner, Precinct Four increased by \$27,672 from the FY 2024 Adopted Budget. This is an 3.9% increase. The majority of the increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 713,661	\$ 2,000	\$ -	\$ 715,661	5.00	\$ -
Target Budget Changes						
Programmatic	-	(2,000)	-	(2,000)	-	-
Compensation & Benefits	25,118	-	-	25,118	-	-
Total Target Budget Changes	\$ 25,118	\$ (2,000)	\$ -	\$ 23,118	-	\$ -
FY 2025 Target Budget	\$ 738,779	\$ -	\$ -	\$ 738,779	5.00	\$ -
Budget Submission	\$ 738,779	\$ -	\$ -	\$ 738,779	5.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	2,654	-	-	2,654	-	-
Compensation & Benefits Total	\$ 2,654	\$ -	\$ -	\$ 2,654	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	1,900	-	-	1,900	-	-
Administrative & Other Total	\$ 1,900	\$ -	\$ -	\$ 1,900	-	\$ -
Grand Total	\$ 4,554	\$ -	\$ -	\$ 4,554	-	\$ -
FY 2025 Preliminary Budget	\$ 743,333	\$ -	\$ -	\$ 743,333	5.00	\$ -
Change from FY 2025 Target	\$ 4,554	\$ -	\$ -	\$ 4,554	-	\$ -
Change from FY 2024 Adopted	\$ 29,672	\$ (2,000)	\$ -	\$ 27,672	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for County Commissioner, Precinct Four includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$2,000 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

ADMINISTRATIVE AND OTHER FUNDING CHANGES

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$1,900 in ongoing operating resources for the Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for County Commissioner, Precinct Four includes the following changes related to compensation and benefits:

Compensation Changes	One-Time	Ongoing	Total
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for	\$-	\$15,131	\$15,131

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.			
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	7,363	7,363
Resources for health insurance cost increases for FY 2025.	-	2,654	2,654
Update Longevity for Commissioners	-	2,624	2,624
Total Compensation Changes	\$-	\$27,772	\$27,772

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

EARMARKS

PBO recommends Earmarks totaling \$68,830,632 for the Jail Diversion Center/Prevention Services consisting of a \$5,000,000 Earmark against the Allocated Reserve and a \$63,830,632 Earmark against the CAR Reserve for the FY 2025 Preliminary Budget. These Earmarks will be listed under the Commissioners Court rather than a particular Commissioners Court Office. These funds are unspent resources from the Budget Stabilization Reserve in FY 2024 and an unspent balance from a CAR Earmark that was based on unspent funds from the FY 2023 Budget Stabilization Reserve.

County Judge (101)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	3
FY 2025 Preliminary Budget Recommendations Summary	4
Additional Information	5
FY 2025 Budget Request Analysis	6
Request 01: Rail Engineering & Advocacy Planning	6
Request 02: Jail Diversion Center / Prevention Services	8
Request 03: Harm Reduction, Overdose Prevention, and Mental Health	10

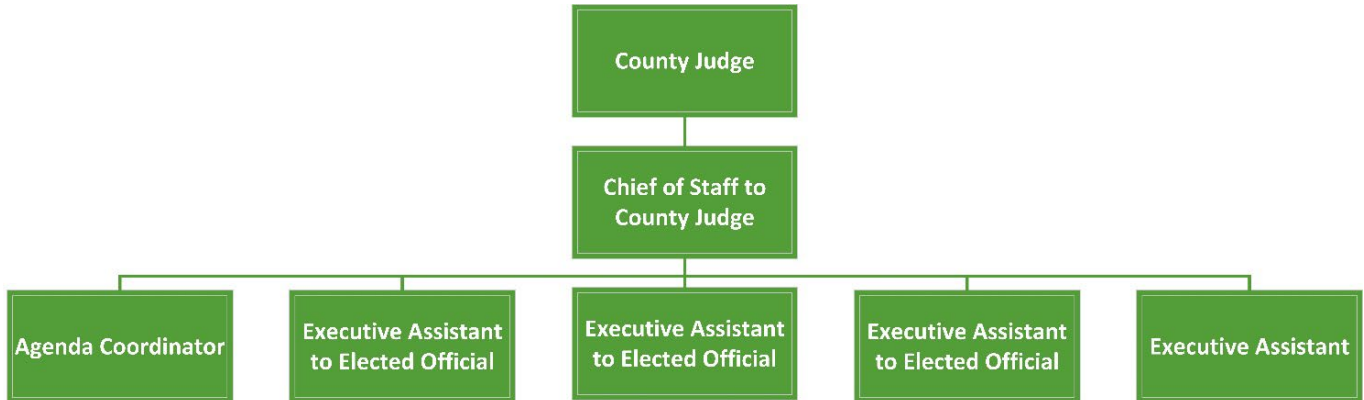
MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the County Judge is to provide leadership, coordination, and assistance to County offices in a manner that promotes fair, effective, and efficient delivery of County services to the public.

This aligns with the new County goal “Be a trusted and well-run county.”

The Office is budgeted in the General Government Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Supports all other county-wide goals” and are now linked to the County Goal, “Be a trusted and well-run county.”

Article V of the Texas Constitution establishes the County Judge’s Office and designates the County Judge as the presiding officer of the Travis County Commissioners Court. The County Judge performs both functional and ceremonial duties on behalf of Travis County and the Commissioners Court, and the County Judge’s Office supports the duties and functions of the County Judge and all County Goals.

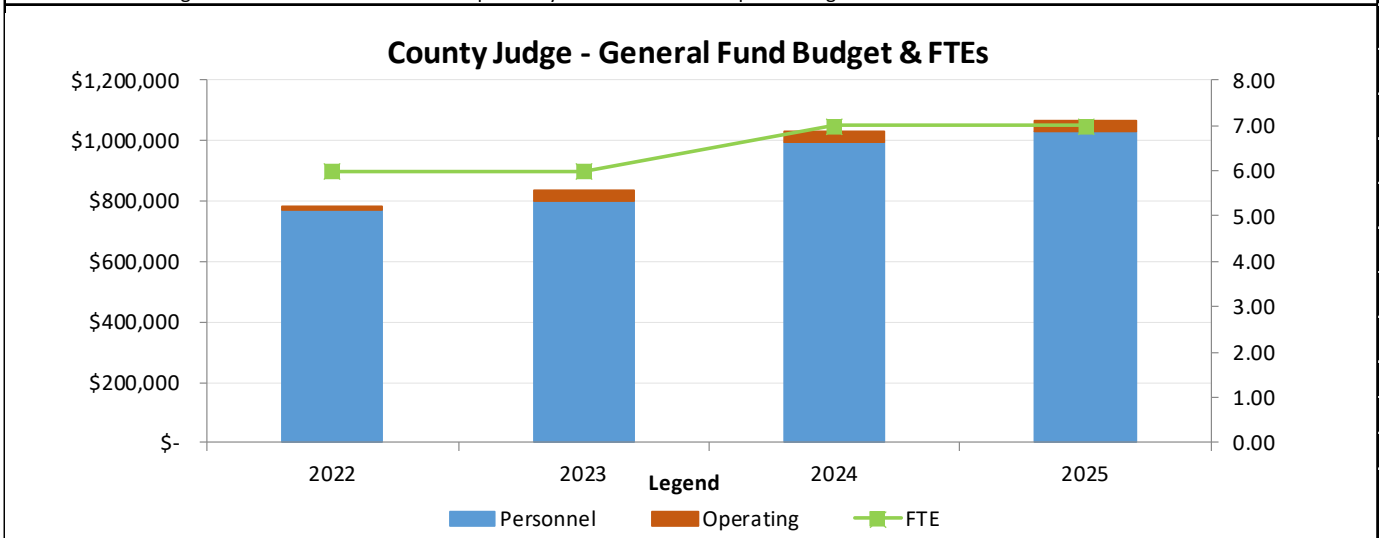
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Executive Assistant – Elected Official	\$117,026	1.00	This is not a program. This was allocated for hiring one FTE to bring the public comment line inhouse rather than outsourcing.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	770,099	801,555	994,529	1,032,250	37,721
Operating	13,050	35,080	33,250	34,000	750
Total (Per&Op)	\$ 783,149	\$ 836,635	\$ 1,027,779	\$ 1,066,250	\$ 38,471
CAR*	-	-	-	-	-
Grand Total	\$ 783,149	\$ 836,635	\$ 1,027,779	\$ 1,066,250	\$ 38,471
FTEs	6.00	6.00	7.00	7.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the County Judge’s Office increased by \$38,471 from the FY 2024 Adopted Budget. This is a 3.7% increase. The majority of the increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 1,025,779	\$ 2,000	\$ -	\$ 1,027,779	7.00	\$ -
Target Budget Changes						
Programmatic	-	(2,000)	-	(2,000)	-	-
Compensation & Benefits	34,005	-	-	34,005	-	-
Total Target Budget Changes	\$ 34,005	\$ (2,000)	\$ -	\$ 32,005	-	\$ -
FY 2025 Target Budget	\$ 1,059,784	\$ -	\$ -	\$ 1,059,784	7.00	\$ -
Budget Submission	\$ 1,059,784	\$ -	\$ -	\$ 1,059,784	7.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Harm Reduction, Overdose Prevention, and Mental Health	-	-	-	-	-	350,000
Jail Diversion Center / Prevention Services	-	-	-	-	-	-
Programmatic Total	\$ -	\$ -	\$ -	\$ -	-	\$ 350,000
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	3,716	-	-	3,716	-	-
Compensation & Benefits Total	\$ 3,716	\$ -	\$ -	\$ 3,716	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	2,750	-	-	2,750	-	-
Administrative & Other Total	\$ 2,750	\$ -	\$ -	\$ 2,750	-	\$ -
Grand Total	\$ 6,466	\$ -	\$ -	\$ 6,466	-	\$ 350,000
FY 2025 Preliminary Budget	\$ 1,066,250	\$ -	\$ -	\$ 1,066,250	7.00	\$ 350,000
Change from FY 2025 Target	\$ 6,466	\$ -	\$ -	\$ 6,466	-	\$ 350,000
Change from FY 2024 Adopted	\$ 40,471	\$ (2,000)	\$ -	\$ 38,471	-	\$ 350,000

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Judges Office includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$2,000 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

ADMINISTRATIVE AND OTHER FUNDING CHANGES

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$2,750 in ongoing operating resources for the Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Judges Office includes the following changes related to compensation and benefits:

Compensation Changes	One-Time	Ongoing	Total
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the	\$ -	\$23,775	\$23,775

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.			
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	8,081	8,081
Resources for health insurance cost increases for FY 2025.	-	3,716	3,716
Update Longevity for Commissioners	-	2,149	2,149
Total Compensation Changes	\$ -	\$37,721	\$37,721

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Office’s budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Harm Reduction, Overdose Prevention, and Mental Health	\$350,000
Total Allocated Reserve Earmarks	\$350,000

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST 01: RAIL ENGINEERING & ADVOCACY PLANNING

<i>Program:</i>	County Judge (101)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	50,000	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 50,000	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 50,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This is a request for a \$50,000 Earmark on the Allocated Reserve for the Greater Austin-San Antonio Corridor Council (GASACC), or similarly situated entity, to create an engineering and advocacy plan for increasing passenger rail service in Travis County and statewide. GASACC or the partner entity would likely request funding from other jurisdictions that might benefit from the plan so it may be funded in an equitable manner. This request is still in the early planning phases, in which additional information is being gathered, so the request may increase or decrease depending on that additional information, particularly on if and to the extent that other jurisdictions are able to contribute to the project.

The Office notes that the Transportation and Natural Resources Department (TNR) does not currently have a position dedicated to passenger rail planning. The Long-Range Planning Division within TNR also focuses primarily on transportation planning within the unincorporated areas of the County. Passenger rail, by contrast, may travel to and through unincorporated parts of the County, but also necessarily travels to and through areas well beyond these areas, typically including stations in cities both in Travis County and other counties. For these reasons, funding for rail planning would fill a critical gap in the County’s ability to bring increased passenger rail service to the community.

Upon funding of this request and project commencement, the partner entity would seek input from experts and stakeholders, including Travis County TNR, to develop a rail plan to increase passenger rail service in Travis County and statewide. It would likely explore conventional, higher-speed, and high-speed routes connecting Austin to the San Antonio, DFW, and Houston areas. The consultant would also work with key transportation entities such as the U.S. Department of Transportation (DOT), Federal Transit Administration (FTA), Federal Railroad Administration (FRA), Texas Department of Transportation (TxDOT), the Capital Area Metropolitan Planning Organization (CAMPO), Council of Governments, and transit entities (for example, in planning for connections from passenger rail to light rail, bus, active transportation, and other “last mile” options). It may also include working with other local jurisdictions to further these same goals.

Further, the partner entity would seek input from experts and stakeholders, including Travis County Intergovernmental Relations (IGR), to develop an advocacy plan for Legislative action that will help increase passenger rail service in Travis County. This may include, for example, working to support state bills to fund rail service or to support grant opportunities for federal funding in support of the same.

The Office states the funding for the engineering and advocacy plan would, importantly, fill a critical and growing gap between the passenger rail and other transit options currently available to Travis County residents and visitors, and the community's expressed desire for these services. Additionally, the Office notes this desire has been expressed most acutely over the past few years with the rollout of the I-35 Capital Express Central Project, where the Commissioners Court received hundreds of constituent emails and public comments voicing opposition to the project and often asking instead for investment in transit options. With the Austin-San Antonio megaregion alone planning to nearly double by the year 2050, the need for safe, efficient, and equitable transportation options within and beyond Travis County is paramount to ensuring economic sustainability and growth along this and other corridors.

This request most directly furthers the County's goal of assuring that mobility is timely, predictable, and safe, as travel by rail is overall more timely, predictable, and safe than an equivalent trip by car. The request also furthers several other County goals, such as those for safety, environmental sustainability, and providing opportunities for those most vulnerable and underrepresented, as passenger rail offers a transportation option for those who may not be able to drive or have access to a car.

BUDGET REQUEST PERFORMANCE MEASURES

The Office did not submit performance measures for this request.

PBO RECOMMENDATION

This was a late request that was not able to be considered for the FY 2025 Preliminary Budget. It was submitted by the County Judge's Office to facilitate additional discussions later in the FY 2025 budget process. As was discussed with the County Judge's Office the \$50,000 request for an Earmark against the Allocated Reserve would help facilitate the development of an engineering and advocacy plan for increasing passenger rail service in Travis County and statewide. The Office believes that should the plan be developed in FY 2025 an FTE may be requested as a part of the FY 2026 budget process that would focus on implementation of said plan.

REQUEST 02: JAIL DIVERSION CENTER / PREVENTION SERVICES

<i>Program:</i>	County Judge (101)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	500,000	-	-	-
Earmark CAR	1,500,000	-	-	-
Total Earmarks	\$ 2,000,000	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 2,000,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Judge’s Office requests to maintain a \$500,000 Earmark as part of the FY 2024 Adopted Budget through FY 2025 to create a Jail Diversion Center and assist with the planning and development of the program and facility. The Office of the County Judge states the proposed Travis County Jail Diversion Center would be focused on serving individuals with serious mental illness or substance use disorders who frequently interact with the criminal justice system, homeless continuum of care services, and acute care medical and mental or behavioral health treatment systems.

The Judges Office states, “People living with mental health and substance use disorders too often land in the criminal legal system because of disruptive or erratic behaviors caused by these conditions that lead to arrest. In many cases, even if no criminal intent existed, laws were broken. This produces a disproportionate number of people with mental health disorders languishing in jails when treatment in the community would have been the better option. The state of Texas woefully under-invests in mental health care and the state mental health hospital system- something they are supposed to do. As a result, our County Jail is the largest mental health facility in the county. This is an unacceptable state of affairs –it places a significant burden on our correctional facility staff and does not help people suffering with serious mental illness or substance use from getting the care they need.”

On March 21, 2022, the Commissioners Court voted unanimously to get to work on the development of a jail diversion center. The Commissioners Court has approved Phase 1 Pilot to begin providing services in the community and learning to inform the longer-term diversion center efforts. This Earmark would help further that work.

BUDGET REQUEST PERFORMANCE MEASURES

The Office did not submit performance measures for this request.

PBO RECOMMENDATION

PBO recommends Earmarks totaling \$68,830,632 for the Jail Diversion Center / Prevention Services consisting of a \$5,000,000 Earmark against the Allocated Reserve and a \$63,830,632 Earmark against the CAR Reserve for the FY 2025 Preliminary Budget. These Earmarks will be listed under the Commissioners Court rather than a particular Commissioners Court Office.

These funds are unspent resources from the Budget Stabilization Reserve in FY 2024 and an unspent balance from a CAR Earmark based on unspent funds from the FY 2023 Budget Stabilization Reserve.

REQUEST 03: HARM REDUCTION, OVERDOSE PREVENTION, AND MENTAL HEALTH

<i>Program:</i>	County Judge (101)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	350,000	350,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 350,000	\$ 350,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 350,000	\$ 350,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

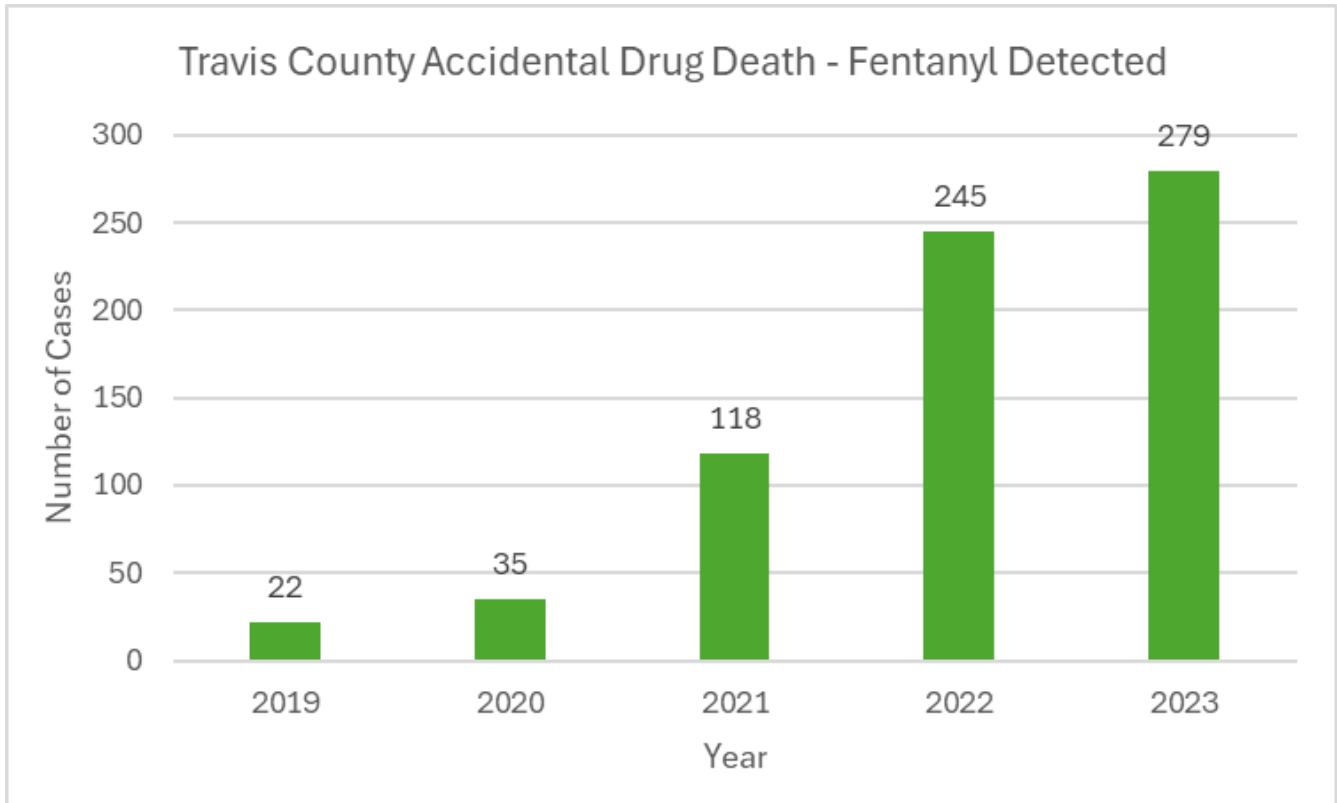
The County Judges Office requests to maintain a \$350,000 Earmark as part of the FY 2024 Adopted Budget through FY 2025 for overdose prevention funds for specific harm reduction strategies and would be accessible to further respond to emerging community needs as reflected in the Medical Examiner’s report and other public health data. The Office states, “More than 5,000 Texans died from a drug overdose from August 2021-2022 and Texas ranks 3rd in number of fatal drug overdoses among all states. Fatal overdoses in Texas increased 76% between 2019-2022, and those involving fentanyl increased 339% from 2019 to 2021.” The \$350,000 Earmark would create an emergency action fund for overdose and suicide prevention that would allow the Commissioners Court to respond to emerging needs.

BUDGET REQUEST PERFORMANCE MEASURES

The Office did not submit performance measures for this request but envisions that this request could be measured by the County’s ability to meet the needs of community-based service providers and reductions in the number of drug overdose deaths.

PBO RECOMMENDATION

On May 23, 2024, the Travis County Medical Examiner’s Office presented its 2023 Annual Report. In this report, the Office noted that the number one cause of accidental death in Travis County was “drug toxicity,” which are overdose deaths, counting for 49 percent of all Travis County accidental deaths. Additionally, the Office presented data highlighting Travis County accidental drug deaths where fentanyl was detected, shown in the following graph.



As seen above, accidental drug deaths where fentanyl was detected totaled 279 in 2023, a 13.9 percent increase over 2022. Although the percent change from 2022 to 2023 was significantly less than the percent change of 107.6 percent increase from 2021 to 2022, the volume of accidental deaths where fentanyl was detected in 2023 is far above that of 2019 at 22. The County Judge’s Office anticipated an increase in the number of cases of accidental drug deaths where fentanyl was involved and continues to support community efforts to expand access to Naloxone, also known as NARCAN, which reverses opioid overdoses.

The Office notes, “creating an emergency fund for overdose prevention is critical because drug overdose deaths have increased substantially in recent years. In 2020, the nation experienced 93,000 such deaths, which was a 30 percent increase in deaths from the previous year. Providing for an emergency fund is even more critical in Travis County, where deaths have increased at an even faster rate: in 2020, there were 262 drug overdose deaths in Travis County, which represents a 36 percent increase from the previous year, and a 47 percent increase from just 2015.” In addition, providing NARCAN to community-serving organizations is exhausted, and community groups are struggling to meet local demand. The Texas Harm Reduction Alliance (THRA), an Austin-based, statewide organization aims to end the drug war and its harms through harm reduction outreach, training, advocacy, and organizing, reports an increase in client service interactions between their outreach team and the drop-in center programs. THRA reports their drop-in center has lines of people waiting outside the door daily - including during inclement weather - sometimes seeing over 70 people in one six-hour shift, with only two dedicated staff members to distribute supplies, perform resource navigation and maintain a safe community space.

PBO recommends the \$350,000 Earmark against the Allocated Reserve continue in FY 2025 as part of the Preliminary Budget. Should part of this Earmark be transferred in FY 2024, the remaining Earmark will be reduced for FY 2025.

County Treasurer (107)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area.....2

Programs & Performance Management2

Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....3

FY 2025 Preliminary Budget Recommendations Summary.....4

Additional Information5

FY 2025 Budget Request Analysis6

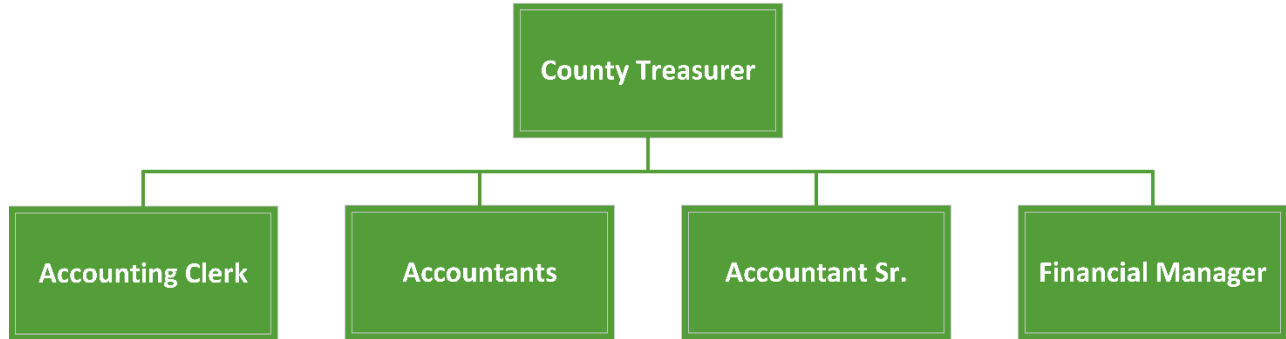
 Request 01: Armored Motor Services6

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The Office of the County Treasurer’s mission statement is “to provide as the Chief Custodian for the safekeeping of all County funds by performing and managing the financial resources within our scope effectively and efficiently while encouraging prudent financial practices.”

The Office of the County Treasurer is budgeted in the General Government Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Supports all other county-wide goals” and are now linked to the County Goal, “Be a trusted and well-run county.”

COUNTY TREASURER:

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of receipts deposited within two working days	100%	100%	100%	100%	100%
# of warrants drawn on controlled disbursement account allowing for immediate use of excess funds for investing	19,771	22,000	25,000	22,000	25,000
# of cash receipts processed	10,047	12,500	15,000	12,500	15,000
# of warrants (jury claims) processed	6,425	10,000	12,000	10,000	12,000
Service fee retained for prompt filing of state reports	\$195,600	\$200,000	\$200,000	\$200,000	\$200,000
# of reports filed	8	8	8	8	8
% by which County assets are collateralized	201%	210%	210%	210%	210%

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure	Projected FY 2026 Measure
# of bank accounts requiring collateral	100	100	100	100	100

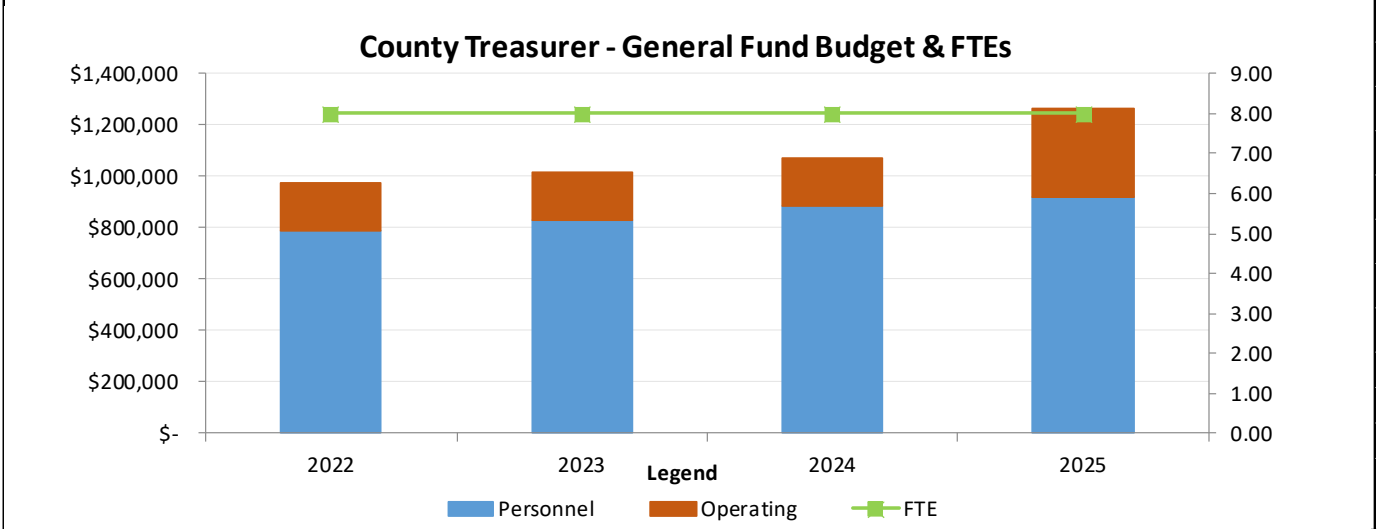
The primary objective of the County Treasurer’s Office is to provide for the safekeeping of all county funds by performing as the chief custodian of County finances, which is a mandated function. This program reports three outcome measures: warrants drawn on controlled disbursement account allowing for immediate use of excess funds for investing, service fee retained for prompt filling of state reports, and percent by which County assets are collateralized. The Treasurer’s Office workload is anticipated to remain stable over the next few fiscal years as reflected by the performance measures.

The County Treasurer program is a mandated function of the County. Local Government Code Section 113.001 states, “The county treasurer, as chief custodian of county funds, shall keep in a designated depository and shall account for all money belonging to the county.”

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	788,852	832,016	887,098	921,444	34,346
Operating	186,901	186,901	186,901	345,896	158,995
Total (Per&Op)	\$ 975,753	\$ 1,018,917	\$ 1,073,999	\$ 1,267,340	\$ 193,341
CAR*	-	-	-	-	-
Grand Total	\$ 975,753	\$ 1,018,917	\$ 1,073,999	\$ 1,267,340	\$ 193,341
FTEs	8.00	8.00	8.00	8.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the County Treasurer’s Office increase by \$193,341 from the FY 2024 Adopted Budget. This is an 18.0% increase. The majority of the increase was in the operating budget due to an ongoing cost increase in the Office’s Armored Motor Services contract to provide secure handling of cash for County-wide offices.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 1,073,999	\$ -	\$ -	\$ 1,073,999	8.00	\$ -
Target Budget Changes						
Compensation & Benefits	30,099	-	-	30,099	-	-
Total Target Budget Changes	\$ 30,099	\$ -	\$ -	\$ 30,099	-	\$ -
FY 2025 Target Budget	\$ 1,104,098	\$ -	\$ -	\$ 1,104,098	8.00	\$ -
Budget Submission	\$ 1,104,098	\$ -	\$ -	\$ 1,104,098	8.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Armored Motor Services	157,000	-	-	157,000	-	-
Programmatic Total	\$ 157,000	\$ -	\$ -	\$ 157,000	-	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	4,247	-	-	4,247	-	-
Compensation & Benefits Total	\$ 4,247	\$ -	\$ -	\$ 4,247	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	1,995	-	-	1,995	-	-
Administrative & Other Total	\$ 1,995	\$ -	\$ -	\$ 1,995	-	\$ -
Grand Total	\$ 163,242	\$ -	\$ -	\$ 163,242	-	\$ -
FY 2025 Preliminary Budget	\$ 1,267,340	\$ -	\$ -	\$ 1,267,340	8.00	\$ -
Change from FY 2025 Target	\$ 163,242	\$ -	\$ -	\$ 163,242	-	\$ -
Change from FY 2024 Adopted	\$ 193,341	\$ -	\$ -	\$ 193,341	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the County Treasurer’s Office includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

The FY 2025 Preliminary Budget for the County Treasurer’s Office includes the following increases:

<i>Programmatic Recommendations</i>	One-Time	Ongoing	Total	FTEs
Armored Motor Services	\$-	\$157,000	\$157,000	-
Total Programmatic Recommendations	\$-	\$157,000	\$157,000	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$1,995 in ongoing operating resources for the Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the County Treasurer’s Office includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$23,240	\$23,240
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	6,859	6,859
Resources for health insurance cost increases for FY 2025.	-	4,247	4,247
Total Compensation Changes	\$-	\$34,346	\$34,346

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, the Office has one fee it charges and one revenue generating contract it manages. Of those, none are being proposed by the Office for adjustment in FY 2025.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST 01: ARMORED MOTOR SERVICES

<i>Program:</i>	County Treasurer (107)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	157,671	157,000	157,000	157,000
Subtotal	\$ 157,671	\$ 157,000	\$ 157,000	\$ 157,000
Capital	-	-	-	-
Dpt Total	\$ 157,671	\$ 157,000	\$ 157,000	\$ 157,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 157,671	\$ 157,000	\$ 157,000	\$ 157,000

DEPT. SUMMARY OF REQUEST

The Office of the County Treasurer received requests from many County offices/departments for the daily pickup of funds provided by armored motor services, a more frequent schedule than prior years. To meet the needs of the County, Commissioners Court approved a new contract with Garda CL Southwest, Inc. on January 23, 2024, to provide the requested services. However, changes in the daily pickup schedule along with inflationary cost increases has led to a significant increase in costs. Therefore, the Office of the County Treasurer is requesting \$157,000 in ongoing resources for this purpose in FY 2025 to meet the increased costs.

BUDGET REQUEST PERFORMANCE MEASURES

The Office did not submit any performance measures for this request.

PBO RECOMMENDATION

PBO recommends \$157,000 of ongoing resources to cover the increased costs associated with armored motor services as part of the FY 2025 Preliminary Budget. The FY 2024 Adopted Budget includes \$171,369 budgeted directly within the County Treasurer’s Office for armored motor services. Historically, the annual cost of this service has been well under budget. However, changes in the daily pickup schedule along with inflationary cost increases has led to a significant increase in costs. To meet the needs of the County, Commissioners Court approved a new contract with Garda CL Southwest, Inc. on January 23, 2024, to provide the requested services. Upon commencement of this new contract, estimated expenditures were expected to exceed the budgeted amount for FY 2024 by \$99,097 and a one-time transfer from a \$5,000 Earmark against the Allocated Reserve for this amount was coordinated by PBO in conjunction with the County Treasurer’s Office to ensure timely deposit of funds and fulfillment of payment for armored motor services for the remainder of FY 2024.

In FY 2025 costs associated with this contract will remain higher than in previous years due to the increased level of service provided. Additionally, there are fees associated with the contract that may cause fluctuations in costs month to month; a fuel surcharge of 1 percent of the base rate for the month is added for every \$0.25 per gallon national average diesel fuel price over \$3.75 per gallon, based on a 3-week rolling average. Further, an excess time fee of \$4.95 per minute is applied for each additional minute beyond 10 minutes required for each pickup at each Department. All considered, PBO estimates that

a monthly cost of approximately \$26,770 can be expected to account for fluctuations in fees and other miscellaneous cost increases. This amount totals \$321,236 annually, \$149,867 over the budget allocation for this purpose. PBO recommends that the requested \$157,000 be included on an ongoing basis in FY 2025, the additional \$7,133 provides a contingency for any future changes in service.

Criminal Courts (124)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	4
FY 2025 Preliminary Budget Recommendations Summary	5
Additional Information	7
FY 2025 Budget Request Analysis	8
Request #1: ARPA Court – Court Reporter and Judicial Aide	8
Request #4: Transformative Youth Justice – Case Workers	14
Request #5: Maintenance of Current Efforts (MOCE)	16
Request #Unranked: CAFA – Interpreters for 24/7 Operations	18
Request #Unranked: Magistrate Judge for New Magistrate Court	20

Additional requests are analyzed in the write-up for Department 194, Criminal Courts Legally Mandated Fees

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Criminal Courts is to provide a judicial forum in which misdemeanor and felony cases may be resolved in keeping with the laws of the State of Texas.

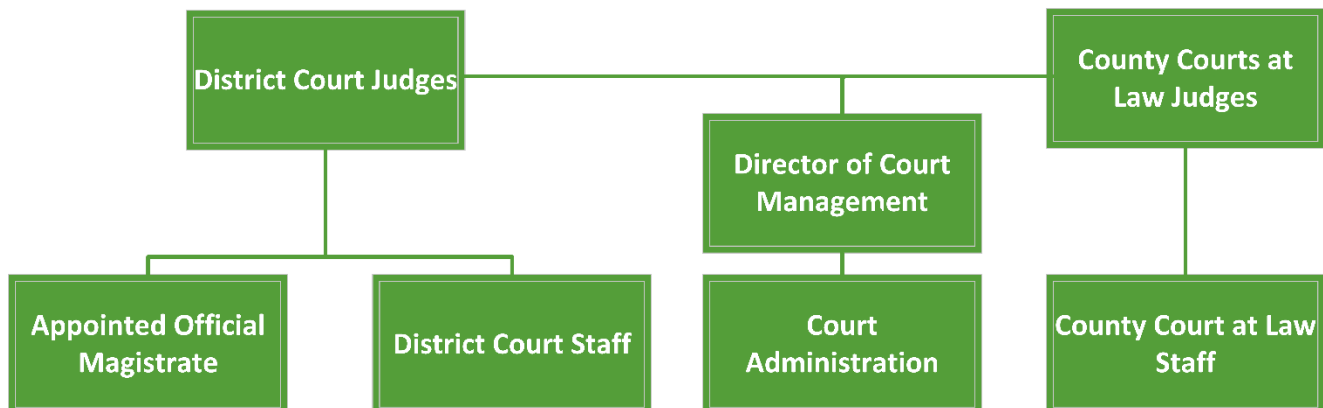
The Department has identified the following departmental goals:

- Create an efficient and fair system for the disposition of felony and misdemeanor cases;
- Support the Courts and broader justice system through smart technology and innovative approaches to system efficiency;
- Provide appropriate programs/dockets for our diverse populations; and
- Enhance visibility and transparency of the Court System.

This aligns with the new County goal “Be a trusted and well-run county” and “Promote economic well-being and racial, ethnic and economic equity.”

The Department is budgeted in the Justice System Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes” and are now linked to the County Goal, “Provide services that support the safety of people in the community.”

DISTRICT COURTS:

The goal of the District Courts is “To create an efficient and fair system for the disposition of felony cases.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of cases in specialty court programs/dockets	900	2,506	2,500	2,500	2,500
% of cases disposed w/in 180 days	55%	72%	70%	60%	60%
Cases reaching the dockets	9,381	8,582	10,000	12,000	13,000
Clearance rate	85%	102%	100%	108%	107%
Total # of dispositions	8,035	10,088	10,000	12,000	12,000

The District Courts are statutorily mandated. The program identifies “percent of cases disposed w/in 180 days”, “Clearance Ratio > 90 percent (Y=1, N=0)” and “percent of attorneys evaluated competency” as outcome measures. In FY 2022, the District Courts did not achieve a clearance rate greater than 90% due to the backlog of cases as a result of the COVID-19 pandemic however, in FY 2023 the clearance rate exceeded 100%, showing that the District Courts have begun addressing the backlog of cases. Also as seen in the measures, the District Courts anticipate that they continue addressing the felony case backlog in future years, noting the impact that the pandemic had on the Criminal Justice System.

In addition, the District Courts have experienced a significant increase in “# of cases in specialty court programs/dockets” related to the shift in focus to diversion programs and courts. As diversion programs and specialty courts efforts are further developed, the Department may need additional resources to address the increase of defendants and participants.

COUNTY COURTS:

The goal of the County Courts is “To create an efficient and fair system for the disposition of misdemeanor cases.”

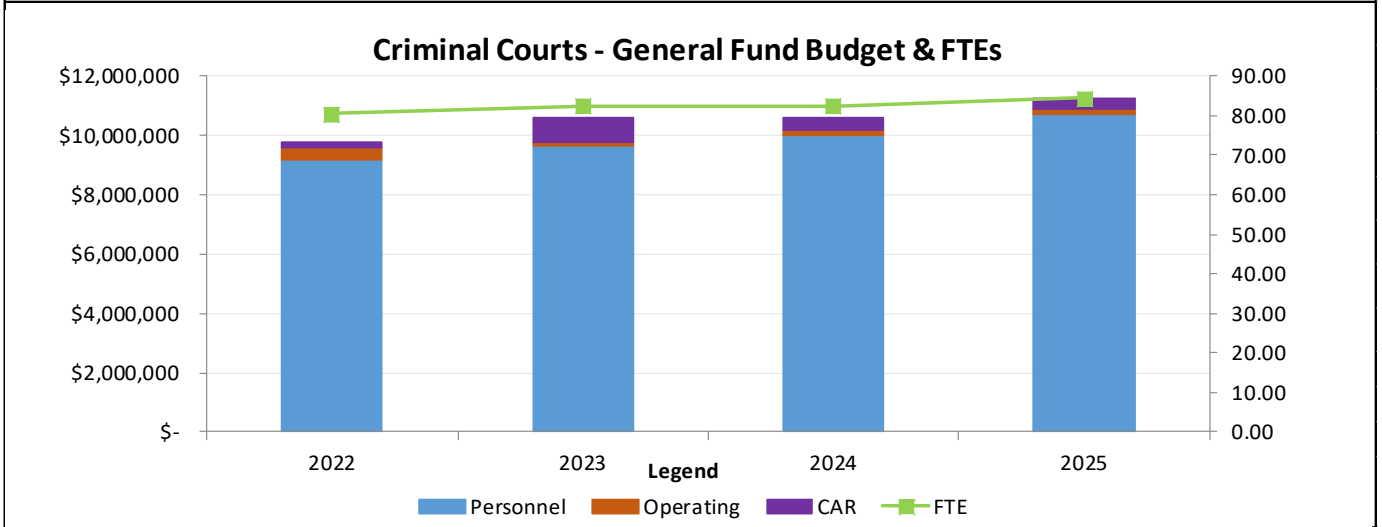
<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of cases in specialty court programs/dockets	3,009	3,984	5,500	6,500	6,500
Cases reaching the dockets	11,847	13,459	15,000	15,000	15,000
Clearance rate	174%	132%	140%	140%	140%
Total # of dispositions	20,661	17,793	18,000	18,000	18,000

The County Courts are statutorily mandated. The program identifies “percent of attorneys evaluated for competency” and “Clearance Ratio > 90 percent (Y=1, N=0)” as outcome measures. The Department states that efficiency is measured by the time it takes to dispose cases and how well the courts can keep up with the workloads that are assigned to them. The County Courts continue to experience clearance rates exceeding 100%, indicating that the Courts are addressing the backlog of cases as a result of the COVID-19 pandemic. The addition of the grant-funded ARPA Court has also assisted with the County Courts ability to address the case backlog. This funding will be expended at the end of FY 2024.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	9,176,966	9,627,341	10,007,901	10,720,872	712,971
Operating	409,267	145,912	187,365	198,086	10,721
Total (Per&Op)	\$ 9,586,233	\$ 9,773,253	\$ 10,195,266	\$ 10,918,958	\$ 723,692
CAR*	170,049	819,822	426,158	329,373	(96,785)
Grand Total	\$ 9,756,282	\$ 10,593,075	\$ 10,621,424	\$ 11,248,331	\$ 626,907
FTEs	80.50	82.50	82.50	84.50	2.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the Criminal Courts increased by \$626,907 from the FY 2024 Adopted Budget. This is a 5.9 percent increase. The increase was in the personnel due to FY 2024 compensation that was originally budgeted in the compensation reserve. There was also a net decrease in the capital budget.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 10,195,266	\$ -	\$ 426,158	\$ 10,621,424	82.50	\$ -
Target Budget Changes						
Compensation & Benefits	289,279	-	-	289,279	-	-
Administrative & Other	-	-	(426,158)	(426,158)	-	-
Total Target Budget Changes	\$ 289,279	\$ -	\$ (426,158)	\$ (136,879)	-	\$ -
FY 2025 Target Budget	\$ 10,484,545	\$ -	\$ -	\$ 10,484,545	82.50	\$ -
Budget Submission	\$ 10,484,545	\$ -	\$ -	\$ 10,484,545	82.50	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Maintenance of Current Efforts (MOCE) for Criminal Courts	-	-	329,373	329,373	-	-
ARPA Court - Court Reporter and Judicial Aide Specialist	162,854	100,602	-	263,456	1.00	-
Transformational Youth Justice - Case Workers	81,311	-	-	81,311	1.00	-
Programmatic Total	\$ 244,165	\$ 100,602	\$ 329,373	\$ 674,140	2.00	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	43,797	-	-	43,797	-	-
PBO Correction - Judicial Longevity for County Court #4	17,564	-	-	17,564	-	-
PBO Correction - Judicial Longevity for County Court #9	17,564	-	-	17,564	-	-
Compensation & Benefits Total	\$ 78,925	\$ -	\$ -	\$ 78,925	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	10,721	-	-	10,721	-	-
Administrative & Other Total	\$ 10,721	\$ -	\$ -	\$ 10,721	-	\$ -
Grand Total	\$ 333,811	\$ 100,602	\$ 329,373	\$ 763,786	2.00	\$ -
FY 2025 Preliminary Budget	\$ 10,818,356	\$ 100,602	\$ 329,373	\$ 11,248,331	84.50	\$ -
Change from FY 2025 Target	\$ 333,811	\$ 100,602	\$ 329,373	\$ 763,786	2.00	\$ -
Change from FY 2024 Adopted	\$ 623,090	\$ 100,602	\$ (96,785)	\$ 626,907	2.00	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Criminal Courts includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Resources added for a 1.0 Court Reporter FTE and one Judicial Aide Specialist Special Project Worker (SPW) for two years, with an end date of September 30, 2026 to assist with ARPA Court operations.	\$100,602	\$162,854	\$263,456	1.00
Resources added for 1.0 Case Worker FTE to support the increased need within the TYJ program	81,311	-	81,311	1.00
Total Programmatic Recommendations	\$181,931	\$162,854	\$344,767	2.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Criminal Courts includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Travel and Training Restoration	\$-	\$10,721	\$10,721	0.0
Total Administrative and Other Funding Changes	\$-	\$10,721	\$10,721	0.0

Included in the FY 2025 Preliminary Budget is a 50 percent restoration of travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the county budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$10,721 in ongoing operating resources for the Criminal Courts. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Criminal Courts includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$289,279	\$289,279
Resources for judicial longevity due to the increased tenure of Judges for County Courts #4 and #9.	-	35,128	35,128
Resources for health insurance cost increases for FY 2025.	-	43,797	43,797
Total Compensation Changes	\$-	\$368,204	\$368,204

FY 2024 compensation adjustments were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$329,373 for the Department. There was a reduction of \$426,158 to remove one-time funding for prior year capital funded projects. This is a net \$96,785 decrease compared to the amount budgeted in the FY 2024 Adopted Budget. FY 2025 Preliminary Budget recommended CAR funding includes:

<i>Capital Funding Recommendations</i>	<i>Total</i>
Maintenance of Current Efforts (MOCE) related to technology and software needs in the Criminal Courts.	\$329,373
Total Capital Funding Recommendations	\$329,373

ADDITIONAL INFORMATION

FUTURE CONSIDERATIONS

On April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk's Office, the County Attorney's Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney's Office, the Public Defender's Office (PDO), the District Clerk's Office, and the Sheriff's Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a holistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss our draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop potential options for the Commissioner Court to consider for funding depending on how CAFA could be implemented in FY 2025, based on the roles of the County and the City of Austin.

The Criminal Courts anticipate annual capital requests related to the maintenance of current effort regarding technology. Estimates for the requests are as follows:

- FY 2026: \$345,000
- FY 2027: \$355,000
- FY 2028: \$365,000
- FY 2029: \$375,000
- FY 2030: \$385,000

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: ARPA COURT – COURT REPORTER AND JUDICIAL AIDE

<i>Program:</i>	District Courts Division (124)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	1.00	1.00	1.00
Personnel	263,456	263,456	263,456	162,854
Operating	-	-	-	-
Subtotal	\$ 263,456	\$ 263,456	\$ 263,456	\$ 162,854
Capital	-	-	-	-
Dpt Total	\$ 263,456	\$ 263,456	\$ 263,456	\$ 162,854
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 263,456	\$ 263,456	\$ 263,456	\$ 162,854

DEPT. SUMMARY OF REQUEST

The Criminal Courts requested a Magistration Court to continue the American Rescue Plan Act (ARPA) funded Court, which has assisted the criminal court judges in handling their heavy caseload, when that funding ends. PBO suggested continuing the ARPA Court to address the still remaining backlog of criminal cases due to the pandemic. The Department is now requesting the funds to continue the program through the end of the fiscal year 2025. The Department states that this ARPA Court will further the goal of creating an efficient and fair system for the disposition of felony cases by reaching cases earlier, facilitating prosecution and defense in quicker court appearances and hearings, and helping ease the backlog of jury trials for the criminal courts.

BUDGET REQUEST PERFORMANCE MEASURES

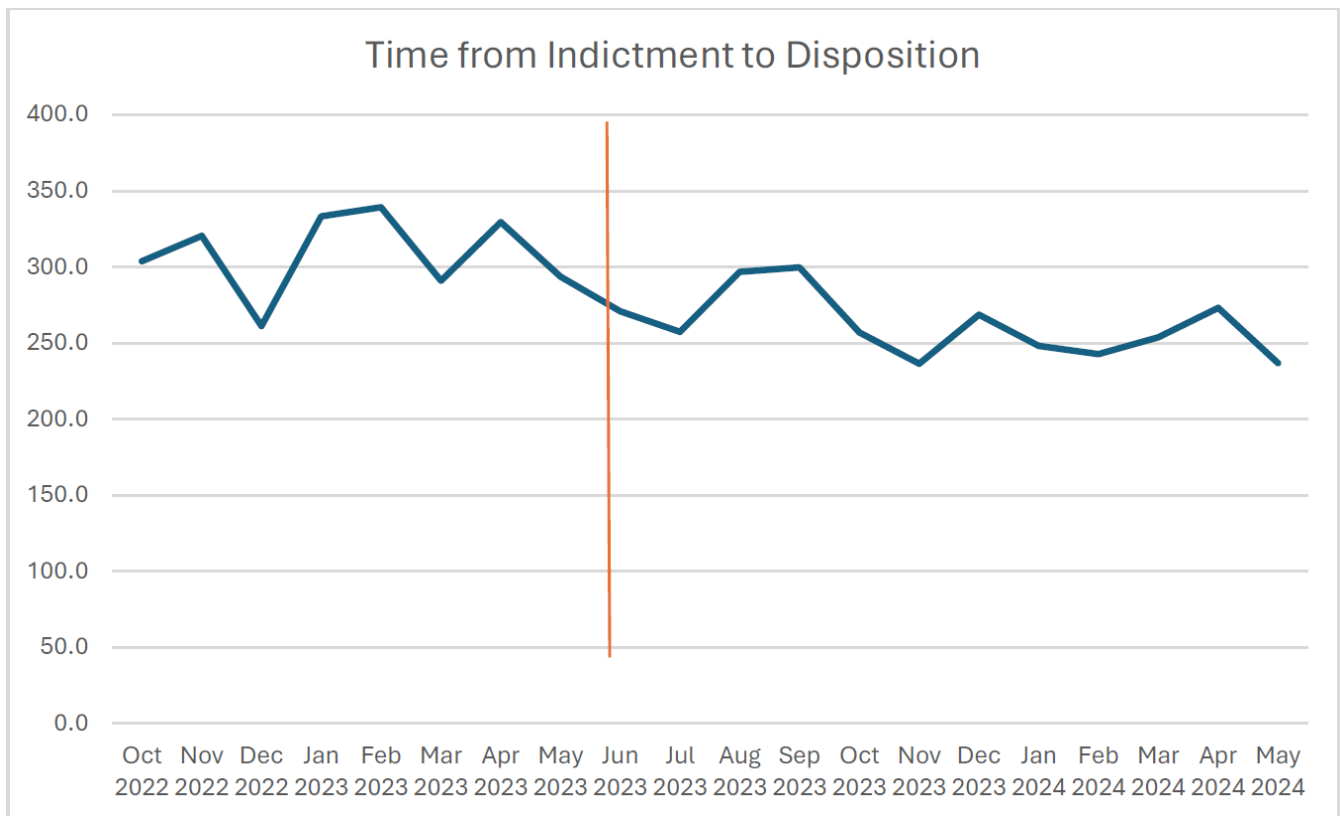
<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Cases reaching the dockets	3,009	3,400	3,984	4,000	12,000	13,000
Total # of dispositions	-	-	-	-	12,000	12,000
# Cases disposed ÷ # district courts	-	-	-	-	1,091	1,091
Cases on dockets each September 30th	-	-	-	-	12,000	12,000

PBO RECOMMENDATION

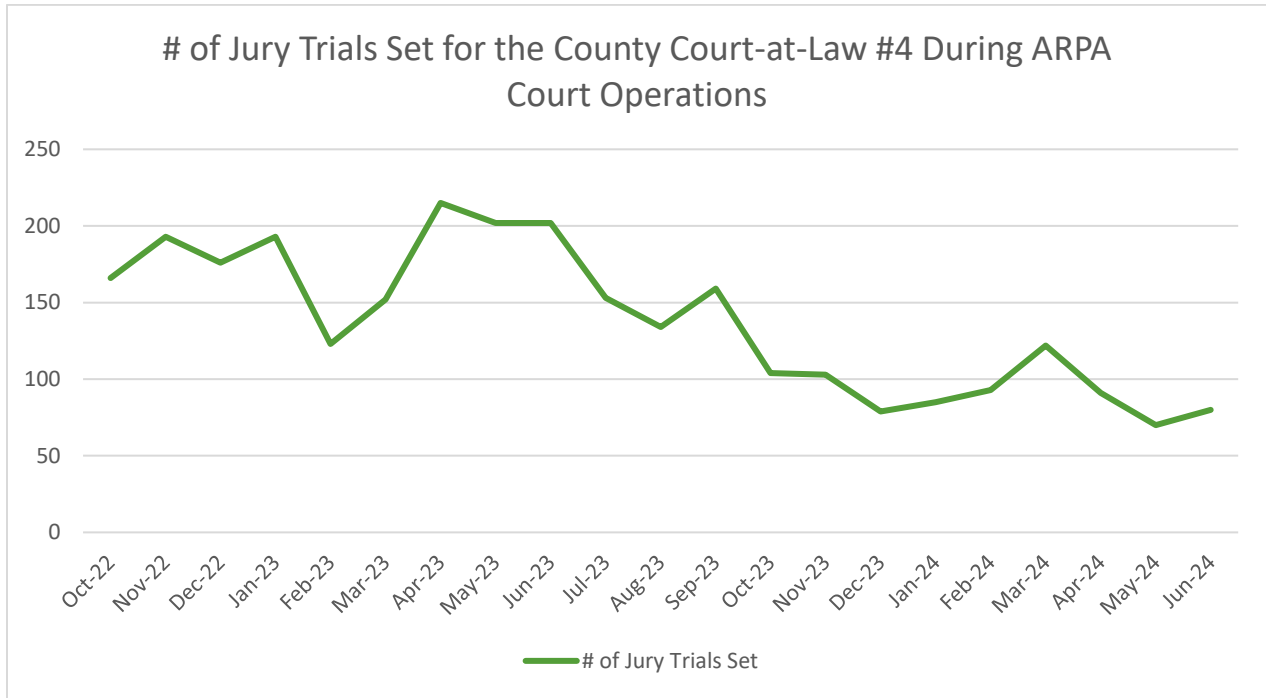
In FY 2022, the Travis County Commissioners Court approved a contract with the Texas Judiciary to receive funds appropriated from the federal American Rescue Plan Act (ARPA). The grant period was from October 1, 2022, through March 31, 2024. This

grant assisted Travis County Criminal Courts with the backlog of cases caused by the COVID-19 pandemic and funded six positions, including: 1) an investigator for the County Attorney's Office, 2) a Case Worker in the Public Defender's Office, 3) a Court Clerk II in the District Clerk's Office, 4) a Court Clerk II in the County Clerk's Office, 5) a Judicial Aide Specialist (Court Coordinator), and 6) a contracted Court Reporter within the Criminal Courts, which was converted to a full-time position because of the needs of the ARPA Court. Funding was also allocated for contract interpreters, visiting judges, and other operating needs.

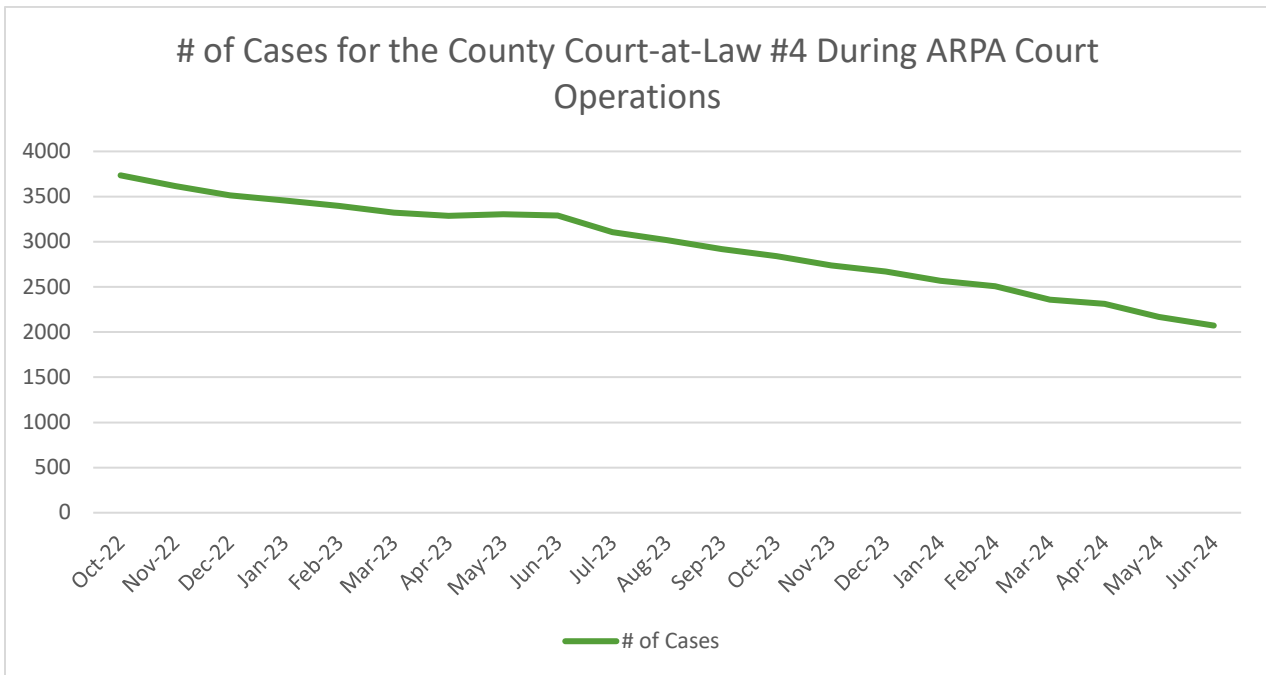
Since its implementation, the Criminal Courts note that the ARPA Court has assisted with the disposition of cases and unindicted case backlog because of COVID. Per data provided by the Criminal Courts, of Felony cases set on the Unindicted Docket in the ARPA Court, 23 percent are disposed of within 30 days of setting, and 35 percent are moved to a pretrial diversion program. The Department also notes the time, in days, to disposition decreased since the introduction of the Unindicted Docket for all felony cases, as shown in the table provided by the Criminal Courts below.



The Criminal Courts note the ARPA Court assisted with Felony cases set on the Jury Docket, specifically for Family Violence cases in County Court-at-Law 4, and notes that 49 percent of Felony cases set on this docket are disposed of within 30 days of the setting date, compared to a 28 percent disposition rate for regular dockets. Jury trials for the County Court-at-Law 4 also decreased by 52 percent since the implementation of the ARPA Court. The following table notes the reduced decrease in the number of Jury trials set for this court due to the assistance of the ARPA Court.



Due to the implementation of the ARPA Court, the County Court-at-Law 4 has a reduced caseload. The Department notes the County Court-at-Law 4 caseload decreased by 45 percent, as indicated in the following table.



Beginning in April 2024, CAFA test shifts began operating the Auxiliary (AUX) Courtroom of the Blackwell-Thurman Criminal Justice Complex (CJC), which is where the ARPA Court had been holding operations. However, the Criminal Courts note this has not slowed ARPA Court operations, as the Department uses empty courtrooms on a rotating basis to continue ARPA Court operations. The Department is willing to continue using vacant courtroom space on a rotating basis due to CAFA test shifts. The area of the Travis County Jail identified to conduct CAFA will need to undergo repairs and renovations beginning in June 2024. These repairs and renovations could take approximately 18 months before the space can be utilized to conduct CAFA. PBO will work with Facilities Management, the Travis County Sheriff's Office (TCSO), and other relevant stakeholders Offices, and Departments to provide updates to the Commissioners Court on the progress of these repairs as needed.

The Criminal Courts worked with the Grantor to extend the continuation of these grant-funded positions and identified grant savings to fund the positions until approximately September 2024. The FY 2024 Adopted Budget includes a \$305,495 Earmark against the Allocated Reserve for the continuation of the ARPA Court so these positions and operations could continue for the remainder of FY 2024. The County Attorney's Office, the County Clerk's Office, the Criminal Courts, the District Clerk's Office and the Public Defender's Office requested to continue these positions for FY 2025. The following table notes the resources requested by each Office and Department for FY 2025.

FY 2025 Requested Resources to Continue the ARPA Court

<i>Department/Office</i>	<i>One-time Personnel</i>	<i>One-time Operating</i>	<i>CAR/ITS</i>	<i>Total One-time</i>	<i>Ongoing Personnel</i>	<i>Ongoing Operating</i>	<i>Total Ongoing</i>	<i>Total</i>	<i>FTEs</i>
County Attorney	\$-	\$-	\$104,508	\$104,508	\$115,037	\$3,000	\$118,037	\$222,545	1.00
County Clerk	76,808	-	-	76,808	-	-	-	76,808	1.00
Criminal Courts	263,456	-	-	263,456	-	-	-	263,456	0.00
Criminal Courts LMF	-	150,475	-	150,475	-	-	-	150,475	0.00
District Clerk	76,808	-	-	76,808	-	-	-	76,808	1.00
Public Defender's Office	-	-	2,600	2,600	81,311	2,800	84,111	86,711	1.00
Total	\$417,072	\$150,475	\$107,108	\$674,655	\$196,348	\$5,800	\$202,148	\$876,803	4.00

FY 2025 requested resources for the ARPA Court total \$876,803 and 4.0 FTEs. This includes \$613,420 of personnel resources, \$5,800 of ongoing operating resources, \$150,475 of one-time operating resources and \$107,108 of CAR/ITS resources.

The County Attorney's Office requested \$222,545 and 1.0 FTE. This includes \$115,037 in personnel funding for a 1.0 Investigator FTE, along with \$3,000 in ongoing operating resources for supplies, travel and training associated with this position. The request includes \$104,508 in CAR/ITS funding for a law enforcement vehicle and radio equipment.

The County Clerk's Office requested \$76,808 in personnel resources for the conversion of the Court Clerk II SPW to a full FTE (1.0 FTE) to continue supporting the ARPA Court operations.

The Criminal Courts requested a total of \$413,931 and 2.0 SPWs. This includes \$100,602 of one-time personnel resources for a Judicial Aide Specialist to serve as a Court Coordinator and \$162,854 of one-time personnel resources for a Court Reporter to support continued ARPA Court operations. The Criminal Courts also requested \$150,475 in one-time operating resources for contracted visiting judges to be budgeted in the Criminal Courts Legally Mandated Fees Department.

The District Clerk's Office requested \$76,808 in personnel resources for the conversion of the Court Clerk II SPW to a full FTE (1.0 FTE) to continue supporting the ARPA Court operations.

Lastly, the Public Defender’s Office requested \$86,711 and 1.0 FTE. This includes \$81,311 of personnel resources, \$2,800 of ongoing operating resources for travel and equipment costs and \$2,600 in one-time centrally budgeted resources for computer of phone equipment related to the conversion of the Case Worker SPW position into a full FTE (1.0 FTE).

The Department further notes, “The ARPA Court will allow the Travis County criminal justice system to keep pace with an expanding population and backlogged cases reaching the docket. It will allow the Criminal Courts to maintain and improve the clearance rates of cases and the percentage of Felony cases disposed within 180 days.” PBO recommends the continuation of the ARPA Court in order to continue providing this level of service and addressing the criminal case backlog.

The following table notes PBO recommended resources for ARPA Court operations.

FY 2025 Recommended Resources to Continue the ARPA Court

<i>Department/Office</i>	<i>One-time Personnel</i>	<i>One-time Operating</i>	<i>CAR/ITS</i>	<i>Total One-time</i>	<i>Ongoing Personnel</i>	<i>Ongoing Operating</i>	<i>Total Ongoing</i>	<i>Total</i>	<i>FTEs</i>
County Attorney	\$-	\$-	\$-	\$-	\$115,037	\$3,000	\$118,037	\$118,037	1.00
County Clerk	76,808	-	-	76,808	-	-	-	76,808	0.00
Criminal Courts	100,602	-	-	100,602	162,854	-	162,854	263,456	1.00
Criminal Courts LMF	-	-	-	-	-	-	-	-	0.00
District Clerk	76,808	-	-	76,808	-	-	-	76,808	0.00
Public Defender’s Office	81,311	2,800	-	84,111	-	-	-	84,111	0.00
Total	\$335,529	\$2,800	\$-	\$338,329	\$277,891	\$3,000	\$280,891	\$619,220	2.00

*PBO recommends a \$100,000 one-time Earmark against the Allocated Reserve for Visiting Judges to assist with judicial duties for ARPA Court proceedings.

FY 2025 recommended resources for the ARPA Court total \$619,220 and 2.0 FTEs. This includes \$613,420 of personnel resources and \$5,800 of operating resources. PBO also recommends \$100,000 one-time Earmark against the Allocated Reserve for Visiting Judges to assist with judicial duties for ARPA Court proceedings.

PBO recommends \$118,037 of ongoing personnel and operating resources to convert an Investigator SPW to 1.0 FTE within the County Attorney’s Office. This investigator will continue to support the County Attorney’s efforts to reconnect disengaged defendants with the court system. PBO does not recommend funding for a vehicle or radios for this position and recommends that the position continue utilizing the loaner vehicle provided by TNR and the radio provided from the County Attorney’s Office internal inventory.

PBO also recommends a total of \$263,456 of personnel resources for the Criminal Courts. This includes \$162,854 of ongoing personnel resources for 1.0 Court Reporter FTE to not only continue supporting ARPA court operations but to also provide ongoing court reporting support for all the Criminal Courts. Also included is \$100,602 of one-time personnel resources for a 1.0 Judicial Aide Specialist SPW for a two-year period, with an end date of September 30, 2026, to continue supporting the ARPA Court.

Furthermore, PBO recommends \$153,616 in one-time personnel funding for two two-year Court Clerk II SPWs with an end date of September 30, 2026, one each within the District Clerk’s Office and the County Clerk’s Office.

PBO recommends a total of \$84,111 in one-time resources, including \$81,311 in personnel and \$2,800 in associated operating resources, to support the continuation of the ARPA Court Case Worker SPW in the Public Defender's Office for two additional years with an end date of September 30, 2026.

Lastly, PBO recommends a \$100,000 Earmark against the Allocated Reserve for contracted Visiting Judges to assist with ARPA court judicial proceedings. Typically, the State of Texas contributes funding for District visiting judges, which has resulted in a remaining balance in previous years for the Criminal Courts Visiting Judge budget. PBO recommends that the Department first utilize their current Visiting Judge budgeted resources before requesting to access these earmarked funds. Because a major part of this Court's function is to support efforts to reduce backlog in the courts, PBO acknowledges the potential need for additional resources.

REQUEST #4: TRANSFORMATIVE YOUTH JUSTICE – CASE WORKERS

<i>Program:</i>	County Courts Division (124)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	1.00	1.00	1.00
Personnel	162,624	81,311	81,311	81,311
Operating	-	-	-	-
Subtotal	\$ 162,624	\$ 81,311	\$ 81,311	\$ 81,311
Capital	5,880	-	-	-
Dpt Total	\$ 168,504	\$ 81,311	\$ 81,311	\$ 81,311
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 168,504	\$ 81,311	\$ 81,311	\$ 81,311

DEPT. SUMMARY OF REQUEST

The Criminal Courts request two case worker positions to assist with Judge Hernández’ Transformative Youth Justice (TYJ) program, a misdemeanor court-led diversion program for individuals ages of 17-20.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of cases in specialty court programs/dockets	3,009	3,400	3,984	4,000	6,500	6,500
<i>New Measures</i>						
Number of People Supervised by the Worker	-	-	-	-	60	60
Number of People Successfully Completing Program	-	-	90	90	110	130

PBO RECOMMENDATION

County Court-at-Law #6 of the Criminal Courts operates the Transformative Youth Justice (TYJ) Program. The Department states, “The TYJ program addresses the specialized needs of young people who are justice involved, utilizing a holistic community-centered approach to provide participants with developmentally-appropriate support, intervention, and mentorship with a collaborative team of specially trained prosecutors, defense attorneys, community stakeholders, advocates, and service providers. If successful, the youth participants can resolve their case with a dismissal.” Emerging adults (17-24 years old) are disproportionately represented in both the Travis County justice system and in the Travis County jail population and have a statewide recidivism rate of 75 percent. The Department states that TYJ has recorded a 10 percent recidivism rate for graduates of their program. The Department further notes that, “TYJ statistics, as well as current best practice case studies and research, demonstrate lower revocation and incarceration rates when a system-impacted youth

has a case worker. Additionally, diversion programming, like TYJ, results in a reduction in the number of young people incarcerated which costs the County \$59.00 per person per day. Since January 2023, the recidivism rate for TYJ has remained under 10%.”

The program was restructured in the last year under the current Presiding Judge and now develops individualized plans for each participant based on the alleged offense and the specific needs of the participant. The Department notes this change resulted in a 188 percent increase of participants from last year and can be, “time-consuming, and requires many combined efforts.” Currently, the Department records a 5-10 participant graduation rate per month. The Department also anticipates the number of participants will grow and will require the assistance of at least two additional Case Workers. For reference, Case Workers for other comparable specialty programs such as the Veterans Treatment Court in the 450th Criminal District Court and Project Engage in the 403rd Criminal District Court have an active caseload of 32 participants and 27 participants, respectively. The Case Worker for the TYJ program in the County Court-at-Law #6 has a caseload of 119 participants. This is nearly five times greater than the caseload for the other comparable programs. In addition, per the Adult Drug Court Best Practice Standards, Vol. II, Section P.53 Supervision of Caseloads, which provides the model for developing Specialty Courts and programs recommends a supervision caseload ratio no greater than 50:1.

PBO recommends ongoing funding for 1.0 Case Worker FTE to support the Transformative Youth Justice program. This Case Worker will allow the Department to better serve the growing number of program participants and further tailor individualized plans for participants, all while working to maintain a supervision caseload ratio no greater than 50:1. The Transformative Youth Justice Program is aligned with the Commissioner Court priorities related to diversion within the justice system, particularly for the youth population, as access to a case worker can reduce revocation and incarceration for system-impacted youth.

REQUEST #5: MAINTENANCE OF CURRENT EFFORTS (MOCE)

<i>Program:</i>	District Courts Division (124)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	332,823	329,373	-	-
Dpt Total	\$ 332,823	\$ 329,373	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 332,823	\$ 329,373	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This request seeks funds to replace the Criminal Courts basic technology equipment and software maintenance needed to operate the Criminal Courts per the standard Courts Technology Team replacement policy or the software maintenance agreement contract. A breakdown of the requested equipment is below:

<i>Detailed Summary of Equipment</i>	<i>Cost of Equipment</i>
Software (14)	\$111,350
Laptops (23)	67,800
Printers (39)	52,050
aiSMARTBENCH Maintenance and Support (17)	49,623
Computers (18)	32,000
Audio/Visual Maintenance (1)	20,000
Total	\$332,823

For clarity, the software breaks down into the following items:

<i>Detailed Summary of Software</i>	<i>Cost of Software</i>
Qlikview Analytics/Visualization	\$63,000
Zoom	18,000
Adobe	6,200
Manage Engine	4,500
Pluralsight	3,300
Box Virtual File Share	3,000
Alerting Media	2,500
SSL	2,000
Redgate	1,800
Caseview Cloud Court Reporters	1,750
Aspose Words & Barcode	1,600
Domain Renewal	1,500
Telerik	1,200
Asana	1,000
Total	\$111,350

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this request.

PBO RECOMMENDATION

PBO recommends \$329,373 to replace the Criminal Courts basic technology equipment and software maintenance. The Criminal Courts are able to reduce the number of large black/white printers that need to be replaced from 18 larger printers to 16 large printers and the number of small black/white printers that need to be replaced from seven printers to four printers which resulted in savings of \$3,450 from the original request. The requested and recommended quantities and unit costs are shown in the following table.

<i>Description</i>	<i>Unit Cost</i>	<i>Requested Quantity</i>	<i>Recommended Quantity</i>	<i>Recommended Total</i>
Software	\$7,954	14	14	\$111,350
aiSMARTBENCH Maintenance and Support	2,919	17	17	49,623
Laptop with Docking Station and Monitor	2,600	17	17	44,200
Large Color Printer	2,000	14	14	28,000
Standard PC	1,700	16	16	27,200
Large Black/White Printer	1,200	18	16	21,600
Audio/Visual Equipment Maintenance	20,000	1	1	20,000
Developer Laptop/CAPDS MacBook Pro	5,000	4	4	20,000
High-End PC	2,400	2	2	4,800
Standard Laptop	1,800	2	2	3,600
Small Black/White Printer	350	7	4	2,450
Total		112	107	\$329,373

REQUEST #UNRANKED: CAFA – INTERPRETERS FOR 24/7 OPERATIONS

<i>Program:</i>	District Courts Division (124)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	6.00	-	-	-
Personnel	615,401	-	-	-
Operating	51,600	-	-	-
Subtotal	\$ 667,001	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 667,001	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 667,001	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This proposal is a reserve request for the expense of full-time in-person Spanish language interpreters to be present during the representation of defendants at their first appearance at Magistration. The Department’s estimation of the amount required is \$663,815.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this request.

PBO RECOMMENDATION

PBO’s final recommendation for CAFA-related FY 2025 budget requests is pending a wider analysis of anticipated needs across all stakeholders intended to support an eventual full implementation of CAFA.

On April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk’s Office, the County Attorney’s Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the

Criminal Courts, the District Attorney's Office, the Public Defender's Office (PDO), the District Clerk's Office, and the Sheriff's Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a holistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss PBO's draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop potential options for the Commissioners Court to consider for funding depending on how CAFA could be implemented in FY 2025, based on the roles of the County and the City of Austin.

REQUEST #UNRANKED: MAGISTRATE JUDGE FOR NEW MAGISTRATE COURT

<i>Program:</i>	District Courts Division (124)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	199,118	-	-	-
Operating	-	-	-	-
Subtotal	\$ 199,118	\$ -	\$ -	\$ -
Capital	2,600	-	-	-
Dpt Total	\$ 201,718	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 201,718	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Criminal Courts request a Magistrate Court to assist the nine District Judges and current single Magistrate in handling their heavy caseload. The Magistrate Court would begin after the ARPA grant ends, in the same physical courtroom as is currently used to address backlogged cases with ARPA funding.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Cases reaching the dockets	9,381	8,582	10,000	12,000	12,000	13,000
Total # of dispositions	8,035	10,088	10,000	10,000	12,000	12,000
# Cases disposed ÷ # district courts	804	1,008	1,000	1,000	1,091	1,091
Cases on dockets each September 30th	9,798	12,041	9,000	11,000	10,000	12,000

PBO RECOMMENDATION

As noted above, the Criminal Courts request a Magistrate Judge to create a new Magistrate Court, which would assist the District Criminal Courts to:

- Continue addressing the backlog of cases, including the enormous number of unindicted cases (currently over seven thousand) that the District Attorney and Criminal District Courts believe would benefit from a dedicated docket;
- Assist the current Magistrate Judge with taking pleas, conducting hearings on pretrial matters, handling mental health cases, and first settings;

- Ensure people accused of felonies get their first appearance as early as possible, to review any denial of appointed counsel, to reconsider bonds, and to give prosecution and defense a quick chance to dispose of cases, potentially alleviating jail population and resulting in quicker dispositions; and
- Support the District Criminal Courts to review and process efficient expunctions, essentially clearing arrest records for Travis County citizens who qualify.

Note if a new Magistrate Judge is created in the Criminal Courts, the Department would also likely request the creation of a 1.0 Judicial Aide Specialist FTE to serve as a Court Coordinator and a 1.0 Court Reporter FTE to support the operations of a new Magistrate Court. Other county offices and departments would likely also request additional resources to support these court operations and address the increase in workload from an additional Magistrate Court.

PBO does not recommend funding an additional Magistrate Court, or new Magistrate Judge as requested by the Criminal Courts due to space limitations caused by the current CAFA test shifts operating in the Auxiliary (AUX) Courtroom of the Blackwell-Thurman Criminal Justice Complex (CJC) where this proposed Magistrate Court would operate. Also, the ARPA Court also uses the AUX Courtroom when available and vacant courtrooms throughout the CJC when the AUX Courtroom is being utilized for CAFA or other court proceedings. This has limited the space capacity to add a new Magistrate Court. In addition, while this request would allow the Department an additional Magistrate Court to address limited court proceedings in the District Criminal Courts, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget, due to very limited resources. SB 2 (86th Legislature) does not allow the Commissioners Court to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside of specific eligible adjustments per statute.

The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include county-wide compensation and benefits as well as contractual and other mandated/required expenditures as we know them.

Criminal Courts Legally Mandated Fees (194)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	4
FY 2025 Preliminary Budget Recommendations Summary.....	5
Additional Information	6
FY 2025 Budget Request Analysis	7
Request #1: ARPA Court – Visiting Judge Resources	7
Request #2: CAPDS Holistic Enhancement	13
Request #3: Attorney Fees for Representation at Non-Statutory Hearings.....	15
Request #6: Cost of Living Adjustments (COLA) for CAPDS Contracted Employees	17
Request #7: Software Programmer for Indigent Defense Application (IDA)	19
Request #Unranked: Attorney Fee Hourly Rate Increase.....	21
Request #Unranked: CAFA – CAPDS Staffing for 24/7 Operations.....	24
Additional requests are analyzed in the write-up for Department 124, Criminal Courts	

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Criminal Courts is to provide a judicial forum in which misdemeanor and felony cases may be resolved in keeping with the laws of the State of Texas.

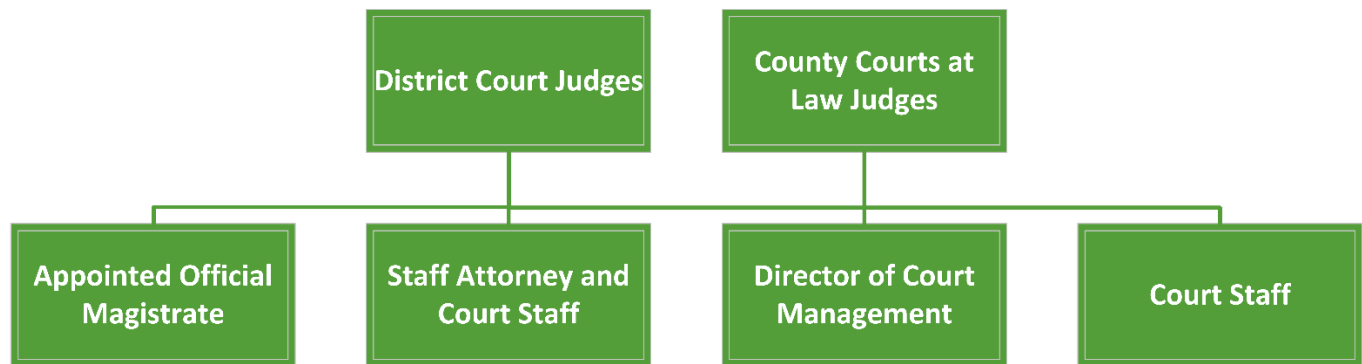
The Department has identified the following departmental goals:

- Create an efficient and fair system for the disposition of felony and misdemeanor cases;
- Support the Courts and broader justice system through smart technology and innovative approaches to system efficiency;
- Provide appropriate programs/dockets for our diverse populations; and,
- Enhance the visibility and transparency of the Court System.

This aligns with the new County goals of, “Be a trusted and well-run county,” and, “Promote economic well-being and racial, ethnic and economic equity.”

The Department is budgeted in the Justice System Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes,” and are now linked to the County Goal, “Provide services that support the safety of people in the community.”

DISTRICT COURTS:

The goal of the District Courts is, “To create an efficient and fair system for the disposition of felony cases.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of cases in specialty court programs/dockets	900	2,506	2,500	2,500	2,500
% of cases disposed w/in 180 days	55%	72%	70%	60%	60%
Cases reaching the dockets	9,381	8,582	10,000	12,000	13,000
Clearance rate	85%	102%	100%	108%	107%
Total # of dispositions	8,035	10,088	10,000	12,000	12,000

The District Courts are statutorily mandated. The program identifies “percent of cases disposed of w/in 180 days”, “Clearance Ratio > 90 percent (Y=1, N=0),” and “percent of attorneys evaluated competency” as outcome measures. In FY 2022, the District Courts did not achieve a clearance rate greater than 90 percent due to the backlog of cases because of the COVID-19 pandemic; however, in FY 2023, the clearance rate exceeded 100 percent, showing that the District Courts began addressing the backlog of cases. Also, as seen in the measures, the District Courts anticipate that they will continue addressing the felony case backlog in future years, noting the impact of the pandemic on the Criminal Justice System.

In addition, the District Courts have experienced a significant increase in the “# of cases in specialty court programs/dockets” related to the shift in focus to diversion programs and courts. As diversion programs and specialty courts efforts are further developed, the Department may need additional resources to address the increase in defendants and participants.

.....
COUNTY COURTS:

The goal of the County Courts is, “To create an efficient and fair system for the disposition of misdemeanor cases.”

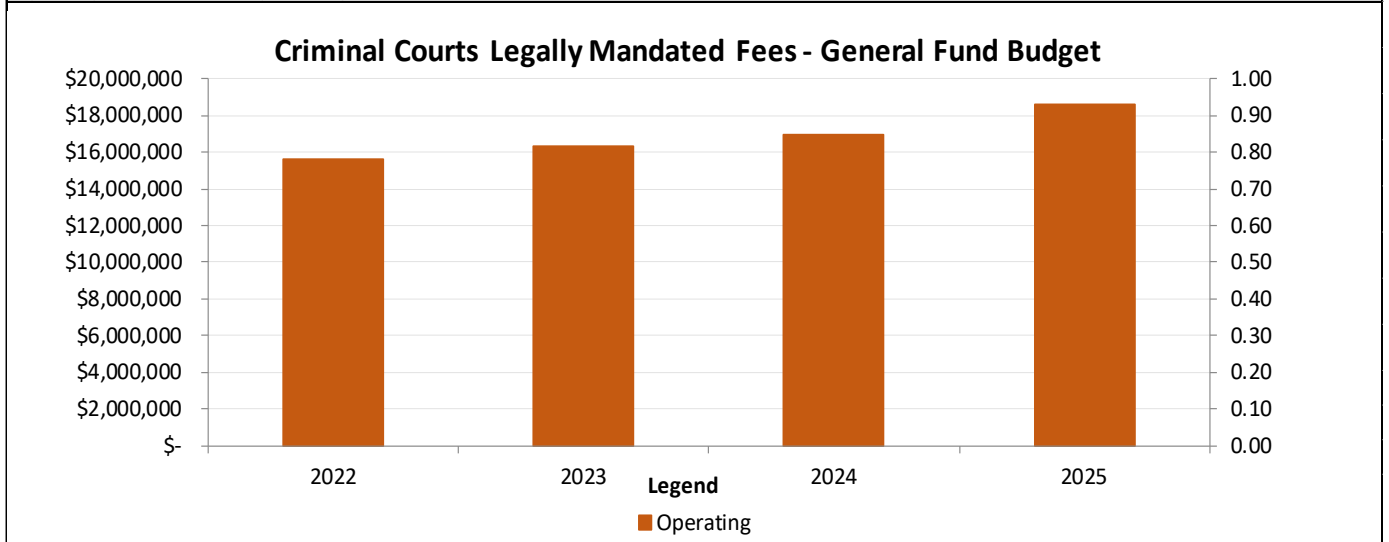
<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of cases in specialty court programs/dockets	3,009	3,984	5,500	6,500	6,500
Cases reaching the dockets	11,847	13,459	15,000	15,000	15,000
Clearance rate	174%	132%	140%	140%	140%
Total # of dispositions	20,661	17,793	18,000	18,000	18,000

The County Courts are statutorily mandated. The program identifies “percent of attorneys evaluated for competency” and “Clearance Ratio > 90 percent (Y=1, N=0)” as outcome measures. The Department states that efficiency is measured by the time it takes to dispose of cases and how well the courts can keep up with the workloads assigned to them. The County Courts continue to experience clearance rates exceeding 100 percent, indicating that the Courts are addressing the backlog of cases because of the COVID-19 pandemic. The addition of the grant-funded ARPA Court has also assisted the County Courts in addressing the case backlog. This funding will be expended at the end of FY 2024.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	-	-	-	-	-
	15,630,362	16,350,326	16,915,125	18,634,044	1,718,919
Total (Per&Op)	\$ 15,630,362	\$ 16,350,326	\$ 16,915,125	\$ 18,634,044	\$ 1,718,919
	-	-	-	-	-
Grand Total	\$ 15,630,362	\$ 16,350,326	\$ 16,915,125	\$ 18,634,044	\$ 1,718,919
FTEs	-	-	-	-	-

Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the Criminal Courts Legally Mandated Fees Department increased by \$1,718,919 from the FY 2024 Adopted Budget, a 10.2 percent increase. The operating budget increased due to funds added to the Department to annualize the Public Defenders’ Office cost, and the CAPDS Enhancement Grant from the Texas Indigent Defense Commission (TIDC) ended on March 31, 2024. These resources were allocated to the budget for attorney fees.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 16,915,125	\$ -	\$ -	\$ 16,915,125	-	\$ -
Target Budget Changes						
Administrative & Other	1,138,919	-	-	1,138,919	-	-
Total Target Budget Changes	\$ 1,138,919	\$ -	\$ -	\$ 1,138,919	-	\$ -
FY 2025 Target Budget	\$ 18,054,044	\$ -	\$ -	\$ 18,054,044	-	\$ -
Budget Submission	\$ 18,054,044	\$ -	\$ -	\$ 18,054,044	-	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Criminal Indigent Attorney Fees - Hourly Rate Increase	500,000	-	-	500,000	-	2,000,000
ARPA Court - Visiting Judges	-	-	-	-	-	100,000
IDA Contract Programmer	-	80,000	-	80,000	-	-
Cost of Living Adjustment (COLA) for CAPDS Contracted Employees	-	-	-	-	-	149,834
Programmatic Total	\$ 500,000	\$ 80,000	\$ -	\$ 580,000	-	\$ 2,249,834
Grand Total	\$ 500,000	\$ 80,000	\$ -	\$ 580,000	-	\$ 2,249,834
FY 2025 Preliminary Budget	\$ 18,554,044	\$ 80,000	\$ -	\$ 18,634,044	-	\$ 2,249,834
Change from FY 2025 Target	\$ 500,000	\$ 80,000	\$ -	\$ 580,000	-	\$ 2,249,834
Change from FY 2024 Adopted	\$ 1,638,919	\$ 80,000	\$ -	\$ 1,718,919	-	\$ 2,249,834

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Criminal Courts Legally Mandated Fees Department includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$1,138,919 was added to the budget related to ongoing costs to annualize the cost of the Public Defenders’ Office and CAPDS Enhancement Grant from the Texas Indigent Defense Commission (TIDC) that ended March 31, 2024. These resources were allocated to the budget for attorney fees.

The FY 2025 Preliminary Budget for the Criminal Courts Legally Mandated Fees Department includes the following increases:

<i>Programmatic Recommendations</i>	One-Time	Ongoing	Total	FTEs
Resources related to the hourly rate increase for criminal indigent attorneys were added.	\$-	\$500,000	\$500,000	-
Resources added to support the continuation of a contracted software programmer related to IDA/AMP	80,000	-	80,000	-
Total Programmatic Recommendations	\$80,000	\$974,000	\$1,054,000	-

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Department’s budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Criminal Indigent Defense Expenses	\$2,000,000
Cost of Living Adjustment (COLA) for CAPDS Contracted Employees	149,834
ARPA Court – Visiting Judges	100,000
Total Allocated Reserve Earmarks	\$2,249,834

ADDITIONAL INFORMATION

FUTURE CONSIDERATIONS

On April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). Thirty-eight test shifts will occur throughout FY 2024 on various days and times and conclude on September 30, 2024. The CAFA initiative is a crucial priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups, and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for the eventual implementation of CAFA on a 24/7 basis.

The County Clerk’s Office, the County Attorney’s Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney’s Office, the Public Defender’s Office (PDO), the District Clerk’s Office, and the Sheriff’s Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a holistic recommendation for resources required for CAFA. PBO will meet with each Office and Department to discuss our draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include the resources they requested for CAFA. PBO will incorporate these discussions and feedback to refine the cost of CAFA further and develop potential options for the Commissioner Court to consider for funding depending on how CAFA could be implemented in FY 2025, based on the roles of the County and the City of Austin.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: ARPA COURT – VISITING JUDGE RESOURCES

<i>Program:</i>	County Courts Division (194)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	150,475	-	-	-
Subtotal	\$ 150,475	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 150,475	\$ -	\$ -	\$ -
Earmark Allocated	-	100,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 100,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 150,475	\$ 100,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Criminal Courts requested a Magistration Court to continue the American Rescue Plan Act (ARPA) funded Court, which has assisted the criminal court judges handle their heavy caseload when that funding ends. PBO suggested continuing the ARPA Court to address the remaining backlog of criminal cases due to the pandemic. The Department is now requesting the funds to continue the program through the end of the fiscal year 2025. The Department states that this ARPA Court will further the goal of creating an efficient and fair system for the disposition of felony cases by reaching cases earlier, facilitating prosecution and defense in quicker court appearances and hearings, and helping ease the backlog of jury trials for the criminal courts.

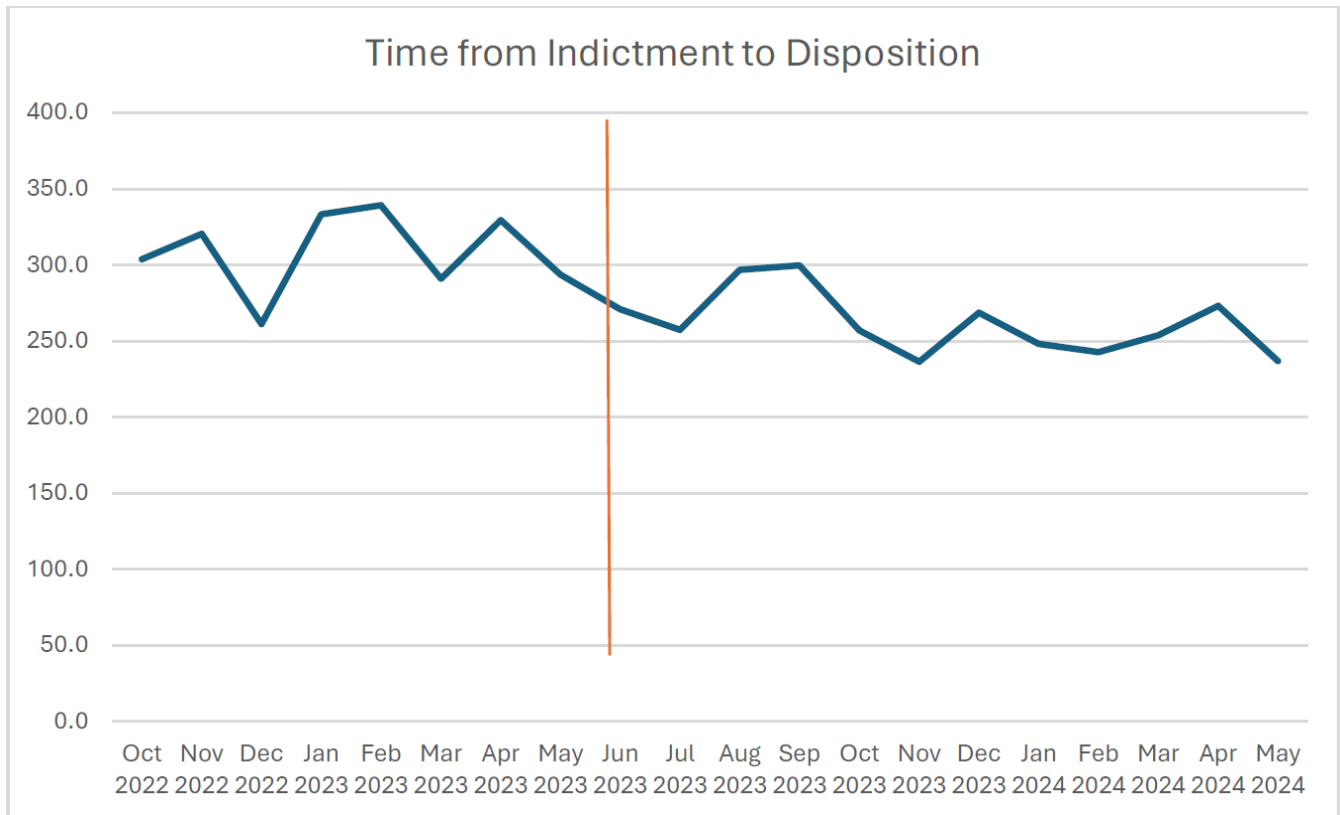
BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Cases reaching the dockets	3,009	3,400	3,984	4,000	12,000	13,000
Total # of dispositions	-	-	-	-	12,000	12,000
# Cases disposed ÷ # district courts	-	-	-	-	1,091	1,091
Cases on dockets each September 30th	-	-	-	-	12,000	12,000

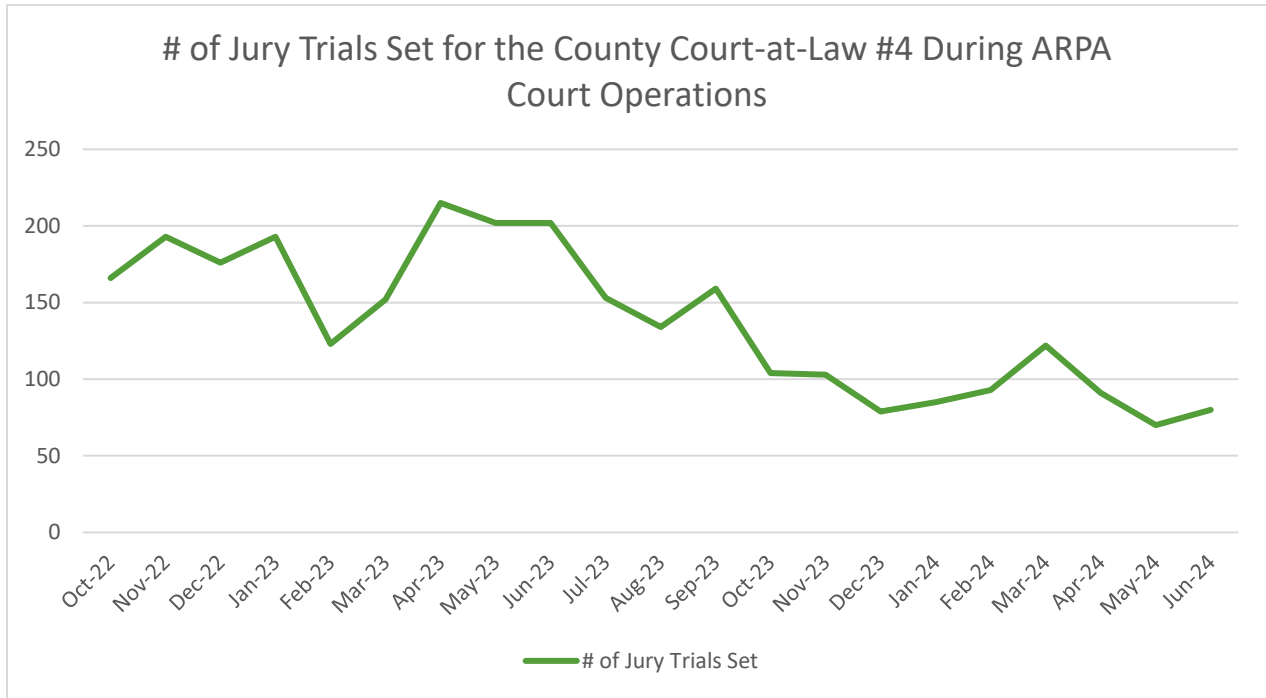
PBO RECOMMENDATION

In FY 2022, the Travis County Commissioners Court approved a contract with the Texas Judiciary to receive funds appropriated from the federal American Rescue Plan Act (ARPA). The grant period was from October 1, 2022, through March 31, 2024. This grant assisted Travis County Criminal Courts with the backlog of cases caused by the COVID-19 pandemic and funded six positions, including: 1) an investigator for the County Attorney's Office, 2) a Case Worker in the Public Defender's Office, 3) a Court Clerk II in the District Clerk's Office, 4) a Court Clerk II in the County Clerk's Office, 5) a Judicial Aide Specialist (Court Coordinator), and 6) a contracted Court Reporter within the Criminal Courts, which was converted to a full-time position because of the needs of the ARPA Court. Funding was also allocated for contract interpreters, visiting judges, and other operating needs.

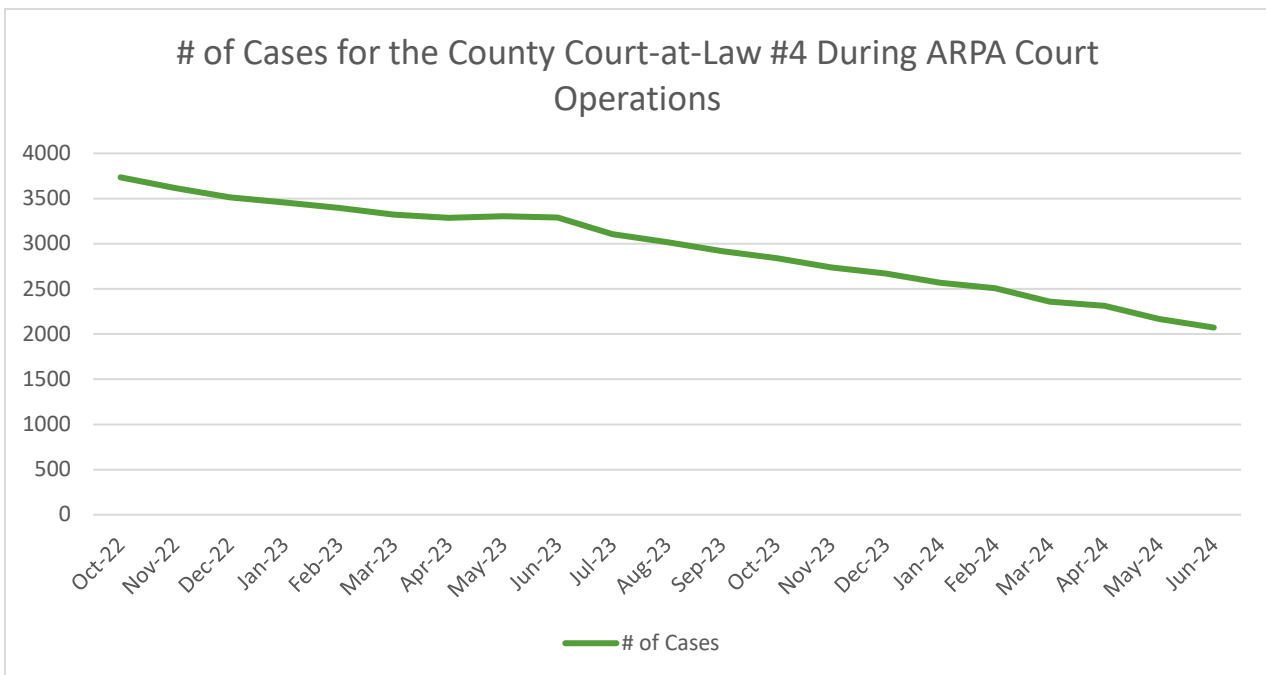
Since its implementation, the Criminal Courts have noted that the ARPA Court has assisted with the disposition of cases and has unindicted case backlogs because of COVID-19. Per data provided by the Criminal Courts of Felony cases set on the Unindicted Docket in the ARPA Court, 23 percent are disposed of within 30 days of setting, and 35 percent are moved to a pretrial diversion program. The Department also notes that the time, in days, to disposition has decreased since the introduction of the Unindicted Docket for all felony cases, as shown in the table provided by the Criminal Courts below.



The Criminal Courts note the ARPA Court assisted with Felony cases set on the Jury Docket, specifically for Family Violence cases in County Court-at-Law 4, and notes that 49 percent of Felony cases set on this docket are disposed of within 30 days of the setting date, compared to a 28 percent disposition rate for regular dockets. Jury trials for the County Court-at-Law 4 also decreased by 52 percent since the implementation of the ARPA Court. The following table notes the reduced decrease in the number of Jury trials set for this court due to the assistance of the ARPA Court.



Due to the implementation of the ARPA Court, the County Court-at-Law 4 has a reduced caseload. The Department notes the County Court-at-Law 4 caseload decreased by 45 percent, as indicated in the following table.



In April 2024, CAFA test shifts began operating the Auxiliary (AUX) Courtroom of the Blackwell-Thurman Criminal Justice Complex (CJC), where the ARPA Court held operations. However, the Criminal Courts note this has not slowed ARPA Court operations, as the Department uses empty courtrooms rotating to continue ARPA Court operations. The Department is willing to continue using vacant courtroom space on a rotating basis due to CAFA test shifts. The area of the Travis County Jail identified to conduct CAFA will need to undergo repairs and renovations beginning in June 2024. These repairs and renovations could take approximately 18 months before the space can be utilized to conduct CAFA. PBO will work with Facilities Management, the Travis County Sheriff’s Office (TCSO), and other relevant stakeholders' offices and departments to update the Commissioners Court on the progress of these repairs as needed.

The Criminal Courts worked with the Grantor to extend the continuation of these grant-funded positions and identified grant savings to fund the positions until approximately September 2024. The FY 2024 Adopted Budget includes a \$305,495 Earmark against the Allocated Reserve for the continuation of the ARPA Court so these positions and operations could continue for the remainder of FY 2024. The County Attorney’s Office, the County Clerk’s Office, the Criminal Courts, the District Clerk’s Office, and the Public Defender’s Office requested to continue these positions for FY 2025. The following table notes the resources each Office and Department requested for FY 2025.

FY 2025 Requested Resources to Continue the ARPA Court

<i>Department/Office</i>	<i>One-time Personnel</i>	<i>One-time Operating</i>	<i>CAR/ITS</i>	<i>Total One-time</i>	<i>Ongoing Personnel</i>	<i>Ongoing Operating</i>	<i>Total Ongoing</i>	<i>Total</i>	<i>FTEs</i>
County Attorney	\$-	\$-	\$104,508	\$104,508	\$115,037	\$3,000	\$118,037	\$222,545	1.00
County Clerk	76,808	-	-	76,808	-	-	-	76,808	1.00
Criminal Courts	263,456	-	-	263,456	-	-	-	263,456	0.00
Criminal Courts LMF	-	150,475	-	150,475	-	-	-	150,475	0.00
District Clerk	76,808	-	-	76,808	-	-	-	76,808	1.00
Public Defender’s Office	-	-	2,600	2,600	81,311	2,800	84,111	86,711	1.00
Total	\$417,072	\$150,475	\$107,108	\$674,655	\$196,348	\$5,800	\$202,148	\$876,803	4.00

FY 2025 requested resources for the ARPA Court total \$876,803 and 4.0 FTEs. This includes \$613,420 of personnel resources, \$5,800 of ongoing operating resources, \$150,475 of one-time operating resources and \$107,108 of CAR/ITS resources.

The County Attorney’s Office requested \$222,545 and 1.0 FTE. This includes \$115,037 in personnel funding for a 1.0 Investigator FTE, along with \$3,000 in ongoing operating resources for supplies, travel and training associated with this position. The request includes \$104,508 in CAR/ITS funding for a law enforcement vehicle and radio equipment.

The County Clerk’s Office requested \$76,808 in personnel resources for the conversion of the Court Clerk II SPW to a full FTE (1.0 FTE) to continue supporting the ARPA Court operations.

The Criminal Courts requested a total of \$413,931 and 2.0 SPWs. This includes \$100,602 of one-time personnel resources for a Judicial Aide Specialist to serve as a Court Coordinator and \$162,854 of one-time personnel resources for a Court Reporter to support continued ARPA Court operations. The Criminal Courts also requested \$150,475 in one-time operating resources for contracted visiting judges to be budgeted in the Criminal Courts Legally Mandated Fees Department.

The District Clerk’s Office requested \$76,808 in personnel resources for the conversion of the Court Clerk II SPW to a full FTE (1.0 FTE) to continue supporting the ARPA Court operations.

Lastly, the Public Defender’s Office requested \$86,711 and 1.0 FTE. This includes \$81,311 of personnel resources, \$2,800 of ongoing operating resources for travel and equipment costs and \$2,600 in one-time centrally budgeted resources for computer of phone equipment related to the conversion of the Case Worker SPW position into a full FTE (1.0 FTE).

The Department further notes, “The ARPA Court will allow the Travis County criminal justice system to keep pace with an expanding population and backlogged cases reaching the docket. It will allow the Criminal Courts to maintain and improve the clearance rates of cases and the percentage of Felony cases disposed within 180 days.” PBO recommends the continuation of the ARPA Court in order to continue providing this level of service and addressing the criminal case backlog.

The following table notes PBO recommended resources for ARPA Court operations.

FY 2025 Recommended Resources to Continue the ARPA Court

<i>Department/Office</i>	<i>One-time Personnel</i>	<i>One-time Operating</i>	<i>CAR/ITS</i>	<i>Total One-time</i>	<i>Ongoing Personnel</i>	<i>Ongoing Operating</i>	<i>Total Ongoing</i>	<i>Total</i>	<i>FTEs</i>
County Attorney	\$-	\$-	\$-	\$-	\$115,037	\$3,000	\$118,037	\$118,037	1.00
County Clerk	76,808	-	-	76,808	-	-	-	76,808	0.00
Criminal Courts	100,602	-	-	100,602	162,854	-	162,854	263,456	1.00
Criminal Courts LMF*	-	-	-	-	-	-	-	-	0.00
District Clerk	76,808	-	-	76,808	-	-	-	76,808	0.00
Public Defender’s Office	81,311	2,800	-	84,111	-	-	-	84,111	0.00
Total	\$335,529	\$2,800	\$-	\$338,329	\$277,891	\$3,000	\$280,891	\$619,220	2.00

*PBO recommends a \$100,000 one-time Earmark against the Allocated Reserve for Visiting Judges to assist with judicial duties for ARPA Court proceedings.

FY 2025 recommended resources for the ARPA Court total \$619,220 and 2.0 FTEs. This includes \$613,420 of personnel resources and \$5,800 of operating resources. PBO also recommends \$100,000 one-time Earmark against the Allocated Reserve for Visiting Judges to assist with judicial duties for ARPA Court proceedings.

PBO recommends \$118,037 of ongoing personnel and operating resources to convert an Investigator SPW to 1.0 FTE within the County Attorney’s Office. This investigator will continue to support the County Attorney’s efforts to reconnect disengaged defendants with the court system. PBO does not recommend funding for a vehicle or radios for this position and recommends that the position continue utilizing the loaner vehicle provided by TNR and the radio provided from the County Attorney’s Office internal inventory.

PBO also recommends a total of \$263,456 of personnel resources for the Criminal Courts. This includes \$162,854 of ongoing personnel resources for 1.0 Court Reporter FTE to not only continue supporting ARPA court operations but to also provide ongoing court reporting support for all the Criminal Courts. Also included is \$100,602 of one-time personnel resources for a 1.0 Judicial Aide Specialist SPW for a two-year period, with an end date of September 30, 2026, to continue supporting the ARPA Court.

Furthermore, PBO recommends \$153,616 in one-time personnel funding for two two-year Court Clerk II SPWs with an end date of September 30, 2026, one each within the District Clerk’s Office and the County Clerk’s Office.

PBO recommends a total of \$84,111 in one-time resources, including \$81,311 in personnel and \$2,800 in associated operating resources, to support the continuation of the ARPA Court Case Worker SPW in the Public Defender's Office for two additional years with an end date of September 30, 2026.

Lastly, PBO recommends a \$100,000 Earmark against the Allocated Reserve for contracted Visiting Judges to assist with ARPA court judicial proceedings. Typically, the State of Texas contributes funding for District visiting judges, which has resulted in a remaining balance in previous years for the Criminal Courts Visiting Judge budget. PBO recommends that the Department first utilize their current Visiting Judge budgeted resources before requesting to access these earmarked funds. Because a major part of this Court's function is to support efforts to reduce backlog in the courts, PBO acknowledges the potential need for additional resources.

REQUEST #2: CAPDS HOLISTIC ENHANCEMENT

<i>Program:</i>	District Courts Division (194)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	365,391	-	-	-
Subtotal	\$ 365,391	\$ -	\$ -	\$ -
Capital	10,400	-	-	-
Dpt Total	\$ 375,791	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 375,791	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Criminal Courts are requesting the creation of new positions in CAPDS to meet needed capacity requirements and expand services to include peer support and housing support to eligible clients.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
% of attorneys evaluated competency	-	100%	100%	100%	100%	100%
<i>New Measures</i>						
Number of SW and CM Clients Served	-	334	396	453	453	650

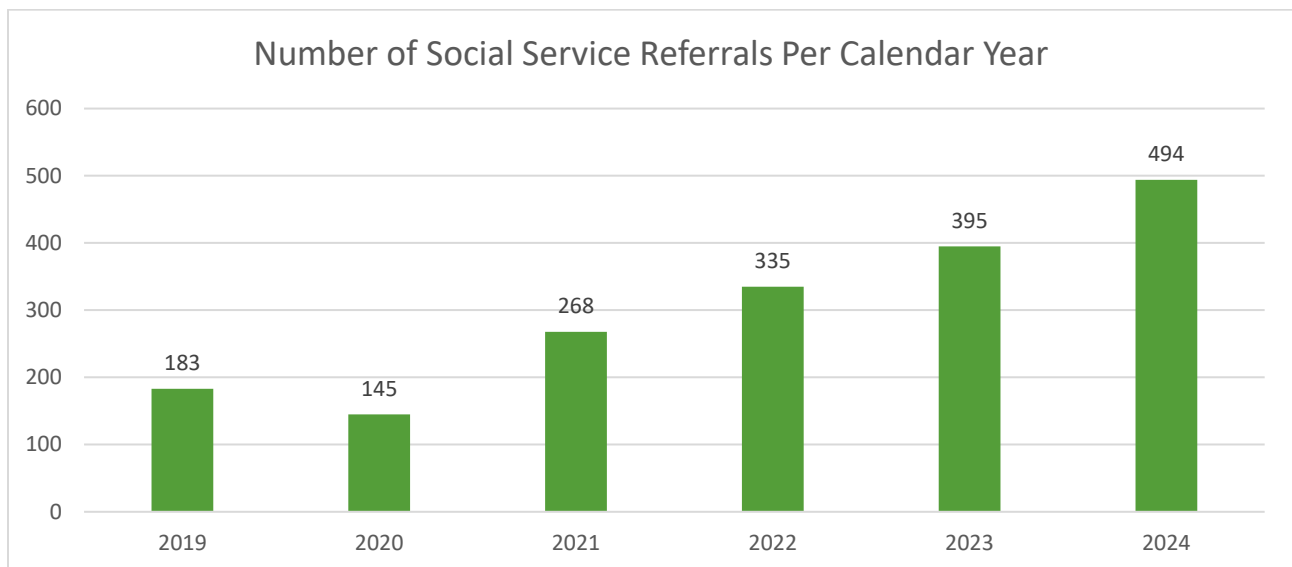
PBO RECOMMENDATION

On October 1, 2020, the Commissioners Court approved the Public Defenders’ Office and CAPDS Enhancement Grant from the Texas Indigent Defense Commission (TIDC). The grant covered April 1, 2020, to March 31, 2024, and is now wholly County funded. In addition to the establishment of the Public Defender’s Office and other CAPDS enhancements, this grant also created the following nine positions in CAPDS to aid with better overall representation:

- Two Supervising Attorneys;
- Two Immigration Attorneys;
- One Case Manager;

- One Legal Secretary;
- One Financial Analyst, Sr.;
- One Alternative Disposition Specialist Supervisor; and,
- One Alternative Disposition Specialist.

Since the addition of these positions, there has been a considerable increase in defendants experiencing mental health illnesses and disabilities and in need of case management and housing support. The Criminal Courts state, “Travis County is experiencing a significant uptick in the number of mentally ill individuals interacting with the criminal justice system. This results in system strain at various points, and individuals assigned outside of specialty mental health dockets are presenting more frequently with mental health needs.” While CAPDS utilizes dedicated staff such as three Social Workers and one Forensic Case Manager to assist these defendants and eligible defendants experiencing mental illness disabilities are placed on specialty mental health dockets, there is only one position, a Social Services Team Lead position, that provides case management support to address the growing number of defendants with mental health illnesses and address social service referrals. The increasing trend of social service referrals offered by the Department is noted below.



To address this increase, the Department requests the creation of four new positions in Holistic Defense: one Peer Support Specialist, one Case Manager, one Social Worker, and one Housing Specialist. The Department notes that these positions will better assist with addressing, “the needs of the indigent defendants with mental health issues that do not qualify for the limited space on the specialty mental health docket”.

On February 27, 2024, the Commissioners Court approved a contract amendment to the FY 2024 Public Defender's Office and MAC Enhancement grant through the Texas Indigent Defense Commission (TIDC). This amendment transferred \$200,000 from personnel savings generated in the Public Defender's Office to the grant budget's Contract Services line. It extended the grant term by six months from March 31, 2024, to September 30, 2024, so that an external evaluation that was previously postponed could be scheduled and conducted. This evaluation is anticipated to be underway by September 30, 2024. It will be shared by Community Legal Services (CLS) promptly once complete and can be used as a guide for future investments in Criminal indigent defense. PBO recommends waiting until the full results of this evaluation and accompanied justifications are known to expand any current services or programs within CAPDS so that the Commissioners Court can better understand the shortfall and needs to address indigent defense in Travis County.

REQUEST #3: ATTORNEY FEES FOR REPRESENTATION AT NON-STATUTORY HEARINGS

<i>Program:</i>	District Courts Division (194)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	474,000	-	-	-
Subtotal	\$ 474,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 474,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 474,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Criminal Courts seek to amend the Fair Defense Plan to provide equal access to representation for indigent defendants represented by CAPDS panel attorneys, as those defendants are represented by the Travis County Public Defender’s Office. Representation at non-statutory required hearings improves the quality of indigent defense and ensures fair access to defense counsel across defender offices.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
% of attorneys evaluated competency	100%	100%	100%	100%	100%	100%
<i>New Measures</i>						
Number of Hearings Performed	0	0	0	0	1,300	1,300

PBO RECOMMENDATION

The Travis County Public Defender’s Office represents indigent criminal defendants at non-statutory hearings, such as protective order suits, parole hearings, administrative license revocations, and expunctions. The Criminal Courts are also requesting resources to provide this level of representation, and they state, “The outcome of these proceedings can have a lasting impact on both the related criminal case and the defendant. The present system requires CAPDS appointed counsel to work these proceedings without compensation or for the indigent defendant to represent themselves.” The Department further notes, “Giving indigent [criminal] defendants the same access to representation, regardless of the defense organization representing them, brings fairness into the criminal justice system.” This request supports equity of services between CAPDS and the Travis County Public Defender’s office. Because the Travis County Public Defender’s Office already

provides a more holistic approach to indigent defense, resources must continue to be directed toward comparable services within CAPDS, including representation at non-statutory hearings.

CAPDS has identified the following non-statutory hearings for which the Public Defender’s Office provided indigent representation and estimated the cost for each type of hearing in the following table.

FY 2025 Budget Request for Non-Statutory Hearings

<i>Type of Hearing</i>	<i>Average Cost/Hearing</i>		<i># of Hearings in FY 2025*</i>	<i>Total</i>
Administrative License Revocations (ALR)	\$337.50	X	500	\$168,750
Expunctions	300.00	X	500	150,000
Parole	540.00	X	185	99,900
Protective Order	450.00	X	123	55,350
Total				\$474,000

*Projected

As noted in the table above, CAPDS requests \$474,000 for projected attorney fees to provide indigent representation at non-statutory hearings. This includes \$168,750 requested for Driver’s License Revocations (ALRs) hearings, \$150,000 for Expunction hearings, \$99,900 for Parole hearings, and \$55,350 for Protective Order hearings.

The Department notes that providing representation at Administrative License Revocation (ALR) hearings, also known as Driver’s License Revocations, is currently part of a pilot and requires pre-approval from CAPDS upon showing a possible substantial benefit from providing counsel for such a hearing. This pilot is limited to 500 requests in the first year, and the Department anticipates an average cost of \$337.50 per hearing, resulting in an estimated cost of \$168,750 for ALR hearings.

Expunction hearings would also be included as part of a pilot and would be limited to 500 requests in the first year. After the first year, the Department would look to provide counsel to include all eligible cases and those required by law, including acquittals, pardons or writs granted for innocence, and successful completion of various court programs. For Expunction hearings, the Department projects an average cost of \$300 per hearing, resulting in an estimated cost of \$150,000.

CAPDS has also expressed a desire to provide counsel at Parole hearings to maintain equity with the level of representation provided by the PDO. The Department notes that most parole hearings are regarding felony charges and, thus, carry a similar hourly rate as a felony-level Criminal case. For Parole hearings, the Department estimates 185 hearings in FY 2025 at an average cost of \$540, resulting in a projected total of \$99,900.

Lastly, the Department wishes to provide representation at Protective Order hearings, which carry the same hourly rate as a Criminal case or flat fee misdemeanor. The Department notes that most cases cost approximately \$450 on average and estimates they could experience up to 123 hearings in FY 2025. This results in a projected cost of \$55,350 for Protective Order hearings.

PBO does not recommend funding this request but instead recommends that \$1,000,000 Earmark against the Allocated Reserve under Request #Unranked – Attorney Fees Hourly Rate Increase from which funds can be accessed to support CAPDS’s ability to provide representation in non-statutory hearings for indigent defendants, which the Department states lead to better outcomes for indigent defendants. This earmark will support the fair provision of defense for collateral matters across defender offices and ensure overall equity as outlined by the Fair Defense Plan.

REQUEST #6: COST OF LIVING ADJUSTMENTS (COLA) FOR CAPDS CONTRACTED EMPLOYEES

<i>Program:</i>	District Courts Division (194)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	160,024	-	-	-
Subtotal	\$ 160,024	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 160,024	\$ -	\$ -	\$ -
Earmark Allocated	-	149,834	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 149,834	\$ -	\$ -
Dpt Total + Earmarks	\$ 160,024	\$ 149,834	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Criminal Courts are requesting increased funding to provide COLA Increases for CAPDS contract employees to ensure the viability of continued high-quality Managed Assigned Counsel (MAC) services to indigent defendants who are constitutionally entitled to the appointment of counsel.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this request.

PBO RECOMMENDATION

The Criminal Courts are requesting an increase to their contract with CAPDS to provide a cost-of-living adjustment (COLA) to staff, specifically Social Workers, and to address the increasing cost of operations, supplies, travel, and training. CAPDS notes that historically, they have been able to fund COLAs for staff and other operational increases internally, but recent inflationary pressures have limited their ability to identify internal resources. The Department further notes, “The budget for the MAC programs, absent the enhancement salary supplements and initial ramp-ups, has remained the same since 2014. Operations costs, from insurance to office supplies, increased greatly during that time. There has been a huge increase in inflation in the last several years. Investment in CAPDS has not kept pace for operations costs.”

The Criminal District Judges approved an hourly attorney rate increase for Felony A cases from \$100/hour to \$155/hour, Felony B cases from \$90/hour to \$125/hour, and the supplemental language fee from \$20/hour to \$40/hour, effective April 1, 2024 to assist with reported challenges with the number of court-appointed attorneys available to take Felony A and B case appointments or represent Spanish speaking defendants and to help attract and retain court-appointed attorneys to

assist with the workload demands of the Justice System. These increases did not impact or increase the salaries of non-attorney staff, such as Social Workers, support staff, or other CAPDS contracted employees.

For this reason, PBO recommends an ongoing Earmark of \$149,834 against the Allocated Reserve for targeted COLA increases for CAPDS contracted employees. Before allocating this earmark, PBO would like to discuss this request further with the Criminal Court district judges to understand better the need for salary adjustments for CAPDS contracted employees.

REQUEST #7: SOFTWARE PROGRAMMER FOR INDIGENT DEFENSE APPLICATION (IDA)

<i>Program:</i>	District Courts Division (194)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	80,000	80,000	-	-
Subtotal	\$ 80,000	\$ 80,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 80,000	\$ 80,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 80,000	\$ 80,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Department requests \$80,000 in ongoing operating funding to support a contracted software programmer supporting the Indigent Defense Application and Attorney Management Portal (IDA/AMP). The current award-winning Indigent Defense Application and Attorney Management Portal (IDA/AMP) system manages the civil and criminal appointment system from beginning to end. The system has over 10,000 external users (primarily attorneys) and 70 internal Travis County employees across several departments and processes over \$25 million in attorney payments yearly. The system has over 3 million lines of code and stores approximately 40 terabytes of data. The Courts Tech Team began this large project in 2012 and developed it in phases, starting with the financial system. The Department did this with two full-time Travis County developers, a database administrator, a single contracted software architect, a few supporting business analysts, and a manager. The same staff also developed and managed a dozen other applications. Those in the Indigent Defense community regard IDA/AMP as the most comprehensive and advanced indigent defense application in the United States, and the dashboards provide both executives and PBO extensive analytics about the state of indigent defense in the county. IDA/AMP and its dashboards won a “Best in Texas” award from Governing Magazine in 2016.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
The current number of contract Devs participating with the team	1	1	1	0	1	1
Number of software PBIs or other requirement types completed	316	158	200	133	200	200
Courts Tech Team is reasonably able to complete the required work	Yes	Yes	Yes	No	Yes	Yes

PBO RECOMMENDATION

On October 1, 2020, the Commissioners Court approved the Public Defenders' Office and CAPDS Enhancement Grant from the Texas Indigent Defense Commission (TIDC). The grant covered April 1, 2020, to March 31, 2024, and is now wholly County funded. In addition to establishing the Public Defender's Office and other CAPDS enhancements, this grant also provided resources totaling \$80,000 for a software developer to assist with improvements. It continued the development of the Indigent Defense Application and Attorney Management Portal (IDA/AMP) system.

The IDA/AMP system tracks all complaints, including the classification, reporting, and number of complaints, client satisfaction surveys conducted, consultations with attorneys on performance, and decisions by the review committee to remove attorneys from the panel, among other metrics. This system also accepts and reviews electronically submitted detailed vouchers, including time reporting.

The grant-funded contract developer has been able to assist in updating the IDA/AMP system with new feature requests such as changing organizational needs, fee structures, wheel balancing with other departments (PD, MAC), and other system updates. The contracted developer also assists with training panel attorneys on time reporting procedures, audit and attorney evaluation procedures, and the electronic voucher system. The conclusion of the Public Defenders' Office and CAPDS Enhancement Grant from TIDC has left a gap in the funding to continue this contract developer, who is still needed to assist with urgent requests such as fee schedule updates and changes related to the potential implementation of CAFA.

PBO recommends \$80,000 in one-time operating funding to continue the contracted software programmer supporting IDA through FY 2025. PBO met with the Department, Civil Courts, and Information Technology Services (ITS) to further understand this request and concluded that this funding is required to maintain the current state of IDA/AMP.

REQUEST #UNRANKED: ATTORNEY FEE HOURLY RATE INCREASE

<i>Program:</i>	District Courts Division (194)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	1,500,000	500,000	500,000	500,000
Subtotal	\$ 1,500,000	\$ 500,000	\$ 500,000	\$ 500,000
Capital	-	-	-	-
Dpt Total	\$ 1,500,000	\$ 500,000	\$ 500,000	\$ 500,000
Earmark Allocated	-	2,000,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 2,000,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,500,000	\$ 2,500,000	\$ 500,000	\$ 500,000

DEPT. SUMMARY OF REQUEST

The Criminal Courts request funding to improve indigent defense by revising the fee structure, specifically increasing hourly rates for felony cases and the non-English supplement.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Amount spent on indigent attorney fees	\$5,791,154	\$6,101,503	\$8,272,972	\$8,272,972	\$9,057,250	\$9,510,112
% of attorneys evaluated competency	100%	100%	100%	100%	100%	100%
<i>New Measures</i>						
Number of Attorneys Taking at most minuscule 10 Criminal Appointments	115	113	140	110	140	140
Number of Incidents Assigned Per Attorney (Atty at least ten appts)	123	140	140	140	100	100

PBO RECOMMENDATION

As approved by the Criminal District Judges, effective April 1, 2024, the hourly attorney rate for Felony A and B cases increased from \$100/hour to \$155/hour, the hourly attorney rate for Felony B cases increased from \$90/hour to \$125/hour and the supplemental language fee increased from \$20/hour to \$40/hour to assist with reported challenges with the number of court-appointed attorneys available to take Felony A and B case appointments or represent Spanish speaking defendants and to

help attract and retain court-appointed attorneys to assist with the workload demands of the Justice System. These newly implemented hourly attorney rates also help Travis County remain competitive with surrounding and comparable counties. The following table notes how the new rate compares to other large counties.

Travis County Current and Proposed Attorney Hourly Rates Compared to Other Large Counties

<i>Charge</i>	<i>Travis (Former)</i>	<i>Travis (Current)</i>	<i>Harris</i>	<i>Williamson</i>	<i>Bexar</i>	<i>Tarrant</i>	<i>Hays</i>
Felony A (Felony 1)	\$100/hr	\$155/hr	\$175/hr	\$155/hr	\$150/hr	\$150/hr	\$125/hr
Felony B (Felony 2 and 3)	\$90/hr	\$125/hr	\$150/hr	\$125/hr	\$125/hr	\$50/hr	\$75/hr
Supplemental Language Fee	\$20/hr	\$40/hr	\$50/Appearance	\$150/case	N/A*	\$250/hr	N/A*

*These counties do not have a supplemental language fee.

On the high end, PBO estimates that the ongoing annualized impact of the proposed fee changes could be up to \$1,500,000 above the Criminal Courts Attorney Fee FY 2024 Adopted Budget. This additional \$1,500,000 was included in the FY 2025 Budget Guidelines planning parameters approved by the Commissioners Court on February 27, 2024. While PBO estimates that additional resources could be needed in FY 2025, it would also like to note that the impact of the proposed rate increases will not be fully realized until the cases assigned after the effective date of the hourly rate increase are disposed of. The following table summarizes the Criminal Attorney Fee budgets, expenditures, and remaining balances, as well as the projected costs for FY 2025, based on the proposed hourly rate increases previously mentioned. Please note that the Attorney Fee Budget amounts and expenditures noted below are comprised of General Fund resources only and do not include any grant resources provided by the Travis County PDO and MAC Enhancement Grant with Texas Indigent Defense Commission (TIDC), which ended on March 31, 2024.

Summary of Attorney Fee Budget for the Criminal Courts, Including Projected Expenditures for the Proposed Hourly Rate Increase

<i>Fiscal Year</i>	<i>Attorney Fee Budget</i>	<i>Expenditures</i>	<i>Remaining Balance</i>
2025*	\$12,949,275	\$13,449,275	(\$500,000)
2024**	11,353,293	11,104,856	248,437
2023	9,757,311	9,328,142	429,169
2022	9,757,311	7,505,944	2,251,367
2021	10,155,620	6,273,223	3,882,397
2020	10,155,620	7,316,590	2,839,030
2019	9,580,620	9,452,943	127,677
2018	8,580,620	8,704,161	(123,541)
2017	8,578,620	7,723,571	855,049
2016	7,874,254	6,857,798	1,016,456
2015	7,634,254	6,640,851	993,403

*Based on the proposed hourly rate increase as noted above, effective April 1, 2024, and expenditures as of April 30, 2024.

**Projected expenditures and projected remaining balance as of April 30, 2024.

As noted above, PBO estimates that the Criminal Courts will experience a shortfall of \$500,000 due to the recently implemented increases in the hourly attorney rate. For this reason, PBO recommends ongoing resources of \$500,000 so that the Department may have budgeted resources to address the anticipated increase in attorney fees. As with previous years, the Department has been able to allocate savings from other budgeted lines within the Criminal Courts Legally Mandated Fees Department to address any shortages of attorney fees. PBO recommends that the Department continue to utilize departmental savings, as available, to address the anticipated increase in expenditures. PBO also recommends a \$1,000,000

ongoing Earmark against the Allocated Reserve if these additional resources are insufficient. This earmark can also support Request #3 – Attorney Fees for Representation at Non-Statutory hearings.

In addition, the Criminal Courts are experiencing an increased backlog of unindicted felony cases. The following table notes the growing number of unindicted felony cases in Criminal Courts.

Felony Unindicted Cases

Fiscal Year*	Unindicted Cases Pending on Dockets
2024	6,586
2023	5,478
2022	6,367
2021	4,457
2020	2,387
2019	2,771

*As of October 1st of the noted fiscal year.

As noted above, the Criminal Courts have experienced a 3,815 increase in felony unindicted cases, representing a 137.7 percent increase in the felony unindicted case backlog. To address the increased number of unindicted cases in the Criminal Courts and the potential for a one-time spike of expenditures as this backlog is addressed, PBO also recommends a one-time \$1,000,000 Earmark against the Allocated Reserve to address the unindicted case backlog.

PBO will continue to work with the Criminal Courts to monitor expenditures and adjust this recommendation as needed. The Commissioners Court approved a contract amendment to the Travis County PDO and MAC Enhancement Grant with the Texas Indigent Defense Commission (TIDC) in the Public Defender's Office and the Criminal Courts (CAPDS) to adjust the grant to allow funds to be expended for an approved external evaluation. This evaluation is anticipated to be underway by September 30, 2024. It will be shared by Community Legal Services (CLS) promptly once complete and can be used as a guide for future investments for Criminal indigent defense.

REQUEST #UNRANKED: CAFA – CAPDS STAFFING FOR 24/7 OPERATIONS

<i>Program:</i>	District Courts Division (194)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	1,409,179	-	-	-
Subtotal	\$ 1,409,179	\$ -	\$ -	\$ -
Capital	26,000	-	-	-
Dpt Total	\$ 1,435,179	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,435,179	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Criminal Courts request funding to implement the representation of individuals facing criminal charges at magistration hearings as part of Travis County’s Counsel at First Appearance Initiative.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this request.

PBO RECOMMENDATION

PBO’s final recommendation for CAFA-related FY 2025 budget requests is pending a wider analysis of anticipated needs across all stakeholders intended to support an eventual full implementation of CAFA.

On April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk’s Office, the County Attorney’s Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney’s Office, the Public Defender’s Office (PDO), the District Clerk’s Office, and the Sheriff’s Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a holistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss PBO’s draft recommendations for the FY

2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop potential options for the Commissioners Court to consider for funding depending on how CAFA could be implemented in FY 2025, based on the roles of the County and the City of Austin.

District Attorney (123)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	12
FY 2025 Preliminary Budget Recommendations Summary	13
Additional Information	16
FY 2025 Budget Request Analysis	17
Request #1: Court Costs and Services	17
Request #2: CAFA – District Attorney Staffing for 24/7 Operations.....	19
Request #3: Travis County Transformation Project.....	21
Request #4: Data Analyst	23
Request #5: Center for Child Protection Contract.....	25
Request #6: Case Exhibits Archivist	28

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The Travis County District Attorney Office's mission is to keep communities safe, to treat all people with dignity and respect, and to build a system that fosters mutual respect and trust between the District Attorney's Office and the people served. The Office strives to:

- Use research and evidence-based data to design policies to keep us safe;
- Treat all victims with dignity and respect;
- Not use wealth to determine public safety;
- Treat substance abuse and mental health disorders as public health issues;
- Hold powerful actors accountable, regardless of their job title or the size of their bank account; and
- Value families, communities and the right of every person living in Travis County to feel safe.

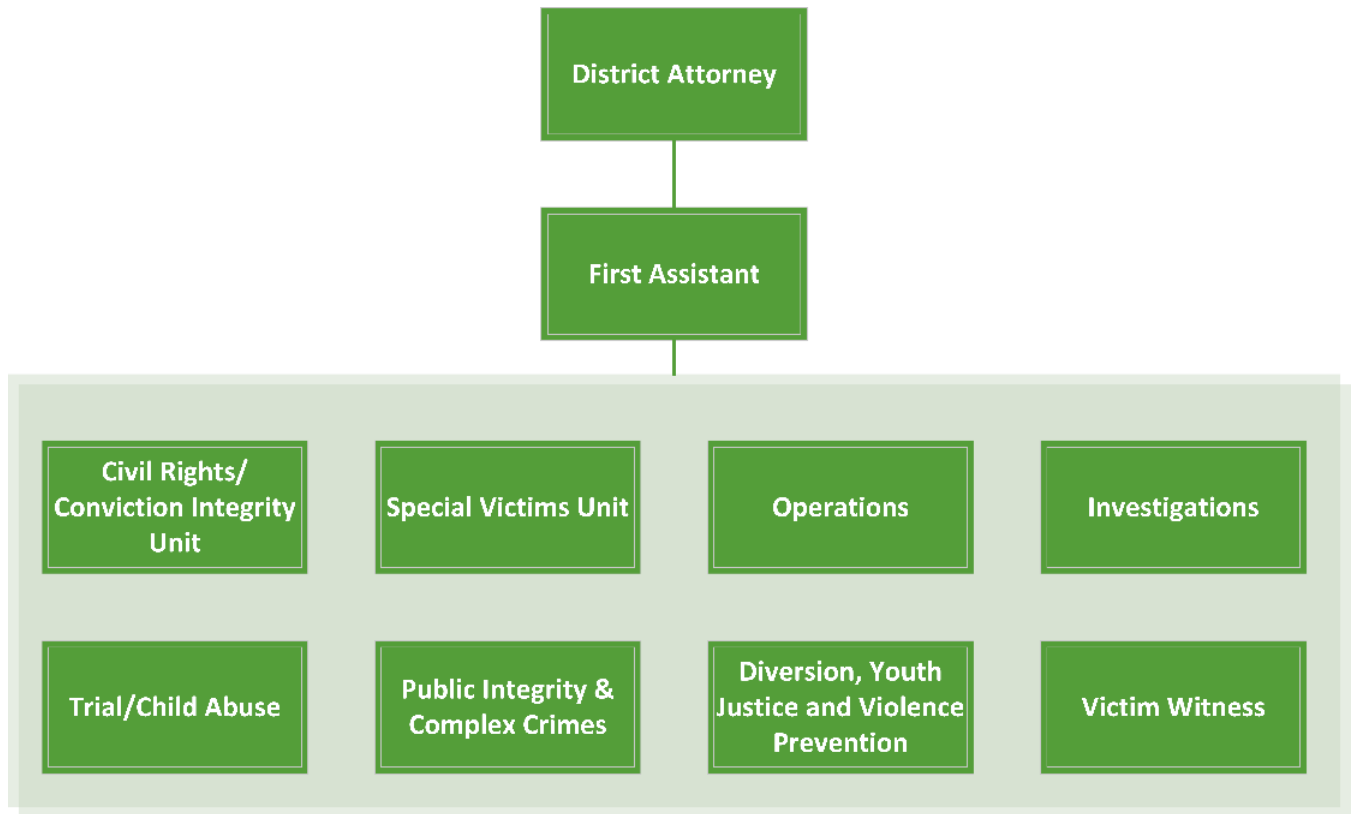
The Office has identified the following departmental goal(s):

- Involve the community as a partner in the justice and social services process;
- Improve the administration of justice while enforcing the law efficiently and fairly;
- Improve the quality of case preparation and case presentation;
- Improve the efficiency of case management;
- Expand the use of diversion programs in order to address the root causes of crime in our community;
- Improve the efficiency and effectiveness of office operations to ensure the wise use of taxpayer resources;
- Treat victims with dignity and respect;
- Maintain an office environment that supports and encourages teamwork, employee growth, initiative, and outstanding performance; and
- Fulfill statutory requirements as we represent the State of Texas.

These goals align with the new County goal: "Provide services that support the safety of people in the community."

The Office is budgeted in the Justice System Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides various programs and services mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so County resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions. The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes” and are now linked to the County Goal, “Provide services that support the safety of people in the community.”

PRE-INDICTMENT, YOUTH JUSTICE AND VIOLENCE PREVENTION:

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure	Projected FY 2026 Measure
# of juvenile dispositions	893	1,273	1,000	1,000	1,000
# of juvenile petitions filed	474	749	600	600	500
# of mental health felony cases handled by the team	873	1,163	900	900	900
# of mental health felony defendants handled by the team	619	699	650	650	650
# of defendants accepted into diversion programs	1,213	792	1,000	1,000	1,000

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of cases dismissed prior to indictment	4,344	6,011	5,500	5,000	5,000

Recently, the Office decided to expand diversion into a pre-indictment unit so that cases that may not be eligible for diversion would still be reviewed to resolve non-violent instances earlier in the process. The division, formerly the Diversion, Youth Justice, and Violence Prevention Division, has been renamed the Pre-indictment, Youth Justice, and Violence Prevention Division. The Office notes the following responsibilities for this division:

- Oversight of all diversion programs and related staff;
- Oversight of all mental health programs;
- Community outreach to include speaking engagements and serving on advisory boards;
- Taking a lead role in setting up expunction clinics, in coordination with the District and County Clerks, to assist low-income individuals who are legally eligible to have prior arrests and prosecutions removed from their criminal record;
- Improving internal training efforts on diversity, diversion, and social justice issues;
- Office diversity recruitment;
- Juvenile justice;
- Implementing innovative pilot programs designed to reduce violence in our communities; and
- Staffing early case review and magistration.

The Office states, “A successful Pre-Indictment, Youth Justice and Violence Prevention Division will improve safety in Travis County, and we expect more cases to be resolved pre-indictment as we devote more resources to efficient dispositions for non-violent cases in order to make victims whole again. The impact of this Division will be felt throughout the office and the entire community, as recruitment efforts are expanded to new areas, participation in cross-agency task forces increases, and we are able to more effectively communicate to the public about various initiatives.”

The Office has placed an increased emphasis on diversion and early case review. These initiatives have resulted in more cases being dismissed before indictment, as shown above. New initiatives and direction from the Commissioners Court regarding diversion efforts may increase workload and the need for additional staff in the future.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Assistant Director for Diversion, Youth Justice and Violence Prevention	\$159,072	1.0/1.0	The Office states, “Program implementation is on track, and the Office hopes to expand the scope of the juvenile restorative justice program overseen by this position. A budget request is associated with the position and the program as a whole. Outcomes tracked closely to or exceeded projections, and the office expects outcomes to continue to exceed expectations once the prosecutor-led diversion program is in place. The Transformation Project pilot program (funded internally and with grants to partner agencies) has yielded positive outcomes thus far.”

CIVIL RIGHTS DIVISION:

The goals of the Civil Rights Division are to, “Improve the administration of justice while enforcing the law efficiently and fairly,” and, “Involve the community as a partner in the justice and social services process.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Civil Rights investigations opened	56	43	30	30	30
Civil Rights investigations presented to a Grand Jury	26	6	5	5	10
Civil Rights Investigations Closed	39	40	50	40	40

The Division contains the Civil Rights Unit (CRU) and the Conviction Integrity Unit (CIU).

The Civil Rights Unit (CRU) is responsible for investigating all allegations of use of force involving law enforcement. Specifically, the CRU investigates and—where the investigation reveals criminal conduct—prosecutes the following critical incidents:

- All officer-involved shootings resulting in death or injury;
- All officer-involved discharges of weapons directed at a person;
- All officer-involved uses of force resulting in bodily injury;
- All in-custody bodily injuries; and
- All in-custody deaths.

The Conviction Integrity Unit (CIU) works to remedy all wrongful convictions stemming from District Court criminal convictions in Travis County. The CIU reviews any claims over which it has jurisdiction where a defendant alleges that they are innocent of the offense for which they were convicted or the conviction or sentence represents a miscarriage of justice, including the following types of claims:

- Actual Innocence/Wrongful Convictions;
- “Junk Science” Issues;
- Presentation of False Evidence;
- Misconduct by Governmental/Law Enforcement Personnel; and
- Historical Prosecution Review Issues.

The Office notes three critical measures of the CIU’s effectiveness include: (1) the number of cases or referrals reviewed by the CIU; (2) the number of cases disposed of through closure following CIU review; and (3) the number of CIU cases disposed of through court action.

INVESTIGATIONS:

The Office has identified the goals of the Investigation Division (ID) as the following:

- Improve the administration of justice while enforcing the law efficiently and fairly;
- Improve the quality of case preparation and case presentation; and
- Treat victims with dignity and respect.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of Grand Jury subpoenas served	1,427	1,937	2,000	1,500	1,500
# of subpoenas served for vehicular crimes	338	292	300	300	300
# of victim/witness contacts	17,325	17,897	17,500	17,500	18,000

The Office notes that the need for digital forensics evidence analysis will increase, requiring more experienced investigators. This change in the need for digital forensics will include technologies and digital media such as cell phones, tablets, laptops, flash drives, and hard drives. Additional responsibilities include ordering, redacting, and editing all digital media evidence prepared in electronic formats for presentations. To fulfill these responsibilities, Investigators must acquire and maintain advanced digital evidence retrieval and processing skills. The Office also notes that victims and witnesses in cases tend to be more mobile than the general population, which requires additional efforts and resources to locate a victim or witness, which is often difficult to control.

One Chief Investigator is responsible for the investigative work completed by the other 20 FTEs and participates in the assembly of evidence in felony criminal cases, ensures the security of the elected District Attorney and other employees of the District Attorney's Office, ensures that all ID FTEs complete training which the State mandates, maintains all operational and administrative records in compliance with Texas Commission on Law Enforcement mandates, and implements goals, objectives, policies, and procedures for the ID.

The Office further notes that rapid response times are a primary focus of the ID, whether protecting the elected District Attorney and other employees of the District Attorney's Office, receiving a request for evidence, locating a victim or witness, or serving a subpoena. In addition, each Investigator works with the originating agency to ensure the submitted prosecution packets are complete, the Office is not violating any Brady rules and is in compliance with the Michael Morton Act.

TRIAL DIVISION:

The goals of the Trial Division are to, "Improve the administration of justice while enforcing the law efficiently and fairly," and to, "Improve the efficiency of case management."

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of cases received	8,207	8,737	8,500	8,500	9,000
# of convictions	4,189	5,160	5,000	4,500	4,500
# of dispositions	7,301	10,504	9,500	9,500	9,500
# of jury trials	18	27	35	40	40
# of civil petitions filed	239	260	275	275	275
# of civil hearings conducted	4,399	3,000	3,000	3,000	3,000
Average # of days between date received and indictment on all cases	182	177	190	175	175
Average # of days between date received and information on all cases	208	231	200	200	200

The Travis County Criminal District Courts closed during COVID, and partially opened in the spring of 2022. Since then, not all Courts have returned to a full five day in-person schedule. However, as courts returned to normal, the number of dispositions has increased.

The Trial Division has several sections.

The largest is the Trial Courts section, representing the State of Texas in all felony criminal cases pending in District Court not assigned to a specialized unit. Assistant District Attorneys (ADAs) and support staff in the division accomplish the following:

- Review and prepare cases ranging from state jail felonies to capital murder for prosecution;
- Make sentencing recommendations and negotiate pleas;
- Provide defense attorneys with discovery of all evidence in the case;
- Appear in District Court during all phases of the prosecution to participate in pre-trial hearings, pleas, and sentencings, trials before the court, jury trials, and probation revocation hearings;
- Advise and assist law enforcement at all stages of criminal investigations, including assisting with search warrants, probable cause affidavits, and mobile tracking device orders; and
- Advise victims about the criminal justice process and discuss appropriate plea recommendations. The attorneys also appear in the Magistrate Court to negotiate or expedite resolutions on jail cases.

The Trial Division also includes the Child Abuse section, which investigates and prosecutes cases involving sexual abuse, physical abuse, and homicides of children. The investigation process includes crime scene investigation, staffing with law enforcement officials, and presentation to the Grand Jury for indictment. After the indictment, this unit continues to investigate cases, meets with the victim before the trial and should no plea agreement be reached, prosecutes the case to a jury for final disposition. The Child Protection Team comprises one ADA and a legal secretary who support staffing and intake for criminal child abuse and civil CPS cases.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Continuing Homicide Staff	\$253,465	2.0/1.0	The Office states, "The DA's Office proposes to internally fund the SPWs again in FY 2025. One of the positions is filled. The other is vacant only because we have attempted to move staff into permanent FTE positions whenever there is attrition. Outcomes have tracked closely to projections, which are difficult to predict given the cyclical nature of crime rates and particularly so given that the SPWs were added during a pandemic that contributed to anomalies (like higher homicide rates across the country)."

SPECIAL VICTIMS UNIT:

The Special Victims Unit's goals are to, "Improve the quality of case preparation and presentation," and, "Improve the efficiency of case management."

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of family violence cases indicted	1,455	1,128	800	1,000	1,000
# of family violence cases completed	1,508	2,229	1,600	1,500	1,500

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of days from indictment to disposition – family violence	457	461	445	450	430
# of days received to indictment – family violence	258	216	154	175	175
# of days from indictment to disposition – sexual assault	561	536	730	550	550
# of days received to indictment – sexual assault	299	257	198	225	225

The Special Victims Unit (SVU) is a mandated program, and the outcome measures in the SVU are primarily measured in case indictments, dispositions, and terms of hearings. The primary functions of the SVU are to screen cases for prosecution, prepare them for indictment, and prosecute them to disposition. The Special Victims Unit (SVU) contains the Family Violence (FV) Unit and the Sexual Assault (SA) Unit.

“The FV Unit exclusively handles the prosecution of intimate partner family violence cases, ranging from third-degree felony assaults to family violence-related homicides. The unit has experience and training in handling these cases and the unique dynamics involved in these offenses. The unit is committed to pursuing justice in these cases, providing support to victims, and protecting the safety of individual victims and the larger community. The FV Unit is led by a Division Director and a Team Lead. The FV unit is comprised of dedicated prosecutors in each of the 9 district courts, 2 investigators, 4 legal secretaries, and 2 paralegals. They are also supported by 9 Victim Counselors.

The Sexual Assault (SA) Unit exclusively handles the prosecution of adult sexual assault cases, both involving intimate partners and non-intimate/stranger cases. The SA Unit is led by a Division Director and a Team Lead. The SA unit is also comprised 4 additional prosecutors (one of which is grant-funded), 1 investigator, 1 paralegal, 1 victim counselor, and 1 legal secretary. The Division Director and the prosecutors in the SA Unit serve on-call on a rotating basis to provide legal advice 24-7 to Law Enforcement agencies investigating these crimes.”

The primary functions of the SVU are to screen cases for prosecution, prepare them for indictment, and prosecute them to disposition. In 2021, Travis County settled a lawsuit sexual assault survivors brought against the previous District Attorney. As a result of that settlement, the unit spends significant time collecting data, attending stakeholder meetings with the Austin Police Department (APD), the Sexual Assault Response and Resource Team (SARRT), community advocates, and other local organizations to, “ensure that the unit lives up to the promise of the settlement.”

PUBLIC INTEGRITY AND COMPLEX CRIMES:

The goals of the Public Integrity and Complex Crimes (PICC) Division are the following:

- Involve the community as a partner in the justice and social services process;
- Improve the administration of justice while enforcing the law efficiently and fairly;
- Improve the quality of case preparation and case presentation;
- Improve the efficiency of case management; and
- Treat victims with dignity and respect.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
WCCU cases opened	65	27	40	40	40
WCCU cases filed in court	33	23	15	10	10
WCCU cases opened	65	27	40	40	40
PIU cases filed in court	28	37	40	40	40
PIU cases opened	144	137	100	100	100
PIU restitution ordered	\$1,252,014	\$556,192	\$300,000	\$300,000	\$500,000
Asset forfeiture cases resolved	25	4	2	2	2
Asset forfeiture petitions initiated	11	5	12	10	10

The Public Integrity and Complex Crimes (PICC) Division is a specialized division of the District Attorney’s Office that investigates and prosecutes the following:

- Complex fraud and financial crimes;
- Insurance and workers' compensation fraud;
- Fraud targeting public funds and government programs;
- Allegations of wrongdoing by government employees and officials;
- Environmental crimes;
- Asset forfeitures; and
- Cases involving identity theft and elder fraud.

The Division also handles open records requests in collaboration with the Operations Division and reviews and approves search warrants for cell phone pings and geofences. Travis County’s population growth has created more white-collar and other economic crime opportunities. PICC is placing a greater emphasis on the investigation and prosecution of wage theft by employers. The Office states, “Due to resource limitations, PICC typically handles financial crimes where the value of the loss is greater than \$50,000. The unit may still prosecute cases below that threshold if the facts are complex and forensic accounting work is needed to prove the case. Less complex and lower value cases are referred to the Trial Division.” In FY 2022, the District Attorney’s Office received a grant from the Public Rights Project (PRP), which partially funds an Assistant District Attorney, focusing on wage theft issues.

The Public Integrity Unit (PIU) within PICC handles fraud cases targeting government programs, property, or other public funds. It also handles cases in which government employees or officials have committed crimes in connection with their office or employment.

In FY 2024, the Appellate section moved to this division and is now known as the Appeals and Complex Litigation Support (ACLS). The ACLS Team has the following responsibilities:

- Handles all appellate and postconviction writs of habeas corpus stemming from felony convictions in Travis County district courts, except those matters handled by the Office’s CIU, and litigates any evidentiary hearings in those habeas cases;
- Addresses time-sensitive interlocutory appellate matters, including litigating mandamus and prohibition petitions, pretrial writs of habeas corpus, extradition writs, and appealable district court rulings on pretrial motions;
- Pursues petitions for discretionary review, petitions for review, and petitions for writ of certiorari from higher appellate courts when needed to ensure that justice is done; and

- Provides support to all other units in the Office by providing research, legal analysis, and advice on pending issues impacting the Office.

Further, the ACLS Team’s postconviction workload includes appellate litigation of criminal convictions for felony offenses and misdemeanor offenses involving official misconduct, juvenile adjudications for felony and misdemeanor offenses, postconviction motions for forensic DNA testing, and judgments in civil termination of parental rights cases.

VICTIM SERVICES:

The goal of the Victim Services Division is to, “Treat victims with dignity and respect.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of times made contact with victims or witnesses	33,557	35,857	30,000	30,000	33,000
# Victims served (number of victims assisted)	8,475	8,007	10,000	10,000	10,000
Ratio of services to victims & witnesses	0.25	0.22	0.30	0.30	0.33

In FY 2022, the administration created a standalone Victim Services Division. The Victim Services Division is responsible for providing services to victims of crime as mandated by the Texas Constitution Article 1, Section 30, Chapter 56 of the Code of Criminal Procedure, and Chapter 57 of the Family Code. Staff in this division work with victims of violent felonies, including victims of sexual assault, kidnapping, aggravated robbery, burglary, and domestic violence. In addition, they work on cases that involve injury to a child, elderly individuals or disabled victims or people who have suffered personal injury or death because of the criminal conduct of another.

Witness coordination services are extended to subpoenaed witnesses and include court information, travel and lodging arrangements, assistance with reimbursement forms, interpreter services, and special services required by persons with disabilities. Counseling referral services are also available for witnesses.

The Office states, “The Victim Services Division seeks to attain an outcome where its contributing staff alleviate as much of the difficulty of being a victim or a witness in the state’s criminal justice system as they possibly can, as well as make sure their mandated rights are afforded to them.” The Victim Services Director has worked closely with the Office’s Program Coordinator (Grants Manager) to secure new resources for Victim Counselors to, “manage their growing caseloads and to ensure all victims are receiving the care and support they need.”

OPERATIONS:

The Office has identified the goals of the Operations Division as the following:

- Improve the efficiency and effectiveness of office operations to ensure the wise use of taxpayer resources;
- Fulfill statutory requirements as we represent the State of Texas; and,
- Treat victims with dignity and respect.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of Applications/ Supported & Created	80	70	78	80	83
# of open records requests	386	581	590	550	550
Amount of restitution collected	\$959,795	\$1,186,043	1,000,000	\$1,000,000	\$1,000,000

The Operations Division is responsible for planning, implementing, and coordinating legal support and business functions of the District Attorney’s Office. Included among the services the Division provides are budget development and oversight, accounting, purchasing, legal support staff management, information systems management, grants, and interlocal administration, strategic planning, hot checks, and restitution payments, employee travel coordination, language interpretation and translation, facilities management, human resources, and personnel administration. The Operations Division staff assists the Public Integrity and Complex Crimes (PICC) Division with open records and expunctions and Victim Services with arranging travel for witnesses needed to testify during the trial.

The Office states, “Operations accounting and finance personnel seek to manage a \$32 million budget with only four FTEs fully dedicated to this task, making its ratio of indirect costs to direct one of the lowest in the County.” Two FTEs in the Hot Checks section process all felony hot checks cases in Travis County and track all felony criminal restitution cases in which money is due to the victim. Midyear, in FY 2021, the District Attorney’s Office internally funded a Program Coordinator FTE who serves as the Office’s Grants Manager. The incumbent actively seeks opportunities to fund priorities for the Office outside of County resources. The Office notes that this program is measured daily to ensure successful day-to-day operations for the entire office.

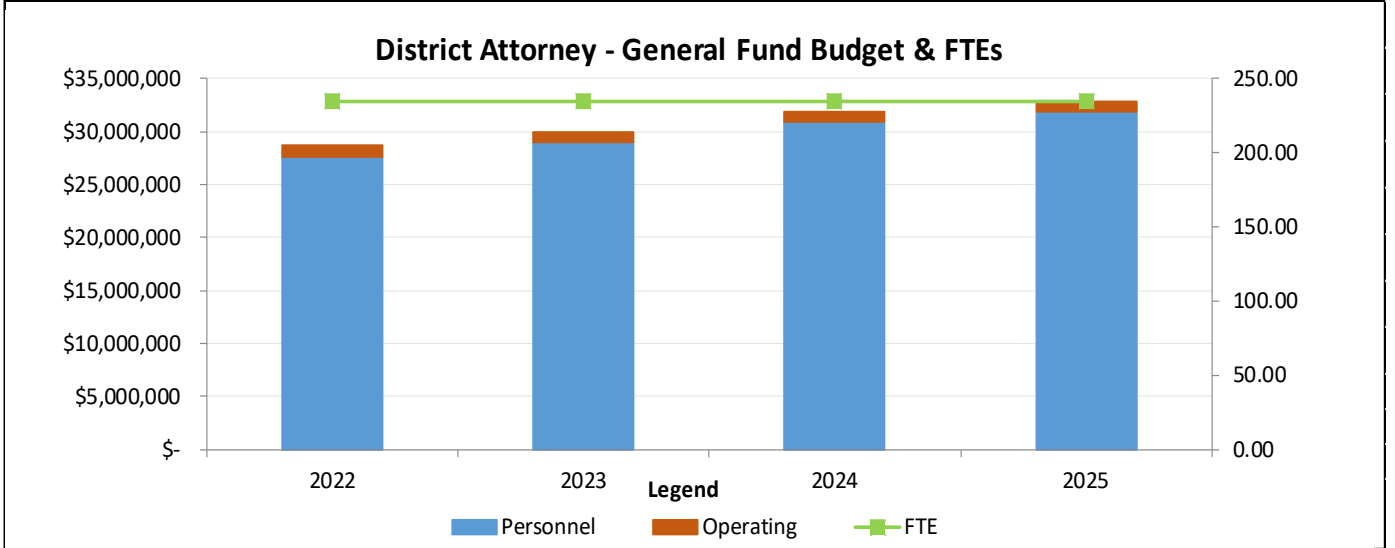
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Expert Witness and Forensic Testing	\$60,000	-/-	The Office states, “TCDAO continues to need experts for cases and the annual budget allocated for it is insufficient. We have again submitted a budget request for operating funds to address the shortfall we experience in being able to pay for mandated court-related costs. Travis County receives reimbursements from the State of Texas for certain witness travel expenses. The revenue received thus far seems to be in line with projections.”

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	27,652,337	28,975,454	30,938,138	31,914,789	976,651
Operating	989,476	996,321	943,871	935,991	(7,880)
Total (Per&Op)	\$ 28,641,813	\$ 29,971,775	\$ 31,882,009	\$ 32,850,780	\$ 968,771
CAR*	-	-	-	-	-
Grand Total	\$ 28,641,813	\$ 29,971,775	\$ 31,882,009	\$ 32,850,780	\$ 968,771
FTEs	234.50	234.50	234.50	234.50	-

Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the District Attorney’s Office increased by \$968,771 from the FY 2024 Adopted Budget. This is a 3.0 percent increase. Most of the increase was in the personnel budget due to FY 2024 compensation originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 31,134,697	\$ 747,312	\$ -	\$ 31,882,009	234.50	\$ -
Target Budget Changes						
Programmatic	-	(747,312)	-	(747,312)	-	-
Compensation & Benefits	1,179,697	-	-	1,179,697	-	-
Total Target Budget Changes	\$ 1,179,697	\$ (747,312)	\$ -	\$ 432,385	-	\$ -
FY 2025 Target Budget	\$ 32,314,394	\$ -	\$ -	\$ 32,314,394	234.50	\$ -
Budget Submission	\$ 32,314,394	\$ -	\$ -	\$ 32,314,394	234.50	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Court Costs and Services	100,000	-	-	100,000	-	80,000
Transfer From the District Attorney's Office	(70,000)	-	-	(70,000)	-	-
Case Exhibits Archivist	-	142,076	-	142,076	-	-
Data Analyst	-	-	-	-	-	177,870
Travis County Transformation Project (1.0 SPW)	-	211,747	-	211,747	-	-
Programmatic Total	\$ 30,000	\$ 353,823	\$ -	\$ 383,823	-	\$ 257,870
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	127,408	-	-	127,408	-	-
Compensation & Benefits Total	\$ 127,408	\$ -	\$ -	\$ 127,408	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	25,155	-	-	25,155	-	-
Administrative & Other Total	\$ 25,155	\$ -	\$ -	\$ 25,155	-	\$ -
Grand Total	\$ 182,563	\$ 353,823	\$ -	\$ 536,386	-	\$ 257,870
FY 2025 Preliminary Budget	\$ 32,496,957	\$ 353,823	\$ -	\$ 32,850,780	234.50	\$ 257,870
Change from FY 2025 Target	\$ 182,563	\$ 353,823	\$ -	\$ 536,386	-	\$ 257,870
Change from FY 2024 Adopted	\$ 1,362,260	\$ (393,489)	\$ -	\$ 968,771	-	\$ 257,870

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the District Attorney’s Office includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$747,312 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget, including \$680,417 of personnel resources removed for an Assistant Director for the Pre-indictment, Youth Justice, and Violence Prevention program, two Victim Counselors, Srs. and two Attorneys that assisted with the increase of homicide and provided support to victim’s families, that the Office is now internally funding on a one-time basis, and an Attorney V that assisted with the review of case exhibits at the Travis County Heman Marion Sweatt Courthouse (HMS). One-time operating resources totaling \$36,895 related to these positions and \$30,000 for expert witness and forensic testing expenses were also removed.

The FY 2025 Preliminary Budget for the District Attorney’s Office includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Resources added to continue funding one County/District Attorney Division Director Assistant so that the Office may continue the implementation of the Travis County Transformation Project (TCTP) and assist with other pilot projects in the Office for two additional years with an end date of September 30, 2026.	\$211,747	\$-	\$211,747	-
Resources added to continue funding Attorney V as an SPW and related operating resources to continue the review of case exhibits located at the Heman Marion Sweatt Travis County Courthouse (HMS) for one additional year with an end date of September 31, 2025.	142,076	-	142,076	-
Resources added related to increased court costs and services expenditures within the Office.	-	100,000	100,000	-
Resources were removed from the Office because the Center for Child Protection contract moved from the District Attorney’s Office to the Health and Human Services Department (HHS).	-	(70,000)	(70,000)	-
Total Programmatic Recommendations	\$353,823	\$30,000	\$383,823	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the District Attorney’s Office includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Travel and Training Restoration	\$-	\$25,155	\$25,155	0.0
Total Administrative and Other Funding Changes	\$-	\$25,155	\$21,155	0.0

Included in the FY 2025 Preliminary Budget is a 50 percent restoration of travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County’s budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$25,155 in ongoing operating resources for the District Attorney’s Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the District Attorney’s Office includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.		\$-	\$948,985
Resources for adjustments to the Peace Officer Pay Scale (POPS) in FY 2024.		-	149,396

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the annual POPS Step Increase for eligible employees in FY 2024.	-	71,473	71,473
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	9,843	9,843
Resources for health insurance cost increases for FY 2025.	-	127,408	127,408
Total Compensation Changes	\$-	\$1,307,105	\$1,307,105

Compensation adjustments for FY 2024 were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. The Preliminary Budget Volume I document contains a complete description of all compensation adjustments.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

The Office states that they, “reorganized significantly in FY 2024 and has further refined this reorganization within their FY 2025 budget submission. There are now five Attorney Directors, one Senior Director, and two Assistant Directors reporting to the First Assistant under the new structure. This was done via a series of consolidations, which included moving the Child Abuse unit, expanding the scope of the Pre-Indictment, Youth Justice, and Violence Prevention division, maintaining a separate Victim Witness Services Division, and moving Open Records and Extraditions to other divisions.”

In their FY 2025 Budget Submission, the office internally funded \$244,927 in career ladder increases for 35 attorney positions.

The Office also internally funded 8.0 SPWs to address homicides and major crimes, including four Attorneys, three Victim Counselors, and one Paralegal.

Lastly, the Office also internally funded reclasses of a County/District Attorney Division Director Assistant to a County/District Attorney Division Director, a County/District Attorney Division Director Assistant to a Paralegal, and a Paralegal, Sr. to an Office Manager, Sr. within their FY 2025 Budget Submission. These personnel changes are pending the Human Resources Management Department (HRMD) review.

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Office’s budget and require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Data Analyst	\$177,870
Court Costs and Services	80,000
Total Allocated Reserve Earmarks	\$257,870

ADDITIONAL INFORMATION

VACANT POSITIONS

As of April 22, 2024, the Office currently has one vacancy, a 1.0 Paralegal FTE position, that the Office anticipates filling now that the position has been reclassified from a County/District Attorney Division Director Assistant to a Paralegal.

FUTURE CONSIDERATIONS

The Office states, “We are focused on continuing to staff Homicides and Major Crimes to protect our community's safety. TCDA will continue participating in federal, state, and local law enforcement task forces focused on violent crime prevention. To address the root causes of crime and continue our efforts to reduce the unnecessary incarceration of non-violent offenders that commit low-level offenses, which keeps our community safer and helps keep the dockets of the District Courts from bogging down so that we can prosecute violent cases in a timely manner. We are continuing to tackle a large backlog due to the pandemic, and by diverting lower-level offenses, our staff will have the resources to devote time and energy to violent crime. This is accomplished through aggressive case screening to quickly reject and dismiss insufficient cases or arrests resulting from unfair law enforcement practices, the continued expansion of our use of diversion programs, and our work with law enforcement and the community to prevent arrests from occurring at all.”

On April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk’s Office, the County Attorney’s Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney’s Office, the Public Defender’s Office (PDO), the District Clerk’s Office, and the Sheriff’s Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a holistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss our draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop potential options for the Commissioner Court to consider for funding depending on how CAFA could be implemented in FY 2025, based on the roles of the County and the City of Austin.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: COURT COSTS AND SERVICES

<i>Program:</i>	Operations (123)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	123,086	100,000	100,000	100,000
Subtotal	\$ 123,086	\$ 100,000	\$ 100,000	\$ 100,000
Capital	-	-	-	-
Dpt Total	\$ 123,086	\$ 100,000	\$ 100,000	\$ 100,000
Earmark Allocated	70,000	80,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 70,000	\$ 80,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 193,086	\$ 180,000	\$ 100,000	\$ 100,000

DEPT. SUMMARY OF REQUEST

The District Attorney’s Office requests \$123,086 in ongoing operating funds for court costs (including transcripts, expert witness testimony fees, and witness expenses) and services (including DNA and other forensic testing, interpretation services, and translation services). TCD AO also requests an earmark on the Allocated Reserve of \$70,000 for these mandated expenses.

BUDGET REQUEST PERFORMANCE MEASURES

The Office did not submit performance measures for this request.

PBO RECOMMENDATION

In 2016, the Austin Police Department’s (APD) crime lab was shuttered after an audit by the Texas Forensic Science Commission (TFSC) due to concerns over the quality of the work performed. The District Attorney’s Office began conducting materiality reviews of cases affected by the lab. To this day, several cases still require review and possible litigation due to the lab issues.

Before 2016, the District Attorney’s Office could utilize lab services in the capitol area lab services for DNA testing, which were at no cost to the Office. However, when the District Attorney’s Office began its review of numerous cases in 2016, many labs in the capitol area also shuttered because of issues at the APD crime lab, and the Office was forced to use the Department of Public Safety (DPS) or private labs for DNA testing, which are often more costly. Beginning in April 2022, labs in the capitol area began to reopen and began accepting a few amounts of cases for DNA testing from the District Attorney’s Office at no cost, as in the past. The Office hopes that as operations ramp up, it will accept more cases and be able to rely less on the DPS and private labs for testing, except in extreme or timely circumstances. The Office also notes that they have experienced a significant rise in expert witness expenses, interpreter services, and other services and expenses included in the court cost and services budget due to the unique and complex nature of recent forensic issues and the increased use of expert witnesses and other consulting services as the current administration has, “implemented an internal panel at which ADAs must present

their requests to consult with experts to best prosecute their cases.” A summary of court costs and service budget and expenditures are noted in the following table:

FY 2019 – FY 2024 Court Costs and Services Budget and Expenditures

<i>Fiscal Year</i>	<i>Revised Budget</i>	<i>Expenditures</i>	<i>Remaining Balance</i>
2024	\$479,171	\$629,171*	\$(150,000)
2023	590,880	521,098	69,782
2022	451,065	263,801	187,265
2021	554,371	117,499	436,872
2020	445,841	176,413	269,428
2019	466,258	383,913	82,345

*Projected Expenditures as of April 30, 2024

As of April 30, 2024, PBO projects expenditures totaling \$629,171 related to court costs and services, resulting in a projected shortfall of \$150,000 for FY 2024. The FY 2024 Adopted Budget includes a \$50,000 one-time Earmark against the Allocated Reserve. However, additional resources of \$100,000 will be needed to cover this projected shortfall. The Office’s FY 2025 Budget Submission only has \$412,450 of resources dedicated to forensic testing and expert witness expenses, which does not include a one-time allocation of \$30,000 in FY 2024 for court costs and services. For this reason, PBO recommends \$100,000 of ongoing operating funds for testing related to the additional work of DNA review due to problems from the APD lab and DPS lab and the ongoing increased use of expert witnesses to prosecute cases. This will allocate a total resource of \$512,450 for forensic testing and expert witness expenditures. In addition, PBO recommends a one-time Earmark against the Allocated Reserve of \$80,000 if the budgeted resources are insufficient. PBO will work with the Office closely to monitor forensic testing expenditures for any overages and the need to utilize this Earmark.

PBO further recommends that the Office continue to work with multiple labs in the capitol area to utilize their DNA testing services, which are at no cost to the Office, when possible. PBO will continue to work with the District Attorney’s Office to right-size this budget in future budget cycles for one-time needs and any ongoing resources needed for forensic testing and expert witness testimony in new cases.

REQUEST #2: CAFA – DISTRICT ATTORNEY STAFFING FOR 24/7 OPERATIONS

<i>Program:</i>	Diversion, Youth Justice, & Violence Prevention (123)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	12.00	-	-	-
Personnel	1,222,440	-	-	-
Operating	37,350	-	-	-
Subtotal	\$ 1,259,790	\$ -	\$ -	\$ -
Capital	17,640	-	-	-
Dpt Total	\$ 1,277,430	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,277,430	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The District Attorney’s Office (TCDAO) requests two Attorney IV FTEs, one Paralegal FTE, one Legal Secretary FTE, and one Victim Counselor Sr. FTE to staff an ongoing Counsel at First Appearance (CAFA) program that would include the presence of prosecutors. TCDAO also requests continuation of and funding for a Special Project Worker (SPW) Attorney position to be converted into a permanent FTE.

BUDGET REQUEST PERFORMANCE MEASURES

The Office did not submit performance measures for this request.

PBO RECOMMENDATION

PBO’s final recommendation for CAFA-related FY 2025 budget requests is pending a wider analysis of anticipated needs across all stakeholders intended to support an eventual full implementation of CAFA.

On April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk’s Office, the County Attorney’s Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney’s Office, the Public Defender’s Office (PDO), the District Clerk’s Office, and the Sheriff’s Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a holistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss PBO's draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop potential options for the Commissioners Court to consider for funding depending on how CAFA could be implemented in FY 2025, based on the roles of the County and the City of Austin.

REQUEST #3: TRAVIS COUNTY TRANSFORMATION PROJECT

<i>Program:</i>	Diversion, Youth Justice, & Violence Prevention (123)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	211,747	211,747	211,747	-
Operating	500,000	-	-	-
Subtotal	\$ 711,747	\$ 211,747	\$ 211,747	\$ -
Capital	-	-	-	-
Dpt Total	\$ 711,747	\$ 211,747	\$ 211,747	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 711,747	\$ 211,747	\$ 211,747	\$ -

DEPT. SUMMARY OF REQUEST

The Travis County District Attorney’s Office (TCDAO) requests financial support for the community partners implementing the Travis County Transformation Project (TCTP), a pre-arrest diversion program for juveniles accused of family violence with their caregivers. TCDAO also requests ongoing funding to convert an exceptional project worker (SPW) to a permanent FTE. The incumbent Assistant Director manages the TCTP pilot program, among others, and will continue if permanent funding is secured.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
# of juvenile petitions filed	474	749	800	600	500	500
# of juvenile dispositions	893	1,273	1,200	900	800	800

PBO RECOMMENDATION

The FY 2024 Adopted Budget includes one-time resources of \$211,747 for a 1.0 County/District Attorney Division Director Assistant SPW who served as an Assistant Director in the Pre-indictment, Youth Justice, and Violence Prevention program. This Assistant Director is currently assisting with implementing multiple pilot programs such as Counsel at First Appearance (CAFA), the gun violence diversion program, a firearm surrender program, and the Travis County Transformational Program (TCTP). The TCTP is a juvenile restorative justice program that began in June 2023 and is anticipated to conclude in June 2025. The Office states, “This program’s goal is to break intergenerational cycles of violence in Travis County. The target population for this program is youth facing charges of assault family violence. This population was chosen based on 10 years of Travis County prosecution data that show assault family violence is the most frequent charge driving youth into juvenile detention. TCDAO also knows that 38 percent of Travis County homicides arise out of domestic violence contexts. The need to break cycles of violence before they can escalate further is critical. TCTP is currently only accepting 15- and 16-year-olds into the

program, due to age limitations at LifeWorks that prohibit the program from allowing youth under the age of 15. There is a plan in place to remove this restriction in the future. Half of offenses annually involve youth younger than 15. If we want to truly prevent youth from coming into the system by providing them the support that they need, we must get upstream to address these needs as soon as possible.”

Funding for direct services related to this program has been provided by the Office’s internal Forfeited Property Account, grants, and existing departmental resources. The Office notes that this program is being evaluated and initial findings from research conducted at the University of Texas at Austin are anticipated to be available by September 2024, with a more robust and complete evaluation of the pilot program after the pilot concludes in June 2025. PBO recommends the continuation of this County/District Attorney Division Director Assistant as an SPW and related operating resources for two additional years with an end date of September 30, 2026, to support the implementation of the TCTP and assist with other pilot projects in the Office. PBO also recommends that the Office continue to identify internal department resources within its existing budget and grant funds and utilize the Office’s internal Forfeited Property Account to address direct service needs for these pilot programs due to the constrained revenue environment the County faces.

REQUEST #4: DATA ANALYST

<i>Program:</i>	Operations (123)			
<i>Fund/Fund#:</i>	General Fund (0001)	<i>Mandated Program:</i>		Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	126,492	-	-	-
Operating	48,438	-	-	-
Subtotal	\$ 174,930	\$ -	\$ -	\$ -
Capital	2,940	-	-	-
Dpt Total	\$ 177,870	\$ -	\$ -	\$ -
Earmark Allocated	-	174,930	-	-
Earmark CAR	-	2,940	-	-
Total Earmarks	\$ -	\$ 177,870	\$ -	\$ -
Dpt Total + Earmarks	\$ 177,870	\$ 177,870	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Travis County District Attorney’s Office (TCDAO) requests a new Business Analyst III (Data Analyst) FTE to support the office's growing data collection, analysis, and reporting needs. TCDAO has not expanded its information technology (IT) staffing in nearly 12 years, while the Office has grown considerably due to adding new district courts, for example.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of Applications/ Supported & Created	80	70	78	80	83	80
The ratio of IT Staff to Users	0.0122	0.0120	0.0110	0.0110	0.0150	0.0122

PBO RECOMMENDATION

The Office states an additional Data Analyst (Business Analyst III) will, “enhance the effectiveness and equity of prosecutorial strategies by establishing a robust data analysis infrastructure. By hiring a dedicated data analyst and implementing comprehensive data collection and analysis protocols, TCDAO [Travis County District Attorney’s Office] seeks to accurately track key prosecutorial metrics, identify trends, disparities, and areas for improvement, and inform evidence-based policy decisions.”

On April 30, 2024, Commissioners Court approved the District Attorney’s request to apply to the Smart Prosecution – Innovative Prosecution Solutions Grant with the Bureau of Justice Assistance (BJA) for \$350,000. This grant opportunity is for two years (October 1, 2024 – September 30, 2026). It would fund one Data Analyst position to assist with data collection and analysis capabilities in the IT Division of the Office. The District Attorney's Office has noted that if this grant is awarded and once it ends, they will request resources from the General Fund to fund the position on an ongoing basis at an estimated

annual cost of \$175,000. PBO will monitor the benefits of the Data Analyst during the grant term if awarded. The Office anticipates an award decision by October 2024. PBO recommends a \$177,870 ongoing Earmark against the Allocated Reserve to be accessed if the Office is not awarded the Smart Prosecution – Innovative Prosecution Solutions Grant so that the Office has additional assistance with technical support and performance measure and data management.

REQUEST #5: CENTER FOR CHILD PROTECTION CONTRACT

<i>Program:</i>	District Attorney (123)			
<i>Fund/Fund#:</i>	General Fund (0001)	<i>Mandated Program:</i>		Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	80,000	(70,000)	(70,000)	(70,000)
Subtotal	\$ 80,000	\$ (70,000)	\$ (70,000)	\$ (70,000)
Capital	-	-	-	-
Dpt Total	\$ 80,000	\$ (70,000)	\$ (70,000)	\$ (70,000)
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 80,000	\$ (70,000)	\$ (70,000)	\$ (70,000)

DEPT. SUMMARY OF REQUEST

The Travis County District Attorney’s Office (TCDAO) has collaborated with the Center for Child Protection and various County offices and departments to request additional funds to support the County’s contract with the Center for Child Protection. There are two options to consider: (A) ongoing funding of \$30,000 to maintain the current contract funding level, or (B) ongoing funding of \$80,000 to both maintain the current contract and to expand the services provided by the Center.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of unduplicated clients served	2,488	2,405	1,500	2,278	2,355	2,488
Percent of clients making progress toward their trauma adjustment goals	94%	98%	90%	90%	90%	94%
<i>New Measures</i>						
Children Served at Forensic Interview	819	855	855	778	855	855
Total Adults Served (All Programs)	1,693	1,767	1,767	1,608	1,767	1,767
Total Children Served (All Programs)	1,195	1,080	1,080	983	1,080	1,080
Total Number of Translations of Forensic Interviews with LEP Victims	Not Collected	Not Collected	Not Collected	Not Collected	Baseline	TBD

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
% of clients agree, "My questions were answered to my satisfaction."	94%	100%	95%	95%	95%	95%
% of clients agree that, "Overall, the services I have received from the Center thus far have been helpful to me and my child."	86%	95%	95%	95%	95%	95%
% of clients agree, "I feel I have received information that has helped me understand how I can best keep my child safe in the future."	82%	84%	90%	90%	90%	90%

PBO RECOMMENDATION

The Center for Child Protection (CCP) is a 501(c)3 non-profit organization and a nationally accredited children’s advocacy center serving Travis County. Per the Texas Family Code (264.401-264.411), children’s advocacy centers in Texas are required to review reports relating to the suspected abuse or neglect of a child, coordinate the investigations of participating agencies about abuse and neglect, and provide a variety of services including forensic interviews, forensic medical exams, victim support and advocacy and trauma-focused mental health services.

In FY 1999, the Commissioners Court approved a contract to allocate \$100,000 annually to assist the CCP in providing court-related services. The District Attorney’s Office notes, “The Center employs Forensic Interviewers who work with child abuse detectives here in Travis County (APD, TCSO, and the other law enforcement agencies, which collectively make up the Child Protection Team [CPT]) to interview children who are victims of child abuse. The Center also employs Family Advocates and Mental Health Clinicians who work directly with and provide counseling services to child victims and their family members. These counselors help a child victim navigate the protracted and sometimes traumatic criminal court process. CCP staff participate daily with law enforcement and TCDAO staff to triage incoming allegations of child abuse and coordinate multi-disciplinary staffing, forensic interviews, and follow-up counseling. All of this factors into the eventual prosecution of a child abuse case. These collaborative efforts with internal and external agencies maximize efficiencies while ensuring justice is served.”

This contract, which totals \$100,000 as noted above, has been supported by \$70,000 from the District Attorney Office’s General Fund budget and \$30,000 from the District Attorney Office’s special revenue fund, the Family Protection Fund (0130). The Family Protection Fund derives its income from a \$15 fee assessed on divorce filings as authorized under Texas Government Code 51.961. Senate Bill (SB) 41 repealed this fee effective January 1, 2022, which has resulted in no new revenue for the Fund. The remaining balance of the Fund, totaling \$21 as of April 30, 2024, will be fully expended in FY 2024. The FY 2024 Adopted Budget includes a \$14,505 Earmark against the Allocated Reserve to ensure that the District Attorney’s Office has the resources to pay the anticipated contract amount of \$100,000, including resources from the Office’s General Fund. However, beyond FY 2024, the contract will have a shortfall of \$30,000.

The Office states, “purchasing staff indicated that the contract was severely out of date and would need to be completely renegotiated for FY 2025.” After departmental and staff discussions, Health and Human Services (HHS) and the District

Attorney's Office have agreed the CCP contract management responsibility and funding should be transferred to HHS. The Office further notes, "HHS has the infrastructure to oversee social service contracts, this contract directly aligns with the Safety Intervention Services (SIS) Issue Area reported on by HHS, and the Office of Children Services, a division within HHS, has a child welfare unit that has routine interaction with the CCP and other collaborative partners." PBO recommends that ongoing funds of \$70,000 be transferred from the Office's operating budget to the Health and Human Services Department (HHS) so that the HHS can manage the contract. PBO further recommends ongoing resources of \$30,000 so that the contract may be fully funded at the current amount of \$100,000 to maintain the current contract funding level. PBO encourages the District Attorney's Office to work with HHS to explore an expansion of services provided by CCP and how this could impact resources allocated to fund this contract.

REQUEST #6: CASE EXHIBITS ARCHIVIST

<i>Program:</i>	Public Integrity & Complex Crimes (123)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	138,216	138,216	-	-
Operating	3,860	3,860	-	-
Subtotal	\$ 142,076	\$ 142,076	\$ -	\$ -
Capital	2,940	-	-	-
Dpt Total	\$ 145,016	\$ 142,076	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 145,016	\$ 142,076	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The District Attorney’s Office (TCDAO) requests one-time funding to continue an Attorney V exceptional project worker (SPW) for one year to address a backlog of trial exhibits eligible for destruction. An attorney must individually review each exhibit to determine whether it should be preserved or destroyed. If approved, the position will also serve as an archivist for the office.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
# of legal consultations by appellate attorneys	541	500	400	400	500	400

PBO RECOMMENDATION

The FY 2024 Adopted Budget includes a 1.0 Attorney V Special Project Worker (SPW) who worked to review previously located trial exhibits that may meet the criteria for destruction to ensure compliance with the Texas Code of Criminal Procedure,

Article 2.21(e). The Texas Code of Criminal Procedure, Article 2.21(e), which governs the rules for the destruction of exhibits, states the following regarding exhibit destruction:

1. *On or after the 1st anniversary of the date on which a conviction becomes final in the case, if the case is a misdemeanor or a felony for which the sentence imposed by the court is 5 years or less;*
2. *On or after the 2nd anniversary of the date on which a conviction becomes final in the case, if the case is a noncapital felony for which the sentence imposed by the court is greater than 5 years;*
3. *On or after the 1st anniversary of the date of the acquittal of a defendant; or*
4. *On or after the 1st anniversary of the date of the death of a defendant.*

The SPW was authorized through September 30, 2024. However, the Office is still working to review these trial exhibits so that exhibits identified for preservation can be moved and stored or destroyed, if deemed appropriate. Suppose an exhibit is considered eligible and suitable for destruction. In that case, the Office must submit a “Notice of Intent to Destroy Evidence” to a District Judge, the defendant, and the defendant’s most recent attorney on the case. If the defense does not object to its destruction, the Office then submits a request for authorization by the Court to destroy the evidence. If an exhibit should be preserved, the Office notes that the following steps will differ based on the type of evidence. Paper evidence could be scanned and uploaded into TechShare; however, the related case must first be uploaded to TechShare. Due to the possible age of these cases, many are likely not currently in TechShare. The Office will also work to address biological evidence and determine the appropriate destruction or preservation.

The District Attorney’s Office notes, “The time needed to review varies in the number and complexity of exhibits and is truly on a case-by-case basis. The attorney must review the nature of the evidence and whether there were any codefendants on the case that might appeal. The attorney has an entire regular caseload on top of this special project, and it is too much work for one person as the District Clerk needs to expedite the process to move out of [the Heman Marion Sweatt Travis County Courthouse] HMS.”

PBO recommends one-time funding of \$142,076 to extend an Attorney V Special Project Worker (SPW) through FY 2025 to continue reviewing exhibits for proper preservation or destruction to comply with the Texas Code of Criminal Procedure, Article 2.21(e) and so the District Clerk can move these files over to the Gault building, if appropriate. As the timeline for renovations to HMS is further refined, PBO will follow up with the Office to stay apprised of the progress of this project and whether additional resources will be needed to help complete this project before renovations.

District Clerk (121)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	11
FY 2025 Preliminary Budget Recommendations Summary	12
Additional Information	15
FY 2025 Budget Request Analysis	18
Request #01: CAFA – Court Clerk II (1.0 FTE) – Criminal Division.....	18
Request #02: Sattelite Office Court Clerk II’s (2.0 FTE) – Passport Division.....	20
Request #03: Business Analyst III (1.0 FTE) – IT Division.....	24
Request #06: Court Clerk II for Supplemental (ARPA) Criminal Court (1.0 SPW)	26
Request #07: Scanner Equipment	32
Request #08: Jury Pay Increase	33
Request #09: Capital Metro Transit Passes	36
Request #Unranked: Finance Division Accountant SPW (Year 2 of 2).....	38

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The Travis County District Clerk provides judicial system representatives and the public with information and support through an innovative, team-based employee group, using the most technologically advanced methods possible and thereby fulfilling the Office's constitutional, statutory, and fiduciary duties.

The Office has identified the following strategic goals that align with the new County Goal, "Be a trusted well-run county":

- Solidify staffing of jury/passport division to maintain increased revenue to Travis County and confirm a leadership role in this public service;
- Ensure that the District Clerk's Office meets business requirements with the most efficient technical solutions;
- Maintain a team-based approach that allows staff to become engaged in innovations and improvements to enhance work procedures and business processes; and
- Carry out all budgetary and financial activities and records for the District Clerk's processing of civil cases, criminal cases, jury financial actions, and passport financial actions.

The Office has identified the following strategic goal which aligns with the new County Goal, "Protect and provide opportunity for those most vulnerable and underrepresented":

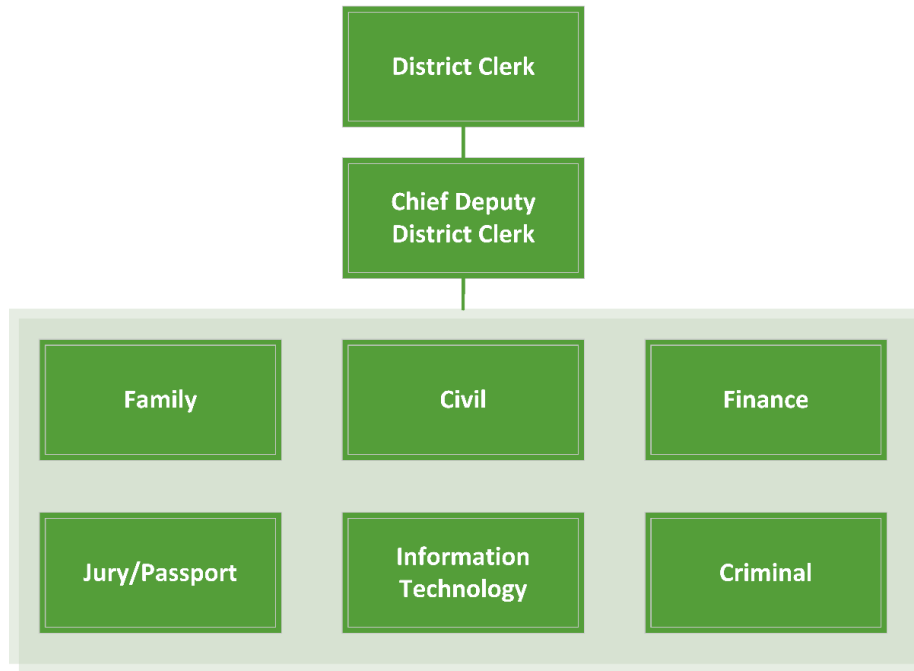
- Process all family case work, provide access and assistance in researching family case records, and support judges in court proceeds.

The Office has identified the following strategic goals that align with the new County Goal, "Provide services that support the safety of people in the community":

- Improve and increase transportation and parking options for Travis County jurors;
- Process all criminal case work, provide access and assistance in researching criminal case records, and support judges in court proceedings; and
- Process all general litigation and government case work, provide access and assistance in researching related case records, and support judges in court proceedings.

The Office is budgeted in the Justice System Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes” and are now linked to the County Goal, “Be a trusted and well-run county.”

JURY/PASSPORT DIVISION:

The Jury/Passport Division manages two services. Its mandated service is to process the assignment of potential Travis County/City of Austin jurors to the District Civil and Criminal Courts, County Courts at Law Civil and Criminal, Justice of the Peace Courts, Grand Jury, the City of Austin Municipal Courts, Probate Courts and Magistrate Courts. Its discretionary service is to process passport applications as the Authorized Acceptance Agents for the U.S. Department of State.

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure	Projected FY 2026 Measure
Jury summonses sent	89,730	245,000	250,000	250,000	250,000
Number of contacts (phone, email, mail, walk-in) related to jury service inquiries	18,661	33,220	18,000	15,000	15,000

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of contacts (phone, walk-in) related to passport service inquiries	23,451	33,748	18,000	17,000	17,000
Number of jury panels	716	1,054	1,000	1,100	1,100
Passport applications	16,249	21,431	20,500	20,500	20,500
Revenue generated by passport application activities	\$665,189	\$917,554	\$850,000	\$850,000	\$850,000

The District Clerk has related the following changes to statutorily mandated services for the Jury/Passport Division:

- HB 2015 - Exemption for petit jurors based on age was increased from 70 to 75 but this age increase did not apply to grand jurors;
- Texas Government Code, Section 62.115 – Compilation of list of convicted persons was added and notice is required to be sent to the Texas Secretary of State by the third [03] business day of the month; and
- Texas Government Code, Section 62.109(c) - Required notification to the voter registrar if a person is permanently exempted due to mental impairment or inability to comprehend English.

In addition, the Office notes the following changes to discretionary services for the Jury Passport Division:

- SB 1730 - District Clerks are now authorized to sell money orders for the processing of passports.

As of early 2023, all 38 courts have resumed in-person jury trials. Additional jury panels have been requested by the Criminal District Courts who are bringing in retired visiting judges to help handle the backlog of the dockets due to the pandemic. Then, in October 2023, a new probate court was added to which jury trials can occur. These developments are primary workload drivers for the Jury/Passport Division.

The Division’s responsibilities include sending out jury summons, working with jurors who communicate through phone, mail, email and walk-ins, reviewing juror registrations to verify exemptions and qualifications to serve and providing detailed instructions on reporting to jury assignments. The Office also works directly with court personnel providing jury lists, questionnaires, and attendance lists. Once assigned to a court, jurors that have last minute conflicts such as illness or emergencies are rescheduled to a new trial date. The Office processes exemptions, disqualifications, postponements, special accommodation requests (such as ASL interpreters and closed captioning) and issues Free Transportation passes to jurors. Juror’s exemptions and disqualifications which need to be verified are reviewed by the staff, such as proof the juror no longer lives in the city and/or county, school schedules, etc.

The Division utilizes the I-Jury Management system created in 2002 by Travis County. I-Jury is the online system designed to facilitate jury service and is in its 22nd year. Summoned jurors go online to qualify for service, request exemptions or disqualifications, complete the juror questionnaire and orientation, specify personal and business conflict dates, request postponements and receive information to a specific Courtroom, and trial date reporting instructions. I-Jury online registration prevents unnecessary in-person visits, reduces work absences and life disruptions for the jurors and has resulted in efficiencies in the District Clerk’s Office. I-Jury has received numerous awards, including the Harvard Ash Center Bright Idea in Government Award in 2015 for Online Juror Impaneling.

The District Clerk’s Office reports continued collaboration with the ITS to merge the jury systems, E-jury and the JMS (Jury Management System) to ensure better efficiency. E-jury receives daily input of jury trials into the system, receives the juror’s registration, handles exemptions and disqualifications and juror searches. The JMS handles the history of jurors over the different jury wheel years, marks absences of jurors, jury attendance, returned mail, donations, pay rates, and holidays.

As a second large scale service, the Jury/Passport Division also processes passport applications as the Authorized Acceptance Agents for the U.S. Department of State (DOS). In February 2023, the District Clerk’s office reopened its satellite office and moved from the historic courthouse Heman Marion Sweatt (HMS) to the new Civil Family Courts Facility (CFCF) and utilized additional staff to handle the increase in demand for passports and increasing jury trials. Both facilities, Airport and CFCF, serve customers by appointment only. The Airport Facility accepts appointments online one week in advance and posts a limited number of same day appointments daily. Daily walk-in customers are accommodated to the extent possible in order to assist the public with their passport needs. The Jury Management/Passport Office has sought to increase passport customer options by having regular Saturday availability, adding services at CFCF and requesting a new physical office in northwest Travis County. The Office has submitted a FY 2025 Budget Request to address a related need for additional passport personnel to support these efforts.

The Office notes that its passport revenues and activities compare favorably with other sizable counties. At the beginning of 2023, the District Clerk’s Office implemented the Q-Flow appointment system to the Passport Office, which allows for a workflow to determine eligibility of an in-person appointment as compared to renewing an adult passport which occurs via mail. The capabilities of this new appointment system have reduced the burden of an agent dedicated to contacting customers daily to add in additional appointments and allows more time for processing applications. Since the start of October 25, 2022, the Office reports that over 30,756 appointments have been made and over 31,756 passports processed.

The Office asserts that passport revenue has returned to pre-pandemic highs in great part due to reinstated staff over the previous two fiscal years and the expansion of two different office locations. In FY 2023, passport related revenue reached \$917,554. However, the Division maintains a continued goal to increase services, staffing and locations to meet current demand levels and seek to surpass \$1,000,000 in overall passport revenue during FY 2025.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Jury/Passport FTE	\$69,345	1.00/1.00	The FY 2024 Adopted Budget included additional resources related to the restoration of a third formerly delimited Court Clerk I in the Jury/Passport Division to restore staffing capacity needed to meet expected passport application demands and return the Division to pre-pandemic staffing levels. During the COVID-19 Pandemic, the District Clerk’s Office observed a significant drop in workload and revenue related to passport services, and PBO recommended a reduction of three passport related Court Clerk FTEs as a part of the FY 2021 Budget Process. The positions were vacant, and no employees lost their job because of the change. These reductions were made with the understanding that the positions may need to be restored over time if the demand and associated passport revenue returned. By FY 2024, all three positions have been restored and the Division reports that passport-related revenues are nearing their pre-pandemic highs, and now seeks further staff capacity with the goal of achieving passport service revenues beyond \$1,000,000 for FY 2025.

TECH SUPPORT, DEVELOPMENT, AND QUALITY ASSURANCE:

The Tech Support, Development, Exhibit Management, Case Management Configuration, State Reporting, and Quality Assurance Division (DCIT) ensures that the District Clerk maintains the integrity of its records, provides optimal service to its customers, meets standards and timelines in reporting to the State, and maximizes operational efficiency. It is a discretionary program that supports the District Clerk’s Office in performing its statutorily mandated duties. The program oversees the current document management and case management systems, supports the E-filing system for the Office, develops and integrates new software solutions for Office operations, conducts quality assurance testing and auditing of documents, manages the collection of all civil and family exhibits, and provides monthly case information reporting to the State and other external governmental organizations.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Appeals and Record requests via Appeals Creator application	18,336	15,439	12,000	10,000	10,000
Attorneys and court officers with access to court documents online through the AARO system	4,700	20,500	21,250	21,250	21,500
Civil/Criminal documents scanned into DMS	425,162	351,112	280,000	240,000	240,000
Criminal production entries reviewed/audited for quality assurance	50,225	89,627	55,000	50,000	50,000
Documents entered in the document management system	691,879	683,599	500,000	400,000	350,000
Documents prepared for conversion	25,674	10,500	1,000	1,000	1,000
Documents processed through Agency Upload by civil/family/criminal clerks	59,878	84,988	75,000	65,000	65,000
e-files processed by civil, family and criminal division clerks (includes accepted and rejected)	219,061	226,585	220,000	230,000	230,000
Family entries reviewed	34,621	58,391	48,000	50,000	50,000
Gen. Lit/Govt. production entries reviewed/audited for quality assurance	38,882	51,946	50,000	50,000	50,000
Pages converted to electronic format	5,135,336	63,840	50,000	50,000	50,000

The Office reported an increase in files processed and entries reviewed for FY 2023 largely due to the transition to the new case file management system Odyssey. With Odyssey now fully implemented, the Office reports that it is currently determining the best way to track the life cycle of a case and remain compliant with state reporting measures and execution of processes requirements. These efforts will require significant resources from IT and Audit teams. The Office notes that it was the lead Department regarding the transition to Odyssey and has been actively analyzing and refining event codes, testing converted data and documents, and establishing new workflows within the new system.

The conversion to Odyssey project was largely successful but still requires work on the continued updates and issues occurring due to the conversion. In addition, the Office reports that specific projects were not completed when the County went live with Odyssey, including AG collection, Criminal allocation of cases and confirming that all data has been transferred from FACTS to Odyssey. Observed decreases in the number of pages converted to electronic format projected for FY 2024 and beyond reflect a shift in emphasis away from document conversion to converting pages to electronic as initial implementation of Odyssey has concluded.

The District Clerk’s Office also notes that SB6 has expanded the scope of information required to be captured regarding modifications to bonds. Likewise, the timeframe to send information about criminal dispositions to various governmental agencies has been shortened, placing additional burden on the Office to ensure that information is correct and accurate.

ACCOUNTING/FINANCE DIVISION:

The Accounting/Finance Division is responsible for all budgetary and financial activities and records regarding the Office’s processing of civil and criminal cases, jury, and passport financial actions. Activities include assessing and collecting fees for case filings, supporting the entire Office’s programs, collecting, and distributing revenue from court costs and fines to the Travis County Treasurer, and coordinates with the County Auditor’s Office responses to audits and other inquiries. Revenue collection is a mandated service for statutory court costs and fees, fines assessed, post-judgment writs and services, passport applications, photos, court documents and court registry deposits.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Civil bonds received and recorded	118	294	220	200	200
Criminal Bonds received and recorded	7,857	7,637	7,700	7,800	7,900
Delinquent court costs collected	\$125,668	\$93,674	\$120,000	\$150,000	\$200,000
Historical Civil files reviewed and verified for financial quality assurance (SPW #3)	2,238	5,108	1,500	500	500
Historical Criminal files reviewed and verified for financial quality assurance (SPW#4)	3,534	1,271	750	250	250
Number of Registry Accounts	-	45,117	53,000	50,000	50,000
IV-D case billings sent (per quarter)	1,122	602	800	500	500

The Accounting/Finance Division has noted the following changes to statutorily required and/or mandated services:

- **HB 2014** – Jury pay increased to \$20 for the first day and \$58 for each day or fraction of the first day a person is in attendance in court. The state reimbursement increased from \$34 to \$52. [This does not apply to City of Austin cases];
- **Local Government Code Section 291.008** - County and district clerks can no longer collect a \$1 fee for filing any document not subject to a filing fee;
- **HB 1221**: Requires the Texas Department of Criminal Justice (TDCJ) to send to the Clerks of the Court any restitution received from the inmate and forward to any victim;
- **HB 4250**: Authorizes clerk of the court to withhold from excess proceeds from the tax sale of property an amount necessary to pay the cost of postage to send notice to the former owner of the property; and
- **Family Code, Section 110.002[a][d]**: Increase in family document filings from \$15 to \$80.00 and transfer case fee increased from \$45 to \$80.00.

And the following changes to discretionary services:

- **SB 1730**: Authorizes district clerks to sell and distribute money orders for passport application payments.

The Division notes that it is currently coordinating with the Jury/Passport Office on the policy implementation for selling money orders for passport processing. Additionally, the Division reports that that requests for Passports have increased significantly post pandemic and revenues are increasing at an accelerated rate. While the Finance Division assesses and collects fees daily and reviews financial data to determine historical trends through the now fully implemented Odyssey,

Odyssey’s financial system has not proven as functional as a case management system relative to prior resources. The Division notes that this has increases workloads for staff working to ensure that the financial information is accurate.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Accountant SPW in Finance Division	\$80,454	1.00/1.00	The FY 2024 Adopted Budget included additional resources related to the creation of an Accountant Special Project Worker (1.0 SPW) for a period of two fiscal years to provide additional personnel capacity in the Finance/Accounting Division as the District Clerk continues to adapt to the recent implementation of Odyssey. The Division reports that the addition of this SPW has allowed the Office to collect and/or review delinquent court costs in a more efficient manner.

The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes” and are now linked to the County Goal, “Protect and provide opportunity for the most vulnerable and underrepresented.”

CIVIL DIVISION (FAMILY):

The Civil Division (Family) program of the District Clerk’s Office is the custodian for all documents filed in any civil action in the Travis County Civil District Courts. Employees process all civil casework as requested by the filers, support civil judges in court proceedings, and provide access and assistance in researching civil case records. The program focuses on cases governed by the Texas Family Code, such as divorces, parent-child relationships, child protective services, adoptions, name changes, and child support. As a state-mandated entity, many of the services provided by the program are also mandated and can change based on Legislative action.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Family production entries in FACTS	393,348	355,893	360,000	320,000	330,000
New or reopened Family cases filed	9,003	10,289	8,500	9,000	9,000
Number of dispositions	11,173	10,446	8,000	8,000	8,000
Number of CPS cases	309	241	200	250	300
Number of AG cases	2,305	1,012	800	1,000	1,000
Number of appeals processed	55	45	40	50	65

The Civil Division (Family) has noted the following changes to statutorily required and/or mandated services:

- **HB 2301** – Confidential Address for Petitioner;
- **HB 730** – Reopening of CPS closed files which may result in hearings;
- **Texas Family Code, Section 155.207(a),(b), and (e)**: Process to transfer cases to another county; and
- **HB 1423**: Vacated Protective Order must be removed from registry after 3rd day of business.

And the following changes to discretionary services:

- In-person legal clinics have resume in 2023 and the District Clerk’s Office supports the clinic that meets in the evening in the St. Johns area.

The Civil Division (Family) reports that the move to the new CFCF facility has allowed for better tracking for assisting the public and that overall case levels have stayed relatively steady with 10,289 new and reopened cases and 10,446 dispositions during FY 2023. However, the Division anticipates the overall workload to increase over the next few years. Additionally, Volunteer Legal Services (VLS) Legal Clinic has resumed the in-person evening legal clinics. The District Clerk’s Office maintains a clerk at the VLS clinic so that attorneys can review information contained in a district court file, or in the event a petition is filed, District Clerk personnel can accept and return a copy. The Division has also expanded its personnel capacity training, to assist in providing practical skills to spot triggers and signs of mental health issues and the tools to address the person during a crisis through increased completion rates of the Mental Health and Trauma First Aid training across personnel.

Even with the return to in-person court proceedings in recent years, the Office is encouraging expanded use of electronic filings instead of paper filings. District Clerk IT staff adopted an internal program called Agency Upload to allow other internal agencies, namely the Law Library, District and associate courts, to deliver electronic documents to the District Clerk’s Office. Agency Upload also supports an added functionality to send copies to attorneys and parties if the email address is in the system. In addition, the Office is currently involved in a pilot project with the mail division to receive scanned copies of the mail instead of the paper originals for auditing purposes. This has change aims to conserve staff time by reducing the need for scanning within the division and allows the mail being placed in the file to be completed remotely.

CRIMINAL DIVISION:

The District Clerk Criminal Division supports the criminal district courts of Travis County by filing cases, issuing processes, maintaining minutes of proceedings, and preparing and processing commitments and appeals. Additionally, it is responsible for ensuring the public has access to the records and trial exhibits received by the District Clerk in all criminal felony cases. The program has five divisions: case intake (including grand juries), court support, criminal records and information, training and quality assurance, and appeals expunctions and non-disclosures.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of Criminal Bonds received and recorded	7,857	7,637	7,700	7,800	7,900
Appeals processed	117	264	200	250	250
Capias/warrant issued	5,964	6,152	4,000	3,500	3,000
Capias/warrant returned	8,784	10,002	6,000	5,500	5,000
Cash Bonds refunded - Criminal	70	130	150	100	100
Expunctions Processed	10,981	13,961	12,000	13,000	14,000
Incompetency judgment prepared	1,250	2,133	1,500	1,000	1,000
Indictment & information	224	265	250	260	270
Judgments prepared	8,065	7,085	7,000	7,500	7,500
Pen Packets prepared	4,558	5,501	4,500	5,000	5,000
Post-conviction writs processed	911	1,330	1,000	1,000	1,000
New or Reopened Criminal Cases filed	12,747	14,441	12,500	12,000	12,500
Subpoenas processed	102	87	110	125	150

The Criminal Division has noted the following changes to statutorily required and/or mandated services:

- **SB 1725** – Allows first time minor offenders who have multiple convictions of or arrests for offenses under the Alcoholic Beverage Code to have all the offenses expunged if the offenses are linked to one incident report or event. Tex. Alcohol Bev. Code § 106.12;
- **HB 3956** – Requires a law enforcement agency booking a defendant arrested for an offense punishable as a felony to collect one or more specimens for the purpose of creating a DNA record. It also requires the court (clerk) to provide notice of acquittal, dismissal or grant of relief to the Department of Public Safety and the law enforcement agency that collected the DNA specimen. The court (clerk) shall also notify the defendant and the defendant’s attorney after the above notices have been provided; and
- **HB 4520** – Requires that a court clerk provide written notice to the State Board of Educator Certification (Board) or the chief administrative office of a private school if an educator is convicted or placed on deferred adjudication community service for the offense of obscenity.

During FY 2023, the Criminal Division transitioned from virtual court dockets to in-person court dockets. Meanwhile, the Grand Jury Division reports that it continues to implement pandemic-based solutions such as receiving indictments and warrants electronically and working with the grand jury chair virtually. The Criminal Division also notes that it continues to modernize processes to meet the evolving needs of the criminal justice system in Travis County, including the continued implementation of Audit Sharp. This system allows auditors to review work and update Audit Sharp with errors. In addition, Audit Sharp monitors errors made, trends in the types of errors, and the time it takes each clerk to correct the errors.

GENERAL LITIGATION/GOVERNMENT DIVISION:

The General Litigation/Government Division is the custodian for all pleadings and papers that are part of any civil cause of action related to individual, corporate, and governmental entities and are not related to family matters. In addition, this division includes the call center, civil records request section, accepts and prepares the mail for the entire department, processes administrative records and exhibits, and supported the CFCF front desk reception area. It is also responsible for notifying the Courts of Appeals and the Texas Supreme Court of any civil actions being appealed and providing those entities with the Clerk’s Records in each case. Upon order of the Court, the program also prepares cases for transfer to other counties, receives cases transferred from other counties, and consolidates and severs cases.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
New or Re-opened Gen. Lit./Govt. cases filed	8,358	14,976	11,000	11,000	11,000
Number of Amended petitions	19,572	10,755	9,000	9,000	9,000
Number of Appeals	181	125	100	100	100
Number of Dispositions	7,714	13,000	11,000	11,000	10,000
Number of production entries in FACTS	402,713	462,929	450,000	500,000	500,000

The General Litigation/Government Division has noted the following changes to statutorily required and/or mandated services:

- **HB 3774** – Transfer of documents per court order changes were required to be completed electronically using an approved transfer form and specifically designated format. Publication of Citation for Receivership is now required to be placed on an Internet website. TCPRC 64.101;
- **HB 2488** – Appeal of Appraisal Review Board decision; and
- **Government Code, Section 51.318(b) (7) and (9)** – Copy fees.

In terms of changes to discretionary services, the Division notes that it has participated in a pilot project with the internal district clerk mail division where it receives scanned copies of the mail instead of the paper originals and the paper is used for auditing purposes. The Division reports that it has saved staff time that would otherwise have been spent scanning these documents and allows the mail being placed in the file to be completed remotely.

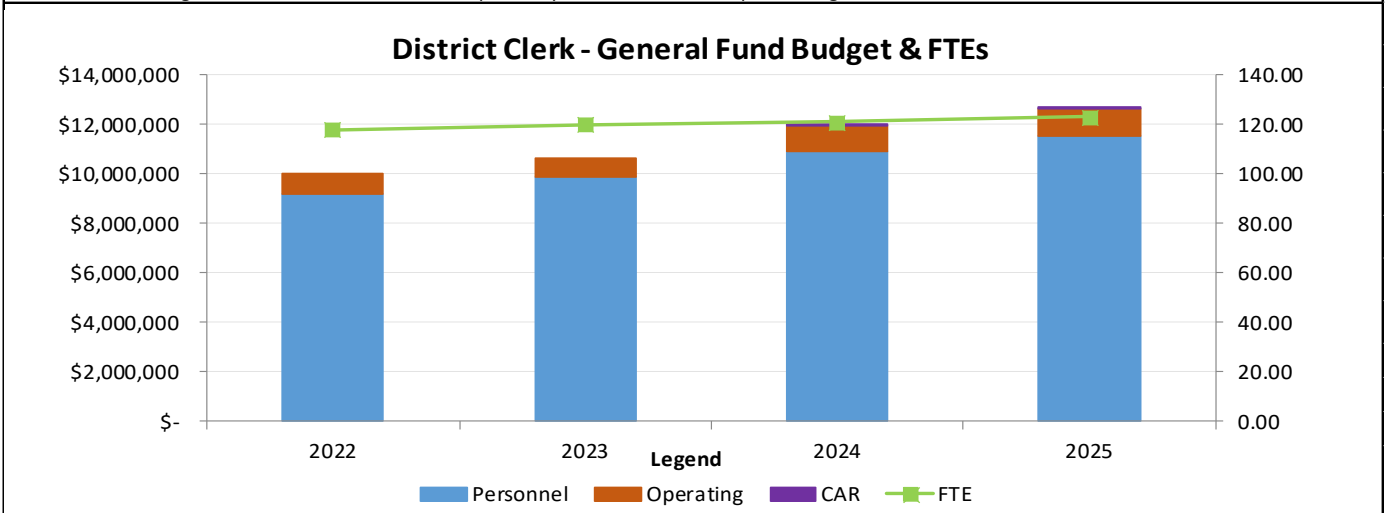
The General Litigation/Government Division reports that its Case Work employees spend a significant portion of time helping self-represented litigants (SRLs). Although e-filing is now required for most filings in Travis County, the Division notes that SRLs are a significant exception since they are not required to e-file. The Office notes that the number of SRL's have increased significantly over the past years and that these cases are labor-intensive since SRLs are often unfamiliar with court rules, procedures, and processes.

Lastly, the Office notes that the Civil Division's workload has escalated dramatically, following the COVID-19 pandemic, and appears to be surpassing previous peak activity levels. For comparison, "the number of new or reopened cases" increased from 9,321 in FY 2019 to 14,976 in FY 2023, representing a 60.7 percent increase. Meanwhile, "the number of dispositions" increased from 7,653 in FY 2019 to 13,000 in FY 2023, representing a 69.9 percent increase. The Division anticipates that this elevated level of activity will be sustained, if not increase in future years.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	9,217,804	9,860,851	10,947,609	11,574,798	627,189
Operating	810,961	810,961	1,028,081	1,037,753	9,672
Total (Per&Op)	\$ 10,028,765	\$ 10,671,812	\$ 11,975,690	\$ 12,612,551	\$ 636,861
CAR*	-	-	16,000	45,000	29,000
Grand Total	\$ 10,028,765	\$ 10,671,812	\$ 11,991,690	\$ 12,657,551	\$ 665,861
FTEs	118.00	120.00	121.00	123.00	2.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for District Clerk increased by \$665,861 from the FY 2024 Adopted Budget. This is a 5.6% increase. The majority of the increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 11,895,236	\$ 80,454	\$ 16,000	\$ 11,991,690	121.00	\$ -
Target Budget Changes						
Programmatic	-	(80,454)	-	(80,454)	-	-
Compensation & Benefits	356,219	-	-	356,219	-	-
Administrative & Other	-	-	(16,000)	(16,000)	-	-
Total Target Budget Changes	\$ 356,219	\$ (80,454)	\$ (16,000)	\$ 259,765	-	\$ -
FY 2025 Target Budget	\$ 12,251,455	\$ -	\$ -	\$ 12,251,455	121.00	\$ -
Budget Submission	\$ 12,251,455	\$ -	\$ -	\$ 12,251,455	121.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Sattelite Office Court Clerk II's (2.0 FTE) - Passport Division	-	-	-	-	-	173,096
Court Clerk II for Supplemental (ARPA) Criminal Court (1.0 SPW)	-	76,808	-	76,808	-	-
Scanners Equipment	-	-	45,000	45,000	-	-
Capital Metro Transit Passes	-	-	-	-	-	5,000
Finance Division Accountant SPW to FTE	83,681	-	-	83,681	1.00	-
Programmatic Total	\$ 83,681	\$ 76,808	\$ 45,000	\$ 205,489	1.00	\$ 178,096
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	64,235	-	-	64,235	-	-
Compensation & Benefits Total	\$ 64,235	\$ -	\$ -	\$ 64,235	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	9,672	-	-	9,672	-	-
F7 2025 Overtime and Temp Resources	-	40,000	-	40,000	-	-
Family Matter Hearings Pilot - Court Clerk II (1.0 FTE)	86,700	-	-	86,700	1.00	-
Administrative & Other Total	\$ 96,372	\$ 40,000	\$ -	\$ 136,372	1.00	\$ -
Grand Total	\$ 244,288	\$ 116,808	\$ 45,000	\$ 406,096	2.00	\$ 178,096
FY 2025 Preliminary Budget	\$ 12,495,743	\$ 116,808	\$ 45,000	\$ 12,657,551	123.00	\$ 178,096
Change from FY 2025 Target	\$ 244,288	\$ 116,808	\$ 45,000	\$ 406,096	2.00	\$ 178,096
Change from FY 2024 Adopted	\$ 600,507	\$ 36,354	\$ 29,000	\$ 665,861	2.00	\$ 178,096

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the District Clerk’s Office includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$96,454 was removed from the budget related to one-time operating and CAR costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for the District Clerk’s Office includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Conversion of one Accountant Special Project Worker in the Accounting/Finance Division to a full FTE (1.0 FTE) to continue to address increased workloads for division staff related to the transition to Odyssey.	\$-	\$83,681	\$83,681	1.00
Continuation of one Court Clerk II (1.0 SPW) formerly grant funded position as two-year Special Project Worker position to support the continued operations related to the ARPA Court which sought to address case backlogs resulting from the COVID-19 Pandemic.	76,808	-	76,808	-
Total Programmatic Recommendations	\$76,808	\$83,681	\$160,489	1.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the District Clerk’s Office includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Resources related to the creation of an additional Court Clerk II position (1.0 FTE) in the Civil Division to support a Family Matter Hearings Pilot in the Civil Courts.	\$-	\$86,700	\$86,700	1.00
Additional one-time personnel resources related to anticipated overtime and temporary personnel support needs in FY 2025.	40,000	-	40,000	-
Travel and Training Cut Restoration	-	9,672	9,672	-
Total Administrative and Other Funding Changes	\$40,000	\$96,372	\$136,372	1.00

Included in the FY 2025 preliminary budget is a 50% restoration of training budget reductions approved by the Commissioners Court as part of the FY 2021 Adopted budget. These cuts were implemented to stabilize the county budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Funding includes \$9,672 in ongoing operating resources for the District Clerk’s Office. PBO will continue to work with offices and departments to understand their travel and training needs throughout FY 2025 and future budget processes.

The Civil District Judges have internally funded a pilot from resources within Juvenile Probation’s Budget to support additional family matter hearings at the Civil and Family Court Facility and believe the reductions to Juvenile Probation will not impact their operations. PBO recommends this change, and the pilot will be revisited as a part of the FY 2026 Budget Process. These changes include a reduction of \$543,622 and 5.0 FTEs in Juvenile Probation, increases of \$456,922 and 3.0 FTEs in the Civil Courts and an increase of \$86,700 and 1.0 FTE in the District Clerk. This results in a net budget change of \$0 and -1.0 FTE. The table below outlines the recommended changes included in the FY 2025 Preliminary Budget.

<i>Family Matter Hearings Pilot Related Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Juvenile Probation				
Transfer Assoc. Judge Position (30003960)	\$-	(\$204,716)	(\$204,716)	(1.00)
Delimit Juvenile Detention Officer Assistant (30004272)	-	(71,162)	(71,162)	(1.00)
Delimit Juvenile Detention Officer III (30004273)	-	(83,286)	(83,286)	(1.00)
Delimit Juvenile Probation Officer III (30004125)	-	(97,758)	(97,758)	(1.00)
Delimit Court Clerk II Sr. (30003969)	-	(86,700)	(86,700)	(1.00)

<i>Family Matter Hearings Pilot Related Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
<i>Subtotal Juvenile Probation</i>	\$-	(\$543,622)	(\$543,622)	(5.00)
Civil Courts				
Transfer Assoc. Judge Position (30003960)	\$-	\$204,716	\$204,716	1.00
Judicial Aide – Executive Assistant (new)	-	\$83,681	\$83,681	1.00
Court Reporter (new)	-	\$162,853	\$162,853	1.00
Operating Equipment and Supplies	-	\$5,672	\$5,672	-
<i>Subtotal Juvenile Probation</i>	\$-	\$456,922	\$456,922	3.00
District Clerk				
Court Clerk II (new)	\$-	\$86,700	\$86,700	1.00
<i>Subtotal District Clerk</i>	\$-	\$86,700	\$86,700	1.00
Total Family Matter Hearings Pilot Related Changes	\$-	\$-	\$-	(1.00)

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the District Clerk’s Office includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$346,493	\$346,493
Resources for health insurance cost increases for FY 2025.	-	64,235	64,235
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	7,688	7,688
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	2,038	2,038
Total Compensation Changes	\$-	\$420,434	\$420,434

FY 2024 compensation adjustments were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

The FY 2025 Preliminary Budget includes various internal reallocations within the Department's FY 2025 Budget Submission to better align projected FY 2025 expenditures.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$45,000 for the Office. There was a reduction of \$16,000 to remove one-time funding for prior year capital funded projects. This is a net \$29,000 increase compared to the amount budgeted in the FY 2024 Adopted Budget.

<i>Capital Funding Recommendations</i>	<i>Total</i>
Scanner Equipment	\$45,000
Total Capital Funding Recommendations	\$45,000

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the District Clerk's budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Satellite Passport Office Staff - Court Clerk II SPWs	\$154,616
Capital Metro Jury Transit Passes	5,000
Total Allocated Reserve Earmarks	\$159,616

<i>Recommended CAR Reserve Earmarks</i>	<i>Total</i>
Satellite Passport Office Staff - Court Clerk II SPWs	\$18,480
Total CAR Reserve Earmarks	\$18,480

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, the District Clerk's Office has one revenue generating contract it manages and is being proposed by the District Clerk's Office for adjustment in FY 2025.

Below is a table with additional details on the revenue generating contract that has been proposed by the District Clerk’s Office for adjustment. This proposed adjustment is currently being reviewed by PBO and the County Auditor’s Office. PBO and the Auditor’s Office will coordinate presenting the recommended changes to the Commissioners Court. Fee adjustments required to be approved by the Commissioners Court will be presented in September prior the adoption of the FY 2025 Budget. Recommended changes to any revenue contracts will be presented to the Commissioners Court at the next contract renewal or according to the terms of the contract.

<i>Central Contract Name</i>	<i>FY 2024 Contract Amount</i>	<i>FY 2025 Proposed Contract Amount</i>	<i>Justification for FY 2025 Proposed Contract Amount</i>
ILA – Consolidated Jury Management	\$1,368	\$30,000	Monthly invoiced amount

VACANT POSITIONS

The Office currently has one vacancy, which has been vacant for over one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Training Education Coord II	30059601	1.00	1,210	Employee planning to return from military leave by 9/1/2024

FUTURE CONSIDERATIONS

In October 2022, the District Clerk’s Office, Court Administration, and other Departments converted to a new case management system, Odyssey. In the nearly two years since the move, the Office reports a continued focused on training, updating procedures and work tasks such as shifting historical files into the new system, and updating the auditing system for both civil and criminal cases to fulfill statutory requirements and maintain document integrity. However, the Office has related encountering significant and time-intensive challenges related to Odyssey’s new process requirements relative to the previous case management system, FACTS. These unforeseen challenges are straining workloads, especially regarding IT-related teams. The District Clerk’s Office is exploring solutions to improve systematic efficiency to reduce the increased demand on staffing capacity and better integrate current processes with available and developing solutions, with long term plans that focus on training, development and procedures that support Odyssey’s basic system.

In addition, the Office notes that Odyssey has recently been updated to version 2023 as required by the vendor. While the changes may lead to increased system productivity for case file management, the IT and Finance Divisions have observed increased workloads due to the change. Overall, the Office reports that while Odyssey has increased functionality for court activities, it has not been as useful for finance work requirements. This concern has prompted the District Clerk’s Office to allocate additional staff and resources to address the shortfall and ensure that accounting principles are maintained.

The Texas Supreme Court/Court of Criminal Appeals has instituted requirements for the clerks to be responsible for sending orders/notices from the Courts to the parties/attorneys of record with minimum time to respond and create a process to be in accordance with such rules. Compliance with these new requirements is requiring the Office to use additional time and resources. Notably, the District Clerk IT Team has developed applications to ensure that the Office properly follows new requirements such as Attorney General billing, sending parties/attorneys copies of court documents and victim notifications.

The Office also notes that it is working on a process to move exhibits from Heman Marion Sweatt Courthouse in an organized and methodical way and expects the new process to include a way to incorporate the exhibits into court management systems for easier access by necessary parties and the public.

The Office now intends to update the name of the IT Division to the ITS/Auditing Division, which will continue to work on reporting to external/internal agencies, document integrity review, use of technology to ensure compliance with various statutes and continued automation of jobs that are currently manually based.

Overall, the District Clerk's Office anticipates that case filings and court activities will likely increase due to the County's growing population and the courts' focus on the backlog of cases that were abated during the pandemic. To address these anticipated work task increases, the District Clerk asserts that it will make full use of current positions and seek technical support solutions prior to considering requests for any necessary additional FTE positions.

Additionally, on April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk's Office, the County Attorney's Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney's Office, the Public Defender's Office (PDO), the District Clerk's Office, and the Sheriff's Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this initiative, PBO needs additional time to finalize a holistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop a finalized recommendation for this initiative. It is very likely that either an Earmark will be included in the FY 2025 Preliminary Budget, or PBO will help facilitate conversations between the Offices and Departments and Commissioners Court prior to the FY 2025 Adopted Budget regarding resources needed for FY 2025. Additional details regarding the District Clerk's Office request are noted in the FY 2025 Budget Request Analysis section below.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #01: CAFA – COURT CLERK II (1.0 FTE) – CRIMINAL DIVISION

<i>Program:</i>	Criminal Division (121)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	76,808	-	-	-
Operating	-	-	-	-
Subtotal	\$ 76,808	\$ -	\$ -	\$ -
Capital	2,940	-	-	-
Dpt Total	\$ 79,748	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 79,748	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The District Clerk's Office is requesting additional resources related to the creation of a Court Clerk II position (1.0 FTE) in the Criminal Division to support the new Counsel at First Appearance/Magistration (CAFA expansion) initiative.

This request anticipates the use of a short term or temporary judge(s) for four monthly CAFA shifts in FY 2025 as an extension of the CAFA test shifts currently underway and continuing throughout the remainder of FY 2024. However, the Office notes that the anticipated needs would expand drastically if the overall CAFA project grows in scope or timeframe.

This request assumes that court coverage outside of 9-5, M-F will occur no more than four days/month with activities limited to one operating courtroom and would not include weekend or coverage beyond 11 PM. Based on the time frame outlined, the District Clerk has limited the request to one Court Clerk II as the Office believes that, if granted and until the full scope of CAFA is determined, it can utilize existing personnel to sub in for the requested position in the event of sick leave/vacation/etc. as needed. Likewise, if the potential FY 2025 CAFA shifts require more staff capacity for additional coverage, the Office plans to use existing staff to supplement the requested Court Clerk II.

Given the noted assumptions, the Office proposes that the requested Court Clerk II position would provide clerical, filing, in court support and other work tasks to follow up court activities led by the assigned judge(s) and their staff. However, the Office notes that if this position directly supported the new Magistration courtroom activities, then the work tasks would deviate from the District Clerk's regular assignments, including the Magistration District Court. Specifically, the requested position would not be filing anything into a case as the case will not exist in the court management system for the District Clerk's Office. The Office does not expect that the position would cover the work tasks of other departments, which has not yet been assigned within current pilot operations for FY 2024. Traditionally, Court Clerk II positions in the District Clerk's Office provide a host of court support, with regular duties that may include: coordinating activities with jail administration, reviewing paperwork before presenting to the judge(s), keeping up with docket notes, assisting attorneys and court officers, observing and documenting court proceedings, looking up information for at judge's request, assessing paperwork after court proceedings, sending out statutory bond condition notices, and inputting information into required systems.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of new or reopened Criminal Division cases files (existing perf. measure)	12,747	14,441	12,500	12,000	12,500	12,500

PBO RECOMMENDATION

PBO’s final recommendation for CAFA-related FY 2025 budget requests is pending a wider analysis of anticipated needs across all stakeholders intended to support an eventual full implementation of CAFA.

On April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk’s Office, the County Attorney’s Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney’s Office, the Public Defender’s Office (PDO), the District Clerk’s Office, and the Sheriff’s Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a holistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss PBO’s draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop potential options for the Commissioners Court to consider for funding depending on how CAFA could be implemented in FY 2025, based on the roles of the County and the City of Austin.

REQUEST #02: SATTELITE OFFICE COURT CLERK II'S (2.0 FTE) – PASSPORT DIVISION

<i>Program:</i>	Jury Management Office (121)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	-	-	-
Personnel	153,616	-	-	-
Operating	1,000	-	-	-
Subtotal	\$ 154,616	\$ -	\$ -	\$ -
Capital	18,480	-	-	-
Dpt Total	\$ 173,096	\$ -	\$ -	\$ -
Earmark Allocated	-	154,616	-	-
Earmark CAR	-	18,480	-	-
Total Earmarks	\$ -	\$ 173,096	\$ -	\$ -
Dpt Total + Earmarks	\$ 173,096	\$ 173,096	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The District Clerk's Office is requesting additional resources related to the creation of two Court Clerk II positions (2.0 FTE) in the Jury/Passport Division to staff a new satellite office at 8110 N. FM 620 (Four Points) to increase passport application capacity and related revenues, as well as to help cover personnel requirements during Family Leave absences. This would increase the District Clerk's FTE count by 2.0 FTEs.

The District Clerk plans to open a satellite office at Four Points using available space in the Tax Office. The two additional Court Clerk II positions would process passport applications, provide records and conduct filing activities at the new location which aims to improve access and reduce travel distances for Northwest Travis County and surrounding communities. Currently, individuals travel downtown or to the Airport Boulevard office to apply for passports and to CFCF or CJC to obtain court requests or drop off documents. However, if approved, the new satellite office would offer greater convenience for customers and for some employees who live in these rapidly growing regions, while reducing travel time for both groups.

The Office asserts that the requested Court Clerk II positions would expand passport service capacity and increase related revenues by an estimated \$157,500 while providing both general District Clerk services and passport/records services at the proposed satellite office. Additionally, the Office believes that these positions would allow for “floating” coverage to mitigate observed effects of the expanded Paid Family Leave policy, effective as of FY 2024, by providing coverage for two-to-four 12-week Family Leave periods.

The Jury/Passport Division currently has 10 employees that cover jury services and passport services. The Office notes that the team adequately staffs the Airport and CFCF locations but cannot further extend into a new satellite location within existing resources due to coverage challenges and schedule limitations. Regardless, the Office reports that it has leveraged these existing resources to support increased service levels in the Jury/Passport Division by leaning on temporary staff and overtime compensation to meet periods of high demand, historically occurring annually around March. Meanwhile, the Division has been able to offer support to other teams and areas of need within the District Clerk’s Office during periods of lower demand, traditionally around August. The Office continues to make a concerted effort to fully leverage existing resources to maximize service capacity to carry out its mandated and discretionary services to the best of its ability. This request aims to support these efforts.

BUDGET REQUEST PERFORMANCE MEASURES

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure at Base Level	Projected FY 2025 Measure with Added Funding	Projected FY 2026 Measure with Added Funding
<i>Existing Measures</i>						
Revenue generated by passport application activities	\$417,802	\$917,554	\$850,000	\$850,000	\$1,007,500	\$1,007,500

PBO RECOMMENDATION

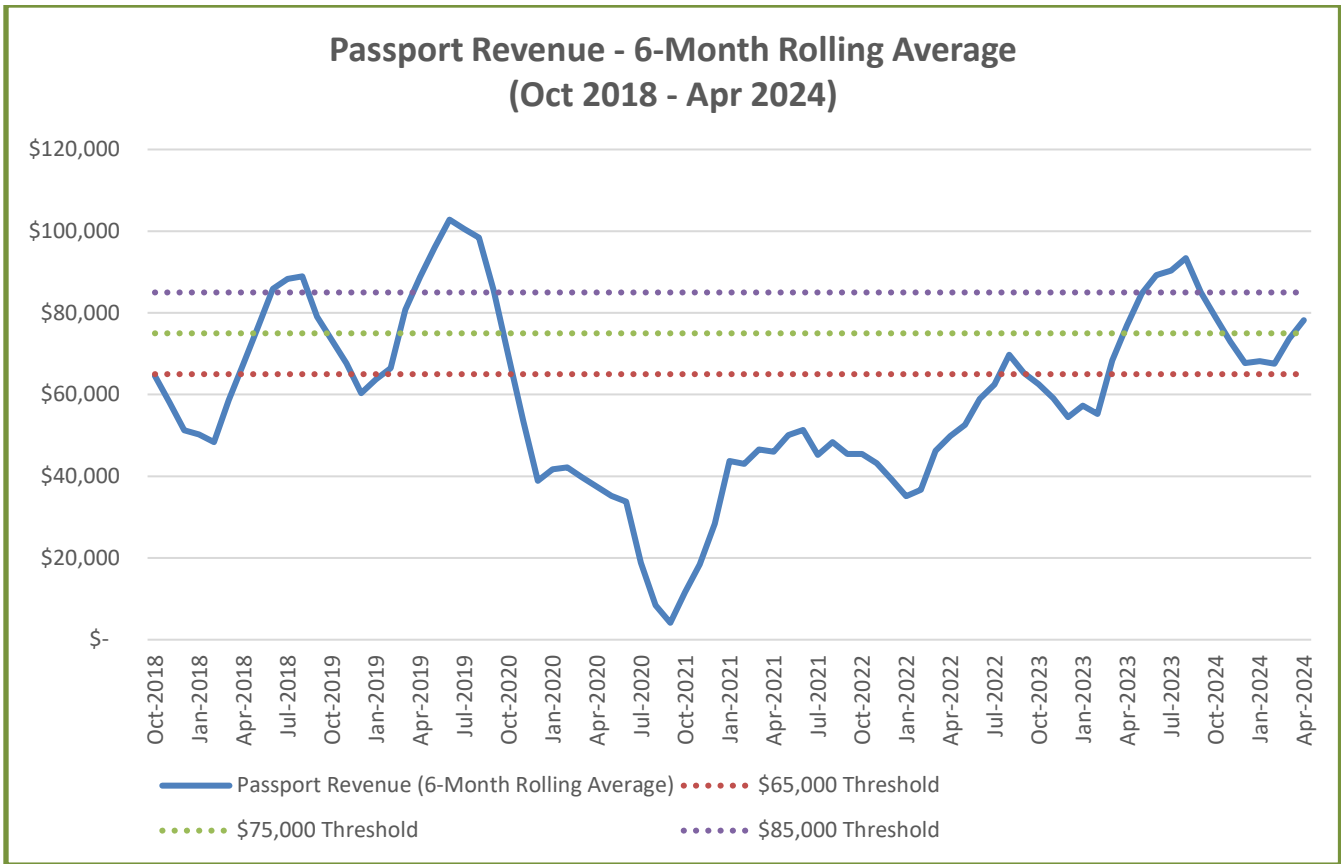
PBO recommends a \$154,616 one-time Earmark against the Allocated Reserve and a \$18,480 one-time Earmark against the CAR Reserve for computer and phone equipment related to two additional Court Clerk II Special Project Worker (2.0 SPWs) positions to support the District Clerk’s proposed satellite location for this expansion of passport services staff.

PBO recommends that the District Clerk’s Office request access to this earmark in FY 2025 once it has been determined whether these two additional Court Clerk II SPWs can support either existing passport services operations at the Civil and Family Court Facility (CFCF) or at the District Clerk’s Office at 5325 Airport Blvd, or once the Office, in consultation with other stake holder departments, can present a formalized plan of action for the proposed satellite location expansion with clarification regarding the likely associated need for site renovation and supervision costs for input and potential approval from Commissioners Court for the plan and use of space regarding this proposed expansion of non-mandated services.

The District Clerk’s Office provides passport services at the CFCF and their office at 5325 Airport Blvd. During the COVID-19 Pandemic, the District Clerk observed a significant drop in workload and revenue, and the Planning & Budget Office (PBO) recommended a reduction of three vacant passport related Court Clerk FTEs as a part of the FY 2021 budget process given the anticipated reduced workload for the near term. PBO’s recommendations were made with the understanding that the positions may need to be restored over time if the demand and associated passport revenue returned.

As part of the FY 2022 Budget Process, Commissioners Court approved an Earmark against the Allocated Reserve of \$166,670 for three Jury/Passport FTEs, so long as specified revenue targets were met. These revenue targets stipulated that actual average monthly revenue must exceed the anticipated average monthly revenue for FY 2022 (\$35,000) by \$10,000 per position restored (i.e.: monthly averages exceeding \$45,000 for adding one position, \$55,000 for an additional position, and \$65,000 for adding back the final position). In December 2021, the Office met the first revenue threshold stipulated by the Earmark and added back one of the three Jury/Passport Court Clerks previously removed from their personnel. The second Court Clerk FTE was restored during the FY 2023 Budget Process as average monthly revenue reached the second threshold of \$55,000, as well as to support necessary staffing levels at the new CFCF facility as a lead passport agent. Then, during FY 2023, the Office cleared the third threshold of average monthly revenue (\$65,000) and the final Court Clerk FTE removed during the FY 2021 budget process was approved to be restored by Commissioners Court on November 29, 2022.

These previous thresholds reflected PBO’s general understanding that every \$10,000 increase in average monthly revenue reflected sufficient incoming resources to support an additional FTE dedicated to passport services. Therefore, average monthly passport revenues would need to exceed \$85,000 for PBO to consider that the District Clerk’s passport service revenues could support the direct personnel costs of the two additional Court Clerk I positions as requested. The table below details six month rolling averages for passport revenues in the District Clerk’s Office from October 2018 (FY 2019) through April 2024 (FY 2024), with dotted threshold lines representing \$65,000, \$75,000, and \$85,000 in six month rolling average passport revenues for reference.



Based on the data above, PBO concurs that the passport revenues in the District Clerk’s Office are recovering from their pandemic lows and resuming observed pre-pandemic averages. While PBO also acknowledges that passport revenues do exhibit seasonal volatility, it does appear that a sustained increasing trend in average passport revenues has been supported by the restoration of the three Court Clerk positions originally delimited during the FY 2021 Budget Process. PBO also concurs that it is possible that the District Clerk’s Office could generate additional revenue, likely exceeding the reported historical pre-pandemic annual averages of \$700,000 to \$900,000 with the full team of 10.0 FTE in the Jury/Passport Division, should the Office expand its service area to the northwest region of the County as proposed with additional staff. This region - much like the County as a whole - has witnessed significant population growth over the past decade.

Currently, the Revenue Estimation Unit of the Auditor’s Office is estimating that the Passport Fees in the District Clerk’s Office will exceed the historical pre-pandemic revenue averages of \$700,000 to \$900,000 by approximately 3.5 percent to total \$931,306 in FY 2025. This estimate is supportive of the Office’s assertion that the full restoration of Jury/Passport Division staff is expanding the Office’s capacity for passport services. However, PBO notes that revenue estimations at this stage are preliminary and are likely to change with subsequent revenue estimates.

The Jury/Passport Division is proposing this passport services expansion to be located at a satellite office at an existing County facility, 8110 N. FM 620 (Four Points). The District Clerk’s Office reports that it is currently coordinating with Facilities Management and the Tax Office regarding the feasibility of using this sight as a satellite office for general District Clerk services including passport services. However, PBO anticipates that there may be additional costs related to administrative supervision, as well as the possible need for site renovations and/or other operating needs associated with this proposed service expansion. PBO will work with the District Clerk’s Office to further refine anticipated costs associated with this request.

The District Clerk's Office also noted within this request that the expanded Paid Family Leave policy enacted by the County in FY 2024 has created a reduction in employee coverage of at least two FTEs for its existing operations. Therefore, the Office is also proposing that these two requested positions would be fully trained in basic court filing support and be able to assist for the 12-week periods in specific areas to mitigate the effects of the new policy for the Office. The District Clerk expects that this effort will involve divisional assignments two-to-four times a year (taking up 0.5 FTE worth each, or 1.0 FTE worth of the positions), which offsets the loss of employees' time, noting that, to date, the Office has experienced the equivalent of two employees, or eight twelve-week shifts, personnel capacity loss per year from the expanded Paid Family Leave policy.

PBO acknowledges that the expansions to the County's Paid Family Leave policy effective in FY 2024 are likely having a wide range of effects on existing staff capacity across all County departments. However, this effort will require a closer look at how departments have each addressed these factors in the short term and whether significant uses of Paid Family Leave-related personnel line items warrant a more centralized approach for mitigating the effects of the new policy. Until such time as this larger context analysis is complete, PBO will continue to work with affected departments, such as the District Clerk's Office, to gauge the impact of the expanded Paid Family Leave policy on staff capacity and anticipated expenditures.

REQUEST #03: BUSINESS ANALYST III (1.0 FTE) – IT DIVISION

<i>Program:</i>	Tech Support Development and Quality Assurance (121)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	108,646	-	-	-
Operating	-	-	-	-
Subtotal	\$ 108,646	\$ -	\$ -	\$ -
Capital	2,940	-	-	-
Dpt Total	\$ 111,586	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 111,586	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The District Clerk's Office is requesting additional ongoing resources related to the creation of a Business Analyst III position (1.0 FTE) in the Tech Support, Development, and Quality Assurance Division to complete key development projects, including creating technology solutions for the CAFA process, supporting record redactions, addressing growing information requests, and automating clerical work tasks. This request was first submitted during the FY 2024 Budget Process.

The Technical Services and Quality Assurance Division asserts that Odyssey, the new court management system (CMS), has vastly increased workloads. While Odyssey necessarily replaced the unsupported legacy FACTS CMS and brought positive impacts to court filing staff, other aspects of the system made work tasks more complex and time consuming. The Division believes that the best solution to the system's observed challenges is to develop Odyssey expertise internally and focus on development/programming projects that adapt Odyssey to Travis County systems and procedures.

The Office notes that issues faced with quality assurance (QA) file auditing exemplify current system challenges. IT employs eight (8.0 FTEs) records managers for these activities. QA work takes twice as long relative to observed processes under the FACTS CMS to complete due to the many tabs and review tools that are required for a full and complete auditing to occur. As a short-term solution, the Division shifted three employees to help support the workload and reduced the number of factors that the QA team must review. The Office continues to explore ways to adapt the overall QA system to provide more in-depth review and streamline Odyssey steps.

In addition, the Office believes that the additional Business Analyst III position will extend project and system development capacity. Stating that, if the capacity of large-scale development and systems programming is doubled for example from 4-5 projects per year to 8-10 projects, then the need for additional clerks will be significantly reduced since technology will create more streamlined and efficient procedures.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of completed IT projects (CAFA, redactions, automation and other systems)	N/A	N/A	N/A	4	8	8

PBO RECOMMENDATION

PBO does not recommend additional ongoing resources related to the creation of an additional Business Analyst III position (1.0 FTE) in the Tech Support, Development, and Quality Assurance Division be included in the District Clerk’s Office FY 2025 Preliminary Budget. With the performance measure data provided it is not clear whether this request demonstrates an immediate, critical, or statutorily mandated need for an additional permanent position to support the continued implementation of Odyssey within the District Clerk’s Office, despite the value the proposed position would offer to address project backlogs and improve Office processes in the long run through expansion of new IT initiatives including projects to automate District Clerk processes.

The FY 2024 Adopted Budget included additional one-time resources related to the creation of an Accountant Special Project Worker position (1.0 SPW, position number: 30066732) in the Finance/Accounting Division for a period of two fiscal years to address increased workloads for staff due to the transition to Odyssey. While this SPW position is intended, in part, to support the District Clerk’s Office’s observed workload challenges from the transition to Odyssey, PBO acknowledges that the requested Business Analyst III position would provide additional personnel capacity in the Tech Support, Development, and Quality Assurance Division to further address these observed challenges on an ongoing basis. Currently, the District Clerk’s Office maintains seven Business Analyst positions (7.0 FTEs) in the Tech Support, Development, and Quality Assurance Division, including four Business Analyst III’s (4.0 FTEs), two Business Analyst II’s (2.0 FTEs) and one Business Analyst I (1.0 FTE). The creation of an additional Business Analyst III position, as noted by the Office, would also provide greater capacity to address large-scale development and systems programming projects with the aim to improve the District Clerk’s overall workload capacity over time.

While this request might allow the Department to better address current workload challenges and expand its new IT initiatives including projects to automate District Clerk processes, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget, due to very limited resources. SB 2 (86th Legislature) does not allow Commissioners to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside of specific eligible adjustments per statute. The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include county-wide compensation and benefits as well as contractual and other mandated/required expenditures.

REQUEST #06: COURT CLERK II FOR SUPPLEMENTAL (ARPA) CRIMINAL COURT (1.0 SPW)

<i>Program:</i>	Criminal Division (121)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	76,808	76,808	76,808	-
Operating	-	-	-	-
Subtotal	\$ 76,808	\$ 76,808	\$ 76,808	\$ -
Capital	-	-	-	-
Dpt Total	\$ 76,808	\$ 76,808	\$ 76,808	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 76,808	\$ 76,808	\$ 76,808	\$ -

DEPT. SUMMARY OF REQUEST

The Criminal Courts requested a Magistration Court to continue the American Rescue Plan Act (ARPA) funded Court, which has assisted the criminal court judges in handling their heavy caseload, when that funding ends. PBO suggested continuing the ARPA Court to address the still remaining backlog of criminal cases due to the pandemic. The Department is now requesting the funds to continue the program through the end of the fiscal year 2025. The Department states that this ARPA Court will further the goal of creating an efficient and fair system for the disposition of felony cases by reaching cases earlier, facilitating prosecution and defense in quicker court appearances and hearings, and helping ease the backlog of jury trials for the criminal courts.

In conjunction with these efforts, the Criminal Division of the District Clerk’s Office is requesting the continuation of the existing Court Clerk II position (position number: 30065302) currently supporting these operations through carry out mandated filing and administrative activities. Other duties of the position include coordinating activities with the court coordinator, reviewing paperwork before presenting to the judge, entering paperwork filed, keeping up with docket notes, assisting attorneys and court officers, observing and documenting court proceedings, looking up information for attorneys/judge, assessing paperwork after court proceedings to ensure proper signatures, sending out statutory bond condition notices, and inputting information into required systems.

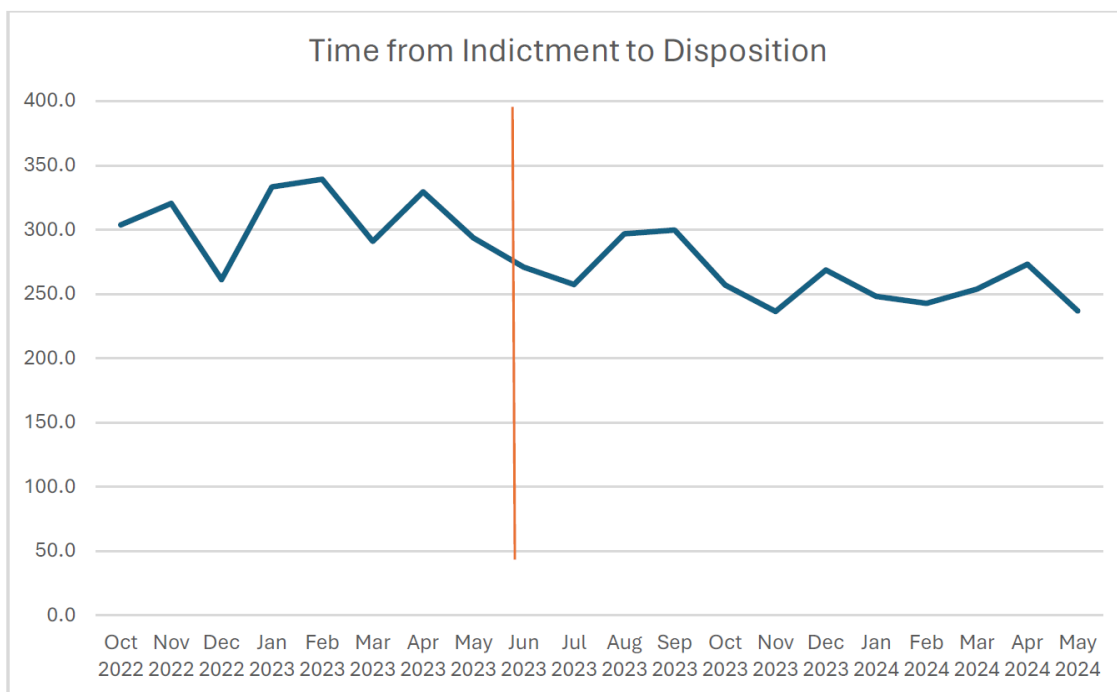
BUDGET REQUEST PERFORMANCE MEASURES

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure at Base Level	Projected FY 2025 Measure with Added Funding	Projected FY 2026 Measure with Added Funding
<i>New Measures</i>						
Number of new or reopened Criminal Cases filed	12,747	14,441	12,500	12,000	12,500	12,500

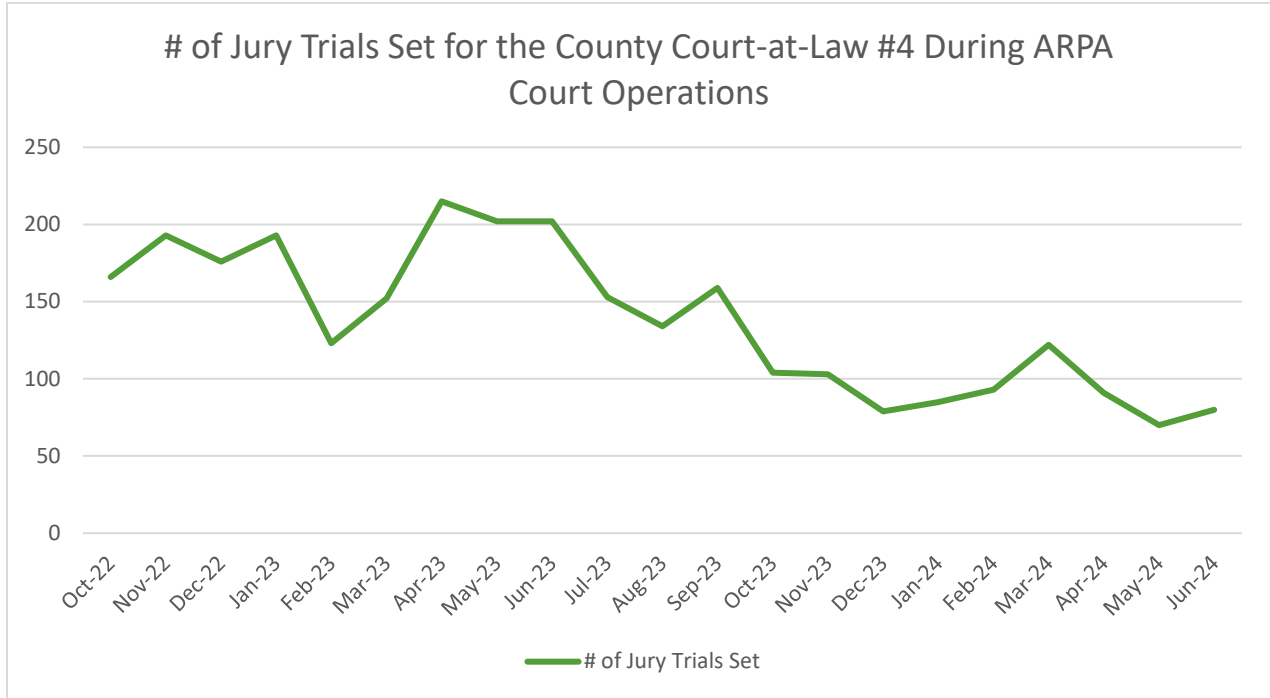
PBO RECOMMENDATION

In FY 2022, the Travis County Commissioners Court approved a contract with the Texas Judiciary to receive funds appropriated from the federal American Rescue Plan Act (ARPA). The grant period was from October 1, 2022, through March 31, 2024. This grant assisted Travis County Criminal Courts with the backlog of cases caused by the COVID-19 pandemic and funded six positions, including: 1) an investigator for the County Attorney's Office, 2) a Case Worker in the Public Defender's Office, 3) a Court Clerk II in the District Clerk's Office, 4) a Court Clerk II in the County Clerk's Office, 5) a Judicial Aide Specialist (Court Coordinator), and 6) a contracted Court Reporter within the Criminal Courts, which was converted to a full-time position because of the needs of the ARPA Court. Funding was also allocated for contract interpreters, visiting judges, and other operating needs.

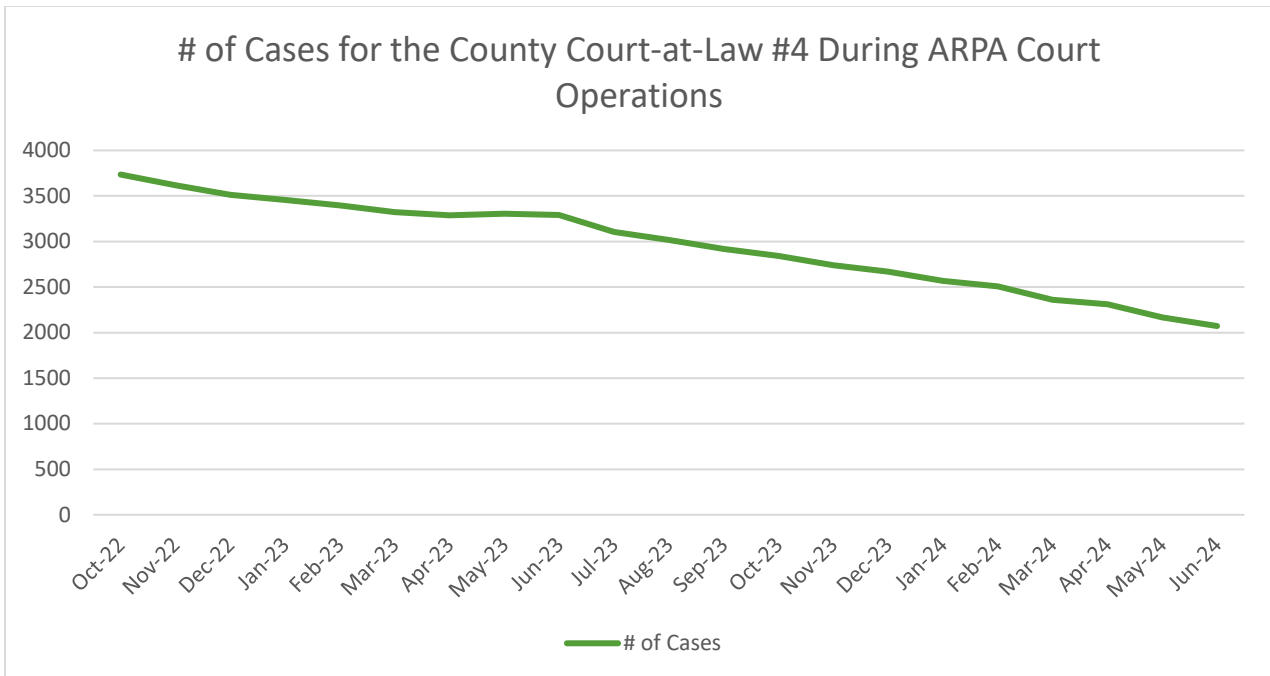
Since its implementation, the Criminal Courts note that the ARPA Court has assisted with the disposition of cases and unindicted case backlog because of COVID. Per data provided by the Criminal Courts, of Felony cases set on the Unindicted Docket in the ARPA Court, 23 percent are disposed of within 30 days of setting, and 35 percent are moved to a pretrial diversion program. The Department also notes the time, in days, to disposition decreased since the introduction of the Unindicted Docket for all felony cases, as shown in the table provided by the Criminal Courts below.



The Criminal Courts note the ARPA Court assisted with Felony cases set on the Jury Docket, specifically for Family Violence cases in County Court-at-Law 4, and notes that 49 percent of Felony cases set on this docket are disposed of within 30 days of the setting date, compared to a 28 percent disposition rate for regular dockets. Jury trials for the County Court-at-Law 4 also decreased by 52 percent since the implementation of the ARPA Court. The following table notes the reduced decrease in the number of Jury trials set for this court due to the assistance of the ARPA Court.



Due to the implementation of the ARPA Court, the County Court-at-Law 4 has a reduced caseload. The Department notes the County Court-at-Law 4 caseload decreased by 45 percent, as indicated in the following table.



Beginning in April 2024, CAFA test shifts began operating the Auxiliary (AUX) Courtroom of the Blackwell-Thurman Criminal Justice Complex (CJC), which is where the ARPA Court had been holding operations. However, the Criminal Courts note this has not slowed ARPA Court operations, as the Department uses empty courtrooms on a rotating basis to continue ARPA Court operations. The Department is willing to continue using vacant courtroom space on a rotating basis due to CAFA test shifts. The area of the Travis County Jail identified to conduct CAFA will need to undergo repairs and renovations beginning in June 2024. These repairs and renovations could take approximately 18 months before the space can be utilized to conduct CAFA. PBO will work with Facilities Management, the Travis County Sheriff's Office (TCSO), and other relevant stakeholders Offices, and Departments to provide updates to the Commissioners Court on the progress of these repairs as needed.

The Criminal Courts worked with the Grantor to extend the continuation of these grant-funded positions and identified grant savings to fund the positions until approximately September 2024. The FY 2024 Adopted Budget includes a \$305,495 Earmark against the Allocated Reserve for the continuation of the ARPA Court so these positions and operations could continue for the remainder of FY 2024. The County Attorney's Office, the County Clerk's Office, the Criminal Courts, the District Clerk's Office and the Public Defender's Office requested to continue these positions for FY 2025. The following table notes the resources requested by each Office and Department for FY 2025.

FY 2025 Requested Resources to Continue the ARPA Court

<i>Department/Office</i>	<i>One-time Personnel</i>	<i>One-time Operating</i>	<i>CAR/ITS</i>	<i>Total One-time</i>	<i>Ongoing Personnel</i>	<i>Ongoing Operating</i>	<i>Total Ongoing</i>	<i>Total</i>	<i>FTEs</i>
County Attorney	\$ -	\$ -	\$104,508	\$104,508	\$115,037	\$3,000	\$118,037	\$222,545	1.00
County Clerk	76,808	-	-	76,808	-	-	-	76,808	1.00
Criminal Courts	263,456	-	-	263,456	-	-	-	263,456	0.00
Criminal Courts LMF	-	150,475	-	150,475	-	-	-	150,475	0.00
District Clerk	76,808	-	-	76,808	-	-	-	76,808	1.00
Public Defender's Office	-	-	2,600	2,600	81,311	2,800	84,111	86,711	1.00
Total	\$417,072	\$150,475	\$107,108	\$674,655	\$196,348	\$5,800	\$202,148	\$876,803	4.00

FY 2025 requested resources for the ARPA Court total \$876,803 and 4.0 FTEs. This includes \$613,420 of personnel resources, \$5,800 of ongoing operating resources, \$150,475 of one-time operating resources and \$107,108 of CAR/ITS resources.

The County Attorney's Office requested \$222,545 and 1.0 FTE. This includes \$115,037 in personnel funding for a 1.0 Investigator FTE, along with \$3,000 in ongoing operating resources for supplies, travel and training associated with this position. The request includes \$104,508 in CAR/ITS funding for a law enforcement vehicle and radio equipment.

The County Clerk's Office requested \$76,808 in personnel resources for the conversion of the Court Clerk II SPW to a full FTE (1.0 FTE) to continue supporting the ARPA Court operations.

The Criminal Courts requested a total of \$413,931 and 2.0 SPWs. This includes \$100,602 of one-time personnel resources for a Judicial Aide Specialist to serve as a Court Coordinator and \$162,854 of one-time personnel resources for a Court Reporter to support continued ARPA Court operations. The Criminal Courts also requested \$150,475 in one-time operating resources for contracted visiting judges to be budgeted in the Criminal Courts Legally Mandated Fees Department.

The District Clerk's Office requested \$76,808 in personnel resources for the conversion of the Court Clerk II SPW to a full FTE (1.0 FTE) to continue supporting the ARPA Court operations.

Lastly, the Public Defender’s Office requested \$86,711 and 1.0 FTE. This includes \$81,311 of personnel resources, \$2,800 of ongoing operating resources for travel and equipment costs and \$2,600 in one-time centrally budgeted resources for computer of phone equipment related to the conversion of the Case Worker SPW position into a full FTE (1.0 FTE).

The Department further notes, “The ARPA Court will allow the Travis County criminal justice system to keep pace with an expanding population and backlogged cases reaching the docket. It will allow the Criminal Courts to maintain and improve the clearance rates of cases and the percentage of Felony cases disposed within 180 days.” PBO recommends the continuation of the ARPA Court in order to continue providing this level of service and addressing the criminal case backlog.

The following table notes PBO recommended resources for ARPA Court operations.

FY 2025 Recommended Resources to Continue the ARPA Court

<i>Department/Office</i>	<i>One-time Personnel</i>	<i>One-time Operating</i>	<i>CAR/ITS</i>	<i>Total One-time</i>	<i>Ongoing Personnel</i>	<i>Ongoing Operating</i>	<i>Total Ongoing</i>	<i>Total</i>	<i>FTEs</i>
County Attorney	\$-	\$-	\$-	\$-	\$115,037	\$3,000	\$118,037	\$118,037	1.00
County Clerk	76,808	-	-	76,808	-	-	-	76,808	0.00
Criminal Courts	100,602	-	-	100,602	162,854	-	162,854	263,456	1.00
Criminal Courts LMF	-	-	-	-	-	-	-	-	0.00
District Clerk	76,808	-	-	76,808	-	-	-	76,808	0.00
Public Defender’s Office	81,311	2,800	-	84,111	-	-	-	84,111	0.00
Total	\$335,529	\$2,800	\$-	\$338,329	\$277,891	\$3,000	\$280,891	\$619,220	2.00

*PBO recommends a \$100,000 one-time Earmark against the Allocated Reserve for Visiting Judges to assist with judicial duties for ARPA Court proceedings.

FY 2025 recommended resources for the ARPA Court total \$619,220 and 2.0 FTEs. This includes \$613,420 of personnel resources and \$5,800 of operating resources. PBO also recommends \$100,000 one-time Earmark against the Allocated Reserve for Visiting Judges to assist with judicial duties for ARPA Court proceedings.

PBO recommends \$118,037 of ongoing personnel and operating resources to convert an Investigator SPW to 1.0 FTE within the County Attorney’s Office. This investigator will continue to support the County Attorney’s efforts to reconnect disengaged defendants with the court system. PBO does not recommend funding for a vehicle or radios for this position and recommends that the position continue utilizing the loaner vehicle provided by TNR and the radio provided from the County Attorney’s Office internal inventory.

PBO also recommends a total of \$263,456 of personnel resources for the Criminal Courts. This includes \$162,854 of ongoing personnel resources for 1.0 Court Reporter FTE to not only continue supporting ARPA court operations but to also provide ongoing court reporting support for all the Criminal Courts. Also included is \$100,602 of one-time personnel resources for a 1.0 Judicial Aide Specialist SPW for a two-year period, with an end date of September 30, 2026, to continue supporting the ARPA Court.

Furthermore, PBO recommends \$153,616 in one-time personnel funding for two two-year Court Clerk II SPWs with an end date of September 30, 2026, one each within the District Clerk’s Office and the County Clerk’s Office.

PBO recommends a total of \$84,111 in one-time resources, including \$81,311 in personnel and \$2,800 in associated operating resources, to support the continuation of the ARPA Court Case Worker SPW in the Public Defender's Office for two additional years with an end date of September 30, 2026.

Lastly, PBO recommends a \$100,000 Earmark against the Allocated Reserve for contracted Visiting Judges to assist with ARPA court judicial proceedings. Typically, the State of Texas contributes funding for District visiting judges, which has resulted in a remaining balance in previous years for the Criminal Courts Visiting Judge budget. PBO recommends that the Department first utilize their current Visiting Judge budgeted resources before requesting to access these earmarked funds. Because a major part of this Court's function is to support efforts to reduce backlog in the courts, PBO acknowledges the potential need for additional resources.

REQUEST #07: SCANNER EQUIPMENT

<i>Program:</i>	Tech Support Development and Quality Assurance (121)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	45,000	-	-	-
Subtotal	\$ 45,000	\$ -	\$ -	\$ -
Capital	-	45,000	-	-
Dpt Total	\$ 45,000	\$ 45,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 45,000	\$ 45,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Information Technologies Division of the District Clerk’s Office is requesting funds to replace 45 scanners that are critical to court clerks’ file processing work activities. The District Clerk’s Office submitted this request at the request of the Planning & Budget Office.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of documents entered in the document management system	691,879	683,599	500,000	340,000	350,000	350,000

PBO RECOMMENDATION

PBO recommends \$45,000 in one-time capital resources be included in the District Clerk’s Office FY 2025 Preliminary Budget to replace aging scanner equipment for vital daily operations of Court Clerk staff. The District Clerk’s Office must retain access to functioning scanner equipment to ensure efficient continuity of basic services. Basic printer devices are not centrally budgeted in ITS or placed on a replacement list. PBO and ITS have traditionally relied on departments to address needs for printers and other such devices using internal budget capacity. PBO, in consultation with ITS, affirms that these devices have reached end-of-life and have difficult to locate replacement parts, as they are no longer produced by the manufacturer. This situation will only worsen with time as these devices continue to wear down and replacement parts grow increasingly scarce.

REQUEST #08: JURY PAY INCREASE

<i>Program:</i>	Jury Management Office (121)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	93,000	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 93,000	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 93,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The District Clerk’s Office is requesting a \$93,000 one-time Earmark against the Allocated Reserve related to an anticipated increase in the number of juries and a proposal to increase day two and beyond daily jury payments by \$2, from \$58 to \$60, to more fully compensate jurors for their service and keep pace with payment rates of surrounding counties in the payment of daily jury support. The District Clerk’s Office submitted this request at the request of the Planning & Budget Office.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of jury panels	716	1,054	1,000	1,050	1,100	1,100

PBO RECOMMENDATION

PBO does not recommend a \$93,000 one-time Earmark against the Allocated Reserve related to an anticipated proposal to increase day two and beyond daily jury payments from \$58 to \$60 be included in the FY 2025 Preliminary Budget.

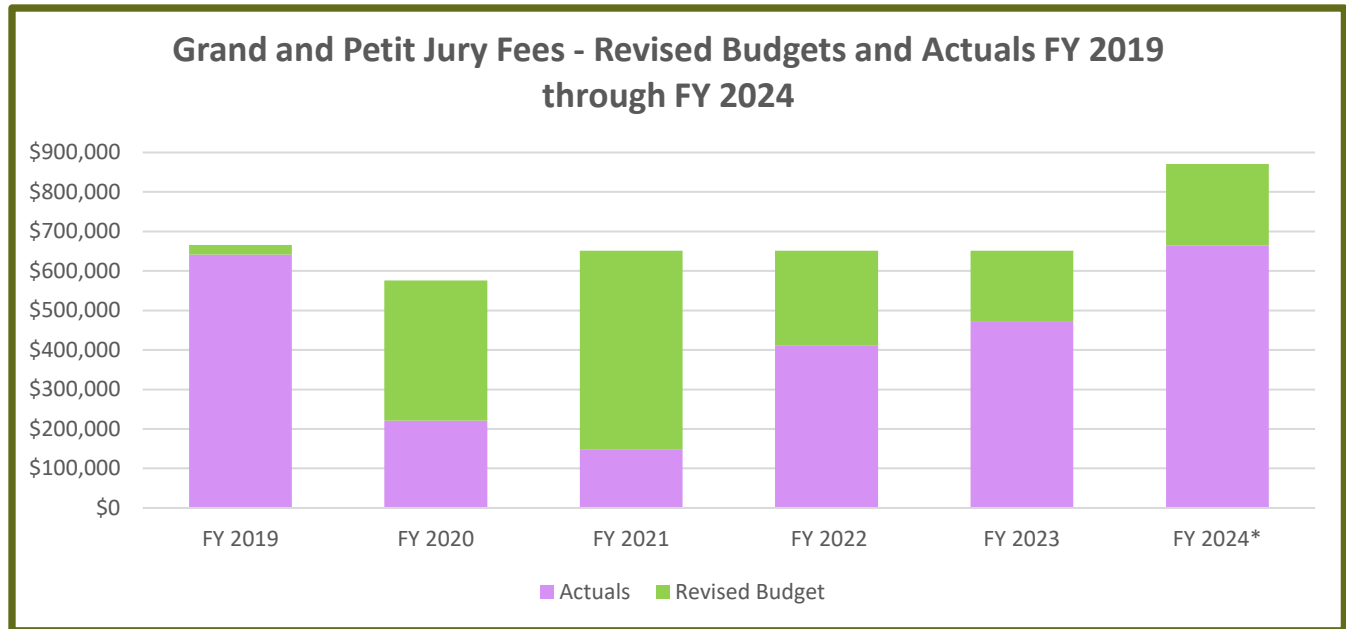
The table below summarizes the proposed change in subsequent day two and beyond jury fee payments and reimbursement rates following the implementation of HB 3474 in FY 2024. The current second and subsequent day jury payment is \$58 per day. Prior to HB 3474, the County received \$34 in reimbursements per day per jury from the state for these jury payments. Following HB 3474, these second and subsequent day jury payments increased from \$40 to \$58 per day per juror, and the reimbursement rates from the state increased from \$34 to \$52 for these payments. The net cost after reimbursement from the changes implemented by HB 3474 was \$0.

<i>Comparison of Current Rates vs Proposed Day Two+ Payments</i>			
	<i>Current Rate</i>	<i>Proposed Rate</i>	<i>Difference</i>
Day Two+ Payments	\$58	\$60	\$2
State Reimbursement	52	52	-
Net Cost After Reimbursement	\$6	\$8	\$2

With the proposed change to the day two and beyond daily jury payments from \$58 to \$60, the District Clerk’s Office estimates that total expenditures may increase to roughly \$963,743 in FY 2025. The FY 2024 Adopted Budget includes \$870,743 in ongoing operating resources related to jury fees in the District Clerk’s Office. Based on internal projections, the Office anticipates a \$93,000 shortfall in resources for these daily jury payments in FY 2025. However, PBO notes that the Office’s estimations demonstrate a substantial increase to the rate in which jury related resources are expensed relative to historically observed actual expenditures. The table and graph below detail the annualized revised budget amounts for both Grand and Petit Jury Fee resources relative to actual expenditures in the Office from FY 2019 through FY 2024. PBO Notes that FY 2024 projected annual expenditures are based on to-date actuals, as of July 2024, prorated through the remainder of FY 2024.

<i>Grand and Petit Jury Fees - Revised Budgets and Actuals FY 2019 through FY 2024</i>							
Fiscal Year	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024*	Average
Revised Budget	\$666,175	\$576,123	\$651,123	\$651,123	\$651,123	\$870,743	\$677,735
Actuals	641,363	221,404	147,134	410,400	473,450	664,219	426,328
Difference	\$24,812	\$354,719	\$503,989	\$240,723	\$177,673	\$206,524	\$251,407

* FY 2024 annualized actuals are prorated based on to-date actuals as of July 9, 2024.



* FY 2024 annualized actuals are prorated based on to-date actuals as of July 9, 2024.

Based on the brief analysis above, the District Clerk's Office has left an approximate average of \$251,407 of resources for Grand and Petite Jury Fees unallocated from FY 2019 through FY 2024. While PBO acknowledges that expenditure rates vary from fiscal year to fiscal year, PBO believes that the District Clerk's Office maintains sufficient flexibility in available resources to absorb the anticipated increase in expenditures related to the proposed rate increase of day two and beyond daily jury payments from \$58 to \$60 within existing resources. Therefore, PBO does not recommend additional resources related to Grand and Petite Jury Fees be included in the FY 2025 Preliminary Budget.

REQUEST #09: CAPITAL METRO TRANSIT PASSES

<i>Program:</i>	Jury Management Office (121)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	5,000	-	-	-
Subtotal	\$ 5,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 5,000	\$ -	\$ -	\$ -
Earmark Allocated	-	5,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 5,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 5,000	\$ 5,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The District Clerk’s Office is requesting additional one-time operating resources to provide free Capitol Metro mass transit passes for jurors. The Office notes that jurors provide a crucial public service but face challenges in traveling to the Courthouses and finding adequate parking. To offer an alternative to car transportation, the District Clerk offers free mass transit passes during jury service to encourage a less expensive and environmentally positive transit option.

The Capital Metro Jury Transit program has been in operation since June 2019 but was placed on hold during the pandemic due to a suspension of juries. All administrative, equipment, and labor costs are provided by the District Clerk’s Office. The only expenses for the program are the transportation pass purchases. This request assumes a full return of jury trials to pre-pandemic numbers. The Capital Metro Jury Transit program seeks to encourage jury service, supports a positive customer experience, and positively impacts the environment by reducing car transportation, as well as reducing commutes and traffic congestion in central Texas.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of jury panels	716	1,054	1,000	1,050	1,100	1,100

PBO RECOMMENDATION

PBO recommends a \$5,000 one-time Earmark against the Allocated Reserve for costs related to Capital Metro jury transit passes be included in the FY 2025 Preliminary Budget to ensure the Office maintains access to funds to continue the Capital Metro Jury Transit program in FY 2025 as needed.

The District Clerk requests \$5,000 to provide 1,000 free Capital Metro mass transit passes for jurors, based on a projected cost of \$5 per pass. During the FY 2022 Budget Process, PBO recommended \$2,500 in funds on a one-time basis for this purpose based on the assumption that the Office would continue trending upward in the number of passes provided to jurors. The Office provided 212 passes in a full year in FY 2019, then 228 in less than half a year in FY 2020. However, the Office fell short of initial projections in FY 2022, only providing 75 passes compared to projections of 500 passes provided. This shortfall was largely due to the pandemic, which reduced jury service levels.

The FY 2023 Adopted Budget included \$2,500 in one-time funding for Capitol Metro mass transit passes for jurors as the Office anticipated jury service levels returning to pre-pandemic levels throughout FY 2023.

The District Clerk's Office did not request continued funding for this program during the FY 2024 Budget Process.

For FY 2025, the Office notes that negotiations with Capital Metro to provide free metro passes for Travis County jurors are ongoing. If Capital Metro were to agree to provide free metro passes to Travis County jurors, then the requested \$5,000 in additional funding would no longer be required. Therefore, PBO recommends a \$5,000 one-time Earmark against the Allocated Reserve for Capital Metro jury transit passes be included in the FY 2025 Preliminary Budget to ensure the Office maintains access to funds to continue the Capital Metro Jury Transit program in FY 2025 relative to anticipated actual usage and pending the outcome of ongoing negotiations with Capital Metro.

REQUEST #UNRANKED: FINANCE DIVISION ACCOUNTANT SPW TO FTE

<i>Program:</i>	Administration - Accounting (121)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	1.00	1.00	1.00
Personnel	83,681	83,681	83,681	83,681
Operating	-	-	-	-
Subtotal	\$ 83,681	\$ 83,681	\$ 83,681	\$ 83,681
Capital	-	-	-	-
Dpt Total	\$ 83,681	\$ 83,681	\$ 83,681	\$ 83,681
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 83,681	\$ 83,681	\$ 83,681	\$ 83,681

DEPT. SUMMARY OF REQUEST

This budget request is included in the District Clerk’s Office FY 2025 Preliminary Budget Writeup by the Planning & Budget Office to ensure sufficient documentation regarding the Office’s special project worker staff originally approved for a duration of two fiscal years during the FY 2024 Budget Process.

The FY 2024 Adopted Budget includes one-time resources related to the creation of an Accountant special project worker position (1.0 SPW, position number: 30066732) for a period of two fiscal years in the District Clerk’s Office Finance/Accounting Division to provide additional personnel capacity in the Division as the District Clerk continues to adapt to the recent implementation of Odyssey. This request seeks to affirm the second and final year of approved one-time funding related to this Accountant SPW position for FY 2025.

BUDGET REQUEST PERFORMANCE MEASURES

The District Clerk’s Office did not submit performance measures related to this request.

PBO RECOMMENDATION

PBO recommends \$83,681 in additional ongoing personnel resources for the conversion of an Accountant Special Project Worker in the Finance/Accounting Division to a full FTE (1.0 FTE) be included in the FY 2025 Preliminary Budget. This position serves to provide additional personnel capacity in the Finance/Accounting Division as the District Clerk continues to adapt to the recent implementation of Odyssey. This will increase the District Clerk’s Office FTE count by 1.0 FTE.

Notably, the total estimated FY 2025 cost for this position based on the Office’s FY 2025 Budget Workbook Submission salary for position number 30066732 is \$101,400, which represents an approximate 26 percent increase from PBO’s original FY 2025 cost estimate of \$80,454 provided during the FY 2024 Budget Process. The increased costs are due to the Office’s offer of a salary above minimum for the paygrade, County-wide across the board increases to paygrade minimums included in the FY 2024 Adopted Budget and updates to benefit calculations in FY 2025.

The Office was able to internally fund a salary above the minimum for the paygrade (C10, \$53,728) in FY 2024 due to significant ongoing salary savings which have continued into FY 2025. Therefore, PBO’s recommendation is tailored to the

estimated one-time FY 2025 costs for salary and related benefits based on the current paygrade minimum for the position (C10, \$55,878) as PBO anticipates that the Office will be able to maintain the positions' current allocated salary amount through FY 2025 within existing resources.

Emergency Medical Services (159)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	3
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	6
FY 2025 Preliminary Budget Recommendations Summary	7
Additional Information	10
FY 2025 Budget Request Analysis	22
Unranked Request: ATCEMS ILA	22
Unranked Request: Emergency Services District 2 Ground Ambulance Service ILA	22
Unranked Request: Baylor Scott and White Hospitals Associate Medical Director ILA.....	22
Request #1: STAR Flight Helicopter Full Component Plan (FCP)	24
Request #2: STAR Flight Helicopter Full Service Plan (FSP).....	24
Request #3: Tempus Monitor Replacement	26
Request #4: Echo Health Service Agreement.....	27
Request #5: Sapphire Therapy Infusion Pump Service Agreement	27
Request #6: Experiential Salary Adjustments	29
Request #16: Crew Chief Stipend.....	29
Request #7: Rescue Equipment	31
Request #13: Hoist Mounts	31
Request #17: LTE Portable Radios.....	31
Request #8: Assistant Chief Medical Supervisor and Assistant Chief Clinical Supervisor positions.....	33
Request #9: Annual Inspection of Life Safety Equipment.....	34
Request #21: Commission on Accreditation of Medical Transport Systems (CAMTS) Inspection Fees.....	34
Request #10: Educational Management System	36
Request #12: Water Safety Training	36
Request #14: Safety Boat Replacement	36
Request #15: DCPE Uniforms	36
Request #19: Interactive Training Aids	36
Request #11: West Base, Blanco County	38
Request #18: Increase Star Flight Fuel Budget	38
Request #20: Duty Vehicles.....	38

Request #22: Replacement Helicopters42

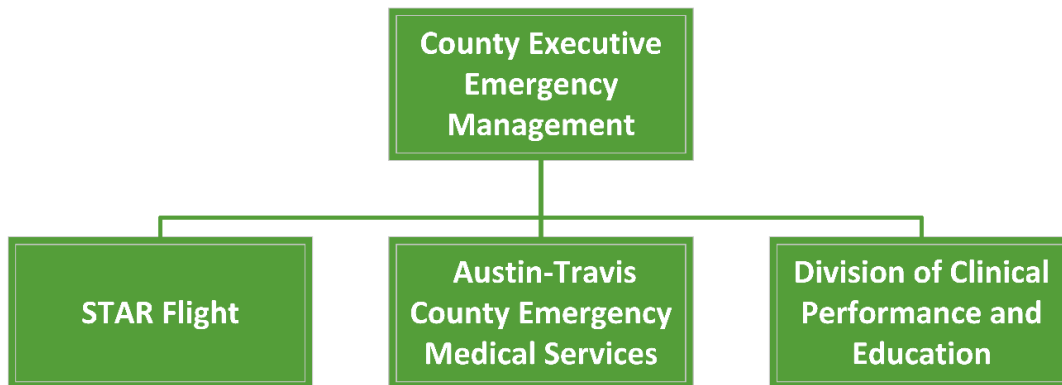
MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of Emergency Medical Services (EMS) is to preserve life, property, and promote public safety effectively and efficiently through a commitment to search and rescue, firefighting, and critical care air ambulance as a safety response provider. Emergency Medical Services (EMS) contains the Shock Trauma Air Rescue (STAR Flight) program as well as the Travis County portion of the budget for the Austin-Travis County Emergency Medical Services Interlocal Agreement (ATCEMS) and the Division of Clinical Performance & Education (DCPE). The Department has identified the following strategic goals:

- Provide the highest quality critical care, air rescue, and support services to Travis County and Central Texas in a safe and rapid manner;
- Be an employer that quality EMS professionals want to join, where they can grow into recognized industry leaders, and where they can enjoy long and satisfying careers;
- Be driven by the delivery of high-quality care, attention to detail, and variety of services that are designed to meet a broad range of community needs;
- Have a culture of excellence through continuous improvement of quality and safety in everything done; and
- Have an effective and transparent financial model that insures good stewardship of public funds.

This aligns with the new County goal “Provide services that support the safety of people in the community.”

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Promote community resilience in daily living and in times of emergency” and are now linked to the County Goal, “Provide services that support the safety of people in the community.”

STAR FLIGHT:

The Shock Trauma Air Rescue (STAR) Flight program provides services via helicopter for healthcare and public safety functions. Its primary workload is air ambulance transport from remote locations to hospitals and trauma centers within Travis County. It also provides firefighting support during wildfire events and provides search and rescue support, particularly during flash flooding events.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Availability 24/7 Aircraft	100	98	96	100	100
Availability 3rd Aircraft- Not staffed or in-service	50	0	0	20	20
Availability 12/7 Aircraft	85	85	70	85	85
Missions missed due to busy. This does not include missed auto launches within Travis County	25	30	40	55	55
Missions missed due to mechanical failure	10	30	120	35	35
Non-Travis County Patient Transports	375	400	350	400	400
Number of Law Enforcement Missions	50	47	38	40	40
Number of Patient Transports	500	600	600	525	525
Number of Search and Rescue Missions	150	105	75	105	105

The program transitioned to a new airframe, the AgustaWestland AW169, during FY 2018 and FY 2019. Aircraft availability has been decreasing as the AW169 airframe has aged and faced significant maintenance issues in the last two years. STAR Flight projects a fourfold increase in flights due to mechanical failures in FY 2024 after a tripling of this measure in FY 2023. Unforeseen aircraft maintenance, as well as unforeseen staff unavailability due to military or parental leave, can explain the drop in patient transports, aircraft availability, and missions.

DIVISION OF CLINICAL PERFORMANCE AND EDUCATION:

The Division of Clinical Performance and Education (DCPE) provides medical direction and protocol guidance to first responders in Travis County. The program educates and trains field personnel who provide medical services. It also credentials services providers, including STAR Flight, Emergency Services Districts, and Austin-Travis County Emergency Medical Services. First Responder Organizations or Transport agencies must be licensed and have a medical director and clinical operating guidelines. These mandates are set by the Texas Department of State Health Services (DSHS) and Chapter 773 of the Texas Health and Safety Code.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of coordination meetings with City of Austin EMS/OMD	12	12	12	12	12
# of multi-agency training events	6	14	8	9	9
# of providers credentialed	28	83	25	25	25
# of revisions/enhancements to operating guidelines	0	5	12	12	12
% of care providers receiving quarterly education	75	78	78	80	80

The program’s performance measures above relate primarily to workload for the program. PBO will continue to work with the program to develop appropriate outcome measures that reflect the quality of services being provided.

AUSTIN-TRAVIS COUNTY EMERGENCY MEDICAL SERVICES (ATCEMS) INTERLOCAL AGREEMENT (ILA):

In FY 2018 the Department entered the most current iteration of the Ground Transportation ILA with the City of Austin to contract out Travis County ambulance services. As part of the new ILA, its structure changed to a “pay-for-performance” model. Previously, the County would tie funding for the ILA to a specific number of emergency stations. Starting in FY 2018, the County now ties payments to meeting emergency response time goals. The City is required to meet its response time standard 90 percent of the time or more in order to receive payment, regardless of the number of stations it operates. As part of the agreement, the County and City agreed that the City should take in all revenue, and the County portion of funding was reduced by a commensurate amount to account for the change. The new 5-year ILA approved in FY 2022 continues this arrangement.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Overall On-Time Rate: Travis County	89	77	80	80	80
# of County Responses	9,796	17,054	17,000	17,000	17,000

The number of county responses in the table above is the number of ATCEMS dispatch responses within Travis County but not within the City of Austin or other neighboring jurisdictions. The system saw an increase in FY 2023 and is on track for FY 2024 to be level with FY 2023. The overall on-time rate for Travis County is consistently below 90 percent and has seen a significant drop for FY 2023.

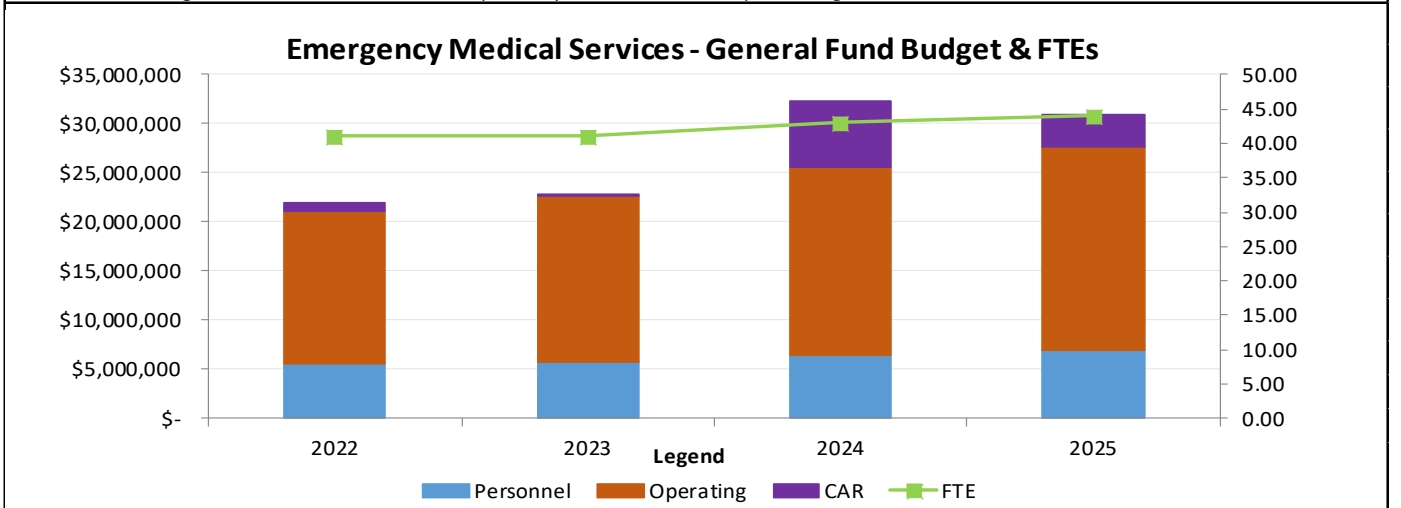
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
DCPE Clinical Quality Improvement Coordinator	\$266,571	1/1	The DCPE Clinical Quality Improvement Coordinator title has changed to EMS Training Captain. The filling of this FTE has allowed DCPE to expand its medical training staff by 33% and its helicopter rescue training capabilities by 50%. DCPE was also able to expand its overall medical oversight by adding an additional ESD to the program. County ESDs report plans for a 100% increase in ALS providers for the FY 2025 budget cycle.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	5,640,404	5,832,256	6,438,347	6,891,712	453,365
Operating	15,388,443	16,733,621	19,068,501	20,746,036	1,677,535
Total (Per&Op)	\$ 21,028,847	\$ 22,565,877	\$ 25,506,848	\$ 27,637,748	\$ 2,130,900
CAR*	913,934	98,801	6,849,446	3,218,695	(3,630,751)
Grand Total	\$ 21,942,781	\$ 22,664,678	\$ 32,356,294	\$ 30,856,443	\$ (1,499,851)
FTEs	41.00	41.00	43.00	44.00	1.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Emergency Medical Services decreased by \$1,499,851 from the FY 2024 Adopted Budget. This is a 4.6 percent decrease. The majority of the decrease was in the capital budget due to lower year two costs on aircraft warranties.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 25,443,011	\$ 63,837	\$ 6,849,446	\$ 32,356,294	43.00	\$ -
Target Budget Changes						
Programmatic	-	(63,837)	-	(63,837)	-	-
Compensation & Benefits	239,120	-	-	239,120	-	-
Administrative & Other	1,354,878	-	(6,849,446)	(5,494,568)	-	-
Total Target Budget Changes	\$ 1,593,998	\$ (63,837)	\$ (6,849,446)	\$ (5,319,285)	-	\$ -
FY 2025 Target Budget	\$ 27,037,009	\$ -	\$ -	\$ 27,037,009	43.00	\$ -
Budget Submission	\$ 27,037,009	\$ -	\$ -	\$ 27,037,009	43.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Inspection of Life Safety Equipment	25,000	-	-	25,000	-	-
Water Safety Training	-	4,400	-	4,400	-	-
DCPE Uniforms	-	5,000	-	5,000	-	-
Interactive Training Aids	-	1,500	-	1,500	-	-
Echo Health Service Agreement	11,500	-	-	11,500	-	-
West Base Blanco County	-	84,000	183,512	267,512	-	-
Increase Fuel Budget	100,000	-	-	100,000	-	-
CAMTS Reaccreditation	-	15,000	-	15,000	-	-
Baylor Scott and White ILA	51,200	-	-	51,200	-	-
Tempus Monitor Replacement	-	-	123,000	123,000	-	-
Infusion Pump Service Agreement	-	60,000	-	60,000	-	-
Rescue Equipment	-	-	150,550	150,550	-	-
Hoist Mount Supplies	-	-	40,000	40,000	-	-
LTE Portable Radios	-	-	155,036	155,036	-	-
Helicopter Full Component Plan	-	-	1,439,430	1,439,430	-	-
Helicopter Full Service Plan	-	-	1,073,100	1,073,100	-	-
Assistant Chief Positions	116,244	-	14,067	130,311	1.00	-
Education Management System	7,000	-	-	7,000	-	-
Safety Boat and Motor	-	-	40,000	40,000	-	-
Programmatic Total	\$ 310,944	\$ 169,900	\$ 3,218,695	\$ 3,699,539	1.00	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	22,827	-	-	22,827	-	-
Compensation & Benefits Total	\$ 22,827	\$ -	\$ -	\$ 22,827	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
STAR Flight Relief SPWs	-	75,174	-	75,174	-	-
Travel and Training Cut Restoration	21,894	-	-	21,894	-	-
Administrative & Other Total	\$ 21,894	\$ 75,174	\$ -	\$ 97,068	-	\$ -
FY 2025 Preliminary Budget	\$ 27,392,674	\$ 245,074	\$ 3,218,695	\$ 30,856,443	44.00	\$ -
Change from FY 2025 Target	\$ 355,665	\$ 245,074	\$ 3,218,695	\$ 3,819,434	1.00	\$ -
Change from FY 2024 Adopted	\$ 1,949,663	\$ 181,237	\$ (3,630,751)	\$ (1,499,851)	1.00	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Emergency Medical Services includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$1,354,878 was added to the budget related to ongoing costs for the FY 2024 increment of the Austin Travis County Emergency Medical Services (ATCEMS) ILA.
- \$63,837 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for Emergency Medical Services includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Assistant Chief Positions	-	116,244	116,244	1.00
Increase Fuel Budget	-	100,000	100,000	-
West Base Blanco County	84,000	-	84,000	-
Infusion Pump Service Agreement	60,000	-	60,000	-
Baylor Scott and White ILA	-	51,200	51,200	-
Inspection of Life Safety Equipment	-	25,000	25,000	-
CAMTS Reaccreditation	15,000	-	15,000	-
Echo Health Service Agreement	-	11,500	11,500	-
Education Management System	-	7,000	7,000	-
DCPE Uniforms	5,000	-	5,000	-
Water Safety Training	4,400	-	4,400	-
Interactive Training Aids	1,500	-	1,500	-
Total Programmatic Recommendations	\$169,900	\$310,944	\$480,844	1.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Emergency Medical Services includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
STAR Flight Relief SPWs	\$75,174	\$-	\$75,174	-
Travel and Training Cut Restoration	-	21,894	21,894	-
Total Administrative and Other Funding Changes	\$75,174	\$-	\$97,068	-

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$21,894 in ongoing operating resources for Emergency Medical Services. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Emergency Medical Services includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$202,641	\$202,641
Resources for health insurance cost increases for FY 2025.	-	22,827	22,827
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	21,677	21,677
Incremental cost increase to shift-differential pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	14,802	14,802
Total Compensation Changes	\$-	\$261,947	\$261,947

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$3,218,695 for Emergency Medical Services. There was a reduction of \$6,849,446 to remove one-time funding for prior year capital funded projects. This is a net \$3,630,751 decrease compared to the amount budgeted in the FY 2024 Adopted Budget. FY 2025 Preliminary Budget recommended CAR funding includes:

<i>Capital Funding Recommendations</i>	<i>Total</i>
Helicopter Full Component Plan	\$1,439,430
Helicopter Full Service Plan	1,073,100
West Base Blanco County	183,512
LTE Portable Radios	155,036
Rescue Equipment	150,550
Tempus Monitor Replacement	123,000
Hoist Mount Supplies	40,000
Safety Boat and Motor	40,000
Flight Nurse Equipment	14,067
Total Capital Funding Recommendations	\$3,218,695

EARMARKS

In addition to the funding above, the following Earmarks and funding in other reserves are included in the FY 2025 Preliminary Budget. These amounts are not included in Emergency Medical Service’s budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Interlocal Reserve Funding</i>	<i>Total</i>
ILA with COA for ATCEMS Response	\$625,987
EMS Interlocal Agreement with ESD 2	25,294
Total Interlocal Funding Earmarks	\$651,281

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, Emergency Medical Services has five fees it charges and five revenue-generating contract) it manages. Of those, none of the fees or contracts are being proposed by the Department for adjustment in FY 2025.

FUTURE CONSIDERATIONS

Throughout FY 2024 PBO has worked with the STAR Flight program to understand its staffing needs. This research process culminated in an analysis that considers current limitations, training needs, and impacts of leave events on the current staffing model. The below draft study is attached to give the department relevant information, data and recommendations for its staff planning and staffing model.

STAR FLIGHT STAFFING STUDY:

The Shock Trauma Air Rescue (STAR) Flight program provides services via helicopter for healthcare and public safety functions. Its primary workload is air ambulance transport from remote locations to hospitals and trauma centers within Travis County. It also provides firefighting support during wildfire events and provides search and rescue support, particularly during flash flooding events.

HISTORY OF STAR FLIGHT AND ITS STAFFING:

The STAR Flight program began service in May 1985. At that time, the program was a partnership between Travis County, the City of Austin EMS, and the city-owned and operated Brackenridge Hospital. Travis County funded the aircraft, including aviation personnel (pilots and mechanics) and expenses. The Austin EMS department provided the flight paramedics, communications center, and medical equipment. Brackenridge Hospital provided the flight nurses, crew quarters, and

aviation facilities (helipad and fuel system). The original focus of the program was to provide advanced life support to the rural areas of Travis County.

Each organization established a chain of command (Chief Pilot, Chief Flight Paramedic, and Chief Flight Nurse) for their respective groups and retained full authority for their respective personnel, including maintaining separate training and clearance processes. Each entity had its own set of policies and procedures. This created situations in which conflicts developed between the various independent but interacting systems. While this worked during the early years, as the program flight volume increased and the complexity of the mission evolved, especially the addition of inter-facility transports and broader public safety missions, conflicts developed concerning the priorities of the various program partners. Each organization had its own ideas on the best way to solve these issues.

A complication occurred when the City of Austin entered into a long-term lease agreement with the Seton Healthcare Network in 1998 for the management and operation of Brackenridge Hospital. Seton began looking for ways to better meet their air-medical needs. Ultimately, the Seton Healthcare Network chose to outsource its air medical services to a private vendor. The withdrawal of this partner and their flight nurse staff resulted in the City of Austin and Travis County being faced with a decision regarding the structure, staffing, mission, and operation of STAR Flight. The City and County agreed to bring all program personnel (flight paramedics, flight nurses, pilots, mechanics, and communications personnel) under the management of Austin-Travis County EMS.

In 2008, STAR Flight completed a business planning project that moved all personnel to Travis County. This was done so that all program personnel would be subject to the same policies, procedures, and benefits. In addition to moving all personnel to Travis County, the Commissioners Court approved 9.0 additional FTEs as part of the FY 2009 Adopted Budget to staff a second helicopter part-time.

CURRENT STATUS:

The current STAR Flight staffing model provides for 72 hours per day of Flight Paramedic and Registered Flight Nurse coverage with minimal replacement factor for coverage of sick time, vacation, etc. That staffing model does not consider the impact of increased training requirements to maintain industry best practices and licensure or prolonged periods of leave that may occur in addition to normal absences, such as on-the-job injuries, military leave or the recently implemented paid parental leave policy.

Due to the unique and expansive training and qualification requirements that STAR Flight Paramedics and Registered Flight Nurses' have, a contingency staffing resource outside of the current authorized staffing does not exist. Gaps in coverage require overtime backfill from the limited pool of existing staff or result in service interruption or degradation of service capabilities due to insufficient staffing. Ongoing training requirements for current medical crew members have increased due to regional changes in medical care by partner agencies and increased sustainment training requirements related to new medical equipment being utilized to provide advanced care.

IMPETUS FOR STUDY

STAR Flight has had numerous leave events over FY 2023 and FY 2024 that have put their current staffing model under significant strain. STAR Flight expects three parental leave events and an eight-month military leave event during FY 2024. STAR Flight has also hired new staff in both Flight Paramedic and Registered Flight Nurse positions, which require a minimum of eight weeks of training before slotting into regular aircraft rotation. The STAR Flight Director of Medical Operations has expressed to PBO that without modifications to the current staffing structure, STAR Flight will struggle to maintain adequate staffing during leave disruptions for its 24/7 and 12/7 helicopters into the future. The staffing structure for the crew operating STAR Flight's aircraft has not changed significantly since FY 2009, when the program added its 12/7 aircraft and nine additional FTEs. Relief staffing for two additional FTEs was included as part of the FY 2022 Adopted Budget. An additional two special

project workers were approved by the Commissioners Court on February 6, 2024, to address significant disruptions during parental and military leave events. However, the Department states that the additional FTEs from FY 2022 have not been sufficient to maintain sufficient available staffing to operate the current model of one 24/7 and one 12/7 helicopter at all times.

SCOPE

PBO has worked with STAR Flight to determine an appropriate scope for exploring its staffing needs. The primary focus of this study was to examine staffing for the three necessary position types that operate an aircraft during a mission. These positions include Flight Paramedics, Flight Registered Nurses, and Pilots. This group of three positions will be identified as “mission staff” for the purpose of the study. Department-wide data are included as necessary to give context and illustrate trends. For this study, PBO used specific performance, budget, and payroll data from Emergency Medical Services. PBO also examined best practices in staffing 24-hour operations and other staffing studies nationwide. Employees' personally identifiable information has also been excluded from the published data.

METHODOLOGY

PERFORMANCE, TIMESHEET AND PERSONNEL DATA

For this study, PBO utilized performance data provided by the Department. These measures include flight time, patient transport, and other workload measures. This data is intended to illustrate workload trends and provide context for the program's current state.

In addition, timesheet data was collected from FY 2022 and FY 2023 to estimate the workload burden on the Mission Staff subset that is the subject of the study. This includes data on hours worked, vacation and comp time taken, sick leave utilized, and unplanned leave events. PBO notes that this data does not fully encompass the impacts of military leave without pay, newly adopted Paid Parental Leave policies, and the robust training requirements of the program. This data will help illustrate trends in workload year to year along with performance measure data.

Various types of personnel data are used in this study. Overtime expenditure data was also collected from the SAP financial system to look at trends in overtime expenditure by fiscal year. PBO also collected vacancy history on the three positions to look at the average length of vacancy and frequency in a given fiscal year. PBO also looked at external models on 24-hour staffing to understand appropriate assumptions regarding relief factors and staffing ratios.

CURRENT STAFFING MODEL

The current staffing model for STAR Flight is designed to operate one 24/7 aircraft and another 12/7 aircraft. Each aircraft requires a Paramedic/Nurse, a Crew Chief, who is a nurse or paramedic with additional certification, and a Pilot. This totals 36.75 hours of coverage needed in one day as STAR Flight schedules 12-hour and 15-minute shifts to account for 12 hours of duty time and a 15-minute debriefing. The total required coverage for each of those three positions is 13,414 hours per year.

Table 1: Position Coverage Requirements

<i>Position</i>	<i>Coverage Needs per Day (Hours)</i>	<i>Coverage Needs Per Year (Hours)</i>
Paramedic/Nurse	36.75	13,414
Crew Chief	36.75	13,414
Pilot	36.75	13,414
Total	110.25	40,242

From FY 2009 - FY 2021, STAR Flight’s staffing model was structured with the assumption of a mission staff FTE working all their scheduled 2,080 hours, which is the budgeted amount for an FTE position within Travis County. The model used overtime

among mission staff and supervisors to cover gaps caused by vacation, sick, and unforeseen extended leave. Although a helpful metric, the 2,080 figure does not represent the total available hours a position is available for line duty. Two of the most significant factors to account for are the utilization of both vacation and sick time by an FTE, as well as necessary training.

PBO worked over two interview sessions with STAR Flight’s management staff to understand the required training workload for a mission staff FTE. STAR Flight identified the training, rotations, and exercises as crucial to their mission readiness. These are all hours when mission staff cannot be utilized to staff an aircraft and must be accounted for in staffing ratios. As part of this study, PBO recommends that training hours be tracked more closely by the Department so they can project out this requirement better in the future.

Table 2: Training Requirements

<i>Estimated Training Required for one Position</i>	<i>Hours</i>
Clinical rotations	16
Rescue exercises	24
Certification courses	16
Staff meetings	2
Continuing education	12
Total	70

PBO also used payroll data to quantify the total percent of vacation and sick time FTEs in mission staff positions taken over the last two fiscal years. This included breaking out the percentage of hours worked, vacation, sick, and irregular leave (FMLA, Military, and Unpaid). This calculation will be further elaborated on in the analysis section. In the table below, PBO utilized both timesheet data and informational interviews with Emergency Medical Services to quantify vacation and sick time taken and estimated training hours.

Table 3: 1.0 FTE Coverage in Typical Year

<i>Total Budgeted Hours per FTE (2,080 Hours per Year)</i>	<i>Hours</i>
Less Average Vacation and Sick time Taken over last two FYs (hours)	(305)
Less Estimated Training (hours)	(70)
Available Coverage Hours for One Position	1,705

STAR Flight currently has 8.0 regular Flight Paramedics FTE, 8.0 regular Flight Registered Nurses, and 7.0 regular pilots, as well as one assistant chief pilot who is scheduled to cover flights half of their working hours and work on administrative tasks in the other half of their time giving them coverage for 7.5 total pilots. Both Flight Paramedics and Flight Registered Nurses can be certified to function as crew chiefs. Crew Chiefs have unique certifications such as being able to operate the aircraft hoist that make them necessary on any mission. PBO notes that staff certified as crew chiefs can cover shifts for Non-Crew Chief Paramedics and Nurses. This model gives STAR Flight a small coverage deficit in pilots and a small relief factor for crew chiefs and paramedics/nurses. As of February 15, 2024, 11 out of 16 nurses and paramedics are certified as crew chiefs.

Table 4: Current Staffing Model Accounting for Estimated Leave and Minimum Training Requirements

<i>Position</i>	<i>Total Hours Needed for Coverage</i>	<i>Available Coverage from 1.0 FTE</i>	<i>Total FTE Needed</i>	<i>Total Regular Budgeted FTE</i>	<i>Coverage Surplus (hours)</i>
Non-Crew Chief Paramedic/Nurse	13,414	1,705	7.9	5.0	(4,886.7)

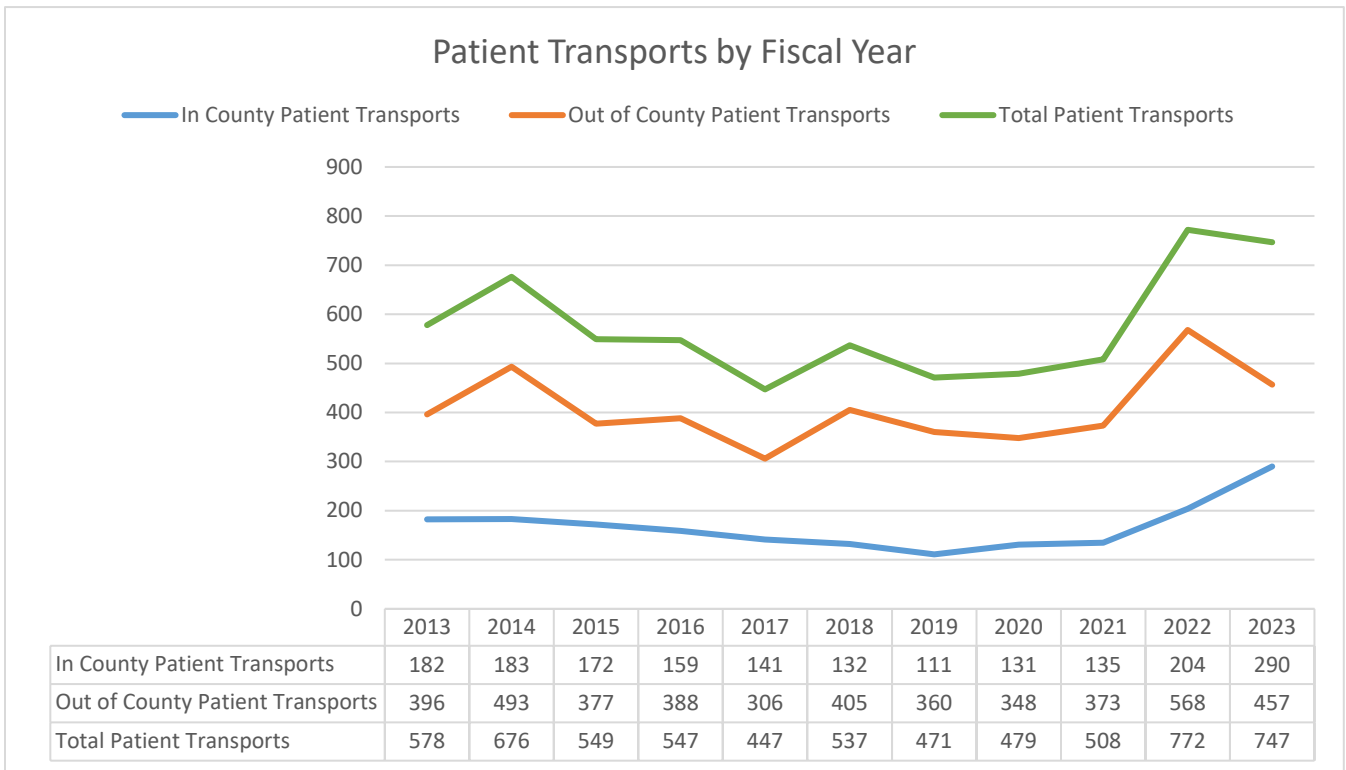
Crew Chief, Paramedic/Nurse	13,414	1,705	7.9	11.0	5,345.9
Nurse/ Paramedic Sub- Total	26,828	N/A	15.8	16.0	459.2
Pilot	13,414	1,705	7.9	7.5	(623.1)
Grand Total	40,241	N/A	23.8	23.5	(163.9)

PBO notes that this model does not include considerations for extended military leave, paid parental leave, vacancies, onboarding, or injuries that can occur in the line of duty. Given this model, if fully staffed, the Department should expend minimal overtime and be able to cover regular vacation leave, sick days, and other regular leave periods.

ANALYSIS OF MISSION DATA

PBO collected 10 years of prior performance data to quantify workload fluctuations within the STAR Flight Program. One of the primary drivers of STAR Flight’s workload is air ambulance transport from remote locations to hospitals and trauma centers within Travis County. As of 2018, the Department has a master services agreement with the Seton Network that makes STAR Flight the preferred air ambulance provider for regional healthcare providers. STAR Flight contracts with the St. David’s Network for neonatal and high-risk obstetrical transports. Because the regional network extends beyond Travis County, non-Travis County flights comprise most of the program’s medical transports. STAR Flight provides staff on an overtime basis to keep two aircraft available around the clock during wildfire or flash flooding events so that the Department can adequately perform firefighting or search and rescue missions alongside medical transports. Over the last five fiscal years, the department has seen a 39% increase in patient transport volume. This translates to a five-year compounding annual growth rate of 6.8%.

Chart 1: Patient Transports



Patient transports are broken out into in-county and out-of-county transports. Out-of-county transports have fluctuated between 61 percent and 76 percent of total patient transports, making up a substantial majority. In-county transports have grown by 119 percent in the last five years or 17 percent annually on average. Out of County Transports have grown 13 percent in the same time period and 2.5 percent per year over the same time period. Patient transports will likely increase as the surrounding area’s population and Travis County continue to grow. PBO notes that a new STAR Flight operations base in Blanco County could impact the future ratio of out-of-county transports vs. in-county. The impact is currently unknown, but PBO will continue to work with STAR Flight to monitor and quantify workload related to the new operations base.

STAR Flight also collects data on the total number of missions the program completes yearly and the number of missions it misses due to weather, mechanical failure, or being busy due to other missions or staffing deficits. PBO has used this data to analyze requests from STAR Flight to convert its 12/7 helicopter to a 24/7 helicopter in past budget processes. PBO created the measure % of missions missed, Busy to quantify staffing impacts on helicopter availability. Similar to patient transports, total missions decreased from 2014-2018 but have increased by 47 percent over the last five fiscal years. Since 2018, the amount of missions STAR Flight has missed due to being busy has also increased more than 10-fold. In line with that increase, the percentage of missions missed due to being busy is more than ten times its level from 2014. As STAR flight plans for the program's future, PBO recommends establishing an acceptable service threshold and using it for current and future resource planning.

Table 5: Mission Data

<i>Fiscal Year</i>	<i># of Missions</i>	<i># of Missions Missed, Weather</i>	<i># of Missions Missed, Busy</i>	<i># of Missions Missed, Mechanical</i>	<i>% of Missions Missed, Busy</i>
2014 Actuals	1,031	157	12	5	1.16%
2015 Actuals	945	249	7	6	0.74%
2016 Actuals	900	246	6	4	0.67%
2017 Actuals	856	185	5	5	0.58%
2018 Actuals	867	219	7	6	0.81%
2019 Actuals	893	218	11	2	1.23%
2020 Actuals	1,060	212	24	7	2.26%
2021 Actuals	1,180	250	41	10	3.47%
2022 Actuals	1,079	116	74	13	6.86%
2023 Actuals	1,275	307	131	12	9.32%

ANALYSIS OF TIMESHEET, AND OVERTIME EXPENDITURE DATA

To quantify the program's current and projected personnel workload, PBO analyzed complete timesheet and overtime expenditure data from FY 2022 and FY 2023. Mission Staff Regular FTEs logged 48,296 hours in FY 2022 and 52,203 in FY 2023. During FY 2022, the program had 22 mission staff FTEs for much of the fiscal year due to an employee on extended military leave. In FY 2023, the program had 23 regular Mission Staff FTEs. As stated earlier, an assistant chief pilot splits duties between administrative work and mission staff work; this position was excluded from the analysis in this section due to an inability to break out those hours by functional area.

Given the FTE count and total hours worked, PBO estimated the average overtime worked per mission staff FTE in both years. This was done by taking the average total hours logged and subtracting 2080 hours (a full-time employee not logging any

holidays, vacation, or sick time). Overall overtime utilization increased by roughly 67 hours per mission staff employee from FY 2022 to FY 2023.

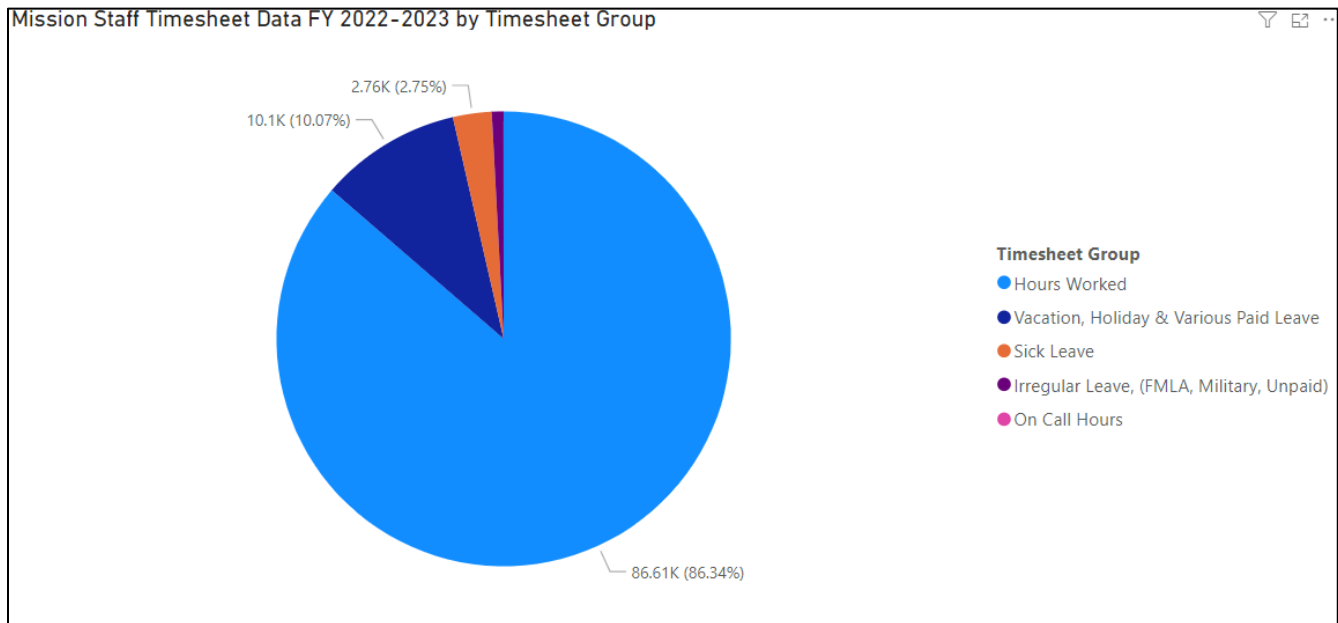
PBO also included prior year budget data in the table below to contextualize this increase in estimated overtime hours. Overtime salary expenditures increased by \$90,318 from FY 2022 to FY 2023. This is mainly due to an increase in estimated overtime hours worked by mission staff and further by across-the-board compensation changes approved by the Commissioners Court in the FY 2022 budget. The bottom line of the below table shows a 12 percent increase on a percentage basis of Department 159’s overtime budget. This was measured by taking the above expenditure number and dividing it by the budgeted overtime salary lines within the department. All three indicators show increases in overtime utilization and expenditures as a proportion of total workload.

Table 6: Overtime Utilization

<i>Fiscal Year</i>	<i>FY 2022</i>	<i>FY 2023</i>
Average Estimated Overtime Hours Logged Per Budgeted Mission Staff FTE	115	182
Amount of Overtime Budget expended (\$)	\$230,664	\$320,982
% of Overtime Budget Utilized	62%	74%

PBO notes the below chart shows timesheet hours broken out by type of time code. Hours worked include all regular hours logged and paid as straight time and overtime. Hours Worked is overwhelmingly the most frequent time code category, with 86.34% of all time logged. This is followed by Various Paid Leaves (10.07%), Sick Leave (2.75%), and Irregular Leave (0.83%).

Chart 2: Timesheet Groups



PBO also used the same overtime estimation methodology above to estimate total overtime to determine the proper proportion of leave that mission staff employees utilized. Because the above graph includes overtime, the proportion of hours worked is higher than if an employee logged only 2,080 hours per year. Over the two-year period, PBO estimates 6,719 hours of overtime across all mission staff. This was subtracted from the total hours logged, and the new ratios were factored into the staffing model calculation. The vacancy adjustment conducted earlier in the section was repeated for this analysis. Given this data, PBO determined that a mission staff FTE's average holiday, vacation, and sick time utilization was 304.5 hours annually.

Table 7: Mission Staff Average Leave Events

<i>Leave Type</i>	<i>FY 2022 - FY 2023 Average Timesheet Hours</i>	<i>FY 2022 - FY 2023 Average % Timesheet Hours</i>
Vacation, Holiday, and Various Paid Leaves	224.5	10.79%
Sick Leave	61.4	2.95%
Irregular Leave (FMLA, Military, Unpaid)	18.6	0.89%
Total	304.5	14.63%

PBO notes that this does not account for vacant positions and that there were eight external hires for mission staff positions over this time period. Each external hire for STAR Flight has to undergo a rigorous 60 – 90-day training before they can regularly be in the line of duty.

IDENTIFIED CONCERNS

In informational interviews with STAR Flight management staff, the group identified four main concerns with their staffing model. First, new parental leave policies adopted by the Commissioners Court in FY 2022 and expanded in FY 2024 are not accounted for in their current staffing relief factor. Second, the staffing model does not account for the lengthy onboarding and recruiting process. Third, as a specialized and dangerous job, being a Mission Staff FTE has a higher risk of injury, and currently, staffing gaps due to injury are covered by overtime hours. Fourth, many of STAR Flight staff are members of the armed forces and could be deployed given limited notice. These four concerns can all create significant disruption to STAR Flight's staffing at a moment's notice.

Coupled with these factors, as noted above, STAR Flight Mission Staff are not able to be substituted with other County personnel such as nurses within TCSO due to the specialized training requirements to operate in an aircraft. Additionally, the specialized nature of this training, and the length of time to complete it (even if a candidate has previous work experience on other helicopters), makes it extremely difficult to hire temporary staffing either directly or from an outside entity to fill in during periods of absence or vacancy. Thus, the relief factor, or the calculation of the number of FTEs needed to ensure a certain post is filled at all operational times, is likely to be higher compared to many other County departments to account for not only things such as sick and vacation leave as well as required training, but also to cover extended absences for injuries, military or family leave, and a longer than average time to recruit, fill, and train new staffing.

NEEDED RELIEF FACTOR ADJUSTMENTS

PAID PARENTAL LEAVE (PPL)

Since extending paid parental leave (PPL) to 12 weeks in FY 2024, STAR Flight has had three mission staff FTEs with PPL events. In FY 2023, STAR Flight had one Mission Staff FTE with a PPL event under the prior policy, resulting in a 292-hour staffing impact. Given the current policy, each PPL event creates a 480-hour impact on the staffing model that was previously unaccounted for. The current estimated impact for FY 2024 is 1,440 hours, which has put the Department under significant strain to staff its 24-hour operation fully. Given the average number of available work hours for a position is 1,705/year as noted earlier, PPL events in FY 2024 represent nearly a 1.0 FTE shortage solely due to PPL. However, determining the correct amount of relief staffing to account for parental leave is complicated due to the unpredictable nature of it on a year-to-year basis.

VACANCY & ONBOARDING

As a highly specialized and unique operation, STAR Flight has a rigorous training and onboarding process for new mission staff. In conversations with STAR Flight's director of medical operations, they expressed that this onboarding period is generally somewhere between 60 – 90 days, depending on the training and prior experience of the new employee. While mission staff positions are vacant or new employees are onboarding, the Department generally relies on overtime from

existing staff to cover the gaps. In periods of high turnover or extended vacancies, this has created a significant overtime burden for a small pool of employees.

PBO analyzed vacancy and external hire data from the last ten fiscal years in the SAP system to quantify this workload impact. PBO took the average external hires in mission staff positions over the last ten fiscal years to determine that, on average, STAR Flight has 3.18 external hires per year. The average time of vacancy for mission staff positions was also pulled over the same period; on average, these positions are vacant for 39 days. Using an estimate for training and onboarding of 10 weeks or 70 days means each vacancy leads to a 109-day gap from a prior employee leaving to a new one returning to full service. Given that a mission staff FTE is available to work 1,705 hours per year, this leads to 509.17 hours of workload impact per vacancy. PBO estimates this is a total workload impact of 1,619.16 hours per year, nearly 1.0 FTE worth of needed coverage per year based on 1,705 working hours.

Table 9: Onboarding and Vacancy Impacts

<i>Workload Type</i>	<i>Hours</i>
A. 10-year Average Mission Staff Vacancy Time (working hours)	182.18
B. Average Onboarding Period (working hours)	326.99
Estimated Workload Impact per external hire (working hours) (A+B)	509.17
C. 10 -year Average Yearly Mission Staff External hires	3.18
Estimated yearly workload impact of vacancies and onboarding (working hours) (C x (A+B))	1,619

INJURIES

In informational interviews with PBO, STAR Flight Staff identified the risk of prolonged leave from injuries as another concern when planning around staff availability. Work as a Mission Staff FTE has a significant physical component, requiring regular, strenuous physical activity. Rescue missions and patient transports also add additional risk for injury. Given the limited ability to gather historical data on reporting injuries within the program, PBO obtained data occupational injury data and occupational employment data from the Centers for Disease Control (CDC) and Bureau of Labor Statistics (BLS) to quantify the likelihood of an extended leave event given national data on the paramedic profession.

The Bureau of Labor Statistics (BLS) regularly publishes occupational employment and wage statistics for all occupations in the workforce. In 2020, the BLS estimated that a total of 257,700 employees in the United States work as Emergency Medical Technicians and Paramedics.¹

The CDC’s National Institute for Occupational Safety and Health (NIOSH) publishes data on workplace injuries from its National Electronic Injury Surveillance System (NEISS) – a national probability-based sample of U.S. hospital emergency departments. The most recent publication from 2020 estimated that 16,900 Emergency Medical Service workers (Paramedics and EMTs) were treated at US hospitals for occupational injuries.² The primary injuries were sprains, strains, contusions, and abrasions. These injuries generally have a recovery time of between two - six weeks.

Given the two sets of data, the estimated probability of a workplace injury for a paramedic is 6.56 percent in a calendar year, with an estimated recovery time in working hours of 80-240 hours. This totals an estimated workload impact of about 5.2-15.7 hours per mission staff FTE. Mission Staff FTEs are taking roughly 64 hours of sick time per fiscal year, well under 94 hours of minimum accrued leave each year. Adjusting this number to account for potential on and off the job injuries could help with coverage and workload projections. As this would be a rough estimation, PBO recommends the Department track

¹ https://www.bls.gov/oes/2020/may/oes_nat.htm

² <https://www.cdc.gov/niosh/ems/data/index.html>

extended injury leave among its employees to better understand the relief factor needed to cover the average number of incidents and hours employees are on injury leave.

MILITARY LEAVE WITHOUT PAY

In the past, STAR Flight has had a few events where Mission Staff go on Military Leave Without Pay (MILWOP). These events can happen abruptly as staff are generally only notified several weeks before they deploy for weeks or months in duration. Each year, it is hard for STAR Flight to predict the impact MILWOP could have on mission staff. Currently, STAR Flights Director of Medical Operations is out on MILWOP, which has impacted supervisory capacity. In other years, nurses and pilots were out on MILWOP, impacting frontline Mission Staff more.

A 10-year average of MILWOP events was taken to capture this impact better. PBO pulled data from 10 years of personnel action reports to estimate the impact on operations to give some barometer of the impact on operations. From March 1, 2014, to March 1, 2024, STAR Flight had four MILWOP events totaling 24 months. This is an estimated yearly impact of 416 working hours per year or 17 hours per Mission Staff FTE. PBO notes that each event ranged from two months to ten months.

FINDINGS

The operation of Travis County STAR Flight has become increasingly complex over the last decade. As a 24/7 operation, STAR Flight is acutely sensitive to programmatic and policy decisions that limit the amount of on-the-line coverage staff can provide. The goal of this study was to quantify the events, policies, and drivers of unavailability of Mission Staff FTEs.

In this study, PBO aimed to quantify the estimated availability of one FTE within STAR Flight’s mission staff and use it to build an appropriate staffing model for the department. Given the findings in the analysis, a budgeted Mission staff FTE is available at roughly 75.8% of their budgeted 2,080 hours, or 1,578 hours per year. This calculation includes various paid leave, training, vacancy impacts, paid parental leave, military leave, and potential injury. PBO notes this list is not a totally comprehensive list of what could make an FTE unavailable, but a best estimate given the current data and state of the program.

Table 10: Position Coverage per Year with Staffing Study Findings

<i>Total Budgeted Hours per FTE (2,080 hours per Year)</i>	<i>Hours</i>
Less Average Vacation and Sick time Taken over last two FYs (hours)	(305)
Less Estimated Training (hours)	(70)
Less Vacancy & Onboarding Impact given 10-year average (hours)	(70)
Less Coverage of 1 PPL event per year among staff (hours)	(24)
Less the 10-year average of department MILWOP events (hours)	(17)
Less Injury Coverage Given National Data (hours)	(16)
Net Available Working Hours for One Position	1,578

Given the analysis findings, the coverage of 1.0 FTE at 1,578 hours per year leaves STAR Flight with a 2.0 FTE deficit. This is a total working hour deficit of roughly 3,158 hours. This aligns with the estimated average overtime utilization over the previous two fiscal years of 3,360 hours per year in the analysis section of the study. Table 11 shows the details broken down by non-crew chiefs, crew chiefs, and pilots. The breakdown shows a roughly equal deficit between nurses/paramedics and pilots.

Table 11: Staffing Hours by Position Type with Study Findings

<i>Position</i>	<i>Total Hours Needed for Coverage</i>	<i>Available Coverage from 1.0 FTE</i>	<i>Total FTE Needed</i>	<i>Total Regular Budgeted FTE</i>	<i>Coverage Surplus (hours)</i>
Non-Crew Chief Paramedic/Nurse	13,414	1,578	8.5	5	(5,523.8)
Crew Chief, Paramedic/Nurse	13,414	1,578	8.5	11	3,944.2
Nurse/ Paramedic Total	26,828	N/A	17	16	(1,579.6)
Pilot	13,414	1,578	8.5	7.5	(1,578.8)
Grand Total	40,241	N/A	25.5	23.5	(3,158.4)

An important question the department will need to operationalize is what is the ideal amount of this deficit that can or should be covered by overtime versus by new FTEs. From a budget and personnel perspective, the current large expenditure of overtime within the program is expensive, risks mission staff burnout, and is subject to stringent regulation. PBO recommends that STAR Flight work to establish an acceptable threshold of overtime utilization and work with the auditor’s office to track these hours to inform staffing.

FINDINGS

There are two subsets listed in this section. The first subset regards recommendations for STAR Flight to fine-tune its policies and tracking regarding staffing and workload. The second subset relates to staffing findings and possible ways to remedy the structural gaps listed in the above summary section.

POLICIES AND PROCEDURES

Over the course of this study, PBO worked to understand the staffing situation within STAR Flight, given the best available data. Numerous sources of information were utilized, and many averages and ratios were calculated. Many important questions came up during this exercise regarding the program's basic goals: What levels of service are acceptable? What should be the upper threshold for overtime expended? What changes have occurred in the last few years that have made the workload less manageable? Many of these questions did not have a clear answer or have not been framed to be answered with data and context. PBO recommends that STAR Flight use the list of recommendations below to better understand the future workload and staffing of the program.

Recommendations:

- Direct Mission Staff to track training hours to better understand the workload impact of required and recommended pieces of training;
- Work to identify an acceptable level of service based on the amount of missions and missions missed;
- Work with the Auditor’s Office to track Overtime hours and identify an acceptable limit of overtime utilization per FTE given appropriate safety considerations and federal regulations;
- Continue to track the impacts of Paid Parental Leave (PPL) on the program to better fine-tune the estimated staffing impact on a yearly basis;
- Internally track time workload impacts due to on or off-duty injuries;
- Work with PBO to convene on a yearly basis to review tracking of staffing model workload impacts and evaluate staffing needs to meet acceptable service thresholds.

STAFFING FINDINGS

Table 11 shows a deficit of almost exactly 2.0 FTEs within Mission Staff, one Registered Flight Nurse or Flight Paramedic position, and one Pilot position. This is a total of roughly 3,158 hours of estimated workload impact. This workload impact is a structural deficit primarily accounted for by using overtime amongst existing staff. As the program's workload continues to increase and workload impacts persist, the current model and staffing could risk the program's current quality, safety, and performance. PBO recommends the Department continue to work with PBO to determine acceptable overtime utilization per mission staff position to determine the staffing level needed effectively. Once an adequate level is determined for overtime utilization, PBO would work with the department to determine the remaining level of staffing needed to have the program operating at an optimal level. The cost of these position types are as follows: an additional flight paramedic is \$103,258 in ongoing resources, an additional flight nurse is \$123,443 in ongoing resources, and a pilot is \$131,137 in ongoing resources.

LIMITATIONS AND FUTURE CONSIDERATIONS

As stated above, the workload impacts examined in this study are not exhaustive and, although wide-ranging, do not encompass every reason an FTE would not be available for line duty. The data from this study spans multiple reporting and software packages across the county as well as national data sources, including but not limited to SBP performance measures, SAP reporting functions, payroll data, personnel action file data, internal tracking from STAR Flight, as well as data from the Centers for Disease Control and The Bureau of Labor Statistics. These data sources proved invaluable in the research and analysis for the study but had some limitations because of differences in their available reporting periods and estimation techniques. PBO verified and reported estimates with other data sources to account for some of these limitations when possible.

As STAR Flight works through the best way to effectively administer its program, the amount of available staffing on a full-time regular basis versus the workload required is one of the most important questions for its management staff to consider. Serving as a comprehensive analysis of major workload impact drivers, this study can help STAR Flight Management plan around future requirements and challenges into the future. PBO will continue to work with STAR Flight Management to refine this model in the future to meet the program's requirements.

FY 2025 BUDGET REQUEST ANALYSIS

UNRANKED REQUEST: ATCEMS ILA

UNRANKED REQUEST: EMERGENCY SERVICES DISTRICT 2 GROUND AMBULANCE SERVICE ILA

UNRANKED REQUEST: BAYLOR SCOTT AND WHITE HOSPITALS ASSOCIATE MEDICAL DIRECTOR ILA

<i>Program:</i>	Austin-TC EMS Interlocal (198)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	702,481	-	-	-
Subtotal	\$ 702,481	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 702,481	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 702,481	\$ -	\$ -	\$ -

Funding for the above requests is fully budgeted in the Interlocal Reserve and will be transferred to the department in FY 2025

DEPT. SUMMARY OF REQUEST

ATCEMS ILA - \$625,987

Emergency Medical Services requests ongoing funding for a contractual increase of \$625,987 in the ATCEMS interlocal agreement with the City of Austin to cover base increase costs. This amount represents a 3.5% increase in the FY 2024 fee for service, driven primarily by wage adjustments for civilian and sworn personnel and an increase in overall operational costs.

EMERGENCY SERVICES DISTRICT 2 GROUND AMBULANCE SERVICE ILA - \$25,294

Emergency Medical Services requests ongoing funding in the amount of \$25,294 for a contractual increase to support the interlocal agreement with Travis County Emergency Services District 2 (ESD 2) to provide emergency medical services (EMS) response (Advanced Life Support or ALS) and ground-ambulance transport in the unincorporated areas of Travis County that lie within ESD 2 but outside ESD 17.

BAYLOR SCOTT AND WHITE HOSPITALS ASSOCIATE MEDICAL DIRECTOR ILA - \$51,200

Emergency Medical Services requests ongoing funding in the amount of \$51,200 for its contract that provides the program with a part-time physician who serves as an associate medical director to evaluate and advise in clinical training the department gives to county staff and partnering entities. In FY 2024, the medical direction contract was modified with Baylor Scott and White Hospitals for the services of an associate medical director. The hours of the director were increased from 3.25 hours per week to 8 hours per week to meet increased training demands. Savings from other areas of the Department's budget were used to cover the modification in FY 2024. The Department anticipates it will no longer be able to absorb these costs in FY 2025.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

ATCEMS ILA - \$625,987

PBO recommends funding of \$625,987 in ongoing resources in the interlocal reserve for the expected increase in the cost to the ILA with the City of Austin for Emergency Medical Service Response. Funding was included in the FY 2025 cost drivers in anticipation of this need.

EMERGENCY SERVICES DISTRICT 2 GROUND AMBULANCE SERVICE ILA - \$25,294

PBO recommends funding ongoing resources of \$25,294 in the interlocal reserve for the cost of the ILA with ESD 2. This cost is required per the contract and was incorporated into PBO's FY 2025 cost drivers.

BAYLOR SCOTT AND WHITE HOSPITALS ASSOCIATE MEDICAL DIRECTOR ILA - \$51,200

PBO recommends ongoing resources of \$51,200 for the cost of the ILA with Baylor Scott and White Hospitals for the services of an Associate Medical Director. This cost is required per the modification of the prior year's contract. PBO directs the department to request any necessary resources before obtaining approval on contract modifications that have an impact on ongoing costs borne by the county.

REQUEST #1: STAR FLIGHT HELICOPTER FULL COMPONENT PLAN (FCP)

REQUEST #2: STAR FLIGHT HELICOPTER FULL-SERVICE PLAN (FSP)

<i>Program:</i>	STAR Flight (159)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	2,512,530	2,512,530	-	-
Dpt Total	\$ 2,512,530	\$ 2,512,530	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 2,512,530	\$ 2,512,530	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

STAR FLIGHT HELICOPTER FULL COMPONENT PLAN (FCP) - \$1,439,430

Emergency Medical Services requests \$1,439,430 in one-time capital funding for the ongoing cost of the Leonardo Full-Component Plan (FCP). This contract offers warranty coverage for STAR Flight’s aircraft. This will cover year two of a component warranty negotiated and signed in FY 2024.

STAR FLIGHT HELICOPTER FULL-SERVICE PLAN (FSP) - \$1,073,100

Emergency Medical Services requests \$1,073,100 in one-time capital funding for the ongoing cost of the Pratt and Whitney Full-Service Plan (FSP). This contract offers warranty coverage for STAR Flight’s aircraft. This will cover year two of engine warranties negotiated and signed in FY 2024.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

STAR FLIGHT HELICOPTER FULL COMPONENT PLAN (FCP) - \$1,439,430

The Shock Trauma Air Rescue (STAR) Flight program within Emergency Medical Services (EMS) purchased three Augusta Wetland 169 helicopters in FY 2019 and began operation early in FY 2020. The helicopters have two main components: the airframe and the engines. Airframes include all parts of the helicopter other than the engines and were developed by Leonardo Helicopters. Each helicopter also contains two engines that were developed by Pratt & Whitney. Both major components included warranties when initially purchased. The airframe component warranty and engine service warranty expired in 2023. In the FY 2024 Adopted Budget, the Commissioner’s Court approved \$6,026,300 in one-time CAR resources for the initial buy-in and first year of a new airframe component and engine service warranty for STAR Flight’s three helicopters. This request from STAR Flight will fund the second year of both service plans. The FY 2025 cost for the Airframe

warranty totals \$1,439,430 in one-time CAR resources. This cost is required per the service agreement. PBO recommends funding.

STAR FLIGHT HELICOPTER FULL-SERVICE PLAN (FSP) - \$1,073,100

The Shock Trauma Air Rescue (STAR) Flight program within Emergency Medical Services (EMS) purchased three Augusta Wetland 169 helicopters in FY 2019 and began operation early in FY 2020. The helicopters have two main components: the airframe and the engines. Airframes include all parts of the helicopter other than the engines and were developed by Leonardo Helicopters. Each helicopter also contains two engines that were developed by Pratt & Whitney. Both major components included warranties when initially purchased. The airframe component warranty and engine service warranty expired in 2023. The FY 2024 Adopted Budget includes \$6,026,300 in one-time CAR resources for the initial buy-in and first year of a new airframe component and engine service warranty for STAR Flights three helicopters. This request from STAR Flight will fund the second year of the engine warranty. The FY 2025 cost for the Engine warranty totals \$1,073,100 in one-time CAR resources. This cost is required per the service agreement. PBO recommends funding.

REQUEST #3: TEMPUS MONITOR REPLACEMENT

<i>Program:</i>	STAR Flight (159)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	123,000	123,000	-	-
Dpt Total	\$ 123,000	\$ 123,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 123,000	\$ 123,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

STAR Flight requests \$123,000 in one-time funding to purchase three cardiac monitors to replace the existing Tempus monitors. The current Tempus monitors are nearing the end of their recommended lifespan. STAR Flight currently uses Phillips Tempus cardiac monitors for assessment of all patients in the rescue environment, as well as on routine medical and trauma calls. The Department states that if the current monitors are not replaced, it will create additional liability and unexpected expenses. Cardiac monitors are a required piece of equipment in the air ambulance and rescue environment, and the monitors' functionality is essential for providing appropriate care in the rescue and emergency medical services transport environment.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends one-time funding of \$123,000 for replacing the three cardiac monitors on the basis of maintaining the current level of effort within STAR Flight's primary business processes and ensure the program meets equipment standards set forth by the Airborne Public Safety Association (APSA).

REQUEST #4: ECHO HEALTH SERVICE AGREEMENT

REQUEST #5: SAPPHIRE THERAPY INFUSION PUMP SERVICE AGREEMENT

<i>Program:</i>	Clinical Performance and Education (159)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	71,500	71,500	-	-
Subtotal	\$ 71,500	\$ 71,500	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 71,500	\$ 71,500	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 71,500	\$ 71,500	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ECHO HEALTH SERVICE AGREEMENT - \$11,500

Emergency Medical Services requests \$11,500 in ongoing funding for a warranty service plan for educational manikins purchased for the Division of Clinical Performance and Education in FY 2024. The plan will allow for the annual refurbishment of the manikins. The department reports that the annual amount is equal to the quoted year-one cost of the service plan.

SAPPHIRE THERAPY INFUSION PUMP SERVICE AGREEMENT- \$60,000

Emergency Medical Services requests \$60,000 in one-time funding for a five-year warranty for equipment critical to its operations. The Sapphire Infusion pumps are critical medical equipment that allows STAR Flight clinicians to administer lifesaving IV medications at tightly controlled rates or doses. Because of their critical nature, they require ongoing maintenance and service to ensure 100% reliability. Twenty of these pumps were purchased in FY 2024 and are approaching the end of their initial 12-month warranty.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

ECHO HEALTH SERVICE AGREEMENT - \$11,500

PBO recommends \$11,500 in ongoing funding for a warranty service plan for educational manikins purchased in FY 2024. The plan will allow for the refurbishment of the manikins used by the Division of Clinical Performance and Education in FY 2025. Due to limited ongoing funding in the preliminary budget, PBO cannot recommend ongoing funds for this request.

SAPHIRE THERAPY INFUSION PUMP SERVICE AGREEMENT- \$60,000

PBO recommends \$60,000 in one-time funding for a five-year therapy infusion pump warranty on the basis that it will help maintain the current level of effort within STAR Flight's primary business processes.

REQUEST #6: EXPERIENTIAL SALARY ADJUSTMENTS

REQUEST #16: CREW CHIEF STIPEND

<i>Program:</i>	STAR Flight (159)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	1,137,000	-	-	-
Operating	-	-	-	-
Subtotal	\$ 1,137,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 1,137,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,137,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

EXPERIENTIAL SALARY ADJUSTMENTS - \$1,065,000

Emergency Medical Services requests \$1,065,000 in ongoing resources to increase staff salaries based on years of experience and level of expertise. The Department states it would use resources to implement a stepped compensation scale like the county's TCSO POPS scale, and peer agencies such as the Austin Police Department, Austin Fire Department, Texas Department of Public Safety, and Austin Travis County Emergency Medical Services, all of which have established contractual pay scales.

CREW CHIEF STIPEND - \$72,000

Emergency Medical Services requests \$72,000 in ongoing resources to create monthly supplemental compensation of \$400 for staff who achieved the status of crew chief. The Department states that the new additional compensation would be similar to the additional compensation provided to members of the Travis County law enforcement agencies who hold additional training (TCOLE License), skills (Bilingual), and responsibilities (Field Training Officer, Emergency Medical Technician). Further, the department states that similar stipends exist in other neighboring partner agencies, including monthly stipends for advanced clinical qualifications (PL-6) within Austin Travis County EMS or certification pay for nurses at local hospitals in recognition of clinical expertise.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

EXPERIENTIAL SALARY ADJUSTMENTS - \$0

The intent of this request is for Emergency Medical Services to address compensation issues that limit the office's ability to recruit and retain staff. PBO notes that the third-party consultant contracted to do the market study for the County, Segal Matt Kojm, FY 2025 Preliminary Budget

Emergency Medical Services

Consulting, was unable to benchmark several types of positions within the Department due to their unique job functions and responsibilities, such as Flight Paramedic and Flight Nurses. As such, Segal's market data for certain job classification is limited or not appropriate due to the unique nature of the department's functions. However, PBO is unclear at this time whether this data gap applies to all job titles within department.

After consulting with HRMD and due to limited ongoing revenue, PBO cannot support the compensation changes the department is proposing at this time. As the County is currently conducting and eventually implementing a County-wide compensation study, PBO believes it would not be optimal or equitable to make large-scale compensation investments outside of this framework for positions which Segal has appropriate comparator data. Given the ongoing study, PBO recommends that the Department work with HRMD and PBO throughout the remainder of this process to identify any concerns that can be addressed through the compensation study for these job titles.

However, PBO notes that some jobs in the department may need a market adjustment that will not be proposed as part of Segal's findings due to the lack of data issue described above. In this instance, PBO will continue to work with the Office to address its concerns regarding compensation for these positions in a way that is comparatively equitable to any overall County changes that may be made based on market data and available funding. HRMD and PBO need to evaluate the final data from Segal, expected in late June, and formulate options for Commissioners Court to consider later this summer as part of a list of other compensation related issues.

Due to the expected cost of the Segal study's recommendations, it will likely take more than one fiscal year to implement all the proposed changes, and as a result, some sort of phased approach will be needed. Depending on prioritization recommendations of the Segal study from HRMD and PBO staff, as well as other compensation and non-compensation related priorities of the Commissioners Court to be considered, there is no guarantee that any changes to the Emergency Medical Services positions recommended as part of the Segal study would be implemented in FY 2025. Other market changes that may be needed outside of the Segal study's recommendations would also be competing for the same limited resources for compensation County-wide.

CREW CHIEF STIPEND- \$0

PBO does not recommend funding for this request at this time. PBO recognizes the importance of paying staff commensurate with the requirements of their job. Because the Crew Chief credential is important to the operation of STAR Flight, given that one needs to be present during every mission, PBO recommends the Department work with HRMD to evaluate current job descriptions and determine whether changes to job descriptions are necessary to ensure business operations can be maintained. If job descriptions warrant changes to meet these requirements, PBO recommends the Department undertake such reclassifications and discuss with HRMD what salary adjustments would be needed to match the current labor market for positions with similar requirements.

Historically, the Commissioners Court has directed departments to redirect savings from resources within their Target Budget to fund advancement pays related to career certifications internally. It is not PBO practice to recommend funding for internal personnel adjustments, such as reclassifications, career ladders, and advancement pay. PBO is currently working with HRMD to evaluate any costs related to new advancement pays but advises that the creation of new advance pays is highly unlikely due to very limited resources in the FY 2025 Preliminary Budget. SB 2 (86th Legislature) does not allow Commissioners to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside of specific eligible adjustments per statute.

The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include county-wide compensation and benefits as well as contractual and other mandated/required expenditures as we know them.

REQUEST #7: RESCUE EQUIPMENT
 REQUEST #13: HOIST MOUNTS
 REQUEST #17: LTE PORTABLE RADIOS

<i>Program:</i>	STAR Flight (159)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	190,550	-	-	-
Subtotal	\$ 190,550	\$ -	\$ -	\$ -
Capital	155,036	345,586	-	-
Dpt Total	\$ 345,586	\$ 345,586	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 345,586	\$ 345,586	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

RESCUE EQUIPMENT - \$150,550

Emergency Medical Services requests one-time funding of \$150,550 to replace essential rescue equipment and safely continue helicopter rescue operations for land-based and swift-water-based rescue operations. This is a cumulative request for multiple pieces of equipment that are nearing end-of-life cycle or no longer supported. Standards for this equipment are set forth by the Airborne Public Safety Association (APSA), of which STAR Flight is accredited and must retain industry-standard equipment. This request includes:

- \$46,000 for replacement Emergency Air Egress Bottles and Carriers
- \$11,300 for replacement Helivac Lanyards
- \$25,250 for replacement Ops-Core Rescue Headsets
- \$15,000 for replacement Fire Resistant Flight Duty Clothing
- \$15,000 for replacement Pilot Rescue Vests
- \$38,000 for replacement Rescue Specialist Vests

HOIST MOUNTS - \$40,000

Emergency Medical Services requests one-time funding of \$40,00 to purchase the mounting provisions (two mounts and a hoist boom) for the fourth STAR Flight aircraft rescue hoist. The fourth rescue hoist purchased in FY 2024 will facilitate hoist swaps for maintenance and provide a long-term solution while our older hoists are cycled to the manufacturer for heavy maintenance periodically. For the hoist to be usable, hoist mounts and a boom need to be installed, as a set, on the hoist to ensure proper maintenance tracking capabilities. The hoist mounts and boom are a product of Leonardo Helicopters.

LTE RADIOS - \$155,036

Emergency Medical Services requests one-time centrally budgeted capital of \$155,036 to purchase new portable radios for STAR Flight to be able to communicate on the Greater Austin Travis Regional Radio System (GATRRS) when outside of

traditional coverage. The new Motorola Next radios can use long-term evolution (LTE) to reach back to the GATRRS system when outside of its coverage area. The request will ensure that STAR Flight will be able to maintain essential radio communications when outside of the GATRRS coverage area.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

RESCUE EQUIPMENT - \$150,550

PBO recommends one-time capital funding totaling \$150,550 for replacing the requested items on the basis that they maintain the current level of effort within STAR Flight's primary business processes and ensures the program meets equipment standards set forth by the Airborne Public Safety Association (APSA) to maintain APSA accreditation.

HOIST MOUNTS - \$40,000

PBO recommends \$40,000 in one-time capital resources for an additional mount for STAR Flight's rescue hoists. The additional amount will ensure there are no interruptions in aircraft service due to overhaul inspections due on the other three mounts as well routine inspections anticipated throughout FY 2025.

LTE RADIOS - \$155,036

PBO recommends one-time centrally budgeted capital resources of \$155,036 to purchase new portable radios to improve STAR Flight's ability to communicate on the Greater Austin Travis Regional Radio System (GATRRS) when outside of traditional coverage. The requested radios will enhance the program's continuity of operations and safety.

REQUEST #8: ASSISTANT CHIEF MEDICAL SUPERVISOR AND ASSISTANT CHIEF CLINICAL SUPERVISOR POSITIONS

<i>Program:</i>	STAR Flight (159)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	1.00	1.00	1.00
Personnel	245,871	116,244	116,244	116,244
Operating	-	-	-	-
Subtotal	\$ 245,871	\$ 116,244	\$ 116,244	\$ 116,244
Capital	28,134	14,067		
Dpt Total	\$ 274,005	\$ 130,311	\$ 116,244	\$ 116,244
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 274,005	\$ 130,311	\$ 116,244	\$ 116,244

DEPT. SUMMARY OF REQUEST

STAR Flight requests ongoing funding of \$245,871 to continue the currently approved Special Project Worker Flight Paramedic and Flight Registered Nurse positions and convert them into permanent positions, reclassifying them as Assistant Chief Medical Supervisor and Assistant Chief Clinical Supervisor positions. The department states that this will allow greater training support and staffing flexibility.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

On February 6th 2024, Commissioners Court approved the authorization of one internally funded Flight Paramedic Special Project Worker and one internally funded Flight Registered Nurse Special Project Worker from February 15 to December 31, 2024, to assist with backfilling positions on military leave, paid parental leave, and employee orientation and training for the STAR flight program. The department is expected to experience four paid parental leave (PPL) events in FY 2024. These PPL events have coincided with multiple vacancies and unexpected military leave events. PBO has worked with the Department to understand the acute staffing issues and has worked with STAR Flight leadership to study the relevant staffing requirements of the program.

In the additional information section, PBO provided a staffing analysis that was conducted for the STAR Flight Program. This analysis was completed by collaborating with STAR Flight management over FY 2024 to identify staffing concerns and create a model that better encompasses the program's constraints and requirements. The analysis shows that given the current staffing and the exclusion of overtime, the Department would have a workload for an additional two frontline mission staff positions in a typical fiscal year.

Given the analysis and additional discussions with the department, PBO is recommending an additional Flight Registered Nurse FTE to address the program's current relief factor and address gaps in frontline staffing. Recommended funding for the new position includes \$116,244 in ongoing resources and \$14,067 in central capital.

REQUEST #9: ANNUAL INSPECTION OF LIFE SAFETY EQUIPMENT

REQUEST #21: COMMISSION ON ACCREDITATION OF MEDICAL TRANSPORT SYSTEMS (CAMTS) INSPECTION FEES

<i>Program:</i>	STAR Flight (159)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	40,000	40,000	25,000	25,000
Subtotal	\$ 40,000	\$ 40,000	\$ 25,000	\$ 25,000
Capital	-	-	-	-
Dpt Total	\$ 40,000	\$ 40,000	\$ 25,000	\$ 25,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 40,000	\$ 40,000	\$ 25,000	\$ 25,000

DEPT. SUMMARY OF REQUEST

ANNUAL INSPECTION OF LIFE SAFETY EQUIPMENT - \$25,000

Emergency Medical Services requests \$25,000 in ongoing resources for annual inspections of lifesaving rescue equipment and aviation equipment. Known as the industry standard, A.L.S.E. Inspection (Aviation-Life-Saving-Equipment Inspection), the Department states that annual inspections by a third-party provider ensure equipment meets safety guidelines and conditions that deem the equipment either fit for use or designate equipment as in need of repair or retirement from service.

COMMISSION ON ACCREDITATION OF MEDICAL TRANSPORT SYSTEMS (CAMTS) INSPECTION FEES - \$15,000

Emergency Medical Services requests \$15,00 in one-time resources for the Commission on Accreditation of Medical Transport (CAMTS) inspections, which occur every three years. The inspections ensure the operation meets or exceeds national standards. Accreditation is also a contract requirement for ongoing contractual obligations with St. Davids and Ascension Seton.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

ANNUAL INSPECTION OF LIFE SAFETY EQUIPMENT - \$25,000

PBO recommends \$25,000 in ongoing funding for the yearly ALSE inspections for the STAR Flight program. These inspections are necessary to ensure the safety of county employees and the aircraft they operate. These inspections were previously done by members of STAR Flight Program staff who have since retired. The recommended funding will ensure these inspections are completed annually regardless of internal expertise within the program.

COMMISSION ON ACCREDITATION OF MEDICAL TRANSPORT SYSTEMS (CAMTS) INSPECTION FEES - \$15,000

PBO recommends \$15,000 in one-time resources for the Commission on Accreditation of Medical Transport (CAMTS) inspections. Accreditation is required for many of the program obligations and will ensure the program maintains its current level of effort within its primary business practices.

REQUEST #10: EDUCATIONAL MANAGEMENT SYSTEM

REQUEST #12: WATER SAFETY TRAINING

REQUEST #14: SAFETY BOAT REPLACEMENT

REQUEST #15: DCPE UNIFORMS

REQUEST #19: INTERACTIVE TRAINING AIDS

<i>Program:</i>	Clinical Performance and Education (159)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	17,900	17,900	7,000	7,000
Subtotal	\$ 17,900	\$ 17,900	\$ 7,000	\$ 7,000
Capital	40,000	40,000	-	-
Dpt Total	\$ 57,900	\$ 57,900	\$ 7,000	\$ 7,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 57,900	\$ 57,900	\$ 7,000	\$ 7,000

DEPT. SUMMARY OF REQUEST

EDUCATIONAL MANAGEMENT SYSTEM - \$7,000

Emergency Medical Services requests \$7,000 in ongoing funding for an Education Management System for its Division of Clinical Performance and Education (DCPE). The Department would use funds to implement a new system that would communicate and interlink with the Educational/Learning Management System in ESD 6, 8, and 10, who are the Advanced Life Support providers under DCPE medical direction. The system could potentially link with other Travis County providers, which the Department states would add benefits to the system in terms of continuity of education and patient care. The system will be used to confirm currency and compliance with state laws and county policies, issue educational training, and manage responder credentials in multiple disciplines.

WATER SAFETY TRAINING- \$4,400

Emergency Medical Services requests \$4,400 in one-time resources for DCPE to provide training and safety aids for Travis County partners in flood water safety. The water safety program intends to train Travis County first responders in risk management and preparation for area flooding events. The training course will focus on reducing the risk faced by many county departments in wide-area flooding events.

SAFETY BOAT - \$40,000

Emergency Medical Services requests \$40,000 in one-time resources for the replacement of DCPE’s current safety boat, motor, and trailer. The current boat, a 2010 Zodiac 420, with a 2000 40hp Mercury 2-stroke Motor and a 2000 Magnum boat trailer, has far exceeded the recommended service life, and the Department is requesting it be replaced. The boat and motor are utilized as a safety boat and platform during overwater hoist training and other open or floodwater training events in

which in-water safety is required. The Department states that the current equipment has failed to meet the reliability needs for this type of training.

DCPE UNIFORMS - \$5,000

Emergency Medical Services requests \$5,000 in one-time resources for new uniforms that comply with uniform standards for DCPE EMS Training Captains and Division Chiefs. The request will allow DCPE staff to comply with the First Responder Organization Agreement between Travis County Emergency Services and Austin Travis County Emergency Medical Services, which defines uniform standards for all frontline personnel providing care within the agreement area. Currently, DCPE does not comply with the uniform standards outlined in this agreement.

INTERACTIVE TRAINING AIDS - \$1,500

Emergency Medical Services requests \$1,500 in one-time resources for interactive training aids. The training aid package will be used to simulate stress conditions that the first responder may face in the field. The package will allow for heart rate monitoring and environmental condition minicars to simulate and monitor the responder in their preparation for duty.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

EDUCATIONAL MANAGEMENT SYSTEM - \$7,000

PBO recommends \$7,000 in ongoing resources for the requested educational software. The Division of Clinical Performance and Education provides medical direction and protocol guidance to first responders in Travis County. The program's primary function is to train field personnel who provide medical services. A new platform integrating learning management systems with entities under the medical direction of DCPE would directly support the division in its credentialing and compliance work.

WATER SAFETY TRAINING - \$4,400

PBO recommends \$4,400 in one-time resources for training and safety aids for Travis County partners in flood water safety. The recommended funding will help train first responders efficiently within Travis County.

SAFETY BOAT- \$40,000

PBO recommends \$40,000 in one-time resources for the replacement of DCPE's current safety boat, motor, and trailer. The current boat presents a safety risk during training exercises and the new boat will allow for safer, reliable, and frequent trainings.

DCPE UNIFORMS - \$5,000

PBO recommends \$5,000 in one-time resources for new uniforms for DCPE staff. The current uniforms do not comply with contractual agreements for uniform standards, and the recommended funding is necessary to bring the program into compliance with the standards.

INTERACTIVE TRAINING AIDS - \$1,500

PBO recommends \$1,500 in one-time resources for interactive training aids. The training aids will enable better simulation environments, making training for first responders more effective and of higher quality.

REQUEST #11: WEST BASE, BLANCO COUNTY

REQUEST #18: INCREASE STAR FLIGHT FUEL BUDGET

REQUEST #20: DUTY VEHICLES

<i>Program:</i>	STAR Flight (159)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	184,000	184,000	100,000	100,000
Subtotal	\$ 184,000	\$ 184,000	\$ 100,000	\$ 100,000
Capital	406,300	186,152	-	-
Dpt Total	\$ 590,300	\$ 370,152	\$ 100,000	\$ 100,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 590,300	\$ 370,152	\$ 100,000	\$ 100,000

DEPT. SUMMARY OF REQUEST

WEST BASE, BLANCO COUNTY- \$270,152

Emergency Medical Services requests \$183,512 in centrally budgeted capital, \$84,000 in one-time operating and \$2,640 in ongoing centrally budgeted operating for approval of supplies and equipment needed to operate from the new STAR Flight West Base in Blanco County. The Travis County Commissioners Court approved an interlocal agreement (ILA) in FY 2022 to build a STAR Flight hangar and base of operations located near Round Mountain in Blanco County. This commitment has come at a large investment from Blanco County. The following supplies and equipment are listed by the Department in order to begin operations at the new west base:

- Vehicle
- Helicopter Tug
- Sapphire Pumps
- Computer equipment
- Fuel Trailer
- Firefighting Equipment
- Aircraft External Power

INCREASE STAR FLIGHT FUEL BUDGET- \$100,000

Emergency Medical Services requests \$100,000 in ongoing funding for an increase to the STAR Flight program’s fuel budget. The program reports elevated fuel prices since FY 2019, and increased program fuel consumption that has made its current fuel budget inadequate for future fiscal years. Approval of this request would increase the program’s fuel budget to \$365,000.

DUTY VEHICLES - \$220,148

Emergency Medical Services requests \$210,004 in central capital and \$10,144 in centrally budgeted operating for the purchase of two duty vehicles to be primarily used by the STAR Flight Director of Medical Operations and the Director of

Aviation Operations. The Director of Medical Operations and Director of Aviation Operations are shared co-directors at Travis County STAR Flight. As part of the overall Travis County Emergency Services, the co-directors are on-call 24/7 and expected to “respond when available and necessary” for emergency, and non-emergency situations. The Department states that vehicles will allow the co-directors to fulfill obligations and goals as part of the Emergency Services Department and to increase Travis County’s ability to respond to public safety emergencies.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

WEST BASE, BLANCO COUNTY- \$270,152

PBO recommends \$183,512 in centrally budgeted capital, \$84,000 in one-time operating, and \$2,640 in ongoing centrally budgeted operating funds for supplies and equipment needed to operate from the new STAR Flight West Base in Blanco County. The facility is located near Round Mountain in Blanco County and was an estimated \$4,000,000 investment from Blanco County. The construction of the facility required no funding from Travis County. The new facility will greatly improve response times for patient transports in far western Travis County as well as neighboring jurisdictions. Blanco County currently does not have access to a hospital or urgent care facility and greatly relies on STAR Flight patient transports.

The current interlocal agreement requires that Travis County provide all computers and related IT equipment needed to support the STAR Flight program at the facility, supply any tools and parts that might be needed to support an aircraft at that location, supply all aviation fuel, and supply the necessary aviation insurance coverage needed to operate from a new base of operations. All these requirements are similar to what the County provides to support STAR Flight operations at existing remote bases at Dell Children’s and Dell Seton hospitals, both of which have similar facilities to that built by Blanco County, with the exception of hangar space.

The Blanco facility is not a duplicate of the main STAR Flight hangar but will provide sufficient space to store a helicopter indoors when weather or other circumstances warrant and make field repairs as needed to keep the aircraft flying. The primary STAR Flight hangar in Austin remains the home base for operations, major aircraft maintenance, and the STAR Flight crews.

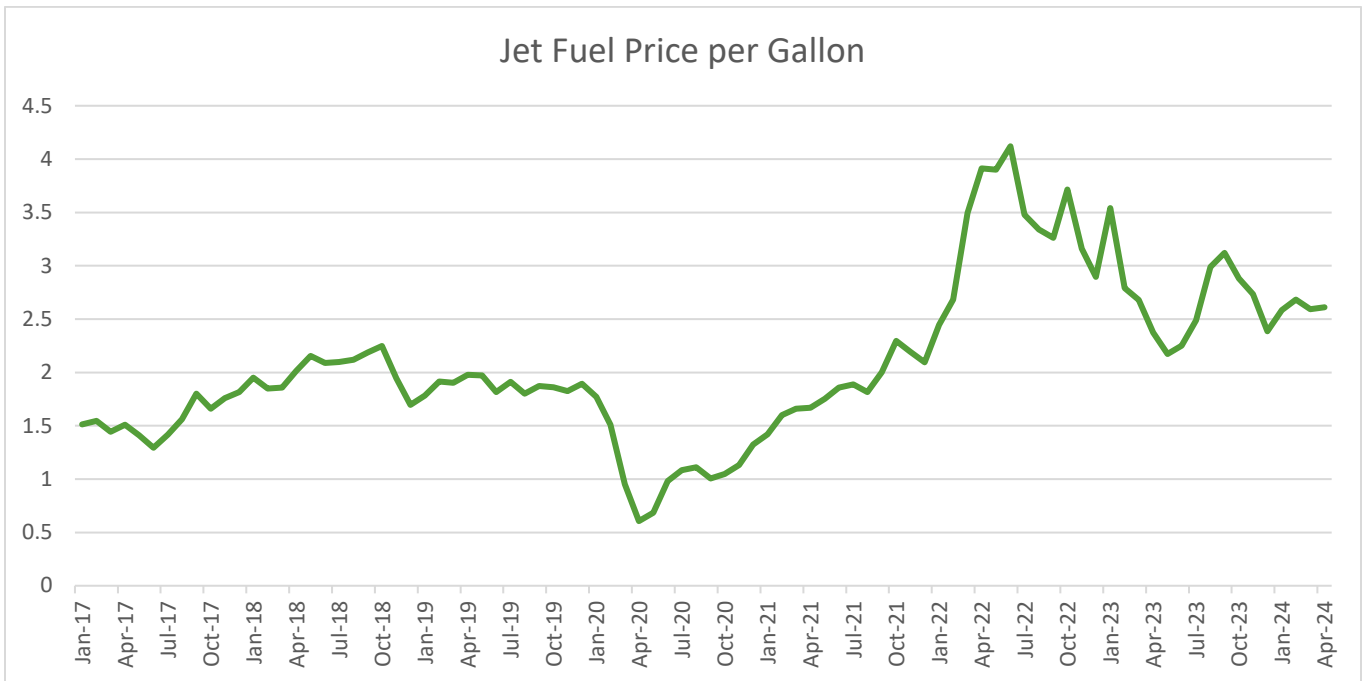
INCREASE STAR FLIGHT FUEL BUDGET- \$100,000

In the FY 2024 Adopted Budget, Commissioners Court approved an Earmark on the Allocated Reserve of \$215,000 to account for increased jet fuel prices projected for FY 2024. This earmark was meant to supplement the STAR flight. On May 13th, 2024, the Commissioners Court approved a \$100,000 transfer of this earmark to the STAR Flight program budget. Fuel prices remain volatile due to ongoing geopolitical turmoil and have remained elevated since the February 2022 Russian invasion of Ukraine.

To give context to the Department’s request, PBO analyzed expenditures from the program’s fuel budget for the last five years. The table below shows fuel expenditure data for the last five fiscal years. It shows the original operating budget (including prior year encumbrances), actual operating expenses, and the remaining balance (or deficit). For the last three fiscal years, the Department's fuel budget has been insufficient, requiring transfers from reserves to allow the program to operate without interruption.

<i>Fiscal Year</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024(projected)</i>
Original Fuel Budget	\$423,591.06	\$294,413.66	\$270,302.26	\$305,374.54	\$298,750.00
Actual Fuel Expenditures	\$151,540.30	\$185,102.69	\$413,040.41	\$419,664.26	\$382,969.00
Remaining Fuel Budget	\$272,050.76	\$109,310.97	(\$142,738.15)	(\$114,289.72)	(\$84,219.00)

The price of Jet Fuel remains volatile but seems to be stabilizing at a level 25 percent higher than the pre-invasion level. The chart below shows the U.S. Gulf Cost Kerosene-Type jet fuel spot price per gallon as reported by the Energy Information Administration from January 2017 through April 2024.



Prices in FY 2024 have largely been in the same range as FY 2023 but with less fluctuation. If prices stabilize at their current level, there is considerable evidence that the current budget is insufficient and would require an increase in ongoing funding.

PBO recommends that \$100,000 of ongoing resources be used to supplement the STAR Flight program’s fuel budget. With current prices reaching a moderate level of stability and increased program fuel consumption, the fuel budget requires supplementation. PBO will continue to work with the Department on monitoring fuel expenditures and consumption of the STAR Flight Program.

DUTY VEHICLES - \$0

PBO does not recommend funding for this request at this time. The nature of emergency events means that permanently budgeted vehicles within Emergency Medical Services may not be used frequently, and it would be more optimal for the

Department to work across departments to utilize existing county resources for emergency response. In addition, take-home vehicles are subject to the policy defined in Chapter 140 of the Travis County Code below:

Subject to Chapter 140 of this Travis County Code relating to the use of county-owned passenger vehicles while off-duty, elected or appointed officials or County Executives decide which, if any, of their employees are authorized to take County vehicles home, based on the following criteria:

(A) Significant improvement in the efficiency and effectiveness of our service to the public through:

(i) After hours service

(ii) Less cost to taxpayers

(iii) Ability to respond in emergencies or to public safety issues.

(iv) Availability of specific equipment attached to County vehicles.

REQUEST #22: REPLACEMENT HELICOPTERS

<i>Program:</i>	STAR Flight (159)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	40,000,000	-	-	-
Dpt Total	\$ 40,000,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 40,000,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Emergency Medical Services STAR Flight is requesting \$40,000,000 in one-time capital funding for three replacement aircraft. The Department reports numerous issues regarding the current helicopter fleet. The organization continues to encounter challenges that hinder operational effectiveness, leading to adverse consequences such as the inability to meet operational availability and increasing operational costs. The Department further states that although there was an extensive vetting process to procure the current aircraft responsibly, numerous airframe and manufacturer-specific issues have arisen that were not foreseeable during that process. The current Augusta Wetland 169 Aircraft has had extensive maintenance issues, including multiple component and engine failures. Aircraft availability of both the 24/7 helicopter and the 12/7 helicopter are projected to decrease. The third aircraft is projected to be totally unavailable for a second straight fiscal year. Given the current state of the aircraft, Emergency Medical Services has proposed to begin a replacement process for the aircraft. Emergency Medical Services has provided a proposed action plan below for the Aircraft replacement process.

1. Immediate Comprehensive Fleet Evaluation:

Based on current and forecasted business model requirements, conduct a thorough assessment of the existing fleet, evaluating performance, in-service and out-of-service times, Aircraft on Ground (AOG) support with parts replacement acquisition, maintenance records, and operating costs. This evaluation, with the help of industry-leading experts, would help identify specific problem areas and further quantify the impact of these inefficiencies on our organization.

2. Cost-Benefit Analysis:

Working with Travis County Purchasing and Budget office, to perform a detailed cost-benefit analysis to compare the operational expenses of the current fleet against potential alternatives. This analysis should consider factors such as fuel consumption, maintenance requirements, revenue potential, and initial investment to determine the most operationally and financially viable course of action.

3. Fleet Replacement:

Based on the evaluation and cost-benefit analysis, consider options for immediate fleet replacement. Explore the market for technologically advanced helicopters that align better with our mission profile, offer proven

effectiveness, offer improved efficiency, require less maintenance, and allow for increased operational readiness. This may involve collaboration with industry partners, consultants, and procurement specialists.

4. Training and Proficiency Enhancement:

Address the issue of reduced training proficiency resulting from frequent helicopter unavailability. Develop a training program that incorporates simulators, spare or alternative aircraft, or outsourcing to maintain a high level of proficiency among pilots and flight personnel.

5. Implementation and Transition Strategy:

Formulate a comprehensive implementation and transition strategy that outlines the timeline, budget, and key milestones associated with the fleet replacement initiative. Ensure stakeholder engagement and smooth integration into existing operations.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Availability 24/7 Aircraft (%)	99%	94%	90%	85%	100%	100%
Availability 12/7 Aircraft (%)	76%	64%	53%	48%	99%	99%
Availability 3rd Aircraft- Not staffed or in-service (%)	0.1%	0.1%	0%	0%	75%	75%
Missions missed due to mechanical failure	20	100	120	130	5	5
Number of Patient Transports	717	700	680	650	750	760
Number of Search and Rescue Missions	35	30	30	25	40	45

PBO RECOMMENDATION

PBO is currently discussing the future of STAR Flight program aircraft with the County Executive, Emergency Services, and STAR Flight Program management staff. Program staff have conveyed significant concerns with the current aircraft's reliability and unavailability.

Both airframes and engines of the aircraft have faced significant challenges. Airframes include all parts of the helicopter other than the engines and were developed by Leonardo Helicopters. Each helicopter also contains two engines that were developed by Pratt & Whitney. Both major components included warranties when initially purchased. The original airframe component warranty and engine service warranty expired in 2023. As part of the FY 2024 Adopted Budget, \$6,026,300 of one-time CAR resources were included for the initial buy-in and first year of a new airframe component and engine service warranty for STAR Flights three helicopters. The FY 2025 request for service warranties will fund the second year of both services and totals \$2,512,530 in one-time CAR resources.

Increased maintenance costs, along with decreased aircraft reliability, have led the Department and County Executive to explore replacement aircraft options. The Department has already committed internal operating funds to bring in an outside consultant to evaluate the cost of maintaining the current aircraft, evaluate the fair market value of the current aircraft for potential trade-in or sale, evaluate necessary specifications of a new aircraft, and work on a potential RFS or RFI for approval by the Commissioner's Court. After meetings with the Department, PBO estimates that procurement and delivery of the aircraft will take at least 36 months to complete.

PBO does not recommend funding for helicopter replacement at this time. PBO is committed to working with the Department throughout its fact-finding process and assisting in its capacity to provide financial analysis and guidance. However, there is currently insufficient information on estimated costs and current market value of existing aircraft for PBO to conduct a cost-benefit analysis for new aircraft at this time.

The cost of new aircraft would necessitate the issuance of new debt in the form of Certificates of Obligation (COs). PBO is working on forecasting future high-cost obligations, including facility needs and capital projects that will likely determine the availability of debt issuances to fund new aircraft in the future. PBO will work with the Department through the consultation process to understand future program costs and instruct the department to submit a subsequent request in FY 2026 once more information is known.

Emergency Services (147)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	5
FY 2025 Preliminary Budget Recommendations Summary	6
Additional Information	8
FY 2025 Budget Request Analysis	11
Unranked Request: CTECC ILA.....	11
Unranked Request: GATTRS ILA	11
Unranked Request: HAZMAT ILA.....	11
Request #1: Fire Marshal Deputy I SPW to FTE Conversion.....	13
Request #2: Fire Marshal Deputy II SPW Positions	13
Request #3: Accelerant Canine.....	15
Request #6: Operating Funds for Wildfire Mitigation Division.....	15
Request #4: Unmanned Aerial System (UAS) Program.....	17
Request #5: Starlink Redundant Connectivity	17
Request #7: Auxiliary Vehicle Replacements	19
Unranked Request: Earmark - EMS Consultant	20
Unranked Request: Earmark - COOP consultant	20

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

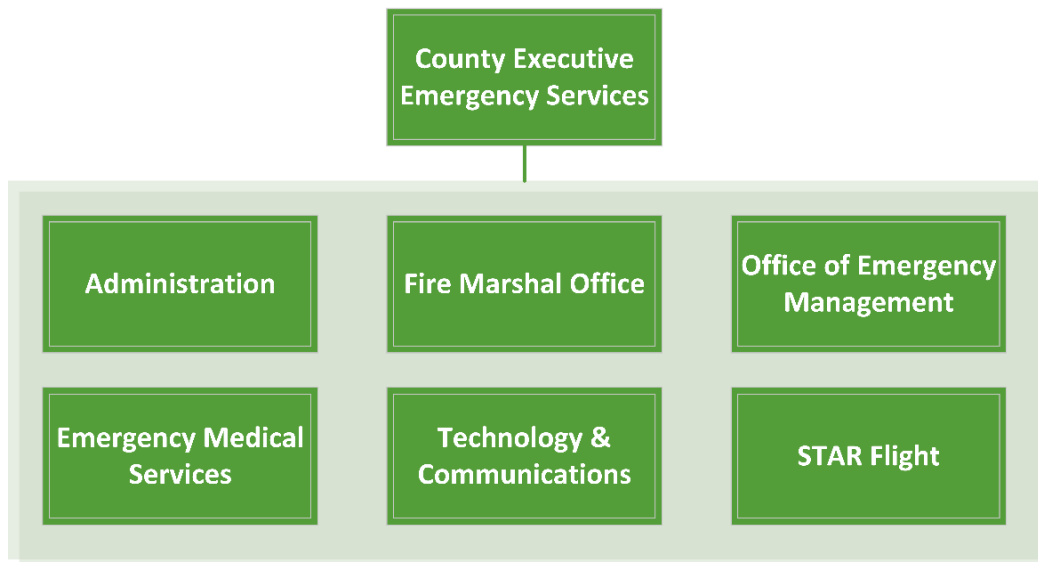
Emergency Services enhances the safety and well-being of Travis County residents and visitors by managing the delivery of emergency, life safety, and medicolegal services including emergency management and communications, fire marshal, medical direction, medical examiner, and STAR Flight.

The Department has identified the following strategic goals:

- Improve education, awareness, and resiliency of community to disasters and other emergencies;
- Ensure Travis County is prepared to deliver essential services daily and in times of disaster and emergency;
- Comply with federal, state, and local emergency services-related requirements;
- Promote and leverage partnerships to maximize value to customers and stakeholders through shared systems and services; and
- Protect life, prevent harm, and reduce property loss through comprehensive and cost-effective programs.

This aligns with the new County goal “Provide services that support the safety of people in the community.”

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Promote community resilience in daily living and in times of emergency” and are now linked to the County Goal, “Provide services that support the safety of people in the community.”

FIRE MARSHAL:

The Fire Marshal’s Office responds to and investigates fires that occur in the unincorporated areas of the county and aids local municipalities through interlocal agreements. The Fire Marshal’s Office also coordinates educational programming for the public to prevent fires, arson, and to educate the public on fire codes and the inspection process. The Department has renewed emphasis on community engagement through their education process, and the Department’s performance measures reflect this desire to connect more with the community. The Fire Marshal’s Office satisfies statutory requirements in Chapters 233 and 352 of the Texas Local Government Code, which governs fire investigation services and the authority of the Fire Marshal’s Office.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Construction Plans Reviewed	1,350	1,421	1,661	2,050	2,050
Fire Code Permits Issued	900	1,157	1,038	900	900
Number of County Buildings Inspected	40	60	40	112	112
Number of Criminal Charges filed	12	5	1	27	27
Number of Fire Code Inspections	1,340	1,500	1,200	2,150	2,150
Number of Fire Education and Training Initiatives (includes JFIP)	0	0	0	140	140
Number of Fire Fatalities	0	0	1	2	2
Number of Fire Investigations completed (closed)	94	53	11	135	135
Number of Fires Determined to be Arson	43	9	2	44	44
Number of Fires Investigated	154	111	37	160	160
Number of consultations provided to local communities	100	75	150	60	60

The Fire Marshal’s Office expects an elevated workload for the foreseeable future in construction plan review and fire code permits issued, given economic development and population growth within the county. New Construction throughout the county and industrial activity at the Colorado River Project have increased service demand for fire code related activities. The office continues to engage with the community and provide education and consultation throughout the county.

OFFICE OF EMERGENCY MANAGEMENT:

The Office of Emergency Management program is charged with emergency planning, emergency event coordination, and management of the hazardous materials interlocal agreement. The program coordinates with the City of Austin and other local entities in response to regional disasters and provides support to other emergency service departments during such events. The program also handles the County’s disaster preparedness programs. The program is mandated by §418.102 of the Texas Government Code, which requires each county maintain or participate in an emergency management program that provides for catastrophic debris management. Further mandates include:

- Maintaining an emergency management plan;
- Receiving and considering requests for assistance from municipalities in Travis County prior to submitting requests for aid to the state;
- Coordinating the county’s emergency management program with municipalities in Travis County that do not have their own program;
- Coordinating with state and federal emergency management personnel concerning disaster mitigation, preparedness, response, and recovery activities;

- Conducting post-disaster evaluations of the county’s response to a disaster, identifying areas for improvement, and
- issuing a report of the evaluation;
- Coordinating planning for hazardous materials emergencies; and
- Managing the hazardous materials cleanup and remediation services contract for the disposal of illegally dumped hazardous materials on county property, including roadways.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
After Action Reviews completed	1	2	3	4	4
Community engagements supporting emergency management planning conducted	700	2	8	6	6
Community preparedness surveys conducted	0	1	1	3	3
County personnel achieved NIMS training compliance	16	20	25	90	90
Emergency management related exercises delivered	2	2	3	3	3
Emergency management related training deliveries given or arranged	7	9	12	14	14
Emergency preparedness workshops/engagements given or arranged	1	9	15	15	15
Leadership and participation in CAPCOG initiatives and committees	10	10	10	10	10
Local Emergency Planning Committee inquiries received	3	6	4	4	4

The Office of Emergency Management anticipates additional community engagements throughout FY 2025 and FY 2026 given mid-year approvals for 2.0 Community Engagement Specialist SPWs to help plan a countywide resiliency hub strategy. The Office is also working to expand training opportunities across county departments and collaborate with other entities on emergency exercises and simulations.

TECHNOLOGY AND COMMUNICATIONS DIVISION:

The Technology and Communications Division program represents Travis County and its departments in support of the Combined Transportation and Emergency Communications Center (CTECC) and the Regional Radio System (RRS or GATRRS), both of which are key collaborative programs within Central Texas that are governed by cooperative interlocal agreements with several local and state partners. The program is not statutorily mandated but does support mandated programs through its interlocal agreements.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of Annual RRS Calls System Wide	31,246,131	52,925,665	53,500,000	53,575,000	54,000,000
Number of Travis County Subscriber Radios on RRS	2,855	2,870	2,900	2,925	2,950
Number of Travis County "Associate" Subscriber Radios on RRS	1,270	1,424	1,430	1,460	1,490

The program performance measures above primarily relate to the Greater Austin/Travis Regional Radio System (GATRRS) used by first responders for communication. The measures primarily show inputs for the system. PBO continues to work with the Department to develop comprehensive performance measures that reflect the outcomes of the work performed by the Department within its Technology and Communications Division.

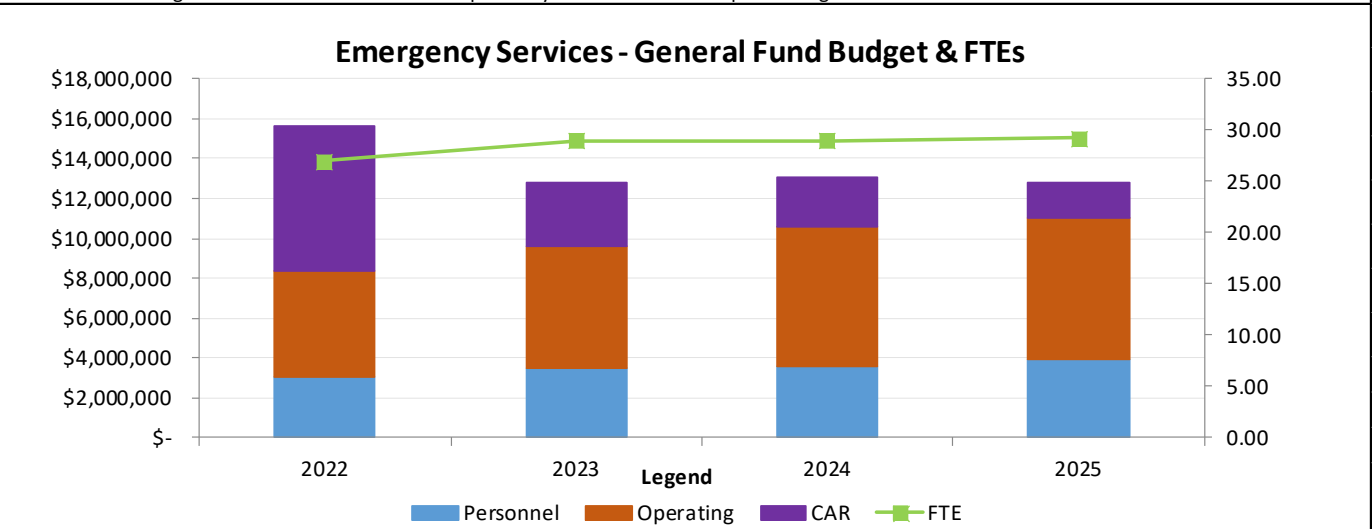
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

Package Name	Approved Amount	FTE Approved/ Filled	Program Results
<i>FY 2024</i>			
Wireless Messaging	\$117,635	-/-	Funds were encumbered for the Wireless Messaging Coalition project with the City of Austin. The project was delayed due, in part, to funding not being available at the City of Austin and due to vendor difficulties.
<i>FY 2023</i>			
Travis County Resiliency Hub Program	\$1,634,927	1.0/2.0	OEM has used these funds for initial community engagement and planning. These activities will continue during FY24 and will continue throughout FY25 and future periods as well.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	3,009,022	3,455,387	3,567,816	3,951,885	384,069
Operating	5,368,517	6,137,390	7,026,526	7,064,644	38,118
Total (Per&Op)	\$ 8,377,539	\$ 9,592,777	\$ 10,594,342	\$ 11,016,529	\$ 422,187
CAR*	7,254,560	3,241,265	2,458,580	1,750,017	(708,563)
Grand Total	\$ 15,632,099	\$ 12,834,042	\$ 13,052,922	\$ 12,766,546	\$ (286,376)
FTEs	27.00	29.00	29.00	29.25	0.25

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Emergency Services decreased by \$286,376 from the FY 2024 Adopted Budget. This is an 2.2% decrease. The majority of the decrease was in the capital budget due to new ongoing commitments for interlocal agreements being budgeted in the Interlocal Reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 10,487,792	\$ 106,550	\$ 2,458,580	\$ 13,052,922	29.00	\$ -
Target Budget Changes						
Programmatic	-	(106,550)	-	(106,550)	-	-
Compensation & Benefits	176,604	-	-	176,604	-	-
Administrative & Other	-	-	(2,458,580)	(2,458,580)	0.25	-
Total Target Budget Changes	\$ 176,604	\$ (106,550)	\$ (2,458,580)	\$ (2,388,526)	0.25	\$ -
FY 2025 Target Budget	\$ 10,664,396	\$ -	\$ -	\$ 10,664,396	29.25	\$ -
Budget Submission	\$ 10,664,396	\$ -	\$ -	\$ 10,664,396	29.25	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Wildfire Mitigation Division Operating	23,000	23,250	-	46,250	-	-
Earmark OEM COOP Consultant	-	-	-	-	-	500,000
GATRRS ILA	-	-	1,143,051	1,143,051	-	-
Earmark for EMS Consultant	-	-	-	-	-	400,000
UAS Program	5,600	-	-	5,600	-	-
Starlink Redundant Connectivity	7,200	-	-	7,200	-	-
@TECC ILA Capital	-	-	516,486	516,486	-	-
FMO SPWs Capital Equipment	-	-	90,480	90,480	-	-
Accelerant Canine	3,892	26,556	-	30,448	-	-
Programmatic Total	\$ 39,692	\$ 49,806	\$ 1,750,017	\$ 1,839,515	-	\$ 900,000
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	15,395	-	-	15,395	-	-
Compensation & Benefits Total	\$ 15,395	\$ -	\$ -	\$ 15,395	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
OEM Outreach SPWs	-	232,070	-	232,070	-	-
Travel and Training Cut Restoration	15,170	-	-	15,170	-	-
Administrative & Other Total	\$ 15,170	\$ 232,070	\$ -	\$ 247,240	-	\$ -
Grand Total	\$ 70,257	\$ 281,876	\$ 1,750,017	\$ 2,102,150	-	\$ 900,000
FY 2025 Preliminary Budget	\$ 10,734,653	\$ 281,876	\$ 1,750,017	\$ 12,766,546	29.25	\$ 900,000
Change from FY 2025 Target	\$ 70,257	\$ 281,876	\$ 1,750,017	\$ 2,102,150	-	\$ 900,000
Change from FY 2024 Adopted	\$ 246,861	\$ 175,326	\$ (708,563)	\$ (286,376)	0.25	\$ 900,000

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Emergency Services includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$106,550 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Wildfire Mitigation Division Operating	\$23,250	\$23,000	\$46,250	-

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Accelerant Canine	26,556	3,892	30,448	-
Starlink Redundant Connectivity	-	7,200	7,200	-
UAS Program	-	5,600	5,600	-
Total Programmatic Recommendations	\$49,806	\$39,692	\$89,498	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Emergency Services includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
OEM Outreach SPWs Year 2	\$232,071	-	\$232,071	-
Travel and Training Cut Restoration	-	15,170	15,071	-
Fire Plans Examiner Position Change Approved by Commissioners Court 12/19/2023	-	-	-	0.25
Total Administrative and Other Funding Changes	\$232,071	\$15,170	\$247,241	0.25

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$15,170 in ongoing operating resources for Emergency Services. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Emergency Services includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale ("redlined") that would otherwise not receive the Across the Board pay increase.		\$-	\$135,038	\$135,038
OEM mid-year salary adjustments.		-	34,909	34,909
Resources for health insurance cost increases for FY 2025.		-	15,395	15,395
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.		-	6,657	6,657
Total Compensation Changes		\$-	\$191,999	\$191,999

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024, which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$1,6359,537 for Emergency Services. There was a reduction of \$2,4558,580 to remove one-time funding for prior year capital funded projects. This is a net \$799,043 decrease compared to the amount budgeted in the FY 2024 Adopted Budget. FY 2025 Preliminary Budget recommended CAR funding includes:

<i>Capital Funding Recommendations</i>	<i>Total</i>
GATRRS ILA	\$1,143,051
CTECC ILA	516,486
Fire Marshal SPWs Capital Equipment	90,480
Total Capital Funding Recommendations	\$1,750,017

EARMARKS

In addition to the funding above, the following Earmarks and funding in other reserves are included in the FY 2025 Preliminary Budget. These amounts are not included in the Emergency Service’s budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Earmark OEM COOP Consultant	\$500,000
Total Allocated Reserve Earmarks	\$500,000

<i>Recommended Interlocal Reserve Funding</i>	<i>Total</i>
CTECC ILA	\$392,400
HAZMAT ILA	17,500
Total Interlocal Reserve	\$409,900

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of

these agreements but will lessen the impact to our partner jurisdictions. In total, Emergency Services has 22 fees it charges and 1 revenue generating contract(s) it manages. Of those, none of the fees and one of the contracts are being proposed by Emergency Services for adjustment in FY 2025.

Below is a table with additional details on the revenue generating contract that has been proposed by Emergency Services for adjustment. This proposed adjustment is currently being reviewed by PBO and the County Auditor’s Office. PBO and the Auditor's Office will coordinate presenting the recommended changes to the Commissioners Court. Fee adjustments required to be approved by the Commissioners Court will be presented in September prior to the adoption of the FY 2025 Budget. Recommended changes to any revenue contracts will be presented to the Commissioners Court at the next contract renewal or according to the terms of the contract.

<i>Central Contract Name</i>	<i>FY 2024 Contract Amount</i>	<i>FY 2025 Proposed Contract Amount</i>	<i>Justification for FY 2025 Proposed Contract Amount</i>
ILAs - Use of Regional Radio System - EMS	\$34.95	\$35.00	Increased cost of service

VACANT POSITIONS

Emergency Services currently has six total vacancies, out of which the following two positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Fire Education Outreach Coordinator	30057105	1.00	272	New leadership is actively filling vacant positions.
Deputy Emergency Management Coordinator	30004584	1.00	135	Actively conducting interviews.

The following three positions have been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Wildfire Mitigation Specialist	30063091	1.00	934	New leadership is actively filling vacant positions.
Fire Marshal Deputy Asst III	30004593	1.00	842	New leadership is actively filling vacant positions.
Deputy Emergency Management Coordinator	30056978	1.00	384	Actively conducting interviews

The Fire Marshal’s Office has recently gone through a change in leadership and is working to fill positions that were not prioritized under previous leadership.

FUTURE CONSIDERATIONS

On February 27, 2024, the Commissioners Court appointed Gary Howell as acting Fire Marshal for Travis County. In addition to the appointment, the Commissioners Court directed the Human Resources Management Division (HRMD) to work with the County Executive for Emergency Services to begin a recruitment process for a permanent Fire Marshal. Further, on March

26th, 2024, Commissioners approved funds for an outside consultant to perform an environmental and technical assessment of The Fire Marshal's Office. PBO notes that recommendations from the environmental and technical review of FMO could have budgetary impacts.

In relation to technology and communications, the department is working through radio replacements for the Juvenile Probation Department and service upgrades at the Travis County Correctional Complex in Del Valle. Further, Emergency Services has worked with the Combined Transportation Emergency Communications Center to equip and implement four dedicated seats for constable dispatch. This will improve first-responder coordination and communication capacity. Future cost considerations from a technology and communications perspective include radio replacements, the cost of interlocal agreements, service costs from radio providers, and the ongoing cost of the county effectively subsidizing radios used by partner entities.

The Office of Emergency Management recently coordinated a multi-day in-person training at Texas A&M's Emergency Operations Training Center. Officials and department heads from the county, as well as regional partners, participated in the event. The Office also did extensive planning and coordinating with county departments and regional partners around the recent solar eclipse. As the Office secures more grant funding for preparation and planning activities and has a larger coordination role due to the increased frequency and severity of natural disasters and weather events, there could be additional long-term costs not currently captured in current budget documents.

FY 2025 BUDGET REQUEST ANALYSIS

UNRANKED REQUEST: CTECC ILA

UNRANKED REQUEST: GATTRS ILA

UNRANKED REQUEST: HAZMAT ILA

<i>Program:</i>	Technology & Communications (147)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	409,900	-	-	-
Subtotal	\$ 409,900	\$ -	\$ -	\$ -
Capital	1,659,537	1,659,537	-	-
Dpt Total	\$ 2,069,437	\$ 1,659,537	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 2,069,437	\$ 1,659,537	\$ -	\$ -

Ongoing funding for the above requests is fully budgeted in the Interlocal Reserve and will be transferred to the department in FY 2025

DEPT. SUMMARY OF REQUEST

CTECC ILA - \$908,886

Emergency Services requests \$392,400 in ongoing operating and \$516,486 in capital funding for annual obligations related to the Combined Transportation, Emergency & Communications Center (CTECC) interlocal agreement. The annual program budget for CTECC is an ongoing contractual obligation for Travis County, as defined by a cooperative interlocal agreement. Travis County participates with the City of Austin (the managing CTECC partner) as well as TxDOT and Capital Metro in this collaborative effort of leveraged resources that benefit public safety and public service within Central Texas. Emergency Services oversees this partnered program for Travis County through three of its divisions – Administrative Services, Technology & Communications, and Emergency Management.

GATTRS ILA - \$1,143,051

Emergency Services requests \$1,143,051 in capital funding for annual obligations related to the Greater Austin – Travis County Regional Radio System (GATRRS) interlocal agreement. GATRRS is an ongoing contractual obligation for Travis County, as defined by the cooperative interlocal agreement. Travis County participates with the City of Austin (managing GATRRS partner) as well as AISD, UT Austin, and TxDOT in this collaborative effort, benefitting public safety and public service within the region. The Department of Emergency Services oversees the leveraged GATRRS O&M resources for Travis County through two of its divisions – Administrative Services and Technology & Communications. GATRRS is sometimes referred to by its original name, the Regional Radio System (RRS).

HAZMAT ILA - \$17,500

Emergency Services requests \$17,500 in ongoing operating funding for annual obligations related to its interlocal agreement with the City of Austin for hazardous material response services. In FY 2019, Travis County entered into an agreement with the City of Austin to provide hazardous materials response services and support through its fire department to all incorporated and unincorporated areas of Travis County outside the City of Austin. The initial agreement was executed in FY 2019 and terminated in FY 2023. A new agreement was executed in FY2024 for a term of five years through FY 2028 – with an annual rate increase of 7 percent each year.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

CTECC ILA - \$908,886

PBO recommends ongoing resources of \$392,400 in the interlocal reserve for the increase in cost to the ILA with the City of Austin, Texas Department of Transportation, and Capital Metro for the Combined Transportation Emergency Communications Center (CTECC). PBO also recommends capital resources of \$516,486 in the department for the cost of capital within the ILA. Funding was included in the FY 2025 cost drivers in anticipation of this request. Due to this amount not being final, PBO will work with the department to transfer the appropriate funding once the final Interlocal costs are known in early FY 2025.

GATTRS ILA - \$1,143,051

PBO recommends \$1,143,051 in one-time capital resources for the increase in cost to the ILA with the City of Austin for the Greater Austin-Travis County Regional Radio System (GATRRS), the County's portion of new capital expenses for the system makes up the entire increase for FY 2025. Funding was included in the FY 2025 cost drivers in anticipation of this request. Due to this amount not being final, PBO will work with the department to transfer the appropriate funding once the final Interlocal costs are known in early FY 2025.

HAZMAT ILA - \$17,500

PBO recommends ongoing resources of \$17,500 in the interlocal reserve for the increase in cost to the ILA with the City of Austin for hazardous material (HAZMAT) services with the Austin Fire Department. Funding was included in the FY 2025 cost drivers in anticipation of this request. Due to this amount not being final, PBO will work with the department to transfer the appropriate funding once the final Interlocal costs are known in early FY 2025.

REQUEST #1: FIRE MARSHAL DEPUTY I SPW TO FTE CONVERSION

REQUEST #2: FIRE MARSHAL DEPUTY II SPW POSITIONS

Program:	Fire Marshal (147)			
Fund/Fund#:	Fire Code Fund (0134)		Mandated Program:	Yes
	FY 2025 Request	FY 2025 Recommendation	FY 2026 Cost	FY 2027 Cost
FTEs	4.00	-	-	-
Personnel	427,206	-	-	-
Operating	15,500	-	-	-
Subtotal	\$ 442,706	\$ -	\$ -	\$ -
Capital	91,620	-	-	-
Dpt Total	\$ 534,326	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 534,326	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

For the two requests below, more information will be included in the Fire Code Fund (0134). The table above represents the total request within the general fund.

FIRE MARSHAL DEPUTY I SPW TO FTE CONVERSION - \$110,700

The Fire Marshal's Office requests funding for and the authorization to convert a previously approved Special Project Worker into a permanent position. The Office states that this position is needed to ensure that it can continue to meet all statutory mandates and required duties and anticipates this request will be cost-neutral due to ongoing permit fees generated and reclassified from fire code-related work.

FIRE MARSHAL DEPUTY II SPW POSITIONS- \$423,626

The Fire Marshal's Office requests funding for and the authorization of three Deputy Fire Marshal II Special Project Workers. These positions are needed to ensure the Office can meet all statutory mandates and required duties. The Office anticipates this request will be cost-neutral due to ongoing permit fees generated and reclassified from fire code-related work. The positions will augment the agency's inspection program by completing inspections of existing buildings, starting a new multi-family inspection program, and assisting with the ongoing inspections at the Colorado River Project.

BUDGET REQUEST PERFORMANCE MEASURES

None Provided

PBO RECOMMENDATION

FIRE MARSHAL DEPUTY I SPW TO FTE CONVERSION - \$110,700

The Fire Marshal’s Office continues to need additional staff capacity for the Colorado River manufacturing facility project. Further, the office is projecting its workload in construction plan review to increase by 16-25 percent each year for the next few fiscal years. As such, PBO recommends ongoing funding within the fire code fund converting an existing Deputy Fire Marshal I SPW to an FTE in FY 2025. As this position’s workload is centered around fire code inspections under local government code 233.065, its work would qualify as an expense for the administration and enforcement of the fire code.

FIRE MARSHAL DEPUTY II SPW POSITIONS - \$423,626

The Fire Marshal’s Office continues to need additional staff capacity for the Colorado River project. The Office states current staff only have the capacity to complete new construction activities and cannot inspect existing buildings or multi-family apartment buildings. The Office states that limited capacity for this work limits the ability to comply with statutory mandates regarding plan reviews, fire inspections, and investigations. The Office intends to use the new Special Project Worker positions to inspect existing buildings and multi-family buildings. As these positions' workload is centered around fire code inspections under local government code 233.065, their work would qualify as an expense for the administration and enforcement of the fire code and be eligible for full funding from the Fire Code Fund (0134). PBO recommends three full-time Fire Marshal Deputy I Special Project Workers authorized for two years funded on a one-time basis from resources in the Fire Code Fund.

REQUEST #3: ACCELERANT CANINE

REQUEST #6: OPERATING FUNDS FOR WILDFIRE MITIGATION DIVISION

<i>Program:</i>	Fire Marshal (147)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	152,698	76,698	27,142	27,142
Subtotal	\$ 152,698	\$ 76,698	\$ 27,142	\$ 27,142
Capital	24,000	-	-	-
Dpt Total	\$ 176,698	\$ 76,698	\$ 27,142	\$ 27,142
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 176,698	\$ 76,698	\$ 27,142	\$ 27,142

DEPT. SUMMARY OF REQUEST

ACCELERANT CANINE- \$30,448

The Travis County Fire Marshal’s Office is requesting funds to continue its Arson Canine program. If approved, the Office intends to purchase and maintain a replacement Accelerant Detection Canine. The new Canine would replace the office's current Canine, who has reached retirement age. The Canine will be utilized to assist with combatting the crime of arson in unincorporated Travis County and surrounding areas. Canines are proven to have a sense of smell that is 100,000 times more acute than humans, allowing them to cover an entire scene in a short period of time while identifying trace evidence that would otherwise either go undetected or take a much longer period for identification, collection, and post-lab analysis. A canine with assistance from an Investigator/Handler would primarily be utilized to assist investigators in searching fire scenes for the presence of ignitable liquids and related trace evidence.

OPERATING FUNDS FOR WILDFIRE MITIGATION DIVISION - \$146,250

The Wildfire Mitigation Division is requesting funding for essential equipment, general operating funds, and contract services to support wildland fire coordination, mitigation, training, and outreach programs. The division has been only partially staffed since its inception and no funding was provided for equipment or operating expenses when it was established. This budget request will ensure essential equipment such as uniforms, radios, computers, etc. and general operating expenses are available to the staff within the division.

BUDGET REQUEST PERFORMANCE MEASURES

None Provided

PBO RECOMMENDATION

ACCELERANT CANINE- \$30,488

PBO recommends one-time funding of \$26,556 and \$3,892 in ongoing funding for the procurement and maintenance of a new Accelerant Canine. PBO believes this new canine will help the office maintain its current efforts and greatly assist it in future arson investigations. Upon discussions with the department this will allow an adequate transition between the two canines and handle cases effectively.

Accelerant canines are frequently used in fire marshals' offices both within Texas and across the country, including in the Texas State Fire Marshal's Office. The Texas Department of Insurance, the State government office housing the Texas State Fire Marshal Office, explains the Accelerant Canines can be used to find trace fire accelerants humans might otherwise miss, including evaporated gasoline and other flammable liquids. These canines are more accurate than humans and can detect a wider variety of flammable liquids than humans can at greater speeds. The continuation of an accelerant canine would improve Fire Marshal fire investigation outcomes, especially in time-sensitive cases.

OPERATING FUNDS FOR WILDFIRE MITIGATION DIVISION – \$46,250

PBO recommends one-time funding of \$23,250 and ongoing funding of \$23,000 for essential equipment to equip staff in the wildfire mitigation division. The division has gone without its own operating budget since its creation and requires funding to address basic operational needs. Funding will address needs in uniforms, radios, computers, and safety equipment general operating funds, and contract services to support wildland fire coordination, mitigation, training, and outreach programs.

REQUEST #4: UNMANNED AERIAL SYSTEM (UAS) PROGRAM

REQUEST #5: STARLINK REDUNDANT CONNECTIVITY

<i>Program:</i>	Technology & Communications (147)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	24,600	12,800	12,800	12,800
Subtotal	\$ 24,600	\$ 12,800	\$ 12,800	\$ 12,800
Capital	-	-	-	-
Dpt Total	\$ 24,600	\$ 12,800	\$ 12,800	\$ 12,800
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 24,600	\$ 12,800	\$ 12,800	\$ 12,800

DEPT. SUMMARY OF REQUEST

UNMANNED AERIAL SYSTEM (UAS) PROGRAM - \$10,600

Emergency Services established a collaborative Unmanned Aerial System (UAS) program in FY 2022. Over the last two years, the department worked with staff at the Office of Emergency Management, Transportation and Natural Resources, Media Relations, STAR Flight, and the Fire Marshalls Office to expand the program with additional personnel and equipment. The program now has six qualified UAS pilots and six unmanned aerial vehicles. The addition of two advanced, all-weather UAS aircraft has increased the annual subscription cost by \$10,600. If funded, this will allow the program to continue utilizing all three frontline aircraft and our three-training aircraft in support of UAS missions around Travis County.

STARLINK REDUNDANT CONNECTIVITY- \$14,000

The following request is to implement Starlink to provide connectivity options for County departments during routine and emergency response operations. Starlink Internet offers a compelling solution for redundant connectivity during service outages, emergencies, and areas with poor network coverage. The lack of reliance on traditional infrastructure (fiber optics, cables, cellular LTE) makes this connectivity solution extremely resilient. The platform is mobile, rapidly deployable, and offers high-speed network connectivity to support critical operations. The system would be available for deployment to any County department with a need for remote, resilient internet connectivity. The addition of Starlink Internet services will provide redundant internet connectivity options that the County does not currently have.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

UNMANNED AERIAL SYSTEM (UAS) PROGRAM- \$5,600

PBO recognizes that an unmanned aerial system can provide significant value by gathering information that may be expensive to collect in a timely manner. This could provide operational efficiencies by using equipment cheaper to collect information from than staffing a helicopter for the same purpose. After discussions with the department, a total of \$5,600 is adequate to cover the additional subscription costs on an ongoing basis. PBO recommends \$5,600 in ongoing operating to maintain the current effort with in the UAS program.

STARLINK REDUNDANT CONNECTIVITY – \$7,000

PBO recommends \$7,000 in ongoing operating funding for Starlink redundant connectivity. Improved connectivity in areas with limited cellular and LTE coverage has clear benefits, as many areas of the county offer limited connectivity for public safety and emergency response operations. In discussions with the office, it has been noted that it has already internally funded the hardware components for the request and just requires the requisite ongoing funding.

REQUEST #7: AUXILIARY VEHICLE REPLACEMENTS

<i>Program:</i>	Emergency Management (147)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	210,164	-	-	-
Subtotal	\$ 210,164	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 210,164	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 210,164	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Emergency Services requests resources to purchase two vehicles to replace existing auxiliary vehicles used by the Department. The Department does not have permanently budgeted vehicles and uses auxiliary vehicles that the Department reports are not reliable. It states it will use vehicles to enhance Travis County emergency operations, as well as day-to-day operations for county business. The vehicles will allow the Emergency Services to:

- Augment the emergency response of the County;
- Assist in the movement of key staff during times of emergency;
- Assist in sheltering operations; and
- Move radio and other emergency technology equipment and supplies both in emergency and in normal operations.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends Emergency Services continue to utilize auxiliary vehicles for its operations. Given the infrequency of emergency event response operations, PBO recommends the Department coordinate with the Travis County Sheriff’s Office, Transportation and Natural Resources, or the Travis County Constable Offices to provide additional transport for County staff if needed. The nature of emergency events means permanently budgeted vehicles within Emergency Services may not be used frequently, and it would be more optimal for the department to work across departments to best utilize existing county resources.

UNRANKED REQUEST: EARMARK - EMS CONSULTANT

UNRANKED REQUEST: EARMARK - COOP CONSULTANT

<i>Program:</i>	Emergency Management (147)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	900,000	900,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 900,000	\$ 900,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 900,000	\$ 900,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

EARMARK – EMS CONSULTANT - \$400,000

Emergency Services requests an Earmark against the Allocated Reserve for \$400,000 in one-time resources to fund a consultant which will assist the department in determining options for funding emergency medical response throughout Travis County. If approved, the County Executive of Emergency Services will work with the Purchasing Office and the PBO to develop a statement of work and budget to support a solicitation or identify a qualified consultant. County Executive, Emergency Services estimates the entire project can be completed within nine to twelve months of approval.

EARMARK- COOP CONSULTANT - \$500,000

Emergency Services requests continuing earmarked funding to solicit and hire an outside agency or consulting firm to facilitate the creation of a continuity of operations plan (COOP) for Travis County departments reporting to the Commissioners Court. The COOP would ensure County departments understand their critical functions and help ensure they can execute critical functions in times of disaster. The department reports 10 key elements to an appropriate COOP:

- Essential functions: the critical activities performed by organizations after a disruption of normal activities;
- Orders of succession: provisions for the assumption of senior agency offices during an emergency if any of those officials are unavailable to execute their legal duties;
- Delegations of Authority: identification, by position, of the authorities for making policy determinations and decisions at HQ, field levels, and all other organizational locations;
- Continuity Facilities: locations other than the primary facility used to carry out essential functions, particularly in a continuity event. Continuity Facilities, or “Alternate facilities,” refer to not only other locations but also nontraditional options such as working at home (“teleworking”), telecommuting, and mobile-office concepts;
- Continuity Communications: communications provide the capability to perform essential functions in conjunction with other agencies under all conditions;
- Essential functions: the critical activities performed by organizations after a disruption of normal activities;

- Orders of succession: provisions for the assumption of senior agency offices during an emergency if any of those officials are unavailable to execute their legal duties;
- Delegations of Authority: identification, by position, of the authorities for making policy determinations and decisions at HQ, field levels, and all other organizational locations;
- Continuity Facilities: locations other than the primary facility used to carry out essential functions, particularly in a continuity event. Continuity Facilities, or “Alternate facilities,” refer to not only other locations but also nontraditional options such as working at home (“teleworking”), telecommuting, and mobile-office concepts;
- Continuity Communications: communications provide the capability to perform essential functions in conjunction with other agencies under all conditions;
- Vital Records Management: the identification, protection, and ready availability of electronic and hard copy documents, references, records, information systems, data management software, and equipment needed to support essential functions during a continuity situation;
- Human Capital: during a continuity event, emergency employees activated by an agency to perform assigned response duties;
- Tests, Training, and Exercises (TT&E): measures ensuring an agency’s continuity plan can support the continued execution of the agency’s essential functions throughout the duration of a continuity event;
- Devolution of Direction and Control: the capability to transfer statutory authority and responsibility for essential functions from an agency’s primary operating staff and facilities to other agency employees and facilities; and
- Reconstitution: the process by which surviving and/or replacement agency personnel resume normal agency operations from the original or replacement primary operating facility.

The Department reports it began working on a COOP during the calendar year 2019, but this was interrupted after the Department needed to support ongoing emergency operations in response to the COVID-19 public health emergency.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

EARMARK - EMS CONSULTANT- \$400,000

On June 4, 2024, the Commissioners Court approved the mid-year addition of a \$400,000 Earmark against the Allocated Reserve for an EMS consultant for Emergency Services to use as soon as possible. PBO recommends the one-time earmarked funding for this project in FY 2025. If the funds are utilized through the FY 2024 earmark, PBO will recommend the removal of the FY 2025 earmark.

EARMARK – COOP CONSULTANT– \$500,000

PBO recommends an FY 2025 Earmark against the Allocated Reserve for one-time funding of \$500,000 for the Department to engage an external consultant to create a Countywide Continuity of Operations Plan. The COVID-19 public health emergency, as well as Winter Storm Uri in 2021, demonstrated the County needs additional plans in place for Departments and Offices to maintain their operations in the event of a major emergency incident. The Continuity of Operations Plan will help with future potential emergency events.

Facilities Management Department (114)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	5
Programs & Performance Management	6
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	11
FY 2025 Preliminary Budget Recommendations Summary	12
Additional Information	17
FY 2025 Budget Request Analysis	20
Request #1: Operations Division Assistant Director.....	20
Request #2: Executive Assistant.....	20
Request #3: Building Manager: Civil and Family Courts Facility.....	22
Request #9: Building Managers.....	22
Request #4: Maintenance and Repair Division – Operating Fund Increase	24
Request #5: Automated Demand Response – Austin Energy.....	26
Request #6: Energy Management Software.....	26
Request #8: Energy Efficiency Fund	26
Request #P2: Project - Alternative Backup Power Feasibility Study	26
Request #81: Water Fountains with Bottle Refill Stations – Phase II.....	26
Request #10: Trickle Down Computers	29
Request #11: Security Division Operating Fund Increase.....	30
Request #12: Physical Security Implementation Phase IV	30
Request #30: Security Cameras in Garages	30
Request #35: Security Body Armor	30
Request #37: Electronic Security Open Maintenance PO Pref Tech	30
Request #39: Digital Consoles Phase II.....	30
Request #94: Fitness Center and Security Screening Machines – Service Contracts	30
Request #14: Civic And Family Courts Maintenance Agreement.....	34
Request #15: Medical Examiner Building Maintenance Services.....	35
Request #P21: Project - Medical Examiner Carbon Filters for AHUs.....	35
Request #P22: Project - Medical Examiner Emergency Water Storage Construction.....	35
Request #16: Locksmith Supervisor	37
Request #18: Locksmith	37

Request #72: Locksmith Van 37

Request #17: Security Coordinator - Nights 39

Request #20: Physical Security Operation Center Operator 39

Request #21: Mass Notification Administrator 39

Request #22: Electronic Security Coordinator Senior 39

Request #23: Electronic Security Coordinator 39

Request #19: Collier Building Additional Fire Protection Funds..... 41

Request #24: Interior Designer Senior 42

Request #25: Inventory Specialist 42

Request #26: Warehouse Inventory Specialist..... 42

Request #32: Lead Mover..... 42

Request #27: Operations Division Additional Funding..... 44

Request #28: Real Estate Fund for Appraisals and Due Diligence..... 45

Request #29: Level III FMD Security Guard Posts..... 46

Request #31: Refrigerant Transition In County HVAC Systems..... 47

Request #56: Ned Granger Building HVAC Chiller Migration 47

Request #65: Criminal Justice Center HVAC Chiller Migration..... 47

Request #83: Heman Marion Sweatt Courthouse HVAC Chiller Migration..... 47

Request #43: Portable Electric Generator Equipment 49

Request #44: Portable HVAC Chiller Equipment 49

Request #33: Landscaping and Ground Maintenance – Various Facilities..... 51

Request #74: Grounds Woodchipper and Dump Trailer 51

Request #34: BCP Wilson Parke Building – Physical Security Operations Center Satellite Location..... 53

Request #77: BCP Wilson Parke Building – Security Guard Post..... 53

Request #36: Security Dispatch RMS Software 55

Request #40: Criminal Justice Center Backup Generator..... 56

Request #45: Kristin E. McLain Starflight Hangar Door Replacement..... 57

Request #P6: Kristin E. McLain Starflight Relocation New Facility..... 57

Request #46: Freeze Protection Upgrades – Various Facilities 59

Request #47: Executive Office Building Water Leak Detection System 60

Request #48: Ronald Earle Building Water Leak Detection..... 60

Request #49: Building Automation System HVAC Controls – Water Source Heat Pump Systems..... 61

Request #52: Criminal Justice Center – Chiller Plant Building Automation System Upgrade 61

Request #53: East Side Service Center – New Building Automation System 61

Request #54: TASBO Building – New Building Automation System 61

Request #57: Gault Building – Building Automation System..... 61

Request #59: 502 Highland Mall – Building Automation System 61

Request #64: Building Automation System Assistant..... 61

Request #51: 700 Lavaca Commissioners Court HVAC HEPA Filter Upgrade 63

Request #55: Building Equipment Renewals 64

Request #7: 700 Lavaca Building Elevator Modernization 64

Request #38: 700 Lavaca Building HVAC Chillers 64

Request #41: Criminal Justice Center Penthouse HVAC Final Phase..... 64

Request #42: Criminal Justice Center Post 1 and 2 HVAC Units..... 64

Request #50: 700 Lavaca HVAC Zone Unit Replacement FY 2025 Phase 64

Request #60: 502 Highland Mall – New Fire Alarm System 64

Request #71: Manor Community Center – Electric Hot Water Boiler 64

Request #58: Palm Square School Wastewater Line 68

Request #61: Utility Work Vehicle – MRD Electrical Staff 69

Request #62: MRD Management Vehicle 69

Request #73: Mobile Data Computers for Vehicles 69

Request #82: Grounds Custodian Vehicle 69

Request #93: Office Pool Vehicle 69

Request #63: Asset Management Hardware and Software 71

Request #66: Precinct One Building Perimeter Fence Replacement..... 72

Request #69: Nelda Wells Spears Building Perimeter Fence 72

Request #67: Civil and Family Court Facility – Security Guard Shack..... 73

Request #68: East Rural Community Center Guard Post 73

Request #70: Criminal Justice Center Storefront Main Entry Replacement 74

Request #P14: Pflugerville North Community Center HHS Backfill..... 75

Request #P26: Del Valle Community Center – Loading Ramp 75

Request #75: Weatherization Building – Parking Lot Drainage Improvements 76

Request #76: 502 Highland Mall – Parking Lot Paving Repairs 76

Request #P5: Nelda Wells Spears Building – Parking Lot Repairs 76

Request #78: Signage – Miscellaneous Replacements..... 78

Request #79: Furniture – Miscellaneous Replacements 78

Request #80: Emergency Security Radios 79

Request #84: Exposition Center – Roof and Insulation 80

Request #85: Exposition Center – HVAC And Cooling Tower Replacement..... 80

Request #86: Exposition Center – Building Operations Worker 80

Request #87: Exposition Center - Improvements..... 80

Request #88: Exposition Center – Security Guard Post..... 80

Request #89: Exposition Center – Additional Operating Funds for PMs..... 80

Request #90: Exposition Center – Financial Analyst 80

Request #91: Exposition Center – Required Maintenance Equipment 80

Request #92: 700 Lavaca Building – Digital Conference Rooms..... 83

Request #P9: 700 Lavaca Building – 11th Floor Earmark for Smaller Suites 83

Request #P10: 700 Lavaca Building – Earmark for Teleworking Analysis for Design and Construction Needs..... 83

Request #P1: Heman Marion Sweatt Courthouse – Restoration and Renovation..... 85

Request #P3: 5501 Airport Boulevard – County Clerk Additional Construction and FFE Funds 86

Request #P27: 5501 Airport Boulevard – Lobby and Main Hallway Upgrade 86

Request #P32: 5501 Airport Boulevard – County Clerk Remodel Revisions 86

Request #P4: 800 Lavaca Garage – Stairs Structural Repairs 88

Request #P7: Precinct Two Building Relocation – Property Earmark..... 89

Request #P8: 700 Lavaca 11th Floor Fire Marshal Office Renovation..... 90

Request #P12: Keith Ruiz Building – TCSO Renovation of Vacated Fire Marshal Space..... 90

Request #P28: 5501 Airport Boulevard – TCSO 2nd Floor Expansion..... 90

Request #P11: USB – Public Defender 1st Floor Renovation – Additional Construction Funds..... 92

Request #P13: Pflugerville Tax Office – Additional construction Funds..... 93

Request #P15: Nelda Wells Spears Building – 2nd Floor Tax Office Expansions 94

Request #P16: Nelda Wells Spears Building – Storefront Window Replacement..... 94

Request #P17: Travis County Jail – TCSO Bonding Relocation 96

Request #P18: Gault Building – TCSO Administration Support and APD Review Relocation..... 96

Request #P19: Precinct Three Building A – Training Room and Constable Expansion..... 97

Request #P20: 700 Lavaca Building – 1st Floor Press Briefing Room 99

Request #P23: Collier Building – TCSO East Command Fleet Building 100

Request #P24: West Service Center Campus – Phase I Construction 101

Request #P25: Keith Ruiz Building – TCSO Connecting Bridge 102

Request #P29: Gault Building – District Clerk New Cubicles 103

Request #P30: Heman Marion Sweatt Courthouse – County Clerk New Cubicles..... 103

Request #P31: Civil and Family Court Facility Child Drop Off..... 105

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

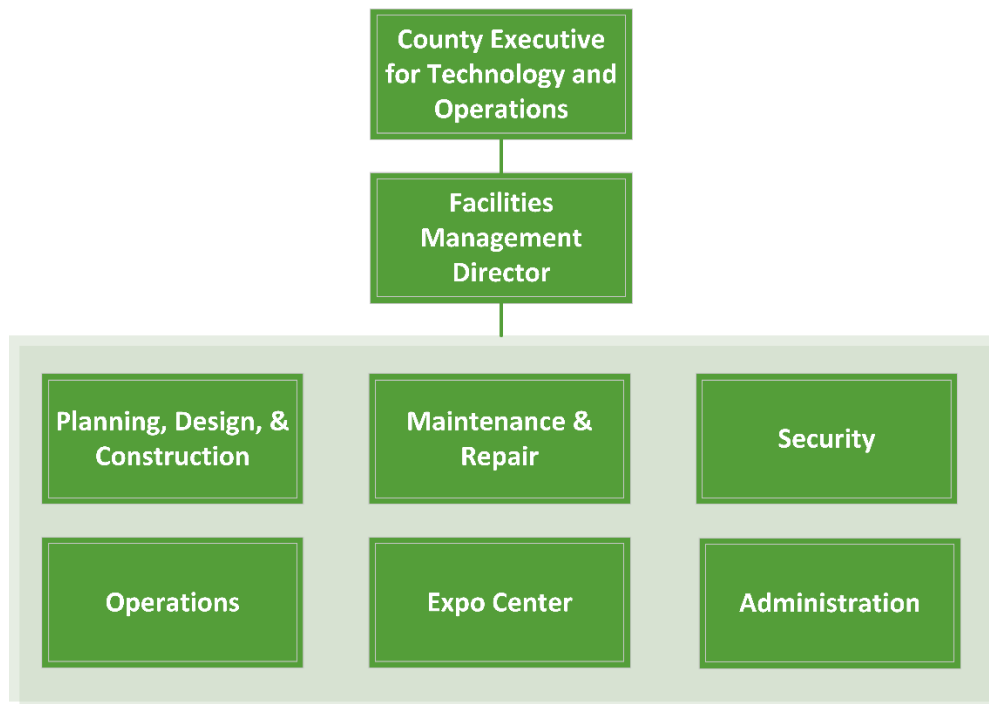
The mission of Facilities Management is to manage and provide professional and technical services for project management, planning, design, construction, maintenance, operations, and leases for Travis County Facilities that effectively and efficiently meet the economic and functional needs of Travis County.

The Department has identified the following departmental goals:

- Manage the planning, design, and construction of new facilities and renovation of existing facilities in a manner that provides best value to County user departments and taxpayers;
- Continue to provide sustainable facilities by designing and constructing new County buildings in excess of \$1 million so they achieve certification of LEED Silver or higher;
- Fully implement the County Master Plans as directed by the Commissioners Court;
- Minimize the amount of property leased by the County for operations;
- Provide for procurement and disposal of properties;
- Maintain buildings that are clean, sanitized, safe and healthy for County employees and the public in the delivery of services and execution of County judicial responsibilities;
- Perform landscape, parking lot/garage and water quality pond maintenance that ensures compliance with environmental regulations and maintains facility landscape aesthetics;
- Maintain and preserve County Buildings at the highest possible standards at all times with little or no operational downtime; and
- Maintain proper operation of life safety and access control systems/equipment for all buildings.

The Department is budgeted in the General Government Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Supports All Other County-wide Goals" and are now linked to the County Goal, "Be a trusted and well-run county."

ADMINISTRATION

The program goals of the Administrative Division are:

- Manage all assets and financial resources of the Department in a fiscally responsible manner in accordance with County and Department policies;
- Process payroll activities timely and accurately; and
- Enhance the training and professional development of staff.

The Division is responsible for hiring and onboarding new personnel as well as tracking expenses and paying invoices.

This is not a mandated program but supports the whole Department. The Administrative Division provides managerial, financial, real estate and other administrative support to the seven operating divisions of the Facilities Management Department to achieve the overall goals of the Department of delivering quality facilities on time and within budget, providing effective lease management, and properly maintaining facilities for the use and benefit of the employees and citizens of Travis County.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of correct pay applications processed within deadlines	95%	96%	96%	96%	96%
% of acceptable invoices processed within dept deadlines	97%	97%	97%	97%	97%
% of correct contract mods processed within deadlines	97%	98%	98%	98%	98%
% of budget transfers processed within dept deadlines	99%	100%	100%	100%	100%
% of purchase requisition processed within dept deadlines	96%	98%	98%	98%	98%
% of correct time sheets processed within County deadlines	95%	98%	98%	98%	98%
% of personnel forms processed within dept deadlines	99%	99%	99%	99%	99%
% of employees receiving appropriate training hours	90%	98%	98%	98%	98%

The Department notes that it has met or exceeded all benchmarks tracked by performance measures.

GROUNDSKEEPING

Michelle Surka, FY 2025 Preliminary Budget

Facilities Management Department

Groundskeeping is not a mandated program but keeps the County’s facilities grounds in order and works to create a drought tolerant environment. The program goals of Groundskeeping are:

- Maintain safe and aesthetic building landscapes that conform to current trends for drought tolerant plants and water conservation;
- Manage resources to optimize landscape maintenance efficiency; and
- Reduce the number of days to complete a groundskeeping work order.

The objectives of the Groundskeeping program are to:

- Improve the aesthetics of exterior landscape of County buildings and rural properties;
- Maintain an increasing number of storm water detention and water quality ponds;
- Maintain the condition and appearance of parking lots and parking garages; and
- Efficiently maintain facilities and grounds drainage, gutters, slot drains and culverts.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Properties Maintained	46	46	46	46	46
Water Quality & Detention Ponds Maintained	35	35	35	35	35
Work Orders Completed	260	220	250	250	250
Average Days to Complete Property Maintenance Cycle	21	14	14	14	14
Average Days to Complete Routine Work Orders	10	7	7	7	7

CUSTODIAL SERVICES

Custodial Operations is not a mandated program; however, this Division ensures a clean working environment for the public and County employees. The program goals of Custodial Operations are:

- Ensure County buildings are cleaned and sanitized at the expected level of quality;
- Reduce Janitorial equipment maintenance expenditures; and
- Reduce OPR employees’ job-related accidents and lost time injuries.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Custodian work orders completed	650	825	800	800	800
Total facility SF cleaned/Meeting cleaning timelines	95	95	95	95	95

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Custodial Contract Increase	\$293,624	N/A	The FMD Operations Division janitorial service contract provides essential cleaning in buildings that FMD is not staffed to clean. The new contract was awarded in December 2022. The addition of four new buildings also contributed to the increase. This increase has provided essential funding to clean all buildings under FMD maintenance responsibility. Further, the funding increase permits the program to achieve its objective to provide clean, healthy and safe space to conduct County business.

SECURITY

The Security program is not mandated but ensures the physical security of the County’s facilities. The program goals of Security Management are:

- Coordinate and manage electronic and physical security integration within property renovations and new construction;
- Continue Security Division professional development and customer service capabilities;
- Provide security and safety awareness education/training of County employees;
- Assist in finding/identifying maintenance and repairs issues;
- Maximize parking space utilization;
- Maintain a centralized Travis County security operations center to monitor, respond, and report security-related incidents; and
- Maintain a quick response and resolution of electronic security related concerns.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of County employees completing security/safety training	200	7,500	7,500	7,500	7,500
% of parking space utilization	95	100	100	100	100
% of Physical Security Operations Center capabilities	95	95	95	95	95
% of electronic security work orders completed on schedule	95	95	95	95	95

The County is in the process of centralizing Countywide security. Currently, FMD Security, Constables, TCSO, and Information Security all operate in collaboration but are not centralized. Midyear in FY 2024, the Commissioners Court approved the creation of a Corporate Security Office, and the FY 2025 Preliminary Budget includes recommendations for funding for staff, equipment, and other resources for this office. The full scope of this new office is still in discussion. These efforts align with FMD Security’s work to centralize all security equipment and other security efforts countywide. Currently, FMD Security notes that the Division’s responsibilities include: alarm response, awareness training for employees, crime prevention, emergency

response, facility design review, first aid and CPR, information security management, operation of surveillance cameras, management of electronic access control systems, policy formulation, risk assessments and mitigation, and internal security counseling.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/ Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Additional Relief Factor Security Staff	\$1,195,465	17/17	All 17 positions funded are filled except three. The results have been that posts at the Civil Courthouse and Medical Examiner's Facilities have been staffed, and other posts have proper relief for training and leave.
Countywide contracted security services	\$826,979	N/A	Adequate amount to cover contracted guard services throughout the County.
Genetec Advantage license for security	\$400,000	N/A	This five-year license agreement saved taxpayers 50 percent, instead of annual agreements.

MAINTENANCE & OPERATIONS

Maintenance and Operations is not a mandated program, but the Division is responsible for the day-to-day operational maintenance of the County’s facilities. Maintenance and Operations identified the following program goals:

- Ensure service contract for paint and carpet are performed on-time and with excellent customer satisfaction; and
- Maintain and preserve County buildings with minimal operational downtime.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% “Emergency Calls” closed within 48 hours	98%	98%	98%	98%	98%
% of “Routine” calls closed within a month	95%	95%	95%	95%	95%
Average number of maintenance call in jobs per month	650	650	650	650	650
% of completion of after-hours emergency requests	98%	98%	98%	98%	98%

FMD notes that MRD has successfully shifted the emphasis from reactive breakdown repair to proactive preventive maintenance by forming a dedicated team to perform the preventive tasks. In FY 2025, MRD will continue to enhance the emphasis on preventive and regular maintenance. This process will be improved through the use of mobile devices in the field, which will allow MRD staff to access the past repair and maintenance history of the equipment being serviced. Historical data on the equipment will provide a better information on the pending repair of the equipment. In addition, the MRD staff can enter detailed information while servicing the equipment and add important notes on safety and procedures.

Due to both inflationary pressures and an abundance of deferred maintenance in aging facilities, MRD is struggled to complete all of requested repairs and maintenance within its existing budget and has had to request additional resource midyear to support critical repairs.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Maintenance and Operations Increase	\$500,000	N/A	These resources helped to ensure there were sufficient funds for maintenance and repair through the fiscal year, but the ongoing pressures of inflation and significant deferred repairs is still impacting MRD capacity
CFCF Warranties and Services	\$306,000	N/A	This service agreement is operational and providing for maintenance and other services at the CFCF.

PLANNING, DESIGN, AND CONSTRUCTION

Planning, Design and Construction Division (PDC) is not a mandated program; however, the Division is responsible for planning, designing and project managing all construction projects. The program goals of PDC are:

- Strive to ensure the approved budget for projects is spent appropriately in accordance with approved County policies and procedures;
- Manage and coordinate the work of the PDC in-house design staff to maximize PDC’s value to County projects by keeping costs and time within acceptable standards while providing quality design for County facilities;
- Manage and coordinate the services of external design consultants to maximize the consultants’ value to County projects by keeping their costs and time within acceptable standards;
- Manage and oversee the services of construction contractors to keep the construction costs within acceptable standards;
- Manage and oversee the services of construction contractors to keep the construction time within acceptable standards; and
- Provide valuable FF&E and Move services to County departments.

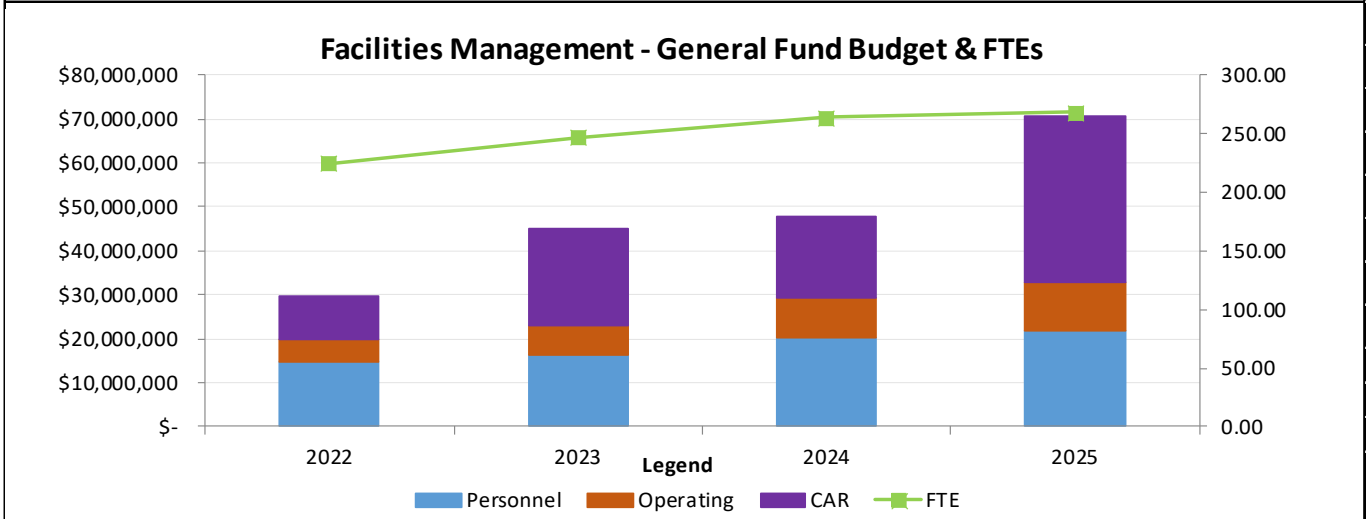
<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Actual Costs to Project Budget Variance	99%	98%	100%	100%	100%
Construction Cost Variance	13%	10%	10%	10%	10%
Construction Schedule Variance	22%	14%	10%	10%	10%
%Actual FFE Costs to Budgeted FFE Variance	92%	100%	100%	100%	100%

The Division strives to keep construction cost variance at 10 percent or less, which has been achieved in recent years. Construction schedule variance, which is a measure of the amount of time extensions for Facilities construction projects, was 14 percent of the original contract time in FY 2023, an improvement from the prior year but still higher than the target of 10 percent. Challenges with supply chains often extended construction times.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	14,808,409	16,446,876	20,402,584	21,641,235	1,238,651
Operating	5,084,266	6,453,110	8,936,482	11,144,172	2,207,690
Total (Per&Op)	\$ 19,892,675	\$ 22,899,986	\$ 29,339,066	\$ 32,785,407	\$ 3,446,341
CAR*	9,717,926	22,083,222	18,297,423	38,081,678	19,784,255
Grand Total	\$ 29,610,601	\$ 44,983,208	\$ 47,636,489	\$ 70,867,085	\$ 23,230,596
FTEs	225.00	247.00	264.00	268.00	4.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the Facilities Management Department increased by \$23,230,596 from the FY 2024 Adopted Budget. This is a 48.8 percent increase. The majority of the increase was in the capital budget largely due to significant investments that need to be made toward deferred maintenance in facilities, as well as construction funds for several ongoing facilities projects.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 28,402,166	\$ 936,900	\$ 18,297,423	\$ 47,636,489	264.00	\$ -
Target Budget Changes						
Programmatic	-	(936,900)	-	(936,900)	-	-
Compensation & Benefits	726,628	-	-	726,628	-	-
Administrative & Other	-	-	(18,297,423)	(18,297,423)	-	-
Total Target Budget Changes	\$ 726,628	\$ (936,900)	\$ (18,297,423)	\$ (18,507,695)	-	\$ -
FY 2025 Target Budget	\$ 29,128,794	\$ -	\$ -	\$ 29,128,794	264.00	\$ -
Budget Submission	\$ 29,128,794	\$ -	\$ -	\$ 29,128,794	264.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic						
HMS Restoration and Renovation	-	-	-	-	-	10,000,000
MRD Operating Increase	200,000	2,000,000	-	2,200,000	-	-
CFCF Maintenance and Building Manager	120,299	-	-	120,299	-	146,211
MEO Maintenance	300,000	-	-	300,000	-	-
East Rural Community Center-Guard Post	71,953	-	5,440	77,393	1.00	-
Operations Divison Assistant Director	142,071	1,200	2,600	145,871	1.00	-
Executive Assistant	84,181	1,200	2,940	88,321	1.00	-
Security Center Coordinator - Nights	75,169	1,200	-	76,369	1.00	-
Energy Projects	-	-	-	-	-	500,000
Physical Security Implementation-Phase IV	-	-	-	-	-	400,000
Operations Division-Additional Funding	37,000	-	-	37,000	-	-
Real Estate Fund	-	-	-	-	-	75,000
Expo Center Earmark for Possible Repairs	-	-	-	-	-	9,030,000
Digital Conference Room Technology	1,000	30,000	-	31,000	-	-
Security Machine Maintenance Contract	15,000	-	-	15,000	-	-
Building Automation Systems	-	-	1,708,000	1,708,000	-	-
Critical Facility Repairs	-	-	9,935,000	9,935,000	-	15,000,000
New Facilities	-	-	4,820,000	4,820,000	-	-
Freeze and Water Leak Protection	50,000	-	1,690,000	1,740,000	-	-
HVAC Equipment	-	-	11,400,000	11,400,000	-	-
Office Equipment - FFE and Other	-	50,000	973,500	1,023,500	-	-
Office Pool Vehicle	-	-	60,610	60,610	-	-
Ongoing Facility Projects	-	-	3,347,000	3,347,000	-	-
Parking Lot Repairs	-	-	1,685,000	1,685,000	-	-
Perimeter Fence Repairs and Replacement	-	-	550,000	550,000	-	-
Security Equipment	-	227,712	891,588	1,119,300	-	-
Maintenance and Repair Equipment	88,000	-	1,010,000	1,098,000	-	-
Programmatic Total	\$ 1,184,673	\$ 2,311,312	\$ 38,081,678	\$ 41,577,663	4.00	\$ 35,151,211
Compensation & Benefits						
FY 2025 Health Increase 4.10%	140,149	-	-	140,149	-	-
Compensation & Benefits Total	\$ 140,149	\$ -	\$ -	\$ 140,149	-	\$ -
Administrative & Other						
Travel and Training Cut Restoration	20,479	-	-	20,479	-	-
Administrative & Other Total	\$ 20,479	\$ -	\$ -	\$ 20,479	-	\$ -
Grand Total	\$ 1,345,301	\$ 2,311,312	\$ 38,081,678	\$ 41,738,291	4.00	\$ 35,151,211
FY 2025 Preliminary Budget	\$ 30,474,095	\$ 2,311,312	\$ 38,081,678	\$ 70,867,085	268.00	\$ 35,151,211
Change from FY 2025 Target	\$ 1,345,301	\$ 2,311,312	\$ 38,081,678	\$ 41,738,291	4.00	\$ 35,151,211
Change from FY 2024 Adopted	\$ 2,071,929	\$ 1,374,412	\$ 19,784,255	\$ 23,230,596	4.00	\$ 35,151,211

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Facilities Management Department includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$936,900 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for FMD includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Resources for the Maintenance and Repair Division operating budget	2,000,000	200,000	2,200,000	-
Resources for a new maintenance contract to maintain the Medical Examiner Facility	-	300,000	300,000	-
Resources for an Operations Division Assistant Director to ensure better span of management	1,200	142,071	143,271	1.00
Resources to maintain electronic security equipment and services	125,000	-	125,000	-
Resources for the full FY 2025 CFCF Maintenance contract	-	120,299	120,299	-
Resources to purchase replacement security scanning equipment and take over the maintenance contract for security scanning equipment	100,000	15,000	115,000	-
Resources to procure an Asset Management Hardware & Software solution to better manage FMD’s inventory, equipment, and maintenance scheduling	-	88,000	88,000	-
Resources to hire an Executive Assistant to help with logistical and administrative tasks	1,200	84,181	85,381	1.00
Resources for a Physical Security Operations Center (PSOC) Coordinator for the Night Shift to ensure the PSOC is operating within all best practices and standards	1,200	75,169	76,369	1.00
Resources to maintain a guard post at the East Rural Community Center	-	71,953	71,953	1.00
Resources for ad hoc signage requests throughout the year	50,000	-	50,000	-
Resources for the Custodial Division to increase the operating budget to address inflationary increases on paper goods and other products supplied by custodial	-	37,000	37,000	-
Resources to install and operate a new digital conference scheduling system to make the conference room scheduling process more efficient	30,000	1,000	31,000	-
Resources for water leak detection equipment at the Ronald Earle Building and the Executive Office Building	-	50,000	50,000	-
Resources for needed equipment related to radios for the Security Division	2,712	-	2,712	-
Total Programmatic Recommendations	\$2,311,312	\$1,184,673	\$3,495,985	4.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

Included in the FY 2025 Preliminary Budget is a 50 percent restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$20,479 in ongoing operating resources for the Department. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for FMD includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$ -	\$657,807	\$657,807
Resources for health insurance cost increases for FY 2025.	-	140,149	140,149
Incremental cost increase to shift-differential pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	67,747	67,747
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	1,074	1,074
Total Compensation Changes	\$-	\$866,777	\$866,777

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$38,081,678 for the Department. There was a reduction of \$18,297,423 to remove one-time funding for prior year capital funded projects. This is a net \$19,784,255 increase compared to the amount budgeted in the FY 2024 Adopted Budget. FY 2025 Preliminary Budget recommended CAR funding includes:

<i>Capital Funding Recommendations</i>	<i>Total</i>
700 Lavaca Building - Elevator Modernization	\$4,700,000
700 Lavaca Building - HVAC Zone Unit Replacement	4,400,000

<i>Capital Funding Recommendations</i>	<i>Total</i>
West Service Center Campus - Phase I Construction	4,120,000
Criminal Justice Center - Back-Up Generator	3,600,000
700 Lavaca Building - HVAC Chillers	2,400,000
Criminal Justice Center - Post 1 and 2 HVAC Units	2,000,000
Refrigerant Transition in County HVAC Systems	1,500,000
Freeze Protection Upgrades - Various Facilities	1,500,000
Medical Examiner Office - Emergency Water Storage Construction	1,200,000
Criminal Justice Center - Penthouse HVAC Final Phase	1,100,000
Weatherization Building - Parking Lot Drainage Improvements	1,000,000
Heman Marion Sweatt Courthouse - County Clerk Replacement Furniture and Rewiring	900,000
5501 Airport Blvd.- County Clerk Additional Construction and FFE	744,000
Collier Building - TCSO East Command Fleet Building	700,000
USB-Public Defender 1st Floor Renovation - Additional Construction Funds	650,000
East Side Service Center - New Building Automation System	600,000
Kristin E. McLain - Starflight Hangar Doors Replacement	560,000
Security Cameras in Garages	500,000
502 Highland Mall - Parking Lot Paving Repairs	500,000
BAS HVAC Controls - Water Source Heat Pump Systems	450,000
Portable Electric Generator Equipment	420,000
Collier Building - Additional Fire Protection Funds	400,000
Portable HVAC Chiller Equipment	390,000
Nelda Wells Spears Building-Perimeter Fence	300,000
Manor Community Center - Electric Hot Water Boiler	300,000
Gault Building-Building Automation System	300,000
5501 Airport Blvd. Building - TCSO 2nd Floor Expansion	270,000
Precinct One Building - Perimeter Fence Replacement	250,000
502 Highland Mall - Building Automation System	250,000
Emergency Response Vehicle Radios	211,588
Pflugerville North Community Center-HHS Backfill	215,000
Asset Management Hardware & Software	200,000
Nelda Wells Spears Building-Parking Lot Repairs	185,000
700 Lavaca Building - Physical Security Operations Center-Digital Console-Phase II	180,000
800 Lavaca Garage - Stairs Structural Repairs	160,000
502 Highland Mall - New Fire Alarm System	150,000
Ronald Earle Building - Water Leak Detection	110,000

<i>Capital Funding Recommendations</i>	<i>Total</i>
Criminal Justice Center- Chiller Plant Building Automation System Upgrade	108,000
700 Lavaca Building - 1st Floor Press Briefing Room	100,000
5501 Airport Blvd Building - Lobby and Main Hallway Upgrade	87,000
Keith Ruiz Building - TCSO Connecting Bridge	81,000
Executive Office Building - Water Leak Detection System-Hardware, Installation and Monitoring	80,000
Del Valle Community Center - Loading Ramp	65,000
Office Pool Vehicle	60,610
Gault Building - District Clerk New Cubicles and Rewiring	33,500
Tax Assessor Motor Vehicle Wall	25,000
New Tax Assessor Furniture	15,000
Computer Equipment for new positions	10,980
Total Capital Funding Recommendations	\$38,801,678

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Facilities Management Department budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Physical Security Implementation - Phase IV	\$400,000
Building Manager - Civil and Family Courts Facility	143,271
Real Estate Fund: Appraisals and Due Diligence	75,000
Energy Efficiency Monitoring Software	75,000
Total Allocated Reserve Earmarks	\$693,271

<i>Recommended CAR Reserve Earmarks</i>	<i>Total</i>
Deferred Maintenance	\$15,000,000
Heman Marion Sweatt Courthouse-Restoration and Renovation	10,000,000
Exposition Center Repairs and Improvements	9,030,000
Automated Demand Response (ADR)-Austin Energy	425,000
Building Manager-Civil and Family courts Facility	2,940
Total CAR Reserve Earmarks	\$34,457,940

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, FMD has 49 fees it charges and 23 revenue generating contracts it manages. None of these fees are being proposed for adjustment in FY 2025.

VACANT POSITIONS

The Facilities Management Department currently has 43 total vacancies, out of which the following 19 positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Custodian	30000470	1.00	343	In hiring process
Custodian	30000505	1.00	343	In hiring process
Custodian Lead	30000499	1.00	343	Open and Advertised
Plumber	30000586	1.00	328	Position to be underfilled as Building Maintenance Worker Senior
Building Maintenance Worker Sr	30056962	1.00	326	Open and Advertised
Custodian Lead	30065126	1.00	294	Open and Advertised
Building Maintenance Worker Sr	30056961	1.00	266	Open and Advertised
Custodian	30056889	1.00	240	In hiring process
Engineering Inspector Specialist Sr	30000553	1.00	234	Interviews scheduled
Custodian	30056881	1.00	234	Interviews scheduled
Custodian	30000503	1.00	234	Open and Advertised
Plumber Master	30056964	1.00	226	Open and Advertised
Building Security Guard	30000532	1.00	158	In hiring process
Architectural Division Manager	30000434	1.00	146	Vacant

Building Maintenance Worker	30056957	1.00	144	Open and Advertised
Custodian Lead	30000497	1.00	143	Open and Advertised
Building Maintenance Worker	30000596	1.00	139	Open and Advertised
Custodian	30065115	1.00	125	Open and Advertised
Building Security Guard	30055334	1.00	125	Open and Advertised

Many of the Building Maintenance positions can be difficult to fill, and often FMD replaces the work of these vacant positions with contracted staff. Other positions are challenging to fill due to the expertise required, such as the Architectural Division Manager position and the Engineering Inspector Specialist Sr.

The following 14 positions have been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Facilities Project Mgr	30000544	1.00	1,693	Open and Advertised
Plumber Master	30000587	1.00	1,355	Will be underfilled as a Plumber Journeyman
Facilities Mechanical Engineer	30000543	1.00	1,199	In hiring process; will be filled imminently
Electrician	30063127	1.00	934	Open and Advertised
Building Maintenance Worker Sr	30000585	1.00	888	Expo position will reclassify to Groundskeeper
Chiller/Boiler Specialist	30000580	1.00	728	Open and Advertised
Administrative Services Div Dir	30000547	1.00	661	Was held vacant to fund an SPW in ITS, but now actively recruiting
Custodian	30065122	1.00	569	In hiring process
Custodian Lead	30000465	1.00	477	Open and Advertised
Building Maintenance Worker Sr	30000526	1.00	446	Open and Advertised
Custodian Lead	30000477	1.00	446	Open and Advertised
Custodian Services Supv	30000494	1.00	401	Open and Advertised
Building Maintenance Worker Sr	30056960	1.00	369	Open and Advertised
Custodian	30056882	1.00	366	In hiring process

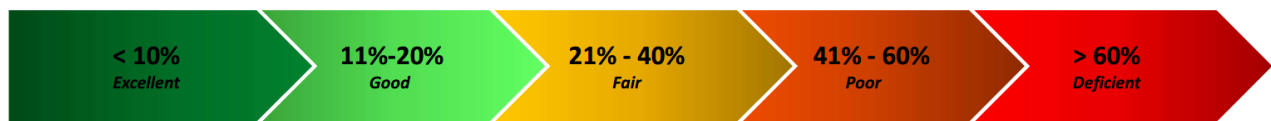
The Administrative Services Division Director position (30000547) was being held vacant to fund a Special Project Worker (SPW) Program Manager Senior position in the Technology and Operations Chief Deputy's cost center (1120010001), proposed to be authorized from May 17, 2023, through September 31, 2025. However, the SPW position was determined to no longer be needed and was delimited in June 2024. FMD is now actively hiring for this position.

FMD has filled some of its longest-term vacancies, including a Building Automation Specialist and a Plumber that had previously been vacant for several years. The compensation changes approved in FY 2023 and FY 2024 included a large

percentage increase for many of the positions in the custodial and maintenance job families, which improved recruitment and hiring for these positions somewhat. The results of the Segal Market Study will have further impacts on these job families, and PBO will work with FMD and HRMD to understand the impacts of implementing those findings.

FUTURE CONSIDERATIONS

FMD worked with a consulting team over the last several years to develop a Facility Condition Assessment (FCA). In October 2023, the FCA findings were presented. The study reviewed each County facility and determined the amount of deferred maintenance needed, any regulatory issues, functional needs, and identified capital improvements. It also assigned a facility condition index to each facility, which is a measure of condition and can serve as benchmark of condition over time. The FCI is a ratio of an assets needs/requirements due within five years divided by the asset’s calculated replacement value. It is expressed as a percentage and categorized into Excellent (less than 10%), Good, Fair, Poor, and Deficient (greater than 60%). The average FCI of all County facilities was 21% or fair.



*The **lower** an Asset’s FCI value, the **better** the building’s overall condition is assumed to be.*

The overall assessment found that the five- year needs for facilities, including all deferred maintenance and all upcoming five-year maintenance and repairs, was valued at just over \$212 million. In order to maintain the current average FCI, the report notes that the County would need to fund \$31.5 million in repairs and maintenance each year. To improve the FCI to “excellent” by 2043, the study estimates the County would need to fund \$37.1 million per year over the next 20 years. The County must manage reactive and proactive maintenance and determine the best strategy to prioritize needed deferred maintenance in the coming years.

FMD is also involved in large-scale countywide projects, such as the planned Diversion Center, the comprehensive facility plan, space considerations related to teleworking/adaptive workforce, resiliency efforts, and ongoing efforts to minimize greenhouse gas emissions and pollutants. These projects require significant staff time and resources and many of them will likely continue to require capital investments for new buildings, equipment, and other expenses.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: OPERATIONS DIVISION ASSISTANT DIRECTOR

REQUEST #2: EXECUTIVE ASSISTANT

Program:	Various			
Fund/Fund#:	General Fund (0001)		Mandated Program:	No
	FY 2025 Request	FY 2025 Recommendation	FY 2026 Cost	FY 2027 Cost
FTEs	2.00	2.00	2.00	2.00
Personnel	225,252	225,252	225,252	225,252
Operating	3,400	3,400	1,000	1,000
Subtotal	\$ 228,652	\$ 228,652	\$ 226,252	\$ 226,252
Capital	5,540	5,540	-	-
Dpt Total	\$ 234,192	\$ 234,192	\$ 226,252	\$ 226,252
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 234,192	\$ 234,192	\$ 226,252	\$ 226,252

DEPT. SUMMARY OF REQUEST

Facilities Management is requesting funding for two positions to better manage the managerial and administrative workload of the Department.

Request #1: Operations Division Assistant Director (\$142,071 ongoing, \$1,200 one-time, \$2,600 IT Capital)

FMD is requesting \$145,871 to support the FMD Director with management of the operations including Maintenance and Repairs, Custodial and Grounds divisions. FMD has grown over the last few years with seven divisions and over 300 full-time employees for the department. The managerial span of control is limited, in that the Department Director is required to oversee 21 staff directly, with minimal middle-management staff to assist in the workload. An Operation Division Assistant Director would assist with operational oversight and responsibilities in the maintenance, repairs, custodial and grounds areas of Travis County buildings with projects, contracts, purchasing, budgeting, and management of the daily operations. The current Department is overloaded with work orders, setting up vendor contracts, multiple approved projects that need oversight to ensure they are being developed properly, and the need to strategize around long-term planning for Travis County facilities and future plans. This position would help the Department better meet the needs of the growing County.

Request #2: Executive Assistant (\$84,181 ongoing, \$1,200 one-time, \$2,940 IT Capital)

In addition to managerial support, FMD is requesting an Executive Assistant to assist the FMD Director with administrative, logistical, and scheduling tasks that would help better maintain the workload. The Executive Assistant will provide support to the department head in FMD, and will serve as liaison between the other departments, elected officials, commissioners and the general public.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends \$225,252 in ongoing personnel funding, \$1,000 in ongoing operating funding, \$2,400 in one-time resources, and \$5,540 in ITS capital for an Operations Assistant Director and an Executive Assistant for FMD. PBO has worked with Human Resources Management Department (HRMD) to review the other five largest Departments in the County, and they all have a position that serves as an Assistant Director or similar. FMD has a Director with 21 staff directly reporting to this position. This is creating inefficiencies and a difficult workforce division of labor. The addition of an Operations Assistant Director will allow the newly created position to oversee more of the day-to-day operations of county facilities allowing the Director to prioritize strategic and long-term planning along with EDSI as the County works towards a comprehensive facility plan, various large new facility projects on the horizon, and other high-level organizational management. Similarly, for a Department of the size and complexity of FMD, an appropriate level of administrative staffing is key to managing the time and workload of leadership in the Department.

REQUEST #3: BUILDING MANAGER: CIVIL AND FAMILY COURTS FACILITY

REQUEST #9: BUILDING MANAGERS

<i>Program:</i>	Maintenance & Operations (114)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	3.00	-	-	-
Personnel	424,715	-	-	-
Operating	3,400	-	-	-
Subtotal	\$ 428,115	\$ -	\$ -	\$ -
Capital	8,820	-	-	-
Dpt Total	\$ 436,935	\$ -	\$ -	\$ -
Earmark Allocated	-	143,271	-	-
Earmark CAR	-	2,940	-	-
Total Earmarks	\$ -	\$ 146,211	\$ -	\$ -
Dpt Total + Earmarks	\$ 436,935	\$ 146,211	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting, with support from the Local Administrative District Judge and 13 District Court Judges, a full-time Building Manager for Civil and Family Court Facility (CFCF).

In addition to a dedicated Building Manager for the CFCF, FMD is also requesting two Building Managers to support the FMD Director with management of operations in the various County buildings to oversee and direct the activities and requests for maintenance and repairs. These positions will ensure the requests are completed in a timely manner to ensure the County buildings are being maintained and serviced adequately by FMD.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends an ongoing earmark of \$142,071 for ongoing personnel and operating, a one-time earmark of \$1,200, and an earmark of \$2,940 for centralized computer equipment for a Building Manager for the CFCF. This position is currently recommended as an earmark because there does not currently exist a Building Manager job title in Travis County. PBO recommends that FMD work with HRMD to develop this job title and the appropriate job classification and pay grade to determine the best budgeted salary for this position. As requested, this position is at the same minimum salary as the above approved Operations Division Assistant Director, which, considering that the Building Manager would likely report to the Operations Division Assistant Director, does not seem to be an appropriate pay grade.

A model of utilizing Building Managers for the largest and most heavily trafficked Travis County facilities could be an efficient strategy to minimize FMD and other Office and Department staff time on handling urgent facility issues, diverting staff from other ongoing projects and tasks. For the CFCF, judges have noted that they often have to pursue entering work orders, directing contractors, and assisting with other facility demands when issues became urgent and FMD did not have the bandwidth to respond immediately. The CFCF building was a major County investment and maintaining it for the foreseeable future is a priority. A building manager model, however, has not been tested and has not historically been how the County manages facilities, with FMD generally centrally managing all facilities with the exception of detention facilities such as the

Travis County Sheriff's Office or Juvenile Probation, and the Parks facilities managed by Transportation and Natural Resources (TNR). Supporting one building manager for a critical facility is a strategy to understand how the model can work to best divert CFCF requests from other staff, serve stakeholders, and work to maintain the building. PBO recommends that FMD work with PBO and with HRMD to develop the requirements and performance measures for this position and review the position's efficacy in FY 2026 to consider adding further building managers to highly occupied facilities. Some performance measures may include reducing the frequency of reactive maintenance by some percentage, reducing the cost of maintenance for a facility, achieving a specific ratio of reactive to preventative maintenance, maintaining a set time for responding to work orders, or other key performance metrics.

PBO is not recommending funds for two other building managers at this time but will revisit this request in future fiscal years should FMD submit the request again.

REQUEST #4: MAINTENANCE AND REPAIR DIVISION – OPERATING FUND INCREASE

<i>Program:</i>	Maintenance and Repair Division			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	3,300,000	2,200,000	200,000	200,000
Subtotal	\$ 3,300,000	\$ 2,200,000	\$ 200,000	\$ 200,000
Capital	-	-	-	-
Dpt Total	\$ 3,300,000	\$ 2,200,000	\$ 200,000	\$ 200,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 3,300,000	\$ 2,200,000	\$ 200,000	\$ 200,000

DEPT. SUMMARY OF REQUEST

FMD is requesting \$3,300,000 in one-time operating funding the supplement the existing Maintenance and Repair Division (MRD) operating budget. The Department notes that these funds are necessary to offset an increase in MRD needs related to County growth and the escalation of costs of supplier services and equipment.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

In FY 2024, MRD worked with PBO to transfer \$1,944,267 in personnel savings to the MRD operating budget to address shortfalls. The Department also worked with PBO to liquidate POs, identify funding that could be reclassified against the SMART Reserve, and utilize project savings to maintain the MRD operating budget throughout the fiscal year. By March 26, 2024, the Department had already expended \$3,391,086 or 98.8 percent of its budget.

In FY 2023, the Department had similarly struggled with the limitations of its maintenance budget compared to the demands of the County. The FY 2024 Adopted Budget included an additional \$500,000 ongoing to bring the maintenance ratio to \$1.90 per square foot of facility space maintained. Additional square footage has been added over the years to the MRD portfolio without a corresponding increase in the MRD budget, resulting in a drop of the budget to square foot ratio from \$2.00 per square foot to \$1.74 per square foot before the funding addition in FY 2024. Despite these additions, the Department has continued to struggle with meeting the maintenance and repair needs of the County within the limits of its existing MRD budget.

According to an analysis by the Associated Builders and Contractors, construction costs have increased substantially in recent years, with reported increases of 37.7 percent since 2020. In that time, the MRD “Building Repairs and Maintenance” line item, which is the Division’s most flexible line fully dedicated to maintenance and repairs and not committed to any ongoing contracts, increased by 35.9 percent. The overall operating budget of the Division has increased by 49.6 percent, including all operating expenses.

However, the higher rate of expenditures for maintenance and repair can also be attributed to the substantial deferred maintenance across the County, forcing MRD to take on reactive maintenance when aging and dated systems fail. FMD worked with a consulting team over the last several years to develop a Facility Condition Assessment (FCA). In October 2023, the FCA findings were presented. It reviewed each County facility and determined the amount of deferred maintenance needed, any regulatory issues, functional needs, and identified capital improvements. It also assigned a facility condition index to each facility, which is a measure of condition and can serve as benchmark of condition over time. The FCI is a ratio of an assets needs/requirements due within five years divided by the asset’s calculated replacement value. It is expressed as a percentage and categorized into Excellent (less than 10%), Good, Fair, Poor, and Deficient (greater than 60%). The average FCI of all County facilities was 21% or fair.



*The **lower** an Asset’s FCI value, the **better** the building’s overall condition is assumed to be.*

The overall assessment found that the five-year needs for facilities, including all deferred maintenance and all upcoming five-year maintenance and repairs, was valued at just over \$212 million. Additional details about this condition report will be included throughout the following requests, as FMD prioritized items that were identified as critical for repair and replacement when necessary. Request number 55 is for Building Equipment Renewals, which a \$33 million request to replace systems that were identified as needing replacement imminently. The County must manage reactive and proactive maintenance. MRD’s budget is primarily focused on reactive maintenance, and this budget will continue to balloon if the County does not invest in proactive replacements of failing and near-failing facility equipment.

PBO recommends increasing the MRD budget by \$200,000 on an ongoing basis, which represents increasing the MRD Building Repairs and Maintenance line by 49.5 percent since 2020 and increasing the square foot ratio to \$2.15 per square foot. In addition to this ongoing amount, PBO recommends a one-time allocation of \$2,000,000 to provide support for the increased reactive maintenance that will need to be done on facilities in poor condition, while the County works to prioritize more proactive replacements. PBO will continue to support FMD using vacancy savings to supplement its MRD budget when appropriate throughout the fiscal year, as often the largest expenses for MRD are hiring contracted staff like electricians, master plumbers, chiller/boiler specialists, and building automation system specialists to do work that would otherwise be done by positions that are vacant. In addition, PBO will continue to work the Department to track its expenses and determine how best to address the ongoing difficulties with maintenance and repair needs. PBO also recommends that the Department include performance measures with a stated facility condition goal for any future discussions related to the maintenance and repair budget.

REQUEST #5: AUTOMATED DEMAND RESPONSE – AUSTIN ENERGY
 REQUEST #6: ENERGY MANAGEMENT SOFTWARE
 REQUEST #8: ENERGY EFFICIENCY FUND
 REQUEST #P2: PROJECT - ALTERNATIVE BACKUP POWER FEASIBILITY STUDY
 REQUEST #81: WATER FOUNTAINS WITH BOTTLE REFILL STATIONS – PHASE II

<i>Program:</i>	Various			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	1,015,000	-	-	-
Subtotal	\$ 1,015,000	\$ -	\$ -	\$ -
Capital	400,000	-	-	-
Dpt Total	\$ 1,415,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	500,000	-	-
Total Earmarks	\$ -	\$ 500,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,415,000	\$ 500,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting the following resources related to improving energy usage in the County.

Request #5: Automated Demand Response for Austin Energy (\$650,000 one-time operating)

This funding will enable the County’s participation in ERCOT’s Emergency Response Service and Austin Energy’s Commercial Demand Response programs. The Department will install an Automatic Demand Response (ADR) device in various County buildings. This will enable the County to automatically reduce energy consumption during peak demand periods and can reduce greenhouse gas emissions. This can also help reduce electricity bills, and Austin Energy pays financial incentives for reducing overall loads. This funding would support the transition of between 30 and 35 Travis County buildings to ADR devices.

Request #6: Energy Management Software (\$75,000 ongoing operating)

This funding would allow FMD to purchase software for tracking, monitoring, analyzing, and reporting energy consumption and sustainability data. There currently is no centralized way for the County to measure its utility usage across all facilities. Being able to do so would allow FMD to identify opportunities for improvement, identify and remedy anomalies, plan for long-term trends, save energy, and potentially save costs.

Request #8: Energy Efficiency Fund (\$90,000 ongoing operating)

FMD is requesting funds to conduct energy assessments and retro-commissioning of buildings managed by FMD. This will help FMD identify the areas of improvement in terms of energy efficiency. The County operates a number of facilities that have high-energy consuming equipment. A comprehensive energy assessment would help identify energy saving opportunities and understand energy usage across county buildings. This could result in lower monthly energy bills, longer equipment lifespan, and lower greenhouse gas emissions.

Request #P02: Alternative Backup Power Feasibility Study (\$400,000 capital)

On February 20, 2024, the Commissioners Court directed Technology and Operations (T&O) and FMD to take the lead on collaborating with appropriate County stakeholders to develop an appropriate Scope of Work for a consultant and craft the parameters for a feasibility study for County buildings. The feasibility study will review and suggest possible alternative backup power options for selected County buildings. This request will provide the needed consultants to start this study. This will be a multiyear process, and as the process proceeds, FMD will work to identify state and federal tax credits or grant dollars to support this work where possible.

Request #81: Water Fountains with Bottle Refill Phase II (\$200,000 capital)

This is a request for \$200,000 in capital resources is to implement Phase II of the bottle filler equipment project. This will purchase and install 40 drinking fountains with bottle fillers at County facilities.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends a one-time earmark of \$425,000 and an ongoing \$75,000 earmark for FMD to utilize for prioritizing projects around energy efficiency countywide. In FY 2024, FMD drew on the \$90,000 Allocated Reserve earmark for Energy Efficiency Funds to install four ADR devices in priority buildings (700 Lavaca, HMS Courthouse, CJC, and CFCF). This earmark had originally been intended for energy assessments and retro-commissioning of buildings, but FMD determined that, after discussions with Austin Energy, ADR devices should be prioritized for funding earlier in order to have automated demand available through the high-energy use summer months. The price of the ADR devices has been less than the amount originally estimated in the budget submission. At the time of budget submission, staff was estimating a cost of between \$20,000 and \$25,000 per building, but by using in-house expertise to install the devices, the price has been variably less. FMD notes that these devices are also eligible for incentives from Austin Energy but does not yet have an estimate for how much any incentive pay could be for using these devices.

PBO recommends that FMD work to develop a prioritized plan, in conjunction with TNR, to phase its work related to energy efficiency projects. These projects, as well as the long-term plan to transition the County to more environmentally friendly refrigerants, should be memorialized in a phased concrete plan in conjunction with TNR to determine how County facilities will be prioritized for energy-efficiency investments. PBO recommend that prior to drawing on this or the refrigerant earmark, FMD present a plan for the use of these funds in FY 2025 and long-term plan over the next five years to move towards greater facility energy efficiency.

PBO is not recommending additional resources for a backup power feasibility study. On February 20, 2024, an agenda item was approved on consent to “direct staff to explore options for Travis County to access new state funds and federal tax credits, as well as other opportunities, to acquire alternative backup power using solar panels, batteries, and natural gas generators.” This item was not discussed by the Court as it was approved on consent, and the direction was specific to identify state or federal funds for these projects. A feasibility study may be a necessary step prior to pursuing applications for grant funds, but PBO recommends that FMD bring this item back to Commissioners Court for consideration during a budget hearing or otherwise before expending General Fund resources. PBO recommends that this plan be incorporated into a broader energy efficiency plan for Travis County facilities that also be approved by Court.

PBO does not recommend additional resources for phase II of the project to purchase and install drinking fountains with water bottle fillers in the FY 2025 Preliminary Budget. The first phase of this project was funded through the Local Fiscal Recovery Fund for \$187,500. There still remains a balance of \$146,335 for phase I. These funds must be expended by December 31, 2024, so PBO recommends FMD prioritize expending all currently available dollars for this project.

REQUEST #10: TRICKLE DOWN COMPUTERS

<i>Program:</i>	Administration			
<i>Fund/Fund#:</i>	0001		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	35,200	-	-	-
Dpt Total	\$ 35,200	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 35,200	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting to replace seventeen computers that are not on central budget and are out of warranty. FMD notes that these computers are slow to respond and will not operate some of the basic applications needed. To provide the best service to the public and other departments, FMD needs to have reliable equipment that supports all applications needed to perform job duties.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

FMD worked with ITS after budget submission and determined that all computers included in this request were either already included on the ITS replacement list and so are already funded or could be replaced in FY 2024 using existing savings in the Centralized Computers budget.

ITS has noted that FMD has frequently received computers as part of packages for HVAC equipment, Building Automation Systems, or other facilities-related equipment. These computers are often not up to County functionality standards and so fail more quickly than other County equipment. Because they were not purchased by ITS or through an ITS process, these computers have not been added to the Central Replacement list and so getting the assets replaced when they fail has required coordination midyear and off cycle between PBO, FMD, and ITS to identify the equipment, identify funding, and determine the best source of action for each device. PBO recommends that FMD no longer accept equipment without ITS review in order to ensure that all equipment is up to County standards and that equipment can be added to the replacement cycle appropriately.

REQUEST #11: SECURITY DIVISION OPERATING FUND INCREASE
 REQUEST #12: PHYSICAL SECURITY IMPLEMENTATION PHASE IV
 REQUEST #30: SECURITY CAMERAS IN GARAGES
 REQUEST #35: SECURITY BODY ARMOR
 REQUEST #37: ELECTRONIC SECURITY OPEN MAINTENANCE PO PREF TECH
 REQUEST #39: DIGITAL CONSOLES PHASE II
 REQUEST #94: FITNESS CENTER AND SECURITY SCREENING MACHINES – SERVICE CONTRACTS

<i>Program:</i>	Security Division			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	630,000	240,000	15,000	15,000
Subtotal	\$ 630,000	\$ 240,000	\$ 15,000	\$ 15,000
Capital	1,000,000	680,000	-	-
Dpt Total	\$ 1,630,000	\$ 920,000	\$ 15,000	\$ 15,000
Earmark Allocated	-	400,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 400,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,630,000	\$ 1,320,000	\$ 15,000	\$ 15,000

DEPT. SUMMARY OF REQUEST

FMD is requesting a variety of equipment, including operating funds and capital funds, for its Security Division.

Request #11: Security Division Operating Fund Increase (\$200,000 ongoing operating)

The Security Division is requesting an ongoing increase to its operating budget needed to account for increased costs to security items, uniforms, and locksmithing equipment. FMD notes that the Department provides all security equipment for Courthouses, including X-rays, walkthrough metal detectors, and search wands. This equipment has increased in cost, and due to the sensitive nature of the equipment, it needs to be replaced promptly if and when it breaks. This operating increase will ensure that FMD has the funds in its budget to pay for this equipment when needed. In addition, this increase includes funds intended to cover the increased cost of uniforms, which are worn by FMD Security staff. Finally, FMD notes that two locksmiths were transferred from the Maintenance and Repair Division to Security and there was no budget increase associated with this change. Security has continued to absorb the cost of the equipment associated with these locksmiths.

Request #12: Physical Security Implementation Phase IV (\$500,000 capital)

FMD Security is working to conduct a security assessment of all Travis County buildings. As each assessment has been completed, the findings have been used to purchase necessary equipment intended to improve the physical security of all County facilities and spaces. This request will facilitate 20 building assessments and upgrades in FY 2025.

Request #30: Security Cameras in Garages (\$500,000 capital)

FMD is requesting funds to install security cameras in all County garages. There are some garages that do not have security equipment and so are not monitored or recorded. FMD notes that most criminal activity on Travis County properties occurs in parking garages. These funds would install cameras in all remaining garage facilities.

Request #35: Security Body Armor (\$80,000 capital)

This request will outfit 70 FMD Security Guards with body armor. Currently, FMD Security do not utilize body armor. FMD notes that this equipment would need to be on five-year replacement cycle like Constable and Travis County Sheriff's Offices (TCSO) body armor. The requested equipment would be the same as purchased by those law enforcement Offices.

Request #37: Electronic Security Open Maintenance PO Pref Tech (\$150,000 one-time)

FMD Security Division is requesting one-time funds of \$150,000 to maintain an open purchase order with a security vendor. This allows the Division to perform maintenance on the electronic security equipment without having to wait for an individual purchase order each time.

Request #39: Digital PSOC Consoles Phase II (\$180,000 capital)

This request is a continuation of a project within the Physical Security Operations Center (PSOC) to provide adequate radio communications between security, law enforcement agencies within Travis County, and to receive the panic alarms activated at Travis County building to ensure public safety. This project will provide interoperability between all agencies located within Travis County and the State of Texas providing seamless communications within the public safety realm. The project will add one (1) additional Motorola MCC 7500e Elite Dispatch Console which will continue to bring the PSOC up to local and state standards in public safety communications.

Request #94: Fitness Center and Security Screening Machines – Service Contracts (\$20,000 ongoing)

FMD is requesting \$20,000 in ongoing funds for increases to the contracted maintenance services for various fitness and screening equipment at the County. The fitness is equipment is used by Travis County Employees at the Fitness Center in 700 Lavaca. No department has claimed responsibility for maintaining this equipment and over the years, FMD has received several requests for repair or replacement. This maintenance on fitness equipment would cost an estimated \$5,000 annually.

In addition, FMD is taking over maintenance of all courthouse and other facility security equipment from TCSO. Adding the maintenance of these items, which includes x-ray machines, scanners, and metal detector wands, would cost an additional \$15,000 annually. The x-ray machines in particular need to be checked for excess radiation on a regular basis to ensure they are operating safely.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

Request #11: Security Division Operating Fund Increase (\$100,000 one-time operating)

Request #94: Fitness Center and Security Screening Machines – Service Contracts (\$15,000 ongoing operating)

PBO notes that courthouse security equipment like x-ray machines, scanners, and wands have historically been maintained by TCSO. After discussion with TCSO, FMD is proposing taking over this workload to have all security equipment consistent countywide, as FMD manages all other security equipment like card readers, cameras, and panic buttons. PBO concurs that centrally managing this equipment through FMD could provide better efficiencies. PBO recommends \$15,000 in ongoing operating funds for a maintenance contract for courthouse security equipment. PBO also recommends \$100,000 in one-time funding for security equipment, primarily to maintain a backup stock of key security machines line x-ray scanners and wands. PBO recommends that FMD work with TCSO and the justices of the peace to ensure that the Special Revenue Funds, the Courthouse Security Fund and the Justice Court Security Fund, are effectively utilized throughout the year for security equipment at courthouses. Some security equipment is not eligible for those special funds, and so PBO recommends General Fund dollars should be used for that equipment.

PBO is not recommending any additional funds for maintenance of fitness equipment in 700 Lavaca. PBO recommends that FMD explore whether the Employee Health Fund could cover this expense.

Request #12: Physical Security Implementation Phase IV (\$400,000 CAR Earmark)

PBO also recommends continuing an earmark of \$400,000 on the CAR Reserve to ensure the Department has access to funding to complete priority security projects identified by previous security assessments, as well as new critical security issues identified by Security Management, Risk Management, and key stakeholders. This earmark was utilized in FY 2024 to prioritize several identified security needs and allows the Department to have the flexibility to respond quickly to security needs that arise unexpectedly midyear.

Request #30: Security Cameras in Garages (\$500,000 CAR)

PBO recommends \$500,000 in capital funding to fully equip all garages with security cameras. Several garages have no or minimal coverage. FMD estimates that fully equip each garage with security cameras costs between \$250,000 and \$300,000. This funding will start a phased security plan, starting with two buildings, to ensure that all of these spaces, which are easily accessible, have adequate camera coverage.

Request #35: Security Body Armor (\$0)

PBO is not recommending additional security body armor at this time. Security used some available internal resources in midyear FY 2024 to purchase body armor for guard units. PBO recommends that FMD work with PBO to develop a replacement plan for this equipment.

Request #37: Electronic Security Open Maintenance PO Pref Tech (\$125,000 one-time operating)

PBO recommends one-time funds of \$125,000 to maintain an open purchase order for PrefTech, the vendor who supplies cameras, door mechanisms, and other security equipment. This will allow FMD to quickly stock these items and ensure continuity of operations should any equipment break midyear and need replacing. This is the same amount provided in FY 2024.

Request #39: Digital PSOC Consoles Phase II (\$180,000 CAR)

PBO recommends funding for one additional digital console in the PSOC in the FY 2025 Preliminary Budget. There are already two digital consoles in the facility. PBO recommends a phased approach for bringing additional consoles online, and also recommends any additional investments in this arena be coordinated in line with all county continuity of operations planning.

REQUEST #14: CIVIC AND FAMILY COURTS MAINTENANCE AGREEMENT

<i>Program:</i>	Maintenance and Repairs			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	371,783	120,299	120,299	120,299
Subtotal	\$ 371,783	\$ 120,299	\$ 120,299	\$ 120,299
Capital	-	-	-	-
Dpt Total	\$ 371,783	\$ 120,299	\$ 120,299	\$ 120,299
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 371,783	\$ 120,299	\$ 120,299	\$ 120,299

DEPT. SUMMARY OF REQUEST

FMD is requesting ongoing funds for the Civil and Family Courts Facility maintenance agreement. This agreement includes a maintenance agreement which includes service contracts and some day-to-day maintenance contracts.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends ongoing funds of \$120,299 to ensure that the Department has sufficient funds to cover the full FY 2025 contract amount.

REQUEST #15: MEDICAL EXAMINER BUILDING MAINTENANCE SERVICES

REQUEST #P21: PROJECT - MEDICAL EXAMINER CARBON FILTERS FOR AHUS

REQUEST #P22: PROJECT - MEDICAL EXAMINER EMERGENCY WATER STORAGE CONSTRUCTION

<i>Program:</i>	Maintenance and Repairs			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	300,000	300,000	300,000	300,000
Subtotal	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Capital	1,300,000	-	-	-
Dpt Total	\$ 1,600,000	\$ 300,000	\$ 300,000	\$ 300,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	1,200,000	-	-
Total Earmarks	\$ -	\$ 1,200,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,600,000	\$ 1,500,000	\$ 300,000	\$ 300,000

DEPT. SUMMARY OF REQUEST

FMD, in conjunction with the Medical Examiner’s Office, is requesting various resources to maintain that facility.

Request #15: Medical Examiner Building Maintenance Services (\$300,000 ongoing operation)

This request is for \$300,000 in ongoing resources for a maintenance agreement and miscellaneous ongoing costs associated with maintaining the Medical Examiner facility. This facility requires specialized maintenance as it is a medical facility with ongoing specialized preventative maintenance needs. These needs exceed the capacity of FMD’s in-house maintenance and custodial services.

Request #P21: Project – Medical Examiner Carbon Filter (\$100,000 capital)

This request is to fund new carbon filter for the air handling units (AHUs) at the Medical Examiner’s Office at a cost of \$100,000 in capital funding. Carbon filters are needed because the exhaust from the StarFlight helicopters enters the air system during windy conditions and can be dangerous for employees and operations. During at least one instance, the building had to be evacuated as the exhaust fumes reached dangerous levels and the fumes were making employees ill.

Request #P22: Project – Medical Examiner Emergency Water Storage Construction (\$1.2 million capital)

This request for \$1.2 million in capital resources will fund the construction of emergency water system to store 36,000 gallons of potable water and equipment, including piping for change over from City water to emergency water when necessary to allow continuous operations of the Medical Examiner facility even during times of water outages. Without these upgrades, the facility would be at risk of having to stop operations for water outages, halting autopsies and possibly resulting in backlogs and delays that would impact law enforcement, families, and the justice system.

BUDGET REQUEST PERFORMANCE MEASURES

No performances measures were provided.

PBO RECOMMENDATION

Request #15: Medical Examiner Building Maintenance Services (\$300,000 ongoing)

The FY 2024 Adopted Budget included an earmark in the Medical Examiner’s Office of \$250,000 ongoing to hire a facility management contractor. The item was included as an earmark because the Medical Examiner’s Office was directed to work with FMD to determine the best strategy to meet this need. FMD worked with MEO to determine that an outside contracted maintenance and custodial service would be able to provide the best service to meet the MEO’s needs as a medical facility. PBO recommends \$300,000 in ongoing funds for FMD to provide these contracted services to MEO.

Request #P21: Project – Medical Examiner Carbon Filter (\$0)

PBO is not requesting additional resources to add Carbon Filters to the Medical Examiner’s Office at this time. The Starflight facility is in the process of potentially relocating, which would mitigate the poor air quality being reported by the MEO. In addition, PBO recommends that the MEO and FMD investigate installing air quality detectors and monitors to determine the air quality of the facility.

Request #P11: Project – Medical Examiner Emergency Water Storage Construction (\$1,200,000 capital)

PBO recommends a CAR earmark of \$1,200,000 for the construction of an emergency water system. The MEO requested an earmark of \$250,000 in FY 2024 to begin this project. Funding was transferred from this earmark on April 9, 2024, for a total of \$100,000 for the engineering and design costs for a reserve water tank. The costs of this project will not be known until the engineering and design is completed, so PBO recommends a CAR Reserve earmark in case the funding a different amount than currently estimated.

REQUEST #16: LOCKSMITH SUPERVISOR

REQUEST #18: LOCKSMITH

REQUEST #72: LOCKSMITH VAN

Program:	Security Division			
Fund/Fund#:	General Fund (0001)		Mandated Program:	No
	FY 2025 Request	FY 2025 Recommendation	FY 2026 Cost	FY 2027 Cost
FTEs	2.00	-	-	-
Personnel	174,942	-	-	-
Operating	7,800	-	-	-
Subtotal	\$ 182,742	\$ -	\$ -	\$ -
Capital	324,264	-	-	-
Dpt Total	\$ 507,006	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 507,006	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD Security Division is requesting positions to support its locksmith program, which supports all County facilities.

Request #16: Locksmith Supervisor (\$98,924 ongoing, \$117,746 central capital)

FMD is requesting the addition of a Locksmith Supervisor to oversee the two locksmiths currently working in the FMD Security Division. Currently, both locksmiths report directly to the Security Manager. The Department notes that the FMD Security Division’s locksmith staffing does not meet the needs of the number of facilities managed by the Department. As new facilities have been added, including the CFCF which has 1,100 secure locks that are managed by FMD, there have been no new locksmith staff added centrally to FMD. FMD notes further that their locksmith staffing is not comparable to other facility systems. FMD managed 54 buildings and has two locksmiths. TCSO operates one facility and has four locksmiths, Austin Community College runs eleven facilities and has four locksmiths, Hays County ISD has thirty-four facilities and two locksmiths, Austin ISD has 130 facilities and six locksmiths, and the University of Texas at Austin operates 290 facilities and has 22 locksmiths. This position, if added, would allow some workload to be shifted from the Security Manager and would allow better oversight of locksmith workorders. This request also includes capital funding for a locksmith van and radio equipment.

Request #18: Locksmith (\$83,818 ongoing, \$106,518 central capital)

As noted above, FMD notes that it is currently understaffed in locksmith positions for the number of facilities and parks it serves. This additional Locksmith position would bring the total number of locksmiths to three, and with the proposed supervisor above, the workload would be better managed across available staff. In addition to the personnel costs, this request also includes a mobile data computer, printer, and customized locksmith van.

Request #72: Locksmith Van (\$100,000 capital)

This request is to purchase an additional outfitted locksmith van for the Security Division for \$100,000. Currently the locksmith team in Security has one more employee than it has vehicles, requiring sharing of a vehicle and preventing the Department

from maximizing its staff time. With the addition of parks facilities to the locksmith team's workload, the need to be able to allow all staff access to a vehicle has become critical for efficiency.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO is not recommending additional staff for the locksmith team in the Security Division in the FY 2025 Preliminary Budget given the availability of resources. SB 2 (86th Legislature) does not allow Commissioners to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside of specific eligible adjustments per statute. The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include county-wide compensation and benefits as well as contractual and other mandated/required expenditures as we know them. Additional data about locksmith requests, response time, or other performance measures would bolster this request in the future and could make it a higher priority for the limited ongoing resources that may be available in future fiscal years.

FMD worked with TNR to repurpose an available truck as a locksmith van, so this request was withdrawn.

REQUEST #17: SECURITY COORDINATOR - NIGHTS
 REQUEST #20: PHYSICAL SECURITY OPERATION CENTER OPERATOR
 REQUEST #21: MASS NOTIFICATION ADMINISTRATOR
 REQUEST #22: ELECTRONIC SECURITY COORDINATOR SENIOR
 REQUEST #23: ELECTRONIC SECURITY COORDINATOR

<i>Program:</i>	Security Division			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	5.00	1.00	1.00	1.00
Personnel	388,369	74,669	74,669	74,669
Operating	9,760	1,700	500	500
Subtotal	\$ 398,129	\$ 76,369	\$ 75,169	\$ 75,169
Capital	193,313	-	-	-
Dpt Total	\$ 591,442	\$ 76,369	\$ 75,169	\$ 75,169
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 591,442	\$ 76,369	\$ 75,169	\$ 75,169

DEPT. SUMMARY OF REQUEST

The FMD Security Division is requesting several staff positions to meet the security needs of a growing County.

Request #17: Security Coordinator – Nights (\$75,169 ongoing, \$1,200 one-time)

This request will add a night shift coordinator to the Security Operations Center. This will ensure compliance with all standard operating procedures and ensure sufficient staffing levels during the night shift. This position will serve as a support for the Security Center Supervisor, ensuring seamless operations during non-standard hours.

Request #20: Physical Security Operations Center Operator (\$71,163 ongoing)

This request is for one additional Security Center Operator to optimize the current 24/7/365 Security Operations Center. The Security Division notes that each Security Center Operator should be monitoring no more than 16 cameras for no longer than 20 minutes at a stretch to ensure optimal performance. With over 3,000 camera feeds being monitored by the SOC, and the need to conduct other tasks including dispatching, emergency notifications and other tasks, SOC requires a minimum of three operators per shift. This additional staff person will allow the SOC to have sufficient staffing to maintain round-the-clock surveillance at the required staffing standards.

Request #21: Mass Notification Administrator (\$79,438 ongoing, \$2,000 one-time, \$11,399 central capital)

FMD Security Division is requesting a Security Training Coordinator/Mass Notification Administrator. This would be a new position title. The job of this position would be to assist the FMD Security Division Superintendent and the Security Division Manager to establish and maintain a certified Field Training Program for Guards and Senior Guards and coordinate plans for all Travis County facilities regarding Protective Action Building Plans, Mass Notification System, Evacuations Drills, Threat/Risk Assessments, Inclement Weather Plan, Building Information Card, and other Security planning projects as assigned. Currently

these duties are divided among several staff as needed, limiting the ability of the Division to proactively work on improving the project.

Request #22: Electronic Security Coordinator Senior (\$86,681 ongoing, \$1,200 one-time, \$10,900 central capital)

The FMD Security Division is requesting an Electronic Security Coordinator Senior. The Electronic Security System, which includes cameras and doors, has increased from 57 buildings to 72 buildings. In that time, the Electronic Security team has remained at just two staff. This has resulted in slower response times for addressing the workload, which includes repair/replacement of cameras, access control, programming, and maintenance of all equipment.

Request #23: Electronic Security Coordinator (\$80,418 ongoing, \$1,200 one-time, \$2,940 central capital)

Similar to the request above, this position would improve the response time and workload management of the electronic security team within the Security Division. This position would specifically focus on maintenance, allowing the other two coordinators to focus on response times to requests.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO is recommending \$75,169 ongoing and \$1,200 one-time for a Physical Security Operations Coordinator – Nights to ensure that the PSOC facility is operating within all standard operating procedures and ensure sufficient staffing levels during the night shift. This is a priority position. However, Commissioners Court recently approved the creation of a Corporate Security Office, which is intended to centralize countywide security operations, which are currently diffused across FMD, ITS, and law enforcement offices like the Constables and the Sheriff’s Office. Funding to launch this office is included in the FY 2025 Preliminary Budget in the ITS budget. The specific business operations and structure of this Corporate Security Office is still pending and will require ongoing discussions to best determine how this Office should be structured, how law enforcement offices should or should not be incorporated, and what the strategic goals of this office should be. Based on these pending discussions, PBO is not at this time recommending additional significant changes to the Security Division’s composition or practices beyond the night shift position included here.

REQUEST #19: COLLIER BUILDING ADDITIONAL FIRE PROTECTION FUNDS

<i>Program:</i>	Maintenance and Repair Division			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	400,000	400,000	-	-
Dpt Total	\$ 400,000	\$ 400,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 400,000	\$ 400,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting additional funds for the Collier Building Additional Fire Protection project. In FY 2024, FMD received funding of \$1,679,150 to upgrade the Collier Building fire protection system with all necessary equipment to meet current National Fire Protection Association (NFPA) code requirements. The Collier Building is an old manufacturing facility that was converted to office space and a warehouse. The existing fire protection system has degraded and based on the assessment of a fire protection engineer, the Department proposed to replace the entire system and includes additional measures to meet NFPA code requirements. The components include:

- Fire Pump House;
- Fire Water Tank;
- Sprinkler System;
- Fire Hydrant sand piping;
- Fire Pump;
- Electrical Upgrades; and
- Building Upgrades.

The estimate for this project in FY 2024 was \$1,679,150. FMD anticipates that it will need additional funds totaling \$400,000 to complete this project in late fall of 2026. The Department anticipates it will run out of available funds in FY 2025 without these additional resources and will be unable to complete the project.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends additional capital resources of \$400,000 to ensure the Department has sufficient funds to complete this project. Collier is currently outside of code requirements and is a fire hazard, requiring 24/7 fire monitoring. Completing this fire protection system replacement is a critical county project.

REQUEST #24: INTERIOR DESIGNER SENIOR
 REQUEST #25: INVENTORY SPECIALIST
 REQUEST #26: WAREHOUSE INVENTORY SPECIALIST
 REQUEST #32: LEAD MOVER

<i>Program:</i>	Various			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	4.00	-	-	-
Personnel	305,508	-	-	-
Operating	5,450	-	-	-
Subtotal	\$ 310,958	\$ -	\$ -	\$ -
Capital	11,880	-	-	-
Dpt Total	\$ 322,838	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 322,838	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting funding for the following new positions in the Planning, Design, and Construction (PDC) Division, the Administrative Division, and the Operations Division.

Request #24: Interior Designer Senior (\$91,012 ongoing, \$1,200 one-time, \$4,640 central capital)

FMD is requesting resources for an Interior Designer Senior position in PDC to support and assist with the workload. There is currently only one Interior Designer position that serves the entire County. The County has grown in the number of facilities it manages and the number of projects, renovations, and designs for existing and new offices needed on a day-to-day basis. This position will serve as a lead position to oversee, manage, direct and coordinate the selection, delivery and assembly of furniture assets, and oversee the contract of professional movers, ensuring the services are provided in timely manner to the satisfaction of Travis County departments elected officials and executives.

Request #25: Inventory Specialist (\$72,453 ongoing, \$1,200 one-time, \$2,940 central capital)

FMD is requesting an Inventory Specialist in the Administrative Division to support increased workload. This position would provide support with inventory processes, receipts, storage and security of assets including assigning assets to new and existing employees and surplus equipment. This position would act as purchasing liaison and work with vendors, suppliers, purchasing, auditors and financial to verify invoices and billing accuracy.

Request #26: Warehouse Inventory Specialist (\$72,453 ongoing, \$1,550 one-time, \$2,600 central capital)

FMD is requesting a Warehouse Inventory Specialist. FMD warehousing will be moving warehouse operations to a new, larger facility in the former Collier Evidence Warehouse space. The old facility on Smith Road was just over 18,000 square feet, while the new facility will be over 34,000 square feet, which FMD believes will result in an increase of inventory on hand and deliveries to the new facility maintained by FMD. Currently, there is one Shipping and Receiving Assistant for all operations of the warehouse. This single employee is responsible for maintaining warehouse operating stocks, managing and controlling accurate inventory, pickup and delivery of parts/custodial supplies, and keeping the warehouse open for mechanics to pick

up parts when necessary. With this one employee, the warehouse has no back up for illness, vacation, or other emergency absences.

Request #32: Lead Mover (\$71,090 ongoing, \$1,700 central capital)

FMD is requesting funding to establish a Lead Mover in the Operations Division. Currently, there is a two-member team of movers who operate without a leadership position in the field. A leadership role in the field would help manage the workload by accessing move work orders in the field for the day, coordinating with requestors to schedule the moves, and leading the completion of moves with all proper documentation. FMD is responsible for supporting all Travis County Departments with moving office furniture, pick up and transport of all fixed assets, and transport to the auction warehouse for assets that will no longer be used by the County. This position will help the Division meet its goal of closing out all move work orders within seven work days.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO is not recommending funding for these requested positions in the FY 2025 Preliminary Budget. At time of budget submission, FMD had 48 vacancies, including several positions that are historically hard to fill such as the Plumber Master, which has been vacant for 1,619 days, an Electrician who has been vacant for 934 days, and several custodian positions that have been vacant for over 500 days. During the duration of these position’s vacancies, FMD has used contracted services to fulfill the jobs of these positions. While ideally all County positions would be filled, there may be some positions that are better suited to be contracted services based on historical trends and others that may be more viable to hire as full-time FTEs. PBO recommends that FMD review its vacancies to evaluate whether these long-standing vacancies are still the highest use for an approved FTE. After such an evaluation, FMD can then consider reclassifying some of these positions for priority positions that have been identified in the FY 2025 budget request, like the Interior Designer Senior, Lead Mover, and Inventory Specialist. The Department historically leaves between \$2 and \$3 million of vacancy savings at the end of each fiscal year and reclassifying positions to better suit which jobs could be both critical to improving operations and actually viable to fill would be a better utilization of funds.

For the warehouse inventory specialist, PBO agrees that the transition to a much larger warehouse space will not be maximized with the current limited warehouse staffing. The construction of the new evidence warehouse and the subsequent move of FMD warehousing to the vacated Collier space has not been completed yet and there are still various considerations related to the appropriate staffing and operating needs of these two spaces as they have transitioned. PBO recommends that this warehouse specialist position be included as a consideration in the ongoing discussions related to the utilization of these two spaces.

REQUEST #27: OPERATIONS DIVISION ADDITIONAL FUNDING

<i>Program:</i>	Custodial			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	60,000	37,000	37,000	37,000
Subtotal	\$ 60,000	\$ 37,000	\$ 37,000	\$ 37,000
Capital	-	-	-	-
Dpt Total	\$ 60,000	\$ 37,000	\$ 37,000	\$ 37,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 60,000	\$ 37,000	\$ 37,000	\$ 37,000

DEPT. SUMMARY OF REQUEST

Facilities Management is requesting an increase of \$60,000 in ongoing operating in the Custodial Services budget to address the increase in janitorial supplies due to inflation. The Department notes that the cost of disposable items such as paper towels, toilet paper, hand soap, hand sanitizer, and batteries have increased by approximately 20 percent in the last several years and there has been no commensurate increase in the budget for these supplies. In addition, since the COVID-19 pandemic, this Division has become responsible for purchasing and providing hand sanitizer dispensers and hand sanitizer in restrooms and public areas of County buildings. This is an additional responsibility that was not accounted for in the budget at any point and continues to incur added costs that the Department does not have the additional funding for.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends an ongoing increase of \$37,000, an approximately 20 percent increase over the existing custodial supplies budget, to account for the increased cost of supplies like paper towels, toilet paper, and other supplies. As staff have begun returning to offices with greater frequency, the impacts of these price increases are beginning to be felt by the custodial budget. The Department expended 99.8 percent of its operating budget in custodial services in FY 2023. In FY 2021, the custodial budget was reduced by \$28,633 as part of COVID-related central reductions to operating budgets countywide. This amount was not restored in the intervening budget processes. With more staff now returning to the office, it is appropriate to restore these resources and increase the budget beyond that amount to account for inflationary price increases. FMD custodial may also consider working with TNR to make long-term recommendations related to reducing the use of plastic and other non-reusable materials as the County prioritizes environmental goals in its strategic plan.

REQUEST #28: REAL ESTATE FUND FOR APPRAISALS AND DUE DILIGENCE

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	75,000	-	-	-
Subtotal	\$ 75,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 75,000	\$ -	\$ -	\$ -
Earmark Allocated	-	75,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 75,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 75,000	\$ 75,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Facilities Management Department requests funding for unexpected real estate items such as appraisals, due diligences, environmental assessments, and related costs. The Department notes these items often occur midyear and have associated fees, and unforeseen costs for which FMD does not have funding. While these costs can be internally funded up to a point, historically these costs have been taken from the Maintenance Division budget which pulls funding from other necessary functions.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends an earmark of \$75,000 on the Allocated Reserve for real estate fees in the FY 2025 Preliminary Budget. This earmark may be accessed for fees related to ad hoc real estate interests that are discussed with the Commissioners Court, that the Department cannot internally fund.

REQUEST #29: LEVEL III FMD SECURITY GUARD POSTS

<i>Program:</i>	Security Division			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	12.00	-	-	-
Personnel	868,574	-	-	-
Operating	98,662	-	-	-
Subtotal	\$ 967,236	\$ -	\$ -	\$ -
Capital	89,460	-	-	-
Dpt Total	\$ 1,056,696	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,056,696	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting resources for 12 FMD Security Guard FTEs at Level III, which is armed security. Currently FMD uses a contracted security service, L&P Global, for armed security. This request would provide armed security through the County at strategic locations, replacing the contracted services. FMD notes that currently, the Department expends approximately \$1.2 million per year on contracted armed services. Currently, FMD does not have any Level III FTEs. The Department notes that county staff would likely provide better service for the County than the contracted staff and provide long-term cost savings, as staff are less expensive than contractors.

BUDGET REQUEST PERFORMANCE MEASURES

No performances measures were provided.

PBO RECOMMENDATION

PBO does not recommend additional funding for Level III Security Guards for the FMD Security Division. PBO recommends that FMD continue to conduct security assessments of facilities and make recommendations for armed security when necessary. If L&P Security is not sufficient to meet this need, there may be a need to recommend security coverage from law enforcement agencies like the Constables or TCSO at these facilities, which may require additional staff in those Offices for this purpose. This is aligned with current practices of the Department and County.

Commissioners Court recently approved the creation of a Corporate Security Office, which is intended to centralize countywide security operations, which are currently diffused across FMD, ITS, and law enforcement offices like the Constables and the Sheriff’s Office. Funding to launch this office is included in the FY 2025 Preliminary Budget in the ITS budget. The specific business operations and structure of this Corporate Security Office is still pending and will require ongoing discussions to best determine how this Office should be structured, how law enforcement offices should or should not be incorporated, and what the strategic goals of this office should be.

REQUEST #31: REFRIGERANT TRANSITION IN COUNTY HVAC SYSTEMS
 REQUEST #56: NED GRANGER BUILDING HVAC CHILLER MIGRATION
 REQUEST #65: CRIMINAL JUSTICE CENTER HVAC CHILLER MIGRATION
 REQUEST #83: HEMAN MARION SWEATT COURTHOUSE HVAC CHILLER MIGRATION

<i>Program:</i>	Maintenance and Repair Division			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	6,400,000	1,500,000	-	-
Dpt Total	\$ 6,400,000	\$ 1,500,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 6,400,000	\$ 1,500,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Request #31: Refrigerant Transition in County HVAC Systems (\$1.9 million capital)

FMD is requesting \$1.9 million in capital funding for the systemic replacement of refrigerant with high global warming potential with new refrigerants with low global warming potential. The goal is to substantially reduce the use of high GWP in County systems by 2030. The request states:

“Refrigerants are a significant source of GHG emissions in county operations that must be controlled to meet the Commissioners Court Net Zero Carbon Emissions Directive. Refrigerants are used in stationery heating, ventilation, air conditioning, and refrigeration (HVACR) systems and in mobile systems (MVACs) such as automotive and heavy equipment air conditioners. Refrigerants in current use by Travis County typically have anywhere from 1,000 to 4,000 times the global warming potential of CO2.

Project Drawdown, an independent, nonprofit, nongovernmental organization established to develop practical and effective solutions to reduce greenhouse gas emissions, has concluded on the basis of rigorous analysis that improved refrigerant management practices combined with conversion to low global warming potential (GWP) refrigerants represents the single most impactful strategy for reducing CO2 equivalent emissions for 2020-2050. Globally, using proper refrigerant management and servicing techniques, approximately 80% of refrigerants that would otherwise be released during the service life of stationary or mobile air conditioning systems can be contained, avoiding emissions equivalent to 57.8 Gt of CO2. Converting to low GWP refrigerants would be equivalent to avoiding another 43.5-50.5 Gt of CO2 over the same period.”

Request #56: Ned Granger Building HVAC Chiller Migration (\$1.5 million capital)

FMD is requesting \$1.5 million in capital funds to procure and install a new 250-ton chiller utilizing eco-friendly refrigerant. The new chiller will be more efficient and reliable equipment using the new 573 GWP refrigerant. The Commissioners Court has set requirements to transition to more environmentally friendly refrigerants.

Request #65: Criminal Justice Center HVAC Chiller Migration (\$1.5 million capital)

FMD is requesting \$1.5 million in capital funds to procure and install a new 300-ton chiller utilizing eco-friendly refrigerant in the Criminal Justice Center. The new chiller will be more efficient and reliable equipment using the new 573 GWP refrigerant. The Commissioner’s Court has set requirements to transition to more environmentally friendly refrigerants.

Request #83: Heman Marion Sweatt Courthouse HVAC Chiller Migration (\$1.5 million capital)

FMD is requesting \$1.5 million of capital funds to procure and install a new 250-ton chiller utilizing eco-friendly refrigerant in the Heman Marion Sweatt Courthouse. This is part of the overall plan to transition the County to more environmentally friendly refrigerants. This new chiller would be more efficient and reliable. The Commissioner’s Court has set requirements to transition to more environmentally friendly refrigerants.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends capital funds of \$1.5 million for refrigerant transition within the County, with the plan to prioritize the Criminal Justice Center HVAC migration. PBO understands that transitioning chillers to environmentally friendly refrigerants will increase reliability, reduce the potential for polluting emissions, and will bring the equipment into alignment with a requirement set by Commissioners Court. However, PBO has recommended that FMD work with TNR to develop a long-term phased plan, incorporating this transition plan as well as other energy efficiency priorities, to implement these various sustainability projects across county facilities.

The recently completed Facilities Condition Assessment has identified extensive deferred maintenance across the County, and this year PBO recommends prioritizing that deferred maintenance over other projects, both with regards to funding and with regards to FMD staff time. Thus, PBO is not recommending all requested chiller migrations and is instead providing funds for one project, with the intention that FMD continue to phase these replacements in over time.

REQUEST #43: PORTABLE ELECTRIC GENERATOR EQUIPMENT

REQUEST #44: PORTABLE HVAC CHILLER EQUIPMENT

<i>Program:</i>	Maintenance and Repairs			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	810,000	810,000	-	-
Dpt Total	\$ 810,000	\$ 810,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 810,000	\$ 810,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Request #43: Portable Electric Generator (\$420,000 capital)

FMD is requesting \$420,000 in capital resources to purchase a portable/mobile generator to provide emergency power to any County facility.

Request #44: Portable HVAC Chiller Equipment (\$390,000 capital)

FMD is requesting \$390,000 in capital funding to purchase a portable HVAC chiller. This portable/mobile unit will be used to provide emergency chilled water to any County Facility that utilizes chilled water for HVAC Cooling. This equipment will provide emergency cooling capability to the downtown County Campus Building Complex, the new Main Tax Office, and the critical Medical Examiner Office. Whenever a chiller fails and needs repairs, there can be several days to weeks before FMD is able to repair or replace the unit. In that time, either the facility must operate without the unit, which can be hazardous, or the County must rent a chiller at a significant expense. The proposed equipment would mitigate some of that cost.

BUDGET REQUEST PERFORMANCE MEASURES

Performance measures were not provided.

PBO RECOMMENDATION

PBO recommends \$420,000 in capital resources to purchase a portable generator. This type of equipment will provide the county with needed resiliency for potential power outages. In the last five years, Texas has experienced more power outages than any state. This portable generator will allow the County to provide power to critical facilities during such events. Several buildings are receiving or already have back-up generators, but these are fixed at specific facilities. Having portable equipment allows for flexibility during emergency situations or unexpected power loss at facilities that don't have a back-up generator.

In addition, PBO recommends \$390,000 for a portable HVAC chiller. When chillers break or need to undergo maintenance or repair, the County must rent a chiller to ensure that buildings can continue to safely operate. A chiller rental costs between \$10,000 and \$16,000 per month, and often this equipment must be rented for many months as replacement chillers can take

time to purchase and ship due to supply chain delays. For example, in the Juvenile Probation Department, the facility's chiller broke in May 2022 and the Department rented a chiller from that time until April 2024 while waiting for the appropriate equipment to become available, at a total cost of more than \$316,000. Having a portable chiller available would mitigate some of the costs associated with rentals. Currently, this equipment will be stored at the FMD warehouse with other equipment and will likely be moved to the Collier space once that facility is ready to be fully converted to FMD warehouse space. PBO requests that FMD verify this plan and ensure that all storage plans for this equipment will be sufficient to ensure that the equipment is usable and in good condition throughout its useful life.

REQUEST #33: LANDSCAPING AND GROUND MAINTENANCE – VARIOUS FACILITIES

REQUEST #74: GROUNDS WOODCHIPPER AND DUMP TRAILER

<i>Program:</i>	Groundskeeping			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	185,000	-	-	-
Subtotal	\$ 185,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 185,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 185,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting additional ongoing resources of \$160,000 to acquire services from vendors for the landscaping and grounds maintenance, including irrigation services, for various county facilities. These contracted vendor services supplement the work done by county grounds staff.

In addition, FMD is requesting funding for a woodchipper machine and a dump trailer with a ramp gate and an automatic winch or lift. The woodchipper will be used to chop up the enormous amount of brush and tree limbs and branches into mulch that will be used in flower and shrub beds and around shrubs and trees. The Department states the use of the woodchipper could eliminate an approximate \$3,000 per year expenditure to purchase mulch material.

The Department is also requesting funding for a dump trailer to assist the grounds crew in removing trash and junk dumped on county properties. The proposed dump trailer would have a winch and liftgate which will minimize the physical contact crews have with the trash and junk. Large furniture items and appliances can be pulled into the dump trailer bed, transported to the landfill and the trailer bed automatically lifted to dump the items.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO is not recommending additional ongoing resources for landscaping and ground maintenance contracted services. Facilities Management Department performs custodial, security, and maintenance services with a mixture of in-house staff and contracted employees. While over time, it may be feasible to move some groundskeeping services to a similar mix by adding additional funds, at this time PBO continues to recommend that FMD work with PBO to utilize vacancy savings for these contracted services when they are necessary. Historically, FMD has left between \$2 million and \$3 million in vacancy savings from positions that are not filled throughout the year. PBO has supported FMD using some of these vacancy savings when utilizing contracted services for jobs that would otherwise be performed by positions that are vacant. PBO would support FMD using this approach to support contracted grounds maintenance on an ad hoc basis when the staffing is not sufficient to meet all needs.

PBO is also not recommending additional groundskeeping equipment for FMD at this time. PBO noted in the prior year's request that the Department should consider working with TNR to develop a strategy to share existing equipment, which exists in the TNR fleet. The Department has noted that this type of collaboration is not possible, without providing further detail. If purchasing this equipment is priority for the Department, PBO recommends using internal resources to buy the equipment.

REQUEST #34: BCP WILSON PARKE BUILDING – PHYSICAL SECURITY OPERATIONS CENTER SATELLITE LOCATION

REQUEST #77: BCP WILSON PARKE BUILDING – SECURITY GUARD POST

<i>Program:</i>	Security Division			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	9.00	-	-	-
Personnel	652,718	-	-	-
Operating	241,360	-	-	-
Subtotal	\$ 894,078	\$ -	\$ -	\$ -
Capital	41,932	-	-	-
Dpt Total	\$ 936,010	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 936,010	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Facilities Management Security Division is proposing creating a redundant security operations center at BCP Wilson Parke which will act as a backup to the primary operations center located at 700 Lavaca. This request is for funding to refurbish the Wilson Parke building to make it functional as a backup facility, including one-time capital costs of \$232,000 for needed law enforcement equipment and \$19,840 for needed ITS equipment. FMD notes that a redundant security operations center would be needed in the case of potential catastrophic failures at the primary site located at 700 Lavaca. Additionally, it anticipates the exigency of swiftly activating the secondary site during emergency situations, such as inclement weather, active shooter incidents, or other unforeseen emergencies necessitating immediate staffing. This secondary site would mirror the capabilities of the primary location, equipped with comprehensive monitoring and dispatching functionalities.

BCP Wilson Parke currently has 24/7/365 security coverage through contracted services at an estimated annual cost of \$243,000 a year. As this facility is utilized and built out, FMD is requesting a full security guard post at this facility utilizing FMD armed security, which is a post of 9 FMD Security FTEs at an ongoing cost of \$662,078 and one-times costs of \$22,092 for related capital equipment for the staff. FMD notes that due to the remote nature of this facility, it has seen issues of wire/copper theft and vandalism which have totaling over \$500,000 in damages.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided for this request.

PBO RECOMMENDATION

PBO’s recommendation related to space allocation for General Fund programs at the Wilson Parke building is pending additional discussions with the County Attorney and County Auditor’s Office to better understand the ramifications of allowing programs that are not related to the Preserve to be housed in the building, as there are taxing and financial issues that must be addressed before going forward with a final tenant slate for the facility.

In addition, PBO notes the Architectural and Engineering design phase to complete site plans and phase one building design for the Park West facility is funded in the Facilities Management Department, with a plan that includes space for TNR Parks,

Parkland Management, and Park Rangers. Before additional plans for this space are recommended, PBO would like to better understand the implications of these changes relating to the already-approved Parks West design, including the cost-difference between the two proposals. Facilities has indicated these discussions are forthcoming, but not yet complete.

Similarly, PBO does not recommend a full FMD Security Guard post for BCP Wilson Parke. The area is currently patrolled by L&P Security contracted guards. As this space is more utilized and plans are built out, PBO will work with FMD to reconsider if it is more appropriate if this space is patrolled by FMD staff.

REQUEST #36: SECURITY DISPATCH RMS SOFTWARE

<i>Program:</i>	Security Division			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	66,000	-	-	-
Subtotal	\$ 66,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 66,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 66,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting \$66,000, including \$64,680 in ongoing costs and \$1,320 in one-time costs, to procure and implement a security dispatch and records management software. This software would serve as a centralized hub for managing and documenting all security incidents, maintaining records of future reference and analysis. Security staff would be able to input dispatch requests and incident reports directly into the system, and the system would allow staff to use GPS tracking to provide real-time tracking of all security vehicles. The Security Division notes that this would bolster safety by enabling swift responses in case of emergencies but also optimizes resource allocation and enhances overall operational effectiveness.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

The current software the FMD utilizes for this purpose is no longer supported as the cloud security storage of the prior vendor was moved out of the country, which does not align with Travis County security standards. FMD used internal resources to allow Purchasing to start to procurement process for this software and one year of funding is covered by the available FY 2024 internal funds. Future ongoing funding for this software will be included in the FY 2026 budget request.

REQUEST #40: CRIMINAL JUSTICE CENTER BACKUP GENERATOR

<i>Program:</i>	Maintenance and Repair			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	3,600,000	3,600,000	-	-
Dpt Total	\$ 3,600,000	\$ 3,600,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 3,600,000	\$ 3,600,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting funds of \$3.6 million to purchase a replacement emergency back-up generator at the Criminal Justice Center Facility Complex. This new generator would be a natural gas generator for improved environmental safeguards.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends \$3.6 million in capital funds to replace the backup generator at the Criminal Justice Center. The current backup generator for the Criminal Justice Center is 24 years old and is beyond its useful life expectancy of 20 years per industry standards. The existing equipment has become increasingly unreliable. Having a functional reliable emergency generator at this facility is critical as it houses the Court system.

REQUEST #45: KRISTIN E. MCLAIN STARFLIGHT HANGAR DOOR REPLACEMENT

REQUEST #P6: KRISTIN E. MCLAIN STARFLIGHT RELOCATION NEW FACILITY

<i>Program:</i>	Various			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	6,560,000	560,000	-	-
Dpt Total	\$ 6,560,000	\$ 560,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 6,560,000	\$ 560,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting resources to replace the older hangar doors at the Kristin E. McLain Building, which houses Starflight. Measures were taken at least ten years ago to upgrade and extend the life of the older doors but now the doors are no longer reliable and require repair about every 6 months. When a door does not work it causes a disruption to service while the door is being repaired. This happens about every 6 months. These doors are past their useful life and are not reliable. Starflight is an emergency service and must have reliable hangar doors to provide timely lifesaving services.

In addition, Starflight has outgrown its existing facility and does not have enough space to meet current needs. The building cannot be added on to due to site restrictions due to size. The existing site was once in an undeveloped part of the city, but is now surrounded by developments on all sides, making take offs and landings more treacherous. Starflight has been working with FMD and Economic Development and Strategic Planning (PBO-EDSI) to identify possible areas to relocate Starflight to in the long-term. This request is for resources related to a possible relocation, though it is unclear where such a location would be or what extent of design and construction would be necessary.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends \$560,000 to replace the two older hangar doors in the Kristin E. McLain Building used for Starflight. These doors are past their useful life. When these doors break, the helicopters cannot be moved inside the space, leaving them exposed to the elements and causing a work disruption. The doors are a safety hazard. There has been a temporary solution in place to keep the doors minimally functional, but the replacement is necessary. Though Starflight is planning to move from this facility, the timeline for that move is too long to allow delaying the door repairs.

PBO is not recommending funds for the potential move to a new Starflight facility. It is unknown at this time when or where Starflight will relocate to as FMD, Emergency Medical Services, and PBO-EDSI are still in the process of evaluating spaces. It

is unclear if whatever new location will require renovation or be move-in ready, and ultimately the total cost is unknown. In addition, if any of this project can be considered eligible for certificate of obligation (CO) funding, there may not be a need to utilize General Fund resources for this facility. PBO will continue to work with FMD to determine if this can be added to the planned list of projects to be funded from COs before this list is finalized in spring 2025.

REQUEST #46: FREEZE PROTECTION UPGRADES – VARIOUS FACILITIES

<i>Program:</i>	Maintenance and Repair Division			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	1,500,000	1,500,000	-	-
Dpt Total	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,500,000	\$ 1,500,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This is a request for resources to upgrade freeze protection systems at various County facilities. These upgrades will help preclude freeze damage of building equipment and building popping systems.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends \$1.5 million in capital funding to upgrade the freeze protection systems at priority County facilities. As climate change has made inclement weather events more unpredictable and frequent, implementing preventative strategies to protect facilities from damage is a prudent investment. This will be a phased project to install freeze protection at priority county facilities.

REQUEST #47: EXECUTIVE OFFICE BUILDING WATER LEAK DETECTION SYSTEM

REQUEST #48: RONALD EARLE BUILDING WATER LEAK DETECTION

<i>Program:</i>	Maintenance and Repair			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	50,000	50,000	50,000	50,000
Subtotal	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Capital	190,000	190,000	-	-
Dpt Total	\$ 240,000	\$ 240,000	\$ 50,000	\$ 50,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 240,000	\$ 240,000	\$ 50,000	\$ 50,000

DEPT. SUMMARY OF REQUEST

The Maintenance and Repairs Divisions is requesting resources to install Automated Leak Detection Systems at two buildings, the Ronald Earle Building (\$140,000, including \$30,000 ongoing) and the Executive Office Building (\$100,000, including \$20,000 ongoing).

This automated Water Leak Detection System is currently in use at the County newly constructed Civil Family Courts Facility. The System entails the installation of electronic “wireless” detection sensors at the building water piping infrastructure. In the event of a rupture or failure in the piping, the sensor will alarm the Maintenance and repairs Division (MRD) of this event. Early detection of a water failure will provide the MRD adequate time to employ corrective measures and preclude major interior facility damage. The Leak Detection System is intranet “cloud based” and accessible to the Department at and away from the County Offices.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends \$240,000 in one-time funding and \$50,000 ongoing funding for water leak detection systems at the Ronald Earle Building and the Executive Office Building. These cloud-based leak detection systems will alert FMD staff of water pipe ruptures or failure, allowing them to quickly mitigate issues and help prevent future possible damage to buildings. With an acceleration of inclement weather events in the area, investing in installing these tools in County facilities will help preclude water damage that may otherwise arise.

REQUEST #49: BUILDING AUTOMATION SYSTEM HVAC CONTROLS – WATER SOURCE HEAT PUMP SYSTEMS
 REQUEST #52: CRIMINAL JUSTICE CENTER – CHILLER PLANT BUILDING AUTOMATION SYSTEM UPGRADE
 REQUEST #53: EAST SIDE SERVICE CENTER – NEW BUILDING AUTOMATION SYSTEM
 REQUEST #54: TASBO BUILDING – NEW BUILDING AUTOMATION SYSTEM
 REQUEST #57: GAULT BUILDING – BUILDING AUTOMATION SYSTEM
 REQUEST #59: 502 HIGHLAND MALL – BUILDING AUTOMATION SYSTEM
 REQUEST #64: BUILDING AUTOMATION SYSTEM ASSISTANT

<i>Program:</i>	Maintenance and Repair			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	84,498	-	-	-
Operating	-	-	-	-
Subtotal	\$ 84,498	\$ -	\$ -	\$ -
Capital	2,110,940	1,708,000	-	-
Dpt Total	\$ 2,195,438	\$ 1,708,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 2,195,438	\$ 1,708,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting capital resources for various new Building Automation Systems (BAS) or BAS upgrades. Without a BAS, HVAC equipment is operated and controlled manually. New HVAC BAS allow the automatic control of equipment for the space cooling and heating of the facility. The new BAS will maintain and control the facility HVAC space temperatures set points, HVAC equipment operating schedule, alarms, and diagnostics.

Request #49: Building Automation System HVAC Controls – Water Source Heat Pump Systems (\$450,000 capital)

This is a request for capital funds of \$450,000 to install an HVAC Building Automation System in the Collier, Post Road, and Palm Square Facility Central Plant locations.

Request #52: Criminal Justice Center – New BAS (\$108,000 capital)

This is a request for capital funding of \$108,000 for an HVAC BAS in the Criminal Justice Center building.

Request #53: East Side Service Center – New BAS (\$600,000 capital)

This is a request for capital funding of \$600,000 to add a BAS to the East Side Service Center.

Request #54: TASBO Building – New BAS (\$400,000 capital)

This is a request for \$400,000 of capital funding to add a BAS in the TASBO Facility.

Request #57: Gault Building – New BAS (\$300,000 capital)

This is a request for \$300,000 of capital funding to add a BAS to the Gault Building.

Request #59: 502 Highland Mall – New BAS (\$250,000 capital)

This is a request for \$250,000 of capital funding to add a BAS to the 502 Highland Mall Building.

Request #64: Building Automation System Assistant (\$84,498 ongoing, \$2,940 central capital)

In addition to the new Building Automation System requested above, FMD is requesting a Building Automation System Assistant to help the Building Automation Specialist currently in MRD.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends the following capital funding for Building Automation Systems:

<i>Request Number</i>	<i>Building</i>	<i>Cost</i>
49	Collier, Post Road, and Palm Square Facility Central Plant locations	\$450,000
52	Criminal Justice Center	108,000
53	East Side Service Center	600,000
57	Gault Building	300,000
59	502 Highland Mall	250,000
Total Funding Recommended for BAS		\$1,708,000

PBO is not recommending \$400,000 in capital funding for a building automation system in the TASBO building. This building is on the Gardner Betts Juvenile Probation campus. Juvenile Probation has been working to develop a comprehensive facility plan for this campus, and the current plan includes replacing the TASBO building with a new facility. This plan has not progressed past the proposal phase and has not yet been approved by Commissioners Court, and has no associated funding, but while this plan is under consideration, PBO is not recommending significant investments in these buildings beyond what is needed to maintain operations.

In addition, PBO is not recommending a Building Automation System Assistant in the FY 2025 Preliminary Budget. The existing Building Automation System Specialist position had been vacant for 1,619 days prior to being filled in March 2024. To provide assistance to this position, PBO recommends that FMD consider reclassifying one of the vacant Building Maintenance Worker positions to a BAS Assistant, if it makes business sense to do so and is a priority.

REQUEST #51: 700 LAVACA COMMISSIONERS COURT HVAC HEPA FILTER UPGRADE

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	720,000	-	-	-
Dpt Total	\$ 720,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 720,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting \$720,000 of capital funding for design and construction to procure and install HEPA filtration in the existing 700 Lavaca Commissioners Court venue HVAC system. The added filtration system will provide improved indoor air quality for the public and staff working in this space.

BUDGET REQUEST PERFORMANCE MEASURES

Performance measures were not provided.

PBO RECOMMENDATION

PBO does not recommend \$720,000 in capital funding to install HEPA filters in the Commissioners Court venue. PBO recommends that FMD gather additional information and data regarding the air quality of this space to demonstrate a need to better understand whether the installation of HEPA filters should be a priority in this space.

REQUEST #55: BUILDING EQUIPMENT RENEWALS
 REQUEST #7: 700 LAVACA BUILDING ELEVATOR MODERNIZATION
 REQUEST #38: 700 LAVACA BUILDING HVAC CHILLERS
 REQUEST #41: CRIMINAL JUSTICE CENTER PENTHOUSE HVAC FINAL PHASE
 REQUEST #42: CRIMINAL JUSTICE CENTER POST 1 AND 2 HVAC UNITS
 REQUEST #50: 700 LAVACA HVAC ZONE UNIT REPLACEMENT FY 2025 PHASE
 REQUEST #60: 502 HIGHLAND MALL – NEW FIRE ALARM SYSTEM
 REQUEST #71: MANOR COMMUNITY CENTER – ELECTRIC HOT WATER BOILER

<i>Program:</i>	Maintenance and Repair			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	48,150,000	15,050,000	-	-
Dpt Total	\$ 48,150,000	\$ 15,050,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	15,000,000	-	-
Total Earmarks	\$ -	\$ 15,000,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 48,150,000	\$ 30,050,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting \$33,100,000 in capital resources to fund the replacement of building equipment that has been identified in the Gordian Company Master Condition Assessment Report as needing replacement. This request focuses on replacing and updating electrical/lighting, fire alarm systems, and mechanical piping systems that are due for renewal in FY 2025 or were due for renewal in FY 2023 and FY 2024.

The funding request proposes renewing equipment at the following facilities:

- 2501 South Congress (Bank of America Building)
- 700 Lavaca
- 5501 Airport Boulevard Building
- Blackwell-Thurman Criminal Justice Center
- Collier East Command – Manor
- East Service Center – Fleet Building
- Executive Office Building
- Gault Building
- 502 East Highland Mall
- Keith Ruiz Building
- Kristen McLain Building
- Ned Granger
- North Community Center Pflugerville

- Palm Square
- Precinct 3 – Oak Hill
- Ray Martinez
- Richard E. Scott
- Smart Building A & B
- Sobering Center

The itemized Systems cost is:

- Electrical/Lighting = \$14,100,000
- Fire Alarm = \$16,000,000
- Mechanical Piping = \$3,000,000

Along with the deferred maintenance requests identified above, FMD is also requesting replacement or repairs for specific items or systems that were identified as part of the facilities assessment.

Request #7: 700 Lavaca Building Elevator Modernization (\$160,000 capital)

FMD is requesting capital funds of \$160,000 to hire a design consultant and contractor to prepare design documents and make repairs to structural items in the 800 Lavaca Parking Garage stairwells. This will also provide the County with an updated garage structural report. An engineer has visually inspected the parking garage multiple times, but in order to proceed with recommended repairs, the Department needs to hire an engineer contractor to complete the necessary documents, and then hire a contractor to actually complete the needed repairs. The Department estimates that the design portion will cost \$30,000 and the construction portion will cost an estimated \$130,000. This item was included in the facilities assessment as a current replacement need.

Request #38: 700 Lavaca Building HVAC Chillers (\$2.4 million capital)

FMD is requesting \$2.4 million in capital funding to upgrade the AC chillers at the 700 Lavaca building with energy efficient chillers. The 700 Lavaca Building has two 500-Ton Centrifugal AC Chillers that serve as the primary source of cooling for the entire 700 Lavaca Facility. The Department notes that the existing chillers have become increasingly unreliable. In the years of 2023 and 2024 both AC Chillers sustained major rotational failure and oil/refrigerant leak disrepairs. This incident caused an emergency that resulted in the rental of portable AC Chillers for an extended length of time. The Department notes that the replacement chillers would be more electrically efficient and result in substantial demand load electrical cost savings and ultimately be more environmentally friendly. Replacing these items was included as part of the facilities assessment as a current replacement need.

Request #41: Criminal Justice Center Penthouse HVAC Final Phase (\$1.1 million capital)

FMD is requesting \$1.1 million in capital funding to provide new HVAC service to the CJC Courts. This item was included in the facilities assessment as a current replacement need. This also represents the final phase of a HVAC project at this location that was already in progress.

Request #42: Criminal Justice Center Post 1 and 2 HVAC Units (\$2 million capital)

FMD is requesting \$2 million in capital funding to replace the Criminal Justice Center HVAC units at Posts 1 and 2 correctional cells for the Courts. This item was included in the facilities assessment as a current replacement need.

Request #50: 700 Lavaca HVAC Zone Unit Replacement FY 2025 Phase (\$4.4 million capital)

FMD is requesting funding of \$4.4 million for a new Variable Air Volume (VAV) Electric Space Heating system in the 700 Lavaca building. The existing system operates on an old HVAC system, which creates disunity in operations and service of the HVAC

control system. Conversely, the request states the new Electric Space Heating system will provide reliable HVAC heating controls using an electronic Speed Controller Regulator (SCR) to this County facility. The building heating system is comprised of 300 HVAC heating control units including electric heating elements.

This is the third phase of a planned three-phase project for a new HVAC Electric Space Heating system which began in FY 2022 and is planned to be concluded by the end of FY 2025. The request states the operation of the new HVAC Heating system will allow for optimum operation of the Air Handling Equipment and Central Cooling and Heating Plant along with full integration to the newly installed Building Automation System (BAS). This item was also included in the facilities assessment as a current replacement need.

Request #60: 502 Highland Mall – New Fire Alarm System (\$150,000 capital)

This is a request for \$150,000 in capital funds to install a new fire alarm system in the 502 Highland Mall building, which is currently fully occupied. This request is to install a new system to include a compatible microprocessor-based fire alarm panel with addressable devices. The proposal includes all initiating devices, such as pull stations, smoke detectors, heat detectors and duct detectors on each air handler unit to cover all three floors. This item was included in the facilities assessment as a current need.

Request #71: Manor Community Center – Electric Hot Water Boiler (\$300,000 capital)

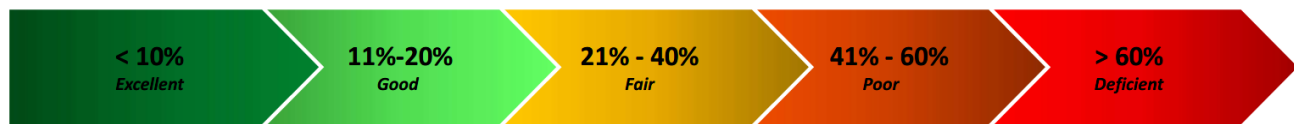
This is a request for \$300,000 of capital resource to replace the existing natural gas HVAC water boiler with an electric water boiler. This item was included in the facilities assessment as a current replacement need.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

FMD worked with a consulting team over the last several years to develop a Facility Condition Assessment (FCA). In October 2023, the FCA findings were presented. The Assessment reviewed each County facility and determined the amount of deferred maintenance needed, any regulatory issues, functional needs, and identified capital improvements. It also assigned a facility condition index, or FCI, to each facility, which is a measure of condition and can serve as benchmark of condition over time. The FCI is a ratio of an assets needs/requirements due within five years divided by the asset’s calculated replacement value. It is expressed as a percentage and categorized into Excellent (less than 10 percent), Good, Fair, Poor, and Deficient (greater than 60 percent). The average FCI of all County facilities was 21 percent or fair.



The lower an Asset’s FCI value, the better the building’s overall condition is assumed to be.

The overall assessment found that the five-year needs for facilities, including all deferred maintenance and all upcoming five-year maintenance and repairs, was valued at just over \$212 million.

The systems identified in this request, listed above, are due for renewal in FY 2025, or were due for renewal in FY 2024 or FY 2023 according to the Gordian FCA. The report provided funding recommendations to maintain the average FCI of County

facilities, reduce the FCI to 10 percent (fair), or to fund three percent of the current replacement value (CRV) at an average five percent inflation rate, resulting in an estimated increase in the FCI. Below is a table detailing those funding scenarios:

<i>Funding Model</i>	<i>Average Annual Funding</i>	<i>Starting FCI</i>	<i>Ending FCI</i>
Funding to Maintain FCI	\$31.5m per year	21% (fair)	21% (fair)
Funding 3% of CRV at 5% Inflation	\$20.1m per year	21% (fair)	44% (poor)
Funding to Reduce FCI	\$37.1m per year	21% (fair)	10% (excellent)

The following requests that were included in the FY 2025 budget submission were also identified by Gordian as critically needing replacement:

<i>Request Number</i>	<i>Item</i>	<i>Cost</i>
7	700 Lavaca Building Elevator Modernization	\$4,700,000
38	700 Lavaca Building HVAC Chillers	2,400,000
41	Criminal Justice Center Penthouse HVAC Final Phase	1,100,000
42	Criminal Justice Center Post 1 and 2 HVAC Units	2,000,000
50	700 Lavaca HVAC Zone Unit Replacement Phase III	4,400,000
60	502 Highland Mall – New Fire Alarm System	150,000
71	Manor Community Center – Electric Hot Water Boiler	300,000
Total		\$15,050,000

The County has significant deferred maintenance across its facilities. Funding the full \$48,150,000 (\$33,100,000 standalone request and a total of \$15,050,000 for the seven individual critical requests listed above) that is requested for these projects may not be feasible in a single year, both due to funding limitations and due to the actual capacity of the Department to expend that amount in a fiscal year. Due to the nature of deferred maintenance, a phased approach will result in the County falling further behind in maintenance, as more projects will come up for replacement in FY 2026. However, such an approach may be necessary at least in the early years of developing a workplan based on the FCA.

PBO is recommending \$15,050,000 in capital funding for the seven prioritized projects listed above. These projects were identified by both FMD and the Facilities Assessment as priorities to improve critically deteriorating facility equipment. In addition, PBO is recommending a \$15,000,000 earmark against the CAR Reserve for other identified deferred maintenance. PBO acknowledges that there is a substantial amount of deferred maintenance countywide that needs to be addressed, including the renewals of electrical lighting, fire alarm, and piping systems. PBO recommends that FMD develop a prioritized plan to phase these projects in light of building utilization, criticality of repairs, and capacity of FMD staff. PBO would support FMD using some funds to hire outside project management to assist with executing this substantial project workload.

REQUEST #58: PALM SQUARE SCHOOL WASTEWATER LINE

<i>Program:</i>	Maintenance and Repair			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	500,000	-	-	-
Dpt Total	\$ 500,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 500,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting \$500,000 in capital resources to fund the construction repair of the interior and exterior main and branch wastewater line piping for the County Palm Square School Facility. Engineering drawings for this repair work were completed in FY 2023.

BUDGET REQUEST PERFORMANCE MEASURES

Performance measures were not provided.

PBO RECOMMENDATION

PBO is not recommending resources for the Palm Square School Facility in the FY 2025 Preliminary Budget. This construction will be required to make this an occupiable facility. However, plans for the Palm School are ongoing. Guided by community input, Travis County is working to reimagine the Palm School parcel in a way that maintains and balances the school’s cultural, historic, and market value. On June 27, 2023, the Commissioners Court approved a charge for the Palm School Steering Committee and on May 21, 2024, the Court approved the recommended slate for the Steering Committee. PBO will prioritize funding the construction for this interior and exterior main branch wastewater line closer in a future fiscal year, when the need to make the facility occupiable is more imminent.

REQUEST #61: UTILITY WORK VEHICLE – MRD ELECTRICAL STAFF

REQUEST #62: MRD MANAGEMENT VEHICLE

REQUEST #73: MOBILE DATA COMPUTERS FOR VEHICLES

REQUEST #82: GROUNDS CUSTODIAN VEHICLE

REQUEST #93: OFFICE POOL VEHICLE

Program:	Various			
Fund/Fund#:	General Fund (0001)		Mandated Program:	No
	FY 2025 Request	FY 2025 Recommendation	FY 2026 Cost	FY 2027 Cost
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	121,935	-	-	-
Subtotal	\$ 121,935	\$ -	\$ -	\$ -
Capital	364,575	63,510	-	-
Dpt Total	\$ 486,510	\$ 63,510	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 486,510	\$ 63,510	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD submitted various requests related to needed vehicle-related purchases.

Request #61: Utility Work Vehicle – MRD Electrical Staff (\$160,000 capital)

This request is to fund the procurement of a new Utility Work Vehicle for the Maintenance and Repair Division for \$160,000.

Request #62: MRD Management Vehicle (\$110,000 capital)

The request is to procure an SUV Unit for MRD Management for \$110,000. The unit will provide management the capability to respond to maintenance issues.

Request #73: Mobile Data Computers for Vehicles (\$63,000 one-time capital and \$5,000 ongoing operating)

This is a request from the FMD Security Division to purchase Mobile Data Computers (MDCs) for security vehicles utilized by the County. The Department notes that Travis County FMD Security is in the process of enhancing the Security Operations Center to respond to a variety of needs across the County and MDCs would provide the necessary tools for after-hours work orders and security related reports in an efficient manner. This request is for a \$63,000 one-time cost and a \$5,000 ongoing cost.

Request #82: Grounds Custodian Vehicle (\$85,000 capital)

This request is for the purchase of a new pickup truck for \$85,000 that will be used by the Grounds Custodian to travel to Travis County buildings/properties to clean parking garages, around the exterior of the building and parking lots. The Custodian that cleans the exterior property grounds currently does not have a vehicle to get to and from the different locations. The Custodian walks to the downtown buildings and only has access to a vehicle to travel to the other locations when one comes available. There is no dedicated vehicle for this position.

Request #93: Office Pool Vehicle (\$63,510 capital)

This is a request for a pool vehicle to be used by the Planning, Design, and Construction Team; the Electronic Security System Team; the Operations Team; the Maintenance and Repair Team; the Administrative Team; and the Director. These Teams travel to various County job sites and buildings throughout the County to conduct County business.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends \$63,510 for an additional office pool vehicle to be available for use by FMD staff. PBO is not recommending additional vehicles beyond this additional pool vehicle for the FY 2025 Preliminary Budget. The purpose of the office pool vehicles is to provide a vehicle to staff that may need a vehicle on an ad hoc basis, rather than daily as part of their regular job role. PBO is also not recommending mobile data computers in Security Division vehicles. Security radios are recommended for the Security Division, which will facilitate increased communication amongst FMD Security Staff. PBO recommends that FMD work with ITS to determine if Mobile Data Computers are the best option to meet the needs of FMD Security, or if a limited number of tablets or some other device could meet this need at a lower cost.

REQUEST #63: ASSET MANAGEMENT HARDWARE AND SOFTWARE

<i>Program:</i>	Various			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	88,000	88,000	88,000
Subtotal	\$ -	\$ 88,000	\$ 88,000	\$ 88,000
Capital	288,000	200,000	-	-
Dpt Total	\$ 288,000	\$ 288,000	\$ 88,000	\$ 88,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 288,000	\$ 288,000	\$ 88,000	\$ 88,000

DEPT. SUMMARY OF REQUEST

This is a request to procure and fund a new asset management system for \$88,000. The Asset Management System will consist of hardware and software components. This System will allow Maintenance management to maintain an accurate inventory of building equipment and worker tools. In addition, the Management System will provide Maintenance the ability to document mandatory Inspections of building equipment.

In addition, the Maintenance and Repair Division is requesting capital resources of \$200,000 to purchase what is known as “attic stock” inventory. This includes HVAC fan belts, motors, electrical relays, lighting components, and other inventory items that the Department likes to keep on hand to allow for quick repairs and replacement when necessary.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

The FY 2025 Preliminary Budget includes \$88,000 in ongoing resources for an asset management system to be utilized by FMD. After discussion with ITS and FMD, it was determined that FMD should work to procure its own system rather than expanding the scope of ITS’ work. This type of system is critical to maintaining the County’s physical assets, both by maintaining an accurate database of tools, equipment, and repair materials and by helping to manage the schedule of proactive repairs and inspections of equipment in facilities.

In addition, PBO is recommending additional capital resources of \$200,000 to purchase attic stock. These materials are needed to for regular maintenance and repairs and regularly replenishing this inventory is necessary to keep the Maintenance and Repair Division prepared.

REQUEST #66: PRECINCT ONE BUILDING PERIMETER FENCE REPLACEMENT

REQUEST #69: NELDA WELLS SPEARS BUILDING PERIMETER FENCE

<i>Program:</i>	Maintenance and Repair			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	550,000	550,000	-	-
Dpt Total	\$ 550,000	\$ 550,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 550,000	\$ 550,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting capital resources of \$250,000 to replace the perimeter privacy fencing around the Precinct One property. The Department notes that this fencing is severely dilapidated and is falling over in some areas. The Department has worked to provide repairs where possible, but MRD has identified that this fence can no longer continue to be repaired and needs replacement, to ensure the security of the property.

FMD is also requesting funding to building a new security perimeter fence around the Main Tax Office Nelda Wells Spears Building for \$300,000 in capital funding. Currently there is no security fence around the property. The Department notes that numerous trespassing and crimes have occurred on the property resulting in property damage and items stolen.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends \$550,000 in capital resources to repair or install perimeter fences at the Precinct One and Tax Office properties.

REQUEST #67: CIVIL AND FAMILY COURT FACILITY – SECURITY GUARD SHACK

REQUEST #68: EAST RURAL COMMUNITY CENTER GUARD POST

<i>Program:</i>	Security Division			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	1.00	1.00	1.00
Personnel	71,953	71,953	71,953	71,953
Operating	50,000	-	-	-
Subtotal	\$ 121,953	\$ 71,953	\$ 71,953	\$ 71,953
Capital	5,440	5,440	-	-
Dpt Total	\$ 127,393	\$ 77,393	\$ 71,953	\$ 71,953
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 127,393	\$ 77,393	\$ 71,953	\$ 71,953

DEPT. SUMMARY OF REQUEST

FMD Security Division is requesting \$50,000 to install a security/parking guard booth in the Civil and Family Courts Facility (CFCF) parking garage. The Department notes that currently the parking enforcement staff that are assigned to that parking garage are subjected to extreme temperatures and elements with no protection.

FMD, in conjunction with HHS, is also requesting a security guard post FTE for the East Rural Community Center located in Manor. This guard post was originally funded midyear in FY 2024 using HHS vacancy savings for L&P Global contracted security hours for this area. This request would provide a full-time county FTE guard, from 8am to 5pm to allow security coverage during business hours.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

The FMD Security Division used internal funds in FY 2024 to install a guard shack at the CFCF, as this was a priority for the Department. No additional funding is included for that purpose in the FY 2025 Preliminary Budget.

PBO recommends ongoing funding for an additional security guard in the Security Division to provide a full-time guard post at the East Rural Community Center. This has been identified by Health and Human Services as a safety need and there have been various reported incidents at this location that warrant a security post. The Manor Community Center is located in an isolated area, and staff have reported incidents both inside and outside of the building that made staff and Community Center clients feel unsafe. The orientation of the space also makes it difficult for staff working in the Center to be able to monitor the entry points of the facility. Vacancy savings in the HHS budget were used midyear to hire contracted security through L&P Global, but this was an armed guard and FMD and HHS recommended that this level of security was not necessary for this location and an FMD security guard would be both more appropriate for a Community Center.

REQUEST #70: CRIMINAL JUSTICE CENTER STOREFRONT MAIN ENTRY REPLACEMENT

<i>Program:</i>	Security Division			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	100,000	-	-	-
Subtotal	\$ 100,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 100,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 100,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This is a request to replace and repair the existing doors, hardware, and access controls at the Criminal Justice Center (CJC) main entrance. The Department reports that the hardware on the doors is outdated and continuously failing, resulting in issues locking and securing the facility and multiple repairs in just the last two years. The doors are oversized, resulting in undue stress on hinges, automatic openers, and locking rods. This request would replace the doors with standard sized doors, modern access controls with key overrides, and needed door hardware.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

The FMD Security Division used internal funds in FY 2024 to replace and repair the CJC main entry, as this was a priority for the Department and the tenants of the CJC. No additional funding is required for that purpose in the FY 2025 Preliminary Budget.

REQUEST #P14: PFLUGERVILLE NORTH COMMUNITY CENTER HHS BACKFILL

REQUEST #P26: DEL VALLE COMMUNITY CENTER – LOADING RAMP

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	280,000	280,000	-	-
Dpt Total	\$ 280,000	\$ 280,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 280,000	\$ 280,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD worked with HHS to identify facilities needs at several HHS community centers.

Request #P14: Pflugerville North Community Center HHS Backfill (\$215,000)

This request is for the HHS Department to backfill the existing Women Infant Children (WIC) space which will require a minor renovation. The request also includes ITS scope to re-cable the remaining portion of the building to the new MDF room. The WIC space was vacated earlier in the fiscal year, and moving HHS staff into the space will allow more office area to better serve the community.

Request #P26: Del Valle Community Center – Loading Ramp (\$65,000)

FMD and HHS are requesting \$65,000 of capital funds to add a small loading ramp at the Del Valle Community Center to help with mobility at the food pantry. For safety and accessibility reasons, all community centers that accept and distribute large pallets of food should have a loading ramp.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends funding of \$215,000 in capital resources to provide for a backfill of the WIC space in the Pflugerville Community Center. The Pflugerville Community Center is undergoing construction to reconfigure existing space for both HHS and the Tax Office to alleviate programmatic challenges. Pflugerville is one of the fastest growing community centers, with demand for services having increased significantly in recent years. Building out the vacant space that was formerly occupied by WIC is part of the planned reconfiguration of this building to allow all tenants in this facility the space to best serve their clientele.

PBO also recommends \$65,000 of capital funds for a loading ramp at the Del Valle Community Center. This ramp will provide safer access to the food pantry and address safety and accessibility concerns.

REQUEST #75: WEATHERIZATION BUILDING – PARKING LOT DRAINAGE IMPROVEMENTS

REQUEST #76: 502 HIGHLAND MALL – PARKING LOT PAVING REPAIRS

REQUEST #P5: NELDA WELLS SPEARS BUILDING – PARKING LOT REPAIRS

<i>Program:</i>	Maintenance and Repair			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	1,685,000	1,685,000	-	-
Dpt Total	\$ 1,685,000	\$ 1,685,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,685,000	\$ 1,685,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Several facilities are contending with parking lot paving and drainage issues. The following requests are to address some of these identified issues.

Request #75: Weatherization Building – Parking Lot Drainage Improvements

This is a request for \$1,000,000 in capital funding to make stormwater drainage improvements to the Weatherization Building employee and work vehicle parking lot. HHS and FMD note that the employee and county vehicle parking lot floods during moderate to heavy rainfall, rendering the parking lot unusable until the stormwater recedes and requiring staff to find alternative parking.

Request #76: 502 Highland Mall - Parking Lot Paving Repairs

FMD is requesting \$500,000 in capital funding to repave and restripe the 502 Highland Building employee and client parking lot. The Department notes that the building parking lot has cracks in the asphalt surface throughout and potholes that have been patched but require continued repatching. Also, the small concrete pads in the roadway behind the building require repair. The current condition of the parking lot is permitting stormwater to leak between cracks in the asphalt which will cause further damage.

Request #P5: Nelda Wells Spears Building – Parking Lot Repairs

FMD is requesting \$185,000 in capital funding to repair the parking lot located at the Nelda Wells Spears Building. The Department notes that this parking lot is deteriorating and making repairs would provide a safer surface for employees and visitors and prevent further deterioration of that area.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends \$1,685,000 in capital funds to repair the Weatherization Building parking lot, the 502 Highland Mall parking lot, and the Nelda Wells Spears Parking Lot. The damage to the parking lots of these facilities is severe, and delaying the repairs could result in more extensive damage and be a safety liability for staff and Travis County visitors.

REQUEST #78: SIGNAGE – MISCELLANEOUS REPLACEMENTS

REQUEST #79: FURNITURE – MISCELLANEOUS REPLACEMENTS

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	75,000	50,000	-	-
Subtotal	\$ 75,000	\$ 50,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 75,000	\$ 50,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 75,000	\$ 50,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Each year, FMD works with County Offices and Departments to switch out signage, particularly for all Judges and elected officials and for all ad hoc requests that arise over the course of the year to provide clarity and ease of navigation at county facilities for employees and Travis County residents alike. This request is for \$50,000 ongoing to allow the Department to meet this need to upgrade, replace, modify, or provide new signage throughout the county annually.

Similarly, FMD is involved with switching out Judges’ and Elected Officials furniture, as well as making furniture changes or adjustments to departments and office on an ad hoc basis. This request is for \$25,000 ongoing to address this need each year and provide upgrade, replacement, modification, and new furniture across the county as the need arises.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends one-time funds of \$50,000 to support FMD is replacing signage across the County. PBO acknowledges that some years see FMD needing to provide more signage than others, particularly in election years when elected officials change and when new buildings come online. These one-time resources should be used for ad hoc signage requests throughout the year.

PBO is not recommending additional resources for furniture. Departments are responsible for including resources for furniture within requests for new positions and transferring budget to FMD to purchase the furniture. Unless these is an extensive request to replace large amounts of furniture due to age or damage, in which case a specific request should be submitted, most furniture should be replaced using budgets from departments and offices.

REQUEST #80: EMERGENCY SECURITY RADIOS

<i>Program:</i>	Security Division			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	2,712	2,712	-	-
Subtotal	\$ 2,712	\$ 2,712	\$ -	\$ -
Capital	217,288	217,288	-	-
Dpt Total	\$ 220,000	\$ 220,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 220,000	\$ 220,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This is a request from the FMD Security Division to provide two-way radios to the equipment arsenal of FMD Security. This would equip every security guard and post with two-way radios, allowing for direct and immediate communication with the security operations center, which FMD notes would streamline communication, particularly during emergency situations that require coordination internally and with other public safety agencies.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO is recommending funding for new radios for the Security Division. Allowing for direct communication between security posts and the security operations center will assist in the goal of better centralizing coordinated security. Law enforcement departments like the constable offices and the Travis County Sheriff’s Office rely on this type of equipment, and if FMD Security is to better coordinate with these offices, having access to radio equipment to facilitate easy communication will be critical. PBO encourages FMD to work with the newly formed Corporate Security Office to ensure this equipment’s use aligns with strategic goals.

REQUEST #84: EXPOSITION CENTER – ROOF AND INSULATION
 REQUEST #85: EXPOSITION CENTER – HVAC AND COOLING TOWER REPLACEMENT
 REQUEST #86: EXPOSITION CENTER – BUILDING OPERATIONS WORKER
 REQUEST #87: EXPOSITION CENTER - IMPROVEMENTS
 REQUEST #88: EXPOSITION CENTER – SECURITY GUARD POST
 REQUEST #89: EXPOSITION CENTER – ADDITIONAL OPERATING FUNDS FOR PMS
 REQUEST #90: EXPOSITION CENTER – FINANCIAL ANALYST
 REQUEST #91: EXPOSITION CENTER – REQUIRED MAINTENANCE EQUIPMENT

<i>Program:</i>	Expo Center			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	11.00	-	-	-
Personnel	809,454	-	-	-
Operating	136,788	-	-	-
Subtotal	\$ 946,242	\$ -	\$ -	\$ -
Capital	9,551,692	-	-	-
Dpt Total	\$ 10,497,934	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	9,030,000	-	-
Total Earmarks	\$ -	\$ 9,030,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 10,497,934	\$ 9,030,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Request #84: Exposition Center – Roof and Insulation (\$5,430,000 capital)

This is a request for \$5,430,000 in capital funds to replace the existing roof of the Expo Center Arena. This will provide installation of proper insulation above the structure and demolition of the exposed ceiling insulation that is in bad repair. The work requested is critical for the Exposition Center Arena to remain an income generating property. A repair to the Arena roof and insulation was completed in FY 2023, however, only a portion of the insulation was repaired, and the remaining insulation is failing. The existing ceiling insulation is in bad condition, dirty and falling from the ceiling onto people which is a safety issue. This request will provide for replacement of the existing leaking, aged metal roof with insulated metal roof panels on top of the existing structure, exposing the structure inside for hanging event signage and items. A structural engineer will be engaged to evaluate the structure for how much weight and therefore thickness of the insulation can be added. Insulation must be at the roof level, not below as per the Texas Energy Code. The existing roof is past its life span as it is too worn to sustain continuously needed repairs for leaking.

Request #85: Exposition Center – HVAC And Cooling Tower Replacement (\$3,100,000 capital)

This is a request for \$3,100,000 to replace the Expo Center cooling tower and upgrade the arena’s air handler units. The Arena’s chiller was replaced in FY 2024, but the cooling tower and air handler are at the end of their life span. The new chiller depends on these two items operating appropriately.

Request #86: Exposition Center – Building Operations Worker

This request is to reclassify a Building Maintenance Worker Senior position to a Building Operations Worker to better meet the needs of the facility.

Request #87: Exposition Center – Improvements (\$997,000 capital)

This is a request for \$997,000 in capital funds for the most critical upgrades and improvements identified in the Expo Center. This request includes the following items:

<i>Item</i>	<i>Cost</i>
Arena door replacement	\$173,000
Skyline Club HVAC	138,000
Skyline Club Stairwell Renovation	78,000
Arena Paint (Exterior/Interior)	231,000
Banquet Hall Paint (Exterior)	58,000
Tree Trimming	50,000
Expo Office Renovation (Including HVAC)	269,000
Total	\$997,000

Request #88: Exposition Center – Security Guard Post (\$655,487 ongoing, \$7,200 one-time operating)

This request is for nine FMD Security Guard FTEs to accommodate 24/7/365 security coverage for the Travis County Exposition Center. FMD notes that there have been break-ins, theft of property, theft from vehicles, and property damage on this facility. Additionally, the MetroRapid Expo Center Line and Park & Ride is scheduled to begin service in 2025. The Park & Ride will likely attract additional traffic to the area, increasing the need to properly secure the facility.

Request #89: Exposition Center – Additional Operating Funds for PMs (\$40,000 ongoing operating)

This is a request for \$40,000 ongoing to perform annual planned maintenance on the Expo Center’s HVAC and refrigeration equipment. Much of the equipment has already been replaced or is scheduled for replacement in the near future. The additional operating funds for planned maintenance will help ensure the new equipment remains in good working condition. The Exposition Center intends to utilize outside vendors to complete all planned maintenance.

Request #90: Exposition Center – Financial Analyst (\$86,484 ongoing personnel, \$540 one-time operating, \$2,600 capital)

FMD is requesting an additional financial analyst to assist with the workload related to financial transactions at the Expo Center. The Department notes that FMD has five financial staff to manage the Department and its Special Revenue Fund, which have a combined budget of \$49,327,045, which includes a robust fee structure menu, complicated capital improvement projects, and a staff of 247 FTEs.

Request #91: Exposition Center – Required Maintenance Equipment (\$85,000 one-time operating)

This is a request for \$85,000 to purchase a floor scrubber and a scissor lift needed at the Expo Center. The floor scrubber is needed to maintain the cleanliness of the facility and the scissor lift is for performing planned maintenance and emergency repairs on HVAC equipment. Currently the Expo Center borrows this equipment from other Divisions, but the Department notes that this is not sustainable.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends an earmark of \$9,030,000 against the CAR Reserve for the following capital funds for priority projects at the Expo Center in the FY 2025 Preliminary Budget:

- \$5,430,000 for roof insulation repairs; and
- \$3,100,000 to replace the cooling tower and air handling units.
- \$500,000 for other prioritized improvements

These projects have been identified by both FMD and the Facility Assessment as critical needs to maintain this facility and continue to operate it safely. This recommendation is made in the General Fund because the Exposition Center Fund does not have sufficient budget to cover these expenses.

The Facility Assessment identified the Expo Center as one of the facilities in the worst condition, with an FCI of 59 percent, which is poor and approaching deficient. The Collaborative Northeast District Plan, now underway between PBO-EDSI and the City of Austin, is intended to determine the future of this site. Because there is an ongoing planning process, while there are many repair and upgrade needs at this facility, PBO does not recommend funding for the full scope of capital and operating funding that may be needed to fully improve the Expo Center campus in the FY 2025 Preliminary Budget. An earmark will provide an opportunity for the Commissioners Court to hear more about the challenges faced by the Expo Center before funds are allocated.

In midyear FY 2024, FMD used Reserve funds from the Expo Center Special Revenue Fund (0003) totaling \$500,000 to begin some prioritized repairs and upgrades, including improvements to the Skyline Club and the Arena HVAC. In light of this transfer midyear intended to start work on some of the projects requested for funding in this request, PBO is recommending an additional \$500,000 earmark on the CAR Reserve for FMD to prioritize other critical repairs it has identified rather than the full requested amount of \$997,000. The Expo Center has a remaining reserve of \$774,531. PBO will work with the Department to determine how best to utilize this reserve instead of or in conjunction with the CAR earmark.

PBO does not recommend additional positions for the Expo Center in the FY 2025 Preliminary Budget. As noted, the long-term plans for this facility have not yet been finalized and the decisions made through the East Austin planning process may impact the staffing needs of this facility. PBO recommends waiting for further direction on the future of this property before making additional investments in staffing. PBO supports the reclassification of the Building Maintenance Worker Senior to the Building Operations Worker as additional funds are not needed for this change.

REQUEST #92: 700 LAVACA BUILDING – DIGITAL CONFERENCE ROOMS

REQUEST #P9: 700 LAVACA BUILDING – 11TH FLOOR EARMARK FOR SMALLER SUITES

REQUEST #P10: 700 LAVACA BUILDING – EARMARK FOR TELEWORKING ANALYSIS FOR DESIGN AND CONSTRUCTION NEEDS

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	260,000	31,000	-	-
Subtotal	\$ 260,000	\$ 31,000	\$ -	\$ -
Capital	600,000	-	-	-
Dpt Total	\$ 860,000	\$ 31,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 860,000	\$ 31,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

These are various requests related to 700 Lavaca and the teleworking/adaptive workplace project.

Request #92: 700 Lavaca Building – Digital Conference Rooms (\$260,000 capital)

FMD is requesting \$260,000 in capital funds to put eleven conference rooms in 700 Lavaca on a digital scheduler and outfit four conference rooms with audio and video equipment to enable hybrid meetings. FMD notes that it has a team of two employees that organizes and schedules the 700 Lavaca conference room requests. This is a very time-consuming task confirming dates; times; duration of meetings, including set up and tear down; amount of people per room; parking validation tickets; media services; cancellations; re-scheduling if the meeting is bumped for another organization; and any other inquiries about the conference room features. If the conference rooms were on a digital scheduler, then all departments within the County would be able to reserve the rooms for themselves and it would make the process more streamlined.

Request #P9: 700 Lavaca Building – 11th Floor Earmark for Smaller Suites (\$200,000 capital)

This is a request for \$200,000 in capital funds to renovate a portion of the eleventh floor of 700 Lavaca, which is currently vacant, into smaller suites. Currently the floor is one large suite, and various County offices and departments have expressed an interest in having smaller suites available in this building.

Request #P10: 700 Lavaca Building – Earmark for Teleworking Analysis for Design and Construction Needs (\$400,000 capital)

This is a request for a \$400,000 capital for any design and construction needs that may arise from the ongoing telework adaptive workforce analysis being conducted by HRMD.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends \$30,000 in one-time funds and \$1,000 in ongoing funds for a conference room scheduling software/hardware solution. Currently, an FMD staff person must manually confirm all information to schedule share-use conference rooms at 700 Lavaca. This is a time-consuming process, and could be address with a technological solution, saving time and creating efficiencies for both the FMD staff and the Countywide staff who will have an easier time reserving rooms.

PBO does not recommend additional funds related to equipping and adjusting 700 Lavaca for telework in the FY 2025 Preliminary Budget. HRMD is working with PBO-EDSI on Phase III of the Adaptive Workplace Study, which will include a space evaluation to determine what adjustment should be made to space in 700 Lavaca to optimize the location for a hybrid work policy. Resources will likely be needed to adjust larger suites in hoteling spaces, install digital conference rooms, and provide other technology to facilitate long-term teleworking and hybrid work for many employees. The full scope of these needs should be evaluated and planned out, and receive approval from the Commissioners Court, before any changes are made to the existing space.

REQUEST #P1: HEMAN MARION SWEATT COURTHOUSE – RESTORATION AND RENOVATION

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	10,000,000	-	-	-
Dpt Total	\$ 10,000,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	10,000,000	-	-
Total Earmarks	\$ -	\$ 10,000,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 10,000,000	\$ 10,000,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This is a request for \$10,000,000 in capital funding to issue a Request for Quotation (RFQ) to hire an engineering and architecture team to provide design services for the historic Heman Marion Sweatt Courthouse restoration and renovation. This estimate is based on a current projection that construction costs for this restoration and renovation will be between \$100 and \$130 million.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends an earmark against the CAR Reserve of \$10,000,000 for the design services needed for this historic restoration and renovation. PBO-EDSI applied to a grant to the Texas Historical Commission’s Historical Courthouse Preservation Program for a multiyear plan to work with the Texas Historical Commission to develop design and engineering plans for this historic restoration. This grant request is for \$10,000,000 and it requires a county match of \$5,672,670. It is not yet known if the County will receive this grant. If it does, the \$10,000,000 in earmarked funds will instead be used for the match and the remainder will be released as an earmark. PBO-Budget will work with EDSI and FMD to adjust this earmark or eliminated it entirely and budget a grant match in the Department as needed should information regarding the grant award be received prior to publication of the FY 2025 Adopted Budget, and may opt to fund this with a certificate of obligation if possible.

REQUEST #P3: 5501 AIRPORT BOULEVARD – COUNTY CLERK ADDITIONAL CONSTRUCTION AND FFE FUNDS
 REQUEST #P27: 5501 AIRPORT BOULEVARD – LOBBY AND MAIN HALLWAY UPGRADE
 REQUEST #P32: 5501 AIRPORT BOULEVARD – COUNTY CLERK REMODEL REVISIONS

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	1,223,000	831,000	-	-
Dpt Total	\$ 1,223,000	\$ 831,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,223,000	\$ 831,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Request #P3: 5501 Airport Boulevard – County Clerk Additional Construction and FFE Funds (\$744,000 capital)

FMD in conjunction with the County Clerk is requesting additional funds of \$744,000 in capital resources for construction and furniture, fixtures, and equipment (FFE) for the ongoing renovation of the 5501 Airport Boulevard to house an expansion of the County Clerk’s Office after the space was vacated by the Tax Office.

This project was originally funded in FY 2022 for \$3,445,000. The space had been vacated by the Tax Office and was proposed to be used by the County Clerk Elections Office. An additional \$1,027,000 was added in FY 2023 as supplemental funding for additional needed construction, security equipment, ITS services, audiovisual equipment, and additional FFE.

FMD notes that the proposed FY 2025 additional funds are needed in part because the construction schedule was delayed to work around the 2024 elections, and in that time construction costs have increased. In addition, the Department identified a need to replace the fire alarm system as the remaining portion of the system is outdated and cannot be updated.

Request #P27: 5501 Airport Boulevard – Lobby and Main Hallway Upgrade (\$87,000 capital)

FMD in conjunction with the County Clerk requests \$87,000 in capital resources to update the lobby and main hallway of the 5501 Airport Boulevard Building which houses the County Clerk’s Office. This facility has been under renovation since 2022, but this area of the building has not been included. FMD notes that the lobby and main hallway have low light levels, poor signage, and flooring that poses a tripping hazard. The work area for the security desk is also dilapidated and needs to be replaced to improve working conditions for the security guard. This request will provide paint, flooring, lighting and upgrade the security work area.

Request #P32: 5501 Airport Boulevard – County Clerk Remodel Revisions (\$392,000 capital)

FMD in conjunction with the County Clerk is requesting \$392,000 in capital resources to make revisions to the ongoing County Clerk remodel. The Departments note that the Elections Call Center was planned to be in a large open space near the front of the building, but this revision would move that space to a different area of the facility better suited to temporary staff and

allow the large space to be subdivided into offices for Elections Division permanent staff. These offices will have natural light providing a more suitable work environment year-round for permanent staff. County Clerk notes that this would allow supervisory staff to conduct confidential conversations with staff, provide offices located near each other which will foster better in person communications among staff members, and meet the requirements of the Elections Division current and future staffing needs.

In addition, this revision request includes converting the conference room into additional offices and creating a larger conference room space in another area of the building. As the number of Elections staff have grown, a larger space is needed. The current conference room holds 16 staff, but the supervisory team consists of 19 staff. There are 31 permanent Elections staff and hundreds of temporary staff, so a larger conference room would allow for better use of the facility. A breakdown of costs for this revision is below:

<i>Item</i>	<i>Estimated Cost</i>
Construction	\$322,000
ITS	30,000
Security	0
Moving	25,000
FFE	15,000
Total FY 2025 Request	\$392,000

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

Request #P3: 5501 Airport Boulevard – County Clerk Additional Construction and FFE Funds (\$744,000 capital)

Request #P27: 5501 Airport Boulevard – Lobby and Main Hallway Upgrade (\$87,000 capital)

PBO recommends \$774,000 in capital resources to complete the construction and outfitting needed for the County Clerk expansion into vacated Tax Office space. In addition, PBO recommends \$84,000 in capital resources to make needed repairs and upgrades to the main lobby of 5501 Airport Boulevard. This area has not been renovated along with the rest of the building and has experienced significant wear and tear, with paint and flooring becoming dilapidated.

Request #P32: 5501 Airport Boulevard – County Clerk Remodel Revisions (\$0)

PBO does not recommend additional funds to make revisions to the 5501 Airport Boulevard construction plan. The County has significant deferred maintenance needs for critical systems like fire alarms, electrical, HVAC and others that are being prioritized over non-critical office reconfigurations. In addition, construction on this project is already in progress and additional changes at this time would be significantly costly.

In addition, there is currently no process for the County to prioritize these types of office reconfiguration requests within wider County priorities, and FMD and PBO-EDSI are working to develop a system through which departments and offices can request such adjustments and be added to prioritization list. The construction to 5501 Airport Boulevard has been ongoing since 2022, and PBO recommends that FMD and the County Clerk work within the existing budget to make what changes are possible to the existing construction plan to make the space as effective as possible for the County Clerk.

REQUEST #P4: 800 LAVACA GARAGE – STAIRS STRUCTURAL REPAIRS

<i>Program:</i>	Maintenance and Repair			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	160,000	160,000	-	-
Dpt Total	\$ 160,000	\$ 160,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 160,000	\$ 160,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This is a request for \$160,000 in capital funds to hire a design consultant and contractor to design needed documents and fund repairs for structural needs in the 800 Lavaca Parking Garage Stairwells. This will also fund a needed garage structural report.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends \$160,000 in capital funds for this needed design consultant and contractor for 800 Lavaca garage stair repairs.

REQUEST #P7: PRECINCT TWO BUILDING RELOCATION – PROPERTY EARMARK

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	5,000,000	-	-	-
Dpt Total	\$ 5,000,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 5,000,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This request is to earmark funds for a potential property purchase to relocate the Precinct Two Office Building.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO is not recommending funds for the potential move of Precinct Two to a new facility. It is unknown at this time when or where Precinct Two will relocate to as FMD, the relevant tenants, and PBO-EDSI are still in the process of evaluating spaces. It is unclear if whatever new location will require renovation or be move-in ready, and ultimately the total cost is unknown. In addition, if any of this project can be considered eligible for certificate of obligation (CO) funding, there may not be a need to utilize General Fund resources for this facility. PBO will continue to work with FMD to determine if this can be added to the planned list of projects to be funded from COs before this list is finalized in spring 2025.

REQUEST #P8: 700 LAVACA 11TH FLOOR FIRE MARSHAL OFFICE RENOVATION

REQUEST #P12: KEITH RUIZ BUILDING – TCSO RENOVATION OF VACATED FIRE MARSHAL SPACE

REQUEST #P28: 5501 AIRPORT BOULEVARD – TCSO 2ND FLOOR EXPANSION

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	936,000	270,000	-	-
Dpt Total	\$ 936,000	\$ 270,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 936,000	\$ 270,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The following requests are all associated with a proposed move of the Fire Marshal Office to 700 Lavaca.

Request #P8: 700 Lavaca 11th Floor Fire Marshal Office Renovation (\$395,000 capital)

The Fire Marshal Office vacated their space in the Keith Ruiz Building (5555 Airport Boulevard) and have now requested to move instead to 700 Lavaca. The Fire Marshal’s Office notes that this would allow all Emergency Services staff to be within closer proximity of each other and would make for a more efficient workspace configuration. The Fire Marshal’s Office has already vacated their previous space at the Keith Ruiz building and have been temporarily housed in the Granger building. This renovation would include painting, flooring replacement, and electrical work to reconfigure data ports, for a total cost of \$395,000.

Request #P12: Keith Ruiz Building – TCSO Renovation of Vacated Fire Marshall Space (\$271,000 capital)

Facilities Management Department is requesting funding to remodel the space in the Keith Ruiz Building (5555 Airport Blvd) which has been vacated by the Fire Marshal. The space is proposed to be reconfigured for the expansion of the Sheriff’s Office, based on the current space needs of the Sheriff’s Office and their projected growth in FY 2025 and beyond. Specifically, TCSO notes that they have added additional detectives and supervisors in the last several years, stretching the capacity of the existing assigned TCSO space in Ruiz. The request states the expansion space would be beneficial to their working environment.

Request #P28: 5501 Airport Boulevard – TCSO 2nd Floor Expansion (\$270,000 capital)

FMD, in consultation with TCSO is requesting funds of \$270,000 to renovate space on the second floor of 5501 Airport for use by TCSO. Some renovation on this space was started in FY 2024 to allow for TCSO to house some of their new detectives. The funds requested will allow the space to be renovated to add offices, two interview rooms, a lobby, and a large conference room.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO is recommending \$270,000 in capital funds to finish the renovation of the 2nd Floor 5501 Airport to make it usable by TCSO staff. Some renovation of this space was already started to house some new detective staff, but additional funds are needed to complete the work and make it a functional space for the additional TCSO staff.

PBO is not recommending funding for renovations or expansion related to the Fire Marshal's proposed move to the 11th floor of 700 Lavaca. This space has been informally and temporarily assigned, but not formally allocated to the Fire Marshal's Office by Commissioners Court. If this space is allocated to the Fire Marshal's Office by the Commissioners Court, PBO recommends that the Fire Marshal internally fund the minimal renovations needed to make the space functional for their operations. Considering the ongoing work to modernize space standards and to evaluate 700 Lavaca's space related to the Adaptive Workforce study, PBO does not support extensive renovations of this facility's office space prior to the completion of the series of work products to inform next steps.

PBO is also not currently recommending funds to renovate the former Fire Marshal's space at Keith Ruiz. This space has not been allocated to TCSO through the Commissioners Court and other groups are interested in and have requested expansion space for these spaces. Should this spaces be allocated to TCSO through the Commissioners Court, PBO recommends that TCSO work with FMD to use existing resources within TCSO's budget to make the minimal renovations needed to the space to make the area functional for TCSO's needs.

Currently, prioritization of funding related to facilities is focused on deferred maintenance, completion of projects already in the design queue and specific new facilities identified by Court. Renovation of spaces for non-critical, ad hoc office reconfigurations or renovations need to be minimal and funded internally by departments. In the recent past, these types of requests have been performed on a first-come, first-served basis based on requests from departments with no system in place for prioritizing critical funding resources. FMD and EDSI are working to develop a process through which these types of requests can be evaluated and prioritized within the larger context of county needs.

REQUEST #P11: USB – PUBLIC DEFENDER 1ST FLOOR RENOVATION – ADDITIONAL CONSTRUCTION FUNDS

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	650,000	650,000	-	-
Dpt Total	\$ 650,000	\$ 650,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 650,000	\$ 650,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This is a request for \$650,000 in capital resources for additional construction funds for the Public Defender’s Office renovation at the USB Building. This has been a multiyear project to house the Public Defender in the USB Building. The full project has been designed and actual costs and construction estimates are higher than originally budgeted due to necessary service upgrades, increased costs for design and permitting, and the general cost escalations in the construction market.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends \$650,000 in capital resources for additional construction funds to complete the Public Defender’s Office renovation in the USB Building. This has been a multiyear project and the construction funds that were allocated to it are not sufficient to complete the work based on increased costs.

REQUEST #P13: PFLUGERVILLE TAX OFFICE – ADDITIONAL CONSTRUCTION FUNDS

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	171,000	-	-	-
Dpt Total	\$ 171,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 171,000	\$ -	\$ -	\$ -

DEPT SUMMARY OF REQUEST

This request is for additional funds for construction of the Pflugerville Tax Office Extension located at the North Community Center and Clinic in Pflugerville. The project has been designed and will be issued to bid. The original budget was established FY 2022, and construction costs have increased over the past two years.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO does not recommend additional funds for the construction for the Pflugerville Tax Office Extension in the FY 2025 Preliminary Budget. FMD has indicated that they will be draw on an existing FY 2024 CAR Reserve earmark prior to the adoption of the FY 2025 Budget and, once those funds are drawn on, additional funding will not be needed for this project.

REQUEST #P15: NELDA WELLS SPEARS BUILDING – 2ND FLOOR TAX OFFICE EXPANSIONS

REQUEST #P16: NELDA WELLS SPEARS BUILDING – STOREFRONT WINDOW REPLACEMENT

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	3,345,000	40,000	-	-
Dpt Total	\$ 3,345,000	\$ 40,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 3,345,000	\$ 40,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD in conjunction with the Tax Office is requesting \$450,000 in capital resources to facilitate the design and begin the partial build-out of existing vacant space on the second floor of the Nelda Wells Spears Tax Office Building. These funds will be for Year One of what will likely be a multiyear renovation, and will start with design and permitting, as well as the modernization of an elevator to facilitate future construction.

The second floor of this facility has not been built out and was intended to serve as expansion space as the County and Office grew. The Tax Office is requesting to build out 40 percent of this space now, including HVAC for the entirety of the space, to address current needs. The Office notes that a portion of this build-out will be for a Motor Vehicle Department training space. Currently, training is conducted in the conference room which does not allow for easy continuous training as is required. In addition, the Office anticipates the need for additional inventory space related to changes from House Bill 718, which goes into effect on July 1, 2025, and will require the Office to keep metal licenses plates on premises for a yet unspecified period of time. The training space and the inventory space would be dedicated to the Motor Vehicle Department. In addition to this space for the Motor Vehicle Department, Tax Office proposes moving their IT staff to this renovated upstairs area, which would open up space on the lower floor for additional offices for supervisors to oversee staff.

FMD estimates that once design and permitting is completed, the full renovation of this space for the Tax Office would cost an estimated \$3 million.

In addition to this request to start the renovation of the second floor, FMD and the Tax Office are requesting \$2,895,000 to replace all the storefront windows on the first and second floor of the Nelda Wells Spears Building with double glaze insulating windows. The Tax Office notes that due to the orientation of the windows there is significant heat gain through these windows, making the space not energy efficient and occasionally uncomfortable for occupants.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO is not recommending resources to commence the partial renovation of the Nelda Wells Spears Tax Office facility at this time. Currently, prioritization of funding related to facilities is focused on deferred maintenance, completion of projects already in the design queue and specific new facilities identified by Court. Renovation of spaces for non-critical, ad hoc office reconfigurations or renovations need to be minimal and funded internally by departments. In the recent past, these types of requests have been performed on a first-come, first-served basis based on requests from departments with no system in place for prioritizing critical funding resources. FMD and PBO-EDSI are working to develop a process through which these types of requests can be evaluated and prioritized within the larger context of county needs.

In addition, the Tax Office anticipates changes to its Motor Vehicle Department operations based on changes related to House Bill 718, which goes into effect on July 1, 2025. This would likely require storage space for one to two years for an uncertain amount of metal license plates at the Tax Office facility. PBO's recommendation related to resources needed for HB 718 is pending additional discussions with the Tax Office and state regarding the ongoing requirements of this legislation. HB 718 mandates the transition to metal dealers and temporary plates and requires all dealers to utilize the webDEALER system for title transfers. The Tax Office plans to discuss the bill's precise impacts at the DMV board meeting on June 28. PBO believes further discussion is needed between the Tax Office, DMV, and PBO to have a clear understanding of HB 718's financial impacts and what, if any, facility changes may be necessary to accommodate storage for license plates or space for additional staff. PBO recommends the Office collaborate closely with the DMV to monitor developments and work with FMD to begin estimating facility adjustments that may be needed. PBO will prioritize resources for changes related to the impacts of HB 718.

PBO is also not recommending \$2,895,000 to replace all of the storefront windows on the first and second floor of the Nelda Wells Spears Building. PBO recommends that the Tax Office and FMD explore options for additional window covers or panels to mitigate the heat flow through these windows prior to discussions about funding a full replacement.

The FMD FY 2025 Preliminary Budget does include \$25,000 to build a wall within the existing Tax Office space to allow for more supervisor offices on the primary public-facing floor of the facility. In addition, \$15,000 is included for replacement furniture in Tax Office facilities that is outdated. These requests were submitted by the Tax Office and so were not included as FMD requests, but since FMD will need to coordinate with the Tax Office to complete these purchases, PBO has recommended that the funds are budgeted directly in FMD.

REQUEST #P17: TRAVIS COUNTY JAIL – TCSO BONDING RELOCATION

REQUEST #P18: GAULT BUILDING – TCSO ADMINISTRATION SUPPORT AND APD REVIEW RELOCATION

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	705,000	-	-	-
Dpt Total	\$ 705,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 705,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The following two requests are both related to remodeling of TCSO spaces, in part or in whole to accommodate a new Counsel at First Appearance Magistrate Court that is in development. Both projects are contingent on each other.

Request #P17: Travis County Jail – TCSO Bonding Relocation (\$363,000 capital)

This request is to fund the remodel for TCSO Bonding Unit in the TCJ Building for \$363,000 in capital resources. This request will allow the new Magistrate Court and TCSO Bonding to have a better workflow by moving Bonding next door. This request is dependent on the APD Review’s relocation because that is the space that will be utilized for the bonding unit. This includes building walls, reception area with lobby, paint, carpet, electrical and ceiling fixtures.

Request #P18: Gault Building – TCSO Administration Support and APD Review Relocation (\$342,000 capital)

This request is for \$342,000 in capital funds for the remodel for TCSO Administrative Support and APD Review in the Gault Building. This will include building new offices, the holding/processing room, and a breakroom. This project is dependent on the TCSO Bonding relocation. This change would allow Administrative Support Supervisors to be located closer to the CJC lobby entrance, creating a safer workflow.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were included.

PBO RECOMMENDATION

The Travis County Sheriff’s Office FY 2025 Preliminary budget includes \$1,000,000 for these necessary renovations. TCSO will work with FMD to coordinate the renovations. Because TCSO has been program managing much of their facilities work internally, PBO determined that keeping this funding initially with TCSO would be the best way to manage the overall facilities project work that TCSO is undertaking and timeline the renovations in a way that makes sense within the context of other repairs.

REQUEST #P19: PRECINCT THREE BUILDING A – TRAINING ROOM AND CONSTABLE EXPANSION

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	651,500	-	-	-
Dpt Total	\$ 651,500	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 651,500	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This request is for \$651,000 in capital funding to build out vacant expansion space on the second floor of Precinct Three Building A for a Training/ Multipurpose Room with associated restrooms and storage and for office space for Precinct Three Constable staff.

Constable Precinct Three notes that a larger training/multipurpose room that can accommodate 20-30 individuals would serve their needs and there is currently vacant space intended as expansion space for County growth on the second floor of Precinct Three Building A. Along with a conference room for training, this buildout would provide cubicle space for five staff and associated restrooms and showers. The Constable Precinct Three Office notes that currently, staff must leave the campus for training. This space could also be used for other types of functions, which the Office currently holds at Church spaces. This space could also be used for emergency operations, allowing Constables to provide overnight backup, facilitated in part by the presence of the staff bathrooms and showers. A part of the space will remain vacant for future expansions.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO does not recommend funding to renovate the vacant expansion space in Precinct Three in the FY 2025 Preliminary Budget. The Precinct Three Constable’s Office has 31 FTEs and an annual training budget of \$17,200. In order to make efficient use of a dedicated training space, the Office would likely need additional funds for training to run more programming. Currently, the Office, like other Constable’s Offices, uses offsite training space or the training academy space operated by TCSO. In addition, creating a training space for Constable Three would create inequities between Constable Precinct Three and other Constables, as not all the Constables have expansion space available to create a dedicated training conference room.

Currently, prioritization of funding related to facilities is focused on deferred maintenance, completion of projects already in the design queue and specific new facilities identified by Court. Renovation of spaces for non-critical, ad hoc office reconfigurations or renovations need to be minimal and funded internally by departments. In the recent past, these types of requests have been performed on a first-come, first-served basis based on requests from departments with no system in

place for prioritizing critical funding resources. FMD and PBO-EDSI are working to develop a process through which these types of requests can be evaluated and prioritized within the larger context of county needs.

REQUEST #P20: 700 LAVACA BUILDING – 1ST FLOOR PRESS BRIEFING ROOM

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	100,000	100,000	-	-
Dpt Total	\$ 100,000	\$ 100,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 100,000	\$ 100,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This is a request for \$100,000 of capital funding to renovate a portion of the first floor of 700 Lavaca to provide a Press Briefing Room. Currently for press briefings and other media events, the Media team uses the multipurpose rooms on the first floor. These spaces are not outfitted with audiovisual (AV) and lighting equipment to facilitate a professional press space. Media Services has funding for AV and light equipment; the FMD request is for engineering services, mechanical, and fire sprinkler work to reconfigure the space to allow for the installation of the needed equipment.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends \$100,000 in capital funds to renovate space in 700 Lavaca to make it more functional as a Press Briefing room. This space, located near the first floor escalators, is not extensively used for other county purposes but, even after the renovation, it could still be used as a conference room or multifunction space if necessary. Media Services has already acquired the technology to renovate this space, and FMD needs to reconfigure some portions to make it functional. As the County takes on large projects that require significant public input and as the County works to improve its resiliency and emergency response processes, a dedicated media space will provide for greater efficiency and ease of access for media and residents alike.

REQUEST #P23: COLLIER BUILDING – TCSO EAST COMMAND FLEET BUILDING

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	700,000	700,000	-	-
Dpt Total	\$ 700,000	\$ 700,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 700,000	\$ 700,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This is a request for \$700,000 in capital funding for a new Fleet Building at the Collier East Command building. This request includes planning, design, and construction of a new 2,960 square foot building to house armored vehicles.

Currently, TCSO armored vehicles are housed at East Command because the East Side Service Center does not have enough space to add a building for these vehicles. At East Command, these vehicles are stored under a metal parking canopy which does not provide enough coverage to prevent the corrosion to the surfaces of armored vehicles or sun and heat damage to windows. Some vehicles are covered with an additional tarp to protect the assets, but removing and resetting this tarp is dangerous for staff considering the height and width of the equipment. Corrosion to vehicles has to be mitigated through repairs. The request states in addition to providing safe storage for the armored vehicles, the new building will provide space for the fleet employees to maintain vehicles in an area out of the elements. The existing parking canopies do not provide enough cover for work to continue in harsh elements such as extreme cold and hot temperatures, high wind and blowing rain.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends \$700,000 in capital funding for the planning, design, and construction of a new 2,960 square foot building to house armored vehicles. Protecting Travis County assets like the armored vehicles used by TCSO is an important long-term investment for the County. Mitigating damage from the elements to these vehicles will likely result in cost savings and improved efficiency, as vehicles will be in better condition and be offline less for repairs related to rust and other damage. Similarly, this facility will mitigate risk to staff, who have had to work in exposed conditions and have had to risk injury when putting on and removing tarps and window shields from tall vehicles.

REQUEST #P24: WEST SERVICE CENTER CAMPUS – PHASE I CONSTRUCTION

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	4,120,000	4,120,000	-	-
Dpt Total	\$ 4,120,000	\$ 4,120,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 4,120,000	\$ 4,120,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting additional resources for the West Service Center Campus project. A master plan for this project was completed and architects have been hired to design the first phase of the work for a new 36,000 square foot fleet services building, two 6,000 square foot equipment storage buildings, and a temporary building to be used during construction. Currently construction is estimated to cost \$14,000,000. In FY 2022 and FY 2023, the funding listed below was included for earlier projected construction phases, utility construction and fleet facility construction projections. FMD’s current estimate of \$14,000,000 for total construction includes the totals already budgeted in the Department, meaning the additional funds needed to have a complete construction budget based on current estimates is \$4,120,000.

<i>Fiscal Year</i>	<i>Project</i>	<i>Amount</i>
FY 2022	West Service Center Phase 1 – Utility Construction	\$1,150,000
FY 2023	West Service Center Phase 1 – Fleet Facility Construction	8,730,000
Total Budgeted Construction Cost		\$9,880,000
FY 2025	West Service Center Phase 1 – expected additional need	4,120,000
Total Estimated Construction Cost		\$14,000,000

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends an additional \$4,120,000 for the needed construction funds to complete this project. Now that design and planning for this facility has been completed, \$14,000,000 is the most accurate estimate for the full construction costs of this project. A total of \$9,880,000 is already encumbered in the Department for this purpose. PBO notes that the Department does not intend to utilize an FY 2024 earmark intended for the design of phase II of this project until FY 2026, so that earmark will not be included in the FY 2025 Preliminary Budget.

REQUEST #P25: KEITH RUIZ BUILDING – TCSO CONNECTING BRIDGE

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	81,000	81,000	-	-
Dpt Total	\$ 81,000	\$ 81,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 81,000	\$ 81,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

FMD is requesting \$81,000 in capital funds to construct a bridge to connect 5555 Airport to 5501 Airport Boulevard. Currently, these two buildings are separated by a culvert. The request states a bridge would allow for easier access between the two buildings for TCSO, which is housed in both buildings and staff must often move between the facilities over the course of a work day.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends \$81,000 in capital funds to construct this bridge. Not connecting these two buildings is both inefficient for staff, not ADA compliant, and possibly dangerous should staff attempt to traverse the culvert separating the buildings. A connecting bridge will vastly improve the functionality of these two buildings for staff who operate in both.

REQUEST #P29: GAULT BUILDING – DISTRICT CLERK NEW CUBICLES

REQUEST #P30: HEMAN MARION SWEATT COURTHOUSE – COUNTY CLERK NEW CUBICLES

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	933,500	933,500	-	-
Dpt Total	\$ 933,500	\$ 933,500	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 933,500	\$ 933,500	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Both of the following requests are related to purchasing furniture for the District Clerk and County Clerk respectively.

Request #P29: Gault Building – District Clerk New Cubicles and Furniture for Gault Workspace (\$33,500 capital)

This request is of \$33,500 of capital resource to purchase new cubicles and furniture to create a new work area in the Gault Building basement, where some District Clerk staff are housed. The Gault work area has not been renewed or upgraded for over 15 years. The existing cubicles are outdated, and the space is not sufficient for the work that is planned for the District Clerk and IT employees. The purchase of new cubicles and other furniture will facilitate the creation of a scanning work area for employees to work at as they sort, organize, and digitize the more than 1,000 Criminal Division boxed records that are currently stored at the Heman Marion Sweatt Courthouse. As this Courthouse is planned for renovation and new uses, the District Clerk is working to minimize its need for storage in that facility. A similar project was undertaken by the District Clerk Civil and Family Division prior to the move to the CFCF, and stored records for those divisions were reduced by more than 60 percent in the HMS facility. After the records at HMS are reviewed, digitized, and ultimately destroyed, this space will continue to be used to review records stored with Iron Mountain and ultimately minimize the number of County records stored with that vendor, saving money and preserving County documents. ITS will need to do some recabing work for a total projected cost of \$3,500 and the remaining requested amount is for furniture.

Request #P30: Heman Marion Sweatt Courthouse – County Clerk New Cubicles and Recabing for HMS (\$900,000 capital)

FMD and the County Clerk are requesting capital funds of \$900,000 to improve the second floor of the Heman Marion Sweatt Courthouse which is occupied by the County Clerk. This facility is planned for a historical renovation, but that project will likely not be complete for up to seven years. In the interim, the County Clerk remains one of the last tenants in the facility, with most other tenants having relocated to the Civil and Family Court Facility or the Probate Courthouse. The County Clerk’s Office furniture was purchased in the late 1990s and replacement parts for the cubicles in particular are difficult to find, resulting in dilapidated and damaged equipment. Additionally, the current layout of the cubicles does not meet the needs of the department as it currently operates. Water and insect damage and dated, damaged furniture has resulted in low staff morale and an inefficient work environment. Rewiring cubicles will require \$250,000 of ITS work, and the remainder of the request of \$650,000 is for the requested furniture.

BUDGET REQUEST PERFORMANCE MEASURES

Performance measures were not provided.

PBO RECOMMENDATION

Request #123: Gault Building – District Clerk New Cubicles and Furniture for Gault Workspace

PBO recommends \$33,500 of capital resources to update the Gault basement workspace to facilitate an area for digitizing documents. This workspace will allow the District Clerk to make significant progress toward eliminating all of the documents currently stored in the HMS Courthouse prior to its renovation.

Request #124: Heman Marion Sweatt Courthouse – County Clerk New Cubicles and Recabling for HMS

PBO is recommending \$900,000 in capital resources to upgrade the County Clerk space in the HMS Courthouse. While in general PBO is not recommending resources for office reconfigurations or upgrades in the FY 2025 Preliminary Budget, the state of the existing cubicles, which are over 30 years old, does not meet county standards as it is both worn out and, in many cases, broken and non-functional. Though the HMS will be renovated, the timeline for that renovation is likely to be several years. In that interim, County Clerk will continue to work in this space, and it needs to be suitable for staff. The space is used by 30 to 45 people, and the County Clerk staff housed in this space are fully in-person. FMD has confirmed that the cubicles can be reused in other County spaces during and after the HMS renovation.

REQUEST #P31: CIVIL AND FAMILY COURT FACILITY CHILD DROP OFF

<i>Program:</i>	Planning, Design, and Construction			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	45,000	-	-	-
Dpt Total	\$ 45,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 45,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Facilities Management Department is requesting to continue an existing earmark for funding to do minor renovations to future child drop off space on the second floor of the CFCF. The request states the County is in the process of selecting a company to manage this space, and this funding is proposed to be available in case the selected company has any minor renovation requests to change the current space to meet any requirements. The Department states this number is estimated but not based on a known scope.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO does not recommend the continuation of an earmark on the CAR Reserve for the child drop-off space at the CFCF. PBO recommends that the Civil Courts, HHS, and FMD request these funds again once a childcare partner is identified and the space renovation need is fully determined, with a finalized plan for a potential program related to this in FY 2026.

Centralized Leases and Utilities (191)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	3
FY 2025 Budget Request Analysis	5
Request #13: Electrical Rate Increase and Renewable Energy.....	5

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The Centralized Rent and Utilities budget includes centralized Travis County leases and utilities expenditures and is managed by the Facilities Management Department (FMD). The Department is budgeted in the General Government Functional Area.

PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with offices and departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Supports All Other County Goals," and are now linked to the County Goal, "Be a Trusted and Well-Run County."

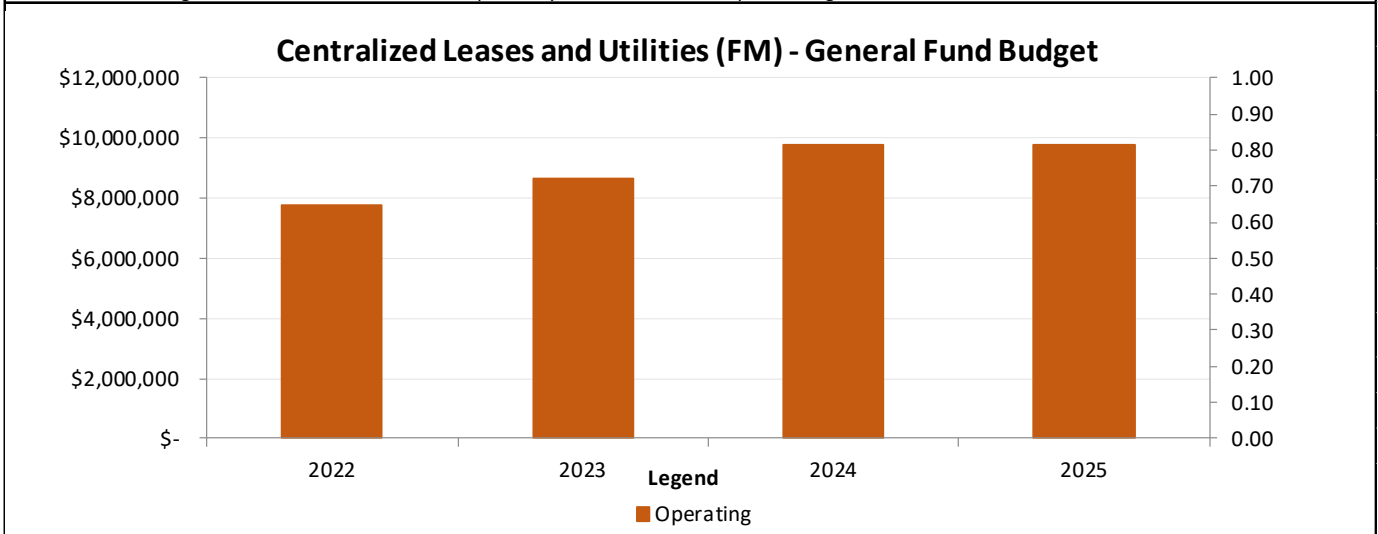
UTILITIES

The Centralized Rent and Utilities Budget is not mandated; however, it is necessary to fund the electrical and water service for all departments except parks and corrections facilities, as well as provide any necessary lease space for County employees. FMD does not report performance measures for this budget. FMD has been implementing energy efficiency measures as it renovates older facilities and as funding is available. PBO continues to recommend FMD report energy usage by building to guide decisions on investments in energy conservation.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	-	-	-	-	-
Operating	7,759,509	8,638,009	9,769,009	9,769,009	-
Total (Per&Op)	\$ 7,759,509	\$ 8,638,009	\$ 9,769,009	\$ 9,769,009	\$ -
CAR*	-	-	-	-	-
Grand Total	\$ 7,759,509	\$ 8,638,009	\$ 9,769,009	\$ 9,769,009	\$ -
FTEs	-	-	-	-	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Centralized Leases and Utilities remained the same as the FY 2024 Adopted Budget.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 9,769,009	\$ -	\$ -	\$ 9,769,009	-	\$ -
Target Budget Changes						
Total Target Budget Changes	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Target Budget	\$ 9,769,009	\$ -	\$ -	\$ 9,769,009	-	\$ -
Budget Submission	\$ 9,769,009	\$ -	\$ -	\$ 9,769,009	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Projected Energy Rate Increases	-	-	-	-	-	580,000
Programmatic Total	\$ -	\$ -	\$ -	\$ -	-	\$ 580,000
Grand Total	\$ -	\$ -	\$ -	\$ -	-	\$ 580,000
FY 2025 Preliminary Budget	\$ 9,769,009	\$ -	\$ -	\$ 9,769,009	-	\$ 580,000
Change from FY 2025 Target	\$ -	\$ -	\$ -	\$ -	-	\$ 580,000
Change from FY 2024 Adopted	\$ -	\$ -	\$ -	\$ -	-	\$ 580,000

EARMARKS

The following Earmark is included in the FY 2025 Preliminary Budget. This amount is not included in the Centralized Rent and Utilities budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Projected utilities rate increases and increases related to transferring to renewable energy	\$580,000
Total Allocated Reserve Earmarks	\$580,000

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #13: ELECTRICAL RATE INCREASE AND RENEWABLE ENERGY

<i>Program:</i>	Centralized Utilities			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	580,000	-	-	-
Subtotal	\$ 580,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 580,000	\$ -	\$ -	\$ -
Earmark Allocated	-	580,000	580,000	580,000
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 580,000	\$ 580,000	\$ 580,000
Dpt Total + Earmarks	\$ 580,000	\$ 580,000	\$ 580,000	\$ 580,000

DEPT. SUMMARY OF REQUEST

Central Rent and Utilities (Facilities Management Department) is requesting funding of \$580,000 for rate increases for electricity and for the renewable energy program. Austin Energy has increased its base rate as well as pass-through-charges.

In addition, FMD is requesting additional resources for the incremental increase needed to subscribe additional facilities to 100 percent renewable energy.

PBO RECOMMENDATION

PBO recommends an ongoing earmark of \$580,000 for projected increases in the base utility rate and an increased rate related to transferring Travis County facilities to renewable energy. At this time, based on projections from Austin Energy, the base rate for electricity will likely increase by around 2 percent based on consumption patterns remaining consistent year to year. The larger part of this request is related to the transfer to renewable energy for all facilities.

In April 2024, Commissioners Court approved a contract for the Green Choice Program, a program operated by Austin Energy which opts energy clients into paying additional cents per kilowatt hour to source energy from Texas wind power rather than less environmentally friendly choices. Travis County transferred 57 electric accounts to the Green Choice Program starting in May 2024. Austin Energy reports that commercial customer rates will vary depending on consumption patterns. Since all Travis County electric accounts only just transferred to this program starting in May 2024, there is not sufficient data to estimate what the cost increase will be for a full year of 100 percent renewable energy. The \$580,000 requested represents an estimated increase. PBO recommends that this amount be earmarked and that FMD work with PBO to monitor the expenditures of these electrical accounts in the first six months of the fiscal year to estimate an appropriate increase to the budget based on demonstrated patterns.

General Administration (110)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	7
FY 2025 Preliminary Budget Recommendations Summary	8
Additional Information	10
FY 2025 Budget Request Analysis	12
IGR-01: Legislative Advocacy Services Contract	12
IGR-02: Legislative Legal Services Contract	13
IGR-03: Grants Management Software	15
IGR-04: Travel-Training for Grants Administration	17
PIO-01: Convert LFRF SPW to FTE	19
PIO-03: Symmetrical Gigabit Internet Connection	21
PIO-02: Digital Video Server Replacement	22
PIO-04: Multifunction Rooms Wireless Audio Expansion	22
PIO-05: Digital Video Routing Switcher Expansion.....	22
PIO-06: Intercom Wireless Smart Antenna Addition.....	22

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The General Administration Department is an administrative function of the Commissioners Court. Historically, the General Administration budget was used solely for expenditures that did not fit easily into any other department. More recently, General Administration has been used to house departments that support communications.

In FY 2009, the Commissioners Court added the Intergovernmental Relations Office (IGR) to the General Administration Department. The mission of the Intergovernmental Relations Office is to ensure Travis County's priorities and values are protected and advanced through strategic legislative engagement and collaborative relationships.

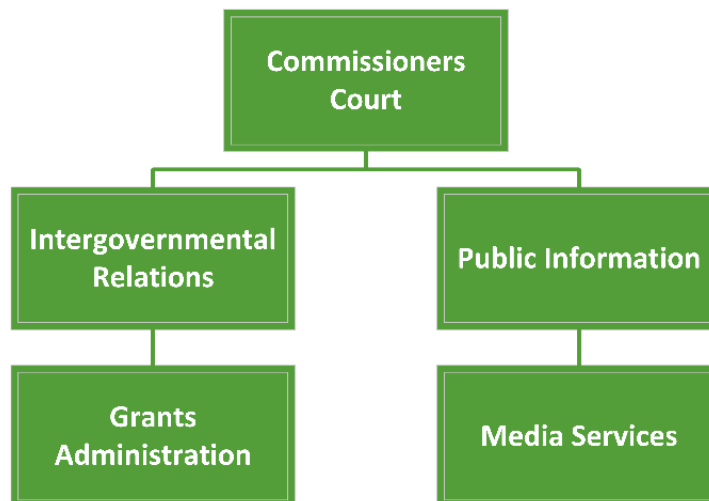
The Public Information Office was added approved permanently in April 2018. The mission of the Public Information Office is to effectively tell the story of Travis County and the public services it provides, serve as primary contact for all media and press inquiries, and to provide an accurate, timely and consistent flow of public information to all interested parties.

The Department has identified the following departmental goals:

- Represent and promote the principles and policies of the Travis County Commissioners Court to a wide variety of external stakeholders, including state and federal legislative bodies and agencies, other counties, and cities and other governmental bodies as well as the general public in the Central Texas region;
- Support Commissioners Court and county departments with communicating information to county residents via live cablecast and web streaming;
- Meet needs of departments to communicate information to county residents; and
- Provide broadcast/cablecast functionality support and consulting to Commissioners Courtroom and multifunction rooms.

The Department is budgeted in the General Government Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Empower the public through civic engagement and collaboration" and are now linked to the County Goal, "Be a trusted and well-run county."

INTERGOVERNMENTAL RELATIONS:

The Intergovernmental Relations (IGR) Office serves as a focal point for the Court's external relations with the local, State, and national community, including other governmental and civic leadership members in the Central Texas area. The IGR Office performs three broad legislative functions:

- Works with stakeholders and the Commissioners Court to develop a legislative agenda;
- Monitors legislation and seeks feedback from stakeholders, using it to brief the Legislative Subcommittee and the Court; and
- Works to execute specific goals of the legislative agenda.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percentage of filed bills and constitutional amendments tracked	N/A	N/A	0	30	0
Percentage of ATLAS assignments completed by analysts	N/A	N/A	0	60	0
Percentage of Interim Charges Tracked	N/A	N/A	0	0	50
Number of bills and constitutional amendments filed	N/A	N/A	0	7,500	0
Percentage of ATLAS assignments completed by analysts	N/A	N/A	0	65	0
Number of Interim Charges Issued	N/A	N/A	200	0	200

As the State's legislative process occurs in the spring of every odd-numbered year, the Office seeks additional funding for temporary or contracted staff to assist with legislative related matters. The Office notes that they have, "kept thorough metrics on legislative activities and accomplishments during each legislative session. However, as legislative sessions convene in odd-numbered years, our metrics do not reflect yearly activities." PBO worked with IGR in FY 2024 to create new performance measures and will continue to work with the Office to monitor and track performance measures and further refine these measures if necessary.

REGIONAL POLICY DEVELOPMENT:

The goal of the Regional Policy Development program is to serve as a focal point for the Court's external relations with the local, State, and National community for relations with other governmental and civic leadership in the Central Texas area. The Department notes that the objective of this program is to improve the quality of the development process for the Court's legislative agenda and the effectiveness of IGR's advocacy of the agenda.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percentage of municipalities attending quarterly meetings	0%	0%	24%	48%	57%

The Department communicates regularly with surrounding small cities in addition to commencing quarterly meetings. As the County seeks how to best operate both in-person and remotely, the Department is exploring opportunities for more frequent engagement with the small cities and other regional stakeholders as noted in the measures above. PBO worked with Regional Policy Development to add this new measure and will continue to work with staff to further refine performance measures if necessary.

LEADERSHIP RECRUITMENT & APPOINTMENT:

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of UAP Call for Applications Issued	0	0	0	0	0
Number of non-UAP Call for Applications Issued	0	0	2	1	1

The goal of the Leadership Recruitment and Appointment program is to enrich the quality of members on key County Boards and Commissions while increasing civic engagement through leadership recruitment and development. There are currently 13 boards and commissions that are subject to the Uniform Appointment Process (UAP), which covers 54 appointees. The UAP serves as a best practices model for recruitment efforts of the Commissioners Court and has been employed several times over the last several years in an ad hoc capacity, most recently to help fill a judicial vacancy in Justice of Peace, Precinct 5, and the Citizens Bond Advisory Committee. This process is currently done manually, but the Department is seeking technological improvements that could be implemented to streamline both back-end data management and the front-end user experience.

MEDIA SERVICES:

The Media Services program works to enhance constituent awareness of Travis County government services through TCTV-17 cable and web-based programs. Some of its work, such as recording meetings of Commissioners Court with audio/video equipment, is required by statute. The Department has identified the following discretionary services:

- Enhance awareness of Travis County government services through TCTV-17 cable and web-based programs and expand the availability of TCTV throughout Travis County by recording and cablecasting Commissioners Court meetings and 9 other county-related programs;
- Acquire outside programs for cablecast on TCTV-17 that are relevant to Travis County Government operations and citizens;
- Provide audio/visual support services such as videotape and DVD\CD dubbing, computer graphics, photography, equipment checkout, audio/visual equipment consulting;
- Provide audio/video support services for the multipurpose room;
- Provide county information to constituents in response to queries via telephone; and
- Provide county information to constituents in person via information booth.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Non Commissioner Court Meeting Videos	N/A	N/A	N/A	300	300
Social Media Videos	N/A	N/A	N/A	55	55
Multifunction Rooms Support	N/A	N/A	N/A	120	120
Multifunction Room Video Productions	N/A	N/A	N/A	5	5
Equipment Checkouts	N/A	N/A	N/A	4	4
Dub/Copy Requests	N/A	N/A	N/A	3	3
Graphics Projects	N/A	N/A	N/A	35	35
Still Photography Projects	N/A	N/A	N/A	40	40
Commissioner Court Meeting Videos	N/A	1	N/A	0	0
Press Conferences	N/A	1	N/A	0	0

Media Services worked with PBO in FY 2024 to further refine new measures that capture the work accomplished by the division. Media Services has formulated a baseline projection for FY 2025 and FY 2026. PBO will continue to work with the Office to monitor and track performance measures and further refine these measures if necessary.

PUBLIC INFORMATION OFFICE:

The mission of the Public Information Office is to effectively tell the story of Travis County and the public services it provides, serve as primary contact for all media and press inquiries, and to provide an accurate, timely and consistent flow of public information to all interested parties.

The PIO office:

- Produces and distributes public communications to residents, businesses, and media.
- Serves as the County’s official source of information.
- Manages the County social media accounts.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of statements/comments provided to media	N/A	N/A	100	100	100
# of social media posts	N/A	N/A	2,000	2,000	2,000
# of social media videos	N/A	N/A	50	50	50
# of new social media followers	N/A	N/A	500	500	500
# of Travis County social media pages managed	N/A	N/A	3	3	3
# of trainings attended by staff	N/A	N/A	2	2	2
# of press releases	N/A	N/A	100	100	100
# of media inquiry responses	N/A	N/A	150	150	150
# of public inquiries	N/A	N/A	100	100	100
# of internal requests for projects	N/A	N/A	75	75	75
# of internal requests for social media	N/A	N/A	50	50	50
# of internal requests for website updates	N/A	N/A	50	50	50

Previously, the Public information Office (PIO) did not track performance measures with PBO. Throughout FY 2024, PBO worked with PIO to establish goals and performance measures that align with the Department’s responsibilities and anticipated outcomes. As seen above, has used the projected numbers for FY 2024 as a baseline for years to come considering these measures were established this fiscal year. PBO will continue to work with the Office to monitor and track performance measures and further refine these measures if necessary.

GRANTS ADMINISTRATION:

Grants Administration’s mission is to manage the entire lifecycle of externally sourced grant funds by researching, coordinating, planning, negotiating, monitoring, and evaluating grant projects with Travis County Offices and Departments.

Grants Administration envisions increasing the availability of externally sourced grant funds to pilot or supplement projects and programs that benefit the community in alignment with Travis County’s mission and priorities.

The division hired its director-level position, the Grants Administrator, in August 2023, who evaluated the existing grants processes at the county on an organizational level. This evaluation culminated in a briefing and report provided to Commissioners Court on April 26, 2024, and the Grants Administrator received direction to move forward with changes to the grants process that would be implemented in conjunction with the Planning and Budget Office (PBO) with the FY 2025 Adopted Budget. These changes are continuing to be worked on through the summer of 2024 and are expected to be in place with the start of fiscal year 2025.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of grants researched	N/A	N/A	500	500	500
Number of grants discussed	N/A	N/A	18	18	18
Dollar value of grants applied for	N/A	N/A	16,000,000	16,000,000	16,000,000
Number of grants received	N/A	N/A	2	2	2
Dollar value of grants received	N/A	N/A	300,000	300,000	300,000
Number of grants applied for	N/A	N/A	6	6	6

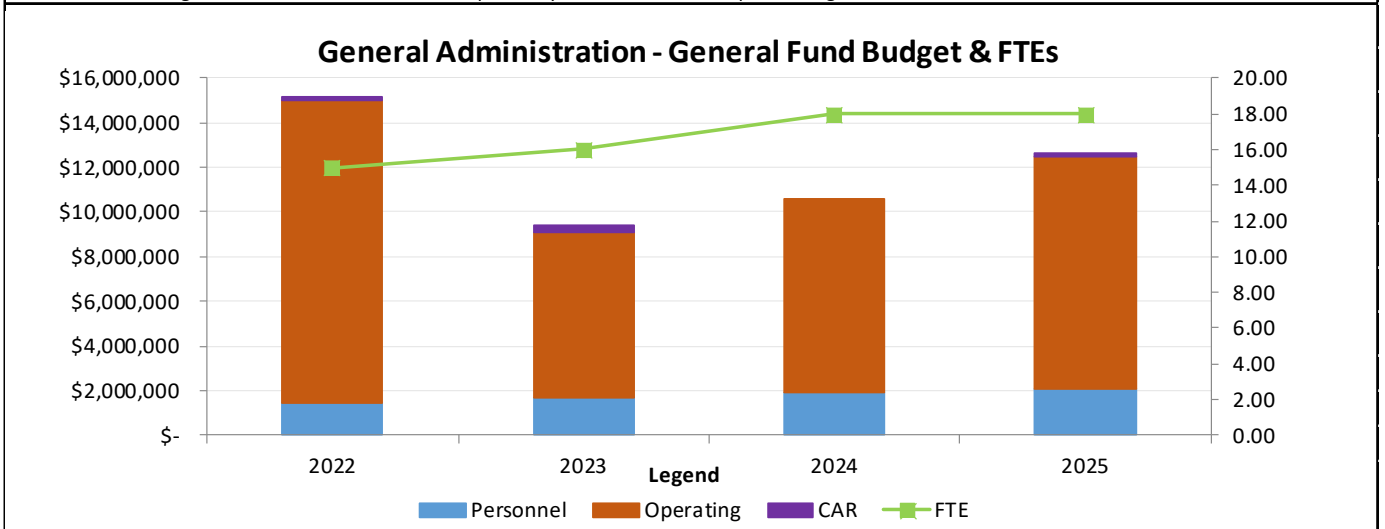
Grants Administration does not provide statutorily required or mandated services. Its services are on a discretionary basis and include researching grant opportunities, coordinating and planning grant applications and awards, and monitoring and evaluating grant projects from award to close-out.

As a new division, Grants Administration does not currently have substantial performance data to compare against. Above are new measures for Grants Administration with initial projections for FY 2024 and beyond. For FY 2024, the division states that data as of June 12, 2024, have exceeded initial projections for the number of grants researched, discussed, and applied; and amidst these changes the division’s projections must change with it, PBO will work with Grants Administration to further refine performance measure results/projections. Further, the division states that they have not yet received an award or denial notice on any of its outstanding grant applications.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	1,439,215	1,685,884	1,945,490	2,069,456	123,966
Operating	13,584,526	7,424,541	8,641,422	10,373,590	1,732,168
Total (Per&Op)	\$ 15,023,741	\$ 9,110,425	\$ 10,586,912	\$ 12,443,046	\$ 1,856,134
CAR*	108,000	269,000	-	201,000	201,000
Grand Total	\$ 15,131,741	\$ 9,379,425	\$ 10,586,912	\$ 12,644,046	\$ 2,057,134
FTEs	15.00	16.00	18.00	18.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for General Administration increased by \$2,057,134 from the FY 2024 Adopted Budget. This is a 19.4 percent increase. The majority of the increase was in the operating budget due to the ongoing increases for the Waller Creek Tax Increment Finance District (TIF) agreement with the City of Austin and Travis Central Appraisal District (TCAD) fees.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 10,369,912	\$ 217,000	\$ -	\$ 10,586,912	18.00	\$ -
Target Budget Changes						
Compensation & Benefits	68,422	-	-	68,422	-	-
Administrative & Other	-	(217,000)	-	(217,000)	-	-
Total Target Budget Changes	\$ 68,422	\$ (217,000)	\$ -	\$ (148,578)	-	\$ -
FY 2025 Target Budget	\$ 10,438,334	\$ -	\$ -	\$ 10,438,334	18.00	\$ -
Budget Submission	\$ 10,438,334	\$ -	\$ -	\$ 10,438,334	18.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Waller Creek TIF	-	-	-	-	-	500,000
Legislative Advocacy Services Contract	18,000	-	-	18,000	-	-
Legislative Legal Services Contract	-	-	-	-	-	50,000
Digital Video Server Replacement	-	-	110,000	110,000	-	-
Grants Management Software	-	-	-	-	-	150,000
Symmetrical Gigabit Internet Connection	18,500	250	-	18,750	-	-
Multifunction Rooms Wireless Audio Expansion	-	-	35,000	35,000	-	-
Digital Video Routing Switcher Expansion	-	-	50,000	50,000	-	-
Intercom Wireless Smart Antenna Addition	-	-	6,000	6,000	-	-
PBO Correction - TCAD Fees Approved by Commissioners Court on 2/27/24	1,006,654	-	-	1,006,654	-	-
TCAD Fees	-	-	-	-	-	500,000
PBO Correction - Waller Creek TIF Approved by Commissioners Court on 4/23/24	919,039	-	-	919,039	-	-
Travel-Training for Grants Administration	6,000	-	-	6,000	-	-
Prior Year Budget Stabilization Balance	-	-	-	-	-	-
Future Capital Needs	-	-	-	-	-	10,000,000
Programmatic Total	\$ 1,968,193	\$ 250	\$ 201,000	\$ 2,169,443	-	\$ 11,200,000
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	9,556	-	-	9,556	-	-
Compensation & Benefits Total	\$ 9,556	\$ -	\$ -	\$ 9,556	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Jail Diversion Center / Prevention Services	-	-	-	-	-	68,830,632
Travel and Training Cut Restoration	2,713	-	-	2,713	-	-
Transfer Public Comment Line Contract from ITS	24,000	-	-	24,000	-	-
Administrative & Other Total	\$ 26,713	\$ -	\$ -	\$ 26,713	-	\$ 68,830,632
Grand Total	\$ 2,004,462	\$ 250	\$ 201,000	\$ 2,205,712	-	\$ 80,030,632
FY 2025 Preliminary Budget	\$ 12,442,796	\$ 250	\$ 201,000	\$ 12,644,046	18.00	\$ 80,030,632
Change from FY 2025 Target	\$ 2,004,462	\$ 250	\$ 201,000	\$ 2,205,712	-	\$ 80,030,632
Change from FY 2024 Adopted	\$ 2,072,884	\$ (216,750)	\$ 201,000	\$ 2,057,134	-	\$ 80,030,632

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for General Administration includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$217,000 was removed the Department's budget due to one-time operating expenditures.

The FY 2025 Preliminary Budget for General Administration includes the following increases:

Programmatic Recommendations	One-Time	Ongoing	Total	FTEs
PBO Correction - TCAD Fees Approved by Commissioners Court on 2/27/24	\$-	\$1,006,654	\$1,006,654	-
PBO Correction - Waller Creek TIF Approved by Commissioners Court on 4/23/24	-	919,039	919,039	-
Symmetrical Gigabit Internet Connection	250	18,500	18,750	-
Legislative Advocacy Services Contract	-	18,000	18,000	-

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Travel-Training for Grants Administration	-	6,000	6,000	-
Total Programmatic Recommendations	\$250	\$1,968,193	\$1,968,443	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for General Administration includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Transfer Public Comment Line Contract from ITS	-	24,000	24,000	-
Travel and Training Cut Restoration		2,713	2,713	
Total Administrative and Other Funding Changes	\$-	\$26,713	\$26,713	-

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$2,713 in ongoing operating resources for the Department. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for General Administration includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	-	\$68,422	\$68,422
Resources for health insurance cost increases for FY 2025.	-	9,556	9,556
Total Compensation Changes	\$-	\$77,978	\$77,978

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$201,000 for the Department. There was a reduction of \$217,000 to remove one-time funding for prior year capital funded projects. This is a net decrease compared to the amount budgeted in the FY 2024 Adopted Budget. FY 2025 Preliminary Budget recommended CAR funding includes:

<i>Capital Funding Recommendations</i>	<i>Total</i>
Digital Video Server Replacement	\$110,000
Digital Video Routing Switcher Expansion	50,000
Multifunction Rooms Wireless Audio Expansion	35,000
Intercom Wireless Smart Antenna Addition	6,000
Total Capital Funding Recommendations	\$201,000

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Department’s budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Waller Creek TIF	\$500,000
TCAD Fees	500,000
Grants Management Software	150,000
Legislative Legal Services Contract	50,000
Total Allocated Reserve Earmarks	\$1,200,000

ADDITIONAL INFORMATION

VACANT POSITIONS

The Department currently has two total vacancies, out of which the following position has been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Administrative Assoc	30058204	1.00	219	The position has been posted and closed. The department states that the position may be reopened and intended to be filled prior to the end of FY 2024.

The following position has been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Grants Manager	30065828	1.00	419	The position's description has been adjusted based on the hiring of the new Grants Administrator and will have been posted by the end of April. The department expects to fill this position in June 2024.

FY 2025 BUDGET REQUEST ANALYSIS

IGR-01: LEGISLATIVE ADVOCACY SERVICES CONTRACT

<i>Program:</i>	Intergovernmental Relations (110)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	18,000	18,000	18,000	18,000
Subtotal	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Capital	-	-	-	-
Dpt Total	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 18,000	\$ 18,000	\$ 18,000	\$ 18,000

DEPT. SUMMARY OF REQUEST

The Intergovernmental Relations Office (IGR) within the General Administration Department is requesting \$18,000 in ongoing operating funds in the anticipation of an increased rate of a new contract with Knaupe GR for Legislative Advocacy Services. Currently, Knaupe GR provides services to the county at a rate of \$7,500 per month, totaling \$90,000 per year. This rate was first negotiated in FY 2018 and remained the same in a FY 2023 contract novation which extended the contract at \$7,500 per month for another year. Due to the amount of time that has passed since the initial contract, IGR expects an increase in the rate once the negotiation process of a new contract begins.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit any performance measures for this request.

PBO RECOMMENDATION

The Planning and Budget Office recommends approval of this request for the anticipated increase to the Legislative Advocacy Services contract with Knaupe GR as negotiations commence ahead of the contract's novation term ending on September 30, 2024. Prior to the current rate of the contract first negotiated in FY 2018, Knaupe GR had been providing legislative advocacy services to the county since FY 2008, at monthly rate of \$6,500, totaling \$78,000 per year; a 15.4 percent increase in the total cost associated with the contract. IGR expects a 20 percent increase to the contract once negotiations begin, in-line with the previous 15.4 percent increase in the costs associated with the contract.

PBO will continue to work with IGR and determine whether this amount will need to be adjusted once contract negotiations have concluded, although anticipates that the \$18,000 ongoing amount should cover any increase made to the awarded amount. IGR notes that the Office has been pleased with the received from Knaupe GR and that an increase in the contracted amount for the rendered services is warranted. As the contract's novation term ends September 30, 2024, the contract will be awarded with a start date of October 1, 2024 and the newly awarded rate will remain in place through the contract's initial term, which has yet to be negotiated.

IGR-02: LEGISLATIVE LEGAL SERVICES CONTRACT

<i>Program:</i>	Intergovernmental Relations Office (110)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	50,000	-	-	-
Subtotal	\$ 50,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 50,000	\$ -	\$ -	\$ -
Earmark Allocated	-	50,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 50,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 50,000	\$ 50,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Intergovernmental Relations Office (IGR) within the General Administration Department is requesting \$50,000 in onetime operating funds to retain outside counsel to assist with legal services related to filed legislation in the upcoming Regular Session of the Texas Legislature. In the FY 2023 adopted budget, funding was included for an SPW position. Rather than employing an SPW, IGR utilized these funds by contracting with a consultant to provide legislative legal services.

While legislative legal services are provided under the supervision of, and in collaboration with, the Intergovernmental Relations office, these efforts serve to advance the interests of the Travis County Commissioners Court. IGR states the addition of a consultant will free up existing staff time to devote towards other steps in the legislative process.

In general, a contract for these services supports the efforts and overall mission of the Intergovernmental Relations Office (IGR) as it relates to its legislative program and county as a whole. The vendor will be expected to comply with the terms and conditions of the awarded contract. The activities of the Legislative Legal Consultant will be coordinated and evaluated by the IGR Office, with oversight by the Legislative Subcommittee.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit any performance measures for this request.

PBO RECOMMENDATION

Legal services are generally provided by the County Attorney’s Office for consistent legal counsel across Travis County. PBO recommends an earmark of \$50,000 in one-time resources against the Allocated Reserve for this cost in FY 2025, pending documentation from the County Attorney’s Office that these services are approved.

The Commissioners Court has always taken its responsibility to represent the interests of Travis County residents before the Texas Legislature seriously. In FY 2023 marks the first time that IGR utilized funding to hire an outside consultant to provide technical expertise around the legislative process, of which the IGR notes this component was a complement to the Office’s existing legislative strategy. The Office utilized these additional resources to hire an outside consultant to provide technical expertise around the legislative process; originally these resources were intended for a one-year SPW to offer support during the 88th Legislative Session. Initially, the recommended SPW in FY 2023 totaled \$82,258 in one-time personnel resources

whereas the actual amount needed to retain contracted legal services totaled \$50,000 in FY 2023, the same amount requested for FY 2025. PBO acknowledges that considering the short-term nature of this work, a contracted consultant may actually prove more time efficient and cost effective as previously highlighted. Once documentation from the County Attorney's Office that services are approved is received, PBO will work with the department to bring forward a budget adjustment to Commissioners Court for consideration.

IGR-03: GRANTS MANAGEMENT SOFTWARE

<i>Program:</i>	Grants Administration (110)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	150,000	-	-	-
Subtotal	\$ 150,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 150,000	\$ -	\$ -	\$ -
Earmark Allocated	-	150,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 150,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 150,000	\$ 150,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Grants Administration within the General Administration Department is requesting \$150,000 for the procurement of a software solution and database for researching grant opportunities, provide information to offices and departments interested in external funding, and organizing grant applications across the entire organization. Currently, Travis County does not have a centralized system for distributing information about grant opportunities. Staff throughout Travis County receive information about external funding from a wide variety of sources. This information is inconsistent, uncoordinated, and relies on existing staff capacity that may be dedicated to other programs or services. These challenges limit Travis County’s ability to access external funding sources.

Travis County Grants Administration completed a Request for Information (RFI) process with the Purchasing Office to evaluate potential software solutions that address these challenges. The RFI resulted in 16 respondents, 4 of which were determined to be fully responsive to the request. The 4 respondents included:

- Reporting and note-taking functionality for tracking possible opportunities.
- The ability to automatically collect documents that detail requirements and send them to users.
- A single interface for inputting application materials and narratives.
- Collecting and tracking performance measures and demographic data from publicly accessible APIs.
- An accessible database of federal, state, and private grant opportunities.

Alternative software solutions built by Travis County’s Information Technology Services (ITS) department could provide the functionality of the first four bullet points, yet General Administration notes that this would require significant investment by Travis County in staff time, as ITS would need to configure forms and cloud storage systems that also integrate with website Application Programming Interfaces (APIs) and have an interface that offices and departments could easily use. However, such a solution would not have an accessible database of grant opportunities, as this requires significant time and research by a Travis County employee to develop.

Currently, Grants Administration expects that the value of the functionalities listed above is equivalent to between one and two FTEs based on existing internal grant research and discussions with offices focused on grants in other local governments. During the first three months of 2024, Grants.gov had 1,356 grants posted for application. Grants Administration reviewed only 208 (15 percent) of those and determined that Travis County was only eligible to apply for 126 (9 percent). This research does not include state grant opportunities or philanthropic foundations.

Funding for this request would allow Grants Administration to complete a formal procurement and determine the cost of these systems. If bids for this system from respondents are higher than the budgeted amount, Grants Administration would reevaluate whether the proposed solution provides the best value to Travis County as compared to other potential solutions. Grants Administration will work with the Purchasing Office and determine whether a procurement can begin prior to the start of FY 2025 and if not, then the timeline below can be expected.



BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit any performance measures for this request.

PBO RECOMMENDATION

The Planning and Budget Office recommends an ongoing earmark of \$150,000 against the Allocated Reserve in FY 2025 such that the completion of a formal procurement process can commence. This recommendation is pending review by ITS to ensure that the software solution meets all county technology requirements. Grants Administration notes that if bids for the Grants Management Software are higher than the budgeted amount, then a reevaluation of the cost and benefit provided to the County will be considered. Grants Administration projects that approximately 750 grants will be reviewed during FY 2024 and wok on approximately 55 grants. These amounts can be expected to increase should a grants management software be procured.

Discussions between Grants Administration and PBO have offered insight to more specific information regarding the software’s benefits and capabilities: The software will be able to filter on grant opportunities such that only those which Travis County is eligible for can be viewed, saving significant staff time, and increasing the number of grants applied for. It is also intended that all Travis County employees would have access to this software system, or at least those designed by elected and appointed officials overseeing their department(s). Additionally, Grants Administration notes that this software system may *potentially* assist departments/offices with grant compliance and reporting, reducing the opportunities for those awarded grants to fall out of compliance.

	FY 2025	FY 2026	FY 2027	FY 2028
Projected Grants Management Software Annual Cost	\$150,000	\$150,000	\$150,000	\$150,000

PBO will continue to work with Grants Administration and the Purchasing Office as formal procurement can be completed and the actual cost of the grants management software can be determined. Once a software solution is identified and is within the earmarked amount for this purpose, PBO will work with the department to bring forward a budget adjustment to Commissioners Court for consideration.

IGR-04: TRAVEL-TRAINING FOR GRANTS ADMINISTRATION

<i>Program:</i>	Grants Administration (110)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	10,570	6,000	6,000	6,000
Subtotal	\$ 10,570	\$ 6,000	\$ 6,000	\$ 6,000
Capital	-	-	-	-
Dpt Total	\$ 10,570	\$ 6,000	\$ 6,000	\$ 6,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 10,570	\$ 6,000	\$ 6,000	\$ 6,000

DEPT. SUMMARY OF REQUEST

The Grants Administration division was originally created during the FY 2023 budget process. The initial budget only provided funding for two FTEs and the cost of centrally budgeted computer equipment. This request would create an ongoing operating budget within the division dedicated to training for employees and travel to grants related conferences and agencies.

	<i>Amount</i>
Management Concepts Online Courses	\$5,135
GFOA Membership	150
Total per FTE	5,285
Total for 2 FTEs	\$10,570

The estimated cost includes an initial training budget of five online courses with Management Concepts that have a cost per the table above. It also provides for annual membership to GFOA. After the initial five courses are completed, the budget would be used for the following:

- Continuing education in grants management.
- Travel to grants related conferences held throughout the country.
- Travel to federal, state, or philanthropic foundations with grant opportunities.

These are necessary functions for the Grants Administration division to stay current on grants management issues and interface with grantors throughout the country.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit any performance measures for this request.

PBO RECOMMENDATION

The Planning and Budget Office recommends \$6,000 in ongoing operating funding, providing \$3,000 per full-time employee (FTE). In February 2023, Commissioners Court authorized the creation of a Grants Administrator 1.00 FTE and a Grants Manager 1.00 FTE in the General Administration Department operating under the direction of the IGR Officer in the IGR

Office. The intention of the Grants Administrator and Grants Manager positions are to provide a coordinated county grant program to pursue outside funding across Federal, State, and local grant opportunities. The two positions were created without an accompanying operating budget. The request intends for the amounts be budgeted in the IGR Funds Center (1100030001) Commitment Item 512050 Registration Conferences/Seminar within the Travel & Professional Development Budget Control group:

	<i>FY 2021 Budget</i>	<i>FY 2022 Budget</i>	<i>FY 2023 Budget</i>	<i>FY 2024 Budget</i>
Travel & Prof Dev Budget Control	\$6,211	\$13,558	\$12,225	\$35,051
Total Actuals	6,211	11,333	6,277	9,133*
Remaining Balance	\$0	\$2,225	\$5,948	\$25,918

*This is a projected amount based on a straight-line expenditure projection.

As seen above, the Travel and Professional Development Budget amount within IGR has grown over the years. While there was an across-the-board reduction to travel budgets in FY 2021 due to fiscal constraints as a result of the COVID-19 pandemic, in FY 2024, \$18,260 in ongoing operating funds was recommended to allow the Office to engage in federal level events. As seen in the chart above, IGR historically spends most of their budget for this purpose and PBO notes that although it is projected that the Office will spend \$9,133 in FY 2024, this is based on a simple straight-line projection which assumes a linear trend.

PBO acknowledges that the Grants Administration program does not have a dedicated operating budget and although budgeted within IGR, may require additional resources to meet their operating needs. As the county intends to continue to expand the pursuit of grant funding, operating resources for Grants Administration to receive continued education and fund future travel to applicable conferences are needed.

PIO-01: CONVERT LFRF SPW TO FTE

<i>Program:</i>	Public Information Office (110)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	95,025	-	-	-
Operating	-	-	-	-
Subtotal	\$ 95,025	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 95,025	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 95,025	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Public Information Office (PIO) is requesting one Special Project Worker (SPW) funded through Local Fiscal Recovery Funds (LFRF) become a Full-Time Employee (FTE) at a total ongoing cost of \$95,025. The Office states that the incumbent SPW has become an integral part of daily operations and should funding come to an end, the workload of the SPW will need to be transferred to current staff. PIO intends to maintain the status quo of the Office by making the SPW an FTE.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit any performance measures for this request.

PBO RECOMMENDATION

As reported to Commissioners Court during the December 19, 2023 LFRF update, in November 2023, the Treasury issued an Obligation Interim Final Rule (IFR) to address LFRF recipients questions and comments regarding the definition of “obligation” as it pertains to the Treasury’s requirements that all LFRF funds be “obligated” by December 31, 2024. This IFR provided clarification on the definition and provided related guidance specifically regarding which personnel costs are allowable after the December 31, 2024, obligation deadline and until the expenditure deadline of December 31, 2026.

These clarifications provided specific limitations on personnel expenses after the obligation deadline, allowing only those personnel directly involved in LFRF administrative work, such as reporting and compliance, single audit work, record retention and internal control requirements, property standards, environmental compliance requirements, and civil rights and nondiscrimination requirements, to be funded through LFRF resources after December 31, 2024 and through December 31, 2026. Based on these changes, PBO commenced work to develop recommendations for how to fund the 51 Special Project Worker positions that were funded through the LFRF, considering that many of them would no longer be eligible for LFRF funding after December 31, 2024 based on the November Treasury guidance. This position, Public Information Specialist, was thought to not be eligible for LFRF funding beyond 2024 based on this guidance.

On March 29, 2024, the Treasury released a new set of Frequently Asked Questions which changes this guidance to allow recipients to consider funds obligated under LFRF rules for any personnel whose salary may be paid under an eligible use of SLFRF funds through December 31, 2026, for any position that existed and was filled by December 31, 2024. This is an expansion of the previous understanding from the November 2023 Treasury Guidelines. In addition, reporting deadlines for

personnel expenses were moved from April 30, 2024 to July 2024 for administrative expenses and January 2025 for all other personnel. PBO did not complete its analysis of this new information before General Administration submitted its budget request, and so PBO recommended that the department submit all LFRF-related positions that may have been ineligible under the LFRF under the November 2023 guidance through the budget process, in case they would need General Fund resources.

Per Court action on July 23, 2024, the Public Information Specialist will continue to be funded through the LFRF until the end of the grant period, December 31, 2026, as previously approved. The Department should plan to resubmit this position for consideration in the FY 2027 budget process.

PIO-03: SYMMETRICAL GIGABIT INTERNET CONNECTION

<i>Program:</i>	Media Services (110)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	18,750	18,750	18,500	18,500
Subtotal	\$ 18,750	\$ 18,750	\$ 18,500	\$ 18,500
Capital	-	-	-	-
Dpt Total	\$ 18,750	\$ 18,750	\$ 18,500	\$ 18,500
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 18,750	\$ 18,750	\$ 18,500	\$ 18,500

DEPT. SUMMARY OF REQUEST

The Media Services Division within General Administration is requesting \$18,750 in ongoing operating resources for a symmetrical 1GB internet fiber connection subscription with the department’s current off-network internet service provider. The is comprised of \$18,500 in ongoing operating resources and \$250 in one-time installation costs. As Media Services staff will often work remotely, remote access to the department’s video storage array in order to edit high-definition video requires a high-speed symmetrical internet connection (same download and upload speed). Further, Media Services is implementing cloud backup storage for their program, stock video, graphics, and photos. The division notes that a symmetrical high-speed connection is required for both of the aforementioned tasks to function efficiently.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit any performance measures for this request.

PBO RECOMMENDATION

The Planning and Budget Office recommends funding for this request. Media Services notes that discussions with Information Technology Services (ITS) have informed the division that having a continuous ingress (data entering a network) connection to the county network is problematic for security reasons, which is why Media Services has operated with an off-network internet subscription for over 25 years. The base off-network internet subscription is unable to access the network for high-definition video editing and cloud storage backup operations as both require continuous remote ingress to a network. That said, the additional operating resources recommended for an upgraded subscription of the current off-network internet service provider will allow for sufficient service to accomplish the aforementioned tasks.

PIO-02: DIGITAL VIDEO SERVER REPLACEMENT

PIO-04: MULTIFUNCTION ROOMS WIRELESS AUDIO EXPANSION

PIO-05: DIGITAL VIDEO ROUTING SWITCHER EXPANSION

PIO-06: INTERCOM WIRELESS SMART ANTENNA ADDITION

<i>Program:</i>	Media Services (110)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	201,000	201,000	-	-
Dpt Total	\$ 201,000	\$ 201,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 201,000	\$ 201,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

PIO-02: DIGITAL VIDEO SERVER REPLACEMENT

\$110,000 of one-time resources are requested for the replacement of Media Services digital video recording and playback server. The current server has been declared “End of Life” by the manufacturer and thus technical support will no longer be available. If the current video server fails for any reason, the department is unable to record or playback programming until repaired. With the replacement of the current video server such occurrences will not occur as Media Services will gain redundancies that are currently not in available.

PIO-04: MULTIFUNCTION ROOMS WIRELESS AUDIO EXPANSION

\$35,000 of one-time resources are requested to increase wireless microphone capacity in 700 Lavaca St. multifunction rooms. Currently, when meetings are held in the multifunction rooms and recording is requested, Media Services must use multiple microphone cables, a “stage box”, and a “snake”. The “stage box” is a device that connects multiple cables, and the “snake” is a large audio cable comprised of multiple cable strands that connect to an audio board. Media Services states that many cables are present on the floor and pose a safety hazard for all walking about the multifunction room. With the addition of the proposed wireless system, the aforementioned cables and stage box would be eliminated as the only cable that would be necessary is a network cable.

PIO-05: DIGITAL VIDEO ROUTING SWITCHER EXPANSION

\$50,000 of one-time resources are requested for the expansion of the current digital video routing switcher. Currently, Media Services is at capacity of their primary digital video router’s inputs and outputs. With the expansion of the digital video routing switcher, 32 inputs and 32 outputs will be added and the department states that this should suffice for a “few years of growth.” Installation and integration would occur in December 2024 or January 2025.

PIO-06: INTERCOM WIRELESS SMART ANTENNA ADDITION

\$6,000 of one-time resources are requested to purchase an additional intercom smart antenna to expand wireless coverage of the recently replaced TCTV intercom system which includes a feature for wireless communications. The new TCTV intercom system includes one smart antenna which does not reach all of the areas Media Services requires, specifically the south end of the first floor where the Commissioners Court room is located. With the addition of the requested smart antenna, wireless contact for all areas required by Media Services will be accessible.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit any performance measures for these requests.

PBO RECOMMENDATION

PBO recommends funding the requests in full as summarized in the table below. The equipment is critical for proper public engagement and transparency.

<i>Request</i>	<i>Amount</i>
Digital Video Server Replacement	\$110,000
Multifunction Rooms Wireless Audio Expansion	35,000
Digital Video Routing Switcher Expansion	50,000
Intercom Wireless Smart Antenna Addition	6,000
Total	\$201,000

Health and Human Services (158)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	3
Programs & Performance Management	4
Office of Children’s Services	4
Family Support Services	12
Community Services	14
Research and Planning	19
Social Services Contracts	21
Texas A&M AgriLife Extension Services	31
Supportive Housing	32
Public Health	34
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	35
FY 2025 Preliminary Budget Recommendations Summary	36
Additional Information	39
FY 2025 Budget Request Analysis	43
Request #1: Supportive Housing Division Director	43
Request #2: Retain 17 LFRF-funded SPW Positions	45
Request #3: Continuation of OpenWork Temporary Personnel Services	48
Request #4: Zoom and Adobe Pro Annual Subscription License	50
Request #5: Preventative Maintenance and Repair for Food Pantry Refrigerators and Freezers	52
Request #6: AgriLife Agent/CED Salary Increase	54
Request #7: AgriLife Increase Maintenance of Current Effort for Goats and Supplies	54
Request #8: Jail Based Intake and Care Navigation Services	56
Request #9: Assertive Community Treatment (ACT) Team Expansion	60
Request #10: HHS Contract Management System	63
Request #11: Maintenance of Current Effort – Burial Budget Increase	65
Request #12: Social Services Access to Basic Supports	67
Request #13: Practicum Education	70
Request #14: Deaf Services Temporary Staffing Budget Increase	73
Request #15: Deaf Services FTE Request	73
Request #16: FSS Social Services Assistant For Social Work Program	76

Request #17: FSS Supportive Case Manager 76

Request #18: Work-Based Learning Summer Youth Employment Improvement 79

Request #28: Work Based Learning Summer Youth Employment Program Contingency and Improvement..... 79

Request #19: engAGE Training Education Coordinators 81

Request #20: Housing Services Home Repair and On-Site Sewage Facilities Reserve 83

Request #21: TDHCA Related Grant Purchases 83

Request #22: Weatherization and home Repair Chapter 279 Funding Increase 83

Request #23: Opioid Crisis Earmarks 86

Request #24: Children Crisis Respite Center Earmark 88

Request #25: Permanent Supportive Housing: At Home ATX 89

Request #26: City of Austin Animal Services and Public Health ILAs 90

Request #27: City of Austin Public Health ILA Extraordinary Events 90

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Health and Human Services Department is to work in partnership with the community to promote full development of individual, family, neighborhood and community potential and to optimize self-sufficiency for families and individuals in safe and healthy communities.

The Department has identified the following departmental goal(s):

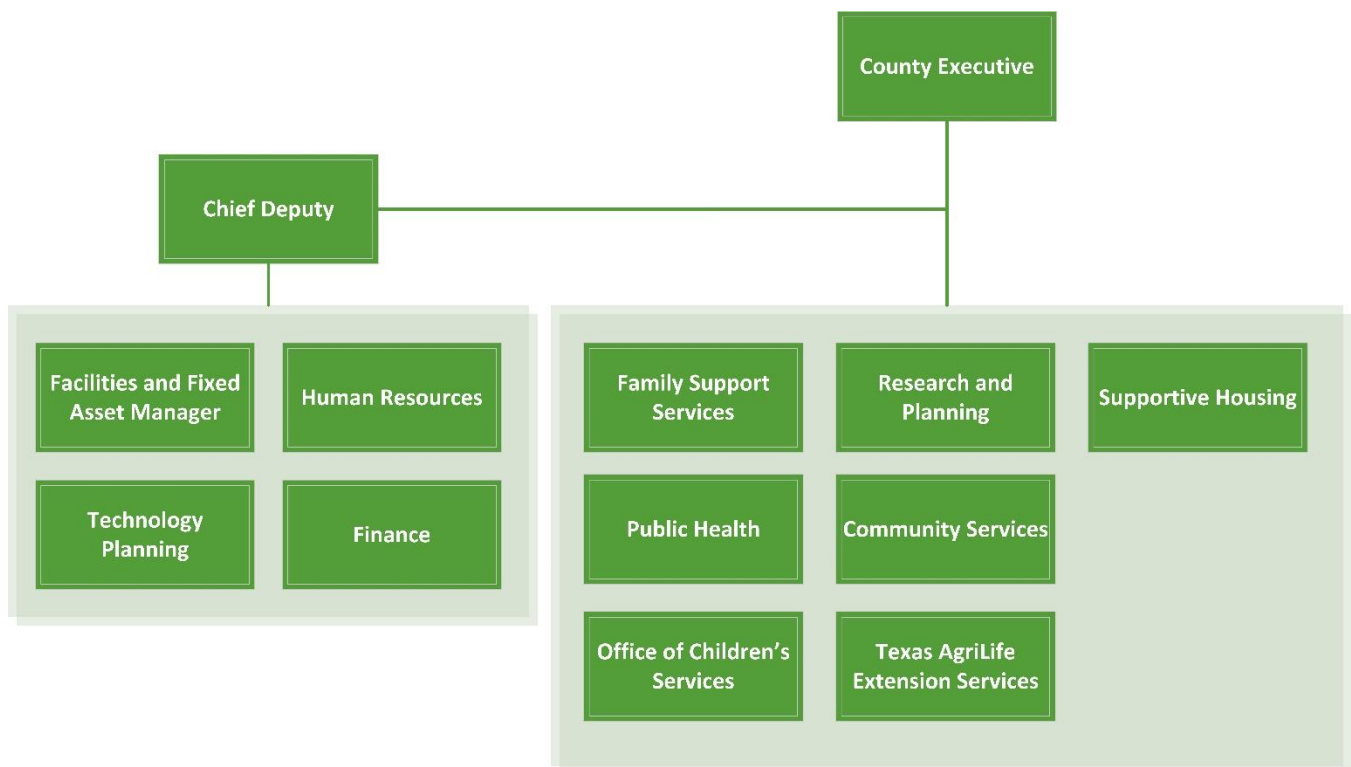
- Protect vulnerable populations;
- Invest in social and economic well-being;
- Promote healthy living: physical, behavioral and environmental; and
- Build a shared understanding of the community.

This aligns with the new County goals of:

- Protect and provide opportunity for those most vulnerable and underrepresented
- Promote economic well-being and racial, ethnic and economic equity
- Provide services that support people's physical and mental health
- Be a trusted and well-run county

The Department is budgeted in the Health and Human Services Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions,

OFFICE OF CHILDREN'S SERVICES

HEALTHY FAMILIES TRAVIS COUNTY:

Healthy Families Travis County (HFTC) is a long-term home visiting program that serves first-time moms and families. Healthy Families is not a statutorily required or mandated service. Healthy Families Travis County has been nationally accredited by Healthy Families America (HFA) and Prevent Child Abuse America since 2004. HFTC is one of only two programs that are nationally accredited in Texas and awarded this honor for adherence to best practices. The program seeks to meet the goals of:

- Cultivate nurturing parent-child relationships;
- Promote healthy childhood growth and development;
- Enhance family functioning by reducing risk and building protective factors;
- Link families to a medical provider, ensure developmental screenings are done and that children receive recommended well child checks and immunizations; and
- Help families work towards self-sufficiency.

HFTC implements an evidence-based curriculum called Growing Great Kids. Observation of the parent and child's relationship is one of the most critical features of each home visit. During these visits, the home visitors teach information about parenting and child development in order to help strengthen the parent-child bond. Research states that the stronger the bond between parents and their children, and the more understanding a parent has about their child's development, the less likely they are to abuse or neglect their child.

The program has numerous additional features that it provides such as: ongoing developmental screenings and referrals; ensuring immunizations and well child checks are up to date; providing breastfeeding education and support; educating families on issues such as Shaken Baby Syndrome and car seat safety; and providing referrals to community resources.

The Healthy Families Travis County accreditation process managed by Healthy Families America (HFA) is based upon a stringent set of 12 critical elements and over 120 standards that are grounded in more than 30 years of research. Healthy Families America is a nationally recognized evidence-based home visiting program model. It is the primary home visiting model best equipped to work with families who may have histories of trauma, intimate partner violence, mental health and/or substance abuse issues. Model fidelity is illustrated through a comprehensive accreditation process every four years. HFTC was recently successfully re-accredited through Healthy Families America in March of 2023, which will last through March of 2027. It is rare for any Healthy Families program throughout the U.S. to score above 90 percent on a site visit; however, HFTC scored 91 percent adherence to the HFA accreditation standards.

In addition to General Fund support, this program also receives grant funding as a sub-recipient of United Way’s Maternal Infant Early Childhood Home Visiting (MIECHV) grant award through the state, which funds additional positions for the program.

The program was formerly linked to the County Goal, “Promote the well-being of our residents through social, economic, and health and safety initiatives” and is now linked to the County Goal, “Provide services that support people’s physical and mental health.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percentage of children who achieve age-appropriate development	91%	96%	90%	90%	90%
Percentage of children who received age-appropriate immunizations within expected guidelines	71%	80%	80%	80%	80%
Percentage of children who attend age-appropriate well-child checks within expected guidelines	78%	86%	80%	80%	80%
Percentage of families with no substantiated finding of child abuse or neglect	99%	100%	95%	95%	95%
Total number of families served including both assessment and home visiting	91	179	250	250	250

In FY 2023, 48 percent of parents successfully completed the Nurturing Parenting Program with a rating of Significant Accomplishment, which is below the target of 50 percent. This measure is evaluated by taking the number of parents who complete with significant accomplishment out of the total number of parents who successfully complete. In order to complete with significant accomplishment, parents must attend all 16 to 24 sessions, score a five or above on all AAPI constructs, and score a seven or above on the B and C constructs on the AAPI post-test that measure risk of abuse. B and C constructs measure corporal punishment and level of empathy.

Due to home visitor vacancies as well as lower referrals related to the lingering effects of the pandemic, the program served fewer clients in FY 2023 than anticipated. Having recently filled several of these vacancies and added additional staff through grant funding, HFTC expects to return to prior projections and see an uptick in families served. All outcomes were above target levels, except to the measure related to immunizations which was on target. This is related to challenges that families face related to available providers, transportation, family stressors, and language barriers that HFTC continues to work to address with its clients.

FAMILY FIRST

The Travis County Family First program provides intensive, home visiting services to families through implementation of the Nurturing Parenting Program. The Nurturing Parenting Program is an evidence-based and family-centered curriculum that was designed for the prevention and treatment of child abuse and neglect.

Family First (previously Children First) is not a statutorily required/mandated service; however, this program has partnered with The Texas Department of Family and Protective Services (TDFPS) for several decades to improve the safety of children and the functioning of families. This program is a key service utilized by TDFPS to provide community-based support to at-risk families to reduce the need for out of home placement and/or to stabilize the functioning of families so that children can be safely returned to their parent’s care. HHS has a long-standing collaborative relationship with TDFPS to coordinate services in an effort to decrease risk and improve functionality and self-sufficiency of families.

The Travis County Family First program provides long-term, home visiting services to families through implementation of the Nurturing Parent Program. The Nurturing Parent Program is an evidence-based and family-centered curriculum that was designed for the prevention and treatment of child abuse and neglect. Parent Educators visit families in their home weekly for one and a half to two hours for 16 to 24 weeks. In addition, the program provides group services where the curriculum is implemented in a group setting. Groups are held for two hours weekly for 16 weeks and include an average of 10 to 15 parents per group.

Using the Nurturing Parent Program, Family First goals are to:

- Help families build self-awareness, self-esteem and empathy;
- Teach alternatives to hitting and yelling;
- Enhance family communication and awareness of needs;
- Replace abusive behaviors with nurturing behaviors;
- Promote healthy physical and emotional development; and
- Teach appropriate role and developmental expectations.

Additional Family First program goals include:

- Ensuring safe and healthy children;
- Preventing the removal of children from their families due to abuse and neglect;
- Improving individual parent and family functioning; and
- Connecting families to available community resources.

The target population for these services is children and their families who are involved in the child protective services (CPS) system and are at risk for abuse/neglect or have already experienced judicial intervention for abuse/neglect. Clients must have an open CPS case within Travis County to receive services. The program receives referrals exclusively from Family-Based Safety Services and Conservatorship units of TDFPS. In order to maintain fidelity to the Nurturing Families model and best serve the families, the goal is to provide a minimum of 16 to 24 weekly home visiting (or, when necessary, virtual) sessions or 16 group sessions. The services are strongly encouraged by CPS caseworkers but are considered voluntary. The families served by the Family First program are considered complex due to the existing risk factors, parental functioning, and extremely limited personal resources including basic needs.

The program was formerly linked to the County Goal, “Promote community resilience in daily living and in times of emergency” and is now linked to the County Goal, “Provide services that support people’s physical and mental health.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percentage of children removed from their home by DFPS at case closure	1%	0%	5%	5%	5%
Percentage of parents that successfully complete the Nurturing Parenting Program	73%	61%	60%	60%	60%
Number of unduplicated families served	165	144	200	200	200
Percentage of parents that successfully complete the Nurturing Parenting Program with a rating of Significant Accomplishment	46%	48%	50%	50%	50%

Family First served fewer clients in FY 2023 than targeted, largely due to staff extended leaves and new staff needing training which limited the ability to take on more families. The program is currently fully staffed and expects to increase the number of families served by adding community outreach and pursuing referrals in the second half of FY 2024.

In FY 2023, the program had significantly more referrals of families from Conservatorship (CVS) than in Family Based Safety Services (FBSS), although less than in FY 2022. While 75 percent of referrals were from CVS, 23 percent were from FBSS. The program is making outreach efforts to increase the number of referred families from all areas however this is a trend that has continued over the last few years and impacts the program results. In CVS cases, children have already been removed from the home, thus resulting in a lower percent of children who remain in their homes than in previous years and why a higher percent of children remained in TDFPS custody or were placed with a relative or non-custodial parent. Based on the trend of receiving cases with greater risk and more need, the trend of children remaining in a DFPS placement or being placed with a relative continued and increased greatly. Although the number of FBSS families referred is increasing, it appears that these families do not typically have their children in the home either. In FY 2023, 90 percent of children remained in DFPS placement and 9 percent were placed with a relative or non-custodial parent.

PARENTING IN RECOVERY/DRUG TREATMENT COURT

The Parenting in Recovery/Family Drug Treatment Court provides services to vulnerable children and their families who are struggling with addiction, behavioral health challenges and child welfare system involvement.

Parenting in Recovery/Family Drug Treatment Court (PIR/FDTC) is not a statutorily required or mandated service. This initiative serves families involved in the child welfare system due to substance use disorder. The program is comprehensive and facilitates access to extended residential inpatient SUD treatment; mental health supports; recovery housing and supports; children’s services including assessments and individualized support and services provided by specialized therapists; and wraparound support services through a care coordination, family team model to promote self-sufficiency. Participants remain in the program on average for 12 months. Program participants have an active lawsuit with child protective services that is overseen by the 126th District Court Judge. The role of the court and the judge are integral to the functioning and success of the program and there is no other comparable type of drug treatment court in Travis County.

For FY 2024, PIR/FDTC was awarded an annual state grant which is being used to support inpatient and intensive outpatient SUD treatment, transportation, psychiatric evaluation and medication management, drug testing, and trauma-specific therapy services during FY 2024. PIR/FDTC has re-applied for this grant for FY 2025 and has requested the same amount of funding for the same services.

The program was formerly linked to the County Goal, “Promote the well-being of our residents through social, economic, and health and safety initiatives” and is now linked to the County Goal, “Provide services that support people’s physical and mental health.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
PIR/FDTC percentage of children without a recurrence of maltreatment within a 24 month period post program discharge	93%	98%	85%	85%	85%
PIR/FDTC percentage children who are in care of a parent at discharge	79%	69%	60%	60%	60%

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
PIR/FDTC percentage of children who demonstrate either improvement in or stability in obtaining developmental milestones	97%	98%	95%	95%	95%
PIR/FDTC percentage of participants that successfully discharge from program	69%	68%	60%	60%	60%
PIR/FDTC percentage of participants that complete residential substance abuse treatment	93%	87%	90%	90%	90%
PIR/FDTC number of unduplicated adults served by the program during the fiscal year	75	70	75	75	75
PIR/FDTC percentage of participants able to access residential substance abuse treatment within 20 days	56%	67%	70%	70%	70%
Percentage of parents who demonstrate improvement on the PSI-4	0%	98%	70%	70%	70%

PIR/FDTC nearly met or exceeded all program performance measures.

Despite the closing of Austin Recovery during FY 2021 and challenges with sending parents and children out of town to Dallas and Houston for treatment, 67 percent of parents were admitted to inpatient substance use disorder treatment within 20 days of agreeing to enroll in the PIR/FDTC program with an average number of 17 days to treatment admission. At present, families are most frequently completing treatment at Nexus Recovery Center in Dallas and Santa Maria Hostel in Houston. Enrolling families in treatment out-of-town presents transportation challenges and additional barriers in coordinating detoxification and transfers of medication assisted treatment from one city to another.

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Parenting in Recovery Full Funding	\$439,648	2.00/2.00	All positions have been filled and the program is projected to meet all performance benchmarks now that the program is fully staffed. Staff caseloads per therapist have been decreased to a manageable 15 per therapist, allowing better service delivery.

THE TRAVIS COUNTY CHILD PROTECTIVE SERVICES BOARD

Child Protective Services Board is The Travis County Child Welfare Board, as defined in the Texas Family Code. The legal requirement for this board is found in the Chapter 264 of Texas Family Code that states a commissioners court may appoint a board and appropriate general funds for the administration of the child welfare board and that the Department of Family and Protective Services (DFPS) shall work in conjunction with the commissioners courts, juvenile boards, and all other officers and agencies involved in the protection of children through county child welfare boards.

The purpose of the Child Protective Services Board budget is to provide financial support and services to children and families involved with the Child Protective Services system due to risk of or confirmed abuse, neglect or exploitation by parents, caregivers and other household members. The CPS Board sets budgetary guidelines on an annual basis, reviews expenditures and authorizes outlier expenses. The Board also provides support to the CPS caseworkers through appreciation activities and the management of the volunteer program to maintain the parent/child visitation rooms in the CPS offices. Additionally, the

Board has a role in advocacy and community awareness regarding child abuse, neglect and exploitation prevention. The Board provides the Court with relevant information regarding the state of functioning and required supports to the Child Protective Service System for Travis County, Region 7 and the State. The board holds an annual work session to identify areas of interest and focus for the fiscal year.

The program was formerly linked to the County Goal, “Promote community resilience in daily living and in times of emergency” and is now linked to the County Goal, “Protect and provide opportunity for those most vulnerable and underrepresented.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of CPS Petitions filed in a fiscal year	263	253	250	250	250
Number of new children entering foster care annually	273	198	200	200	215
Number of CPS referrals assigned for investigation	5,315	5,277	5,250	5,250	5,350
Average number of children in foster care per month	899	500	475	475	500
Average number of families receiving Family Based Safety services	340	189	225	225	225
Percentage of CPS board budget expended on products and services for children and families involved in the child welfare system	77.5%	86%	90%	98%	98%

Almost all metrics tracked by the CPS Board saw a significant decrease due to the implementation of HB 567. This bill changed the definition of neglect, the ground under which a child could be removed and restricted how court ordered services could be implemented by the court. The reduction of numbers reflects how abuse/neglect is defined and investigated and does not necessarily reflect a reduction in abuse/neglect in the community.

The Children Without Placement (CWOP) continues to have a significant impact on the entire system and especially the children/youth. Throughout the year, Travis County had, at any one time, between 3 and 6 children/youth in CWOP and regionally the number fluctuated between 15 and 25. A regional staffing is held weekly to provide support and resources to the youth in CWOP status. The youth in CWOP usually are between 14-17; have a history of multiple placements, psychiatric care/hospitalization, runaway/trafficking, criminal legal system involvement and educational challenges. Children/youth cycle back to CWOP when placements breakdown and request the youth’s discharge. Children/youth are in CWOP as short as 72 hours and as long as 90 days. There does not appear to be a resolution in sight until there are expanded placement options for youth that include: supported family/friend options; treatment foster care; TLP that accept youth with behavioral challenges; and residential facilities that are trauma informed and provide supportive holistic care. Travis County HHS and the CPS Board continue to monitor and support all Travis County youth in CWOP status.

The Child Protective Services Board is monitoring and managing the impacts of State of Texas legislation on its operations and on the operations of all Office of Children’s Services programs. Of particular note is the action taken during the 85th Texas Legislature which mandates a shift from a state-run child welfare system to a community-based system that the state oversees. This model is intended to provide more flexibility to develop services that reflect the local community and its needs. The state would partner with a local contractor to manage the transition from tradition foster care to community care. This transition should be rolled out by 2029. The Office of Children’s Services and the CPS Board will monitor this transition as it will have direct impact on several programs.

SYSTEM OF CARE: CHILDREN'S PARTNERSHIP & COMMUNITY PARTNERS FOR CHILDREN/ COMMUNITY RESOURCE COORDINATION GROUP

System of Care is a spectrum of effective, community-based services and supports for children and youth with or at risk for mental health or other challenges and their families, that is organized into a coordinated network, builds meaningful partnerships with families and youth, and addresses their cultural and linguistic needs, in order to help them to function better at home, in school, in the community and throughout life.

The Travis County Systems of Care (SOC) is a set of values and methodology for effectively collaborating with families, Travis County SOC programs utilize the wraparound process, child and family teams, a shared database, provider network, training, management and access to flexible funds for eligible participants. The SOC initiatives in Travis County include The Children's Partnership (TCP) and Community Partners for Children (CPC). Previously, the Child Protective Services Reintegration Project was part of this program but it has since phased out with all services related to the program being integrated into the other two SOC programs.

Community Partners for Children (CPC) is the Travis County Community Resource Coordination Group which is a statutorily mandated service. In 1987 The Texas Legislature enacted Senate Bill 298, requiring eight child serving public agencies to work together to assist children and youth who were falling through the cracks in the service system. The 77th Legislature enacted legislation that strengthens and supports the work of the Community Resource Coordination Groups of Texas. Senate Bill 1468, codified in Texas Government Code §531.055, calls for a joint Memorandum of Understanding among health and human services agencies, related state agencies and state-level partners to promote a statewide system of local level interagency staffing groups (CRCGs) to coordinate services for persons of any age in need of multiagency services. In general, the legislation:

- Updates the previous authorizing CRCG legislation for children and youth;
- Adds the requirement to implement a system for CRCG for adults; and
- Includes the requirement to have as a standing representative on each local CRCG, a parent or family member on each CRCG for Children and Youth and/or a consumer or caregiver member on each CRCG serving adults, and requires a legislative report every two years to the Governor of Texas and to participating agency CEOs to report the benefits and barriers of CRCG activities.

Community Partners for Children (CPC) is Travis County's Community Resource Coordination Group (CRCG). CRCGs are local interagency groups, comprised of public and private providers who come together to develop individual service plans for children, youth, and adults whose needs can be met only through interagency coordination and cooperation. The goal of CPC is to provide a single point of community collaboration for families with children and youth who have complex needs that cannot be met by one agency. CPC is the eligibility meeting to facilitate access to these System of Care Initiatives: The Children's Partnership and CPC Bridge Coordination. The Office of Children Services manages and facilitates the Travis County CRCG in collaboration with key community partners: Child Protective Services, Travis County Juvenile Probation Department, and Integral Care (the local mental health authority). OCS manages the CPC staffing list; coordinates the twice monthly meetings; oversees the management of CPC and facilitates an annual retreat with community partners. In this cost center, OCS has two positions dedicated to CPC: a Social Service Program Coordinator which fulfills the role of CPC program coordination and a caseworker position that supports both the intake process, the meetings and provides ongoing coordination to select families. The caseworker position was reassigned to this program from the CRP Reintegration program when it was discontinued in FY 2023. The caseworker position was filled in September 2023.

The Children's Partnership (TCP) is not a statutorily required nor mandated service; however, the program is an essential part of the Travis County System of Care and is a frequently utilized service for families with children and youth with significant mental health challenges and multi-system involvement. TCP serves children/youth with complex behavioral health

challenges and their families utilizing the wraparound service delivery model and providing care coordination and specialized services and supports. The goal of TCP is to improve the functioning of children and youth so they can remain safely in their home and community.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percentage of children/youth who are maintained in their homes at the time of discharge from the program	90%	94%	85%	85%	85%
Percentage of children/youth who maintained/improved school attendance	73%	85%	80%	80%	80%
Percentage of children/youth who reduced their delinquent behavior	82%	79%	75%	75%	75%
Percentage of children/youth and their families that indicated increased self sufficiency through either meeting their goals or a voluntary exit from the program	66%	74%	65%	65%	65%
Number of children enrolled by TCP	44	42	45	55	55
Number of children staffed at CPC	55	46	55	60	60
Number of families served by TCP	83	79	85	85	85
Percentage of children who received residential treatment services had a decrease in their involvement in CPS and or Juvenile Probation	0%	50%	75%	75%	75%
Percentage of children who are reintegrated to a home after completion of residential treatment	0%	100%	95%	95%	95%
Number of children/youth enrolled in TRIAD program to access residential treatment for severe emotional disturbance and at-risk behaviors	1	2	2	3	3
Number of children served with care coordination services enrolled in both TCP and CPC bridge programs	36	31	35	40	40
Number of families served with Parent Liaison Services	53	48	35	35	35

The Children’s Partnership (TCP) program continues to perform within expected parameters as it relates to outcome measures. However, COVID-19 continues to impact all partner agency referrals and enrollments, especially as it relates to the ongoing work force challenges in recruitment and retention. There was a nine percent increase in enrollments and a four percent decrease in total number served for TCP from FY 2022 to FY 2023. As the community partners, stakeholders, and families continue to adapt to post COVID conditions, HHS hopes to see a continual increase in enrollments in FY 2024.

In FY 2023, Community Partners for Children (CPC) completed 46 family sessions serving 46 youth and their families. This is nine less children/youth than the prior year. In fiscal year 2023 as community partners, agencies and families continued to adjust to post pandemic life, referrals to community-based services and utilization of CPC remained low. It is projected that as families, service providers, partners and community stakeholders further adjust their work models to more in person and hybrid options, that referrals will continue to increase to CPC; however, it is not anticipated that the program will reach pre-pandemic service levels in the next two fiscal years. Community outreach, trainings, and resource fairs have increased CPC’s visibility and provided opportunities to share information regarding CPC and the referral process for children, youth, and their families.

Overall the programs within the System of Care have seen a reduction in enrollment; however, the program has seen an increase in the complexity and fragility of the youth being served requiring longer, more intense service provision to stabilize the youth and access community resources. The programs continue to play a vital role in addressing the service needs of children and youth with complex behavioral health needs and their families. The CRCG and wraparound service models put the parent and child/youth at the center of the services with a focus on achieving the families goals for success.

FAMILY SUPPORT SERVICES

The Family Support Services Division provides the community with emergency assistance, including utility assistance, rent and mortgage assistance, burial services, and food pantry, and groceries in addition to home repair and weatherization referrals, licensed social work and case management services, clothes closet, a senior lunch program, and online application assistance for state and federal public assistance programs.

The Texas State Health and Safety Code requires commissioner courts to provide indigent burial under Title 8, Subtitle B, Chapter 694. Travis County under this statute is required to provide for disposition of the body of a deceased indigent person in Travis County and to adopt rules by which to provide for such disposition. The Texas Local Government Code, Section 81.027, authorized Travis County to aid residents achieve self-sufficiency through improvements to quality of health, economic, and social well-being.

All Emergency Assistance programs other than Indigent Burial, including assistance with payments of rent, mortgage, utilities, bus passes, and the provision of healthful food are not statutorily required.

The program was formerly linked to the County Goal, “Promote community resilience in daily living and in times of emergency” and is now linked to the County Goal, “Protect and provide opportunity for those most vulnerable and underrepresented.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Average # of payments processed by caseworker per month	71	53	60	60	60
# of HH's that received Burials	269	346	340	340	340
# of HH's that received Food Pantry	4,596	5,298	5,750	6,000	6,250
# of HH's that received Rent/Mortgage	5,364	827	630	660	660
# of HH's that received SW services	1,134	1,789	1,200	1,200	1,200
# of HH's that received Utilities	8,565	7,634	7,000	7,000	7,000
% of Customer Surveys Satisfied or Very Satisfied	0%	99%	90%	90%	90%

The current data management system has been inadequate to establish benchmarks and measure program outcomes for Family Support Services programs. The new Enterprise Case Management System will provide better tools to develop and track outcome measures.

Currently, FSS has only been able to track outputs, which are elaborated on below.

Average # of payments/month by CW - This number is slightly lower than the performance target. In FY 2023, TDHCA changed the procedures for making subsequent Comprehensive Energy Assistance Program (CEAP) payments. Whereas in the past, CEAP payments for the year were made monthly, they changed to a lump-sum payment for each household for the year. This resulted in significantly fewer invoices entered per household for CEAP utility assistance. In addition, there was considerable

turnover in the Case Worker positions in FY 2023. The average number of payments includes numbers for several Case Workers that were new to their positions, in training, and processing fewer invoices than experienced Case Workers. Several Case Workers were also involved in testing the new ECMS throughout the year. Taking time for testing impacted the number of invoices that they were able to process during those months.

Burials - The number of unduplicated households (346) was higher than the target of 300. This is due to increased demand, the addition of a new burial/cremation vendor, and filling the Burial Case Worker position that was added in FY 2023.

Food Pantries - The food pantry measures were 15 percent higher than in FY 2022. However, the number outputs continue to be less than the target. History of this outcome indicates that the target may be set too high for current usage patterns since it has not been met the past three years. In 2021, Travis County reduced the number of Community Centers from seven to six. The Palm Square Community Center in downtown Austin and the Post Road Community Center in south-central Austin were closed, and the staff and services were relocated to the new Central Austin Community Center in north-central Austin. Because this change happened during COVID, reduction in the number of food pantries had been largely attributed to the fact that the Community Center lobbies were closed to the public, and food pantries were available only by appointment. However, now that all lobbies are open and numbers are still below target, it seems likely that a percentage of clients, particularly those who used to obtain services from Palm Square and Post Road, are now obtaining food pantry from a different, non-County food pantry in their area of the county. Expenditures for food pantry were zero because Central Texas Food Bank changed their procedures and provided food free of charge to their partner agencies in FY 2023, which they have continued in FY 2024.

Rent and Mortgage - The Emergency Rental Assistance Program (ERAP) ended in FY 2022, and most federal pandemic assistance for rent was no longer available in FY 2023. However, some federal LFRF pandemic assistance funds were used to provide rent and mortgage assistance during the first quarter of FY 2023 to applicants who had applied during the open window for applying for rent/mortgage assistance in the first part of March 2022. Since it took several months to process all of the applications for rent/mortgage assistance that were submitted during that two-week period, there were 435 unduplicated households who received rent or mortgage assistance using Pandemic Assistance for Rent/Mortgage LFRF funds during the first quarter of FY 2023 (end of the 2022 calendar year), with \$1,162,619 expended. Then, in October 2022, Chapter 272 policy was changed, as a pilot, to couple rent and mortgage assistance with holistic case management services. The change stipulated that in order to be eligible for rent or mortgage assistance, clients must be actively participating in case management services with a FSS Supportive Case Manager or, for clients with more complex needs, a FSS Social Worker. Clients can remain in case management services for a total of 12 months with a Supportive Case Manager or a total of 24 months with a Social Worker. The Supportive Case Manager or Social Worker meets with the client regularly, helping the client achieve individualized goals, including goals pertaining to increased housing and financial stability. After providing updated procedures and training to the Supportive Case Management and Social Work staff, clients on their caseload began being eligible for rent and mortgage assistance in January 2023. A total of 389 unduplicated households received rent or mortgage assistance with the Case Management Financial Assistance (CMFA) fund, with a total of \$1,934,976 expended. Due to these changes in Chapter 272, there was a 58 percent increase in the number of households that receives Social Work services. In addition to the 1,789 households contacted through the Social Work program, an additional 1,535 households were contacted through the Supportive Case Management program.

Utilities - In FY 2023, there continued to be increased pandemic utility assistance funds available through TDHCA grants. FSS received additional Comprehensive Energy Assistance Program – American Rescue Plan (CEAP ARP) funds, and the TDHCA pandemic assistance program for water/wastewater, the Low-Income Housing Water Assistance Program (LIHWAP), continued into FY 2023. The total amount expended for utilities with all funding sources was \$10,894,984, which was a 16.7 percent increase over expenditures in FY 2022. The amount expended with General Funds was \$1,017,079. FSS' largest utility

grant funding sources were CEAP (\$7,884,564), CEAP ARP (\$111,825), LIHWAP (\$1,337,608), Austin Energy Plus 1 (\$252,633), and Texas Gas Service Share the Warmth (\$177,147).

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
FSS Burial Program	\$84,588	1.00/1.00	There was an unforeseen delay in filling this position. The delay was primarily the result of the fact that there was no office space for the new Case Worker until the County Community Center staff were able to relocate into offices that had been vacated by CommUnity Care. The process for the County to make the space ready for the relocation took longer than anticipated. The Burial Case Worker position was filled in Spring of 2023. The FSS Indigent Burial program provided burial/cremation assistance to 77 more households in FY2023 than in FY2022.

COMMUNITY SERVICES

ENGAGE

The engage program, formerly Coming of Age, provides targeted civic and volunteer engagement and nonprofit capacity building services focusing on the contributions of those who are 50 years old and above. The program is not mandated. Coming of Age partners with non-profit, faith-based, and public organizations. HHS notes there are no other programs in Travis County that provide these targeted civic and volunteer engagement and nonprofit capacity building services that focus on the contributions of those who are 50 years old and above to strengthen communities.

The program is partially funded in the General Fund and through the Retired Senior Volunteer Program grant from the federal Corporation for National and Community Service (CNCS).

The program was formerly linked to the County Goal, “Promote the well-being of our residents through social, economic, and health and safety initiatives” and is now linked to the County Goal, “Provide services that support people’s physical and mental health.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of volunteer service hours contributed	38,065	36,906	75,000	75,000	75,000
Percentage of volunteers reporting more purposeful lives	100%	100%	85%	85%	85%
Added dollar value of volunteer support to agencies	859,127	833,036	1,692,750	1,692,750	1,692,750
Number of active volunteers	253	230	450	450	450

This program was significantly impacted by the COVID-19 pandemic and is still working to recover. The number of active volunteers and volunteer hours contributed has not yet returned to pre-COVID levels. Staff continue to keep contact with all prior year volunteers to attempt to re-engage those that may still be interested in pursuing volunteer service as COVID-19 levels recede.

HOUSING AND WEATHERIZATION PROGRAM

Formerly the Travis County Housing Services Home Repair Program, the Weatherization and Home Repair Program is a Travis County General Fund program, in the Health and Human Services Department and Community Services Division, that provides materials and labor to correct immediate threats to occupants’ health and safety.

Housing Services is not a mandated program. Services for the Housing Services program include emergency electrical and plumbing repairs, emergency dwelling repairs (holes in exterior walls and floors), roof repairs and replacement, and handicap access (Construction of access ramps and modifications to the bathroom and kitchen.) These threats must be corrected before one or more of the grant-funded energy efficiency programs can be completed.

The Travis County Housing Services Weatherization Assistance Programs, funded primarily through two federal grants, provides free weatherization improvements to make homes more energy efficient for eligible county residents. Services include addressing health and safety concerns such as high carbon monoxide levels, minor electrical hazards, leaking water heaters, improved indoor air quality, reduction in moisture sources within the structure. In addition are standard energy efficiency improvements such as air infiltration reduction, installation of solar screens, attic insulation, HVAC duct sealing and replacement, replacement lighting with higher efficient bulbs, Energy Star compliant refrigerators, and heating and cooling appliances. The Weatherization Assistance Programs assist low-income individuals and families with a focus on the elderly, disabled and children under six years of age serving both rental units and homeowners.

The Texas Department of Housing and Community Affairs (TDHCA), serves as the grantor of these federal funds for Travis County Housing Services Weatherization Assistance Program, which includes a grant from the U.S. Department Of Energy (DOE) and a grant from the U.S. Department of Health and Human Services Low Income Home Energy Assistance Program (LIHEAP). The program must expend these grant awards or risk deobligation of funds.

Beginning in FY 2017 a revamp of the Chapter 279 County Code increased income guidelines from 125 percent of the Federal Poverty Income Guidelines (FPIG) to 200 percent. This provided a larger number of eligible households to receive assistance. It also compliments one of the weatherization grants (DOE) which is at 200 percent FPIG as well. The revised Chapter 279 added measures and increased caps on the Home Repair program, adding septic system replacement and separating out physically challenged retrofits, major repairs, and general home repair. All of these collectively provides Housing Services greater flexibility to assist eligible households and less reliability on referring out to partner agencies who in most cases are not able to assist anyway. While there are a good number of other agencies performing home repair initiatives, they are primarily on higher income households, and some require a loan on the property. Additionally, an estimated 15 percent of eligible clients reside in manufactured homes. There are limited resources in the county for eligible households that need home repairs on manufactured units. Most of the other programs do not work on these types of units. The Weatherization Program seeks out partnering opportunities as often as possible to maximize the assistance provided, while preserving the funding from grantors.

The program was formerly linked to the County Goal, “Promote community resilience in daily living and in times of emergency” and is now linked to the County Goal, “Protect and provide opportunity for those most vulnerable and underrepresented.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of DOE WAP expenditures completed	18%	13%	100%	100%	100%
% of homes completed within 90 days of assessment	48%	29%	50%	50%	50%

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of LIHEAP WAP expenditures completed	75%	3%	100%	100%	100%
# of Homes/Dwellings receiving home repair	115	82	115	115	115
# of unduplicated clients served	149	94	150	150	150

In 2023, Travis County received a monitoring report from TDHCA, which highlighted two critical issues that led to slower production for two of the programs: the Department of Energy (DOE) WAP expenditures and the Low-Income Home Energy Assistance Program Weatherization assistance program (LIHEAP-WAP). These issues were ameliorated by the Department, but they resulted in temporary delays in service that impacted the performance measures in FY 2023 and FY 2024. HHS requested extensions from their grant partners and have put in new processes to ensure compliance with all federal guidelines related to these grants.

This program was impacted by COVID-19 and continues to struggle to meet performance targets due to staffing levels. Despite adding an additional carpenter, vacancies throughout the year have meant that the waitlist for service remains longer than targeted.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Housing Services Carpenter	\$87,668	1.00/1.00	The position was filled in Feb 2024 and is providing services as designed. The ability to fully leverage all new federal investments is still limited as HHS works to receive more clarification on how resources can be used.

NEIGHBORHOOD CONFERENCE COMMITTEE

Neighborhood Conference Committee (NCC) is a community-based intervention program consisting of a collaborative partnership among Travis County Health and Human Services, Travis County Juvenile Probation Department (TCJPD), the District Attorney’s (DA) Office, Austin Municipal Court, Manor Municipal Court, and Lakeway Municipal Court. The program targets first-time juvenile offenders to create a voluntary contract based on the Restorative Justice Model.

The program is not mandated. Neighborhood Conference Committee aims to ensure:

- Youth development and educational momentum is not interrupted;
- Youth can continue to adult status without a criminal record;
- Community is invested in the success of the program;
- Community has restored faith in youth;
- Neighborhoods are improved and restored;
- Cost of juvenile delinquency to the community and to the taxpayers of Travis County is lowered; and
- Restoration and indemnification for victims of juvenile crime.

The program was formerly linked to the County Goal, “Promote the well-being of our residents through social, economic, and health and safety initiatives” and is now linked to the County Goal, “Protect and provide opportunity for those most vulnerable and underrepresented.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of cases completed successfully	99%	98.83%	90%	90%	90%
% of juveniles reoffending within one year/recidivism	0.005%	0%	10%	10%	10%
# of cases referred to NCC program from Juvenile Court	201	170	300	300	300

Changes in referral sources' staffing have led to fewer referral numbers overall. In addition, these performance measures are impacted by changes to various laws and practices regarding juvenile behaviors.

WORK-BASED LEARNING/SUMMER YOUTH EMPLOYMENT PROGRAM

The Work-Based Learning/Summer Youth Employment program prepares and empowers Travis County's young people with the foundation of career awareness, readiness, and access through training opportunities and paid internships.

The program is not mandated. The County and City of Austin jointly administer the Work Based Learning/Summer Youth Employment Program which offers work as a tool for learning, growth, and income as well as connecting youth with positive adult mentors. Emphasis is placed on developing partnerships with multiple community-based agencies to provide training, employment, mentoring, tutoring, and linking school to the world of work.

This program serves youth 14-17 years old and youth with disabilities up to the age of 22. Youth are required to complete job readiness training to be eligible for employment. If selected for the program, youth must complete 100 hours of employment. The program has had over 30 successful years providing job readiness training and experience to the next generations of Travis County leaders.

The Austin Youth Development Program is a year-round program that targets youth who are at risk beginning at 17 years of age who have a history of gang involvement, arrest, drug and alcohol abuse, and/or other negative behaviors. The primary focus of the program is to instill the life and work skills necessary in the development of healthy, productive and self-sufficient adults. This is achieved by work involving the removal of graffiti and fulfillment of contracts to perform lawn maintenance services.

The program was formerly linked to the County Goal, "Promote the well-being of our residents through social, economic, and health and safety initiatives" and is now linked to the County Goal, "Protect and provide opportunity for those most vulnerable and underrepresented."

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of employers satisfied with youth employment experience	94%	93%	90%	90%	90%
% of youth completing Job Readiness Training	100%	98%	90%	90%	90%
% of youth employed	88%	93%	90%	90%	90%
% of youth satisfied with youth employment experience	99%	98%	93%	93%	93%
# of youth employed	522	731	400	550	750
# of youth offered employment	710	765	400	900	900

Over the past year, the program has had a transformative impact on Austin and the surrounding community. In 2023, the SYEP achieved remarkable growth, thanks to the decision to raise hourly wages from \$7.25 to \$13. The pay raise ignited a

surge in enthusiasm and engagement, making the program more attractive to families who recognize the importance of reliable income in meeting necessities. The SYEP is an invaluable opportunity for young participants to explore their career potential and contribute to their families' well-being. In 2023, the program provided a record-breaking 731 internships, exceeding expectations by surpassing the previous year's numbers by 145. These opportunities were dispersed across diverse jobsites spanning Travis County, offering in-person, fully remote, and hybrid options across an array of industries, including Community Development, Construction and Trades, Education, Government, Healthcare, IT, and Criminal Justice.

In FY 2024, the program has readjusted to operate just one longer session of 400 students during the summer, rather than splitting across two sessions and serving more youth. This change will create a more balanced job coach to youth ratio, to provide better supervision and support, mitigating risks for operating a larger group. This smaller cohort over one longer summer session will allow the program to operate within its logistical and operational limitations and deepen meaningful experiences for participants through more targeted and focused engagement. Over time, the County and City aim to return to serving more youth, ramping the program up through FY 2026.

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Wage Increase	\$262,850	-/-	In 2023, the Summer Initiative achieved a remarkable feat by providing a record-breaking 731 internships, surpassing the previous year's numbers by 145. These opportunities were spread across diverse job sites spanning Travis County, offering internships that included in-person, fully remote, and hybrid options across various industries.

SERVICES FOR THE DEAF AND HARD OF HEARING

This program primarily provides interpreter services for those who are deaf and hard of hearing to the various units of Travis County Government, rather than the community contracts approved by the Commissioners Court. Providing these interpreter services is a mandated service based on the Americans with Disabilities Act, the Texas Criminal Code 38.31 and 38.32, the Texas Civil Practice and Remedies Code Chapter 21, and the Texas Government Code Chapter 57. The Travis County Courts are the primary users of this program.

In addition to the mandated interpretation services, this program also provides case management services to the deaf, deafblind, and the hard of hearing.

The program was formerly linked to the County Goal, "Promote the well-being of our residents through social, economic, and health and safety initiatives" and is now linked to the County Goal, "Protect and provide opportunity for those most vulnerable and underrepresented."

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percentage of clients reporting satisfaction with quality of services	98%	90%	98%	98%	98%

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percentage of interpreter requests successfully filled	98%	72%	98%	98%	98%
Number of Duplicated clients served: Case Management	863	1,387	2,500	2,500	2,500
Number of Duplicated clients served: Interpreter Services	3,766	2,833	1,873	3,000	3,000
Number of hours of service: Case Management	1,408	3,219	2,500	2,500	2,500
Number of hours of service: Interpreter Services	11,376	11,593	4,244	10,000	10,000
Number of Unduplicated clients served: Case Management	182	285	250	300	350
Number of Unduplicated clients served: Interpreter Services	370	1,345	1,163	600	600

The program served fewer clients for case management due to vacancies which resulted from a prolonged hiring freeze during the COVID-19 pandemic. The program is in the process of reaching full staffing for case management services and anticipates that it will better meet performance measures in future years.

The Department is requesting additional funds to increase the hourly rate for its temporary interpreter staff in FY 2025, with the goal of decreasing the reliance on contracted interpreter services, which are more expensive.

RESEARCH AND PLANNING

RESEARCH AND PLANNING PROGRAM

The Research and Planning Division (R&P) works within the Department, County, and the community to find solutions to complex human service issues. It is not mandated but supports both mandated and non-mandated programs.

The work of R&P falls into four broad program areas:

- Informing Our Community - The team creates access to quality data by: collecting, analyzing, and providing data; writing and distributing reports; conducting research, such as primary, secondary, and best practices; legislative and policy analysis; and GIS mapping.
- Finding Solutions - The team supports effective group processes by: planning, supporting, and participating in Department, County, and community collaborative group processes; designing and facilitating meetings and retreats; and developing and conducting workshops and trainings.
- Ensuring Effectiveness - The team plans, evaluates, and improves resource allocation by: fostering and implementing performance measurement and evaluation; providing program- and performance-related technical assistance; developing management tools and other measurement instruments; and designing and conducting surveys and focus groups.
- Investing in Social Service - The team plans and implements social service investments by: assessing and scoping Department issue area investment portfolios; implementing procurement processes for community investments;

evaluating proposals and negotiating contracts; and providing programmatic and performance contract management.

R&P staff coordinate, provide leadership, and guide performance reporting for the overall social service investment process. R&P collaborates with other divisions to plan and maintain the Department’s contract management systems, with particular focus on improving tools and supports for programmatic and performance oversight functions. R&P leads the Department’s social service investments performance reporting to PBO, the Commissioners Court, and the public.

The program was formerly linked to the County Goal, “Empower the public through civic engagement and collaboration” and is now linked to the County Goal, “Be a trusted and well-run county.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percent of customers who report that R&P facilitation helped them make progress on the group's goals	100%	100%	90%	90%	90%
Percent of contracted service providers who report that the support or technical assistance provided was Good or Excellent	N/A	N/A	95%	95%	95%
Percent of customers who report that they used information provided by R&P one of the following ways: Learn more about our community; Make or influence funding decisions; Make or influence policy decisions; Make or influence program changes; Make or influence system changes; and/or Write grants or receive funding	100%	0%	95%	95%	95%
Number of contracts managed by programmatic or performance staff (duplicated across programmatic and performance staff)	135	141	140	140	140
Number of work sessions facilitated	35	29	25	25	25
Number of groups or processes in which R&P participated and contributed	29	22	20	20	20
Number of groups or processes provided planning support or coordination	30	14	15	15	15
Number of project management, measurement, and other management tools/instruments developed	13	5	5	5	5
Number of reports completed	7	6	3	5	5
Number of times data or information-related technical assistance or training was provided	20	12	10	10	10
Number of times program- or performance-related technical assistance or training was provided	28	19	20	20	20
Number of investment-related processes implemented	30	35	24	17	6
Number of investment-related deliverables produced	32	57	55	26	13
Percent of customers who report that the information provided by R&P was Useful	100%	0%	95%	95%	95%
Percent of customers who report that R&P facilitation helped them use effective group process	100%	100%	90%	90%	90%
Number of presentations given/prepared	23	28	20	20	20

R&P continues to lead Department efforts in social service investments, as HHS has shifted to phased multi-year competition cycles by issue area. The Department completed its first five-year investment cycle in 2018. The second five-year investment cycle was delayed, due to the combined impacts of revenue caps imposed by the state legislature in 2019 and the COVID-19 pandemic of 2020 onwards, while the Department revisited priorities and strategies to best focus investments given a no-growth budget. HHS began Cycle 2 in 2023 and completed the first round of Cycle 2 procurement with new FY 2024 contracts in 3 issue areas – Workforce Development, Youth Development, and Safety Intervention Services.

Overall, R&P has seen an increase in workload as well as a shift in type of workload handled by HHS staff. Although the specific focus of the Division often varies from year to year based on the needs and priorities of the Department and the community, most Division performance measures have continued to meet or exceed targets.

While much of R&P work has shifted to more of a Department and County focus given the significant effort surrounding social service investment planning, social service contracting processes, and implementation of federal pandemic funding including ARPA/LFRF allocations, R&P staff continue to strategically engage in relevant community planning efforts. R&P staff performance reflects a shift in efforts due to this ARPA/LFRF-related work, as well as efforts to steward County-wide initiatives such as the Supportive Housing Initiative, the Public Health Crisis Declaration and Opioid Remediation Funds, the Safer Travis County Resolution – Hospital-based Violence Intervention Pilot, the next steps to implement an Substance Use Disorder (SUD) Consortium following the community planning effort, Food System Planning, diversion planning, and multiple Early Childhood community efforts.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
10% MCE Increase to Social Services Contracts	\$1,486,043	-/-	This earmark was drawn on and distributed across all issue areas, detailed in the subsequent sections, to provide a 10% increase to all investments.
<i>FY 2023</i>			
Planners	\$190,483	2/2	The two Senior Planner positions were posted on January 14, 2023, and the application period closed on February 14, 2023. One of the two positions was filled on March 10, 2023 as a promotion for an incumbent Planner, the second was filled on May 1, 2023.

SOCIAL SERVICES CONTRACTS

SOCIAL SERVICE CONTRACTS: BEHAVIORAL HEALTH

Programs and services within this issue area promote identification of behavioral health disorders and early access to treatment, alleviate or heal symptoms of a behavioral health disorder, enhance resiliency by empowering individuals to manage their own treatment needs and symptoms, and collaborate and link with community resources on behalf of those seeking services. Behavioral health encompasses both mental health and substance use disorders and includes those experiencing mental health or substance use challenges that do not have a clinical diagnosis or have yet to be diagnosed.

HHS utilizes a system of phased competitive, multi-year planning and funding cycles for social service investments. HHS is currently implementing Cycle 2 procurement and is in the process of competing investments by issue area over three years. Services may include:

- Outpatient therapy services for individuals, couples, groups, and families;
- Case management;
- Education and training;
- Assessments and evaluations;
- Medication management;
- Psychiatric hospitalization;
- Residential treatment;
- Wraparound supports and services;
- Support groups;
- Para-professional supports;
- Non-traditional therapies;
- Substance use disorder treatment;
- Medication Assisted Treatment (MAT); and
- Crisis services

The program is not mandated. This issue area was competed in early 2018 and a new investment portfolio began in FY 2019. The issue area will compete in Spring 2025 for Cycle 2.

HHS offers contracted behavioral health services to eligible individuals and families through social service contracts and interlocal agreements. Significant portions of our Behavioral Health investments go to the local mental health authority (Integral Care) to ensure that we are promoting systemic solutions to community challenges.

The program was formerly linked to the County Goal, “Promote the well-being of our residents through social, economic, and health and safety initiatives” and is now linked to the County Goal, “Provide services that support people’s physical and mental health.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percent of clients with improved mental health	71%	79%	73%	73%	73%
Number of clients served	28,297	27,702	34,717	33,737	33,737
Percent of clients who engage in recovery from substance use disorder	56%	51%	51%	51%	51%
Percent of clients who are connected to additional needed services and resources	55%	39%	70%	70%	70%
Percent of clients who meet or make progress on treatment goals	88%	83%	66%	66%	66%

Behavioral Health Social Services programs met or exceeded goals for all outcome measures. Behavioral Health Social Services programs and Behavioral Health Interlocal programs fell short of targeted performance on the number of clients served. This result was primarily impacted by staff vacancies and turnover. Behavioral Health Interlocal programs also Experienced these contributing factors: smaller than expected number of program referrals, and time needed for program ramp-up. Additionally, the percent of individuals connected to needed services and resources also fell short of projections. Factors that

led to this result included staff vacancies and a methodology issue that led to artificially low numbers achieving this outcome. The remaining outcome measures met or exceeded the targeted range of performance.

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Opioid Public Health Emergency SPW	\$116,850	1.00/1.00	This position has been filled continuously since September 2022. The position facilitated compliance with the Court's directives for the Public Health Crisis Declaration related to Opioid overdoses and deaths. In FY 23 this position has been trained and will fulfill the contract management oversight of the County's three Opioid Abatement Contracts; oversees the Naloxone training and distribution - has executed 13 MOUs with NPO as distribution sites for 9,752 doses of NARCAN; position completed and is now a certified Overdose Lifeline trainer and has provided training to 321 individuals and distributed 712 does of Naloxone. Position is expanding their Overdose Lifeline Training to include youth so that the program can expand to reach young people. Overdose training and Naloxone distribution will happen throughout the fiscal year. Position also became a Youth Mental Health First Aid Trainer and in collaboration with Integral Care staff has trained Office of Children Services staff (45 people). Position is collaborating with purchasing, legal and risk management to execute the Kiosk program to collect sharps at six NPO across the County. This is a complex project and has taken over a year to design and obtain approval for implementation. It is expected this project will be executed by June 2024 and this position will provide oversight to the Kiosk program. The County applied for and was selected to receive \$950,000 in Community Projects to address opioid crisis in our community. These are two year projects and this position will be part of the team that develops, executes and monitors these projects.
ACT Team Expansion	\$1,554,087	-/-	The ACT Team Expansion has been funded for three years as a pilot program with the intent of the program being funded ongoing if the program was able to successfully serve the community. The program has been meeting or exceeding all benchmarks. Additional information about this program is included in the request for FY 2025 funding to continue this program.
<i>FY 2023</i>			
SUD Consortium Planning Support	\$113,334	-/-	HHS worked with County Attorney staff from summer 2022 to summer 2023 to develop a Memorandum of Understanding between the City, County, and Central Health, to memorialize how the partners would work together to obtain a vendor to develop, manage, and convene an SUD Consortium. The MOU also ensures that all three funders will continue to share the costs for this effort, over a 5 year period, and provide continued oversight of the selected convener. There is a pending RFS for the vendor to run this consortium. HHS has updated Commissioners Court consistently throughout this process.

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Jail-Based Intake	\$799,948	-/-	The program has demonstrated significant benefit to the community and has become an important part of the Travis County diversion system of care. Additional information about this program is included in the request for FY 2025 funding to continue this program.
Integral Care, Local Mental Health Authority Contract Increases	\$734,618	-/-	County authorized a funding increase for 11 county initiated and contracted programs for the amount of \$734,618. The intent of the increased funding was to address the increase in salary and benefits that is required to recruit and retain high quality staff for the programs. Across all 11 programs 92% of the positions have been filled. Additionally the overall agency turnover rate has decreased from the average of 31.6% in 2022 to 27.41% for 2023 and 24.7% as of February 2024. These increases were incorporated into the Integral Care contracts. The contracts met the performance goals, except for a slight under performance in children served due to one delay in hiring of a therapist mid contract year.

SOCIAL SERVICES CONTRACTS: YOUTH DEVELOPMENT

Programs and services within this issue area focus on ensuring that youth are academically successful, ready for work, trade, and or college, and have healthy social-emotional development. The Youth Services data in FY 2022 and FY 2023 reflect services procured in FY 2015, while projections in FY 2024 and beyond are for a new portfolio that was competed during FY 2023 and began in FY 2024. These services are not mandated. The program was formerly linked to the County Goal, “Promote the well-being of our residents through social, economic, and health and safety initiatives” and is now linked to the County Goal, “Promote economic well-being and racial, ethnic and economic equity.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percent of youth who demonstrate academic success and workforce readiness	77%	71%	0%	0%	0%
Percent of youth who demonstrate healthy social and emotional behaviors	94%	92%	0%	0%	0%
Number of unduplicated youth served	4,544	6,088	3,444	3,444	3,444
Percentage of youth who succeed academically by being promoted to the next grade level or graduating, by demonstrating increased school attendance or achieving 90% attendance, and/or by improving academics	0%	0%	82%	82%	82%
Percentage of youth who demonstrate readiness for college, work, and/or trade	0%	0%	79%	79%	79%
Percentage of youth who have healthy social-emotional development by improving or maintaining relational skills, resiliency skills, and/or improving behavior	0%	0%	79%	79%	79%

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percentage of clients who are connected and/or contribute to their community	0%	0%	75%	75%	75%

Programs in this issue area for FY 2023 served fewer youth due to the lingering effects of the pandemic, lower enrollment, staffing challenges, and limited space available for in-person programming. In addition, the effects of the pandemic also resulted in fewer youth demonstrating academic success. Previously, Youth and Early Childhood contracts were combined in one “Child and Youth Development” issue area. As of FY 2024, HHS reports on these contracts separately.

SOCIAL SERVICE CONTRACTS: EARLY CHILDHOOD

Programs and services within this issue area promote physically and emotionally healthy infants, children, and their families through a variety of programs and services which are available, affordable, accessible, and meet expected local, state, and national standards of quality. The scope of these services includes prevention, intervention, and early diversion programs.

The Early Childhood Services issue area is currently undergoing Cycle 2 procurement. There will be a new investment portfolio in FY 2025. Previously, Youth and Early Childhood contracts were combined in one “Child and Youth Development” issue area. As of FY 2024, HHS reports on these contracts separately.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of unduplicated children served	3,681	3,129	3,184	3,184	3,184
Percent of parents/caregivers/staff with an increase in skills that support nurturing and responsive environments for healthy child development	75%	78%	71%	71%	71%
Percent of service providers that maintain or increase quality rating	85%	85%	77%	77%	77%
Percent of children who demonstrate academic success	79%	77%	85%	85%	85%
Percent of children who demonstrate healthy social and emotional behaviors	78%	84%	85%	85%	85%

Programs in this issue area served fewer children due to the lingering effects of the pandemic, lower enrollment, staffing challenges, and limited space available for in-person programming. In addition, the effects of the pandemic also resulted in fewer children demonstrating academic success. Programs did exceed goals related to increasing either the quality of providers or the skills that support healthy child development. The effects of this effort can be seen in the increase of children demonstrating healthy social and emotional behaviors.

SOCIAL SERVICE CONTRACTS: HOUSING CONTINUUM

Programs and services within this issue area promote both availability of and access to safe, decent, affordable, and stable housing.

Programs span the housing continuum from providing temporary shelter to rental and homeownership assistance to support services related to homelessness prevention. Goals of the services are to prevent homelessness, reduce housing cost burden, and promote housing stability.

Services may include:

- Emergency shelter including food, bedding, and needed supplies;
- Safe and affordable transitional housing;
- Short and long-term financial assistance for rent, mortgage, and utilities;
- Case management, support services, tenant education, and legal advocacy to promote housing stability and reduce housing discrimination;
- Repair of rental and owned housing to address substandard housing and improve living conditions and energy efficiency;
- Assessment of energy usage and living patterns to educate clients regarding energy usage;
- Repairs and retrofits to address energy efficiency;
- Homebuyer assistance and education;
- Assistance in the creation of affordable housing units; and
- Infrastructure improvements to assist with neighborhood quality.

The program is not mandated. This issue area is currently undergoing procurement. A new investment portfolio will be in place in FY 2025 and will likely result in a new array of services and performance measures.

The program was formerly linked to the County Goal, “Promote the well-being of our residents through social, economic, and health and safety initiatives” and is now linked to the County Goal, “Promote economic well-being and racial, ethnic and economic equity.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percent of unduplicated clients that reported increased knowledge or skills in addressing their housing problems	89%	87%	82%	82%	82%
Percent of Emergency Shelter clients who transition into safe and stable housing at program exit	93%	89%	87%	87%	87%
Percent of Transitional Housing clients/households who transition into safe and stable housing at program exit	73%	92%	80%	80%	80%
Number of unduplicated clients served	7,075	6,244	7,124	7,124	7,124

Programs reported that they received a higher demand for their services than what was originally predicted. Despite turnover in some agencies, programs were able to meet the higher demand for services due to establishing more efficient systems.

Due to the current COVID–19 pandemic, shelter providers served fewer clients than anticipated due to health and safety protocols to limit the number of people in spaces that would otherwise be used at maximum capacity. In FY 2024 and beyond, the number of clients served is expected to return to previous trends.

SOCIAL SERVICE CONTRACTS: PUBLIC HEALTH

Programs and services within this issue area work to improve the health and well-being of community members; protect from injury and illness; reduce the occurrence and impact of disease; and increase public health emergency preparedness. Social Services programs provide services to residents living with HIV/AIDS to reduce new infections; increase access to care and improve health outcomes for people living with HIV/AIDS; reduce HIV-related health disparities and health inequities; and achieve a more coordinated response to the HIV epidemic. Social Services programs also work to prevent teen pregnancies, sexually transmitted infections, and associated sexual risk behaviors.

Services may include:

- Education;
- Improving treatment, care, and support for persons living with or facing health concerns;
- Case management and advocacy for additional or other client services;
- Promoting environmental health;
- Animal control and shelter services;
- Supportive services that promote linkage to and maintenance in care; and
- Teen pregnancy and sexually transmitted diseases prevention services.

The program is not mandated. This issue area was competed in early 2018 and a new investment portfolio began in FY 2019. The issue area will compete in Spring 2025 for Cycle 2.

The program was formerly linked to the County Goal, “Provide services that support people's physical and mental health” and is now linked to the County Goal, “Provide services that support people's physical and mental health.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of unduplicated clients living with HIV served	1,242	1,959	1,175	1,175	1,175
Number of unduplicated clients served with teen pregnancy prevention services	891	641	0	0	0
Percent of clients who report increased knowledge of prevention strategies	75%	85%	0%	0%	0%
Percent of clients who report using prevention strategies	85%	83%	0%	0%	0%
Percent of clients who are linked to and/or retained in medical care	86%	90%	89%	89%	89%

Public Health Social Service programs exceeded goals for all but one performance measure. The number of clients served with teen pregnancy prevention services was lower than projected (see the second output). This result was attributed to programming changes with key community partners.

The Teen Health Program with Planned Parenthood of Greater Texas ended after FY 2023. Therefore, there is no projected performance for FY 2024 and beyond for the following measures reflective of this program: Number of unduplicated clients served with teen pregnancy prevention services, Percent of clients who report increased knowledge of prevention strategies, and Percent of clients who report using prevention strategies.

SOCIAL SERVICE CONTRACTS: SAFETY INTERVENTION

Programs and services within this issue area promote the safety and well-being of individuals, families, and communities that are at high risk of, have experienced, or have committed acts of victimization, loss, and/or harm.

Services may include:

- Crisis and transitional housing for those affected by violence, abuse, and/or neglect;
- Counseling;
- Educational/Psycho-educational groups;
- Case management;

- Individual and systems advocacy; and
- Information and referral.

The program is not mandated. This issue area competed in FY 2023 and the new investment portfolio began in FY 2024.

The program was formerly linked to the County Goal, “Promote community resilience in daily living and in times of emergency” and is now linked to the County Goal, “Protect and provide opportunity for those most vulnerable and underrepresented.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percent of clients making progress toward their trauma adjustment goals	94%	98%	90%	90%	90%
Percent of children and youth who exit program into permanent living situations	85%	81%	0%	0%	0%
Percent of clients who exit shelter to a location that does not include the person who was previously abusive	98%	93%	90%	90%	90%
Number of shelter nights provided	22,957	24,006	27,000	27,000	27,000
Number of unduplicated clients served	2,488	2,405	1,500	1,500	1,500

Safety Intervention Services programs fell slightly short of performance projections for both output measures but met or exceeded the targeted range of performance across all outcome measures. Staff noted that fewer children are coming into the care of the state than in prior years. Further, for programs offering shelter, some clients required extended stays due to a lack of placement options; other clients needed a higher level of care, which necessitated a lower shelter census to ensure the safety of staff and clients.

SOCIAL SERVICE CONTRACTS: ACCESS TO BASIC SUPPORTS

Programs and services within this issue area provide access to food to prevent hunger and promote wellness, and to legally entitled benefits for identified populations.

HHS has contracted programs that offer basic support services related to food, transportation, and legal rights and benefits. Services may include:

- Food and meals, programs that support access to healthy food, education about nutrition, and safe food preparation and handling
- Licensed attorney services, Board Accredited Legal representation or other authorized representation, appropriate consultation for system compliance, prevention activities around fraudulent and predatory practices in legal benefit systems, legal clinics, or helplines
- System navigation assistance.

In addition, the program which sought to increase the percentage of individuals growing their own food has been discontinued and the relevant program structures have been zeroed out in FY 2023.

The program is not mandated. Competition occurred in early FY 2017 and a new investment portfolio began in FY 2018. Issue area will compete in Spring 2025 for cycle 2.

The program was formerly linked to the County Goal, “Promote community resilience in daily living and in times of emergency” and is now linked to the County Goal, “Promote economic well-being and racial, ethnic and economic equity.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of meals or meal equivalents provided	11,553,319	11,761,498	7,892,654	7,892,654	7,892,654
Number of unduplicated Food clients served	241,536	215,690	168,825	168,825	168,825
Number of unduplicated Legal Rights and Benefits clients served	803	956	1100	1100	1100
Percentage of clients who report that they are growing their own food	74%	0%	0%	0%	0%
Percentage of immigration applications approved	97%	98%	0%	90%	90%
Percentage of clients who preserved, obtained, or increased a public benefit	98%	97%	0%	80%	80%

Access to Basic Supports food programs exceeded goals for all output and outcome measures. This result was primarily impacted by changing community and economic conditions. Clients are becoming more confident since the end of the pandemic and are starting to access in-person services more frequently. Changing economic conditions have increased demand for basic food services as more families struggle to make ends meet. Contractors reported shifts in demand by physical location as more families move in from other states and/or move outside of city boundaries to more affordable areas within Travis County.

Legal Rights and Benefits programs fell short of targeted performance on the output measures and exceeded targeted performance on the outcome measures. The results in this area were greatly impacted by reduced staff capacity and changing legal climate and mandates.

SOCIAL SERVICE CONTRACTS: SUPPORTIVE SERVICES FOR COMMUNITY LIVING

Programs and services within this issue area work to promote independence and well-being of older adults and people with disabilities supporting living in the home while ensuring safety of person and environment and maximizing quality of life and community engagement.

The program is not mandated. This issue area is undergoing Cycle 2 procurement now and will have a new investment portfolio in FY 25.

The program was formerly linked to the County Goal, “Promote the well-being of our residents through social, economic, and health and safety initiatives” and is now linked to the County Goal, “Provide services that support people’s physical and mental health.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percent of clients who report that the service helped them live independently at home	94%	92%	87%	87%	87%
Percent of clients who report that services helped them stay connected or engaged with the community	76%	96%	80%	80%	80%
Number of unduplicated clients served	8,239	7,731	8,185	8,185	8,185

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percent of clients who maintain or increase ability or skills needed to function and/or live independently	91%	91%	86%	86%	86%
Percent of clients who report they are connected to services and resources	94%	88%	85%	85%	85%
Percent of clients who are connected to and/or remain in school or work due to services	70%	71%	80%	80%	80%

The contractors in this issue area underperformed in some areas and overperformed in other areas. Like other issue areas, these contractors experienced great variety and changing landscapes as their targeted populations continue recovering post-pandemic. Some of issues affecting contractors in this issue area include high staff turnover rates, clients remaining in services for longer periods of time, clients with more needs, as well as decreased client feedback and participation in some cases.

SOCIAL SERVICE CONTRACTS: WORKFORCE DEVELOPMENT

Programs and services within this issue area provide a continuum of employment, training, and adult education services to help individuals improve workplace skills, obtain employment, succeed in the workplace, and help employers secure a skilled workforce.

Services may include:

- Literacy, GED, and adult basic education;
- English as a Second Language (ESL) classes;
- Job readiness and occupation-specific training (including, but no limited to, vocational certification and formal higher education opportunities);
- Job search and job placement assistance; and
- Related instruction, coaching, or counseling leading to employment and earnings gain.

This issue area was competed in FY 2023 and the new investment portfolio began in FY 2024. The program was formerly linked to the County Goal, “Promote the well-being of our residents through social, economic, and health and safety initiatives” and is now linked to the County Goal, “Promote economic well-being and racial, ethnic and economic equity.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percent of individuals earning a wage of at least \$12/hr	99%	94%	0%	0%	0%
Percent of individuals maintaining employment for 6 months	62%	67%	78%	78%	78%
Percent of individuals obtaining employment	55%	47%	70%	70%	70%
Number of unduplicated clients served	3,322	3,487	2,905	2,905	2,905

Contractors in this issue area served fewer clients than expected. Contractors experienced fewer clients obtaining employment; however, of the ones that did obtain employment, more of them retained their employment for longer than six months and were earning a wage of at least \$12 per hour. Some contractors made changes to their programming by investing in additional staff positions to support recruiting and outreach. They also invested additional funding in creating incentives and paying stipends that reflect the higher costs of living in Austin and the changing economic conditions. Other contractors found that their clients were experiencing more attendance issues, and as a result it took longer for them to finish

training and vocational programs. The lower completion rates also affected their employment rates. Some contractors in this issue area also reported high staff turnover rates and difficulty hiring staff.

TEXAS A&M AGRILIFE EXTENSION SERVICES

The AgriLife Extension Service’s mission is to improve the lives of people, businesses, and communities in Travis County by providing high quality, relevant outreach, and continuing education programs and services to residents.

The program is not mandated. The program provides a high level of expertise in the core service areas of 4-H and youth development, agriculture and natural resources, horticulture, integrated pest management, family and community health, nutrition, health, and wellness, and a cooperative extension program with Prairie View A&M University.

Educational programs are presented to a very large population of inner-city youth and families, as well as to landowners, homeowners, and other residents across the County. Staff of professional educators utilize a large corps of trained volunteers to assist with program delivery in order to multiply efforts to reach a significant number of clients.

Travis County funds 30 percent of the salary and benefits for the Extension Director and five Extension Agents under an interlocal agreement with Texas A&M.

The program was formerly linked to the County Goal, “Promote the well-being of our residents through social, economic, and health and safety initiatives” and is now linked to the County Goal, “Promote economic well-being and racial, ethnic and economic equity.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Educational contacts reached by Volunteers	66,451	58,777	110,000	120,000	120,000
Educational Programs Presented	3,400	5,670	7,500	7,600	7,700
Office/Site/Phone/Email Contacts	28,500	37,700	100,000	100,000	100,000
Total Educational Contacts Reached	75,598	52,300	100,000	100,000	100,000
Volunteers Trained	1,335	986	1,500	1,500	1,500
Percentage of students who know an adult who is a scientist/uses science for their job	27%	35%	30%	30%	30%
Percentage of students wanting a job related to science	72%	75%	75%	75%	75%

This program has struggled with recruitment of staff since the COVID-19 pandemic. In FY 2024, the program received additional funds to support an increase to a \$20/hour wage, which HHS believes will help with recruiting and retaining staff. Performance measures in FY 2023 remained below target, but with the changes to salary and an increase in demand for contracts with schools to receive 4-H services, the program anticipates it will return to prior trends in the coming years.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

Package Name	Approved Amount	FTE Approved /Filled	Program Results
<i>FY 2024</i>			
Wage Increase to \$20/hour	\$371,701	-/-	This increase has helped with recruitment and retention.
<i>FY 2023</i>			
AgriLife 4H Staffing	\$63,301	1.00/1.00	This position is filled and has been working to manage administrative and outreach tasks related to this program.

SUPPORTIVE HOUSING

CDBG

The Community Development Block Grant (CDBG) Program is a program the federal government provides via annual grants to cities and counties to develop viable urban communities by providing decent housing and a suitable living environment by expanding economic opportunities for low and moderate-income persons. The Travis County General Fund allocation for CDBG Administration supports staff costs to support the planning, project implementation, technical assistance, reporting, evaluation, programmatic monitoring, database management, fair housing, and general grant oversight.

CDBG is not a mandated or statutorily required service. It is an entitlement source of grant funding, meaning that the County has to decline receiving funding. The federal government provides the program through annual grants to city and counties under the provisions of Title 1 of the Housing and Community Development Act of 1974 (42 USC 5301). From 2006-2023, Travis County has received \$17,366,144 in community development block grant funds. This is a substantial investment in community development in unincorporated Travis County and small cities that have opted to participate in the County's CDBG program. The program was formerly linked to the County Goal, "Promote the well-being of our residents through social, economic, and health and safety initiatives" and is now linked to the County Goal, "Promote economic well-being and racial, ethnic and economic equity."

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure	Projected FY 2026 Measure
Increase % of services to areas of very low/low opportunity	0%	0.5%	0.5%	0.5%	0.5%
Meet HUD required spending ratio by August 1st	3.23	1.9	1.5	1.5	1.5
Successful completion of monitoring visit by HUD personnel - findings.	0	0	0	0	0

Due to a combination of factors including staff changeover in the CDBG office, delays with relaunching the home rehab program, and pandemic related barriers, expenditures did not meet HUD's expenditure rate of 1.5. However, due to the ongoing challenges presented by the COVID-19 Pandemic, HUD has waived sanctions through 2022. The CDBG Office spending ratio improved from 3.23 in FY 2022 to 1.9 in FY 2023, which was due to the success and completion of three infrastructure projects (Austin's Colony, Forest Bluff, and SE Metro Playground, which was a delayed 2015 project).

SUPPORTIVE HOUSING INITIATIVE PIPELINE (SHIP)

The Supportive Housing Initiative Pipeline (SHIP) is currently largely funded using Local Fiscal Recovery Funds (LFRF). These funds will be used to loan approximately \$113,427,587 to non-profits that are building deeply affordable housing for people experiencing homelessness or are at risk of becoming homeless. Over 2,000 new affordable units will be built through the SHIP partners. The Travis County staff working on this project are also funded through the LFRF. This is a new division within HHS, created in anticipation of this project proceeding beyond the LFRF grant closeout date of December 31, 2026. HHS will work with PBO to develop goals and performance measures for this program in future fiscal years. Below are the projects currently funded through SHIP:

<i>Non-Profit Partner</i>	<i>Project Name</i>	<i>Funding Amount</i>
Foundations Communities	Burleson Studios	\$15,000,000
Foundations Communities	Juniper Creek	\$6,500,000
Mobile Loaves and Fishes	Community First! Burleson Village	\$35,000,000
The Other Ones Foundation	Esperanza Community	\$3,000,000
Austin Area Urban League	Urban Empowerment Zone	\$8,503,016
Caritas of Austin	Cairn Point at Cameron	\$6,422,262
Family Eldercare	Rosewood II/Real Gardens	\$4,474,947
Integral Care	Seabrook Square II	\$10,684,557
Life Works	The Works III at Tillery	\$12,992,103
A New Entry	Webberville Trauma Transformation Center	\$3,580,000
SAFE Alliance	The Lancaster	\$7,270,702
Total		\$113,427,587

The Other Ones Foundation project is the only SHIP project currently funded using the General Fund rather than the LFRF.

COMMUNITY LIAISON

This program was formerly housed in the Office of the Chief Deputy. As of FY 2024, the two positions that made up this program were moved into the Supportive Housing Division and into the Office of Children Services. The HHS Community Liaisons conduct outreach and facilitate engagement through activities such attend local resource fairs, HHS division engagement activities, attending county events. The staff engage the community through a variety of strategies, including but not limited to social media, in-person events, maintaining the HHS website, publishing print media, and preparing materials for posting and distribution at community centers. These positions also participate in planning committees both internal to Travis County and externally with Community partners and government agencies. The goal of this program is to assist HHS by serving as a liaison to the community, outside organizations, and among internal divisions and to promote, advertise, and educate the public and stakeholders regarding HHS services and programs.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of activities that generate new leads and partnerships	29%	50%	50%	50%	50%
# of forums/collaborations/events organized or facilitated	41	66	55	55	55
# of TA sessions provided to HHS divisions and CBOs	43	31	35	35	35

Outcome measures are based on the number of leads generated from community forums, collaborations, promotional events organized, attended or facilitated, over the total number of initiatives the Community Liaisons actively work within a 12-

month period. These positions also coordinate their efforts with the PIO and Travis County media to maximize their reach and ensure full utilization of Travis County platforms. They collaborate with HHS program staff to highlight annual events and acknowledgement of significant community issues that align with HHS such as Child Abuse Awareness and Prevention celebrated in April and Mental Health month celebrated in May.

PUBLIC HEALTH

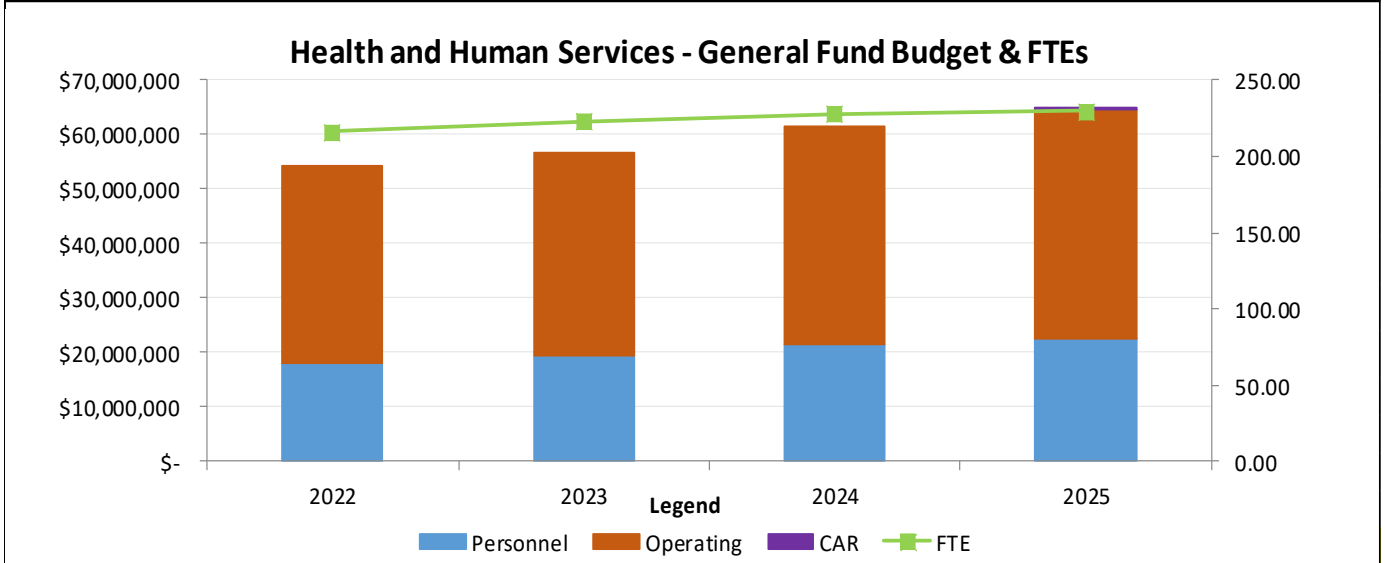
This is a new division that HHS will begin reporting on in FY 2025. This Division was first created in the FY 2024 budget process. This division is responsible for managing the City of Austin Interlocal Agreements for Public Health and Animal Services. In addition, the division works on various public health initiatives, including the Safer Travis County project that is LFRF-funded among other projects. HHS will work with PBO to develop performance measures during FY 2025 in order to report more fully on this program in FY 2026.

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Public Health Senior Planner	\$96,996	1.00/1.00	This position was filled in March 2024 and began work on the City of Austin ILAs and other pending projects.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	18,182,756	19,274,335	21,624,169	22,710,239	1,086,070
Operating	36,132,245	37,480,118	39,937,768	41,892,803	1,955,035
Total (Per&Op)	\$ 54,315,001	\$ 56,754,453	\$ 61,561,937	\$ 64,603,042	\$ 3,041,105
CAR*	-	-	-	13,000	13,000
Grand Total	\$ 54,315,001	\$ 56,754,453	\$ 61,561,937	\$ 64,616,042	\$ 3,054,105
FTEs	216.01	223.01	228.01	230.01	2.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Health and Human Services increased by \$3,054,105 from the FY 2024 Adopted Budget. This is a 5.0 percent increase. The majority of the increase was in the operating budget due to expected contract increases and one-time funding for behavioral health projects.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 58,755,173	\$ 2,806,764	\$ -	\$ 61,561,937	228.01	\$ -
Target Budget Changes						
Programmatic	921,209	(2,806,764)	-	(1,885,555)	1.00	-
Compensation & Benefits	737,557	-	-	737,557	-	-
Total Target Budget Changes	\$ 1,658,766	\$ (2,806,764)	\$ -	\$ (1,147,998)	1.00	\$ -
FY 2025 Target Budget	\$ 60,413,939	\$ -	\$ -	\$ 60,413,939	229.01	\$ -
Budget Submission	\$ 60,413,939	\$ -	\$ -	\$ 60,413,939	229.01	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Jail Based Intake and Care Navigation Services	-	824,948	-	824,948	-	-
Deaf Services Staffing Rate Increase	188,190	-	-	188,190	-	-
Indigent Burial Services MCE	215,000	-	-	215,000	-	-
Opioid Death and Overdose Crisis	-	-	-	-	-	575,000
Children's Crisis Respite	-	-	-	-	-	100,000
ATX At Home Permanent Supportive Housing	-	-	-	-	-	2,241,681
PBO Correction - MCE for Social Services Contracts	648,923	-	-	648,923	-	-
Center for Child Protective Services	100,000	-	-	100,000	-	-
Temporary Staff in FSS	-	284,544	-	284,544	-	-
Adobe Licenses	11,379	-	-	11,379	-	-
AgriLife Contract Increase	20,000	-	-	20,000	-	-
AgriLife Agricultural Livestock Cost Increase	6,000	-	-	6,000	-	-
ACT Team Expansion	-	1,554,087	-	1,554,087	-	-
Practicum Education - Intern Computers	-	-	13,000	13,000	-	-
Weatherization and Home Repair Contingency	-	-	-	-	-	799,000
PBO Correction - Opioid Crisis SPW to FTE	106,081	-	-	106,081	1.00	-
Workforce Solutions LFRF Contingency	-	-	-	-	-	1,000,000
Programmatic Total	\$ 1,295,573	\$ 2,663,579	\$ 13,000	\$ 3,972,152	1.00	\$ 4,715,681
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	120,910	-	-	120,910	-	-
Compensation & Benefits Total	\$ 120,910	\$ -	\$ -	\$ 120,910	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	109,041	-	-	109,041	-	-
Administrative & Other Total	\$ 109,041	\$ -	\$ -	\$ 109,041	-	\$ -
Grand Total	\$ 1,525,524	\$ 2,663,579	\$ 13,000	\$ 4,202,103	1.00	\$ 4,715,681
FY 2025 Preliminary Budget	\$ 61,939,463	\$ 2,663,579	\$ 13,000	\$ 64,616,042	230.01	\$ 4,715,681
Change from FY 2025 Target	\$ 1,525,524	\$ 2,663,579	\$ 13,000	\$ 4,202,103	1.00	\$ 4,715,681
Change from FY 2024 Adopted	\$ 3,184,290	\$ (143,185)	\$ 13,000	\$ 3,054,105	2.00	\$ 4,715,681

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Health and Human Services includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$2,806,764 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget;
- \$837,111 was added to the budget related to ongoing costs for a 10 percent maintenance of current effort increase in Social Services Investments, which was an Earmark in the FY 2024 Adopted Budget and drawn on midyear; and

- \$84,098 and one FTE was added to the budget related to a new Carpenter position for the Weatherization and Home Repair Division to assist with workload. This was an Earmark in the FY 2024 Adopted Budget and was drawn on midyear.

The FY 2025 Preliminary Budget for Health and Human Services includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Resources to continue the Assertive Community Treatment Program Expansion for a recommended additional two years	1,554,087	-	1,554,087	-
Resources to continue the Jail Based Intake and Care Navigation Services for a recommended additional two years	824,948	-	824,948	-
Resources to add ongoing funds related to a midyear draw on FY 2024 Earmark for 10 percent maintenance of current effort increase in Social Services Investments	-	648,923	648,923	-
Resources to continue temporary staffing for HHS Food Pantries and Support Services	284,544	-	284,544	-
Resources for an indigent burial budget increase in order to increase rates for contractors and meet current service needs	-	215,000	215,000	-
Resources to increase the Deaf and Hard of Hearing temporary staff hourly rate to meet market standards	-	188,190	188,190	-
Resources to convert an existing Special Project Worker dedicated to work on the Opioid Crisis into an FTE	-	106,081	106,081	1.00
Transfer from the District Attorney’s Office for the Center for Child Protection Contract (\$70,000) and an additional increase to that contract (\$30,000)	-	100,000	100,000	-
Resources to fully fund the FY 2025 AgriLife Contract	-	20,000	20,000	-
Resources for increased cost of Adobe Subscription Licenses	-	11,379	11,379	-
Resources to address cost increases for agricultural and livestock supplies needed by the AgriLife program	-	6,000	6,000	-
Total Programmatic Recommendations	\$2,663,579	\$1,295,573	\$3,959,152	1.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

Included in the FY 2025 Preliminary Budget is a 50 percent restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$109,041 in ongoing operating resources for the Department. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

In addition, the FY 2025 Preliminary Budget for HHS includes an internal adjustment of \$42,721 from personnel to operating to adjust the budget to meet Department needs.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Health and Human Services includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	-	\$737,557	\$737,557
Resources for health insurance cost increases for FY 2025.	-	120,910	120,910
Total Compensation Changes	\$-	\$858,467	\$858,467

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

Health and Human Services internally funded several reclassifications using their available personnel budget, listed below. These reclassifications are to align the position titles and commensurate salaries with the roles performed, experience of the staff, and the needs of the Department. PBO approves these reclassifications, pending review by HRMD.

<i>Position Number</i>	<i>Current Job Title</i>	<i>Proposed Job Title</i>	<i>Salary Increase</i>
30005223	Planning Project Mgr	Strategic Advisor	\$41,970
30005225	Executive Asst	Office Manager Sr	8,580
30065183	Human Resources Specialist II	Human Resources Specialist Sr	6,023
30005414	Accountant	Accountant Sr	12,906
30005415	Accountant	Accountant Sr	5,288
30005418	Accountant Lead	Financial Analyst Lead	3,222

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$13,000 for the Department. There was a reduction of \$27,481 to remove one-time funding for prior year capital funded projects. This is a net \$14,481 decrease compared to the amount budgeted in the FY 2024 Adopted Budget. FY 2025 Preliminary Budget recommended CAR funding includes:

<i>Capital Funding Recommendations</i>	<i>Total</i>
Five computers for Office of Children’s Services Interns to replace ITS loaner computers	\$13,000
Total Capital Funding Recommendations	\$13,000

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Health and Human Services budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Permanent Supportive Housing (PSH) for At-Home ATX Collaboration	\$ 2,241,681
Workforce Solutions LFRF Contingency	1,000,000
Extraordinary Events resources as part of City of Austin Public Health Interlocal Agreement	1,500,000
Resources to address Opioid Substance Use Crisis	575,000
Second year of Children's Crisis Respite lease	100,000
Weatherization and Home Repair contingency resources for TDHCA grant-related purchases, septic systems, and cost escalations for construction equipment	799,000
Total Allocated Reserve Earmarks	\$4,715,681

In addition to the above earmarks against the Allocated Reserve, the FY 2025 Preliminary Budget also includes \$2,008,000 in the Interlocal Reserve for the City of Austin Animal Services and Public Health Interlocals. These agreements are subject to change as the City and County proceed with negotiations, so these funds have not been added to the Department budget.

Opioid Settlement funds received thus far by the County are included in a grant fund which is tracked and managed separately from the General Fund. More details on these resources are documented in Request #23: Opioid Crisis Earmarks.

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, Health and Human Services has 24 fees it charges and 6 revenue generating contracts it manages. All of the fees and two of the contracts are being proposed by HHS for adjustment in FY 2025.

Below are tables with additional details on the fees and revenue generating contracts that have been proposed by Health and Human Services for adjustment.

All of the below fees are derived using a cost recovery formula by the City of Austin as the inspections and work associated with these fees is conducted by the City and reimbursed by the County for the portion of the population that resides in the County and not the City. Historically, Travis County has updated its fees to match the City's each year but due to staffing shortages in both the City and County, these fees have not been updated since 2019.

HHS is currently working with the City of Austin to receive final costing sheets related to these fees and will work with PBO and the Auditors Office to bring the fees to Court. Most of these fees are deposited into Special Revenue Fund 0138, the Health Food Permits Fund and do not impact General Fund revenue. Many of the recommended increases exceed the 15

percent increase cap noted above. Because there has been such a long delay in updating the fees, residents living in the City versus the County are paying significantly more for the same service. This is an equity issue, and the Department believes that increasing the fees to match the City's, regardless of the total increase, is a reasonable approach to ensure that there isn't an undue benefit to those just outside city limits. PBO and the Auditor's Office will coordinate presenting the recommended changes to the Commissioners Court. The second table shows the four revenue generating contracts which are being adjusted based on projected service levels. Recommended changes to any revenue contracts will be presented to the Commissioners Court at the next contract renewal or according to the terms of the contract.

<i>Fee Description</i>	<i>FY 2024 Approved Fee</i>	<i>FY 2025 Proposed Fee</i>
Food Service, Retail Food, Low Risk/Small - 1C	\$250	\$347
Food Service, Retail Food, Low Risk/Medium - 1B	\$275	\$366
Food Service, Retail Food, Low Risk/Large - 1A	\$300	\$403
Food Service, Retail Food, Medium Risk/Small - 2C	\$275	\$531
Food Service, Retail Food, Medium Risk/Medium - 2B	\$300	\$590
Food Service, Retail Food, Medium Risk/Large - 2A	\$300	\$664
Food Service, Retail Food, High Risk/Small - 3C	\$275	\$601
Food Service, Retail Food, High Risk/Medium - 3B	\$300	\$758
Food Service, Retail Food, High Risk/Large - 3A	\$300	\$869
Food Service, Child Care Facility	\$250	\$0
Mobile Vendor - Unrestricted	\$273	\$233
Mobile Vendor - Restricted	\$198	\$207
Temporary Food Establishments - 1-5 calendar days - per booth	\$98	\$272
Temporary Food Establishments - 6-14 calendar days - per booth	\$145	\$294
Food Enterprise Plan Review - New Construction or Change of Owner	\$10	\$10
Food Enterprise Plan Review - Remodel of Permitted Facility: >10,000 sq. ft.	\$10	\$10
Food Enterprise Plan Review - Remodel of Permitted Facility: 2,500-10,000 sq. ft.	\$10	\$10
Food Enterprise Plan Review - Remodel of Permitted Facility: <2,500 sq. ft.	\$10	\$10
Junk Yard, Auto Wrecking & Salvage Yard	\$25	\$25
Swimming Pool Permit - each	\$95	\$238
Spa Permit - each	\$95	\$179
Pool/Spa Plan Review	\$50	\$50
Animal Services Office, Dangerous Dog Fees	\$50	\$50
Animal Services Office, Reclaim Fees	\$100	\$100

<i>Central Contract Name</i>	<i>FY 2024 Contract Amount</i>	<i>FY 2025 Proposed Contract Amount</i>	<i>Justification for FY 2025 Proposed Contract Amount</i>
4-H Capital Program	\$80,000	\$48,680	Adjusted for expected contracts
Foundation Communities Deaf and Hard of Hearing Contract	\$2,000	\$2,500	Based on premium rate per hour

VACANT POSITIONS

The Department currently has 16 total vacancies, out of which the following five positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Social Services Program Administrator	30005261	1.00	363	Position closed 3/5/24, actively screening candidates
Case Worker	30005369	1.00	250	Re-posting with broader salary range to expand qualified applicant pool
Planner Sr	30066726	1.00	204	Recruitment plan being updated
Business Analyst I	30066603	1.00	204	Position posted, actively screening candidates
Social Services Program Specialist Assoc	30005253	1.00	158	Position closed 3/5/24, actively screening candidates

The following six positions have been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Education Instructional Specialist	30000663	0.75	936	On Hold: Program Review
Education Instructional Specialist	30050952	0.25	625	On Hold: Program Review
Planning Project Mgr	30005223	1.00	625	Interim Assignment of Current Staff; Reclassed to Strategic Advisor
Education Instructional Specialist	30000662	0.25	591	On Hold: Program Review
Education Instructional Specialist	30050951	0.25	474	On Hold: Program Review
Social Services Program Coord	30063063	1.00	436	Request for posting/recruitment in process

Several of the above long-term vacancies are related to the Texas AgriLife Extension program. This program has struggled post-pandemic to fill its positions, due in part to a lack of contracts with schools in which to run programming and a difficulty in hiring and keeping AmeriCorps member staff. In response to this decrease in programming, the Education Instructional Specialist have not been filled. Once AmeriCorps contracts and member capacity increases again, HHS anticipates they will fill these positions, though this may take up to an additional year to two years. PBO recommends that HHS continue to evaluate the ongoing need for these positions over the long-term to ensure the best funding and staffing structure for the AmeriCorps programming from year to year.

FUTURE CONSIDERATIONS

Health and Human Services has experienced a significant increase in demand for its services over the last four years. The population of the Travis County area continues to grow, and the high cost of living coupled with continuing challenges related to inflation have resulted in 22 percent of Travis County residents living below 200 percent of the poverty threshold. The COVID-19 pandemic highlighted and exacerbated health, economic, and social inequities and the Department continues to support pandemic recovery even now. HHS was also the recipient of significant one-time investments from the Federal Local Fiscal Recovery Funds (LFRF), and managing those projects associated with those funds has posed a workload challenge for

the Department. As these funds are expended, the one-time nature of the investment means that community partners are again beginning to see long-term investments for the programs that have been successful. HHS anticipates that demands to continue these one-time investments, including positions funded through the LFRF, beyond the 2026 grant close out date will begin to arise.

In addition to these challenges, HHS has been deeply involved in the countywide efforts related to jail diversion, behavioral health, affordable housing, and violence prevention. These issues are often interconnected, and HHS acknowledges the growing need to invest time and resources into addressing all factors related to this countywide effort. HHS is actively involved in planning initiatives related to these and other issues, including the Substance Use Disorder (SUD) Consortium, the Opioid Overdose and Death public health crisis, the Diversion System, Collaborative Planning Around Homelessness, the Children's Funding Project, and the Austin Travis County Food Plan. These planning efforts, as they develop policy recommendations, strategies, and best practices, may result in future requests for funding.

The Department has worked closely with Information Technology Services (ITS) to implement its new Enterprise Case Management System (ECMS), which will replace the dated legacy system. This ECMS will allow HHS to better track its performance measures and manage its internal metrics, which will result in better data to leverage for improved service delivery.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: SUPPORTIVE HOUSING DIVISION DIRECTOR

<i>Program:</i>	Supportive Housing			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	148,623	-	-	-
Operating	95,300	-	-	-
Subtotal	\$ 243,923	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 243,923	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Health and Human Services is requesting to convert the existing LFRF-funded Supportive Housing Division Director to a full-time General Fund FTE. There have been various changes in Treasury Guidelines related to which positions can be paid for through the LFRF until grant close out in December 2026. The Supportive Housing Division Director splits time working on LFRF-funded Supportive Housing Initiative Pipeline (SHIP) projects and CDBG projects, as well as supervising both LFRF-funded and General Fund staff. Based on the changes made to Treasury guidelines in December 2023, the County believed this position may not be LFRF-eligible beyond December 2024 because of this split in work responsibilities between LFRF and non-LFRF projects. However, this position is central to the operations of the Supportive Housing Division, which was newly created to manage both existing CDBG programs and the SHIP projects and will be needed even beyond the December 2026 grant close out date.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

As reported to Commissioners Court during the December 19, 2023 LFRF update, in November 2023, the Treasury issued an Obligation Interim Final Rule (IFR) to address LFRF recipients questions and comments regarding the definition of “obligation” as it pertains to the Treasury’s requirements that all LFRF funds be “obligated” by December 31, 2024. This IFR provided clarification on the definition and provided related guidance specifically regarding which personnel costs are allowable after the December 31, 2024, obligation deadline and until the expenditure deadline of December 31, 2026.

These clarifications provided specific limitations on personnel expenses after the obligation deadline, allowing only those personnel directly involved in LFRF administrative work, such as reporting and compliance, single audit work, record retention and internal control requirements, property standards, environmental compliance requirements, and civil rights and nondiscrimination requirements, to be funded through LFRF resources after December 31, 2024 and through December

31, 2026. Based on these changes, PBO commenced work to develop recommendations for how to fund the 51 Special Project Worker positions that were funded through the LFRF, considering that many of them would no longer be eligible for LFRF funding after December 31, 2024 based on the November Treasury guidance. This position, the Supportive Housing Division Director, was thought to not be eligible for LFRF funding beyond 2024 based on this guidance.

On March 29, 2024, the Treasury released a new set of Frequently Asked Questions which changes this guidance to allow recipients to consider funds obligated under LFRF rules for any personnel whose salary may be paid under an eligible use of SLFRF funds through December 31, 2026, for any position that existed and was filled by December 31, 2024. This is an expansion of the previous understanding from the November 2023 Treasury Guidelines. In addition, reporting deadlines for personnel expenses were moved from April 30, 2024 to July 2024 for administrative expenses and January 2025 for all other personnel. PBO did not complete its analysis of this new information before HHS submitted its budget request, and so PBO recommended that HHS submit all LFRF-related positions that may have been ineligible under the LFRF under the November 2023 guidance through the budget process, in case they would need General Fund resources.

This Supportive Housing Division Director position was originally funded through the LFRF on May 10, 2022, and it was authorized to continue until grant close out, December 31, 2026, on April 30, 2023. PBO reaffirmed with Court on July 23, 2024 that this position is LFRF-eligible and will be funded through the LFRF until grant close out, December 31, 2026.

REQUEST #2: RETAIN 17 LFRF-FUNDED SPW POSITIONS

<i>Program:</i>	Family Support Services			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	17.00	-	-	-
Personnel	1,319,587	-	-	-
Operating	45,427	-	-	-
Subtotal	\$ 1,365,014	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 1,365,014	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,365,014	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Family Support Services Division is requesting to retain 17 Special Project Workers that have been funded through the Local Fiscal Recovery Fund (LFRF), which have currently been approved only until December 31, 2024. There have been various changes in Treasury Guidelines related to which positions can be paid for through the LFRF until grant close out in December 2026. It was unclear if these positions would be eligible under those rules.

The 17 SPWs provide basic needs assistance services to the community. They are divided across the community centers as follows, with one Social Services Manager position, seven Case Workers, and nine Office Specialists.

<i>Position Title</i>	<i>Location</i>	<i>No. of Positions</i>
Case Worker	Central Austin Community Center	1.00
Case Worker	Del Valle Community Center	1.00
Case Worker	Jonestown Community Center	1.00
Case Worker	Manor Community Center	1.00
Case Worker	Oak Hill Community Center	1.00
Case Worker	Pflugerville Community Center	2.00
Office Specialist	Central Austin Community Center	4.00
Office Specialist	Del Valle Community Center	1.00
Office Specialist	Jonestown Community Center	1.00
Office Specialist	Manor Community Center	1.00
Office Specialist	Pflugerville Community Center	2.00
Social Services Manager	Pflugerville Community Center	1.00

These 17 SPW positions were added during the COVID-19 pandemic to meet the huge increase in demand for services. While the pandemic has ended, there continues to be an increased need for services, as the cost of living in Travis County remains at a historical high. Additionally, the increase in demand is also the result of the FSS online application for assistance that was created in response to the pandemic-era office closures. The online application, which is available 24/7, made applying for services more convenient for many clients and increased the number of applications that are submitted, while also increasing the number of calls and emails from clients inquiring about their application status or requesting assistance in completing the application.

Additionally, a new Electronic Client Management System (ECSM) is scheduled to “go live” for FSS at the end of April 2024. While this system should deliver greater efficiency in the long-term, during the transition from the current systems and processes, while staff and clients are learning, it is expected that work processes will take longer to perform. Clients will also need greater support to complete applications and access portals in the new system.

Further, amid higher demand, FSS had to reduce the number of Texas Department of Housing and Community Affairs (TDHCA) Comprehensive Energy Assistance Program (CEAP) funded temporary Office Specialist positions. Two 40-hour per week CEAP Office Specialist positions were eliminated to account for the pay raises that Office Specialist across the County received in FY23, since the amount of TDHCA CEAP administrative funds was not also increased. Due to a reduction in CEAP funding in FY24, one CEAP temporary Office Specialist position was eliminated, and there may be a need to eliminate an additional position if salary savings are insufficient to cover the costs. In 2021 there were eight CEAP temporary Office Specialist positions, and there are currently only four positions, with the possibility of only having three.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of HH's that received Food Pantry	4,596	5,298	5,750	6,000	6,000	6,250
Amount expended for Food Pantry	48,393	-	-	190,510	190,510	190,510
# of HH's that received Utilities	8,565	7,635	7,000	7,000	7,000	7,000
Amount expended for Utilities	9,336,538	10,894,984	1,260,000	1,260,000	1,260,000	1,260,000
% of Customer Surveys Satisfied or Very Satisfied	-	99%	90%	90%	90%	90%
Average number of payments processed by caseworker per month	71	53	60	60	60	60

PBO RECOMMENDATION

As reported to Commissioners Court during the December 19, 2023 LFRF update, in November 2023, the Treasury issued an Obligation Interim Final Rule (IFR) to address LFRF recipients questions and comments regarding the definition of “obligation” as it pertains to the Treasury’s requirements that all LFRF funds be “obligated” by December 31, 2024. This IFR provided clarification on the definition and provided related guidance specifically regarding which personnel costs are allowable after the December 31, 2024, obligation deadline and until the expenditure deadline of December 31, 2026.

These clarifications provided specific limitations on personnel expenses after the obligation deadline, allowing only those personnel directly involved in LFRF administrative work, such as reporting and compliance, single audit work, record retention and internal control requirements, property standards, environmental compliance requirements, and civil rights and nondiscrimination requirements, to be funded through LFRF resources after December 31, 2024 and through December 31, 2026. Based on these changes, PBO commenced work to develop recommendations for how to fund the 51 Special Project Worker positions that were funded through the LFRF, considering that many of them would no longer be eligible for LFRF

funding after December 31, 2024 based on the November Treasury guidance. These positions, as direct service positions rather than administrative position, were thought not to be eligible for LFRF funding based on this guidance.

On March 29, 2024, the Treasury released a new set of Frequently Asked Questions which changes this guidance to allow recipients to consider funds obligated under LFRF rules for any personnel whose salary may be paid under an eligible use of SLFRF funds through December 31, 2026, for any position that existed and was filled by December 31, 2024. This is an expansion of the previous understanding from the November 2023 Treasury Guidelines. In addition, reporting deadlines for personnel expenses were moved from April 30, 2024 to July 2024 for administrative expenses and January 2025 for all other personnel. PBO did not complete its analysis of this new information before HHS submitted its budget request, and so PBO recommended that HHS submit all LFRF-related positions that may have been ineligible under the LFRF under the November 2023 guidance through the budget process, in case they would need General Fund resources.

These 17 HHS SPWs were originally funded through the LFRF and they were authorized only through December 31, 2024. These positions work to process the increase in applications for family support services, including rental assistance applications, utility assistance, food pantry, and case management. The increase in demand for these services was directly connected to the negative economic impacts of the pandemic as well as the shift, resulting from the pandemic, of making applications available online on a 24/7 basis. This was a significant improvement in service to the community, but it resulted in an ongoing increase in applications that need to be processed, resulting in long waiting lists that only the additional staff have been able to help manage.

Per Court action on July 23, 2024, these positions will continue to be funded through the LFRF until the end of FY 2025. The Department should plan to resubmit these positions for consideration in the FY 2026 budget process.

REQUEST #3: CONTINUATION OF OPENWORK TEMPORARY PERSONNEL SERVICES

<i>Program:</i>	Family Support Services			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	355,000	284,544	-	-
Subtotal	\$ 355,000	\$ 284,544	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 355,000	\$ 284,544	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 355,000	\$ 284,544	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Family Support Services Division requests funding to retain Openwork (formerly Evins) administrative and food pantry (warehouse) temporary personnel services to continue to meet increased demand for services at the Travis County Community Centers.

This contract was funded using the LFRF, but because this is an as-needed contract and funds cannot be encumbered in the contract, this will not be eligible for the LFRF after the obligation deadline of December 31, 2024.

Since near the beginning of the COVID-19 pandemic, Family Support Services (FSS) has been using Openwork (formerly named “Evins”) temporary staff to provide administrative and food pantry support to county Community Centers. The temporary staff initially replaced AARP Foundation Senior Community Service Employment Program participants and other volunteers that provided support to the centers, but which were put on hold during the pandemic. The temporary staff also helped address the increased demand brought about by the pandemic due to financial strains faced by County residents.

Now that the centers have fully opened, the Community Centers have resumed having AARP participants and volunteers, albeit at somewhat lower number due to continued health concerns of potential participants/volunteers. However, the demand for services has continued at a higher rate than prior to the pandemic, due to population increase and increased cost of living in Travis County. Several of the centers continue to need temporary staff to fulfill operations and provide good customer service to clients. FSS is also transitioning to a new Electronic Client Management System (ECMS), which will result in additional need for client support and less efficient processing of applications, as staff and clients learn how to use the new system.

Further, amid higher demand, FSS has had to reduce the number of Texas Department of Housing and Community Affairs (TDHCA) Comprehensive Energy Assistance Program (CEAP) funded temporary Office Specialist positions. Two 40-hour per week CEAP Office Specialist positions were eliminated to account for the pay raises that Office Specialist across the County received in FY 2023, since the amount of TDHCA CEAP administrative funds was not also increased. Due to a reduction in CEAP funding in FY 2024, one CEAP temporary Office Specialist position was eliminated, and there may be a need to eliminate an additional position if salary savings are insufficient to cover the costs. In 2021 there were eight CEAP temporary Office Specialist positions, and there are currently only four positions, with the possibility of only having three.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of HH's that received Food Pantry	4,596	5,298	5,750	6,000	6,000	6,250
Amount expended for Food Pantry	48,393	0	0	190,510	190,510	190,510
# of HH's that received Utilities	8,565	7,635	7,000	7,000	7,000	7,000
Amount expended for Utilities	9,336,538	10,894,984	1,260,000	1,260,000	1,260,000	1,260,000
% of Customer Surveys Satisfied or Very Satisfied	0	99%	90%	90%	90%	90%
Average number of payments processed by caseworker per month	71	53	60	60	60	60

PBO RECOMMENDATION

PBO has previously recommended that these temporary contracted staff be funded through the LFRF as they were assisting with Food Bank roles that had previously been held by senior volunteers who could no longer participate due to the pandemic. In addition, Food Pantries were seeing a higher than previous usage rate and continue to see that increase in service demand. Many of these senior food pantry volunteers have been unable to return to volunteering, and those that have returned are limited, as they have been in the past, by restrictions on work hours and other restrictions, such as weight-limits on what they can lift, based on the rules set out by the AARP volunteer program. These limitations make meeting the post-COVID demands of the food pantries difficult with just AARP volunteers. Similarly, the elimination of CEAP staff has further limited the resources available to HHS to fill gaps when there is high demand. Previously, the Community Centers had sufficient Office Specialist staff available that they could occasionally assist in the food pantries when necessary. Now, when that need arises, it puts a strain on other tasks that require Office Specialist attention, like process rental and utility applications that have continued to increase in the past year.

There are no more LFRF resources available for this expense, but PBO acknowledges that the need for temporary staff to continue to fill these roles remains. PBO recommends a one-time allocation of \$284,544 to continue the five temporary staff that HHS has utilized throughout the year. This amount was determined using the following information:

<i>Community Center</i>	<i>Number of Evins Temps</i>	<i>Hours Per Week</i>	<i>Position Type</i>	<i>Hourly Rate</i>
Central Austin	2.00	40	Admin	\$26.40
Del Valle	1.00	40	Warehouse	\$28.00
Oak Hill	1.00	40	Warehouse	\$28.00
Manor	1.00	40	Warehouse	\$28.00

Should HHS need additional funds for temporary staff beyond the funds allocated over the course of FY 2025, PBO recommends that HHS utilize any vacancy savings that are generated within the Family Support Services division.

REQUEST #4: ZOOM AND ADOBE PRO ANNUAL SUBSCRIPTION LICENSE

<i>Program:</i>	Administration			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	66,522	11,379	-	-
Subtotal	\$ 66,522	\$ 11,379	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 66,522	\$ 11,379	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 66,522	\$ 11,379	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Health and Human Services Department is requesting \$17,319 to pay for 69 annual Zoom for Government subscriptions and \$49,203 to pay for 213 annual Adobe Pro subscriptions. Both are essential tools for executing many HHS business processes.

Zoom for Government:

During the pandemic and the attendant business process changes required of working remotely, Zoom became a fundamental tool for HHS staff to communicate internally and externally.

Staff from several HHS divisions use Zoom for Government on a regular basis. Staff use Zoom for facilitating virtual meetings with community organizations and/or community members. The request states several Zoom features are more enhanced than in Teams (e.g. more functionality in breakouts, chat, polling, view settings) that make it the superior platform for virtual facilitation. Social Workers across the department use Zoom, because their clients find it easier than Teams and are often more familiar with Zoom from using it for other purposes. It is more intuitive than Teams for people who have a hard time with technology. Importantly, Zoom is recognized as being HIPAA compliant, and is designed to comply with the stringent requirements of local, state, and federal government. Deaf Services interpretation software and tools do not work on Teams, so Zoom must be used by deaf and hard of hearing staff and communities. The Department reports Zoom generally always works, whereas Teams gets glitchy and stops working mid meeting when internet strength is poor, which happens often when meeting with people outside of County buildings.

Zoom licenses support the HHS mission to build a community where all can thrive, by enhancing engagement through virtual meetings, ensuring service delivery regardless of physical location, and supporting equitable access to services. HHS staff facilitate Zoom meetings that improve productivity and encourage collaborative problem solving and informed decision making across a range of health and human services issues areas. These processes help to address community needs and fill gaps in services related to several of the County’s strategic goals --promoting economic well-being, supporting physical and mental health, providing opportunities for the most vulnerable and underrepresented, as well as promoting environmental sustainability by enabling remote participation, reducing travel, and ensuring continuous operation during disruptions.

Adobe Pro:

Adobe Pro has moved from providing five-year license subscriptions to an annual license subscription. Nearly all of HHS’s Adobe Pro subscriptions will need to be renewed in early FY 2025, and every year going forward for the foreseeable future.

Most HHS staff use Adobe Pro daily while creating, editing, annotating, merging, and signing Portable Document Format (PDF) documents, including the following:

- Interlocal Agreements and Social Service Investment Contracts
- Reports and Publications
- Invoices and Requests for Payment forms
- Flyers and Brochures

These activities support the County’s strategic goal of being trusted and well-run, promoting economic well-being, supporting physical and mental health, and providing opportunities for the most vulnerable and underrepresented.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

All HHS Zoom licenses are now centralized in the Information Technology Services budget, and this expense of \$17,319 is included as part of the ITS FY 2025 Preliminary Budget.

PBO recommends \$11,379 in ongoing funds for Adobe Licenses that need to be renewed in FY 2025. PBO discussed the licenses with ITS to identify which licenses needed funds for renewal in FY 2025 and which could wait until FY 2026.

REQUEST #5: PREVENTATIVE MAINTENANCE AND REPAIR FOR FOOD PANTRY REFRIGERATORS AND FREEZERS

<i>Program:</i>	Family Support Services			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	26,000	-	-	-
Subtotal	\$ 26,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 26,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 26,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Family Support Services Division is requesting increased funding for the maintenance and repair of the commercial refrigerators and freezers in the six community center food pantries. FSS also is requesting funding to purchase an additional commercial refrigerator and freezer for the Oak Hill Community Center to expand the availability of fresh and frozen foods for Travis County residents seeking food pantry services.

This request includes \$18,000 in ongoing funding to increase the funding allocated in the “Other Equipment Repairs and Maintenance” line item for a total allocation of \$24,249 funding for the maintenance and repair of the commercial refrigerators and freezers. Additionally, \$8,000 is requested to purchase one commercial refrigerator and one commercial freezer for the Oak Hill Community Center food pantry.

FSS has a current budget of \$6,249 in “Other Equipment Repairs and Maintenance” and has no funds allocated to purchase new equipment. In FY 2023, FSS spent \$14,889 on equipment repair and maintenance of the food pantry equipment, with the amount that exceeded the budgeted amount, \$8,640, coming out of the funds budgeted for office supplies. Additionally, in FY 2023, FSS spent \$6,874 to purchase new equipment for the food pantries, both to replace refrigerators and freezers that were no longer repairable and to obtain additional refrigerators and freezers to expand capacity. Since there was no funding in the budget for these purchases, the funding came from the HHS general budget.

In addition, the Oak Hill Community Center has experienced a significant increase in both demand for food pantry services and subsequently food being received at the location. There is a need for an additional commercial fridge and commercial freezer at this location to meet that need.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of HH's that received Food Pantry	4,596	5,298	5,750	6,000	6,000	6,250

PBO RECOMMENDATION

The Food Assistance budget for Family Support Services, which totals \$190,510, was not expended for food assistance in FY 2024 because the Central Texas Food Bank (CTFB) changed their procedures and provided food free of charge to their partner agencies in FY 2024. On February 20, 2024, HHS received Commissioners Court approval to use some of these funds to purchase a refrigerated truck for the Family Support Services food program. This truck cost \$110,416, leaving a balance in the Food Assistance budget of \$80,094. PBO recommends that HHS utilize \$8,000 of that balance in FY 2024 to purchase the commercial refrigerator and the commercial freezer for the Oak Hill Community Center. This will allow the Department to utilize its existing budget that is available due to the current policy change by CTFB for relevant food assistance needs.

Currently, it is unclear if CTFB will continue this practice of not charging Travis County for food assistance in FY 2025. If this practice does continue, PBO recommends that HHS utilize the available funds that are not needed for food assistance for needed maintenance and purchases in FY 2025. PBO recognizes that the maintenance costs associated with the operating of the food assistance program has increased likely due to inflation and aging deferred repairs. In FY 2023, HHS did not expend \$74,166 of its designated budget for supplies and equipment. Similarly in FY 2022, a total of \$64,597 of the supplies and equipment budget was not expended. Based on these unused funds, PBO does not at this time recommend increasing the supplies and equipment budget for HHS and recommends that the Department continue to internally fund the cost increases associated with this program using existing resources from within other Divisions. PBO will revisit this program budget in FY 2026 to determine if increases are necessary based on the overall expenditure rates of the Department.

REQUEST #6: AGRILIFE AGENT/CED SALARY INCREASE

REQUEST #7: AGRILIFE INCREASE MAINTENANCE OF CURRENT EFFORT FOR GOATS AND SUPPLIES

<i>Program:</i>	Texas A&M AgriLife Extension Service (158)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	26,000	26,000	-	-
Subtotal	\$ 26,000	\$ 26,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 26,000	\$ 26,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 26,000	\$ 26,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Health and Human Services is requesting a \$20,000 ongoing increase in its AgriLife Extension Services program to meet the increased cost of the interlocal agreement with Texas A&M for work related to educational demonstrations.

The AgriLife program provides outreach and education programs across the County related to agriculture, horticulture, natural resource conservation and management, and teaching life skills to youth. It is an interlocal agreement with Texas A&M AgriLife Extension. The interlocal splits the funding for six positions, including the Extension Director and five Extension Agents who provide the educational and other services. The County pays for 30 percent of these position’s salaries, while Texas A&M AgriLife Extension pays for 70 percent. The cost of this interlocal agreement is increasing to reflect the increased salaries for these positions.

In addition to this contract cost increase, the AgriLife Extension Services program has been experiencing an increased annual cost for the Capital 4-H Goat Project. This project involves educating youth on the raising and caring of live animals through experiential learning, including teaching them about health, nutrition, breeding, selection, and marketing. The program operates in both the Austin Independent School District and the Del Valle Independent School District. The annual cost of goats, feed, and other care has increased and funding the program within the existing budget has been a consistent challenge, so the Department is requesting an additional \$6,000 annually to pay for cost escalations.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

Texas A&M increased its contract by \$20,000 starting in FY 2025. PBO recommends adding \$20,000 ongoing to the AgriLife Extension Services budget in order to address this increase.

The AgriLife Extension program used 102 percent and 100 percent of its livestock and veterinary supplies budget in 2022 and 2023 respectively. According to the USDA, the average cost to care for livestock increased by 18.1 percent between 2021 and

2023. The livestock and veterinary care budget for this program has been \$18,000 since prior to 2012. PBO recommends increasing this budget by \$6,000 ongoing to account for inflationary pressures on the equipment used for this program.

REQUEST #8: JAIL BASED INTAKE AND CARE NAVIGATION SERVICES

<i>Program:</i>	Social Services Investments - Behavioral Health Contracts			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	824,948	824,948	824,948	-
Subtotal	\$ 824,948	\$ 824,948	\$ 824,948	\$ -
Capital	-	-	-	-
Dpt Total	\$ 824,948	\$ 824,948	\$ 824,948	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 824,948	\$ 824,948	\$ 824,948	\$ -

DEPT. SUMMARY OF REQUEST

Health and Human Services is requesting ongoing funding for the Jail-Based Intake and Care Navigation Services program. This program, provided by Integral Care, focuses on continuity of mental health care for individuals being released from the Travis County Correctional Complex. This program has been funded as a pilot with one-time resources in FY 2022, FY 2023, and FY 2024. Without authorization for additional funding, this program will discontinue serving clients in July 2024 and close out all services by September 2024.

HHS has monitored the implementation and ongoing service delivery of this program and is recommending that the program be continued with ongoing funding in FY 2025. The program has demonstrated significant benefit to the community and has become an important part of the Travis County diversion system of care. This program was designed and implemented to address a significant gap in the continuity of behavioral health care for persons being released from incarceration. The Department states not sustaining this program perpetuates this gap, continues poorer outcomes for vulnerable individuals, and does not capitalize on the investment, the shared learning, and strong collaborative relationships built with TCCC and other criminal legal entities (judges, prosecutors, public defenders). The collaborative partners of this program fully support sustaining this program and see the program as a critical component in addressing the service needs of individuals at the intersection of behavioral health and the criminal legal system.

This program was identified by the community as a needed resource because individuals leaving the Travis County Correctional Complex (TCCC) encounter many challenges as they reenter the community, particularly as it relates to connecting to ongoing behavioral healthcare. A long-identified gap in our community has been that people in TCCC have not had an opportunity to be assessed for eligibility and opened to behavioral health and/or Intellectual Disability (ID) or Developmental Disability (DD) services through Integral Care prior to leaving TCCC. This program addresses this gap by embedding Integral Care’s Jail-Based Intake and Care Navigation Services intake staff at TCCC to assess eligibility and assign eligible Travis County residents to Integral Care’s ongoing behavioral health services. This team also focuses on engagement with people in TCCC who initially decline to be assessed for eligibility and services. Additionally, this team meets with those in the community (once they leave TCCC) who agree to meet, to 1) ensure medication continuity during this vulnerable time; 2) assist in applying for/reestablishing benefits; and 3) continue engagement/provide peer support specialist treatment services until they have successfully attended their first appointment and are fully engaged with their assigned treatment team.

The team operating this program is comprised of one manager, one team lead, two Qualified Mental Health Providers (QMHPs), two peer specialists, and a half-time Advanced Practice Nurse (APN). This team also includes a reimbursement specialist to assist people in obtaining and/or reinstating benefits. All eight positions have been filled. In addition to continuing these positions, HHS is requesting adding a 0.25 Licensed Vocation Nurse (LVN or equivalent) to the team. The LVN would be responsible for providing medication services, including the administration of long-acting injections, and addressing any case management needs related to medication that could otherwise create barriers to seamless access. Consumers consistently report difficulty managing timelines and expectations related to medication management while transitioning out of jail. Having a medical professional who can provide medication support services during the transition out of jail and into the community significantly enhances continuity of care regarding medications, particularly long-acting injections. The cost of this additional position is \$25,000 per year and is included in this request.

Throughout FY 2023 the team served 588 people incarcerated in Travis County and supported them in connecting with resources to promote long-term recovery. Through advocacy, communication with community partners, and comprehensive discharge planning, the team was able to facilitate releases for 49 percent of clients within 30 days of engaging with the team. 85 percent of individuals served by the team did not recidivate within the 30 days following release. The program has met its quarterly goals since becoming fully functional.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of clients served	28,297	27,702	34,717	33,817	34,717	34,717
Percent of clients with improved mental health	71%	79%	73%	73%	73%	73%
Percent of clients who are connected to additional needed services and resources	55%	39%	70%	70%	70%	70%
<i>New Measures</i>						
Number of referrals received	274	689	900	0	900	900
Number of individuals who complete Intakes with the Jail-Based Intake and Care Navigation Services Team	181	385	800	0	800	800
Number of individuals who complete Intake that are eligible for Integral Care services	157	383	600	0	600	600
Number of individuals who complete intake that are ineligible for Integral Care services are referred to outside healthcare services	24	2	200	0	200	200
Number of Clients served while in TCCC	248	588	900	0	900	900

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Number of clients served in the community upon release from TCCC	25	56	Baseline	0	Baseline	Baseline
Percent of clients served who discharged thirty days ago and were not detained at Central Booking/TCCC	87%	85%	75%	0%	75%	75%
Percentage of clients who attend an appointment with their ongoing behavioral health team	29%	24%	80%	0%	80%	80%
Percentage of clients who received services while in TCCC who were released within 30 days after entering the program	N/A	49%	Baseline	0%	Baseline	Baseline

PBO RECOMMENDATION

The Jail-Based Intake pilot was originally funded for one year as part of the FY 2022 budget process. In FY 2022, HHS submitted a Mental Health Services Improvement request through the budget process that included nine separate programs to begin to address the gaps in the safety net service provision for the community. This program was part of that request, and, through the budget process, five of the programs were designated for ongoing funding, one was funded for two years, two programs were not funded and the Jail-Based Intake program was authorized for one year during budget mark-up.

In FY 2023, the program was extended for two more years as a one-time pilot in order to capitalize on the investment already made to design and launch the program with collaborative partners. In FY 2024, this program cost \$799,948. The cost has increased since it was first funded for \$715,300 due to escalations in Integral Care contracts largely related to salary increases.

This program has become a central community resource for individuals leaving the Travis County Correctional Complex, connecting these individuals to ongoing behavioral care. It has met and exceeded its performance metrics since it began fully operating in June 2022. The program is designed to provide continuity of care to individuals who first receive behavioral health treatment at TCCC and ensures that they can remain active in their recovery post-release. The goal is to prevent recidivism and help these individuals remain and thrive in their communities. This program is part of Travis County’s overall diversion system of care, which has become a significant Commissioners Court priority.

HHS is also requesting an increase in funding by \$25,000 to add a 0.25 Licensed Vocational Nurse or equivalent to this program. This LVN would work directly with clients transitioning out of jail to manage their medication, including administering long-acting injections which significantly improve outcomes for those that may struggle with barriers related to medication management such as transportation, cost, and other logistics.

PBO recommends one-time funding to continue this program for an additional two years, with the addition of a \$25,000 LVN to the program. Based on the outcomes of this program, PBO would recommend ongoing funding but based on revenue limitations, instead recommends that this program continue for two more years with one-time resources. Travis County is in the process of developing an overarching diversion system of which this program may be a significant part. PBO recommends that HHS continue to work with Commissioners Court and relevant Departments and coordinating groups to incorporate

ongoing funding for Jail-Based Intake into the broader diversion system planning process. HHS may wish to consider bringing this item to Commissioners Court as part of a budget hearing to request the funding be made ongoing should additional resources become available later in the fiscal year.

REQUEST #9: ASSERTIVE COMMUNITY TREATMENT (ACT) TEAM EXPANSION

<i>Program:</i>	Social Services Investments - Behavioral Health Contracts			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	1,554,087	1,554,087	1,554,087	-
Subtotal	\$ 1,554,087	\$ 1,554,087	\$ 1,554,087	\$ -
Capital	-	-	-	-
Dpt Total	\$ 1,554,087	\$ 1,554,087	\$ 1,554,087	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,554,087	\$ 1,554,087	\$ 1,554,087	\$ -

DEPT. SUMMARY OF REQUEST

HHS is requesting ongoing operating funding of \$1,554,087 to fund the Assertive Community Treatment expansion pilot on an ongoing basis. This program was funded as a two-year pilot starting in FY 2022 and again on a one-time basis in FY 2024 as part of a County investment in mental health system improvements. The program serves individuals with serious and persistent mental health conditions. The pilot has functioned as designed and is now part of the community’s relied upon service continuum for those with severe mental illness.

HHS is recommending that the ACT Team Expansion be continued beyond the extended three-year pilot phase and be funded in FY 2025 with ongoing general funds. The ACT Team Expansion serves adults over 18 years old who live in Travis County with serious and persistent mental health conditions and a history of multiple and/or long-term psychiatric hospitalizations. Services are provided in the client’s home (including shelter, streets, and encampments), schools, clinics, and anywhere in the community based upon the client’s need. ACT services are not limited by time and are based on clinical need and client choice. ACT is an evidenced-based practice utilizing a team-based, person-centered, recovery-oriented approach that helps reduce psychiatric bed days and emergency medical service usage by addressing client crisis within the team, improving health outcomes. With the multi-disciplinary makeup of the team, ACT can deliver comprehensive services directly to clients rather than referring to external providers. The multi-disciplinary team consists of ACT Qualified Mental Health Providers (QMHPs), a Co-occurring psychiatric and substance use disorder specialist (COPSD), an Employment Specialist, a Licensed Professional of the Healing Arts (LPHA) Team Lead, a Program Manager, an Advanced Practice Nurse, a Peer Support Specialist, and a Registered Nurse.

The ACT Team Expansion is a defined, evidence-based model that is being implemented to fidelity by Integral Care. There are four existing ACT Teams with Integral Care. This proposal is funding the ACT Team that has no exclusionary criteria based on insurance or specialty populations to meet the increased need for these services by the community. Comparisons between the ACT Teams show no appreciable difference in implementation or outcomes. The criterion for each team is outlined below:

- Classic ACT Team—Requires 80 percent of census to have Medicare or Medicaid
- Forensic ACT Team—Requires individuals to have a NGRI/46B hospitalization (involuntary commitment) in the last year or five or more arrests
- Housing First ACT—Requires client to be currently or formally chronically homeless
- ACT Expansion—No requirements for insurance or specialty populations

Integral Care has instituted a Quality Management (QM) program that measures performance of processes that support care, and fosters systemic improvements based upon analysis of the data. Integral Care staff harvests the data from its electronic health record and then completes an analysis of trends, patterns, and performance levels to improve outcomes of individuals served. Additionally frequent, ongoing, data-driven feedback is provided to the clinicians and their administrative support system. In addition, the QM program uses quality improvement teams and projects to develop plans that focus on improving processes and outcomes in more specific areas and uses the Plan-Do-Study-Act (PDSA) Performance Improvement Cycle model. The Quality Leadership Team (QLT) identifies and addresses systemic barriers to performance, suggests new indicators to monitor important aspects of care, and establishes thresholds for evaluation.

The major benchmark that HHS is monitoring is the reduction of the interest list for ACT Team services. Since the implementation of the pilot, the interest list has been reduced 90%. Fluctuations in the interest list vary based on program staffing. Upon completion of a Return-on-Investment (ROI) Study the following outcomes were noted:

- 100% Decrease in State Hospital Admissions and State Hospital Bed Days
- 36% Decrease in Private Psychiatric Hospital Admissions
- 44% Decrease in Private Psychiatric Hospital Bed Days
- 39% Decrease in Medical Inpatient Admissions
- 36% Decrease in Medical Inpatient Bed Days

These reductions resulted in a 12-month cost savings of over \$2,349,721 or \$33,567 per client served over a 12-month period.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of clients served	28,297	27,702	34,717	0	34,717	34,717
Percent of clients with improved mental health	71%	79%	73%	0	73%	73%
<i>New Measures</i>						
Percentage of individuals receiving Program Services for 6 months who show a decrease in utilization of emergency room/emergency department, crisis services, and/or inpatient hospital days	79%	76%	60%	0	60%	60%
Number of individuals linked to or who maintain mainstream benefits (SNAP, SOAR, TANF, WIC, Medicaid, MAP)	32	66	60	0	60	60

PBO RECOMMENDATION

PBO is recommending an additional two years of one-time funding to continue the ACT Team Expansion Pilot.

Over its three years of funding, this pilot has significantly expanded the number of clients that can be served by ACT teams, which was previously limited by staffing and by restrictions related to eligibility criteria. This program was originally intended to be a pilot that would receive ongoing funding should the program prove to be effective. Over that time, the program has decreased the ACT interest list by 90 percent by serving more clients, and as noted above, has resulted in decreases in psychiatric admissions, hospital admission and bed days, and medical inpatient admissions and bed days for those created by the ACT Expansion Team. In addition, the Integral Care Quality Management performance review found that the 12-month cost savings for this program are over \$2,349,721 or \$33,567 per client served, as this program decreases costs related to individuals not receiving needed behavioral and mental health services.

Should this program not receive funding in the FY 2025 Preliminary Budget, Integral Care would need 120 days of funding to wind down services. Two other ACT Teams would continue to operate in Travis County, but these teams are either funded through Medicaid billing and so are limited to those on Medicaid or are limited by other criteria such as housing status or hospitalizations/arrests. The ACT Team Expansion specifically targets individuals outside of these criteria, who based on their mental and behavioral health are at risk of beginning a cycle of entering County jails and emergency departments. This ACT Team allows the County to be more proactive in assisting these individuals before they enter this cycle.

Current revenue projections have restricted available ongoing funds. PBO understands that continuing to operate as a pilot with one-time resources can put pressure on a program and staff, as there is uncertainty each year regarding whether this program will have ongoing funding. Health and Human Services and the Commissioners Court have been working to prioritize various programs that would divert people from the criminal justice system and may wish to expend available ongoing resources for programming towards that goal. This project does not directly target populations involved with the Criminal Justice system, but over the course of its three-year operations, it has become a trusted and relied-upon resource for those working in this field and those experiencing mental health crisis and has played a role in diverting those who may have entered the criminal justice system due to a lack of behavioral and psychiatric care. PBO recommends one-time funding over the next two years for this program in the FY 2025 Preliminary Budget but recommends that HHS work with Commissioners Court, involved County departments, and stakeholders to determine how this program fits into the greater scheme of the County's investments in mental health services. HHS may wish to consider bringing this item to Commissioners Court as part of a budget hearing to request the funding be made ongoing should additional resources become available later in the fiscal year.

REQUEST #10: HHS CONTRACT MANAGEMENT SYSTEM

<i>Program:</i>	Finance			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	650,000	-	-	-
Subtotal	\$ 650,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 650,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 650,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Health and Human Services Department seeks to procure a new Social Services Contract Management and Payment System in order to improve the efficiency, accuracy, and timeliness of tracking contract performance, paying vendor invoices, and creating meaningful reports on the County Social Service Investments managed by the Department.

The Health and Human Services Department currently utilizes an antiquated system of hand entering data into Microsoft Excel spreadsheets to track contract performance measures and deliverables, receipt and payment of invoices, and reporting on 90 distinct General Fund agreements and an additional 17 distinct Local Fiscal Recovery Fund (LFRF) agreements, all of which total \$130,248,128. As a result of this inefficient system, the Department struggles with timely invoicing occasionally.

A contract management and payment system would be utilized by both HHS Finance and HHS Research and Planning. The current process of primarily using Microsoft Excel to manage contracts and invoicing has resulted in not only interest payments being owed to vendors but has also resulted in some vendors no longer accepting grant funds from Travis County, due in part to the length of time it takes to receive payments.

The proposed performance measures for the new HHS Contract Management System are the reduction of 1) the average time between receipt of an invoice in HHS to submission to Auditors Office from 20 days to 10, and 2) the average number of Prompt Payment Act Violations per year from 285 to 142 –a 50% reduction in both. These two measured improvements will have a positive impact on all of the Health and Human Services Divisions that work with outside vendors, which include Research and Planning, Supportive Housing, the Office of Children’s Services, the Community Services Division, the Family Support Services Division, and Public Health.

HHS proposes acting as the pilot organization for such a software, and potentially rolling it out to other Departments, including possibly TNR, FMD, Purchasing, Auditors Office, and Emergency Services should it be a viable solution.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
The average time between receipt of an invoice in HHS to submission to Auditors Office	N/A	N/A	N/A	20 days	10 days	10 days
The average number of Prompt Payment Act Violations per year.	N/A	N/A	N/A	285 days	142 days	142 days

PBO RECOMMENDATION

PBO acknowledges that HHS’s ability to manage its existing and growing workload of contracts with external agencies is limited by the rudimentary tools currently at its disposal. In addition to the existing contracts, including one-time LFRF contracts that significantly increased the Department’s workload, HHS would be the primary recipient and manager of programming funds should the residents of Travis County vote in approval of a childcare tax rate election that the County is currently exploring. This tax rate election would result in more contracts that would benefit from an improved contract management system.

After discussion with ITS and Purchasing, PBO recommends that HHS work with ITS to determine if there is an existing platform used or planning to be used within the County, such as Ariba, that could integrate with HHS’s new Enterprise Case Management System or with existing SAP functionality to allow for better contract management. Alternatively, since contract management is a countywide issue, ITS should take the lead on exploring an enterprise-wide solution that could onboard HHS as an early adopter. As these various options are explored, it may be necessary to establish an earmark or additional funding for this purpose, however PBO believes that there are additional steps and processes needed before a contract management solution can be implemented.

REQUEST #11: MAINTENANCE OF CURRENT EFFORT – BURIAL BUDGET INCREASE

<i>Program:</i>	Family Support Services			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	215,000	215,000	215,000	215,000
Subtotal	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000
Capital	-	-	-	-
Dpt Total	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000

DEPT. SUMMARY OF REQUEST

The Family Support Services Division requests funding to increase the Indigent Burial internment services budget to meet costs associated with providing more burials and cremations and to increase the reimbursement rates to vendors for burials and cremations.

Providing Indigent Burial is a mandated county service per Texas State Health and Safety Code, Title 8, Death and Disposition of the Body, subtitle B Disposition of the body, Chapter 694 Burial.

The demand for this service continues to increase year over year, and the reimbursement rate for burials and cremations to vendors who provide this service in partnership with the County has also increased.

In FY 2023, FSS Indigent Burial program provided burial/cremation services to 15 percent more households than the anticipated number planned for in the performance measures, and this amount is expecting to continue growing. The FY 2024 Adopted Budget for Internment Services is \$317,944. However, in FY 2023, actual spending was \$383,930. Additional funds were pulled from other FSS Basic Needs line items that had funds available to ensure that costs for this mandated service could be covered. Therefore, at present reimbursement rates, there is already a need for additional funding for this service.

County Code Chapter 273 states that, “The Funeral Home will be reimbursed pursuant to the contract with the County at the rates and according to the terms set forth in the applicable contract. The rates will be subject to periodic review and modification as approved by Commissioners Court, with a written amendment to the contract signed by the parties reflecting the new rates.” Burial and cremation reimbursement rates have not been raised since 2015. The current contracted vendors have asked that the rates be increased in order to cover their costs, which have risen over these years due to inflation. Vendors have also requested an additional category of reimbursement for oversized cremation due to the additional costs to the vendor for this service.

New proposed burial and cremations rates were determined using data on the typical costs of burials and cremations in Texas and the market rates for these services provided by funeral home vendors in Travis County. The new proposed rates, as compared to current reimbursement rates, are as follows.

<i>Funeral Vendor Reimbursement Rates</i>	<i>Infant, Child, Adult Burial</i>	<i>Oversize Burial (300+ pounds)</i>	<i>Cremation</i>	<i>Oversize Cremation</i>
Current Rates	\$1,200	\$1,500	\$800	N/A
Proposed Rates	\$1,500	\$1,800	\$1,100	\$1,400

In addition to meeting rates proposed by the existing County funeral home partners, increasing these rates would make participating in this program with the County more desirable to more vendors. Right now, the County works with four vendors who take turns providing services. Only one vendor provides cremations as well as burials, which can make coordinating cremations challenging. Approval of higher reimbursement rates would make the program more desirable to potential funeral home vendors and having more contracted funeral homes would spread out the workload, allowing for the funeral home to also focus on their non-County burials and/or cremations. Not increasing these rates might result in losing vendors willing to participate in this program with the County.

Increasing the Indigent Burial budget to meet higher demand for services and to increase the reimbursement rates for burial and cremation services supports the fulfillment of the County goal to protect and provide opportunity for those most vulnerable and underrepresented, as well as the department goal to protect vulnerable populations.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of HH's that received Burials	269	346	340	340	350	350
Amount expended for Burials	370,821	383,931	350,000	317,944	532,944	532,944

PBO RECOMMENDATION

Over the last six years, HHS has experienced a 96.3 percent increase in indigent burial services performed, a mandated program. In that time, the budget for this program has increased by 119.3 percent, with the Department still frequently transferring funds from other operating resources within its budget to attempt to meet the demand. Frequently, the demand for these services exceeds the budget capacity of HHS. At the present rates and demand level, the burial budget is already insufficient to meet the needs of the County.

The rates paid for burial and cremation have not changed since 2015. During that time, the inflationary rate for funerals has been, on average twice as high as inflation for all other items according to the Bureau of Labor Statistics. The vendors who participate in this program and provide burial and cremation services are requesting an increase in rates to match their current costs. This change will also add an oversize cremation rate, which previously had not been accounted for. These changes, as noted in the above table, will increase the funds available for these contracts to match the updated rates. PBO recommends \$215,000 for this increase in rates and to better align the budget with the needs of this program.

REQUEST #12: SOCIAL SERVICES ACCESS TO BASIC SUPPORTS

<i>Program:</i>	Social Services Investments - Access to Basic Support			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	1,000,000	-	-	-
Subtotal	\$ 1,000,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 1,000,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,000,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Health and Human Services is requesting an additional \$1,000,000 investment in the Access to Basic Services (ABS) Social Services issue area. This issue area provides access to food to prevent hunger and promote wellness, and to public benefits for eligible populations to support basic needs.

During 2014-2018, HHS implemented a new investment approach with competitive solicitation, following five-year planning and funding cycles phased by issue area. After this Cycle 1 was complete, HHS developed a Cycle 2 funding strategy, based on extensive input from and dialogue with the Travis County Commissioners Court and social service providers, to enhance and stabilize the social services investment system. An associated budget request was submitted in 2019, with versions of this budget request focusing on critically underfunded issue areas submitted annually in 2020-2024. In FY 2024, the Court partially addressed social services funding with a 10 percent “Maintenance of Current Efforts” increase for the system overall. However, the recurring request for more significant infusions into the Department’s critically underfunded issue areas, including ABS, has not been funded.

Access to Basic Supports remains inadequately resourced in relation to the scale of food insecurity in Travis County. The COVID-19 pandemic exacerbated, in stark relief, the existing health and social inequities among already disproportionately impacted populations. This issue area includes services for critical resident needs that the County has not funded at a substantively meaningful or effective level. The current, requested, and projected new funding levels are below.

<i>Current investment</i>	<i>Requested increase</i>	<i>Projected new total funding</i>
\$698,543	\$1,000,000	\$1,698,543

Because services for these funds would be openly procured, the programmatic outcomes will vary based on the results of competitive solicitation. However, HHS does expect that the requested increases will meaningfully expand the breadth and depth of services purchased:

<i>Service Types at Current Funding Level</i>	<i>At Increased Funding Level, Services May Include*</i>
<ul style="list-style-type: none"> ▪ Core food pantry network support ▪ Mobile food pantry ▪ Hot meals (primarily for indigent population) ▪ Legal services to obtain or maintain benefits 	<ul style="list-style-type: none"> ▪ Selected current service types, with potentially expanded reach, plus: ▪ Farm/produce cultivation and distribution programs (such as youth farming, community farming, CSA programs, etc.) ▪ Mobile farmers markets/farm stands ▪ Food/grocery staple delivery services ▪ Benefits navigation and enrollment assistance for SNAP and WIC ▪ Federal nutrition program matching incentive programs

*Services listed are examples based on existing or recently purchased services and known service types that the department could include in future solicitation scopes. Actual purchased services could differ pending solicitation scoping and results of competitive procurement.

Per the Department’s research, the Travis County’s overall food insecurity rate is 14.03 percent. The rate for children is higher, at 17.93 percent and 170,480 Travis County residents reside in areas that are considered both “low-income” and “low food access”, which is defines as a census tract in which at least 500 people or 33 percent of the population live more than 0.5 miles (for urban census tracts) or 10 miles (for rural census tracts) from the nearest supermarket, supercenter, or large grocery store, and where households are more likely to lack vehicle access.

The Department notes that while there are federal benefits to mitigate food insecurity, there are gaps in this safety net. Key federal benefits programs like the Supplemental Nutrition Assistance Program (SNAP) are chronically under-enrolled: Nearly half (46 percent) of income-eligible people in Travis County are not enrolled in SNAP. Families must meet income eligibility guidelines typically set at or slightly above the federal poverty income guidelines; however, as the Every Texan has estimated the cost of living in Travis County to require an income of at least two times the poverty level or more, many families are ineligible for assistance programs yet don’t earn enough to fully cover basic expenses, while other families may meet income guidelines for benefits but still be ineligible for other reasons or face barriers to obtaining them. Over half (52 percent) of Travis County’s estimated food insecure individuals are above the SNAP threshold of 165 percent FPIG. Travis County funding in this area can play an important role in the safety net, including helping to maximize our community’s leverage of food public benefits, and serving individuals and families who fall in the gap between federal assistance programs and what it takes to meet basic needs in Austin/Travis County.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of unduplicated Food clients served	241,536	215,690	168,825	168,825	168,825	253,238
Number of unduplicated Legal Rights and Benefits clients served	803	956	1,100	1,100	1,100	2,969
Number of meals or meal equivalents provided	11,553,319	11,761,498	7,892,654	7,892,654	7,892,654	11,838,981
Percentage of total pounds provided that is fresh produce	32%	38%	50%	50%	50%	50%

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Percentage of clients who preserved, obtained, or increased a public benefit	98%	97%	80%	80%	80%	85%

PBO RECOMMENDATION

As a part of LFRF funding, HHS executed eight contracts totaling \$9,238,657 within the Food Access category of services. These contracts are limited in time period due to the nature of the grant funding and must all be expended by December 31, 2026. At present, all but two of these contracts will expire at the end of FY 2024 (Farmshare's ends after Q2 of FY 2025, and the SFC contract expires at the end of FY 2025). The majority of the County's LFRF Food Access investments will close out by the end of 2024, and the remainder will be fully expended by 2025. The following table displays details about those one-time LFRF-funded programs:

<i>Agency Name</i>	<i>Total Funding</i>
Chisos Star LLC, dba The Cooks Nook	\$3,000,000
Central Texas Food Bank	1,582,166
Foundation Communities	1,016,684
El Buen Samaritano	890,717
Farmshare Austin	833,632
Urban Roots	700,000
Multicultural Refugee Coalition	632,404
Sustainable Food Center	583,054
Total	\$9,238,657

The current HHS budget for the Access to Basic Supports social services investment portfolio is not sufficient to maintain this level of service provision provided by these one-time contracts beyond the close out dates of these grant funds. HHS has several other LFRF-funded programs across many social services issue areas that are also ending and closing out in December 2026. PBO recommends that HHS work with Commissioners Court to determine which issue areas, if any, should be prioritized for increases in funding moving forward on an ongoing basis. With such a significant infusion in one-time funds as those provided by the LFRF, many partner organizations will likely be seeking to petition the County to continue investment beyond LFRF grant close out. Determining how to approach this wind down of services and prioritize which services should be expanded on a permanent basis warrants discussion and deliberation by the Commissioners Court. In addition, the County is undertaking a tax rate election to fund additional services for childcare. HHS would play a primary role in managing any funds intended for childcare should that tax rate election be approved by Travis County voters, in which case, the Department may need to re-evaluate its capacity to further increase other social service investment areas.

REQUEST #13: PRACTICUM EDUCATION

<i>Program:</i>	Practicum Education			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	172,411	-	-	-
Operating	13,100	-	-	-
Subtotal	\$ 185,511	\$ -	\$ -	\$ -
Capital	26,000	13,000	-	-
Dpt Total	\$ 211,511	\$ 13,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 211,511	\$ 13,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Office of Children Services (OCS) operates an internship program, now called the Practicum Education program, which offers internships to first- and second-year master-level students. HHS is requesting funding for the operating expenses for this program (Tier 1) and to expand the program to provide clinical services to clients (Tier 2).

The Office of Children Services has been providing graduate student practicum/internship opportunities for the last ten years and is an approved and often sought after educational placement. The division also has a long history of providing placements that are highly rated by students. In FY 2024, OCS created a unit (cost center) dedicated to quality assurance and practicum education to be able to significantly expand the number of interns that could be supervised as well as expand the universities the division partners with. All the interns placed within OCS are from local universities and colleges who are completing their master’s degrees. OCS currently has four interns from the University of Texas Steve Hicks School of Social Work who are completing their practicum/internship within our division. They are placed in the Healthy Families program, Parenting in Recovery program, Family First program, and with the Travis County Child Protective Services Board.

Practicum education provides hands-on learning that allows interns to apply the theoretical knowledge they are learning in school in a real-world setting. Interns are providing case management, support, and therapeutic services for OCS clients as well as administrative and policy work such as research, evaluation, and planning. Interns are learning about client engagement, assessment, intervention, and evaluation. They are engaging in crisis intervention, case management, advocacy, ethical practice, and research, as well as how to work effectively in the community with external partners such as Child Protective Services, the courts, and non-profit organizations.

The purpose of these internships is to enhance students’ skills, knowledge, and readiness for the workforce, to provide additional support for OCS clients, to benefit Travis County Staff, and have a positive impact on the community. Interns allow OCS to increase the number of clients served and help manage caseloads for regular full-time staff; Travis County staff who are working with the interns gain supervision skills, interpersonal management skills, and experience that helps them apply for promotions and management jobs, thereby, allowing OCS to promote more from within; and interns provide support and direct services to clients that improve the quality of life for many Travis County residents and improve the overall services in our community.

Currently, the program has one dedicated FTE, a Practicum Administrator. Other roles, including Practicum Instructor and Practicum Coordinator, are filled by existing OCS staff who fulfil the role as part of their other duties. The following requests would significantly enhance this program.

Tier 1: Operating Expenses and Additional Paid Internship Funds - \$29,175

This request is for \$18,375 for annual operating expenses for the Practicum Education program. This would provide supplies, training, and computers for five interns. In addition, this requests funding of \$10,800 to convert one of the currently unpaid second-level internship slots into a paid slot. Currently OCS hires five interns, with three spots reserved for first year students and two reserved for second years students with more experience. One of the second year positions receives funding through the CPS Board. The other second year position is currently unpaid, and due to the competitive nature of internships for second year students with experience, has been difficult to fill. This request will allow OCS to offer two paid internships, which will improve the ability to fill all positions and make the program more equitable.

The Department notes that without the funding requested, the OCS Practicum Education program will not be able to function optimally or as designed. The program won't be able to function to capacity or meet the program goals and outcomes.

Tier 2: Operating Expenses, Additional Paid Internship, expansion to 10 interns, and addition of Clinical Manager FTE to oversee Clinical interns - \$210,980

Through this budget request, OCS is seeking to develop a counseling program utilizing graduate student intern support. Many Travis County OCS clients need high-quality mental health support and most universities are looking for placements that provide an opportunity for their advanced graduate students to apply and enhance these clinical skills. The Department states this presents the perfect opportunity for OCS to leverage the intern support to create a counseling program within the division. This would also be a counseling program that would provide home based counseling, which is a service that is not readily accessible in the Travis County community. This would reduce barriers and increase accessibility for clients with transportation or mobility issues and for those who live in rural areas of Travis County. Home based counseling can also increase comfort and reduce stigma for clients as well as increase cultural sensitivity, client engagement, and retention.

This budget request for a total of \$210,980 includes the addition of one Clinical Manager FTE and funding for five additional advanced clinical interns, including the above Tier 1 operating expenses for all 10 interns and the addition of funding for six interns total. The addition of the FTE position is critical to the development of the counseling program. The advanced graduate student interns who are providing counseling services to clients must be supervised and supported by this clinical manager position. In addition, to ensure adequate coverage and transitional services, the Clinical Manager will need to provide counseling services to clients. The Clinical Manager will carry an ongoing counseling caseload and cover services for the clients working with interns when needed. It is also critical to include paid internships for these advanced clinical graduate students. The request states for OCS to attract the most qualified students, the Department must be able to offer paid internships. Without the requested funding, the Practicum Education program will not be able to expand or be able to provide these critical mental health services for OCS clients.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of intern positions filled	N/A	N/A	4	4	10	10
Number of intern service hours completed	N/A	N/A	1,700	1,700	4,280	4,280
Number of clients served	N/A	N/A	32	32	110	110
Percentage of interns who report a positive educational experience	N/A	N/A	95%	95%	95%	95%

PBO RECOMMENDATION

PBO acknowledges that without additional funding, the Practicum Education internship program will not be able to operate optimally. However, due to current revenue restrictions, PBO is not recommending program expansions in the FY 2025 Preliminary Budget. PBO recommends one-time funds of \$13,000 to purchase five computers for this program. Travis County ITS loaned this program five computers to assist in the start-up of the internship with the expectation that the Department would identify funds to purchase their own devices on a long-term basis in FY 2025. In order to maintain this current level of operations, PBO recommends one-time funding of \$13,000 to purchase the five computers for the interns.

If supporting ongoing operating funding and additional funding for one of the internships is a priority for HHS, PBO recommends the Department utilize some of its permanent salary savings for this program. In April 2024, the Department had just over \$400,000 of permanent salary savings. These funds are intended to give the Department flexibility in hiring above minimum, offering raises, providing for reclasses, and internally funding priorities. This request, which is an expansion of an existing program, would fall within that use of permanent salary savings. If HHS opts to pursue using some portion of its permanent salary savings for this program’s ongoing and expanded operations, PBO would work with the Department to adjust their FY 2025 budget in order to budget the funds appropriately.

REQUEST #14: DEAF SERVICES TEMPORARY STAFFING BUDGET INCREASE

REQUEST #15: DEAF SERVICES FTE REQUEST

<i>Program:</i>	Services for the Deaf and Hard of Hearing			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	-	-	-
Personnel	351,485	188,190	-	-
Operating	18,500	-	-	-
Subtotal	\$ 369,985	\$ 188,190	\$ -	\$ -
Capital	5,200	-	-	-
Dpt Total	\$ 375,185	\$ 188,190	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 375,185	\$ 188,190	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Deaf and Hard of Hearing Division is requesting funding to address issues related to staffing.

Increase in Temporary Staff Budget - \$188,190

The Deaf and Hard of Hearing Division is requesting an increase to its temporary staff budget. The Department states that Travis County pays temporary and hourly interpreters 37 percent less than the average market rate in the region. This increase would raise the temporary staff rates to be more competitive, aiming to raise rates to be average for the industry. The tables below display the current and proposed rates, for day and evening shifts.

Current and Proposed Rates - Day Shift

	<i>Level 4 - Advanced</i>	<i>Level 5 - Master</i>	<i>Level 6 - Court</i>	<i>Court - Full Day</i>
Current Rate	\$34.00	\$38.00	\$45.00	\$85.00
Proposed Rate	\$45.56	\$50.92	\$60.30	\$90.00
Percent Increase	34%	34%	34%	6%

Current and Proposed Rates - Evening Shift

	<i>Level 4 - Advanced</i>	<i>Level 5 - Master</i>	<i>Level 6 - Court</i>	<i>Court - Full Day</i>
Current Rate	\$46.00	\$52.00	\$59.00	\$95.00
Proposed Rate	\$61.64	\$69.68	\$79.06	\$120.00
Percent Increase	34%	34%	34%	26%

The Department anticipates that this increase will result in more service hours provided for the County by temporary staff rather than contracted staff and the ability to fill temporary staff positions rather than having to rely on contracted services, which are more expensive.

Additional Staff for Deaf and Hard of Hearing Services - \$185,933

Michelle Surka, FY 2025 Preliminary Budget

Health and Human Services

In addition to the increased temporary staff hourly rates, this Division is requesting two additional FTEs to meet the needs of the program.

Deaf Services has combined the roles of administrative assistant and interpreter coordinator, which has resulted in an unmanageable workload for the coordinator. This has caused delays in billing and invoicing, and has increased the risk for Travis County. The coordinator's responsibilities now include handling ADA requests, billing, invoicing, and interoffice administrative work, which has made it difficult to keep up with the workload. To address this issue, Deaf Services proposes hiring a full-time Administrative Assistant 2 to handle invoicing, billing, and office administrative tasks. This will allow the interpreter coordinator to focus on coordinating interpreter assignments, ensuring quality service, and reducing the risk for Travis County.

The program is also requesting a Social Services Program Coordinator due to the increasing demand for direct services in the area. The number of Deaf, Hard of Hearing, and Deafblind individuals in the area is growing, and Austin has the second-largest Deaf population per capita in the US. Current staff has reached their maximum capacity, and hiring a new coordinator is crucial to maintain the quality of service for clients.

BUDGET REQUEST PERFORMANCE MEASURES

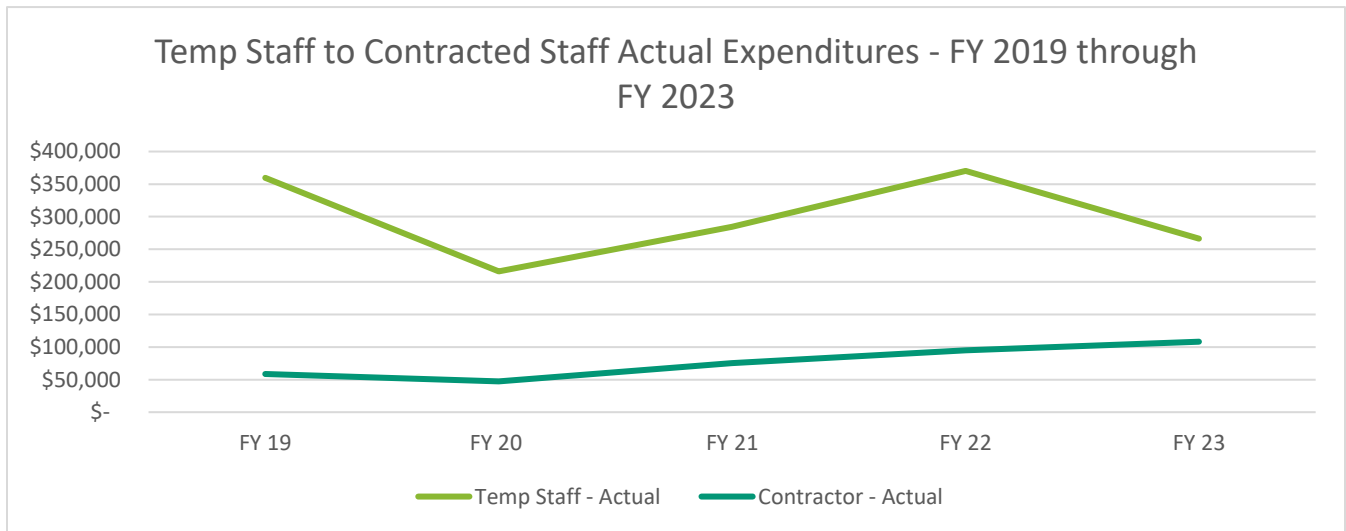
<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Request #14: Increase in Temporary Staff Budget Measures</i>						
Number of Duplicated clients served: Interpreter Services	3,766	2,833	1,873	3,000	3,000	3,000
Number of hours of service: Interpreter Services	11,376	11,593	4,244	10,000	10,000	10,000
Number of Unduplicated clients served: Interpreter Services	370	285	600	600	600	600
<i>Request #15: Additional Staff for Deaf and Hard of Hearing Services</i>						
Number of Duplicated clients served: Case Management	863	1,300	2,500	2,500	2,500	2,500
Number of Duplicated clients served: Interpreter Services	3,766	2,833	1,873	3,000	3,000	3,000
Number of hours of service: Case Management	1,408	3,219	2,000	2,000	2,000	2,000
Number of Unduplicated clients served: Case Management	182	285	250	250	250	250

PBO RECOMMENDATION

PBO recommends additional funding of \$188,190 in ongoing personnel funds to increase the rates paid to temporary interpreters by 34 percent and make them more competitive in the market.

This program received \$67,638 in ongoing funds in FY 2024, split between contracted services and temporary staff. Prior to these funds, the program had not received a funding increase since 2019, and this increase in budget did not change the rates paid to temporary staff.

The current pay rate for contracted deaf and hard of hearing staff ranges from \$60 to \$120 an hour. The rates paid to temporary staff are not competitive with either this rate paid to contractors or the market in general, as can be seen based on the temporary staff pay rates displayed in the table above. As the rates offered to temporary staff have become more misaligned with contractor rates and market rates for these types of positions over time, HHS has had to rely more and more on contractors rather than hired temporary staff to meet the same service delivery needs. It is likely that increasing the pay rates offered by Travis County for these temporary staff positions would make the jobs more desirable and therefore easier to fill, potentially resulting in budget savings if the Department could rely less on highly expensive contractors. The program experienced a decrease in the percentage of interpreter requests the Department could successfully fill, with the program generally maintaining a 98 percent fill rate until FY 2023, when the percentage of requests successfully filled dropped to 72 percent. It is unclear if this metric is entirely due to difficulties related to hiring due to pay rates, or if it is due to other factors, however if this metric continues to be a trend, the County’s ability to meet the demand for this service could be at risk.



The rates for temporary interpreters have not been increased in the last three years. This change will help better match the pay rate for temporary interpreters to a more competitive market rate.

PBO is not at this time including funding for additional full-time positions for this division. The administrative and direct service functions of this Division may be improved by adding an Administrative Assistant and a Social Services Program Coordinator. However, based on current revenue projections, PBO is unable to allocate funds to program improvement at this time. HHS may wish to consider utilizing some of the Department’s existing permanent salary savings to address this staffing need.

REQUEST #16: FSS SOCIAL SERVICES ASSISTANT FOR SOCIAL WORK PROGRAM

REQUEST #17: FSS SUPPORTIVE CASE MANAGER

<i>Program:</i>	Family Support Services			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	-	-	-
Personnel	153,166	-	-	-
Operating	27,240	-	-	-
Subtotal	\$ 180,406	\$ -	\$ -	\$ -
Capital	5,540	-	-	-
Dpt Total	\$ 185,946	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 185,946	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Health and Human Services is requesting additional funding to support the Family Support Services Division with two new FTEs.

Social Services Assistance for Social Work Program - \$83,975

The Family Support Services Division requests funding to add a Social Services Assistant position to the Social Work program. This position would provide direct contact to clients seeking Social Work services in the pre-intake stage, would assist Social Workers with processing rent and mortgage assistance, and would organize and maintain communication and administrative duties for the wait list process, in order to allow the Social Workers more time to directly serve clients.

There has been a large increase in demand for Social Work services due to the increased cost-of living in Travis County and general stressors faced by residents, as well as the change to the Chapter 272 policy whereby rent and mortgage assistance is only available to clients participating in case management services. Due to these factors, the Social Work program saw a 58 percent increase in the number of households receiving social work services. Administrative and client intake tasks have greatly increased for the Social Work program Social Service Program Administrator and the Social Workers. The Social Services Assistant position would assist the Social Work team with these duties, freeing the Social Workers to have more time directly serving clients. This position would also help some of the staff turnover issues the division has been facing due to the unmanageable workload for social workers. The request states that by diverting some administrative tasks to this position, Social Workers could better spend their time with clients.

Supportive Case Manager at Pflugerville Community Center - \$101,971

The Family Support Services Division requests funding to add one bilingual Supportive Case Manager position at the Pflugerville Community Center location in order to increase the number of households served by the Supportive Case Management program, which has experienced a steep increase in demand for services.

After the change in Chapter 272 policy, many Community Centers saw an increase in demand for case management services. Pflugerville in particular has faced challenges meeting this demand, with the longest waiting list for Supportive Case Management Services out of all six community centers. Currently, the center has two Supportive Case Manager positions.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Social Services Assistance for Social Work Program						
# of HH's that received SW services	1,134	1,789	1,200	1,200	1,400	1,400
# of HH's that received Rent/Mortgage	5,364	827	630	660	700	700
Amount expended for Rent/Mortgage	20,149,803	1,934,976	2,430,000	5,500,000	5,500,000	5,500,000
Supportive Case Manager at Pflugerville Community Center						
# of HH's that received Rent/Mortgage	5,364	827	630	660	700	700
Amount expended for Rent/Mortgage	20,149,802	1,934,976	2,430,000	5,500,000	5,500,000	5,500,000

PBO RECOMMENDATION

In October 2022, the Chapter 272 policy, which is used to govern HHS’s rental assistance policies, was changed to couple rent and mortgage assistance with holistic case management services. The change stipulated that in order to be eligible for rent or mortgage assistance, clients must be actively participating in case management services with a FSS Supportive Case Manager or, for clients with more complex needs, a FSS Social Worker. Clients can remain in case management services for a total of 12 months with a Supportive Case Manager or a total of 24 months with a Social Worker. The Supportive Case Manager or Social Worker meets with the client regularly, helping the client achieve individualized goals, including goals pertaining to increased housing and financial stability. After providing updated procedures and training to the Supportive Case Management and Social Work staff, clients on their caseload began being eligible for rent and mortgage assistance in January 2023.

These changes were made without corresponding changes to staffing, despite the added workload that would likely be generated for Social Workers and Supportive Case Managers. Since this change was implemented, the ability for HHS to distribute rental assistance funds has been limited by the ability of Social Workers or Supportive Case Managers to work with clients. This process is necessarily slower and has commensurately resulted in fewer households served by rental assistance. Some of this change is simply due to the nature of the program, which is intended to provide more in-depth, long-term, and impactful case management services beyond just provide rental assistance. However, the client workload could be better managed by adding Social Workers and Supportive Case Managers.

During the COVID-19 pandemic, HHS received and distributed an influx of federal funds for rental assistance which was expended based on different, broader criteria than HHS’s normal rental assistance. These funds were available and incorporated into HHS’s rental assistance program in FY 2021 through FY 2022, and so data for these years is not a comparable data point for how HHS expends rental assistance generally. FY 2023 was the first year where the new Chapter 272 policies

were in place and the Department was not simultaneously working to distribute federal rental assistance funds. In FY 2023, the Department expended 38 percent of its available rental assistance resources. FY 2024 is on track for similar expenditures. The most comparable year pre-COVID, pre-Chapter 272 changes was 2020, when the Department had a similar rental assistance budget and used 66 percent of it. The table below displays the budget and expenditures over the past few fiscal years.

	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2023</i>
Adopted Budget	\$2,655,013	\$5,127,599	\$5,147,599
Actual Expenditures	2,636,346	3,366,210	1,934,976
Percent Expended	99%	66%	38%

The large increase in demand for social work services in HHS after the change to Chapter 272 likely does call for additional staffing resources. However, PBO recommends that the HHS and the Commissioners Court consider how the total funding the rental assistance should be adjusted, should the pilot changes to the Chapter 272 policies remain in place indefinitely. It may be a more prudent use of resources to reallocate some of the rental assistance funds to Supportive Case Manager/Social Work staffing to more efficiently meet the changed needs of this program. This could, in turn, allow HHS staff to connect more clients to case management and subsequently expend more rental assistance funds than they have currently been able to with the existing staffing.

PBO does not recommend additional funding for staff in Family Support Services in the FY 2025 Preliminary Budget. However, PBO does recognize that this need will likely persist if Chapter 272 changes remain in place. Reallocating some portion of rental assistance funds to staffing may be a strategy to balance policy changes and needed staffing. PBO recommends HHS considering bringing this discussion to Commissioners Court to determine the County’s priorities and strategies for this program.

REQUEST #18: WORK-BASED LEARNING SUMMER YOUTH EMPLOYMENT IMPROVEMENT

REQUEST #28: WORK BASED LEARNING SUMMER YOUTH EMPLOYMENT PROGRAM CONTINGENCY AND IMPROVEMENT

<i>Program:</i>	Work-Based Learning/Summer Youth Employment			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	15,568	-	-	-
Operating	194,490	-	-	-
Subtotal	\$ 210,058	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 210,058	\$ -	\$ -	\$ -
Earmark Allocated	700,000	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 700,000	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 910,058	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Work-Based Learning Summer Youth Employment program is requesting funds to improve the program. This request is comprised of a reclassification of an existing position, additional temporary staff funds, and operating resources to improve the technology used by temporary staff during the summer programming.

First, the program is requesting to reclassify the existing vacant Social Services Program Specialist Associate to a Social Services Program Coordinator. This coordinator will assist the program administrator and work directly with the youth throughout the application, eligibility, training, and onboarding process. They will ensure the youth receive the necessary support and guidance to participate effectively in the program.

The program is also requesting an increase of \$188,190 in the temporary staff budget for the program. Temporary staff are used for the SYEP program to provide mentorship and guidance for youth participants. The program attempts to maintain a youth-to-staff ratio of 25 to one. Currently, with a budget for a temporary staff cohort of 20, the program could only safely manage 400 youth.

Finally, the program is requesting funds to support data packages for 15 iPads that are used by SYEP staff for an ongoing cost of \$6,300. In FY 2023, HHS provided 15 iPads to temporary staff. These were used for maintaining confidential correspondence, organizing, coordinating, and leading activities for youth participants. It would be an improvement in program delivery and efficiency.

In addition to the above funds to improve the program, the Department is requesting an earmark of \$700,000 as a contingency to ensure continuity of funding as well as provide funding flexibility that could be used to enhance the program on a long-term basis through possible pilot projects.

SYEP is funded as a partnership between the City and the County. The Work-Based Learning/Summer Youth Employment Program (WBL/SYEP) has historically been funded with \$1,049,588, with \$435,108 from Travis County and \$614,480 from the City of Austin.

The Department notes that as this program changes and is renegotiated with the City, there may be an opportunity or need to enhance the program further with additional funds, to provide more and better work opportunities for youth through more diverse job placements, customized training opportunities, increased accessibility, and improved quality of placements.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
% of employers satisfied with youth employment experience	94%	90%	93%	90%	90%	90%
% of youth completing Job Readiness Training	100%	90%	98%	90%	90%	90%
% of youth employed	88%	90%	93%	90%	90%	90%
% of youth satisfied with youth employment experience	99%	93%	98%	98%	93%	93%
Number of unduplicated youth served	592	1,250	631	1,000	1,250	1,250
Number of youth employed	522	750	731	550	650	550
Number of youth offered employment	710	900	765	700	800	900

PBO RECOMMENDATION

PBO does not recommend additional funding for this program in the FY 2025 Preliminary Budget. The Department noted that negotiations with the City at the time of budget submission were still ongoing with relation to the future plans for this program. Since that time, there has been progress with regards to finalizing the program plan and HHS has resubmitted an updated request for just an increase in temporary salary for this program. Because this request was update late, PBO was not able to analyze it as part of the Preliminary Budget and recommends that HHS bring this item to a budget hearing for Commissioners Court consideration.

Part of this request included a request to reclassify a Social Services Program Specialist Associate to a Social Services Program Coordinator at a cost of \$15,473 to better match the job title and salary to the needs of the role. Historically, PBO does not fund reclassifications of this nature. PBO encourages HHS to look internally and determine if this reclassification is a priority that would warrant the use of permanent salary savings.

REQUEST #19: ENGAGE TRAINING EDUCATION COORDINATORS

<i>Program:</i>	engAGE Program			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	65,640	-	-	-
Operating	16,304	-	-	-
Subtotal	\$ 81,944	\$ -	\$ -	\$ -
Capital	5,200	-	-	-
Dpt Total	\$ 87,144	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 87,144	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

HHS is requesting two part-time positions to promote, coordinate, and deliver evidence-based health and wellness workshops to elderly clients of this program, and help participants achieve desired outcomes. Specifically, the engAGE program works to support under-resources populations to combat disparities caused by social determinants of health by running programs and workshops to address balance-managing, chronic disease management, pain management, diabetes management, and management of caregivers and caregiver relationships. The current staffing for the engAGE program is not sufficient to effectively run these workshops while also taking on the other responsibilities of the program. Currently the program can deliver 16 such workshops per year with 1.0 FTE, which exceeds the target. The Department notes that the demand for these workshops is greater than that and would be better managed with two part-time positions which would be able to deliver 18 workshops in the first year of implementation and subsequently 22 per year once fully trained.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of classes conducted	12	12	12	16	18	22
Number of class participants	96	96	96	120	144	176
% of participants reporting better management of health conditions	85%	85%	85%	85%	85%	85%

PBO RECOMMENDATION

PBO does not recommend additional funding for part-time staff for the engAGE program in the FY 2025 Preliminary Budget. While it may be the case that there is more demand and community need for the workshops currently provided by engAGE staff for Travis County residents, due to existing revenue limitations, PBO is not recommending program expansions at this time. HHS should consider looking internally at long-term vacant positions to determine if a reclassification of such a position

may be a feasible strategy to fund one or both of these part-time positions, should this program expansion be a priority for the Department.

REQUEST #20: HOUSING SERVICES HOME REPAIR AND ON-SITE SEWAGE FACILITIES RESERVE

REQUEST #21: TDHCA RELATED GRANT PURCHASES

REQUEST #22: WEATHERIZATION AND HOME REPAIR CHAPTER 279 FUNDING INCREASE

<i>Program:</i>	Weatherization and Home Repair Services			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	981,500	799,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 981,500	\$ 799,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 981,500	\$ 799,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Health and Human Services Weatherization and Home Repair Division has made several requests to continue earmarks that have been previously funded into FY 2025.

Weatherization and Home Repair On-Site Sewage Facilities Reserve - \$256,500

The Housing Services request an earmark of \$256,500 to provide needed home repair services throughout Travis County. The number of eligible households continues to increase as Travis County remains one of the fastest growing counties in the country. This request is for two separate earmarks.

The first earmark is for materials, supplies, and contracted labor to assist with home repairs that must be done prior to utilizing Federal grant funds for allowable weatherization work, for a total of \$128,500. These services include emergency electrical and plumbing, emergency dwelling repairs, roof repairs and replacement, and handicap access. These immediate threats must be corrected before one or more of the energy efficiency grant-funded repairs can be completed. Housing Services attempts to assess all needed work prior to beginning labor, but many construction issues can be difficult to predict and challenging to address within existing budget constraints. Even with modern evaluation techniques, additional, unanticipated work often arises once work begins. These are evaluated for practicality and budgetary constraints based on proposals submitted to Housing Services, and then are prioritized based on consultation with the homeowner. Without the flexibility to address bigger projects, some homes that have been assessed for federal weatherization grant projects cannot be completed, because Housing Services cannot fund the repairs needed prior to weatherization. The program aims to operate within its budget as much as possible, but the additional \$128,500 in earmarked funds would allow the program to respond flexibly when a grant-eligible household has more extensive repairs needed.

The second earmark is for \$128,000 for the replacement of On-Site Sewage Facilities to correct immediate threats to occupants' health and safety that are identified during Housing Services repair projects. The systems cost \$32,000 each, and this funding would allow HHS to replace up to four systems in a fiscal year. Housing Services staff note they are not usually

aware of the condition of the eligible home until they go out to assess it. Most repair projects can be completed within the Housing Services budget, but some larger projects like replacing sewage facilities HHS can only do with this increased funding.

The Travis County Housing Services Weatherization Assistance Programs, funded through two federal grants, provides free weatherization improvements to make homes more energy efficient for eligible county residents. Services include addressing health and safety concerns such as high carbon monoxide levels, minor electrical hazards, leaking water heaters, improved indoor air quality, reduction in moisture sources within the structure. In addition, the programs provide standard energy efficiency improvements such as air infiltration reduction, installation of solar screens, attic insulation, HVAC duct sealing and replacement, replacement lighting with higher efficient bulbs, Energy Star compliant refrigerators, and heating and cooling appliances. The Weatherization Assistance Programs assist low-income individuals and families with a focus on the elderly, disabled and children under six years of age serving both rental units and homeowners.

The Texas Department of Housing and Community Affairs (TDHCA), serves as the grantor of these federal funds for Travis County Housing Services Weatherization Assistance Program, this includes a grant from the U.S. Department Of Energy (DOE) and a grant from the U.S. Department of Health and Human Services Low Income Home Energy Assistance Program (LIHEAP).

Weatherization and Home Repair TDHCA Grant-Related Purchases - \$225,000

Health and Human Services is requesting \$225,000 in one-time funds for the purchase of home repair services for the Texas Department of Housing and Community Affairs (TDHCA) Weatherization Assistance grants. The SAP Financial System requires all Housing purchases for Texas Department of Housing and Community Affairs grants be made with General Fund dollars. When the grant home project is finished, the expenditures are reclassified from the General Fund to the grant. The general fund budget cannot support this near the end of the fiscal year without additional funding to support grant home purchases.

The Travis County Housing Services Weatherization Assistance Programs, funded through two federal grants, provides free weatherization improvements to make homes more energy efficient for eligible county residents. Services include addressing health and safety concerns such as high carbon monoxide levels, minor electrical hazards, leaking water heaters, improved indoor air quality, reduction in moisture sources within the structure. Additional services include standard energy efficiency improvements such as air infiltration reduction, installation of solar screens, attic insulation, HVAC duct sealing and replacement, replacement lighting with higher efficient bulbs, Energy Star compliant refrigerators, and heating and cooling appliances. The Weatherization Assistance Programs assist low-income individuals and families with a focus on the elderly, disabled and children under six years of age serving both rental units and homeowners.

The Texas Department of Housing and Community Affairs (TDHCA), serves as the grantor of these federal funds for Travis County Housing Services Weatherization Assistance Program, this includes a grant from the U.S. Department of Energy (DOE) and a grant from the U.S. Department of Health and Human Services Low Income Home Energy Assistance Program (LIHEAP).

Weatherization and Home Repair Chapter 279 Funding Increase - \$500,000

The Division is requesting \$500,000 in ongoing operating funds to maintain current service levels for the Housing Services Repair Program. This program, through both General and grant funds, provides materials and labor costs to correct immediate health and safety threats to occupants, with a particular focus on populations that are more vulnerable with limited incomes, disabilities, families, and elderly populations.

Like many other expenses, the cost of doing business in the construction arena has increased, including labor costs, materials costs, and contracted services expenses. This request would increase the operating budget for this program to keep up with rising expenses.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO included earmarks for the following requests in the FY 2024 Adopted Budget:

- Weatherization and Home Repair On-Site Sewage Facilities Reserve - \$128,000
- Weatherization and Home Repair Chapter 279 Funding Increase - \$500,000
- Weatherization and Home Repair TDHCA Grant-Related Purchases - \$171,000

As of May 16, 2024, the Department had drawn on the TDHCA grant-related purchases earmark for \$100,000. Generally, as the weatherization budget and related grants are expended, these earmarks are drawn on towards the end of the fiscal year. PBO has not recommended funding these earmarks at the full amount requested by the Department since the Department does not always draw on the full amount for each given intended purpose. However, these purposes are all generally intended to address ad hoc shortfalls in the Weatherization and Home Repair program budget.

For the FY 2025 Preliminary Budget, PBO recommends combining these three earmarks into one earmark on the Allocated Reserve of \$799,000 to allow the Department to prioritize between these three Weatherization and Home Repair needs and use the funds to address any ad hoc short falls that arise throughout the course of the fiscal year.

REQUEST #23: OPIOID CRISIS EARMARKS

<i>Program:</i>	Behavioral Health			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	787,590	575,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 787,590	\$ 575,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 787,590	\$ 575,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Health and Human Services is requesting to continue two existing earmarks related to the Opioid Crisis.

The County started receiving funds through the Opioid Abatement Fund, a state settlement distributed to municipalities, on March 2, 2023 with an initial allocation of \$1,476,519.10. On August 8, 2023, the Commissioners Court approved allocating \$860,000 of these settlement funds to eligible activities. In addition, the Court approved reimbursing for prior eligible activities for a total of \$403,929. The remaining \$212,590 is in an earmark against the Allocated Reserve for future opioid-related projects. In addition, the Commissioners Court approved on August, 8, 2023 a General Fund Earmark against the Allocated Reserve of \$575,000 for opioid related programs. HHS has not at this time identified a plan to expend these total \$787,589 funds intended for opioid abatement programs and so is requesting that these two earmarks are included again against the Allocated Reserve in FY 2025.

PBO RECOMMENDATION

PBO recommends an earmark of \$575,000 funds set aside by Commissioners Court for supplementary Opioid Crisis Related programming.

Funds received directly through the Opioid Abatement Fund are maintained in a grant fund and so are not included in the FY 2025 Preliminary Budget. These funds are financially managed as a grant and are separate from the General Fund budget. Below is the history of funds received, both in the Opioid Abatement Fund grant and the General Fund:

Item	Amount
Opioid Abatement Funds Received by Travis County	\$1,763,765
Funds expended from Opioid Abatement Fund	\$(1,263,929)
Funds remaining in Opioid Abatement Fund	\$499,836
Additional General Fund Earmark Included in FY 2025	\$575,000
General Fund Earmark + Remainder of Settlement Funds Received to Date	\$1,074,836

On Tuesday, May 14, Commissioners Court approved setting aside \$469,559 of these funds for the Santa Maria House substance use disorder project, which had previously been funded through the LFRF but is no longer eligible for those funds.

These funds have not yet been transferred out of this earmark or the settlement grant to the HHS budget because the project is not yet ready to move forward, but \$469,559 of these opioid earmarks is intended for that project.

REQUEST #24: CHILDREN CRISIS RESPITE CENTER EARMARK

<i>Program:</i>	Office of Children's Services			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	100,000	100,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 100,000	\$ 100,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 100,000	\$ 100,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The FY 2024 Adopted Budget included an Earmark against the Allocated Reserve of \$115,000 to support launching a Children’s Crisis Respite Facility in partnership with Integral Care and the SAFE Alliance. These funds were needed for the first year of rent for the facility and food for clients as well as minor renovations needed to the space to make the building compliant with Texas Health and Human Services regulations. When this Earmark was allocated, HHS noted that they would need an additional \$100,000 in FY 2025 for the second year of rent and food for the remainder of the pilot of this program, which will run until April 2026 based on current timelines.

BUDGET REQUEST PERFORMANCE MEASURES

No performances measures were included for this request.

PBO RECOMMENDATION

PBO recommends an earmark against the Allocated Reserve of \$100,000 to support this program as planned through April 2026, with the funds needing to be obligated for the next year of rent in April 2025.

REQUEST #25: PERMANENT SUPPORTIVE HOUSING: AT HOME ATX

<i>Program:</i>	Supportive Housing Division			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	2,241,681	2,241,681	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 2,241,681	\$ 2,241,681	\$ -	\$ -
Dpt Total + Earmarks	\$ 2,241,681	\$ 2,241,681	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

In order to address the issue of homelessness and to further Travis County’s commitment to provide fair and affordable housing for all residents, Travis County (represented by Justice Planning and Health & Human Services) began a multi-partner permanent support housing (PSH) agreement as funder with Central Health; the City of Austin; and the St. David’s Foundation in FY 2022. This request represents the fourth installment of \$600,000 toward a \$3 million investment over five years which began in FY 2022.

Affordable housing is at a premium in Austin-Travis County. For individuals who are chronically homeless, some of the County’s most vulnerable residents, permanent housing is out of their reach. This proposal, which puts Travis County in the role of funder (along with the above-mentioned partners), sets aside money to address the issue. Travis County and its funding partners will work through the process of developing a funding and contractual structure and identifying housing and service providers. This process will be facilitated by Social Finance. The ultimate goal is to create units of permanent supportive housing with ancillary support services targeting individuals who are chronically homeless. Desired outcomes for Travis County are an improvement in housing stability; improved health outcomes by reducing emergency room usage, EMS, and inpatient costs; and reduced jail system usage, including court and police interaction.

BUDGET REQUEST PERFORMANCE MEASURES

No performances measures were included for this request.

PBO RECOMMENDATION

This earmark was drawn on in October 2023 to fund a pilot professional social services contract through Caritas as related to this partnership for \$158,319. The contract funds licensed professional staff to work with clients needing permanent supportive housing and will ultimately be the core case management component of this pilot permanent supportive housing program. Because of this, the total Earmark available at the end of FY 2024 is \$1,641,681. Based on the five-year plan as agreed upon by Commissioners Court in FY 2022, PBO recommends adding an additional \$600,000 to this earmark, for a total FY 2025 earmark of \$2,241,681.

REQUEST #26: CITY OF AUSTIN ANIMAL SERVICES AND PUBLIC HEALTH ILAS

REQUEST #27: CITY OF AUSTIN PUBLIC HEALTH ILA EXTRAORDINARY EVENTS

<i>Program:</i>	Public Health			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	2,380,000	-	-	-
Subtotal	\$ 2,380,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 2,380,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Earmark Interlocal	-	2,008,000	-	-
Total Earmarks	\$ -	\$ 2,008,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Health and Human Services is requesting \$880,000 in ongoing funding for anticipated increases in FY 2024 to the City of Austin Animal Services Interlocal Agreement and the Public Health Interlocal Agreement. In addition, it is requesting \$1,500,000 in one-time funds to continue the Extraordinary Events funding in the Public Health Interlocal Agreement. This is an estimate based on current information provided by the City.

The Animal Services Interlocal Agreement with the City of Austin provides animal protection, animal sheltering, and engagement and prevention services in the unincorporated areas of Travis County. Notable increases are projected to include increased costs for fleet fuel and maintenance, wage adjustments, insurance, and workers’ compensation, as well as a higher percentage of total sheltered animals contributed to unincorporated Travis County. The Public Health Interlocal Agreement provides environmental health, disease surveillance, communicable disease, chronic disease prevention, and health promotion services for City and County residents. Based on the latest information from the City, this ILA is projected to decreased in FY 2025, primarily due to an increase in the revenue offset and a decrease in the costing basis. The cost drivers for this ILA include the increased costs for fleet fuel and maintenance, wage adjustments, insurance, and workers’ compensation, as well as a slight increase in grant support.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends \$508,000 in the interlocal reserve for ongoing increases to these contracts, and a one-time allocation in the interlocal reserve for the Extraordinary Events portion of the Public Health ILA.

The City of Austin provided the following estimates for the FY 2025 ongoing cost models for these two interlocal agreements with Travis County. Please note that the below cost model for the Public Health Interlocal excludes the \$1,500,000 Extraordinary Events costs.

	<i>FY 2024 Total</i>	<i>Estimated Increase</i>	<i>FY 2025 Projected Total</i>
Animal Services	\$3,368,147	\$82,412	\$3,450,559
Public Health	\$7,021,663	-\$292,926	\$6,728,737
Total	\$8,889,810	-\$210,514	\$8,679,296

Based on this current estimate, the ILAs are estimated to decrease from FY 2024 to FY 2025 on an ongoing basis. However, historically, as the models have been negotiated and as the City of Austin has finalized its budgetary decisions over the course of the summer, including planned compensation increases for staff that work on programs paid through these ILAs, the cost typically increases before the FY 2025 budget is adopted. HHS has already noted that there are ongoing discussions related to a proposed \$300,000 increase for programming related to the continuation and expansion of a mobile vaccine program for vaccine hesitant and high-risk residents. In addition, the base cost model does not account for any salary increase that will be necessary should the City of Austin approved a cost-of-living wage increase. Thus, PBO recommends including a \$508,000 ongoing increase for these two Interlocal Agreements in the FY 2025 Preliminary Budget in the Interlocal Reserve. PBO will work with HHS as the negotiations related to these ILAs progress and will adjust this allocation accordingly as new information becomes available. The Department will need to return to Court to transfer the funds to their budget once the contracts are finalized in FY 2025.

In addition to the above ongoing costs, PBO recommends a one-time allocation in the interlocal reserve of \$1,500,000 to continue the Extraordinary Events funding as agreed on by the City of Austin and Travis County. In FY 2023, the City of Austin sent invoices just exceeding \$1 million related to extraordinary events response. Travis County is still working with the City on reviewing and paying those outstanding invoices. No invoices have yet been received for FY 2024. PBO may recommend rolling FY 2024 funds to FY 2025 if no invoices are received.

Historical Commission (117)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	4
Additional Information	4
FY 2025 Budget Request Analysis	6
Request 01: Historical Commission Expansion Earmark	6

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Travis County Historical Commission is to preserve the heritage of Travis County and its influence on the political, governmental, and cultural history of the Capital of the State of Texas, and to represent the Texas Historical Commission locally.

The Historical Commission has identified the following strategic goals:

- Preserve the heritage of Travis County and its influence on the political, governmental, and cultural history of the Capital of the State of Texas;
- Represent the Texas Historical Commission locally; and
- Support historical preservation and education in Travis County.

The Historical Commission is budgeted in the Community and Economic Development Functional Area.

PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Empower the public through civic engagement and collaboration" and is now linked to the County Goal, "Be a trusted and well-run county."

HISTORICAL COMMISSION:

The purpose of the Historical Commission is to survey historical sites, maintain an inventory of surveyed properties, create countywide awareness of historic preservation, and verify the accuracy of historical marker applications. The Commission's goals are:

- Preserve the heritage of Travis County and its influence on the political, governmental, and cultural history of the Capital of the State of Texas;
- Represent the Texas Historical Commission locally; and
- Support historical preservation and education in Travis County.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of special projects	3	3	3	3	3
Volunteer hours contributed	1,400	1,400	1,400	1,400	1,400
Publications sponsored	-	1	1	1	1

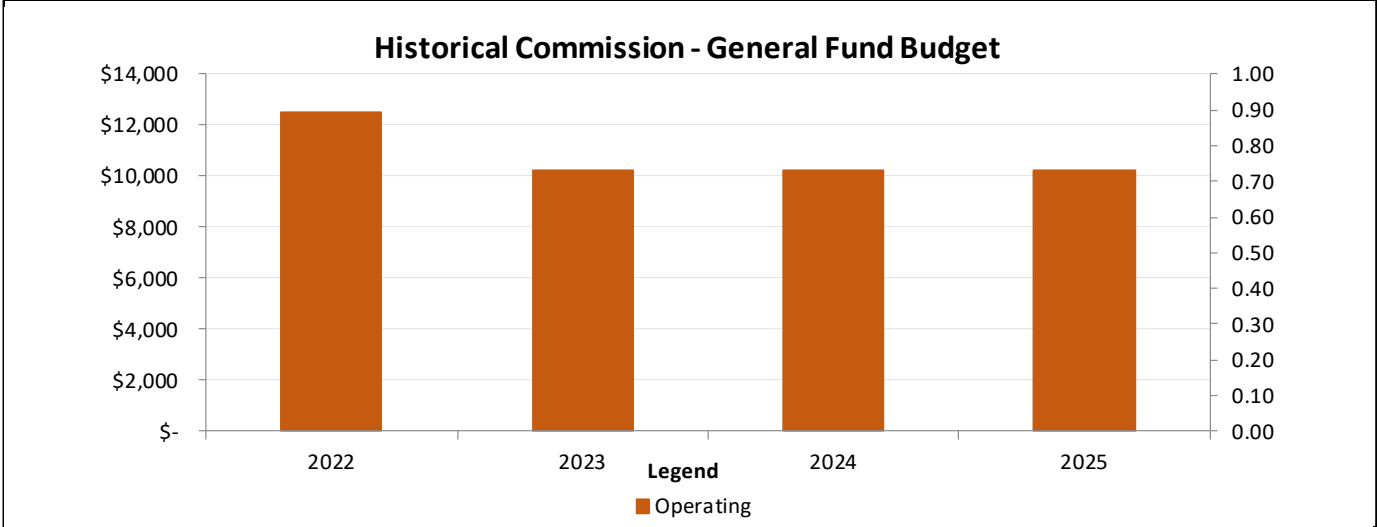
Chapter 318 of the TX Local Government Code states that the Commissioners Court may appoint a County Historical Commission. If the Commissioners Court does not appoint one, then the State steps in and does it, making the County Judge the Chair. The law says that the Commission should survey historic sites, maintain an inventory of surveyed properties, create countywide awareness of historic preservation and its benefits, and uses, and verify the accuracy of historical marker applications.

The Department advises and directs historical preservation efforts with various community partners. Commission members sit on boards such as Preservation Austin, Pioneer Farms, and the Austin History Center Association and work closely with organizations like the Travis County African American Cultural Heritage Commission. Additionally, the Travis County Historical Commission works closely with the Texas Historical Commission and has members who belong to the Texas Archeological Stewardship Network. Interests for the historical preservation include but are not confined to cemeteries, historic sites, oral histories, and educational opportunities and the Historical Commission attempts to be fluid enough to respond to new challenges.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	-	-	-	-	-
Operating	12,502	10,245	10,245	10,245	-
Total (Per&Op)	\$ 12,502	\$ 10,245	\$ 10,245	\$ 10,245	\$ -
CAR*	-	-	-	-	-
Grand Total	\$ 12,502	\$ 10,245	\$ 10,245	\$ 10,245	\$ -
FTEs	-	-	-	-	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the Historical Commission was unchanged from the FY 2024 Adopted Budget.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 10,245	\$ -	\$ -	\$ 10,245	-	\$ -
Target Budget Changes						
Total Target Budget Changes	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Target Budget	\$ 10,245	\$ -	\$ -	\$ 10,245	-	\$ -
Budget Submission	\$ 10,245	\$ -	\$ -	\$ 10,245	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Historical Commission Expansion Earmark	-	-	-	-	-	9,755
Programmatic Total	\$ -	\$ -	\$ -	\$ -	-	\$ 9,755
Grand Total	\$ -	\$ -	\$ -	\$ -	-	\$ 9,755
FY 2025 Preliminary Budget	\$ 10,245	\$ -	\$ -	\$ 10,245	-	\$ 9,755
Change from FY 2025 Target	\$ -	\$ -	\$ -	\$ -	-	\$ 9,755
Change from FY 2024 Adopted	\$ -	\$ -	\$ -	\$ -	-	\$ 9,755

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Department’s budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Historical Commission Expansion Earmark	\$9,755
Total Allocated Reserve Earmarks	\$9,755

ADDITIONAL INFORMATION

FUTURE CONSIDERATIONS

On October 31, 2023, the Historical Commission received Commissioners Court approval to submit two applications for the Certified Local Government (CLG) Grant originating from the United States Department of the Interior, through the National Park Service. Applications of which were to undertake an expansion of a previous survey completed by the Travis County Historical Commission on Hayden Springs, a Freedom Colony that once existed in East Travis County as well as a research, oral history, and community engagement project on a historically important African American street in East Austin, San Bernard Street.

The Texas Historical Commission awarded the Travis County Historical Commission the two Certified Local Government Grant contracts totaling \$80,000 including a \$40,000 grant award, a county match of \$37,500, and \$2,500 of in-kind funding from volunteer hours as seen below.

<i>Project</i>	<i>Grant Funds</i>	<i>County Match</i>	<i>In-Kind</i>	<i>Total</i>
East Travis County & Surrounding Counties African American Freedom Colony/Settlement Survey	\$25,000	\$22,500	\$2,500	\$50,000

<i>Project</i>	<i>Grant Funds</i>	<i>County Match</i>	<i>In-Kind</i>	<i>Total</i>
San Bernard Historical District Project	\$15,000	\$15,000	\$0	\$30,000
Total	\$40,000	\$37,500	\$2,500	\$80,000

PBO and the Historical Commission are currently working with the County Auditor Office and County Attorney Office to bring both grant contracts forward for Commissioners Court approval and a transfer from the Allocated Reserve to cover the county match portion so that both projects can commence; this will likely occur prior to the adoption of the FY 2025 Adopted Budget.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST 01: HISTORICAL COMMISSION EXPANSION EARMARK

<i>Program:</i>	Historical Commission (117)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	9,755	9,755	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 9,755	\$ 9,755	\$ -	\$ -
Dpt Total + Earmarks	\$ 9,755	\$ 9,755	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

A request from the Travis County Historical Commission to continue the Earmark against the Allocated Reserve of \$9,755 into FY 2025. The desired outcomes from the continuation of this Earmark are expanded historical education throughout the County and being able to have the necessary resources available should additional funding be needed.

PBO RECOMMENDATION

PBO recommends continuing the Historical Commission Expansion Earmark of \$9,755 in FY 2025. Resources from the Historical Commission Expansion Earmark have yet to be requested in FY 2024, yet the Historical Commission would like this Earmark to continue into FY 2025 as more projects continue to develop. Should a portion of this Earmark be used in FY 2024, then the FY 2025 Earmark will be reduced by that amount.

Human Resources Management Department (111)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	8
FY 2025 Preliminary Budget Recommendations Summary	9
Additional Information	11
FY 2025 Budget Request Analysis	12
Request #4A: Workers Comp Insurance Increase	12
Request #5A: Property Insurance Increase	12
Request #7A: Aviation Insurance Increase	12
Request #9A: Cybersecurity Insurance Increase	12
Request #10A: Law Enforcement liability insurance	14
Request #1: Director of Organizational Culture/ Contractual Consulting	15
Request #1a: Risk Safety SPW to FTE	17
Request #2: Contractual Consulting – Deloitte Phase III	19
Request #3: Online Recruiting Site	20
Request #4: Bilingual Testing Funding	22
Request #5: Deferred Compensation Consultant Fee Adjustment	24
Request #6: Employee Assistance Program Funding Increase	25
Request #7: Learning & Development Programming	26
Request #8A: ADA Earmark Rollover	28
Request #8: Employee Relations Partner Senior	29
Request #9: Travel, Training, and Certification Increase	31
Request #10: Employee Engagement Survey Year 2	33
Request #11: New Electronic Health Record System (EHR) Earmark	35
Request #12: Replacement Electrocardiogram (EKG) Machines	37
Request #13: Split Funding Cleanup	38

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

VISION

To support the County’s mission of building a Travis County where ALL people can thrive with dignity and respect.

MISSION

Through strategic partnerships and collaboration, the Human Resources Management Department recruits, develops, and retains a high-performing and diverse workforce and fosters a healthy, safe, and productive work environment for employees, departments, and the public to maximize the individual and organizational potential to position Travis County as an employer of choice.

GUIDING PRINCIPLES

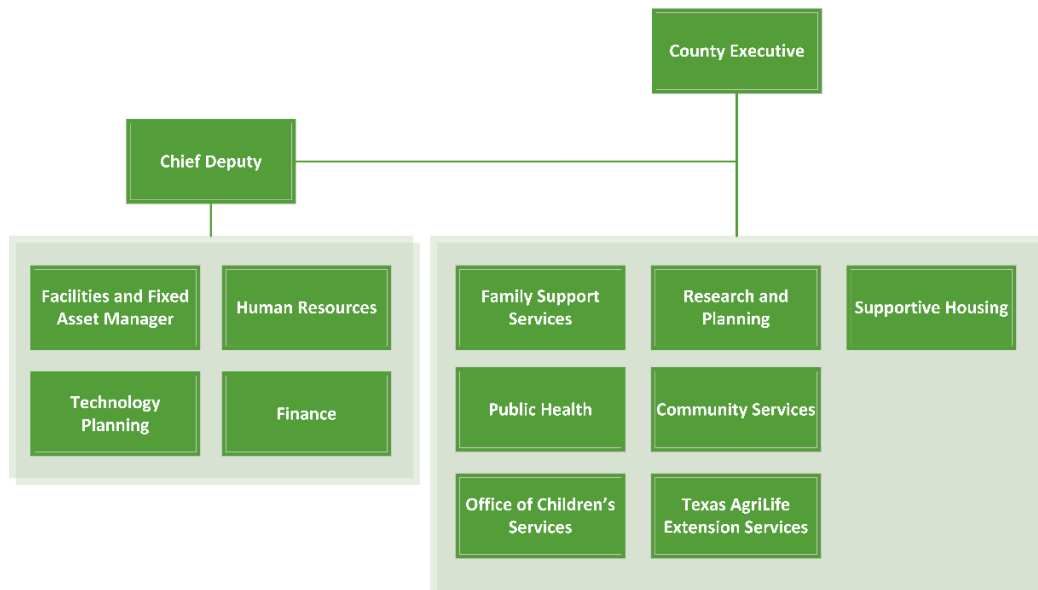
Our guiding principles will govern how we execute our Vision and Mission and guide our decisions and behavior. Those principles include:

- Valuing, encouraging, and supporting a diverse workforce
- Continually improving individual and organizational effectiveness
- Anticipating and meeting the changing needs of the workforce
- Championing career and professional growth
- Creating and enhancing strategic partnerships
- Enhancing services through technology

The Human Resources Management (HRMD) department champions **Travis County’s goal to become an employer of choice and a well-run County with strong culture, employee growth and development opportunities, talent and change management, performance management, health and wellness, and technology and innovative solutions to create a flexible work experience.** These programs align with the new County goal of “Be a trusted and well-run county.”

The department is budgeted in the General Government Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides various programs and services mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Supports all other countywide goals," and are now linked to the County Goal, "Be a trusted and well-run county."

HR ADMINISTRATION:

The HR Administration program supports all HRMD divisions. It includes the HR Director, HR Financial and Admin Manager, Administrative Associate, and Administrative Assistant I. The program supports the financial and administrative focus for organizational units complying with federal laws. Such laws include the Health Insurance Portability and Accountability Act (HIPAA), the Fair Labor Standards Act (FLSA), the Immigration Reform and Control Act (IRCA), the Uniformed Services Employment and Reemployment Rights Act (USERR), and the Equal Pay Act and many others.

Additionally, the HR Administration program focuses on core priorities aimed at ensuring fiscal responsibility, maintaining HR policy compliance and consistency, and supporting departmental efficiency. These core objectives exemplify the program's commitment to enhancing the efficiency and trustworthiness of the County's operations. The division partners with financial key stakeholders (various Commissioners Court offices, Planning and Budget Office, Purchasing, Auditor's Office, and Treasurer's Office) to assist with budgetary or financial needs. They also collaborate with all HR programs and departments around the County to complete annual project needs; including asset inventory and budget requests, to name a few.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Countywide staff turnover rate	18.21%	12.31%	12.00%	12.00%	12.00%

As the department's administrative program, it does not have performance measures tied directly to its output, as its work lies in assisting and supporting the Department's other programs. So, the Department chose to showcase a critical performance measure for the County per the Travis County Commissioners Court's strategic plan: staff turnover rate.

HR COMPENSATION:

The HR Compensation program, part of the Total Rewards division of HRMD, manages the County's classification and compensation system, conducts annual market salary surveys, performs job analysis, drafts job descriptions, determines FLSA status, and administers and provides recommendations for new positions and reclassification. Its responsibilities include processing new hires and terminations and administering all salary changes associated with employee mobility along the County's pay scales. In addition to completing an annual benchmark study (or market salary survey), HR Compensation also reviews and assesses the Peace Officer Pay Scale (POPS) compensation, and structure. In addition, the HR Compensation program houses Human Resources Information Systems (HRIS). HRIS provides reports to internal HR teams and other departments, processes Personnel Action Forms (PAF) and coordinates with payroll personnel, and delivers ethical support to the onboarding and applicant tracking system.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of personnel actions processed	3,845	3,483	3,905	3,665	3,665
Number of job titles benchmarked	127	720	20	85	100

The performance measures above are indicative of the program’s workload. The number of personnel actions processed includes transfers between departments, involuntary and voluntary terminations, new hires, promotions, career ladders, reclassifications, salary changes, and retirements. FY 2022 saw a substantial decline in the number of personnel actions, and the number is going to decline and later stabilize. Generally, benchmarked job titles represent a subset of all job titles within the County. The program does not have an outcome measure, and PBO will continue to work with the division to develop appropriate outcome measures for its programs and services.

TALENT, PLANNING & ENGAGEMENT:

The Talent, Planning & Engagement program administers recruitment, retention, onboarding, employee relations, investigations, and many other services meant to keep our workforce engaged, successful, and equitable. It consults and guides other Travis County offices and departments on applying county policy as well as state and federal legislation regarding employee relations and performance management for personnel. The program also conducts the grievance process, investigates complaints, provides HR guidance to all departments on a variety of related topics, and manages the Equal Employment Opportunity (EEOC) program.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of employees reporting to Commissioner Court who receive a formal review	48%	69%	95%	95%	95%
Average days to close an ER issue investigated by HR Services	22.5	35.21	20	20	20
# of TC Share-It reports received	67	52	45	45	45
# of HRMD Internal Investigations Received	11	20	12	12	12
% Increase in applicant through TP&E external job platforms	60%	40%	25%	25%	25%

The performance measures above primarily relate to leadership training and employee relations issues. PBO will continue to work with the division to refine its performance measures to reflect the program services and outcomes accurately.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
FMLA and Paid Parental Leave Third-Party Administrator (TPA)	\$150,000	0.00	Implementation was completed on November 1, 2023, with all but five offices and departments transitioning to the third-party administrator. The original estimate for the number of employees was 4,700; the current employee count for TPA is 3,238. As of March 2024, it is uncertain whether additional departments will transition to TPA services. However, funds should be available for the possibility of the entire Travis County employee count.
<i>FY 2023</i>			
Third-Party Exit Survey	\$11,250	0.00	HRMD did not implement the Exit Survey in FY 2023 and does not anticipate implementation in FY 2024. Due to continued pandemic adjustments, other county projects, and the need to promote an exit survey program, HRMD did not feel that FY 2023 was the appropriate time to implement another countywide program and is evaluating whether a third-party exit survey program is the best use of county funds. HRMD understands the importance of gathering exit data from staff leaving the organization and will continue to evaluate the best and most efficient way to gather and distribute exit data.

RISK MANAGEMENT SELF INSURANCE FUND:

The Risk Management Self Insurance Fund program protects Travis County from losses due to incidents normally identified as insurable with cost-effective risk financing techniques. The program’s performance measures primarily include workers’ compensation claims. Medical claims only involve claims with medical treatment for an injury sustained on the job, while an indemnity claim involves lost wages. The program provides additional services such as safety training and reviews, public access to defibrillators, building inspections, defensive driver and CPR/AED training, occupational health inspections, and indoor air quality assessments.

The performance measures below reflect the workload associated with workers’ compensation claims, not those associated with other services such as inspections or training to help prevent workplace injuries. The number of workers’ compensation claims continues to rise primarily because of the increasing number of employees working for Travis County. However, costs remain relatively flat, and the program performs well against a benchmark survey conducted annually by the Midwest Employers Casualty Company

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of workers’ comp claims	669	637	640	705	730
Number of workers’ comp claims, indemnity	194	205	190	180	64
Number of workers’ comp claims, medical only	311	286	304	315	300

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Average cost of the claim	\$5,550	\$5,600	\$5,000	\$5,500	\$5,500

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Risk Analyst II Special Project Worker (SPW)	\$82,260	1.00	<p>HRMD requested resources for an Americans with Disabilities Act of 1990 (ADA) transition plan, approved by the Commissioners Court on April 5, 2022. The resources are intended for facility retrofits and funding a full-time Risk Analyst II position within the Risk Management Self Insurance Fund. This role will focus on training and educating Travis County offices on ADA compliance, covering policies, procedures, communications, and access.</p> <p>Challenges in contracting physical construction retrofits delayed the implementation. Additionally, tasks the County's Facilities Maintenance could manage were postponed due to staff shortages and competing work orders. Training for maintenance staff was also delayed pending approval of the WT Group contract, which, now approved, will be scheduled soon. However, unexpected delays in contract approvals have significantly slowed overall progress.</p>
Indoor Air Quality Remediation And Testing	\$100,000	0.00	<p>HRMD requested funds to contract out for indoor air quality testing and remediation to comply with Occupational Safety and Hazards Administration standards. The department noted longstanding issues with indoor air quality that had led to workers' compensation claims. Previously, HRMD outsourced this testing to third parties, but it can now be managed through in-house sampling.</p>

EMPLOYEE HEALTH BENEFIT:

The Employee Health Benefit program, the other part of Total Rewards, manages and maintains Travis County's self-funded employee and retiree health insurance coverage. In addition, it reviews all benefits plans and presents recommendations to Court, ensures compliance with federal and local regulatory and legislative requirements, and oversees management of FMLA administration and other leave programs such as the Catastrophic Sick Leave (CSL) Pool and Paid Parental Leave (PPL). The program also oversees a CARE (Checkups, A Healthy Outlook, Regular Physical Activity, Eating Right) program, which provides helpful tools to assist employees in maintaining a healthy outlook. The program reports the average cost of healthcare per active employee, per retired employee, and the overall healthcare cost as a percentage of the total budget.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Cost of healthcare per active employee	\$11,840	\$13,000	\$14,000	\$14,000	\$14,000
Cost of healthcare per retired employee	\$8,685	\$8,444	\$9,000	\$11,000	\$11,000
Overall healthcare cost as a percentage of budgeted resources	75%	90%	90%	90%	90%

TRAVIS COUNTY EMPLOYEE HEALTH CLINIC:

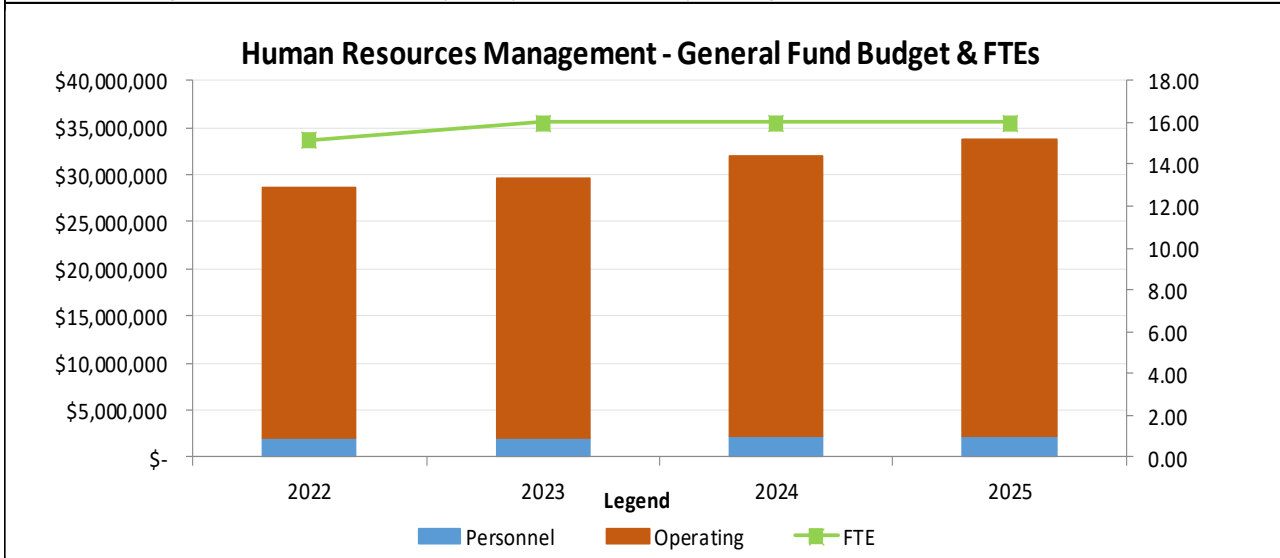
The Employee Health Clinic program provides health plan participants with chronic disease management, preventive healthcare and screenings to help reduce overall health plan costs, hosts annual vaccination events, and promotes workplace productivity. The program reports it expects the percentage of health plan participants served – its primary performance measure – to either increase or fluctuate within a certain range based on staffing levels. Generally, the program sees an increase in cost avoidance and a greater return on investment because of increased visit numbers and reimbursement rates.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percent of health plan participants served	11%	13%	11%	11%	11%

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	1,957,218	2,091,540	2,186,099	2,299,298	113,199
Operating	26,661,718	27,528,791	29,779,622	31,550,857	1,771,235
Total (Per&Op)	\$ 28,618,936	\$ 29,620,331	\$ 31,965,721	\$ 33,850,155	\$ 1,884,434
CAR*	-	-	-	-	-
Grand Total	\$ 28,618,936	\$ 29,620,331	\$ 31,965,721	\$ 33,850,155	\$ 1,884,434
FTEs	15.15	16.00	16.00	16.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for HRMD increased by \$1,884,434 from the FY 2024 Adopted Budget. This is a 5.9 percent increase. The majority of the increase was in the operating budget for the County’s contribution for retiree healthcare increases.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 31,965,721	\$ -	\$ -	\$ 31,965,721	16.00	\$ -
Target Budget Changes						
Compensation & Benefits	65,767	-	-	65,767	-	-
Total Target Budget Changes	\$ 65,767	\$ -	\$ -	\$ 65,767	-	\$ -
FY 2025 Target Budget	\$ 32,031,488	\$ -	\$ -	\$ 32,031,488	16.00	\$ -
Budget Submission	\$ 32,031,488	\$ -	\$ -	\$ 32,031,488	16.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Employee Engagement Survey Year 2	-	-	-	-	-	45,000
Bilingual Testing Funding	-	10,000	-	10,000	-	-
Deferred Comp Consultant Fee Adjustment	-	-	-	-	-	10,000
Employee Assistance Program Increase	10,000	-	-	10,000	-	-
Online Recruiting Site	30,000	-	-	30,000	-	-
ADA Earmark Rollover	-	-	-	-	-	4,865,713
Programmatic Total	\$ 40,000	\$ 10,000	\$ -	\$ 50,000	-	\$ 4,920,713
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	8,494	-	-	8,494	-	-
FY 2025 Retiree Health Increase 4.10%	989,780	-	-	989,780	-	-
Compensation & Benefits Total	\$ 998,274	\$ -	\$ -	\$ 998,274	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Property Insurance Increase	432,534	-	-	432,534	-	-
Aviation Insurance Increase	262,994	-	-	262,994	-	-
Workers Comp Insurance Increase	47,433	-	-	47,433	-	-
CyberSecurity Insurance Increase	27,432	-	-	27,432	-	-
Decrease County Contribution for Retiree Health Care	-	(8,000,000)	-	(8,000,000)	-	-
Increase the transfer to risk fund	-	8,000,000	-	8,000,000	-	-
Administrative & Other Total	\$ 770,393	\$ -	\$ -	\$ 770,393	-	\$ -
Grand Total	\$ 1,808,667	\$ 10,000	\$ -	\$ 1,818,667	-	\$ 4,920,713
FY 2025 Preliminary Budget	\$ 33,840,155	\$ 10,000	\$ -	\$ 33,850,155	16.00	\$ 4,920,713
Change from FY 2025 Target	\$ 1,808,667	\$ 10,000	\$ -	\$ 1,818,667	-	\$ 4,920,713
Change from FY 2024 Adopted	\$ 1,874,434	\$ 10,000	\$ -	\$ 1,884,434	-	\$ 4,920,713

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for HRMD did not include any programmatic changes occurring after adopting the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for HRMD includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Bilingual Testing Funding	\$10,000	\$-	\$10,000	-
Employee Assistance Program Increase	-	10,000	10,000	-
Online Recruiting Site	-	30,000	30,000	-
Total Programmatic Recommendations	\$10,000	\$40,000	\$50,000	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for HRMD includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
An increase in operating resources for property insurance premium increases brought about by multiple wind, hail, and winter events.	\$-	\$432,534	\$432,534	-
An increase in operating resources for the increased cost of aviation insurance premiums brought on by extending the service area, aircraft upgrades, and growing liabilities.	-	262,994	262,994	-
An increase in operating resources for the increased cost of Workers Comp insurance premiums.	-	47,433	47,433	-
An increase in operating resources for the increased cost of cybersecurity insurance premiums.	-	27,432	27,432	-
Total Administrative and Other Funding Changes	\$-	\$770,393	\$770,393	-

To appropriately balance the Employee Health and Risk Management Funds, it is recommended to transfer \$8,000,000 from the General Fund to the Risk Fund. This transfer will result in a reduction of resources in the Employee Health Fund. The situation will be reassessed in FY 2025, and no further transfers are anticipated at this time.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for HRMD includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the estimated County contribution for retiree healthcare.		\$-	\$989,780
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.		-	65,767
Resources for health insurance cost increases for FY 2025.		-	8,494
Total Compensation Changes		\$-	\$1,064,041

FY 2024 compensation adjustments were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. The Preliminary Budget Volume I document contains a full description of all compensation adjustments. The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Department’s budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Deferred Compensation Consultant Fee Adjustment	\$10,000
Employee Engagement Survey Year 2	45,000
Total Allocated Reserve Earmarks	\$55,000

<i>Recommended CAR Reserve Earmarks</i>	<i>Total</i>
ADA Earmark Rollover	\$4,865,713
Total CAR Reserve Earmarks	\$4,865,713

ADDITIONAL INFORMATION

VACANT POSITIONS

The Department currently has two total vacancies, out of which the following position has been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Health & Wellness Program Administrator	30005857	1.00	1,112	The Health & Wellness Program Administrator position has been on hold since the position became vacant. This position is needed for the Health & Wellness program and is being actively recruited in FY 2024.

The division advises that this position has been on a hiring freeze since it became vacant. While the division believes the position is needed for its Health and Wellness program, it has not been filled for more than three years. PBO will work with the Department to examine whether the position is needed should this long-term vacancy persist.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #4A: WORKERS COMP INSURANCE INCREASE

REQUEST #5A: PROPERTY INSURANCE INCREASE

REQUEST #7A: AVIATION INSURANCE INCREASE

REQUEST #9A: CYBERSECURITY INSURANCE INCREASE

<i>Program:</i>	Risk Management Self Insurance Fund (111)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	770,393	770,393	770,393	770,393
Subtotal	\$ 770,393	\$ 770,393	\$ 770,393	\$ 770,393
Capital	-	-	-	-
Dpt Total	\$ 770,393	\$ 770,393	\$ 770,393	\$ 770,393
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 770,393	\$ 770,393	\$ 770,393	\$ 770,393

DEPT. SUMMARY OF REQUEST

WORKERS COMP INSURANCE INCREASE - \$47,433

HRMD requests resources for an increase in the cost of workers comp insurance for Travis County. It is a critical measure to shield against significant financial liabilities stemming from employee injuries or fatalities.

PROPERTY INSURANCE INCREASE - \$432,534

HRMD requests resources for an increase in the cost of property insurance for Travis County. Travis County maintains approximately \$1.5 billion in property, equipment, and contents, so maintaining coverage is a necessary cost to ensure the County can mitigate its risk as much as possible. The Risk division states that the increase for FY 2023 is due to global catastrophic wind and hail events. Insurance for FY 2021 increased by 23 percent, insurance costs for FY 2022 increased 8 percent, insurance costs for FY 2023 increased 48 percent and the department projects the insurance cost for FY 2024 will increase 25 percent.

AVIATION INSURANCE INCREASE - \$262,994

HRMD requests resources for an increase in the cost of aviation insurance for Travis County. Aviation insurance coverage is a requirement for the County’s STAR Flight operations to continue. The Risk division states that costs continue to increase due to extended service areas, aircraft upgrades, increased liability from operations, and several years of catastrophic incidents for aircraft requiring significant repairs. Insurance for FY 2021 increased by 19 percent, insurance costs for FY 2022 increased

by 9 percent, insurance costs for FY 2023 increased by 15 percent and the Division projects the insurance cost for FY 2024 increased by 31 percent. Additionally, market prices increase due to underwriters' lack of appetite for high risk, high liability operations.

CYBERSECURITY INSURANCE INCREASE - \$27,432

HRMD requests resources for an increase in the cost of maintaining cybersecurity insurance. Cybersecurity risks due to worldwide conflict and increased hacking/ransomware attacks have increased market prices substantially. Travis County can expect this cost to increase over time as the number of cybersecurity threats continues to increase.

PBO RECOMMENDATION

PBO recommends ongoing resources of \$47,433 for the increase to worker comp insurance, \$432,534 for the increase to property insurance costs, \$262,994 for the increase to aviation insurance costs, and \$27,432 for the increase to cybersecurity insurance costs. Travis County continues to see increases to insurance costs driven by external factors outside of the County's control, particularly increases in claims across the insurance market that affect all insurance providers. The resources must be budgeted in the General Fund because funding for the requests is transferred from the General Fund into the Risk Management Fund. There is an identical request and recommendation in the Risk Management Fund (8955) writeup as well.

REQUEST #10A: LAW ENFORCEMENT LIABILITY INSURANCE

<i>Program:</i>	Risk Management Self Insurance Fund (111)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	2,200,000	-	-	-
Subtotal	\$ 2,200,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 2,200,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 2,200,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

HRMD requested on-going funding for law enforcement liability insurance. This request aims to offer enhanced financial protection and risk management for the County against legal claims and lawsuits.

Per the Risk division, Travis County and surrounding law enforcement entities have encountered an increase of lawsuits and cost associated with federal laws. Law enforcement liability insurance is a specialized form of insurance designed to protect law enforcement agencies, their officers, and municipalities from the financial risks associated with claims of wrongful acts committed in the performance of their law enforcement duties.

PBO RECOMMENDATION

PBO understands the importance of HRMD request for \$2,200,000 in ongoing funding for law enforcement liability insurance. however, the significant financial challenges forecast for FY 2025 restrict the possibility of adding the requested funding at this time. While PBO recognizes the potential benefits of these initiatives in reducing financial risk, based on the currently available revenue, PBO is unable to include this funding for the request as part of the FY 2025 Preliminary Budget. Typically, additional revenue is available for Budget Markup in early September compared to the Preliminary Budget in late July. Based on discussions with the Travis County Appraisal District (TCAD) and the Revenue Estimation Unit within the County Auditor’s Office, it is unlikely that there will be significant additional revenues beyond those projected in the FY 2025 Preliminary Budget.

REQUEST #1: DIRECTOR OF ORGANIZATIONAL CULTURE/ CONTRACTUAL CONSULTING

<i>Program:</i>	Talent, Planning & Engagement (111)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	188,691	-	-	-
Operating	325,342	-	-	-
Subtotal	\$ 514,033	\$ -	\$ -	\$ -
Capital	2,600	-	-	-
Dpt Total	\$ 516,633	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 516,633	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

HRMD requested a Director of Organizational Culture FTE to lead the establishment of a new Organizational Development (OD) division within the department. This request comes from HR’s strategic focus to enhance the functions outlined for this position, which include fostering an organizational culture where employees feel supported, developing strategies for succession and career progression, driving change management and innovation, and promoting equity and performance management and organizational effectiveness. This request also aligns with the broader County goals to implement organizational strategies aiming to improve Travis County’s organizational culture and operational practices. The department emphasizes this role is critical for developing a workforce that is both engaged and well-supported.

The proposal indicates this new role will also supervise future staff members, which will be recommended in the subsequent budget cycle. This addition is deemed essential for sustaining the necessary capacity to roll out and maintain significant organizational development activities across the County. The department also highlights current staffing limitations within HRMD, which prevent the department from effectively implementing and sustaining vital human process and strategic focus initiatives. Without the proposed position, the department warns that it will struggle to implement projects like future phases of the Adaptive Workplace planned across the County, which could significantly impact employee welfare and community services.

The Department states this role will need the assistance of outside consultants with an ongoing fund of \$280,000 in the implementation of organizational strategies to equip Travis County with the right tools to improve organizational practices to foster an organizational culture where employees feel supported and understand their role, develop succession, and career progression strategies, drive change management and innovation, promote equity, performance management, and facilitate an engaged and supported TC Workforce.

The department requests increased funding to support this new role, asserting that it is imperative for HRMD to be adequately staffed and funded to meet the demands of the 2030 workforce and beyond.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Average days to close an ER issue investigated by HR Services	22.5	35.21	20	20	18	18

PBO RECOMMENDATION

PBO recognizes the potential benefits of this role in enhancing organizational efficiency and aligning with the broader goals of the department and county, but based on the currently available revenue, PBO is unable to include funding for this position as part of the FY 2025 Preliminary Budget. Considering current budget limitations, HRMD is advised to continue working with the Commissioners Court and Strategic Planning Committee to explore possibilities for incorporating ongoing funding for this position into the broader strategic workforce planning. HRMD may wish to bring this item to the Commissioners Court as part of a budget hearing to request the funding be made ongoing should additional resources become available later in the fiscal year.

PBO understands the strategic importance of HRMD’s request for a Director of Organizational Culture FTE to lead the new Organizational Development division. The department deems this position essential for addressing current staffing limitations and enabling HRMD to effectively implement significant organizational development activities for HRMD to support strategic initiatives across the County. On January 24, 2023, the Commissioners Court formed a Strategic Planning Committee made up of all five members of the Commissioners Court and discussed updates to the mission, vision, and goal statements, which were adopted at the March 28, 2023, voting session. The Strategic Planning Committee met throughout the year and reviewed the factor maps, strategies, and metrics related to the seven strategic goals. Fostering an organizational culture where each employee feels supported and understand their role was identified as a priority for the County. This aligns with the focus of the Director of Organizational Culture role which is the principal HR role designed to implement and sustain this goal as well as other HRMD focuses listed above.

PBO also understands the importance of HRMD request for \$280,000 in ongoing funding to engage external consultants for other strategic initiatives. However, the significant financial challenges forecast for FY 2025 restrict the possibility of adding the requested funding on an ongoing basis at this time. While PBO recognizes the potential benefits of these initiatives in enhancing organizational practices and supporting employee development, based on the currently available revenue, PBO is unable to include this funding for the request as part of the FY 2025 Preliminary Budget. Typically, additional revenue is available for Budget Markup in early September compared to the Preliminary Budget in late July. Based on discussions with the Travis County Appraisal District (TCAD) and the Revenue Estimation Unit within the County Auditor’s Office, it is unlikely that there will be significant additional revenues beyond those projected in the FY 2025 Preliminary Budget.

REQUEST #1A: RISK SAFETY SPW TO FTE

<i>Program:</i>	Risk Management Self Insurance Fund (111)			
<i>Fund/Fund#:</i>	Risk Management Self-Insurance Fund (8955)	<i>Mandated Program:</i>	No	
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	107,674	107,674	107,674	-
Operating	-	-	-	-
Subtotal	\$ 107,674	\$ 107,674	\$ 107,674	\$ -
Capital	-	-	-	-
Dpt Total	\$ 107,674	\$ 107,674	\$ 107,674	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 107,674	\$ 107,674	\$ 107,674	\$ -

DEPT. SUMMARY OF REQUEST

HRMD requested to convert a special project worker into an FTE position to enhance ongoing American Disability Act (ADA) compliance efforts, as outlined by an external consultant in a comprehensive report. The Department advises that this conversion is essential for successful implementation of the outlined multi-year, multimillion-dollar project, ensuring sustained commitment to accessibility and safety standards across the County.

The Department adds that making this position permanent within our risk management framework is crucial to meet state and federal accessibility and safety standards, thereby reducing potential liabilities and reinforcing our commitment to inclusivity. By integrating this role permanently, Department aim to ensure ongoing attention to ADA compliance, which is vital as standards and requirements evolve.

PBO RECOMMENDATION

PBO recommends \$107,674 of one-time funding to extend this SPW for two additional years, with an end date of September 30, 2026. PBO recognizes the importance of HRMD's request for ongoing funding to convert a SPW to FTE to enhance the County's ADA compliance. This role is seen as crucial to meet state and federal accessibility and safety standards, thereby reducing potential liabilities and reinforcing our commitment to inclusivity. However, given the significant financial constraints faced by the County for FY 2025 and other large-scale investments currently under consideration by the Commissioners Court, it is challenging to allocate funds for this additional position.

PBO suggests this request be discussed further as part of a budget hearing with the Commissioners Court later in the budget process. It is also important to note that there is an outstanding unfunded request of \$686,802 in on going funding for removal of the spit funding of positions in the Risk Fund (8955) and the Health Fund (8956). This is due to reorganization of the Risk fund to the ITS – InfoSec Division, and at the same time cleanup of all positions that have been split funded. This large request will need to be discussed and addressed prior to adding new General Fund resources for new HRMD staff.

It is important to note budget hearings may be limited due to the overall fiscal constraints, and there may not be significant available resources to fund new positions this fiscal year. Given these factors, PBO will work with the Commissioners Court to receive direction on budget hearings, and this direction will be communicated as soon as it is available. For now, HRMD

should be prepared to manage within the current staffing levels and consider resubmitting the request for the additional FTE as part of the FY 2026 budget process.

REQUEST #2: CONTRACTUAL CONSULTING – DELOITTE PHASE III

<i>Program:</i>	HR Administration (111)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	773,471	-	-	-
Subtotal	\$ 773,471	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 773,471	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 773,471	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Human Resources Management Department (HRMD) requested \$773,471 as a onetime Earmark in LFRF for the implementation of Phase III of the Deloitte project. The Department states collaborating with Deloitte will assist HRMD in the implementation of Phase III of the Adaptive Workplace recommendations set forth in Phase I and Phase II, to equip Travis County with the right tools to implement and put in motion those recommendations and help improve the organizational culture where employees feel supported and understand their role and facilitate an engaged and supported TC workforce.

The Department informs Phase III of the Deloitte project will take into consideration current and future state, to build tailored, informed, county-wide recommendations based on the County’s identified priorities and that center on work flexibility and County’s Strategic Objectives.

The objectives are:

- Design Behavior Change Approaches for Near-Term Culture Change;
- Implement Behavior Change Approaches & Training for Long Term Culture Change;
- Develop Space Standardization & County-Wide Policies for Hybrid Work;
- Create Tools to Reframe Space Management and Hybrid Work Based on Policy, Process, & Business Rational; and
- Measure Progress & Support Transformation

PBO RECOMMENDATION

On April 30, 2024, the Commissioners Court approved earmarking \$773,471 of LFRF funds for Phase III of the Adaptive Workplace Project, in collaboration with Deloitte. At that time, HRMD requested \$1,789,874 for Phase III of the project, and PBO recommended earmarking \$773,471 of the cost from LFRF funds. However, regarding the remaining cost of the project, PBO believes more discussion and direction from Commissioners Court is needed. PBO recommends HRMD engage in discussions with relevant departments to better show the scope, cost and timing of the project. PBO also suggests that this request be discussed further as part of a budget hearing with the Commissioners Court later in the budget process.

REQUEST #3: ONLINE RECRUITING SITE

<i>Program:</i>	Talent, Planning & Engagement (111)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	30,000	30,000	30,000	30,000
Subtotal	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Capital	-	-	-	-
Dpt Total	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000

DEPT. SUMMARY OF REQUEST

The department has requested \$30,000 in ongoing funding for subscriptions to online recruiting platforms such as LinkedIn and Indeed to enhance Travis County HRMD Recruiting's ability to distribute job postings widely and conduct proactive searches for potential candidates. This funding is essential to maintaining competitive recruitment practices and ensuring broad exposure for county job opportunities.

The Department states the funding will cover a year's subscription to two key online recruiting platforms. These platforms are pivotal for reaching a broader audience and enabling Travis County recruiters to engage proactively with job seekers who may not be aware of county opportunities. These resources allow for specialized recruitment campaigns for hard-to-fill positions, saving individual departments from the need to fund separate accounts. The department highlights that without this funding, Travis County's recruiting capabilities would lag those of private industry and other government agencies, as it is crucial to get job postings in front of as many potential applicants as possible to compete effectively.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
% Increase in applicant through TP&E external job platforms	60%	40%	25%	25%	45%	45%

PBO RECOMMENDATION

PBO recommends \$30,000 in ongoing funding for subscriptions to online recruiting platforms like LinkedIn and Indeed. This funding is essential for enhancing Travis County HRMD Recruiting's ability to distribute job postings widely and conduct

proactive searches for potential candidates. Travis County can reach a broader audience and engage with job seekers proactively by maintaining subscriptions to these key platforms, especially for hard-to-fill positions.

REQUEST #4: BILINGUAL TESTING FUNDING

<i>Program:</i>	HR Compensation (111)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	10,000	10,000	-	-
Subtotal	\$ 10,000	\$ 10,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 10,000	\$ 10,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 10,000	\$ 10,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

HRMD requests \$10,000 in ongoing funding to fund the bilingual testing for approximately 90 employees, each at an expected cost of \$77 per test. This follows the Commissioners Court's decision to include bilingual testing as a funded county expense, a change from previous years when Peace Officer Pay Scale (POPS) employees paid for their own testing. Per the department, this new funding requirement was not included in the original FY 2024 HRMD budget, necessitating this request for the next fiscal year. The request is based on both the current cost and a conservative estimate of potential price increases or additional test takers. The Department also requests any remaining funds from FY 2025 roll over to FY 2026 to continue supporting this need.

The Department states the funding request directly supports the County's mission to be a trusted and well-run organization by ensuring that employees who serve a diverse community are proficient in more than one language. The provision of bilingual testing aligns with the County's strategic goals of improving service delivery and enhancing workforce capabilities to meet the needs of its bilingual or non-English-speaking constituents. Centralizing the payment process through HRMD enhances administrative efficiency and supports the County's objective to maintain a robust compensation program that can attract, retain, and adequately reward its employees.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
% of bilingual tests paid from the budgeted item	N/A	N/A	N/A	100%	100%	100%

PBO RECOMMENDATION

In August 2023, the Commissioners Court initially approved a monthly bilingual pay of \$125 for approximately 500 qualified employees. Following this, HRMD drafted a bilingual pay policy and presented it to the Commissioners Court. HRDMD later revised the eligibility criteria for Classified Bilingual Pay and sought approval to begin using the \$945,000 funding earmarked by the Court for the Bilingual Pay program.

As per HRMD, the Department is responsible for managing the payments to the testing vendor, Berlitz, and incurs monthly billing. On April 30, 2024, Commissioners Court authorized the transfer of \$45,000 from the reserved \$945,000 to cover the cost of language proficiency testing for classified and POPS employees through the end of FY 2024. The Department reports 114 tests were conducted from the start of the program through the end of May 2024.

For FY 2025, PBO recommends \$10,000 on a one-time basis. PBO commits to working with HRMD in the future to determine the appropriate amount for an FY 2026 budget request, as well as a future analysis of the utilization of the bilingual pay testing and implementation.

REQUEST #5: DEFERRED COMPENSATION CONSULTANT FEE ADJUSTMENT

<i>Program:</i>	HR Compensation (111)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	20,000	-	-	-
Subtotal	\$ 20,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 20,000	\$ -	\$ -	\$ -
Earmark Allocated	-	10,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 10,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 20,000	\$ 10,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

HRMD is requesting \$20,000 in ongoing funding for an increase in funding to prepare for anticipated fee adjustments following renewing the deferred compensation consultant contract. The Deferred Compensation Oversight Committee is currently engaged in a Request For Services (RFS) to renew the contract with the consultant who provides expertise in deferred compensation and financial industry knowledge. Per the department, the consultant plays a crucial role in assisting the Commissioners Court with their fiduciary responsibilities associated with managing the County's deferred compensation plans. The current consultant's fees have not increased significantly for many years, and an increase is anticipated with the new contract secured through the RFS process. The Committee requests additional funding to accommodate this expected fee increase, ensuring the continued availability of expert advice.

The Department advises this request supports the County's mission to manage its financial resources responsibly and ensure compliance with fiduciary duties. It directly aligns with the County's goals of transparency, accountability and effective management of public funds. Adequate funding for expert consulting services is essential to uphold standards and effectively oversee the deferred compensation plans benefiting County employees.

PBO RECOMMENDATION

PBO recommends an earmark of \$10,000 against the Allocated Reserve in the FY 2025 Preliminary Budget for the Deferred Compensation Consultant Fee Adjustment. This earmark will fund an anticipated fee increase following the deferred compensation consultant's contract renewal. Per the Department, this consultant plays a crucial role in assisting the Commissioners Court with fiduciary responsibilities associated with managing the County's deferred compensation plans. Given that the consultant's fees are expected to rise with the new contract—secured through a Request For Services (RFS) process—this funding will ensure the County receives expert advice, aligning with its transparency, accountability, and effective financial management goals. This is essential for maintaining high standards of governance and supporting the deferred compensation plans benefiting County employees.

REQUEST #6: EMPLOYEE ASSISTANCE PROGRAM FUNDING INCREASE

<i>Program:</i>	Risk Management Self Insurance Fund (111)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	10,000	10,000	10,000	10,000
Subtotal	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Capital	-	-	-	-
Dpt Total	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000

DEPT. SUMMARY OF REQUEST

HRMD requests \$10,000 in ongoing funding for increased costs for the Deer Oaks for the Employee Assistance Program (EAP) contract renewal, emphasizing its critical role in supporting the mental health, training, and counseling needs of all County staff and their households, thereby enhancing overall workforce well-being and organizational effectiveness. Per the Department, this program is essential for supporting staff and departments in managing mental health and work-life balance and as a strategic tool in management coaching, training, and corrective actions. Additionally, the EAP serves as a significant recruiting asset, with non-work-related perks increasingly influencing applicant decisions.

The department advises this funding request aligns with the County’s goals to provide a supportive and professional work environment that promotes employee well-being. By maintaining and enhancing the EAP, the County reaffirms its commitment as a responsible employer and supports the strategic objectives of improving employee satisfaction and retention. This initiative directly contributes to creating a stable and effective workforce, pivotal for the County's long-term success.

The department emphasizes the need to cover the anticipated annual increase in the contract rate ensuring the ongoing provision of EAP services. The continued availability of these services is essential for maintaining the health and efficiency of the County’s workforce. By renewing this contract, the department aims to sustain the high levels of support and resources available to all County employees and their families, fostering a healthy, productive and professionally rewarding work environment.

PBO RECOMMENDATION

PBO recommends \$10,000 in ongoing funding to cover the increased cost of the contract renewal with Deer Oaks for the Employee Assistance Program (EAP). This program is pivotal in supporting the mental health, training, and counseling needs of all County staff and their households, thereby enhancing workforce well-being and organizational effectiveness.

REQUEST #7: LEARNING & DEVELOPMENT PROGRAMMING

<i>Program:</i>	Talent, Planning & Engagement (111)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	80,000	-	-	-
Subtotal	\$ 80,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 80,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 80,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

HRMD requests \$80,000 in ongoing funding for Learning and Development Programming. In response to evolving workplace challenges such as talent retention, remote work dynamics, shifting legal environments, and AI-driven job redesigns, the Department seeks to enhance its Learning & Development capabilities to equip employees with the necessary skills and knowledge for current and future roles.

The Department identified a significant need for increased funding to expand the HRMD Learning & Development section, which is currently supported by only one FTE. This expansion is crucial to develop and implement a comprehensive curriculum that addresses the diverse needs of individual contributors, emerging leaders, directors and executives across the County. Per the Department, the proposed curriculums include leadership development, behavioral assessments (DiSC), certifications for crucial conversations, performance management resources, organizational culture training and project management courses. Additional resources required to continue and grow existing programs such as Level Up, which includes materials for leadership activities like building a catapult, and other training initiatives like Carpe Audience and the 5 Dysfunctions of a Team.

The department expects the enhanced Learning & Development program will achieve several critical outcomes, including:

- Greater alignment with Travis County’s mission and values;
- Enhanced preparation of employees for new and evolving workplace initiatives;
- Improved employee morale and leadership communication;
- Reduction in disciplinary actions and turnover rates;
- Increased number of employees completing the developmental curriculums; and
- A decrease in the number of formal complaints and internal investigations.

These outcomes will contribute to a more efficient, effective, and responsive workforce, capable of navigating the complexities of the modern workplace and delivering exceptional service to the community.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of TC Share It Reports Received	67	52	45	45	45	43
# of HRMD Internal Investigations Received	11	20	12	12	12	11
<i>New Measures</i>						
# of EEs participating in Employee Development Training Level Up, all curriculums	118	152	175	200	225	250

PBO RECOMMENDATION

PBO understands the importance of HRMD request for \$80,000 in ongoing funding for Learning and Development Programming and acknowledges the strategic need to enhance training capabilities in response to evolving workplace challenges. However, due to the current financial constraints and significant projected investments in other critical areas, PBO suggests this request be discussed as part of a budget hearing with the Commissioners Court later in the budget process.

It is important to note budget hearings are likely to be limited, as in past years, and there may not be significant available resources to fund such requests this fiscal year. Given these circumstances, PBO will work with the Commissioners Court to receive direction on budget hearings, and this information will be shared as soon as it is available. For most unfunded requests, including this one, HRMD should be prepared to wait on implementation and consider resubmitting the request as part of the FY 2026 budget process.

REQUEST #8A: ADA EARMARK ROLLOVER

<i>Program:</i>	Risk Management Self Insurance Fund (111)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	4,865,713	-	-	-
Subtotal	\$ 4,865,713	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 4,865,713	\$ -	\$ -	\$ -
Earmark Allocated	-	4,865,713	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 4,865,713	\$ -	\$ -
Dpt Total + Earmarks	\$ 4,865,713	\$ 4,865,713	\$ -	\$ -

PBO recommends an earmark of \$4,865,713 against the Capital Acquisition Resource (CAR) Reserve for HRMD, FMD, PBO, and other collaborating departments to coordinate a phased approach to the Americans with Disabilities Act of 1990 transition plan and return with a long-term plan for ADA retrofit, to help all areas and departments within Travis County be compliant with State and Federal laws regarding the Americans with Disabilities Act.

DEPT. SUMMARY OF REQUEST

HRMD is requesting to continue an existing earmark of \$4,865,713 against the Capital Acquisition Resource (CAR) Reserve approved as part of the FY 2023 Adopted Budget. The original earmark of \$5,000,000 was for the Risk division to collaborate with other stakeholders to coordinate a phased approach to the ADA transition plan and develop a long-term plan for retrofits that will keep Travis County compliant with regulations. Out of the initial \$5,000,000, the department had a mid-year request of \$134,287 for ADA remediation efforts for FY 2024.

PBO RECOMMENDATION

PBO recommends continuing the one-time earmark against the Capital Acquisition Resource (CAR) reserve in the amount of \$4,865,713. The Risk division continues to work with relevant stakeholders to determine a transition plan for Travis County buildings to comply with the ADA. Once the transition plan is set, resources will be needed to accomplish any retrofits and facilities changes needed. The total projected cost of retrofitting facilities to comply with the ADA is \$16,000,000.

REQUEST #8: EMPLOYEE RELATIONS PARTNER SENIOR

<i>Program:</i>	Talent, Planning & Engagement (111)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	126,492	-	-	-
Operating	6,995	-	-	-
Subtotal	\$ 133,487	\$ -	\$ -	\$ -
Capital	2,600	-	-	-
Dpt Total	\$ 136,087	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 136,087	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

HRMD requests on going funding for an additional FTE, a Senior Employee Relations Partner, to enhance the County's employee relations program. This role will focus on management and employee consultations, internal investigations, environmental reviews, Title VI investigations, performance management and boosting employee engagement.

Per the Department, following the 2021 reorganization of HRMD, which merged two former divisions into the Talent Planning & Engagement (TP&E) division, the workload has significantly increased, particularly in handling employee relations matters. Despite the consolidation, the staff of eight FTEs is insufficient to manage the increasing volume of complex cases, including high-risk workplace investigations and Title VI complaints. The request for an additional Senior Employee Relations Partner is based on the need to effectively manage and respond to these cases without overburdening the existing staff, including the TP&E Manager and Assistant Director, who have been drawn into these roles due to staff limitations. This request aligns with Travis County's goals of maintaining a professional, equitable, and responsive workforce and addresses the growing complexities of employee relations within a larger, more diverse county workforce.

The Department advises this funding request is critical to sustaining the strategic partnership with organizational stakeholders and supporting Travis County's mission to foster a culture of continuous improvement and compliance with legal standards. By strengthening the employee relations function within HRMD, Travis County aims to enhance workplace environments, ensure fair and thorough investigations, and maintain high standards of performance and ethics in alignment with both internal policies and external legal requirements.

The request mentions an addition of a Senior Employee Relations Partner is intended to achieve several key outcomes of:

- More timely and effective handling of internal investigations and environmental reviews, reducing the average days to close cases;
- Improved management of employee relations issues, leading to enhanced employee morale and reduced workplace conflicts;
- Increased capacity to engage in preventive measures rather than reactive responses to employee relations issues;
- Support for strategic employee engagement initiatives that contribute to talent retention and organizational success; and

- Maintenance of professional standards and compliance with federal, state, and county regulations by providing necessary career development and training opportunities for Employee Relations Partners.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Average days to close an ER issue investigated by HR Services	22.5	35.21	20	20	18	18
<i>New Measures</i>						
% of retention of employees for 12 months	14.20%	22.80%	21.90%	20%	20%	18%

PBO RECOMMENDATION

PBO recognizes the importance of HRMD's request for ongoing funding for an additional FTE, a Senior Employee Relations Partner, to enhance the County's employee relations program. This role is seen as crucial in addressing the increased workload following the 2021 reorganization of HRMD, which merged two former divisions into the Talent Planning & Engagement (TP&E) division. The request underscores the need for effective management of complex cases, including high-risk workplace investigations and Title VI complaints, which are essential to maintaining a professional and equitable workforce.

However, given the significant financial constraints faced by the County for FY 2025 and other large-scale investments currently under consideration by the Commissioners Court, it is challenging to allocate funds for this additional position. PBO suggests this request be discussed further as part of a budget hearing with the Commissioners Court later in the budget process.

It is also important to note that there is an outstanding unfunded request of \$686,802 in on going funding for removal of the spit funding of positions in the Risk Fund (8955) and the Health Fund (8956). This is due to reorganization of the Risk fund to the ITS – InfoSec Division, and at the same time cleanup of all positions that have been split funded. This large request will need to be discussed and addressed prior to adding new General Fund resources for new HRMD staff.

It is important to note budget hearings may be limited due to the overall fiscal constraints, and there may not be significant available resources to fund new positions this fiscal year. Given these factors, PBO will work with the Commissioners Court to receive direction on budget hearings, and this direction will be communicated as soon as it is available. For now, HRMD should be prepared to manage within the current staffing levels and consider resubmitting the request for the additional Senior Employee Relations Partner as part of the FY 2026 budget process.

REQUEST #9: TRAVEL, TRAINING, AND CERTIFICATION INCREASE

<i>Program:</i>	HR Administration (111)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	50,000	-	-	-
Subtotal	\$ 50,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 50,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 50,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

HRMD requests \$50,000 in ongoing funding to enhance internal training capabilities, aligning with Travis County's strategic goal of being a trusted and well-run county. This initiative will equip HRMD staff with the tools to train other County employees effectively on county-wide human resource issues, fostering a supportive organizational culture.

The department states the request is for additional travel, training, and certifications funding to enable HRMD staff to deliver training across the county. This includes specialized training in areas such as customer service, change management, and organizational development. The funding will also support the creation of internal training materials, addressing the evolving needs highlighted in industry studies and ensuring HRMD can effectively meet county-wide strategic objectives.

Per the department, the funding aligns with Travis County's mission by investing in HR capabilities to support and train County employees internally, reducing dependency on external resources and ensuring consistent, high-quality training enhancing organizational culture and operational efficiency.

The request explains expected outcomes that include:

- Enhanced internal training capabilities within HRMD;
- Improved support and development for county employees;
- Cost savings through reduced external training expenses; and
- Strengthened organizational culture and alignment with strategic county goals.

The department advises these trainings would not be a one-time cost and would be continual, as there would also be turnover of HR staff, in which HRMD would need to ensure the appropriate training is provided to the next incumbent. In addition, these trainings would change over time as new and better ideas come to light, as well as the direction of the Commissioners Court.

PBO RECOMMENDATION

As conditions suppressed travel and training budget usage during the COVID-19 pandemic continue to wane and more conferences and trainings reinstate and expanded in-person events, it is likely time for PBO to revisit the issue of enhancing

internal training capabilities within HRMD. However, this effort will require a closer look at training budget usage and needs across all applicable County departments.

The HRMD's request for \$50,000 in ongoing funding aims to align with Travis County's strategic goals by enhancing internal training capabilities (details in the table below). While the intention behind the request is well-aligned with the County's objectives, given the current budget constraints and the focus on critical areas, it is advisable to wait until a comprehensive analysis of training needs across the county is completed.

<i>Event/Program</i>	<i>Focus/Area</i>	<i>Cost (USD)</i>
ASTD Conference – Learning and Development	Learning and Development	\$4,450
Organizational Development Conference	Organizational Development	\$3,325
Arbinger Institute Certification	Assist with mindset of the workforce and help with long-term development	\$4,500
PROSCI Certification	Change Management	\$7,200
Gartner Reimagine HR Conference	HR insights, strategies, and technology optimization	\$17,700 (for 3 individuals each 5,900)
Disney Institute Customer Service	Onsite Course to exceed customer expectations	\$20,100 (for 3 individuals each 6,700)
Total		\$57,275

PBO will collaborate with HRMD to assess whether any of the training can be funded on a one-time basis and to determine if HRMD can internally fund these initiatives. This analysis will help optimize the use of resources and ensure that ongoing funding requests are justifiably allocated.

REQUEST #10: EMPLOYEE ENGAGEMENT SURVEY YEAR 2

<i>Program:</i>	Talent, Planning & Engagement (111)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	45,000	-	-	-
Subtotal	\$ 45,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 45,000	\$ -	\$ -	\$ -
Earmark Allocated	-	45,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 45,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 45,000	\$ 45,000	\$ -	\$ -

PBO recommends an Earmark of \$45,000 on the Allocated Reserve for Employee Engagement Survey Year 2.

DEPT. SUMMARY OF REQUEST

HRMD requests ongoing resources to run an engagement survey to assess what factors in the work environment are important to employees, identify opportunities for development among leadership positions and identify reasons employees may consider leaving the organization. The Department notes it last completed such a survey in 2019 but was unable to perform a follow-up survey since then due to the COVID-19 public health emergency.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of TC Share It Reports Received	67	52	45	45	45	43
Countywide staff turnover rate	18.21%	12.31%	12.00%	12.00%	10.00%	8.00%

PBO RECOMMENDATION

PBO recommends an earmark of \$45,000 on the Allocated Reserve for Employee Engagement Survey Year 2. Per the Department, running this engagement survey to assess what factors in the work environment are important to employees, identify opportunities for development among leadership positions and identify reasons employees may consider leaving the organization.

Additionally, PBO will seek the feasibility of handling this in a cyclical manner to find out if there is a one-time solution for the survey implementation. The Department conducted the first survey in FY 2019 with the initial plan of conducting it every two

years. However, given this cycle has not yet been adopted due to the dynamics of COVID and post COVID environment and funding for the survey has not been requested at this timeframe, PBO will work with HRMD to find a feasible cyclical manner for conducting this survey.

REQUEST #11: NEW ELECTRONIC HEALTH RECORD SYSTEM (EHR) EARMARK

<i>Program:</i>	Travis County Employee Health Clinic (111)			
<i>Fund/Fund#:</i>	Employee Health Benefit Fund (8956)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	70,000	-	-	-
Subtotal	\$ 70,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 70,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 70,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

HRMD requests \$70,000 in ongoing funding to replace the outdated Electronic Health Record System (EHR), enhancing clinic efficiency and improve patient care while ensuring compliance with healthcare regulations.

The Department reports the EHR, e-MDs, is severely outdated, lacks essential functionality, and requires extensive maintenance, adversely impacting clinic operations and patient care. The system's outdated nature and inadequate vendor support significantly impaired the department's ability to provide high-quality patient care. The department asserts upgrading to a modern EHR is critical to meet current and future healthcare delivery demands. The department aims to acquire a modern EHR that will streamline operations, enhance patient data management and ensure compliance with regulatory requirements. Initially, \$45,000 was secured for this project, but the department now recognizes \$70,000 is necessary to fully meet the project's needs due to enhanced feature requirements and updated market pricing.

The Department plans to measure the new EHR's success by its compliance with HIPAA standards and its effectiveness in improving patient privacy, data portability, and access. Additionally, the system's impact on reporting, tracking and scheduling will be closely monitored to ensure it meets healthcare operation standards. The department emphasizes the new EHR will significantly improve clinic operations by reducing the need for extensive IT support and minimizing disruptions in patient care, enhancing overall service delivery.

The Department coordinated with ITS and Purchasing to solicit bids for the new EHR, with a flexible target for implementation within the next 18 months, aiming for completion by October 2025. This strategic upgrade is anticipated to involve an initial capital outlay followed by substantial operational savings and performance enhancements.

PBO RECOMMENDATION

Overall, PBO believes the request for \$70,000 in ongoing funding to replace the outdated Electronic Health Record System (EHR) merits consideration for funding due to its critical role in enhancing clinic efficiency and ensuring compliance with healthcare regulations. However, since other departments submitted similar budget requests for EHR systems, PBO recommends HRMD engage in an intradepartmental discussion to better understand the scope and cost of this project if

merged and unified with other departments. PBO understands the current 18 months of implementation time allows a more in-depth analysis.

As of July 2024, the Department updates there has been a project team established within Tech Ops to assist with this request, in addition with the Sheriff's Office contracted project manager. The Department states project is in its early stages and information is being collected, to help combine the efforts of HRMD and the Sheriff's Office as well as any other office needing an EHR system. The team is moving forward collaboratively and know that the process will take a while.

REQUEST #12: REPLACEMENT ELECTROCARDIOGRAM (EKG) MACHINES

<i>Program:</i>	Travis County Employee Health Clinic (111)			
<i>Fund/Fund#:</i>	Employee Health Benefit Fund (8956)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	18,320	18,320	-	-
Subtotal	\$ 18,320	\$ 18,320	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 18,320	\$ 18,320	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 18,320	\$ 18,320	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The department requests \$18,320 one-time funding to replace three Electrocardiogram (EKG) machines becoming obsolete due to the manufacturer’s discontinuation and compatibility issues with the upcoming Windows 11 IT deployment.

The department reports the three EKG machines currently in use, installed in 2008, will soon be unsupported by the manufacturer. Additionally, these machines will not function with the County's planned upgrade to Windows 11. Replacing these machines is critical to continuing to provide high-quality healthcare services, as EKGs are essential for patient diagnosis and management.

The current budget does not accommodate the simultaneous replacement of these machines, necessitating additional funding to ensure uninterrupted patient care services. The department will evaluate the new EKG machines based on their operational reliability and integration with other IT systems, ensuring they enhance patient care delivery. The performance of these machines is crucial for maintaining effective patient diagnosis and treatment.

The department emphasizes without the appropriate equipment to perform comprehensive evaluations, there could be significant delays in patient diagnosis and treatment, potentially decreasing patient satisfaction and reducing utilization of the Clinic’s services. The department plans to procure and install the new EKG machines within the current fiscal year or before the deployment of Windows 11. This is to prevent any gap in diagnostic capabilities.

PBO RECOMMENDATION

PBO recommends \$18,320 in one-time funding to replace three outdated Electrocardiogram (EKG) machines. The current machines, installed in 2008, are being phased out and will not be compatible with the upcoming Windows 11 IT upgrade. This replacement is critical to avoid disruptions in patient care and diagnostics, as EKGs are essential for patient management. Immediate funding will ensure that the new machines are operational before the IT upgrade, maintaining uninterrupted healthcare services.

REQUEST #13: SPLIT FUNDING CLEANUP

<i>Program:</i>	HR Administration (111)			
<i>Fund/Fund#:</i>	General Fund (0001)	<i>Mandated Program:</i>		No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	5.00	-	-	-
Personnel	689,460	-	-	-
Operating	-	-	-	-
Subtotal	\$ 689,460	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 689,460	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 689,460	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

HRMD requesting \$686,802 in on going funding for removal of the spit funding of positions in the Risk Fund (8955) and the Health Fund (8956). This is due to reorganization of the Risk fund to the ITS – InfoSec Division, and at the same time cleanup of all positions that have been split funded. The below chart lays out each fund and calculates the total request.

Remove Split funding from Fund 8955						
#	Position#	Cost Center	Salary	Longevity	Benefits	Total
1	30000278	1110010001	55,381	-	18,244	73,625
2	30000283	1110010001	51,381	385	19,581	71,347
3	30000291	1110010001	9,568	81	4,429	14,078
Total for Cost Center 1110010001			116,330	466	42,254	159,050
4	Position#	Cost Center	Salary	Longevity	Benefits	Total
5	30000281	1110030001	29,484	-	12,150	41,634
6	30000290	1110030001	33,624	-	13,205	46,829
7	30000294	1110030001	8,736	-	3,605	12,341
8	30056977	1110030001	17,503	-	8,446	25,949
Total for Cost Center 1110030001			89,347	-	37,406	126,753
	Position#	Cost Center	Salary	Longevity	Benefits	Total
9	30000318	1110050001	91,097	911	36,337	128,345

Total for Cost Center 1110050001			91,097	911	36,337	128,345
	Position#	Cost Center	Salary	Longevity	Benefits	Total
10	30000282	1110060001	33,972	680	15,249	49,901
Total for Cost Center 1110060001			33,972	680	15,249	49,901
Remove Split funding from Fund 8956						
	Position#	Cost Center	Salary	Longevity	Benefits	Total
11	30000278	1110010001	27,691	-	8,854	36,545
12	30000283	1110010001	51,381	385	19,704	71,470
13	30000291	1110010001	19,136	162	8,827	28,125
Total for Cost Center 1110010001			98,208	547	37,385	136,140
14	30005403	1110020001	45,938	459	15,686	62,083
Total for Cost Center 1110020001			45,938	459	15,686	62,083
15	30000294	1110030001	17,472	-	7,058	24,530
Total for Cost Center 1110030001			17,472	-	7,058	24,530
	Cost Center	Salary	Longevity	Benefits	Total	
	1110010001	214,538	1,013	79,639	295,190	
	1110020001	45,938	459	15,686	62,083	
	1110030001	106,819	-	44,464	151,283	
	1110050001	91,097	911	36,337	128,345	
	1110060001	33,972	680	15,249	49,901	
	Grand Total	492,364	3,063	191,375	686,802	

PBO RECOMMENDATION

This large and complicated request will require additional analysis and collaboration between HRMD, TechOps and PBO. This group will continue to work on the right-sizing request through the FY 2025 budget process.

Information Technology Services (112)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	3
Programs & Performance Management	4
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	11
FY 2025 Preliminary Budget Recommendations Summary	12
Additional Information	16
FY 2025 Budget Request Analysis	19
Request 1: LFRF-Funded Applications Manager SPW to FTE	19
Request 2: Corporate Security Office	21
Request 3: Strategic Planning Program Office	23
Request 4: Maintenance and Software as a Service Agreements Annual Increase	25
Request 5: Two Project Manager SPWs to FTEs	27
Request 6: IT Service Management Enterprise Solution – Phase II	29
Request 7: Enterprise Project Management Office	31
Request 8: Technology Assessment Program Manager	33
Request 9: Web Accessibility and Modernization	35
Request 10: Reduce Mobile Computer Replacement from 5 Years to 4 Years	37
Request 11: Increased Storage Capacity in Archives	38
Request 12: Commissioners Court DVDs to Cloud Storage (Requested in Fund 0160)	39
Request 13: Central Computer Replacement	40
Request 14: Intranet Packaged Solution	41
Request 15: IT Service Management Enterprise Solution Monitoring Application	43
Request 16: Data Governance and Virtualization Software	44
Request 17: PMO Intake Business Analyst III	46
Request 18: End of Life Hardware	48
Request 19: Server, Storage, and Network Growth	49
Request 20: Cabling and Infrastructure Expansion and Lifecycle	50
Request 21: Earmarks to Roll into FY 2025	51
Request 22: Central Copier Increase	53
Request 23: Annual DocuSign Increase	55
Request 24: Postage Earmark	56

Request 25: Strategy and Planning and PMO Client Management Team Business Analyst II 58

Request 26: Project: Digital Magistration Case Management System and Support 59

Request 27: Project: HHS Enterprise Client Management System Phase IV 61

Request 28: Project: IJS Reserve 62

Request 29: Project: Genetec Camera and Badge System Enterprise Upgrade 64

Request 30: Project: Justice Systems Evidence Management System Management and Support..... 65

Request 31: Project: Electronic Health Records Contractor Extension 68

Request 32: Project: ITS TCCC Electronic Health Records Wireless Expansion 68

Request 33: Project: Law Enforcement Enterprise Cameras Phase IV 70

Request 34: Project: Travis County Correctional Complex Infrastructure Improvement 71

Request 35: Project: RMS/JMS Senior Systems Analysts 72

Request 36: Project: RGK Park Cabling and Infrastructure Build Out..... 74

Request 37: Project: Display Cases on behalf of Austin Friends of Folk Art..... 75

Request 38: Risk – Annual Security Testing and Tabletop Exercise 76

Request 39: Risk – Assurance Contractor Continuation 78

Request 40: Risk – Info Security Ongoing Contracted Services 78

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

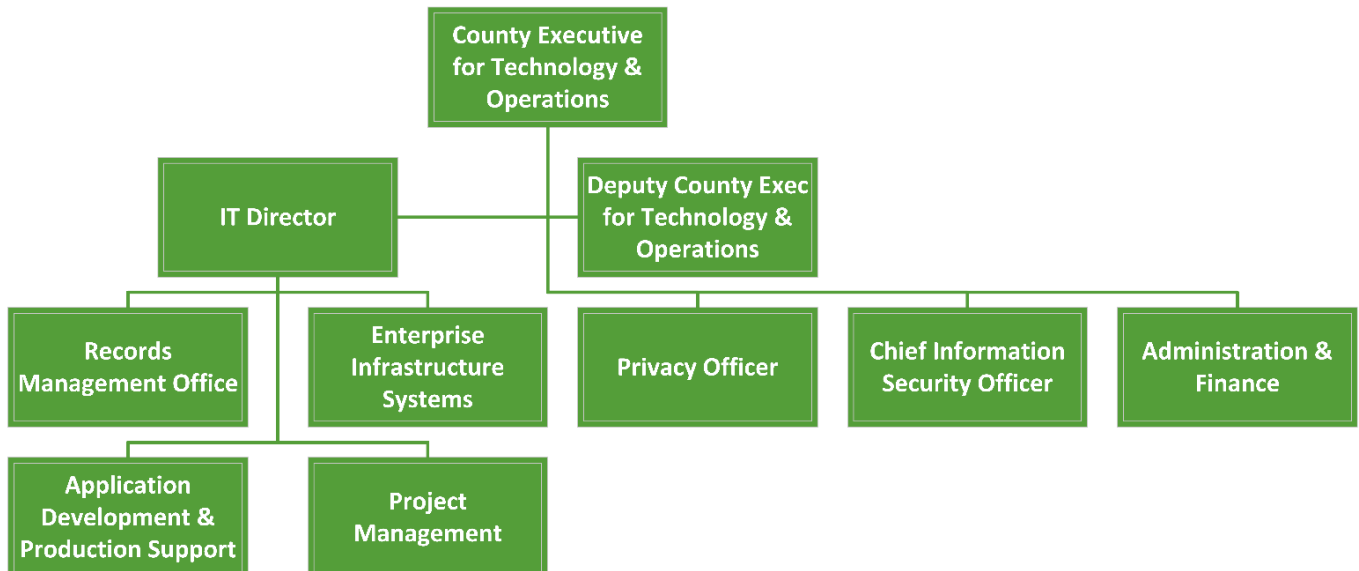
The mission of Travis County Information Technology Services (ITS) is to provide quality technology services to County officials, departments, and the residents of Travis County in the execution of their functional responsibilities through innovative technology services. ITS is committed to becoming the technology strategic leader and partner for County departments, elected officials, and constituents they serve. The Information Technology Services Department is managed under Technology and Operations.

The Department has identified the following departmental goals:

- Ensure access to County services anytime and anywhere, and the support of County departments through reliable information technology;
- Protect County data and resources from unauthorized access by providing secure technology infrastructure and practices;
- Increase County workforce effectiveness through modifications to existing applications and by developing and implementing new technology initiatives;
- Continuously evaluate and improve technology to deliver better business outcomes;
- Assure that County IT infrastructure supports a modern digital workforce; and
- Maintain Travis County compliance with the Health Insurance Portability and Accountability Act and related federal and state medical records privacy laws.

This aligns with the new County goal, “Be a trusted and well-run county.”

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Supports all other county goals" and are now linked to the County Goal, "Be a trusted and well-run County."

ENTERPRISE INFRASTRUCTURE SERVICES

The Enterprise Infrastructure Services program contains multiple teams that provide services in support of Travis County's information technology systems. They include:

- Applications & Identity Management – manages user identities, application access, and Microsoft 365.
- Endpoint Management – provides support to more than 7,000 devices (desktops, laptops, and mobile devices).
- HelpDesk – answers service calls and tickets to support users by identifying and diagnosing incidents.
- Local Area Network/Wide Area Network – services the internet network supporting Travis County departments.
- Operations – works alongside HelpDesk and provides service to Travis County data centers.
- Site Operations – manages the physical cable and hardware that operates the LANWAN network.
- Server Lifecycle Management – manages, builds, and supports the on-premises and cloud data systems; and
- Unified Communications – manages and services the hardware and software used for telecommunications.

The program is the primary way Travis County Offices and Departments work with Information Technology Services and receive support and management of their devices. The infrastructure managed by the program underpins the entirety of the County's information technology systems. The primary goal of each team is to provide timely and effective support for IT systems. This is not a mandated program, but ITS Infrastructure hosts numerous applications used by line departments that have statutory/mandated responsibilities.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of Tier 1 tickets closed	19,821	17,727	17,231	17,500	17,500
Number of HelpDesk calls	15,696	17,264	17,200	17,000	17,000
Average length of HelpDesk call (in minutes)	8.43	9	9	9	9

The Department primarily monitors the service most of the County offices and departments use through the program and HelpDesk tickets and calls. The Department is in the process of replacing its existing service management platform with a new system which should continue to improve the management of calls and tickets in the future.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Identity and Access Management	\$475,000	-/-	Project was delayed due to a need to wait for Microsoft updates that were necessary. Work will commence in Summer 2024.
Customer Support Analyst Sr. SPW to FTE	\$315,551	3.00/3.00	All three positions are hired and are a critical component of the Endpoint Mgmt. team. They are onsite in Ste 420 700 Lavaca and assist customers every day.

PRIVACY OFFICE:

The Privacy Office program works to meet the statutory requirements for the Health Insurance Portability and Accountability Act (HIPAA), as well as federal statutes such as 42 CFR §2 (related to substance abuse records) and state medical records privacy laws. The program’s objectives are to implement regulatory requirements for HIPAA and other privacy statutes and address risks associated with breaches of sensitive information such as protected health information. It aims to recommend and evaluate internal controls to ensure adherence to requirements of the statutes.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% employees trained within required 30-day timeframe	93%	90%	93%	100%	100%
Assessments & audits conducted	2	3	4	3	5
% corrective measures or equivalencies implemented	90%	93%	95%	98%	98%
Number of privacy incidents	20	17	5	10	10

Current measures are all based on audit and monitoring activities that will allow for more visibility into the program's effectiveness. The measures are outcome based. These measures will evolve as the program matures and more specific measures are needed.

PROGRAM MANAGEMENT OFFICE:

The Project Management Office (PMO) program implements large, multi-year technology projects and assists other Travis County offices and departments in meeting their mandated data and technology compliance standards. Recent projects include the replacement of the Integrated Justice System, replacement of the Health and Human Services Department’s case management system, and implementation of law enforcement cameras. The program’s goals include:

- Efficiently and effectively managing the ITS project portfolio;
- Facilitating a governance process to prioritize all County ITS projects; and
- Ensuring projects focus on County and ITS strategic plans.

The program operates according to the ITS Service Catalog and provides services such as project coordination, project management, budget assessments, and purchasing assessments. The program operates with a repeatable, standardized methodology to support project management teams and decisionmakers.

While the division itself is not mandatory, the Project Management Office provides assistance through technology projects for county departments to meet the requirements outlined in several compliance standards, which include: the Health

Insurance Portability and Accountability Act (HIPAA), Criminal Justice Information System (CJIS) policy, Payment Card Industry (PCI) Data Security Standard, and to protect Personally Identifiable Information (PII).

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of Satisfaction Survey 85 or better on Scale of 100	N/A	N/A	85%	85%	85%
Business days for Draft Charter to be written in Intake once an assignment of PM	N/A	N/A	87	87	87
Business days for Project to be presented to Governance Committee	N/A	N/A	85	85	85
% of projects delivered based on original baseline	N/A	N/A	85%	85%	85%
% of Projects with Completed Integrated project plan	N/A	N/A	85%	85%	85%

The above program performance measures were recently created, so there is no data prior to FY 2024. ITS believes these new measures will better track the effectiveness of the division. The project portfolio fluctuates each year depending on resource availability and the scope of the projects. However, ITS believes that PMO's rate of completion has been sustained in the volume of projects completed.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/ Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Law Enforcement Enterprise Camera System	\$1,268,060	-/-	Body Cams have been ordered and 7 interview rooms are either completed or in progress.
HHS Client Enterprise Management System	\$850,000	-/-	Two divisions remain to be onboarded to the new ECMS, all other division have commenced utilization of the new system.
PMO Senior Business Contractor	\$395,200	2.00 contractors	Contractors have been working to manage the EHD project in conjunction with TCSO
3 Business Analyst III SPWs for RMS/JMS	\$387,723	3.00 SPWs	All three SPWs have been hired and have been fully assigned to RMS/JMS since April 2024
2 Project Manager SPWs for RMS/JMS	\$283,854	2.00/2.00	Both PMs have been hired and assigned tasks for the RMS/JMS project.

INFORMATION SECURITY AND RISK MANAGEMENT:

The mission of the Information Security & Risk Management department is to safeguard personal and institutional data through a culture of shared responsibility and accountability. It is statutorily mandated to be compliant with HIPAA, PCI DSS, and CJIS regulations.

Security Operations provides threat management, vulnerability management, incident response, and log management. The Information Assurance team provides operation compliance assessments, business and vendor risk assessments, risk registry, and continuity and resilience services.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% participation in Travis County Cybersecurity Awareness training.	97%	100%	100%	100%	100%
# of cybersecurity risks monitored in the Risk Register	54	103	150	175	175
Risk Age (how long does it take to remediate risks)	1	3	1	1	1
Open vs. Close Ratio	1	0.45	0.5	1	1

Countywide security has transitioned to the National Institute of Standards (NIST) Cybersecurity Framework (CSF). The NIST Cybersecurity Framework will provide guidance for cybersecurity initiatives and measure program maturity.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/ Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Cybersecurity Penetration	\$100,000	-/-	FY 24 Tabletop exercises have been scheduled and the penetration testing should commence later this summer.

ADMINISTRATION:

The Administration program supports the ITS Department and manages the County’s computer inventory. Support services include handling all HR, financial, purchasing, and administrative tasks for both ITS and the Technology and Operations group. Recent initiatives include supporting the County Executive for Technology and Operations on the County’s strategic plan and future broadband initiatives. The program tracks over 1,650 fixed assets for Travis County and over 400 fixed assets for ITS, as well as managing over 170 contracts worth \$18 million annually.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of total Purchase Orders over 90 days	7	7	9	10	10
% of computer devices replaced with no data loss	100%	100%	100%	100%	100%

The division notes that it has not had an incident of a late invoice payment since early 2012 and has managed the annual computer rollout without adversely impacting a user in four years. Managing the magnitude of asset tracking continues to be a challenge that changes as the county grows. ITS notes that this division has been assisting HRMD and FMD on various administrative projects and tasks more than in previous years, which the Department anticipates will continue as Tech and Ops becomes a more unified entity.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/ Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Increase in Operating for SaaS agreements, software licenses, and other maintenance requirements.	\$1,984,556	-/-	ITS expended 99.5% of its contract maintenance budget in FY 2023 and anticipates that this will be similarly fully expended.
Admin Associate FTE	\$81,549	1.00/1.00	Hired in December, assisting with many Admin/Finance tasks and is also the reception assistant for Endpoint team. Training on new tasks is ongoing
Project Coordinator SPW	\$104,729	1.00/1.00	Has been hired and working on AI guidelines, Mental Health Diversion, Data/IT Security Resources, and Data Governance programming

APPLICATION DEVELOPMENT AND PRODUCTION SUPPORT:

The Application Development and Production Support program maintains and develops various applications and programs used by County offices and departments. While the program itself is not mandated, it provides applications and software to help offices and departments meet its mandated services in the most efficient, effective, and reliable manner possible. The program’s teams include:

- Web Management & Design team that develops architecture, design, and content management of eight Travis County websites;
- Application Development team that creates customized applications used across the County, including both requests that have short turnaround times and multi-year long-term projects;
- Enterprise Data Services team that includes database administrators, integrators, and developers to support the various databases that support all County operations; and
- Enterprise Application Support team that supports large applications used by offices and departments.

While this division is not mandated, it does assist other departments maintain compliance with various provisions, including monthly reporting in the County Clerk, Pre-Trial Services, District Clerk, District Attorney, and County Attorney Offices.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Total # of Priority 1 & 2 Incidents	43	3,525	50	50	50
Average # of hours to resolve incidents	172	100	60	60	60
Compliance with WCAG Accessibility standards (main Travis County website)	N/A	60	60	65	65

Application Development and Production Support continues to improve its services. The program has been focused on a website improvement project, which aims to significantly improve the County’s compliance with WCAG Accessibility Standards.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/ Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Odyssey Suite FTE	\$146,992	1.00/0.00	This position was posted for a 3rd time to find the right candidate. In the meantime, a part-time MuleSoft contractor has been used for various Odyssey related needs.

OFFSITE STORAGE:

Offsite Storage is a mandated program under Local Government Code §203.003 to manage and preserve County records. The Department began the work of destroying old records that were no longer required to be retained in FY 2015 and has continued since. Coupled with a digital imaging/paperless initiative, the Department hopes to limit the growth of records stored offsite.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# Cu. Ft. of new boxes of records sent to offsite storage	4,163	3,058	1,500	1,500	1,500
Total Cu. Ft. of records in storage	193,104	182,002	160,000	160,000	160,000
# Cu. Ft. permanently removed from storage	1,503	4,584	9,000	2,000	2,000
Overall Score per Survey – Offsite Storage	94	94	92	95	95
Overall Score per Survey – Secure Shredding	95	97	95	95	95

The Offsite Storage program is coordinating with the County Clerk’s office, Purchasing, and other departments to manage the transition of about 40,000 County Clerk items currently stored at Iron Mountain to other locations. About 30,000 of these are standard 1.2 cubic foot bankers’ boxes of paper records. A contract with the Texas State Library and Archives Commission was approved during 2023 to move County Clerk boxes only to TSLAC’s new facility. The County Clerk’s office plans to cover the cost of storing boxes at the new facility. By FY 2025, the County Clerk may have moved the 30,000 boxes to the TSLAC offsite storage facility. About ten thousand items (oversized canvas-bound volumes, for example) will either still be at Iron Mountain or the County Clerk will have found another location to store those items.

ARCHIVES:

The Archives is a mandated program under Local Government Code §203.003 to manage and preserve County records. The program has two FTEs that review, catalogue, and preserve County documents. The program also manages Travis County History Day. It seeks to preserve as many records as possible each year.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# Cu. Ft. Archival Documents Preserved	947	64	200	200	200
Researchers/Patrons Served	250	150	120	120	120

The Archive program is running out of physical space in its existing location in the Kenneth Ruiz Building and so is requesting additional shelving equipment to facilitate more storage while the facility plans a long-term move to a new space in the 2030s.

DOCUMENT IMAGING:

Document Imaging is a mandated program under Local Government Code §203.003 to manage and preserve County records. There is discretion as to the specific methods that are most efficient and economical for each record type. The Division makes decisions regarding how to handle document imaging based on the records being preserved, with considerations regarding cost, security, and capacity.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Images Microfilmed	43,513	1,473,205	1,400,000	1,400,000	1,400,000
Images Scanned	682,559	465,344	400,000	400,000	400,000
Expunctions and Non-Disclosures	1,251	2,557	700	700	700

Document Imaging continues to work to scan documents, paper and microfilm records, which are imported into Hyland OnBase, Tyler Odyssey and other systems. To increase the performance measure numbers, more equipment and staffing would be necessary.

PRINT SHOP:

The Print Shop is a non-mandated program for Travis County, but a central print shop provides efficiencies to other departments by handling large print requests at a lower cost than an outsourced printing contract. The Print Shop has transitioned away from a traditional production printing to more of a service business. Instead of mass production of forms, receipt books, and stationery, the Print Shop provides a broad array of printing solutions.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# Days Turnaround	8	8	8	8	8
Customer Satisfaction per survey	91	91	91	93	93

The Print Shop capitalizes on advantages such as state contract pricing for paper and can still run offset presses which are very inexpensive to operate. Customer satisfaction per the customer survey has remained above 90 percent.

COPIERS AND CENTRAL REPAIRS:

Copiers and Central Repairs is a non-mandated program for the County. The use of multifunction copiers throughout Travis County has reduced the need for copy paper by making scanning an easy alternative to paper copies. The program has managed the central lease and extra-copy budget. However, with many County employees working from home, the need for the number of multifunction machines will continue to be evaluated. In FY 2021 and FY 2022 the zero-based central lease budget for the machines has been reduced due to voluntary downgrading, reduction, and less expensive replacement machines. As some Departments have returned to more in-office operations and as new facilities have opened, there are some anticipated increases in costs associated with this program.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Overall Customer Satisfaction per Survey	90	93	90	92	92

MAIL SERVICES:

Mail Services is a non-mandated program for Travis County; however, centralizing mail services brings efficiency to other departments by not requiring separate mail meters and saving administrative staff time.

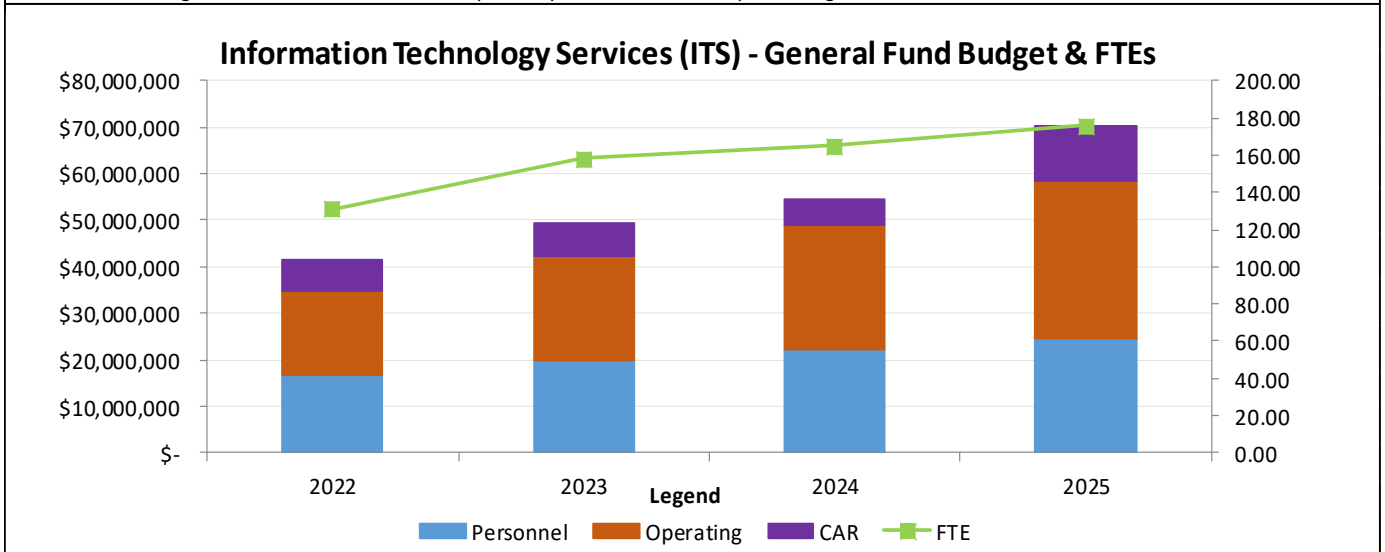
Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure	Projected FY 2026 Measure
Overall Satisfaction per Survey	95	95	94	94	94
# Pieces of mail metered annually	626,402	680,478	650,000	650,000	650,000

Mail volumes appear to have stabilized after several years of slight decline, but remain significant. The volumes for FY 2020 & FY 2021 are skewed downward due to the COVID-19 shutdowns and office closures. In FY 2023 and FY 2024, mail volumes have increased, in part due to election schedules and the resumption of jury summons.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	16,633,692	19,695,243	22,323,262	24,632,789	2,309,527
Operating	18,106,670	22,708,480	26,842,008	33,780,199	6,938,191
Total (Per&Op)	\$ 34,740,362	\$ 42,403,723	\$ 49,165,270	\$ 58,412,988	\$ 9,247,718
CAR*	6,638,836	6,859,200	5,231,400	11,904,559	6,673,159
Grand Total	\$ 41,379,198	\$ 49,262,923	\$ 54,396,670	\$ 70,317,547	\$ 15,920,877
FTEs	131.00	158.00	165.00	176.00	11.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for ITS increased by \$15,920,877 from the FY 2024 Adopted Budget. This is a 29.3 percent increase. The majority of the increase was in the capital budget and the operating budget. There are significant needed investments in County infrastructure related to technology to ensure effectiveness and security across all Departments and facilities. In addition, ongoing costs of software continue to increase, with this year’s software contract maintenance budget requiring a higher investment than in prior years. Finally, Commissioners Court created a new division, the Corporate Security Office, which required \$1.8 million for needed staff, operating, and capital expenses to launch.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

FY 2024 Adopted Budget	\$ 46,002,122	\$ 3,163,148	\$ 5,231,400	\$ 54,396,670	165.00	\$ -
Target Budget Changes						
Programmatic	-	(3,163,148)	-	(3,163,148)	-	-
Compensation & Benefits	767,559	-	-	767,559	-	-
Administrative & Other	-	-	(5,231,400)	(5,231,400)	-	-
Total Target Budget Changes	\$ 767,559	\$ (3,163,148)	\$ (5,231,400)	\$ (7,626,989)	-	\$ -
FY 2025 Target Budget	\$ 46,769,681	\$ -	\$ -	\$ 46,769,681	165.00	\$ -
Budget Submission	\$ 46,769,681	\$ -	\$ -	\$ 46,769,681	165.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic						
Critical Technology Infrastructure	-	-	7,105,999	7,105,999	-	-
Long-term planned projects	-	-	-	-	-	1,582,130
Corporate Security Office	1,336,455	-	510,940	1,847,395	5.00	-
Software Contract Increases	3,052,897	-	-	3,052,897	-	-
Project Management Positions	271,110	-	-	271,110	2.00	-
Service Management Solution Phase II	328,000	350,000	-	678,000	-	-
Increase Storage Capacity in the Archives	-	-	200,000	200,000	-	-
Central Copier Increases	54,069	-	-	54,069	-	-
Annual DocuSign Increase	-	-	-	-	-	150,000
Postage Earmark	-	-	-	-	-	150,000
HHS Client Management System Phase IV	205,082	685,389	-	890,471	-	-
Genetec System Upgrade	-	-	2,750,000	2,750,000	-	-
Justice System Project Support and Licenses	787,748	-	5,540	793,288	2.00	-
EHR Contractors and Wireless Expansion	-	395,200	236,000	631,200	-	-
Law Enforcement Cameras Phase IV	794,501	333,337	-	1,127,838	-	-
TCCC Critical Technology Infrastructure	-	-	1,085,000	1,085,000	-	-
RMS/JMS Special Project Workers	-	946,539	5,540	952,079	-	-
Annual Security Testing and TableTop Exercises	-	100,000	-	100,000	-	-
Info Security Contractors	-	175,000	-	175,000	-	-
Constable Ticket Writers Contract	74,267	-	-	74,267	-	-
Web Accessibility and Modernization SPWs	102,982	1,177,000	5,540	1,285,522	1.00	-
PCI Compliance for Tax Office	-	-	-	-	-	734,000
Data Governance SPW to FTE	108,773	-	-	108,773	1.00	-
Programmatic Total	\$ 7,115,884	\$ 4,162,465	\$ 11,904,559	\$ 23,182,908	11.00	\$ 2,616,130
Compensation & Benefits						
FY 2025 Health Increase 4.10%	87,593	-	-	87,593	-	-
Compensation & Benefits Total	\$ 87,593	\$ -	\$ -	\$ 87,593	-	\$ -
Administrative & Other						
Transfer to Fund 0160	-	252,000	-	252,000	-	-
Travel and Training Cut Restoration	49,365	-	-	49,365	-	-
Transfer Public Comment Line Contract to Gen Admin	(24,000)	-	-	(24,000)	-	-
Administrative & Other Total	\$ 25,365	\$ 252,000	\$ -	\$ 277,365	-	\$ -
Grand Total	\$ 7,228,842	\$ 4,414,465	\$ 11,904,559	\$ 23,547,866	11.00	\$ 2,616,130
FY 2025 Preliminary Budget	\$ 53,998,523	\$ 4,414,465	\$ 11,904,559	\$ 70,317,547	176.00	\$ 2,616,130
Change from FY 2025 Target	\$ 7,228,842	\$ 4,414,465	\$ 11,904,559	\$ 23,547,866	11.00	\$ 2,616,130
Change from FY 2024 Adopted	\$ 7,996,401	\$ 1,251,317	\$ 6,673,159	\$ 15,920,877	11.00	\$ 2,616,130

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Information Technology Services (ITS) includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$3,163,148 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for ITS includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
An increase in operating resources for the increased cost of software-as-a-service agreements, software licenses, and other maintenance requirements.	\$ -	\$3,052,897	\$3,052,897	-
An increase in personnel resources for five new FTEs to create a Corporate Security Office, as well as associated operating expenses, including needed software and equipment.	-	1,336,455	1,336,455	5.00
An increase in operating resources to hire contractors to continue the Web Accessibility and Improvements project and an additional FTE to support this ongoing work	1,177,000	102,982	1,279,982	1.00
An increase in operating resources to implement the fourth phase of the Law Enforcement Enterprise Camera System program for all Travis County Public Safety agencies.	333,337	794,501	1,127,838	-
An increase in operating resources to complete the fourth phase of implementing the new HHS Enterprise Client Management System.	685,389	205,082	890,471	-
An increase in operating resources to fully fund on an annual basis the Evidence Management Software that was implemented midyear FY 2024 and two additional full-time positions to support this ongoing work	-	787,748	787,748	2.00
An increase in operating resources to continue the transition to a new IT Service Management (ITSM) solution by onboarding FMD and Juvenile Probation to the software	350,000	328,000	678,000	-
Resources for the second year of three Business Analyst SPWS originally funded in FY 2024 to work on the RMS/JMS project.	404,842	-	404,842	-
An increase in operating resources to continue a contractor to work with the Project Management Office toward the replacement of the Law Enforcement Electronic Health Records system.	395,200	-	395,200	-
An increase in personnel resources for two Systems Analyst Sr. SPWs to do critical data migration work for the RMS/JMS project.	285,636	-	285,636	-
Resources to convert two Project Mgr SPWs to FTEs to manage existing IT project workloads.	-	271,110	271,110	2.00
Resources for the second year of 2 Project Manager SPWs to manage the acquisition and implementation of the new TCSO RMS/JMS system.	256,061	-	256,061	-
Resources to convert one Special Project Worker dedicated to data governance work to an FTE	-	108,773	108,773	1.00
An increase in operating resources to continue supporting contractors for Information Security in Risk	175,000	-	175,000	-
An increase in operating resources for ongoing cybersecurity penetration testing and tabletop exercises to better respond to emerging cybersecurity threats.	100,000	-	100,000	-

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
An increase in operating resources for the Tyler Tech Constable Ticket Writers Ongoing Contract, which was added midyear in FY 2024	-	74,267	74,267	-
An increase in operating resources for additional copier leases and other copier expenses	-	54,069	54,069	-
Total Programmatic Recommendations	\$4,162,465	\$7,115,884	\$11,278,349	11.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

Included in the FY 2025 Preliminary Budget is a 50 percent restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$49,365 in ongoing operating resources for the Department. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget. All of the Administrative changes are detailed below:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Resources for a one-time transfer to Special Revenue Fund 0160, the Travis County Records Management and Preservation Fund, to support the positions in the fund for one fiscal year while adjustments are made in response to a midyear legislative change that redirected revenue from this fund	\$252,000	\$ -	\$252,000	-
Resources to restore travel and training	-	49,365	49,365	-
A correction to transfer funds for a contract from ITS to General Administration	-	(24,000)	(24,000)	-
Total Administrative and Other Funding Changes	\$252,000	\$25,365	\$277,365	-

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for ITS includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale ("redlined") that would otherwise not receive the Across the Board pay increase.	-	\$763,608	\$763,608
Resources for health insurance cost increases for FY 2025.	-	87,593	87,593
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	2,007	2,007
Incremental cost increase to shift-differential pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	1,944	1,944
Total Compensation Changes	\$-	\$855,152	\$855,152

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

The Department utilized existing internal resources for the following proposed reclassifications:

<i>Position Number</i>	<i>Current Title</i>	<i>Proposed Title</i>	<i>Proposed Salary Increase</i>
30064176	Corporate Privacy Officer	Corporate Security Officer	\$27,760
30065093	Information Security Analyst Sr	Senior Solutions Architect	\$28,925
30005185	Imaging Production Tech	Imaging Prod Tech Senior	No change
30058331	Chief Information Security Officer	Chief Risk Officer	No change

This year’s requests include the creation of two new offices within ITS, a Corporate Security Office and a Strategic Planning Office. Technology and Operations has overall been taking on a major role in countywide strategic planning, while the Commissioners Court has been working to support a more centralized County security office. In addition to these two new Offices, Technology and Operations is requesting a reorganization of the existing Risk Fund Management Office. This proposed reorganization will involve moving resources within the Risk Management Fund from HRMD Cost Centers to ITS Cost Centers to have ITS Security be responsible for property accommodation risk, and analyzing risk associated with workers compensation strategic trends. Several Risk Management positions are also proposed to move to ITS Cost Centers. Much of these proposed changes are discussed in the budget documents for HRMD and for the Risk Management Fund.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$11,904,559 for the Department. There was a reduction of \$5,231,400 to remove one-time funding for prior year capital funded projects. This is a net \$6,673,159 increase compared to the amount budgeted in the FY 2024 Adopted Budget. FY 2025 Preliminary Budget recommended CAR funding includes:

<i>Capital Funding Recommendations</i>	<i>Total</i>
Capital resources to replace information system infrastructure components that will reach either end of life or obsolescence during FY 2025	\$4,675,999
Capital resources to upgrade the countywide Genetec Security system to allow for full ITS oversight	2,750,000
Capital resources for the purchase of equipment and software for storage and network capacity needed to support existing software.	1,620,000
Capital resources to improve the Travis County Correctional Complex facility by adding or replacing fiber optic cabling, copper cabling, and telecommunications infrastructure	1,085,000
Capital resources for the installation, maintenance, and improvement of cabling infrastructure throughout Travis County including fiber optic cabling, copper cabling, and telecommunications infrastructure.	810,000
Capital resources for the newly-created Corporate Security Office, including five standard computers for new staff, one laser printer, five phone headsets, and five vehicles with vehicles radios	494,590
Capital resources to enhance the Travis County Correctional Complex wireless coverage to enable the use of a new electronic health records system	236,000

<i>Capital Funding Recommendations</i>	<i>Total</i>
Capital resource to purchase shelving units to enhance the Archives storage capacity, which would otherwise run out of available space in calendar year 2026	200,000
Centrally budgeted computers for positions	32,970
Total Capital Funding Recommendations	\$11,904,559

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the ITS budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
PCI Compliance for Tax Office	\$734,000
Network Analytics Tool	500,000
Endpoint Privileged Access Management	350,000
Assessment for Technology and Operations Departments	250,000
Asset Management Solution	200,000
Annual DocuSign Increase	150,000
Postage Earmark	150,000
Total Allocated Reserve Earmarks	\$1,300,000

<i>Recommended CAR Reserve Earmarks</i>	<i>Total</i>
Network Segmentation	\$282,130
Total CAR Reserve Earmarks	\$282,130

In addition to these Earmark against the Allocated Reserve, there is also an Integrated Justice Reserve of \$16,903,725 which includes funding for various projects that will be managed by ITS.

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, ITS has one revenue generating contracts it manages and that contract is being adjusted for FY 2025. Recommended changes to any revenue contracts will be presented to the Commissioners Court at the next contract renewal or according to the terms of the contract.

<i>Central Contract Name</i>	<i>FY 2024 Contract Amount</i>	<i>FY 2025 Proposed Contract Amount</i>	<i>Justification for FY 2025 Proposed Contract Amount</i>
ITS Services for Travis County Housing Authority	\$36,155	\$37,601	Contract will be renewed in FY 25 for an additional three years

VACANT POSITIONS

The Information Technology Services Department currently has five total vacancies, out of which the following two positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Compliance and Privacy Analyst I	30062953	1.00	285.00	Candidate selected to be onboarded in July
Application Dev Analyst Sr	30066682	1.00	204.00	Position was reposted-- In Reviewing application stage

The following two positions have been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Corporate Privacy Officer	30064176	1.00	804.00	Position reclassified to Chief Security Officer
Information Security Analyst Sr	30065093	1.00	569.00	Position to be reclassified – awaiting new Segal job descriptions

The Department states information security and privacy positions are difficult to hire for as they require specialized skills and qualifications. These positions may be affected by changes proposed for FY 2025 to create a Corporate Security Office and centralized county security.

FUTURE CONSIDERATIONS

The Information Technology Services (ITS) Department is a part of the three-department Technology and Operations, which is overseen by the Technology and Operations County Executive. The three Departments--ITS, Human Resources Management (HRMD), and Facilities Management (FMD)—often work in conjunction on major initiatives.

ITS works countywide to enact several major enterprise technology solutions, including ongoing projects like the Records Management System/Jail Management System, the replacement of HHS’s Enterprise Case Management System, a new health records system in TCSO, enterprise body and vehicle cameras for law enforcement, and the ongoing project of digitizing many county processes. The department also holds several central budgets, such as postage copier leases, trunk lines and software licenses. The department monitors usage and works to keep those cost increases to a minimum, however, cannot always control usage by other departments. Also, in regard to software, most companies now employ a software-as-service model which helps keep software more secure and up to date, but it is a growing ongoing expense for the County.

Along with these ongoing projects, several newer projects have become more active as they have been prioritized by the Commissioners Court and the community, including projects related to the development of a Diversion Center, the need for better data governance, web accessibility, how to utilize AI effectively and responsibly, and projects related to the adaptive workforce. ITS continues to need to manage its existing workload with new projects that require significant resources to effectively implement and maintain. Many of the FY 2025 requests relate to this need to manage staffing resources between

regular operations of ITS and project operations, and the need for long-term strategic and enterprise project management to best understand how to provide these services to the County.

Security, both information security and physical security of County facilities and staff, continues to require investment, particularly as cybersecurity threats have increased nationwide in recent years. ITS is diligent in keeping up with the latest standards, processes, and technology related to cybersecurity and will request resources as needed to upgrade hardware, software, and best practices whenever necessary to meet these standards.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST 1: LFRF-FUNDED APPLICATIONS MANAGER SPW TO FTE

<i>Program:</i>	Application Development & Production Support (112)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	177,981	-	-	-
Operating	-	-	-	-
Subtotal	\$ 177,981	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 177,981	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 177,981	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS is requesting \$177,981 to convert an existing LFRF funded Applications Manager SPW to 1.0 FTE. The Applications Manager SPW has been managing the ITS & Web Services team since May 2022 after the previous Applications Manager shifted positions to manage the Digital Equity program. Since that was an LFRF-funded program, PBO determined that the backfill position also be LFRF funded. Since this position will not qualify for grant funding past December 2024, ITS requests that this critical management position be added as an FTE in the General Fund. The Department states that the Digital Equity Team has been tasked with not only completing a broadband study but is now a critical part of the data governance and mental health diversion initiative, which necessitates the continuation of the program and making both the Applications Manager and the Program Manager for Digital Equity permanent. The department states that the need for a replacement FTE was identified when the Program Manager role was created.

The requested IT Manager FTE exists to oversee a multi-disciplinary team that provides services including digital and content strategy, user research, usability design, web development and technical writing. This team also manages and maintains eight different Travis County websites, including the primary Travis County website, which is undergoing a significant rebuilding project over the next few years. The Department states that a consistent and permanent management position that can understand the intricacies, stakeholders, and objectives of the project is important to ensure the success of the multi-year initiative. Because this manager provides leadership and direction surrounding the division's goals and strategies and oversees day-to-day operations, a permanent manager can ensure a culture of innovation and improvement, institutional knowledge retention, and the opportunity for long-term strategic planning and talent development for the Digital & Web Services team.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

As reported to Commissioners Court during the December 19, 2023, LFRF update, in November 2023, the Treasury issued an Obligation Interim Final Rule (IFR) to address LFRF recipients questions and comments regarding the definition of "obligation"

as it pertains to the Treasury's requirements that all LFRF funds be "obligated" by December 31, 2024. This IFR provided clarification on the definition and provided related guidance specifically regarding which personnel costs are allowable after the December 31, 2024, obligation deadline and until the expenditure deadline of December 31, 2026.

These clarifications provided specific limitations on personnel expenses after the obligation deadline, allowing only those personnel directly involved in LFRF administrative work, such as reporting and compliance, single audit work, record retention and internal control requirements, property standards, environmental compliance requirements, and civil rights and nondiscrimination requirements, to be funded through LFRF resources after December 31, 2024 and through December 31, 2026. Based on these changes, PBO commenced work to develop recommendations for how to fund the 51 Special Project Worker positions that were funded through the LFRF, considering that many of them would no longer be eligible for LFRF funding after December 31, 2024, based on the November Treasury guidance. This position, the Applications Manager, was thought to not be eligible for ongoing LFRF funding based on this new guidance.

On March 29, 2024, the Treasury released a new set of Frequently Asked Questions which changes this guidance to allow recipients to consider funds obligated under LFRF rules for any personnel whose salary may be paid under an eligible use of SLFRF funds through December 31, 2026, for any position that existed and was filled by December 31, 2024. This is an expansion of the previous understanding from the November 2023 Treasury Guidelines. In addition, reporting deadlines for personnel expenses were moved from April 30, 2024, to July 2024 for administrative expenses and January 2025 for all other personnel. PBO did not complete its analysis of this new information before ITS submitted its budget request, so PBO recommended that ITS submit all LFRF-related positions that may have been ineligible under the LFRF under the November 2023 guidance through the budget process in case they would need General Fund resources.

This position was originally funded through the LFRF, and it was authorized to continue until December 31, 2024. Per Court action on July 23, 2024, this position will continue to be funded through the LFRF until the end of FY 2025. The Department should plan to resubmit this position for consideration in the FY 2026 budget process.

REQUEST 2: CORPORATE SECURITY OFFICE

<i>Program:</i>	Administration			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	5.00	5.00	5.00	5.00
Personnel	789,845	789,845	789,845	789,845
Operating	527,800	546,610	546,610	546,610
Subtotal	\$ 1,317,645	\$ 1,336,455	\$ 1,336,455	\$ 1,336,455
Capital	536,300	536,300	-	-
Dpt Total	\$ 1,853,945	\$ 1,872,755	\$ 1,336,455	\$ 1,336,455
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,853,945	\$ 1,872,755	\$ 1,336,455	\$ 1,336,455

DEPT. SUMMARY OF REQUEST

ITS is requesting \$1,853,945 for a new Corporate Security Office. Commissioners Court directed staff to create the Corporate Security Office on April 9, 2024, which will consolidate physical security with other functions and allow the County to better evaluate and reduce current and future risks to people and property. This request includes ongoing personnel funding of \$789,845 for the requested five FTEs and a corresponding \$26,000 ongoing in operating for supplies, equipment, and training/travel for these positions. In addition to the five FTEs, ITS is requesting \$500,000 in ongoing operating for IT consulting related to security and \$536,300 in capital funding for software, hardware, vehicles, and other capitalizable equipment for this office.

The creation of the new Office includes the transfer of all FMD Security personnel from Facilities to Corporate Security as well as the creation of five FTEs included in this request. The 5 FTEs include a supervisor, 3 security personnel, and a security analyst.

The Department states that physical security is currently not cohesively managed, which may leave the security function diluted by other non-security functions and activities. A singular, comprehensive security office will allow for efficient and effective operations and the addition of additional security services that are essential to the safety and security of Travis County employees and assets. The Department states that the creation of a Corporate Security Office will allow for improved service levels and performance for other departments due to a safer working environment. Furthermore, departments that perform their own security functions will be able to concentrate efforts on services more directly related to their mission.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends \$1,872,755, including ongoing personnel funding of \$789,845 for the requested five FTEs and a corresponding \$26,000 ongoing in operating for supplies, equipment, and training/travel for these positions. In addition to the five FTEs, PBO recommends \$500,000 in ongoing operating for IT consulting related to security. PBO also recommends

\$536,300 in capital funding for software, hardware, and other capitalizable equipment for this office. Finally, after budget submission, ITS worked with the Courts to identify a software solution for online security for judges. The ongoing contract amount for this, \$18,810, is also included in this request.

On April 9, 2024, Commissioners Court approved an action to direct Technology and Operations to create a Corporate Security Office which will aim to consolidate physical security with other security-related functions. This request and PBO's recommendation are in response to that direction.

As of May 21, 2024, ITS reclassified position 30064176, the Corporate Privacy Officer, to a Chief Security Officer position. This position will act as the leadership for this centralized Corporate Security Office. The FMD Physical Security Division will now report to the Chief Corporate Security Officer. In addition to these changes, there are ongoing discussions about additional adjustments to be made to further centralize security within the County, including consolidating roles and responsibilities from other Departments and Offices, including FMD, Constables, and Travis County Sheriff's Office. There are requests in the Constable, Precinct Five and Travis County Sheriff's Office related to this project, and recommendations related to those requests are included in the relevant write-ups for those Offices. PBO will continue to work with Constable, Precinct Five, other County law enforcement offices and departments, as well as the County Executive for Technology and Operations to best address this need based on directives by the Commissioners Court and make funding recommendations for its cost later in the FY 2025 budget process. There may be further budgetary implications later in the budget process to ensure that funds are in the correct fund centers for all security related work.

REQUEST 3: STRATEGIC PLANNING PROGRAM OFFICE

<i>Program:</i>	Administration			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	-	-	-
Personnel	290,622	-	-	-
Operating	107,400	-	-	-
Subtotal	\$ 398,022	\$ -	\$ -	\$ -
Capital	5,540	-	-	-
Dpt Total	\$ 403,562	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 403,562	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS is requesting \$403,562 to establish a Strategic Planning Program Office with two permanent staff members to organize, manage, support, and facilitate strategic planning systems and processes for Commissioners Court and Travis County departments and offices. This request includes ongoing funding for one Program Manager FTE and one Planning Manager FTE to continue implementation of the strategic planning process. The request also includes one-time funding for outside consultant resources. One FTE would have a role centered around enterprise-level project management, while the other FTE would be a subject matter expert in strategy implementation, process improvement, performance measure evaluation, and training. There is no current funding or service level for this request.

The Department states that obtaining full-time, dedicated resources is necessary to organize and drive meaningful implementation of the Vision, Mission and Strategic Goals approved by Commissioners Court on March 28, 2023. Currently, there are no dedicated full-time staff or resources available to provide program, subject matter expertise, sustainment, or project management structure to the priorities selected by the Court for the plan. Existing departments and staff will be working in inter-departmental teams to implement priorities and will need support with scheduling, training, reporting, escalations to Executive Steering Committee and Commissioners Court, performance monitoring, process improvement, and managing risks to the projects. This team would provide a consistent and cohesive structure for governance, reporting, facilitation of decision making and maintaining an enterprise cadence that would align with budget process in time for departments to submit budget requests for FY 2026 associated with the Court’s priorities.

The Department states that the successful development and implementation of the Strategic Planning system will provide a framework for data driven and fact-based decision making by tracking and benchmarking high level indicators and Key Performance Measures for Strategic Initiatives and priorities. Strategic Planning is an ongoing effort that requires systematic approaches and systems to be successful. Increased clarity enables resources to be assigned to the highest most impactful priorities of the Court, which is especially important as fiscal constraints continue to emerge on the near and mid-term horizon.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

Travis County is in the midst of a strategic planning effort intended to help the County direct its efforts and resources toward a clearly defined vision for its future and describe the difference the County will make in the lives and livelihoods of the people the County serves. The Strategic Planning process includes multiple benchmarks and milestones that will measure the County's progress to achieve specific goals and strategies to deliver the intended results. Next steps for this effort will include ranking of key strategies, identifying SMEs and implementation teams for each of the Strategic Goals, cross-walking County programs and metrics to align with those in the plan.

PBO concurs that there may be a need for a centralized office to manage the ongoing strategic planning across the county. Technology and Operations has been filling this role as the need for such planning has increased. However, PBO encourages ITS to bring this request to Commissioners Court as part of the broader strategic planning conversation, to determine if this approach and investment is the preferred method toward a cohesive countywide strategic planning structure. Similarly, this request crosses the boundaries between Technology and Operations Departments, incorporating work and resources from ITS, FMD, and HRMD. Long-term, Commissioners Court should discuss how best to manage and structure these types of projects that are broadly Technology and Operations projects but should not be managed singularly by any one of the three Departments that make up that program. A more comprehensive discussion about the potential need to reorganize Technology and Operations to better meet the County needs may be necessary.

REQUEST 4: MAINTENANCE AND SOFTWARE AS A SERVICE AGREEMENTS ANNUAL INCREASE

<i>Program:</i>	Administration (112)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	3,052,897	3,052,897	3,052,897	3,052,897
Subtotal	\$ 3,052,897	\$ 3,052,897	\$ 3,052,897	\$ 3,052,897
Capital	-	-	-	-
Dpt Total	\$ 3,052,897	\$ 3,052,897	\$ 3,052,897	\$ 3,052,897
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 3,052,897	\$ 3,052,897	\$ 3,052,897	\$ 3,052,897

DEPT. SUMMARY OF REQUEST

ITS is requesting \$3,052,897 in ongoing operations funding for the annual increase to costs of various hardware and software maintenance agreements, software as a service annual renewal, and provisions for repair services. These ITS-managed agreements span hardware and software systems being used by all elected officials and Travis County departments and number over 150. The requested amount of funding has been derived based on historic estimates or cost escalation provisions included in the applicable contracts, as well as based on both cost decreases or increases related to the removal and change of hardware and software.

The Department states that these agreements are critical to maintain and support current software and maintenance agreements on an enterprise level throughout the county and states that all performance measures within all County departments and offices would be affected if these line items are not funded adequately.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends ongoing resources in the amount of \$3,052,897 for the increased cost of maintenance agreements and software as a service (SaaS) agreements. Funding was included in the FY 2025 cost drivers for the expected cost of these contractual obligations. The list below shows all changes greater than \$40,000 and a summary line of all other changes.

Over the last six years, funding for the maintenance agreement line item has averaged \$1,084,714. This year’s request is significantly higher due to some significant contracts that have increased, including the Microsoft Software Licensing, VMWare Software and support, and additional funding needed for the ongoing cost of the body worn cameras used by law enforcement. The increase in maintenance cost for these agreements applicable to the General Fund for FY 2025 is \$3,052,897. The most significant components (greater than \$40K) of the requested changes for the upcoming fiscal year are shown below:

- Body Worn Camera hardware, software and support - \$1,061,800
- Cisco SmartNet - \$60,000
- Cloudflare DDOS subscriptions - \$77,000

- Constable/Fire Marshall Report Writing Software – \$50,000
- CrowdStrike Security Software Upgrade - \$150,000
- ESRI Sole Source License Software - \$40,000
- Flex CC UCCX Subscriptions - \$63,000
- JAMF subscription licenses - \$120,000
- MS Azure overage charges - \$50,000
- MS Enterprise Licensing - \$350,000
- Mulesoft Software Licensing - \$205,000
- Palo Alto licensing and support - \$99,300
- Printer Logic software - \$86,048
- Splunk Cloud software - \$45,000
- Tiburon IJS Software maintenance - \$75,000
- User Testing software - \$70,725
- VMWare software and support - \$500,000

REQUEST 5: TWO PROJECT MANAGER SPWS TO FTES

<i>Program:</i>	Project Management Office			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	2.00	2.00	2.00
Personnel	265,530	265,530	265,530	265,530
Operating	5,580	5,580	5,580	5,580
Subtotal	\$ 271,110	\$ 271,110	\$ 271,110	\$ 271,110
Capital	-	-	-	-
Dpt Total	\$ 271,110	\$ 271,110	\$ 271,110	\$ 271,110
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 271,110	\$ 271,110	\$ 271,110	\$ 271,110

DEPT. SUMMARY OF REQUEST

The Department is requesting \$271,110 in ongoing funding to convert two Special Project Worker (SPW) positions to permanent FTEs within the Project Management Office (PMO). This consists of one Project Manager position and one Project Manager Sr. position. The Department states that the PMO does not currently have adequate resources to execute the current workload or begin any new projects. The workload of the PMO has continued to increase, and the Department states that they feel that temporary employees do not provide a long-term viable solution to the resource needs the Department faces. This request would help the Department maintain current efforts.

The Project Manager position has been a fully utilized SPW for the past two years and does not have the bandwidth for additional projects. The position is assisting the HHS-ECMS Project Manager with a large project, supporting the Projility Project Manager tool, and is responsible for IT assessments.

The Project Manager Sr. position was converted to an SPW from a contractor position in FY 2023. This Project Manager is executing five significant enterprise project initiatives for ITS:

- QuickBooks Cloud Migration;
- Upgrade Windows Servers;
- Mobile Access Management;
- ServiceNow Implementation; and
- Legal Server for various departments in Justice Planning

The Department states that if these SPWs are not converted to permanent FTE positions, the division will be forced to place projects on hold or defer to other departments to seek resources elsewhere. Because there is already a backlog of requested projects, a continued lack of resources may result in ITS no longer being able to take on new requests and projects.

BUDGET REQUEST PERFORMANCE MEASURES

No performances measures were provided.

PBO RECOMMENDATION

PBO recommends converting these two special project workers to FTEs. PBO recognizes that these positions have now been operating in ITS since FY 2023, with one SPW hired for the office midyear in FY 2023 and another converted from a contractor Michelle Surka, FY 2025 Preliminary Budget

Information Technology Services

who was working in FY 2023 to an SPW in the FY 2024 budget. Maintenance of the current workload in PMO is dependent on these positions continuing to do their work. Many projects within ITS have been supported by Special Project Workers, particularly years-long enterprise project implementations like the HHS ECMS project or the RMS/JMS project. As these implementations are finalized, there is a need to provide maintenance support for the projects on an ongoing basis to ensure that the systems can stay up to date, maintained, functional, and assist with training and troubleshooting for end users.

REQUEST 6: IT SERVICE MANAGEMENT ENTERPRISE SOLUTION – PHASE II

<i>Program:</i>	Project Management Office			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	678,000	678,000	328,000	328,000
Subtotal	\$ 678,000	\$ 678,000	\$ 328,000	\$ 328,000
Capital	-	-	-	-
Dpt Total	\$ 678,000	\$ 678,000	\$ 328,000	\$ 328,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 678,000	\$ 678,000	\$ 328,000	\$ 328,000

DEPT. SUMMARY OF REQUEST

ITS is requesting \$678,000, including \$328,000 in ongoing funding and \$350,000 in one-time funding, for Phase II of the IT Service Management Enterprise Solution (ITSM) project. The request includes an ongoing cloud-based subscription service and one-time IT consulting expenses.

On March 26, 2024, Commissioners Court approved the first phase of a project to shift the County from the existing service management system, ChangeGear, to ServiceNow. This request is for the second phase of the project, which includes additional implementation and licensing costs. The first phase of the project, which utilized a \$421,416 transfer from the Allocated Reserve, encompassed the initial expenses of the shift from the existing service management system to ServiceNow. As mentioned in court back-up for the item, the shift to ServiceNow is cost neutral on an on-going basis because of consistently increasing ChangeGear licensing costs. Now, the Department is requesting funds for the second phase of the project, which includes onboarding other County departments, including Juvenile Probation and Facilities Management to ServiceNow.

The service management system is used to handle requests, service requests, problems, and other changes needed for software and hardware managed by Travis County’s Information Technology Services. All County offices and departments use this tool to submit helpdesk tickets to ITS. It is also used for service desk support, software and hardware change management, purchasing new systems, and asset life-cycle tracking. The Department states that ChangeGear, the existing ITSM tool, no longer adequately addresses the County’s increasingly complex requirements, and its cost has risen steadily over recent years, with an anticipated 11 percent further increase. The Department also states that ChangeGear is an “on-premise” solution that has limited the Department from using more tailored technical solutions. Funding for this request would ensure the continued implementation of ServiceNow that will allow the Department to provide support and customer service for other departments.

The Department states that increased funding for ServiceNow aligns with Travis County’s vision of efficient, user-friendly, collaborative, and data-driven IT service management. All County offices and Departments use this tool, and the Department states that a better system will allow for IT issues across the county to be solved in a timely manner.

BUDGET REQUEST PERFORMANCE MEASURES

No performances measures were provided.

PBO RECOMMENDATION

PBO recommends \$328,000 in ongoing funding and \$350,000 in one-time funding for Phase II of the IT Service Management Enterprise Solution (ITSM) project.

Commissioners Court approved a transfer of \$421,416 on March 26, 2024 to begin the first phase of a new service management agreement to replace the existing service management system, ChangeGear. This included an earmark of \$250,000 and an additional \$171,416 beyond that earmark. These were one-time costs solely to implement the new system, ServiceNow, within ITS. Phase I was net neutral on an ongoing basis because the cost of the old ChangeGear ongoing licensing was equal to the cost of the ongoing ServiceNow licenses.

Now, ITS is working to onboard the next phase of Departments to this platform, which will include Juvenile Probation and Facilities Management. Facilities Management had previously used Brightly for its centralized help desk and asset management solution. However, this company's data has started to be stored at an overseas facility, which is outside of County security standards. FMD must change its helpdesk solution imminently to maintain compliance with cybersecurity standards, and so ITS is prioritizing onboarding that Department first.

REQUEST 7: ENTERPRISE PROJECT MANAGEMENT OFFICE

<i>Program:</i>	County Executive (112)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	3.00	-	-	-
Personnel	373,909	-	-	-
Operating	11,580	-	-	-
Subtotal	\$ 385,489	\$ -	\$ -	\$ -
Capital	8,310	-	-	-
Dpt Total	\$ 393,799	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 393,799	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS is requesting \$393,799, including \$385,489 in ongoing funding and \$8,310 in one-time funding, for three FTEs (one Project Manager and two Program Manager FTEs) to staff a County Enterprise Project Management Office (EPMO). The request includes personnel funding for two project managers and one program manager and associated operating funding.

The EMPO would focus on coordinating cross-functional projects, change management, and integrated project schedules. These functions are currently managed by various Technology and Operations departments. Current projects include Travis County Strategic Planning Program, Adaptive Workplace, Broadband Adoption, Compensation Study, ADA Project, and the Commissioner Court Voting Session/CRM project. The Department states that an EPMO would provide the necessary resources to manage complex projects across multiple departments using a proven framework to help for Travis County Line Departments deliver services directly to customers. The Project Manager and Program Manager FTEs would primarily oversee the coordination of new, enterprise-wide, non-technology programs.

The Department states that there is an existing Project Management Office but that this office focuses on technical information systems and that their current project portfolio is at full capacity. Technology and Operations has already diverted three FTE to non-IT project management, but more support is necessary to allow for Commissioners Court directed, enterprise-wide projects to be successful.

This request is based on the 2019 SNAP Report recommendation to establish “a dedicated Project Management Office responsible for overseeing the development of projects for all County departments and working directly with County Executives on projects’ direction, needs, and resources.” The Department defines an EPMO as routinely responsible for all or some combination of the following three functions: performance management, including coordination with County Commissioner and Elected/Appointed Officials to guide and monitor the implementation of programs to ensure that they align with the Travis County Strategic Plan; project management, or managing implementation of enterprise projects spanning across multiple organizations; and change management, or leading enterprise change management initiatives. The EPMO is not a Program Director or a subject matter expert in any one county service but rather manages a wide range of enterprise projects across multiple departments and offices. The Program Director lays in a single business unit with duties that include coordinating, implementing, and overseeing all details of various County operations and programs. They monitor the budget, create customer delivery programs, supervise their lower-level managers, and develop better business practices for that business unit. However, they do not possess expertise in project management best practices, which necessitates the

EPMO Project Manager and Program Manager. EPMOs also design portfolio governance processes when scarce resources need to be managed across a range of projects, manage interdependencies, coordinate with other departmental/office-level program and project managers.

The Department states that the EPMO is a pressing need as the Travis County Strategic Planning Program, Adaptive Workplace, Broadband Adoption, Compensation Study, and other projects are all Commissioners Court approved and required unified, enterprise-level management and support.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

Similarly to the request for a Strategic Planning Program Office, PBO concurs that there is likely a need for a centralized office to manage enterprise-wide projects across the County, particularly as these projects become more prevalent and more complex. A central Department that oversees multiple program managers in various Departments would help facilitate a more cohesive planning structure for complex project.

PBO encourages Technology and Operations to bring this request to Commissioners Court as part of a broader strategic planning and possible reorganization conversation, to determine if this approach and investment is the preferred method toward a cohesive countywide planning structure. This request crosses the boundaries between Technology and Operations Departments, incorporating work and resources from ITS, FMD, and HRMD, and will likely require extensive coordination between other Departments as well. Long-term, Commissioners Court should discuss how best to manage and structure cross-departmental planning structures. A more comprehensive discussion and Commissioners Court support for such a structure is needed to ensure that this is aligned with Countywide directives and planning.

REQUEST 8: TECHNOLOGY ASSESSMENT PROGRAM MANAGER

<i>Program:</i>	Enterprise Infrastructure Services (112)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	164,130	-	-	-
Operating	3,250	-	-	-
Subtotal	\$ 167,380	\$ -	\$ -	\$ -
Capital	2,770	-	-	-
Dpt Total	\$ 170,150	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 170,150	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS is requesting \$170,150, including \$167,380 in ongoing funding and \$2,770 in one-time funding for a Technology Assessment Program Manager FTE. This employee will be accountable for all Technology Assessments received from the departments requesting new technologies, in addition to managing the ITS Service Catalog and the Application Inventory.

Since 2018, ITS has implemented a Technology Assessment program aimed at evaluating new technology requests. This evaluation is critical to identify cybersecurity and operational risks, prevent product duplication, and align new technologies with organization goals. The ITS department has staffed this program exclusively with existing resources from a combination of Security, Operations, and Project Management office personnel. The Department states that the influx of new assessment requests has continued to grow and is no longer sustainable with existing resources. A full-time employee is now required to manage this program.

More detailed duties for the Technology Assessment Program Manager include:

1. Managing the Technology Assessment Program
 - Receiving assessment requests from departments and coordinating between requesting department and technology teams;
 - Reviewing the Service Catalog to identify possible duplication of technologies; and
 - Ensuring that technology support teams review assessments timely and thoroughly.
2. Manage the ITS Service Catalog
 - Maintain and constantly update the Service Catalog that contains all ITS provided services available to customers;
 - Identify gaps in the Service Catalog that cause customers to submit new Technology Assessments; and
 - Maintain documentation describing all ITS services.
3. Manage the ITS Application Inventory
 - Routinely scan the environment for applications in use and keep an ongoing inventory.

The Department states that this request will provide improved documentation for the Technology Assessment program, reduced technology duplication, improved response times for technology assessments, and an improved cybersecurity posture.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of Technology Assessments Received	88	104	122	138	138	150
ITS response time to approve or deny Technology Assessment requests	15 business days	24 business days	27 business days	36 business days	14 business days	14 business days

PBO RECOMMENDATION

PBO is not at this time recommending additional staff for this program due to limitations in ongoing revenue, however if additional revenue is identified later in the budget process, ITS may wish to highlight this is a priority position to better manage workload. PBO recognizes that as the County has grown, managing IT assessments ad hoc within the roles of other staff is not sufficient and a full-time dedicated position for this role may be necessary.

PBO acknowledges that ITS continues to see an increase in requests for Technology Assessments as Departments and Offices work to improve their technology uses. This work, as well as the work to manage the ITS Service Catalog and keep an ongoing inventory of technology used by the County, is critical to the ongoing work of upgrading the technology used by the County to keep up with currently available resources and maintain service levels in an environment that requires a higher degree of tech infrastructure. The number of technology assessments received has increased by a projected 38.6 percent from FY 2022 to FY 2024. Without additional staffing, it will take longer for ITS to respond to all ITS assessment requests, increasing from 27 business days to 36 business days. This will slow the countywide uptake of new technology. ITS has implemented some strategies to triage requests for tech assessments that may decrease the response time without added staffing resources. PBO would support the Department reclassifying an existing position or using internal funds to support this need.

REQUEST 9: WEB ACCESSIBILITY AND MODERNIZATION

<i>Program:</i>	Application Development and Production Support (112)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	1.00	1.00	1.00
Personnel	207,819	96,382	96,382	96,382
Operating	1,189,800	1,183,600	6,600	6,600
Subtotal	\$ 1,397,619	\$ 1,279,982	\$ 102,982	\$ 102,982
Capital	-	5,540	-	-
Dpt Total	\$ 1,397,619	\$ 1,285,522	\$ 102,982	\$ 102,982
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,397,619	\$ 1,285,522	\$ 102,982	\$ 102,982

DEPT. SUMMARY OF REQUEST

ITS is requesting \$1,397,619, including \$1,177,000 in one-time funding and \$220,619 in ongoing funding, for two FTEs and consulting services to rebuild the main Travis County website. This includes an Application Development Analyst FTE, a Webmaster FTE, and \$1,177,000 in funding for IT consulting services. The objective of this request is to improve the digital services experience for constituents so that information is accessible, useful, and trustworthy. This is a three-year project, and this request is for the foundational first year of the project.

The Department states that it is planning to rebuild the Travis County main website with a focus on the user journey through county services, mobile responsiveness, as well as the relevance, accessibility, and usability of content. The Department lists the following issues with the current website:

1. User journey through County services is difficult.
2. Webpage and PDF accessibility needs improvement.
3. Content governance maturity is lacking; and
4. Limited staff resources.

Limited staff resources The Department provided comments from public testers of the current website, which include remarks that it is difficult to find the information you are looking for unless you know exactly which department provides the desired service. Furthermore, departments throughout the County echoed public sentiment, indicating that the content needs to be cleaned up and simplified. The Department states that site content and navigation is department-centric rather than user or service-centric. Some service information is missing or disconnected across department pages. With over 3,000 pages and 6,000 PDFs, roughly 62 percent of the content has not been updated in over a year. Some of the oldest content goes back to 2014, and 25 percent of the content has never been updated.

Furthermore, the Department states that the website contains over 6,500 published PDFs that are not responsive on mobile devices and are not fully optimized for the Americans with Disabilities Act (ADA) Section 508 or Web Content Accessibility Guidelines (WCAG 2.2) standards. Lastly, the Department states that the web team of five FTEs currently maintains eight different county websites and responds to various sizes of project and change requests. Rebuilding the website is long overdue but requires significant dedicated resources and collaboration among County departments, something that is not

possible with under current resource constraints. The team is currently supplemented by a webmaster contractor, but this contract expires in September 2024.

The Department states that this request will lead to a newly designed Travis County website that is accessible, inclusive, and usable for all constituents. If done successfully, the new website will be more compliant with ADA standards and WCAG Accessibility Guidelines, will have remediated, archived, or converted public PDFs to interactive forms and website, and will fold in continued user research resting to refine the site content, design, and architecture.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided for this request.

PBO RECOMMENDATION

PBO recommends one-time funding of \$1,177,000 for IT consulting services to move forward with this critical project. This is one of the county priorities that has been highlighted as part of the strategic planning process and an inaccessible website continues to be an impediment to effective public communication. In addition, PBO recommends \$102,982 in ongoing resources for a Webmaster FTE, including \$96,382 in personnel, \$6,600 for ongoing operating, and \$5,540 for computer equipment for the position.

PBO recognizes the importance of having an accessible, well-managed suite of web pages for Travis County constituents to interact with and recognizes that current resources in the Department are not sufficient to both continue to maintain the website and respond to ad hoc help desk needs while also improving the accessibility and long-term functionality of the site. Residents likely interact with the County through web pages maintained by Information Technology Services more than any other method, with 2.1 million hits on the website last year. Commissioners Court has recently recognized the importance of the County's webpages and have included strategies as part of a recent strategic planning initiative to address perceived deficiencies in the County's web services. Strategy T2 under "Improve County Service Delivery" calls for the County to "improve Travis County website to provide expanded digital services and provide greater clarity, ease of use, and accessibility." This request directly contributes to this organizational strategy by aiming to improve the County's average webpage accessibility score as determined by the Americans with Disabilities Act, Section 508 of the Rehabilitation Act, and the Web Content Accessibility Guidelines (WCAG). In its current state, the Travis County website does not meet WCAG best practices.

This request would allow the Department to expand its existing webpage services beyond what it currently accomplishes. Currently the Department has two FTEs dedicated to the County's webpages, a Webmaster Sr. and a Webmaster, and they cannot accomplish many of the organization's goals around webpage accessibility and content service delivery without additional resources to procure tools and contracted labor to assist with major overhauls. The Department has utilized existing resources to gather surveys and data to better understand the changes that are needed to best improve the website. The Department has been utilizing resources from an ADA Earmark to fund a webmaster contractor to assist with some of the work related to this project, but an ongoing position is appropriate to assist as the County's web presence and functionality strives to improve.

REQUEST 10: REDUCE MOBILE COMPUTER REPLACEMENT FROM 5 YEARS TO 4 YEARS

DEPT. SUMMARY OF REQUEST

This request is detailed and analyzed in the write up for Department 190, which manages central computers.

PBO RECOMMENDATION

This request is detailed and analyzed in the write up for Department 190, which manages central computers.

REQUEST 11: INCREASED STORAGE CAPACITY IN ARCHIVES

<i>Program:</i>	Archives (112)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	200,000	200,000	-	-
Dpt Total	\$ 200,000	\$ 200,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 200,000	\$ 200,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS is requesting one-time funds of \$200,000 to increase the physical storage capacity of the existing Travis County Archives space in the Ruiz Building. The Department estimates that the Archives will run out of physical storage space in calendar year 2026.

The Archives were originally established in the Ruiz Building in 2010. The County had planned for a ten-year occupancy with relocation to a larger space in 2020. These plans have been delayed and the existing space, as anticipated, will not be sufficient without improvements. The request will install high-capacity storage to continue to accommodate anticipated increases in growth of archives, including taking records currently stored at Iron Mountain into the Ruiz Building, which will reduce offsite storage costs and better protect Travis County records.

ITS anticipates that when the Archives are moved to a permanent home in the 2030s, all storage racks and equipment will be able to be repurposed. If this request is not funded, the County will likely need to spend more on offsite storage.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO recommends one-time capital funding of \$200,000 to purchase the necessary shelving units to make this space functional for ongoing Travis County Archives storage into the 2030s. Currently, it is unknown when the Archives will move a permanent home. Expanding this existing facility’s functional storage space to accommodate the projected growth for the next six or more years will ensure that the County has the time needed to prepare for a long-term solution. As the Department notes, these shelving units will be able to be reused and repurposed in another facility should they not be needed in the future. Offsite storage has posed problems recently, resulting in damage to County archives, so expanding the use of off-site storage is not the preferred solution to ensure security and preservation of all County records.

REQUEST 12: COMMISSIONERS COURT DVDS TO CLOUD STORAGE (REQUESTED IN FUND 0160)

<i>Program:</i>	Archives			
<i>Fund/Fund#:</i>	TC Records Mgmt & Pres Fund (0160)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	185,000	-	-	-
Subtotal	\$ 185,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 185,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 185,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Travis County Commissioners Court meetings are recorded on DVDs and housed in the Travis County Archives. The industry standard best practice is to migrate records like these from physical media to cloud storage. ITS is requesting \$145,000 of one-time funding and \$40,000 on an ongoing basis to digitize the 5,179 DVD-Video discs in their possession which contain recordings of Commissioners Court meetings. ITS would use an existing Travis County vendor to convert their discs and host them on a cloud server, as is recommended as best practice by the National Archives and Records Administration.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

Due to statutory changes in the allowable uses for the Special Revenue Fund 0160, the Records Management and Preservation Account which were enacted as part of the 88th Legislative Regular Session, the fees that were being diverted to this fund are now budgeted in the County Clerk Records Management Fund and the District Clerk Records Management Fund. These funds can only be used by the County Clerk and District Clerk respectively. There is no ongoing revenue included in FY 2025 Revenue Estimates for Special Fund 0160, and PBO will be working with the impacted Departments to adjust the budgeted expenses in Fund 0160 as needed.

As such, PBO does not recommend funding for this new project at this time as there are not available funds in the designated Special Revenue Fund for this expense. It may be possible to adjust the ownership of this work to allow for the ongoing portion of this project to be funded out of an existing County Clerk special revenue fund that allows these types of expenses.

REQUEST 13: CENTRAL COMPUTER REPLACEMENT

DEPT. SUMMARY OF REQUEST

This request is detailed and analyzed in the write up for Department 190, which manages central computers.

PBO RECOMMENDATION

This request is detailed and analyzed in the write up for Department 190, which manages central computers.

REQUEST 14: INTRANET PACKAGED SOLUTION

<i>Program:</i>	Application Development and Production Support			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	250,000	-	-	-
Subtotal	\$ 250,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 250,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 250,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS is requesting \$200,000 ongoing and \$50,000 one-time to implement an intranet packaged solution (IPS). An “intranet” site is a private internal website accessible only within an organization, used for sharing information, collaboration, and communication among employees. Travis County has an external website for constituents and an internal website for employees.

An intranet packaged solution would provide a central intranet, personalized for each employee with tools and information needed for each person. This tool would allow for greater digital collaboration, especially as so much of the Travis County workforce is working from home or working from the field, rather than centralized offices.

The County is currently working to rebuild its public-facing website. ITS notes that it does not have the staffing bandwidth to both rebuild the public-facing website and the intranet. Using an intranet packaged solution would allow the ITS Web team to outsource the work of customizing the intranet, with only minimal management needed once the solution is implemented. The goals of the IPS would be:

1. Streamlined Communication and Collaboration:
 - An intranet provides a centralized platform for employees to communicate, collaborate, and share information; and
 - Travis County can break down silos, foster teamwork, and ensure everyone stays informed.
2. Efficient Access to Resources:
 - With an intranet, employees can quickly find essential documents, policies, and procedures; and
 - Imagine easy access to forms, FAQs, and department-specific information—all in one place.
 - Enhanced Employee Engagement:
 - An engaging intranet boosts morale and productivity; and
 - Travis County can share news, recognize achievements, and create interactive spaces for employees.
3. Secure Information Sharing:
 - Intranets are secure by design, ensuring sensitive data stays within the organization; and
 - Travis County can share updates, announcements, and confidential materials confidently.
4. Process Automation and Self-Service:
 - Travis County can automate routine tasks, such as leave requests or IT support tickets; and

- Employees benefit from self-service options, reducing administrative overhead.
5. Support for Remote Work and Mobile Access:
- Intranets adapt to modern work styles; and
 - Travis County employees can access information from anywhere, whether working in the office or remotely.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO is not recommending resources for an intranet packaged solution at this time. Similarly to the web accessibility project, a more accessible and functional intranet would benefit Travis County employees and ultimately benefit the residents served by the County. Updating the intranet is a part of the work that must be undertaken as part of the overhaul of the Travis County website as any changes that are made to the website backend infrastructure will need to connect to the Intranet site as well. Without this packaged solution, this work will need to be done by current ITS staff and contractors. A packaged solution would provide an easier and smoother transition, both in the amount of labor needed to be done by ITS and the transition period that end users may experience while ITS works to simultaneously update the front-facing public website and the intranet site. The packaged solution would also provide ongoing support for the intranet—without the IPS, county staff will also need to take on intranet ongoing support, further stretching the workload of current staff.

Based on current available ongoing revenue, PBO is unable to recommend ongoing funding for new projects. Typically, additional revenue is available for Budget Markup in early September compared to what is available in late July for the Preliminary Budget. However, based on discussions with the Travis County Appraisal District (TCAD) and the Revenue Estimation Unit within the County Auditor’s Office, it is likely that there will not be significant additional revenues beyond those within the FY 2025 Preliminary Budget.

PBO understands this request is an important issue for the Department and that the Department may wish to discuss it as part of a budget hearing with Commissioners Court later in the budget process. A budget hearing for high-cost projects that are part of the overall strategic planning of the Department may be an appropriate way to best prioritize some of the most high-resource projects within existing budget limitations.

REQUEST 15: IT SERVICE MANAGEMENT ENTERPRISE SOLUTION MONITORING APPLICATION

<i>Program:</i>	Application Development and Production Support			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	500,000	-	-	-
Subtotal	\$ 500,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 500,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 500,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS is requesting \$500,000 in one-time funding to purchase and implement a monitoring solution. As part of its daily work to manage the technology of the Travis County workforce, ITS monitors network outages and service interruptions. The current monitoring technology ITS uses has been operating for ten years and is outdated. It does not always adequately report outages and service interruptions proactively, and there has been a 25 percent increase in client-reported outages in the last quarter of the fiscal year. This metric is considered to represent a failed monitoring system.

This monitoring system would first be implemented on a limited basis to study its effectiveness. After a six-month proof of concept, Travis County ITS would evaluate and determine whether the solution should be broadly rolled out. The initial licensing, professional services, and implementation would take \$500,000 one-time as requested for FY 2025, but ongoing annual maintenance for this system should it be broadly utilized across the County in future fiscal years would be \$250,000 annually.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

PBO is not recommending funding to improve ITS’ monitoring application in the FY 2025 Preliminary Budget. While this request would allow ITS to make needed improvements to the network outage and service monitoring system, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget, due to very limited resources. SB 2 (86th Legislature) does not allow Commissioners to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside of specific eligible adjustments per statute. The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include county-wide compensation and benefits as well as contractual and other mandated/required expenditures as we know them. While this request is for one-time resources, there would be a \$250,000 ongoing component should the software be adopted.

REQUEST 16: DATA GOVERNANCE AND VIRTUALIZATION SOFTWARE

<i>Program:</i>	Application Development & Production Support			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	350,000	-	-	-
Subtotal	\$ 350,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 350,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 350,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Enterprise Data & Analytics team in ITS is requesting \$350,000 ongoing to implement a data governance and virtualization solution to better manage data sharing, security, and analysis countywide.

ITS notes that there are many concerns across the county related to data usage, replication, distribution, and sharing. Some of these issues were identified as part of the recent mental health diversion study that was funded through the LFRF. This proposed tool would allow for predictable data movement and security and will provide a foundation for modernizing reporting at Travis County.

Currently, Travis County data sharing is managed primarily via the delivery of reports through emailed PDFs that are created centrally through SQL Server Reporting Services, a service developed in 2004. The proposed solution will integrate with Power BI which is currently used on a limited basis by the County. ITS notes that this will improve the County’s ability to manage sensitive data sharing and the County’s ability to monitor and audit data.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided.

PBO RECOMMENDATION

This request, like many other requests, has merit and would be considered for inclusion in the Preliminary Budget if resources were not scarce. At this time, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget. Based on discussions with the Travis County Appraisal District (TCAD) and the Revenue Estimation Unit within the County Auditor’s Office, it is not likely that there will be significant additional revenues beyond those within the FY 2025 Preliminary Budget. However, PBO recognizes that this request has been prioritized by Court in its strategic planning discussions and this item could merit discussion at a budget hearing and budget markup in August should any additional available resources materialize in later revenue estimates.

This request would improve the County’s ability to manage and control access to County data, and ensure that there is a consistent, traceable, secure, and auditable centralized data framework to serve as the backbone of the County’s data infrastructure. Right now, much of the County’s data infrastructure is decentralized, with Departments and Office accessing

and using county data within their own frameworks or projects without centralized control. This puts the County at risk, particularly if data is misused or accidentally leaked. With this proposed software solution, ITS could be centrally responsible for who accesses which data sources and can trace how they are used and shared, making for a more secure process. As the County works to build better and more interconnected data systems, in particular to aid in work related to the justice system, having a centralized data governance infrastructure is critical to ensuring that data is used responsibly. PBO recommends that ITS explore whether this proposed solution is the optimal one for the County and consider soliciting the services of a contractor or other expert to help identify the best process forward for data governance, if necessary. PBO also notes that this project, as it interacts with data needs related to the Diversion project, may be eligible for LFRF funds that are currently allocated for Diversion-related data projects.

REQUEST 17: PMO INTAKE BUSINESS ANALYST III

<i>Program:</i>	Project Management Office			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	144,056	-	-	-
Operating	4,320	-	-	-
Subtotal	\$ 148,376	\$ -	\$ -	\$ -
Capital	2,600	-	-	-
Dpt Total	\$ 150,976	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 150,976	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS is requesting the addition of a Business Analyst III position to its Intake Team. This position would allow the team to better manage workload of high complexity business analysis tasks.

In FY 2024, the team received funding for three Business Analyst III Special Project Workers intended to work entirely on the RMS/JMS project. Earlier in the year, the BA III SPWs were not yet needed on that project as earlier phases were completed. These three SPWs instead worked on the Intake Team backlog of projects, assisting with existing workload. As of April 2024, these three SPWs have fully transitioned to their intended roles as dedicated RMS/JMS project staff. Having the ability to utilize these three SPWs for Intake Team projects highlighted the need for more experienced and specialized Business Analysts on the team. In particular, the Intake Team notes that the two upcoming projects would most benefit from the addition of a BA III:

1. Analysis of the Mental Health Diversion Program - Conduct an evaluation of the Mental Health Diversion Program and provide suggestions regarding the necessary resources and expertise, accompanied by a staffing budget estimate. This is not a small undertaking and will require a dedicated resource for the intake process.
2. Collecting Requirements for an Audit Management System - This is an endeavor of moderate difficulty that entails gathering requirements for a novel audit system designed to oversee both financial and technical audits.

BUDGET REQUEST PERFORMANCE MEASURES

Performance measures were not provided for this request.

PBO RECOMMENDATION

PBO does not recommend ongoing funds for an additional Business Analyst III in the Intake Team at this time. As ITS continues to participate in more complex countywide initiatives like the Mental Health Diversion program, it will be vital to include anticipated costs for ITS’ assistance in the overall expected project costs. PBO will work with ITS, the Commissioners Court, and all relevant departments to incorporate any expected ITS expenses in the overall project plan for the Mental Health Diversion project as it is developed. Having a comprehensive overview of all costs associated with a countywide priority such as the Mental Health Diversion program will ensure that the full scope of program needs are met and the full ongoing cost of the project is understood early in the process.

In addition, the Audit Management System noted in this request will not be funded in FY 2025 and will likely instead be funded in FY 2026. The need for this position should be discussed and included as an overall associated cost for that project, if ITS believes it needs additional staffing to work on that project. For work directly related to the Diversion System planning, PBO recommends that ITS investigate whether a Special Project Worker funded through the LFRF funds allocated for Diversion-related data projects could be an appropriate funding source for this work.

REQUEST 18: END OF LIFE HARDWARE

<i>Program:</i>	Enterprise Infrastructure Services			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	4,675,999	4,675,999	-	-
Dpt Total	\$ 4,675,999	\$ 4,675,999	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 4,675,999	\$ 4,675,999	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Travis County has several assets that have either reached the end of their usable life or will do so during FY 2025. This equipment and infrastructure must be replaced to ensure service delivery for all Travis County departments. In addition, Travis County no longer can purchase maintenance contracts from the manufacturers for devices that are past their usable life. This means there is no hardware replacement, or technical support for those items.

BUDGET REQUEST PERFORMANCE MEASURES

Performance measures were not provided for this request.

PBO RECOMMENDATION

PBO recommends one-time resources for the cost of information technology hardware at the end of their useful life and that require replacement.

REQUEST 19: SERVER, STORAGE, AND NETWORK GROWTH

<i>Program:</i>	Enterprise Infrastructure Services			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	1,620,000	1,620,000	-	-
Dpt Total	\$ 1,620,000	\$ 1,620,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,620,000	\$ 1,620,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS is requesting \$1,620,000 in capital funding for the purchase of the equipment and software necessary to support the growth in additional storage, computing resources, batteries, network equipment, or licenses necessary to maintain the services that ITS provides to Travis County. This funding allows Travis County to provide a cost-effective solution for storing and backing up the County’s critical data, absorb the year-on-year growth of existing applications and their associated data, improve the management capabilities of the Network team to support this growth, and provide the appropriate kind and capacity backup batteries for this year’s end-of-life replacement of networking switches and routers. This year’s request also includes funding for SQL upgrades related to hardware running the Court’s Odyssey program, making it more expensive than prior year investments. Below is a breakdown of the funds requested:

- Additional Network Capacity - \$550,000
- Microsoft SQL Upgrades for Odyssey- \$600,000
- Storage expansion - \$250,000
- UPS growth & replacements - \$70,000
- Teams Meeting Rooms - \$150,000

BUDGET REQUEST PERFORMANCE MEASURES

Performance measures were not provided for this request.

PBO RECOMMENDATION

PBO recommends one-time resources for the cost of additional network capacity, additional server storage, the replacement of uninterrupted power supplies, and hardware and software for Teams meeting rooms.

REQUEST 20: CABLING AND INFRASTRUCTURE EXPANSION AND LIFECYCLE

<i>Program:</i>	Enterprise Infrastructure Services			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	810,000	810,000	-	-
Dpt Total	\$ 810,000	\$ 810,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 810,000	\$ 810,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS requests \$810,000 for the installation, maintenance, and improvement of the Travis County cabling and infrastructure. This initiative will build or replace fiber optic cabling, copper cabling, and telecommunications infrastructure in Travis County locations that have either dilapidated infrastructure or completely lack modern telecommunications.

BUDGET REQUEST PERFORMANCE MEASURES

Performance measures were not provided for this request.

PBO RECOMMENDATION

PBO recommends one-time resources for the cost of replacing or expanding fiber optic cabling, copper cabling, and other telecommunications infrastructure.

REQUEST 21: EARMARKS TO ROLL INTO FY 2025

<i>Program:</i>	Various			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	1,832,130	1,582,130	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 1,832,130	\$ 1,582,130	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,832,130	\$ 1,582,130	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

In FY 2024, the Adopted Budget included the following earmarks:

- \$500,000 for Network Analytics Tool
- \$350,000 for Endpoint Privileged Access Management
- \$250,000 for Vendor Access Management
- \$200,000 for Asset Management Solution
- \$282,130 for Network Segmentation
- \$250,000 for Assessment for Technology and Operations Departments

ITS is requesting that these earmarks be continued in FY 2025.

The Network Analytics Tool, Endpoint Privileged Access Management, Vendor Access Management, and the Asset Management Solution are all currently active projects. They are either in business process review or in an active request for proposal. Some of these projects may require ongoing resources beyond the one-time implementation costs listed here. ITS notes that it is difficult to know the ongoing/one-time cost split before the best and final offer from a vendor is identified.

The Network Segmentation project was originally an earmark of \$600,000, which the Department drew on for \$317,870. The Department used these funds to purchase Illumio, which fulfilled the original scope of the network segmentation project. However, as the County has continued as a hybrid workforce, ITS believes there will likely be a need for additional network segmentation needs related to sensitive information such as FMD solutions, specialized equipment in the print shop and the Medical Examiner’s Office, physical security solutions, and HIPAA compliance. ITS requests the remaining \$282,130 of this earmark remain in place for future needs to further develop the County’s network segmentation, which will be better understood in the next six months.

The Assessment for Technology and Operations project is still being reviewed. With new management in place at two Technology and Operations Departments (FMD and HRMD), coupled with the ongoing strategic planning effort, Technology and Operations is determining the best strategy to utilize this funding effectively. At this time, ITS requests continuing this earmark to potentially hire a consultant to assist with evaluating various business processes.

BUDGET REQUEST PERFORMANCE MEASURES

Performance measures were not provided for this request.

PBO RECOMMENDATION

PBO recommends the following earmarks in FY 2025 to allow ITS to move forward with projects that have been in development:

- \$500,000 for Network Analytics Tool
- \$350,000 for Endpoint Privileged Access Management
- \$200,000 for Asset Management Solution
- \$282,130 for Network Segmentation
- \$250,000 for Assessment for Technology and Operations Departments

PBO is not including \$250,000 for Vendor Access Management as the Department drew on this earmark in FY 2024. The \$250,000 will cover the cost of the software until December 2025 and any ongoing costs will be requested as part of the FY 2026 budget process.

REQUEST 22: CENTRAL COPIER INCREASE

<i>Program:</i>	Printing			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	54,069	54,069	54,069	54,069
Subtotal	\$ 54,069	\$ 54,069	\$ 54,069	\$ 54,069
Capital	-	-	-	-
Dpt Total	\$ 54,069	\$ 54,069	\$ 54,069	\$ 54,069
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 54,069	\$ 54,069	\$ 54,069	\$ 54,069

DEPT. SUMMARY OF REQUEST

ITS is requesting \$54,069 for an increase to the annual leases on Xerox and Canon multi-function machines, as well as hard drive removal and any additional printing costs above the allowances in the lease. Every year, ITS zero-bases this copier budget through a comprehensive review of all copier leases. This year, the increase is a result of additional copier leases from Transportation and Natural Resources, Pretrial, Criminal Courts, Probate Court, and District Clerk. ITS also reviewed current replacements and the allowance for any additional printing costs above the allowances in the lease. The Department has not been able to realize some of the savings anticipated from the FY 2024 replacements at this time and therefore the annual increase is larger than in the past. With additional copiers and with more employees working in the office, ITS also recommends increasing the printing allowance cost as well.

BUDGET REQUEST PERFORMANCE MEASURES

Performance measures were not provided for this request.

PBO RECOMMENDATION

PBO recommends ongoing resources of \$54,069 for the central copier leases. ITS zero-bases this budget each year and requests funding to adjust the budget as needed. Below is a comparison of last year’s copier budget and this year’s request. Please note that in prior years, the Department erroneously accounted for replacement and upgrade savings in the fiscal year in which the devices would be replaced or upgraded. Instead, savings are realized in future years as the leases are adjusted to reflect less expensive devices. Thus, last year’s request was artificially lower than it should have been and this year’s request has been correctly adjusted to reflect that replacement savings will not be realized until FY 2026, which will show in the lower cost of current leases in that year. Much of the increase in the copier budget is a result of this correction to how copier replacements and upgrades should be accounted for. There are also several new copiers requested in FY 2025, with 13 copiers requested total, 8 of which are due to new TNR facilities opening up and needing additional equipment.

PBO notes that at this time, ITS does not have the resources needed to adequately track complete usage of all printers and copiers the County is leasing. Additional software licensing would be needed to gather that data, which would have an additional cost. However, this type of monitoring could help determine which county printers are underutilized and could be consolidated into fewer units. PBO believes that based on the increasing prevalence of telework and hybrid work, there may be some existing printer and copiers that continue to be leased that could instead be consolidated into fewer units without

significant inconvenience to staff. This could be considered as a part of the County’s broader study into the costs and implications of telework.

	<i>Current Leases</i>	<i>Replacements</i>	<i>Upgrades</i>	<i>New Leases</i>	<i>Hard Drive Removal</i>	<i>Overage Extra Copies</i>	<i>Total Funding Needed</i>
FY 2024	\$699,743	\$(66,658)	\$(548)	\$7,073	\$49,350	\$64,389	\$753,349
FY 2025	691,034	-	-	20,735	18,550	77,099	807,418
Difference	\$(8,709)	\$66,658	\$548	\$13,662	\$(30,800)	\$12,710	\$54,069

REQUEST 23: ANNUAL DOCUSIGN INCREASE

<i>Program:</i>	Administration			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	150,000	-	-	-
Subtotal	\$ 150,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 150,000	\$ -	\$ -	\$ -
Earmark Allocated	-	150,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 150,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 150,000	\$ 150,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

For the past two fiscal years, ITS has requested additional funding from the Allocated Reserve to have enough funds to cover the annual DocuSign renewal. DocuSign allows for digital signature of documents and has become an important tool for employees in a hybrid working environment. This request of \$150,000 is to annualize the funding request approved by Commissioners Court February 27, 2024, as well as request another anticipated increase for FY 2025.

The current annual contract amount is \$660,000 for renewal, which includes technical support and 250,000 “envelopes”, or documents that can be sent through the DocuSign portal to be signed. On average, about 92 percent of the envelope quota has been used annually since the pandemic and usage has been growing each year. In February 2024, ITS recommended that increase to the envelope quota to allow for usage growth and reduce the per envelope cost to \$2.64 from the current \$2.74.

DocuSign continues to be a popular tool for a hybrid working environment and saves staff significant time from waiting on signatures. However, it is an expensive product and ITS is looking at alternative vendors. That analysis does take time, therefore ITS requests this funding separately from the omnibus maintenance/SAAS increase request in case the Department can identify an alternative vendor before the annual DocuSign renewal in March 2025.

BUDGET REQUEST PERFORMANCE MEASURES

Performance measures were not provided for this request.

PBO RECOMMENDATION

PBO recommends an ongoing Earmark of \$150,000 for a potential DocuSign renewal. ITS has noted that it believes there may be a viable, less expensive alternative to DocuSign that could work for the county but needs additional time in order to investigate these potential alternatives. Any alternative software would require a training and transition process for all staff who have used DocuSign in their work processes. ITS needs additional time to research the potential cost not just for an alternative software, but for the process and time needed to prepare all staff for a transition away from DocuSign. PBO will work with ITS over the course of the year to determine the timeline for a possible transition to a different software solution and determine if this earmark will be needed to fund an additional year of DocuSign when the renewal comes up in March 2025.

REQUEST 24: POSTAGE EARMARK

<i>Program:</i>	Mail Services			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	150,000	150,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 150,000	\$ 150,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 150,000	\$ 150,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The United States Postal Service (USPS) increased rates effective January 24, 2024. This is the eighth rate increase since 2018 and is an increase of 36 percent from 2018 to 2024. In that time, the budget for mail has not been commensurately adjusted. In addition, courier services and the outsourced printing and mailing contract have also increased. To maintain current effort and assure that the postage meter has enough funding to get through the Presidential election, the Records Management division requests a \$150,000 earmark against the Allocated Reserve while the full effect of the rate increase is assessed.

In addition to the rate increase, the County’s outsourced printing and mailing services, which handle large mailouts such as voter registration cards, have increased by 50 percent in the last year. The same contract also sends out jury notice, which are increasing again as the Court system returns to normal operations post pandemic. The request states ITS Mail Services cannot control the unexpected fluctuations in mail volume as they are driven by the activities, often mandated, of other departments.

BUDGET REQUEST PERFORMANCE MEASURES

Performance measures were not provided for this request.

PBO RECOMMENDATION

PBO recommends an earmark of \$150,000 for potential postage needs in FY 2025. Commissioners Court approved a one-time transfer of \$350,000 from the Allocated Reserve midyear on May 21, 2024 to address shortfalls in the postage budget. These shortfalls were in part due to another rate increase that became effective in January 2024 and increased usage related to the primary runoff and upcoming General Election as well as a resumption of jury duty summons.

It is unclear how Travis County’s postage costs will trend over the coming years and an earmark will allow PBO and the Department to monitor year to year changes and determine what may be an ongoing need and what may need to be rightsized on a year-to-year basis based on elections.

Below is the Department’s postage budget and actuals over the last six fiscal years. Spending on postage was significantly slowed during the pandemic. Historically, ITS (and before ITS, the Communication and Records Services Department) had the internal flexibility to be able to internally fund any mailing budget needs beyond the budgeted funds. With ITS needs

increasing countywide, budget flexibility is not always available, particularly at the end of the fiscal year. An earmark will make meeting any needs in excess of what ITS has available more feasible, especially since ITS cannot control the mailing that is dictated by mandated requirements like those mailings needed for elections and jury summons. PBO will work with the Department to determine what would be an appropriate amount to add on an ongoing basis in FY 2026.

	<i>FY 2018</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>
Revised Budget	\$1,361,203	\$1,196,591	\$1,414,839	\$1,199,600	\$1,199,756	\$1,146,997
Actuals	1,324,895	1,181,691	1,361,484	843,672	1,150,670	1,080,046
Percent Expended	97%	99%	96%	70%	96%	94%

REQUEST 25: STRATEGY AND PLANNING AND PMO CLIENT MANAGEMENT TEAM BUSINESS ANALYST II

<i>Program:</i>	Project Management Office			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	107,674	-	-	-
Operating	4,200	-	-	-
Subtotal	\$ 111,874	\$ -	\$ -	\$ -
Capital	2,770	-	-	-
Dpt Total	\$ 114,644	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 114,644	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS is requesting funds to add a Business Analyst II to the Strategy and Planning and Project Management Client Management Team. This additional FTE will allow ITS to provide Business Analysis services to the strategic planning and customer relations efforts that have been undertaken over the last 12 months. This Business Analyst would participate in cross-departmental meetings and build and manage department roadmaps. Currently, the ITS team has had the capacity to work with five Departments on strategic planning and road mapping efforts. To work more comprehensively across the County and work to roadmap up to 15 to 20 departments, ITS needs additional staffing resources.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were included.

PBO RECOMMENDATION

PBO is not recommending resources of a Business Analyst II position in the Strategy and Planning and Project Management Client Management Team in the FY 2025 Preliminary Budget.

The work of strategic planning and road mapping long-term technology projects for departments and offices across the County has increasing become a part of the role that ITS plays. With current staffing levels dedicated to this work, the Department cannot expand its capacity to play this role for all 52 departments and offices and so does not have the capacity to provide long-term enterprise-level planning for the whole county. PBO believes that the strategic direction of ITS may call for additional roles dedicated to this type of planning. ITS also requested funding for an Enterprise Project Management Office and a Strategic Planning Office, which, together with this request, totals requests for six additional positions dedicated to long-term strategic planning for both technology and non-technology projects. PBO believes that further developing this strategic direction for the Technology and Operations Divisions requires input and approval from the Commissioners Court. PBO urges ITS to bring these items forward for consideration to consider these needs within the broader context of the County needing additional resources to operate an efficient and effective strategic planning effort.

REQUEST 26: PROJECT: DIGITAL MAGISTRATION CASE MANAGEMENT SYSTEM AND SUPPORT

<i>Program:</i>	Project Management Office			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	-	-	-
Personnel	282,339	-	-	-
Operating	892,561	-	-	-
Subtotal	\$ 1,174,900	\$ -	\$ -	\$ -
Capital	10,740	-	-	-
Dpt Total	\$ 1,185,640	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,185,640	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS is requesting \$1,184,578 for staffing and technological improvements related to the Counsel at First Appearance (CAFA) project. These funds will help ITS modernize the magistration case management system, which is currently using an antiquated paper-based process. This new digital system will be utilized by TCSO Central Booking, Travis County Pretrial Services, Prosecution, Defense and the District and County Court.

Travis County has a paper-based process for magistration, which is outlined in Texas Code of Criminal Procedures Article 15.17. These duties include, but not limited to: determining probable cause for on-site arrests; informing all arrested persons of accusations and rights; inquiring whether an arrested person requests appointed counsel; setting bail as provided by law; issuing commitment orders; reviewing probable cause affidavits for arrest and search warrants; issuing protective orders; where legally permissible, accepting the plea of the arrested person; and other matters authorized by law. This creates multiple issues mainly revolving inefficiency potential for inaccuracy and friction of moving hard paper back and forth between Judges, Court desk and Court Clerks.

TCSO traveled to Galveston and Tarrant County to see this software and how it worked in live situations. Both Counties noted that their digital magistration case management system were effective and efficient in the magistration processes and recommended the product.

Adoption of Counsel at First Appearance requires access to the magistration documents (Probable Cause Affidavits, Financial Report, Emergency Protective Orders, Pretrial Investigation Summary and Public Safety Report) by defense attorneys prior to the client/arrestee appearance at magistration. This will allow defense attorneys time to review the client/arrestee case and conduct the “Virtual CAFA Interview” or “In-Person CAFA Interview” prior to magistration. The identified need is to have these documents available in a digital, sorted and visual queue that is accessible by both internal and external defense attorneys.

ITS has identified the following needs to successfully implement this new digital magistration case management system:

<i>Item</i>	<i>Ongoing</i>	<i>One-time</i>	<i>CAR/ITS</i>	<i>Total</i>	<i>Positions</i>
Digital Magistration Case Management System	\$80,500	\$194,400	\$-	\$274,900	0.00
Contractors	-	500,261	-	500,261	0.00
Staffing	289,739	-	10,740	300,479	2.00
Third Party Ongoing System Support	110,000	-	-	110,000	0.00
Total Requests	\$480,239	\$694,661	\$10,740	\$1,185,640	2.00

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were included.

PBO RECOMMENDATION

On April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk’s Office, the County Attorney’s Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney’s Office, the Public Defender’s Office (PDO), the District Clerk’s Office, and the Sheriff’s Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a wholistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss our draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop potential options for the Commissioner Court to consider for funding depending on how CAFA could be implemented in FY 2025, based on the roles of the County and the City of Austin.

REQUEST 27: PROJECT: HHS ENTERPRISE CLIENT MANAGEMENT SYSTEM PHASE IV

<i>Program:</i>	Project Management Office			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	890,471	890,471	205,082	205,082
Subtotal	\$ 890,471	\$ 890,471	\$ 205,082	\$ 205,082
Capital	-	-	-	-
Dpt Total	\$ 890,471	\$ 890,471	\$ 205,082	\$ 205,082
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 890,471	\$ 890,471	\$ 205,082	\$ 205,082

DEPT. SUMMARY OF REQUEST

ITS and HHS are requesting funds for to finish Phase IV of the transition of HHS’s outdated Enterprise Client Management System (ECMS) to a new system. This project first started in FY 2018 and has been funded in phases in FY 2019, FY 2023, and FY 2024. Phase IV started in FY 2024 and is intended to integrate HHS’s Office of Children’s Services (OCS) and Community Services Division into the new ECMS, as well as integrating key external partners to the system who provide services through Travis County, primarily Integral Care. There are a few remaining programs of OCS and Community Services that need to be onboarded. The ongoing funding portion of this request is for yearly licenses, additional logins, and the additional annual maintenance and support associated with more users, while the one-time funds are for implementation of the integration for new divisions. ITS has funds remaining from savings from earlier Phases of this project that it will utilize for this phase, resulting in a total funding need of \$890,471 to complete Phase IV.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were included.

PBO RECOMMENDATION

PBO recommends \$890,471, including \$685,389 in one-time funding and \$205,082 for ongoing licensing, for the final phase of transitioning HHS to a new Enterprise Client Management System. The process of transitioning HHS from CABA to a new, better system started in FY 2018. This final phase will onboard the remaining HHS divisions as well as connecting the system to key partners, primarily Integral Care. This system will vastly improve HHS’s ability to track performance metrics and collect data about its work. This will help improve service and plan for long-term improvements to best meet the County’s needs.

REQUEST 28: PROJECT: IJS RESERVE

<i>Program:</i>	IJS Reserve			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark IJS Reserve	17,330,000	16,903,735	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 17,330,000	\$ 16,903,735	\$ -	\$ -
Dpt Total + Earmarks	\$ 17,330,000	\$ 16,903,735	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Information Technology Services requests \$17,330,000 in resources for the Integrated Justice System (IJS) reserve in FY 2025. The reserve is used for projects that integrate the various information systems within the Travis County courts with information systems used by law enforcement. Projects include:

- Records Management System (RMS) and Jail Management System (JMS);
- A new case management system for the Counseling and Education Services and Pretrial Services Departments;
- Enhancements for the Odyssey case management system used by the courts;
- A new case management system for the Office of Parental Representation and the Office of Child Representation;
- A new records management system for the Constable Offices; and
- Enhancements for video evidence storage for prosecutors and the Public Defender’s Office.

A significant portion of this IJS Reserve request is a continuation of one-time resources included as part of the FY 2024 Adopted Budget. The table below shows the requested amounts of resources for each project.

Project	Budget Request
Public Safety RMS/JMS System Rollover	\$11,451,485
Public Safety RMS/JMS for Award late Summer 2024	\$3,548,515
CES and Pretrial Services Award in Summer 2024	\$1,000,000
Odyssey Enhancement Contingency	\$200,000
Community Legal Services Case Management System Rollover	\$1,000,000
Constables RMS	\$130,000
TOTAL	\$17,330,000

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were included.

PBO RECOMMENDATION

PBO recommends and IJS Reserve of \$16,903,735. However, after discussions with the Department, PBO is recommending a different allocation of earmarks against this Reserve. Specifically, PBO recommends allocating \$523,735 to Axon Evidence

Management licenses for new Offices and Departments to be onboarded in FY 2025. The Department drew from the IJS Reserve in July 2024 for the Community Legal Services Case Management System for a total of \$375,000, so the full amount for that system is not needed in FY 2025. PBO is recommending \$50,000 for any licensing costs that may arise in FY 2025 associated with that system and if there are ongoing needs for it, ITS should request those funds in the FY 2026 budget process.

Project	Budget Request
Public Safety RMS/JMS	\$15,000,000
CES and Pretrial Services Award in Summer 2024	\$1,000,000
Odyssey Enhancement Contingency	\$200,000
Community Legal Services Case Management System	\$50,000
Axon Evidence Management Software Licenses	\$523,735
Constables RMS	\$130,000
TOTAL	\$16,903,735

PBO acknowledges that the above amounts are estimates based on current best information and there may need to be additional funds to supplement these projects once they are ready for implementation. PBO will work with the Department to best utilize the resources in the IJS Reserve for relevant identified projects.

REQUEST 29: PROJECT: GENETEC CAMERA AND BADGE SYSTEM ENTERPRISE UPGRADE

<i>Program:</i>	Enterprise Infrastructure Services			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	2,750,000	2,750,000	-	-
Dpt Total	\$ 2,750,000	\$ 2,750,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 2,750,000	\$ 2,750,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS in collaboration with Facilities Management and Juvenile Probation is requesting \$2,750,000 in capital funds to make system-wide improvements to the Genetec Security Center platform which operates security cameras and doors at Travis County facilities. Currently, some portions of the Genetec system is maintained by the vendor, PrefTech, and some is supported and maintained by ITS.

The purpose of this request is to move all the Genetec server components and data under ITS support, establish cybersecurity baselines based on ITS standards, and to provide backup of the system and video information. In June 2023, the County Auditor conducted an audit of the Genetec system as part of an ITS review and found that some of the vendor-managed servers had exploitable software and the video data was retained for 90 days but was not backed up anywhere. This request will align Genetec practices with County cybersecurity standards.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were included.

PBO RECOMMENDATION

PBO recommends capital funds of \$2,750,000 to transfer full management and support for the Genetec Security Platform to ITS. The critical security issues identified by the Auditor in June 2023 must be remedied in order to ensure that County facilities are secure and video backup data is available for all cameras, should footage be needed related to an incident. This change to ITS management of all Genetec equipment will help further align countywide technology and infrastructure practices to the best cybersecurity and physical security standards. ITS also notes that upgrading the equipment should, in the long-term, minimize the overall staff time needed to manage this critical equipment. Currently, service outages happen regularly because of the way to architecture is managed. When this happens, ITS staff spends significant staff time to address these outages. ITS believes that this new architecture will minimize outages and therefore limit staff time spent addressing them.

REQUEST 30: PROJECT: JUSTICE SYSTEMS EVIDENCE MANAGEMENT SYSTEM MANAGEMENT AND SUPPORT

<i>Program:</i>	Project Management			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	3.00	2.00	2.00	2.00
Personnel	428,067	308,186	308,186	308,186
Operating	986,657	479,562	479,562	479,562
Subtotal	\$ 1,414,724	\$ 787,748	\$ 787,748	\$ 787,748
Capital	8,310	5,540	-	-
Dpt Total	\$ 1,423,034	\$ 793,288	\$ 787,748	\$ 787,748
Earmark IJS Reserve	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,423,034	\$ 793,288	\$ 787,748	\$ 787,748

DEPT. SUMMARY OF REQUEST

ITS is requesting additional resources to support the ongoing project of implementing a comprehensive countywide Evidence Management System that is accessible to prosecution and defense and can integrate with existing Case Management Systems.

Travis County began the adoption and implementation of an Evidence Management System to receive and share Digital Media Evidence from Law Enforcement to Prosecution (District Attorney & County Attorney) and Prosecution to Defense (Public Defenders Office & Capitol Area Private Defender Service) on January 1, 2024. Funding is needed to increase the Evidence Management System Subscription licensing and for integration/implementation costs with prosecution and defense Case Management Systems.

On December 19, 2023, Commissioners Court approved Information Technology Services (ITS) request to transfer \$350,000 from the Integrated Justice System (IJS) Reserve to fund the Evidence Management System (Axon Justice Premier) Subscription project through FY 2024 with the intent of submitting a budget request in FY 2025 for any remaining licensing, implementation cost and annual subscription fees. The initial \$350,000 allocation was intended for the District Attorney’s Office and to pilot the program in the County Attorney’s Office. Future phases of this project would involve additional licenses for the County Attorney’s Office, the Public Defender Office, and Capitol Area Public Defender Services.

Since this \$350,000 transfer, the following progress has been made:

- County Attorney obtained access to TEST Axon Justice Premier on 02/07/2024;
- District Attorney successfully upgraded from Axon Prosecutor to Axon Justice Premier on 02/24/2024;
- Capitol Area Public Defender Services obtained access to TEST Axon Justice Premier on 02/27/2024; and
- Public Defenders Office obtained access to TEST Axon Justice Premier on 03/08/2024.

The funding being requested for FY 2025 will fully fund the licenses for the District Attorney, County Attorney, Public Defender’s Office, and Capitol Area Private Defender Service for an ongoing cost of \$807,837. In addition, the request includes one-time funding of \$168,720 for additional software for integration with case management services.

In addition to the costs above for software/hardware related to this project, ITS notes that as this project progresses to involve more departments, the existing Mobile Data Team and Network Team do not have sufficient staffing to continue to successfully and efficiently meet the demands of the workload. As the departments begin using this system and as ITS has worked to take on other Justice System technology improvements such as the Enterprise Camera System and the Enterprise Tasers in Constables Offices, ITS anticipates that it will receive more help tickets and require greater coordination efforts. There is no current resource dedicated to manage and oversee the Justice System Program.

To assist with this anticipated growth, ITS is requesting three FTEs:

Program Manager

- Will provide program oversight of the Justice System solutions utilized by Travis County departments, acting as program manager to provide program overview, agreement overview, support process overview, change management, deployment of packages and fixes, serve as justice system customer success liaison, provide executive updates, and provide program visibility

Network Engineer Sr.

- Responsible for implementing modem firmware and device firmware for NetCloud OS, as well as working on features built on NetCloud. The position will design and develop 5G and next-generation firewall features including building scalable embedded firewall, stack, and NCOS drivers to integrate multi-modems hardware. Work with the hardware team to perform modem bring-up with NCOS modem drivers and ensure modem functions for features and performance.

Customer Support Analyst Sr. (Mobile Data Team)

- Responsible for the distribution, maintenance, and management of Travis County endpoints such as mobile computer workstations, in-car video systems, peripheral equipment, and associated software. On-going expansions of the Travis County mobile data systems, video services, and associated technology have increased the staffing needs of the Endpoint Management team to cover these new responsibilities.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were included.

PBO RECOMMENDATION

At this time, PBO is recommending ongoing resources of \$472,822 to fund the annualized cost of licensing and maintenance of offices and departments that have already been onboarded to the Axon Evidence Management System in FY 2024, the District Attorney and the County Attorney. These offices were onboarded to Axon midyear using funds drawn from the IJS Reserve of \$350,000 on December 19, 2023.

The additional licensing costs of \$355,015 and the one-time onboarding costs of \$168,720 are included as part of the FY 2025 Integrated Justice Reserve for a total of \$523,735. When ITS is prepared to onboard the next departments, they will need to return to Commissioners Court to request these funds. PBO acknowledges that any funds used for licensing in FY 2025 from the IJS Reserve will need to be ongoing in FY 2026. PBO will work with the Department to ensure that ongoing expenses that will need to be budgeted in FY 2026 are accounted for early in the budget process.

Further, PBO is recommending \$308,186 in ongoing personnel and \$6,740 in ongoing operating for two additional FTEs, a Program Manager and a Network Engineer Sr., to manage the growth of justice related technology programs. As the County

invests in improve its data integration across the justice system and utilizing justice data to improve outcomes, including in relation to the Diversion Program, additional staffing will allow ITS to provide long-term management of this work without compromising the other workload in the Department.

REQUEST 31: PROJECT: ELECTRONIC HEALTH RECORDS CONTRACTOR EXTENSION

REQUEST 32: PROJECT: ITS TCCC ELECTRONIC HEALTH RECORDS WIRELESS EXPANSION

<i>Program:</i>	Enterprise Infrastructure Services			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	525,000	395,200	-	-
Subtotal	\$ 525,000	\$ 395,200	\$ -	\$ -
Capital	238,600	236,000	-	-
Dpt Total	\$ 763,600	\$ 631,200	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 763,600	\$ 631,200	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS' Project Management Office currently employs three contracted positions, a contractor Senior Business Analyst, Project Coordinator and Project Manager, to manage the Electronic Health Records Project on behalf of the Sheriff's Office. ITS is requesting resources to continue these three contracted positions through FY 2025, although they will likely be needed for the next three fiscal years to bring the project through its implementation phase. ITS expects to need these contractors for the next three fiscal years as this project is implemented, with a target go-live date of March 2028. This request is for a total of \$527,600 for operating costs related to hiring these contractors for one more fiscal year.

In addition to the above staffing resources, ITS in collaboration with TCSO is requesting \$236,000 in capital funds to purchase the equipment and cabling necessary to support the ongoing Electronic Health Records project at the Travis County Correctional Complex, which currently has sparse wireless coverage that would not allow the EHR to function properly. This funding would allow ITS to reconfigure the needed technology at TCCC to provide wireless coverage needed for this project.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were included.

PBO RECOMMENDATION

The FY 2023 and FY 2024 Adopted Budgets included a one-time earmark of \$3,000,000 against the Capital Acquisition Resources (CAR) reserve for the replacement of the Travis County Sheriff Office's (TCSO) existing electronic health record system. The current system has been in place since 2009, and the vendor supporting the system has declared bankruptcy and will no longer be supporting the system. Additionally, the existing system lacks many capabilities important to ensure records are secure and functional for the Office's business needs regarding inmate medical records.

TCSO has been working with ITS on the acquisition of a new system and has agreed that ITS will lead the development, acquisition, and implementation of a new system for TCSO's Medical Correction staff. In FY 2023, Commissioners Court approved two transfers from the earmark for two contractor positions, for \$185,077. The earmark was funded again in FY 2024 for the full original \$3,000,000 and has been requested again in FY 2025. These resources are needed to procure and

implement the system itself rather than pay for the staff that do this work. To continue to pay for the staff necessary to procure the EHR system, PBO recommends continuing the funding approved for these contractors last year, at a total cost of \$395,200. This amount was approved for two years in FY 2024 and should be included again in FY 2025 to continue this project as needed. PBO notes that HRMD is also working to transition its clinic to a new EMR and included a request for funding for that transition in their FY 2025 budget requests. PBO has directed HRMD to coordinate with ITS and TCSO to realize any potential savings or logistical benefits from coordinating the new EHS across TCSO and HRMD. There may be a need to adjust the earmark if HRMD can benefit from joining the system that TCSO ultimately implements.

In addition to the resources for contractors to work on this project, PBO recommends \$236,000 in capital funding to re-cable the Travis County Correctional Complex to support the wireless coverage needed for the new system to work effectively.

REQUEST 33: PROJECT: LAW ENFORCEMENT ENTERPRISE CAMERAS PHASE IV

<i>Program:</i>	Project Management Office			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	1,127,838	1,127,838	794,501	794,501
Subtotal	\$ 1,127,838	\$ 1,127,838	\$ 794,501	\$ 794,501
Capital	-	-	-	-
Dpt Total	\$ 1,127,838	\$ 1,127,838	\$ 794,501	\$ 794,501
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,127,838	\$ 1,127,838	\$ 794,501	\$ 794,501

DEPT. SUMMARY OF REQUEST

ITS requests resources to implement the next phase of the law enforcement enterprise camera system program for all Travis County public safety agencies. The program provides body-worn cameras for all officers, in-car cameras for certain law enforcement functions, and interview rooms. Video from the cameras is uploaded to a management solution that allows for tagging, maintenance, and dissemination of video. Phase 1 of the project provided 287 body-worn cameras and was completed in FY 2021 and FY 2022. Phase 2 included an additional 238 body-worn cameras, five in-car cameras, and one interview room, which was completed in FY 2023. This phase will outfit 184 Corrections Officers with body-worn cameras, and to start outfitting all Law Enforcement vehicles with Axon In-Car Camera systems.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were included.

PBO RECOMMENDATION

PBO recommends \$1,127,838 for Phase IV of the Law Enforcement Enterprise Cameras project. This includes \$794,501 in ongoing funding for licenses associated with body-worn cameras and law enforcement and one-time costs of \$333,337 to purchase and install the needed hardware. This phase will purchase 230 in-car camera systems and 25 additional body-worn cameras. The Department expects to have all law enforcement vehicles onboarded to the system in FY 2026. The estimated cost of Phase IV of this project was included in FY 2025 planning figures based on the implementation of earlier phases. Phased planning allows PBO to anticipate and budget for projects early in the process.

REQUEST 34: PROJECT: TRAVIS COUNTY CORRECTIONAL COMPLEX INFRASTRUCTURE IMPROVEMENT

<i>Program:</i>	Enterprise Infrastructure Services			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	1,085,000	1,085,000	-	-
Dpt Total	\$ 1,085,000	\$ 1,085,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,085,000	\$ 1,085,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS is requesting \$1,085,000 for the installation, maintenance, and improvement of the Travis County Del Valle Campus cabling and infrastructure. This initiative will build or replace fiber optic cabling, copper cabling, and telecommunications infrastructure in Travis County locations that have either dilapidated infrastructure or completely lack modern telecommunications. IT notes that this directly affects the ability of ITS to deliver services and decreases the productivity of Travis County personnel at these locations.

These funds will be used to improve the networking infrastructure in Del Valle Campus Buildings 1, 2, and 3.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were included.

PBO RECOMMENDATION

PBO recommends one-time capital funding for the recabling and technology infrastructure improvements needed at the Travis County Del Valle campus to ensure effective service at the facility. ITS has evaluated the facility in collaboration with TCSO and determined the necessary scope of work to get the staff at this facility the County standard level of network service to conduct their duties.

REQUEST 35: PROJECT: RMS/JMS SENIOR SYSTEMS ANALYSTS

<i>Program:</i>	Project Management Office			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	-	-	-
Personnel	278,076	278,076	278,076	-
Operating	7,560	7,560	7,560	-
Subtotal	\$ 285,636	\$ 285,636	\$ 285,636	\$ -
Capital	5,540	5,540	-	-
Dpt Total	\$ 291,176	\$ 291,176	\$ 285,636	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 291,176	\$ 291,176	\$ 285,636	\$ -

DEPT. SUMMARY OF REQUEST

ITS is additional staffing resources to assist with the ongoing Records and Jail Management Systems (RMS/JMS) project. Once completed, this system will serve seven Departments and Offices: TCSO, all five Constables Offices, and TNR.

The biggest component of any systems replacement is data migration from the old systems to the new systems. Data identification, data table identification, data mapping, data clean-up and data migration testing must be identified and performed for successful data migration at Go-Live. Currently, the systems have twenty-five years of information, equating to one Terabyte of data. All the data must be identified, cleaned up, mapped, and data migration tested to ensure successful Go-Live.

ITS is requesting two senior Systems Analysts to facilitate the data migration process. With the amount of data that must be migrated, ITS notes that these positions will be critical in documenting the current database environments, understanding and documenting the business unit needs of each department using the system, prepare for long-term training needs for use of the system, designing and planning the new system, and testing the workflow.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were included.

PBO RECOMMENDATION

PBO recommends two Special Project Worker RMS/JMS Systems Analyst for FY 2025 and FY 2026. These positions were requested last year and were not approved because they would not be needed until the RMS/JMS system was procured. This system will be procured by the end of FY 2024 or early FY 2025. Based on this timeline, in order to ensure that the project can continue smoothly and timely, PBO recommends two Systems Analyst SPWs for FY 2025 and FY 2026. With these positions, the full implementation of the procured system will take between two to three years. Without these resources, the implementation would take anywhere between three to six years, based on the ability to internally fund, hire, train, and retain contractors.

ITS notes that one of the major steps involved in completing the project is converting the 1 terabyte of data from the old systems to the new systems for all of the Departments and Offices that will be incorporated into the new system. Hiring a

third-party contractor to complete this work would be more expensive than hiring staff, exceeding \$600,000 per year based on current estimates of \$144 per hour for two analysts full-time, and would require the contractors to learn the entire system as it has been developed thus far. This learning process would extend the RMS/JMS project timeline by an estimated one to two years. There would also be no knowledge transfer once the data conversion is completed. The vendors working with Travis County on this project have recommended four Systems Analysts as full-time staff to maintain the functionality of this system even beyond when it is launched.

Currently, the ITS staffing for the RMS/JMS project is as follows:

- ITS Program Manager FTE
- ITS Business Analyst III FTE
- 2 Project Manager SPWs, approved through FY 2025
- 3 Business Analyst III SPWs, approved through FY 2025

In addition to these ITS staff directly working on this project, ITS has also worked closely with the TCSO IT Director, project manager, and system analyst as well as Subject Matter Experts in TCSO, Constables Offices, and Parks.

PBO believes that expediting the launch of this project is critical to a functional data infrastructure for these law enforcement offices. The cost, in financial resources and added time, in hiring contractors to conduct the systems analyst work during the early stages of implementation of this system is higher than the cost of funding the SPWs.

PBO acknowledges that some or all of the Special Project Workers that have been dedicated to this project during the pre-procurement and implantation phases may be necessary as long-term resources during the lifetime of this system, to maintain, troubleshoot, and manage the data infrastructure. PBO will work with ITS and the relevant departments to determine which SPWs should be converted to full-time positions and what the best way is to phase those positions in over time based on current ongoing revenue restrictions.

REQUEST 36: PROJECT: RGK PARK CABLING AND INFRASTRUCTURE BUILD OUT

<i>Program:</i>	Enterprise Infrastructure Services			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	950,000	-	-	-
Dpt Total	\$ 950,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 950,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Travis County recently acquired the RGK Ranch parkland and intends to build the property into a public park. The land does not have any network connectivity or Information Technology infrastructure. For TNR Parks to establish and maintain operations at this facility, ITS requests \$950,000 for the installation of network services. This initiative will build fiber optic cabling, copper cabling, and telecommunications infrastructure in the new RGK Park facility.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were included.

PBO RECOMMENDATION

PBO does not recommend funds for this installation of network services at the RGK Ranch Parkland in the FY 2025 Preliminary Budget. The long-term plans for this project are still in development, and while PBO acknowledges that funding will be necessary to provide network connectivity and ITS infrastructure before this park can be fully operational, PBO believes that there are still long-term planning and discussions that need to be carried out before ground can break for the cabling of this facility. PBO will revisit this funding request in FY 2026, or, if necessary, the Department can bring a discussion to Court midyear.

REQUEST 37: PROJECT: DISPLAY CASES ON BEHALF OF AUSTIN FRIENDS OF FOLK ART

<i>Program:</i>	Administrative Services			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	49,000	-	-	-
Dpt Total	\$ 49,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 49,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

On behalf of Austin Friends of Folk Art (AFFA), ITS is requesting \$49,000 in one-time resources to purchase additional museum quality archive display cases to display the art collection of AFFA. In April of 2015, the Commissioners Court approved an agreement with the Austin Friends of Folk Art to store and display items from the AFFA collection in County buildings. No budget was established for this new initiative. Several times since 2016, unspent balances in other program areas were tapped to purchase a few display cases. In FY 2024, the Court approved a budget transfer of \$46,520 to fund the purchase of display cases for the folk art. This request is for additional displays to round out the plan developed by County staff and the Board of Directors of AFFA.

ITS notes that though AFFA continues to plan to display artwork specifically at the 700 Lavaca Building, as plans for the use of 700 Lavaca evolve over time, other locations may develop that become more suitable for folk art displays than the Corridor of Art. If that happens, these cases and the art displayed in them can be moved to other buildings.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were included.

PBO RECOMMENDATION

PBO does not recommend additional funding for AFFA at this time. Historically, PBO does not include external requests from non-profit partners in the Preliminary Budget. ITS has been able, in the past, to provide funds for AFFA from internal savings for additional display cases as needed, and at this time, PBO recommends that ITS continue to work with AFFA to identify such funds on an ad hoc basis.

REQUEST 38: RISK – ANNUAL SECURITY TESTING AND TABLETOP EXERCISE

<i>Program:</i>	Information Security			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	115,000	100,000	-	-
Subtotal	\$ 115,000	\$ 100,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 115,000	\$ 100,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 115,000	\$ 100,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Information Security Department, which is part of the Risk Management Office, is requesting funding of \$115,000 to support the ongoing annual security testing and tabletop exercises. These exercises are intended to identify security vulnerabilities, ensure compliance with industry and regulatory standards, validate security controls, foster security awareness, improve incident response capabilities, enhance reputation and customer trust, and facilitate continuous improvement. By conducting these activities regularly, organizations can proactively address potential weaknesses, meet regulatory requirements, create a security-conscious culture, and strengthen their defenses against evolving cyber threats. These activities are required by regulatory and compliance requirements.

BUDGET REQUEST PERFORMANCE MEASURES

Performance measures were not provided.

PBO RECOMMENDATION

PBO recommends one-time resources of \$100,000 for the annual information security penetration testing and tabletop exercises that will help ITS identify vulnerabilities and improve security incident response capacity. This is the amount provided in the prior year for this project. Penetration testing is required as part of National Institute of Standards and Technology (NIST) Cybersecurity Framework, which provides guidelines for how to best secure data, infrastructure, and information. The below standards are included in the NIST framework which are relevant to the activities that would be funded by this request:

- CA-8: Penetration Testing – The organization conducts penetration testing.
- AT-3: Role Based Training - The organization provides role-based security and privacy training to personnel with relevant roles and responsibilities.
- CP-4: Contingency Plan Testing – The organization tests the contingency plan for the information system to determine the effectiveness of the plan and the organizational readiness to execute the plan.
- IR-3: Incident Response training – The organizations test the effectiveness of the incident response capability for the system using specifically-designed tests

Large technology corporations use “hack-a-thons” where they place bounties on vulnerabilities and ask external testers to find the vulnerability and potentially patch it. Travis County cannot utilize such a practice given the sensitive nature of the

data housed on County servers. However, most corporations not in the technology sector use internal IT staff to perform similar testing, a practice that Travis County has done for several years. This request would provide the resources necessary to continue this practice and mitigate potential cybersecurity threats, especially since Travis County has seen continued cybersecurity threats because of its status as a large organization with significant financial resources.

Other local government entities have faced a growing number of cybersecurity threats in recent years. Tarrant County was a victim of a ransomware attack in April 2024, and Ascension Seton hospitals nationwide have contended with cybersecurity problems throughout the spring. According to a report by the Center for Internet Security, malware attacks in 2023 increased by 148 percent over the year prior, while ransomware incidents were 51 percent more prominent during the first eight months of 2023 than they were during the same period a year earlier. Although cybersecurity insurance does provide coverage for threats such as these, it is valuable to prevent vulnerabilities from turning into attack vectors to demonstrate to insurance providers that the County works to mitigate such threats. Additionally, these types of attacks can result in endpoint security data breaches which can cause harm to the community, violate HIPAA, and compromise secure data.

Mitigation of these threats requires additional resources to ensure existing protocols are adequate or identify areas for improvement in a continuously changing operating environment. This request not only assists ITS with responding to cybersecurity attacks, but also assists other Travis County business units by involving them in planning and training for incident response and better prepares the County to mitigate potential cybersecurity threats.

PBO recommends one-time resources for this expense in FY 2025. While this is an ongoing expense, at this time due to revenue limitation, PBO is unable to include ongoing funds for this project. Before FY 2023, the Department has been able to internally fund this effort due to a previous funds reservation. However, this is a critical part of the County's cybersecurity infrastructure, and with the proliferation of cyberattacks in the region, PBO recommends this one-time funding be included in the FY 2025 budget.

REQUEST 39: RISK – ASSURANCE CONTRACTOR CONTINUATION

REQUEST 40: RISK – INFO SECURITY ONGOING CONTRACTED SERVICES

<i>Program:</i>	Information Security			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	235,000	175,000	-	-
Subtotal	\$ 235,000	\$ 175,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 235,000	\$ 175,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 235,000	\$ 175,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS in conjunction with Risk Management requests resources for contractors to perform contract review and legal consulting services to review existing contracts executed by Travis County. Both the Information Security Office and the County Attorney need to review a backlog of nearly 1,000 contracts. In the past 10 months, the contractor who was hired at the beginning of FY 2024 to conduct this work reviewed 154 contracts for existing agreements. The Office does not have the capacity to adequately review existing contracts because of the continued increase in new contracts. The request would provide resources for contractors as well as subject matter legal experts to assist in the continuing review. The Department notes that the absence of proper contract language in data-centric business relationships can have significant consequences, including data breaches, legal and regulatory non-compliance, loss of intellectual property, weakened vendor accountability, financial loss, and erosion of customer trust. The services within this request would provide specialized expertise to ensure compliance with complex regulations, provide employee training, and handle incident response and crisis management as necessary for these contracts.

In addition to the above request for contract review and legal consulting services, Risk is also requesting additional funds for ad hoc consulting needs. Each year, the Information Security division has depended on consultants for expert advice on a temporary basis to tackle challenges that arise during business operations. Historically, these consultants have provided guidance on Payment Card Industry (PCI) compliance, enterprise risk and compliance, crisis management, and training on new technologies and operational frameworks. This request is for ongoing resources provide access to information security expertise on an ad hoc basis.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were included.

PBO RECOMMENDATION

PBO recommends one-time resources of \$175,000 for ad hoc consulting services in information security, including to continue the contract review and legal consulting services project, which is needed to ensure that Travis County contracts comply with all information security requirements. An earmark of \$75,000 was included in the FY 2024 Adopted Budget for this purpose.

The Department drew on this earmark on October 17, 2023, noting that the contractor would assist with recommendations to information security policies and procedures, create an outline for PCI Industry Compliance, and assist with overall oversight activities of Travis County Code Modifications relates to Information Security. These services were managed through a contractor by ITS rather than by the County Attorney's Office because the County Attorney's Office lacked the capacity or expertise for this particular type of work, which requires specific technical knowledge about cybersecurity and information technology law. The County Attorney has expressed a preference for services to be provided by legal consulting services rather than a contracted lawyer, which ITS agreed to. This contractor reviewed over 100 contracts in the past year and identified language recommended for adjustment in county contracts across the board to ensure better data security. This work helps minimize liability and risk, particularly when contracts require some amount of data collection or sharing, as is the case with many third-party contracts that might handle medical information, judicial information, or other sensitive data.

In addition to reviewing contracts, ITS has shared that they use contracted services for consulting in various instances. In the last year, they have used contracted services for consulting regarding complex data breaches that required expertise beyond what was available in the department, to help identify and remedy PCI compliance and other compliance issues, and to provide rapid response support in the case of cyber incidents. These contracted services were paid for using a funds reservation that was originally created when the Information Security division was first created in Risk. These funds, which totaled just over \$500,000, were utilized for risk consulting, averaging an expenditure of about \$100,000 per year, until they were fully expended in FY 2022. Since then, the Department has internally funded any ad hoc needs. PBO recommends that ITS utilize vacancy savings to hire consultants for other ad hoc consulting needs that arise over the course of the year beyond the \$150,000 provided in the FY 2025 Preliminary Budget.

Centralized Computer Services (190)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	2
FY 2025 Preliminary Budget Recommendations Summary	3
FY 2025 Budget Request Analysis	4
Request #9: Reduce MoBile Computer REplacement from 5 Years to 4 Years	4
Request #12: Central Computer Replacements and Printer Earmark	6

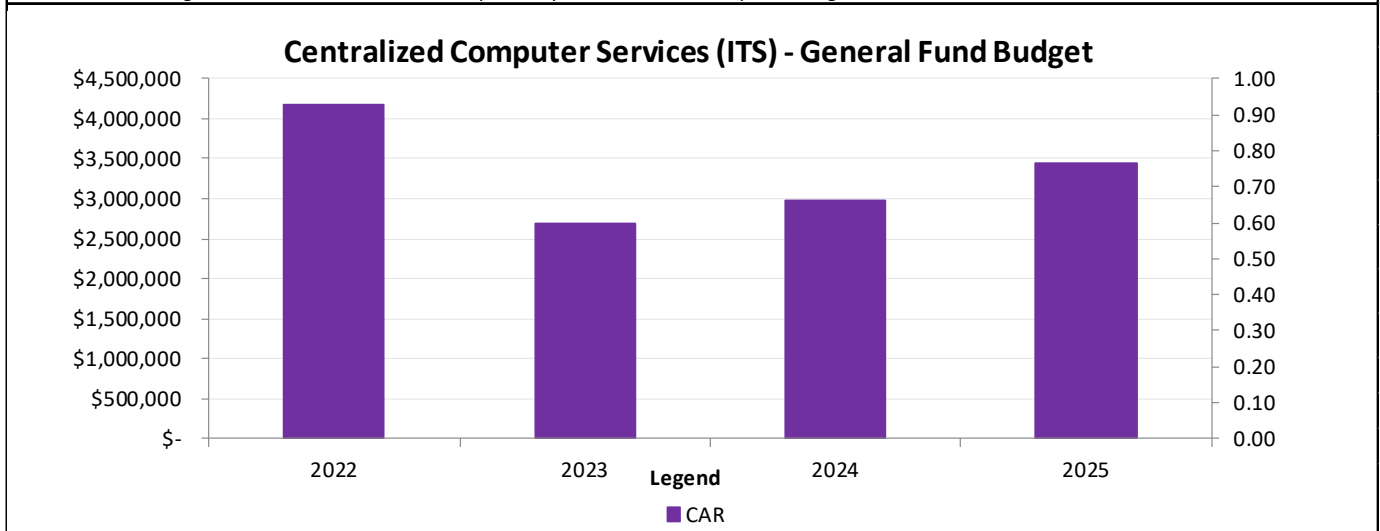
MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The Centralized Computer Services budget provides for replacement computers and telecommunications equipment that are funded countywide. In addition, the budget includes funding for computer and telecommunications equipment in various departments for new staff or for newly funded programs. The total budget is comprised of capital equipment and is included in the General Government Functional Area.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	-	-	-	-	-
Operating	-	-	-	-	-
Total (Per&Op)	\$ -	\$ -	\$ -	\$ -	\$ -
CAR*	4,172,425	2,686,375	2,981,649	3,441,670	460,021
Grand Total	\$ 4,172,425	\$ 2,686,375	\$ 2,981,649	\$ 3,441,670	\$ 460,021
FTEs	-	-	-	-	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Centralized Computer Services increased by \$460,021 from the FY 2024 Adopted Budget. This is a 15.4 percent increase. This is due to more notebook and mobile computers that were purchased at the onset of COVID-19 and teleworking coming up for their replacement.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ -	\$ -	\$ 2,981,649	\$ 2,981,649	-	\$ -
Target Budget Changes						
Administrative & Other	-	-	(2,981,649)	(2,981,649)	-	-
Total Target Budget Changes	\$ -	\$ -	\$ (2,981,649)	\$ (2,981,649)	-	\$ -
FY 2025 Target Budget	\$ -	\$ -	\$ -	\$ -	-	\$ -
Budget Submission	\$ -	\$ -	\$ -	\$ -	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Central Computers and Printer Replacement	-	-	3,441,670	3,441,670	-	200,000
Grand Total	\$ -	\$ -	\$ 3,441,670	\$ 3,441,670	-	\$ 200,000
FY 2025 Preliminary Budget	\$ -	\$ -	\$ 3,441,670	\$ 3,441,670	-	\$ 200,000
Change from FY 2025 Target	\$ -	\$ -	\$ 3,441,670	\$ 3,441,670	-	\$ 200,000
Change from FY 2024 Adopted	\$ -	\$ -	\$ 460,021	\$ 460,021	-	\$ 200,000

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$3,441,670 for the Department. There was a reduction of \$2,981,649 to remove one-time funding for prior year capital funded projects. This is a net \$460,021 increase compared to the amount budgeted in the FY 2024 Adopted Budget. FY 2025 Preliminary Budget recommended CAR funding includes:

Capital Funding Recommendations	Total
Centralized Computer Replacements	\$3,441,670
Total Capital Funding Recommendations	\$3,441,670

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Department budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

Recommended CAR Reserve Earmarks	Total
Potential Printer Replacements	\$200,000
Total CAR Reserve Earmarks	\$200,000

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #9: REDUCE MOBILE COMPUTER REPLACEMENT FROM 5 YEARS TO 4 YEARS

<i>Program:</i>	Centralized Computers			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ -	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ITS is proposing reducing the lifecycle replacement of mobile data computers (MDCs) and mobile notebooks from the current five-year replacement cycle to a four-year replacement cycle. Reducing the lifecycle will reduce break/fix help desk tickets, reduce the “slowness” of older computers, remove a year of warranty cost, and protect the County with more up to date security features.

During the pandemic, several thousand County employees shifted from a desktop PC to a mobile notebook computer. ITS notes that this shift has shown that mobile computing is convenient and is optimal for a work at home and hybrid work environment. However, it has been a challenge to keep the devices themselves in optimal working order the entire five-year lifecycle of the notebook. Notebooks are more likely to have broken screens, require battery replacements and can get “slow” from older operating systems. ITS is proposing a faster lifecycle so that devices are updated with the latest security features.

ITS notes that mobile workstations struggle to meet the requirements of newer environments and workloads. Increased security and growing complexity of encryption and software requirements significantly impacts workstation performance. Some systems in the County fleet do not meet current requirements for data encryption and can only be resolved through lifecycle replacement. Adoption of new operating systems also becomes more difficult on workstations extending into the five-year lifecycle. These systems are missing the minimum hardware and resource requirements to be upgraded.

Older notebooks tend to require more staff time for break/fix help desk tickets. The older a device, the more tickets generally submitted, as shown by this table below:

<i>Device Years of Service</i>	<i>Accounted Incidents</i>	<i>Incident increase Year over Year</i>	<i>Reference Incident Count</i>	<i>Estimated Tech Staff Hours</i>
0 - 1	16	0	Actual	0
1 - 2	32	100%	Actual	256
2 - 3	44	73%	Actual	352
3 - 4	82	94%	Actual	656
4 - 5	155	89%	Projected	1,240

Annual replacement costs would increase as central computers absorbs four and five-year replacements for the next few years. At this time, that increase would be an additional 20%-30% in volume and cost for the central replacement list. However, it can be somewhat offset by reducing the warranty costs from eliminating a fifth year of device warranty.

Losing the 5th year of warranty will reduce the cost of each device by \$50-\$100. The more significant savings will be in staff time – both in endpoint management and for County employees in general.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Estimated Staff Hours saved from reducing lifecycle	0	0	0	0	256	352

PBO RECOMMENDATION

PBO recommends transition the mobile computer lifecycle from five years to four years. The Texas Department of Information Resources reports that the industry standard for a laptop computer is between three and four years. The report notes that a longer lifecycle is viable if there is little to no change occurring in an agency’s hardware and software environment. As the County has worked to upgrade many of its systems and automate and modernize many of its processes, a shorter lifecycle for mobile computers is all the more necessary. Along with slowing down and becoming incompatible with software upgrades over time, laptop computers are also more subject to wear and tear and reduced durability due to the nature of their mobility.

ITS estimates that the increase in FY 2026 for this change will be a 20 to 30 percent increase in replacement costs. Coupled with this increase will be a \$50 to \$100 decrease per unit for one fewer year of warranty coverage. More difficult to predict is the reduction in technical support costs for mobile computer troubleshooting and maintenance. In FY 2025, the replacement cost for all devices at the end of their five-year life cycle is \$2,879,760 (included in the request below). A 20 to 30 percent increase above this cost would be an increase of \$575,000 to \$863,000. The replacement list this year included 1,234 notebook computers and mobile data computers costing a total of \$2,349,766. Assuming that the warranty savings per unit are \$50 to \$100, reducing the warranty years covered by one year would total between \$61,700 and \$123,400, if the impacts of this change occurred this year. These amounts are illustrative of what the County could expect in future years with this change, however PBO will work with ITS to track the impacts, both of the outright costs of this change and determine the best way to track potential decreases in staff time spent on laptop troubleshooting.

REQUEST #12: CENTRAL COMPUTER REPLACEMENTS AND PRINTER EARMARK

<i>Program:</i>	Centralized Computers			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	3,441,670	3,441,670	-	-
Dpt Total	\$ 3,441,670	\$ 3,441,670	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	200,000	200,000	-	-
Total Earmarks	\$ 200,000	\$ 200,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 3,641,670	\$ 3,641,670	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This request is for funding of the annual countywide refresh for desktop PCs and notebook computers with a replacement cycle of five years. This request includes all departments, except for the Auditor’s Office and the District Courts. This request continues with the process of advocating for maximizing the replacement of desktop computers with mobile devices wherever possible.

This annual request includes a higher number of notebooks as this list includes the replacement of the bulk of the notebooks bought at the beginning of the pandemic in 2020.

This request includes the following eligible equipment for FY 2025:

- 377 Standard PCs (PC1)
- 1184 Notebook Workstations (NBW)
- 19 High-End PCs (PC2)
- 50 Mobile Data Computer (MDC)

The cost for the device replacements only is \$2,879,760. In addition to this amount, ITS is requesting funds for broken peripherals and central peripheral budget for docking stations, keyboards, mice, monitors, and cables to be replaced ad hoc as needed. These additional items cost \$561,910.

ITS also requests \$200,000 to replace up to 250 printers countywide as many are quite old and will not be able to work on a Windows 11 platform. The County uses a wide variety of network and personal printers, most of which are maintained by the Departments rather than centrally. ITS finds that many of these devices have not been replaced timely. ITS is proposing an earmark of \$200,000 to identify the best solution for managing this fleet of decentralized printers. ITS will develop a model recommendation over the course of year, but the Department notes that it may propose either that all Departments replace equipment themselves as needed, working with Departments to identify which printers should be replaced with multifunction machine leases, or allowing ITS to put all printers on a central replacement schedule and replacing them as computer assets are replaced.

PBO RECOMMENDATION

PBO recommends one-time Capital Acquisition Resources in the amount of \$3,441,670 for the replacement of 1,630 computers throughout Travis County offices and departments. In addition, PBO recommends an earmark of \$200,000 against the CAR Reserve for a possible strategy to addressing aging printers. PBO will work with ITS to identify the best approach for printer replacements that are not part of the central multipurpose leases.

Innovative Justice & Program Analysis (155)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area 2

Programs & Performance Management 2

Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025..... 6

FY 2025 Preliminary Budget Recommendations Summary..... 7

Additional Information 10

FY 2025 Budget Request Analysis 13

 Request #01: Contract Consultant Front Line Advisory Group 13

 Request #02: Planner Sr (1.0 FTE) – Data Research & Planning 15

 Request #03: Peer Support Specialist (1.0 FTE) – Reentry Resources 18

 Request #04: Planner (1.0 FTE) – Reentry Resources 20

 Request #05: Community Outreach Operating Resources – Data Research & Planning 22

 Request #06: Program Manager Sr SPW (1.0 SPW) Continuation (Year 2 of 2) 23

 Request #07: Strategic Advisor SPW (1.0 SPW) Continuation (Year 2 of 2) 25

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Department of Innovative Justice & Program Analysis (IJPA) is to support the Travis County Commissioners Court and key stakeholders by providing quality data analysis and the planning, implementing, and sustaining of county-wide initiatives that address community needs and support individuals involved in the criminal legal system, for the enhancement of public safety and reduction in incarceration.

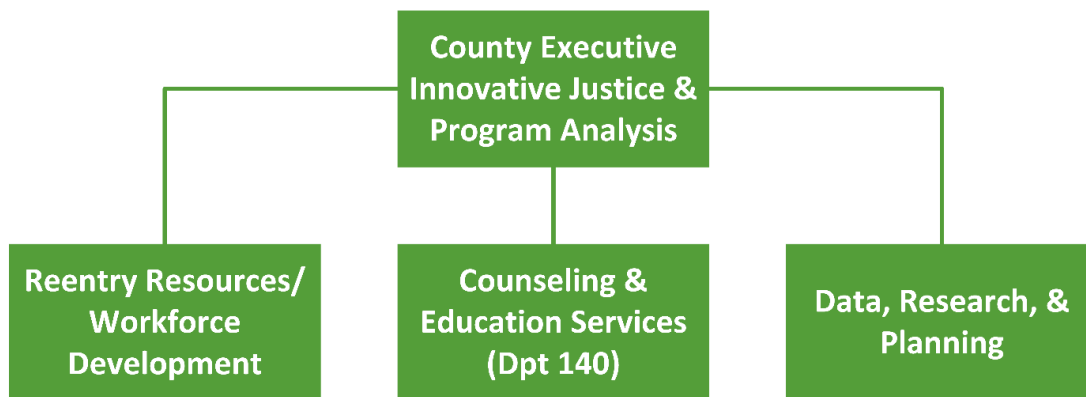
The Department has identified the following strategic goals:

- To validate outcomes and progress toward mission and goals enabling the implementation of prevention strategies that work and to garner the supporting funds and resources needed;
- To help ensure that those who cannot afford an attorney have equal access to representation; and
- To deliver essential services to Travis County residents through innovation, inclusivity, and transparency.

This aligns with the new County goal “Be a trusted and well-run county.”

The Department is budgeted in the Justice System Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes” and are now linked to the County Goal, “Protect and provide opportunity for those most vulnerable and underrepresented.”

JUSTICE PLANNING:

Justice Planning (JP) is an interdisciplinary team of data analysts/planners and researchers who provide impartial data collection, analysis, and evaluation, as well as evidence-based research, program planning, development, implementation, and evaluation services. JP currently provides direct service via the Data, Research, and Planning (DRP) team. JP also supports

contracted programs including transitional housing, the Dispute Resolution Center, and the Austin-Travis County Reentry Roundtable.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of internal and external data requests completed	13	93	48	48	48
Number of jail population and related analyses conducted	14	83	52	52	52

This is a non-mandated program of Travis County but works to bring together all stakeholders in the criminal justice system to help improve justice outcomes. Justice Planning performs several planning functions, including:

- Coordinating collaboration among divisions within the Department of Innovative Justice & Program Analysis, and among other agencies;
- Cultivating partnerships with community-based agencies that work in criminal justice and/or serve individuals who are or might become involved in the criminal justice system;
- Designing and implementing local criminal justice programs, including grant funded programs; and
- Providing policy recommendations to the Travis County Commissioners Court.

The Department reports that the Justice Planning program has improved training resources for staff, expanded staff capacity through the integration of AI for automation of crucial recurring reports, and enhanced collaboration among internal and external stakeholders which has facilitated the undertaking of larger projects. In addition, staff are expanding the asset map for the Justice Planning Program to include continuum of care services. Long-term priorities for the program include exploring relevant reclasses to ensure staff maintain the most appropriate job titles relative to their roles and a focus on fostering collaboration among County stakeholders in the ongoing behavioral and mental health service center projects.

IIPA previously noted that program measures from FY 2020 through FY 2022 did not meet or exceed benchmarks due to the COVID-19 pandemic. As of FY 2023, however, the Department reported achieving a "new normal" and many of the projects and partnerships staff were involved in resumed. In addition, new programs are in the works due to a renewed focus on improving justice and public health outcomes, as well as access to federal funding related to COVID-19 and economic recovery. Data Research and Planning (DRP) staff report maintaining an integral role in ongoing and new projects and programs, including those focused on mental and behavioral health and improving justice and public health outcomes. DRP staff is involved in data collection and analysis and program research, planning, and support for many of these programs, either in a lead or support role, all in collaboration with other County departments.

Moving forward, DRP anticipates that, now that the program is fully staffed, program measures will increase and reflect a post- COVID return to collaborative projects. In addition, the Division expects measures to rise further due to increases in the number of assignments coming directly from the Commissioners Court.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Transfer to the Law Library Fund	\$214,544	N/A	The Law Library Fund is funded through civil filing fees. Prior to March 2020, the fund was sustainable and had reserves. Expenditures have exceeded revenue since this time and the Law Library Fund cannot support new initiatives. The Law Library Fund is stressed from the four years of suppressed revenue, decreased reserves, and increased personnel costs. Most of the expenditures in the Law Library Fund are personnel related. In recent fiscal years, Justice Planning’s budget included resources for transfers into the Law Library Fund to stabilize operations in the face of suppressed revenues. However, these transfer resources are to be budgeted in the new Community Legal Services (CLS) Department (141) following the reorganization of Justice Planning during the FY 2024 Budget Process. Current estimates project that an additional transfer will be required in FY 2025 to maintain the fund’s fund balance.
Program Manager Sr SPW	\$188,203	1.00/1.00 (SPW)	The FY 2024 Adopted Budget included one-time resources related to a Program Manager Sr Special Project Worker (1.0 SPW) for the Diversion Center Project effective from 9/1/2023 through 9/30/2025. This position is filled and actively working on advancing the Diversion Center Project.
<i>FY 2019</i>			
APD DNA Forensic Review Project	\$935,298	N/A	An audit by the Texas Forensic Science Commission (TFSC) identified serious issues in the Austin Police Department (APD) DNA Lab, which resulted in the DNA lab’s closure and raised substantial concerns about the integrity of the results of the DNA analysis involved in the prosecution of criminal cases in Travis County. The project has initiated the second stage of the process, which requires intensive case work. CAPDS must undertake a case-specific review of any changed DNA result found during the scientific review and, where necessary, pursue litigation. This project is ongoing and continued resources for the project in FY 2025 are to be budgeted in the new Community Legal Services (CLS) Department (141) following the reorganization of Justice Planning during the FY 2024 Budget Process.

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
DPS DNA Forensic Review Project	\$295,886	N/A	Since FY 2024, the project has moved closer to substantially completing its materiality review of cases but still must undertake a case-specific review of any changed DNA result found during the reinterpretation process. And, where necessary, CAPDS attorneys will prepare and litigate writs on issues found. The first writs were filed in FY 2019 and additional post-conviction litigation will follow as legal materiality reviews are completed and scientific reviews and post-conviction investigations are ongoing. With the current level of requests for service and current funding levels it is expected that the legal review will continue into FY 2025 and continued resources for the project in FY 2025 are to be budgeted in the new Community Legal Services (CLS) Department (141) following the reorganization of Justice Planning during the FY 2024 Budget Process.

REENTRY RESOURCES:

The goal of the Reentry Resources Program is to provide services and programs that support individuals who are reentering the community after a period of incarceration, or who face barriers due to prior involvement in the criminal justice system, to proactively prevent recidivism by providing pathways to employment, stable housing, and appropriate medical and behavioral healthcare.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of clients entering CDL or other vocational training program components	39	48	13	60	70
Number of clients entering program participation	220	495	240	288	345
Number of ex-offenders employed	143	206	210	248	297

This is a non-mandated program of the County. However, the Division anticipates that the need for workforce services targeting individuals impacted by the criminal justice system will only continue to increase in Travis County.

Reentry Resources seeks to become a more holistic reentry program and reports efforts to expand its focus from providing clients with employment opportunities and job readiness skills to include coordination of social services related to basic nutrition, transportation, work needs, and indigent supplies. One of the reported strengths of the Reentry Resources Program is its flexibility in meeting the unique needs of a wide variety of clients. However, the Department has noted that to fully achieve this expansion of scope beyond a singular focus on employment services, Reentry Resources would need additional staff. This would allow the program to allocate County personnel for both case management services for clients and development of additional vocational training and certification opportunities. The Department has related FY 2025 Budget Requests seeking this expansion of staff capacity, and notes that conversion to a new case management software, Legal Server, will allow the program area to capture more accurate data to reflect the services provided to program clients.

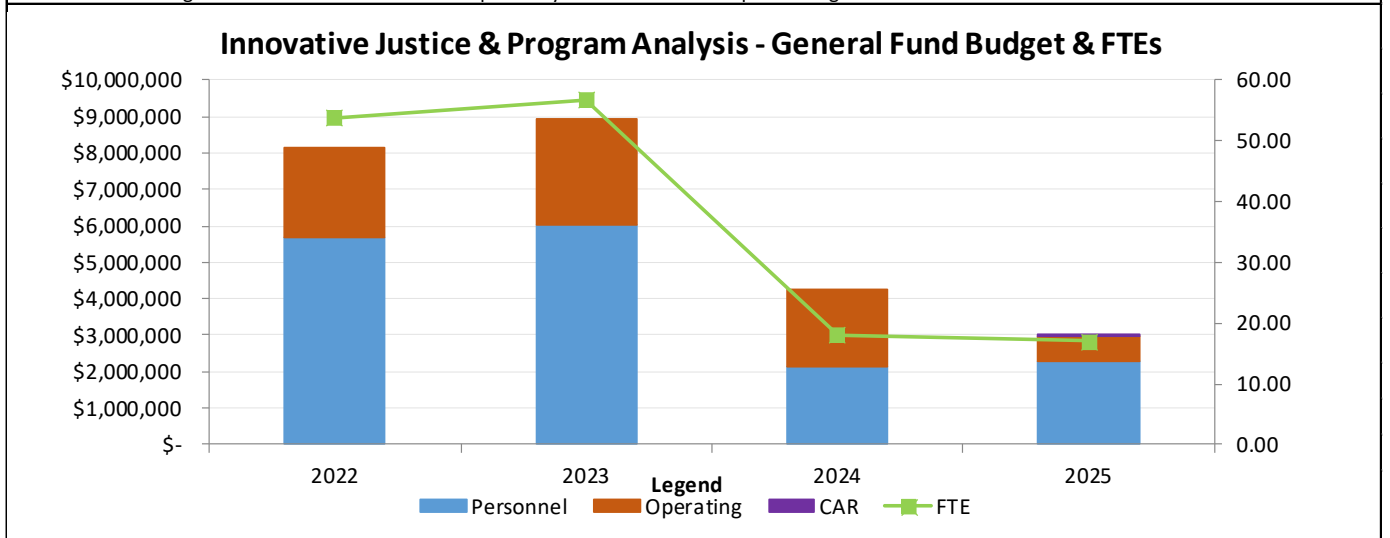
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

Package Name	Approved Amount	FTE Approved /Filled	Program Results
<i>FY 2024</i>			
Commercial Driver's License (CDL) Training	\$250,000	N/A	Prior to FY 2024, Reentry Resources operated the CDL Driver's Licenses Training Program at the ongoing \$100,000 funding level (allocated in FY 2021) every fiscal year with the goal of training 23 CDL candidates. The FY 2023 Adopted Budget included a \$250,000 one-time earmark to expand the CDL Training Program. During the FY 2024 Budget Markup process, \$250,000 in one-time resources related to the expansion of the Commercial Driver's License (CDL) Training Program in Justice Planning Workforce Development (JPWD) was included in the FY 2024 Adopted Budget with direction from Court to PBO to identify ongoing resources to fund this \$250,000 increase beyond FY 2024 during the FY 2025 Budget Process.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	5,670,452	6,015,629	2,162,035	2,261,163	99,128
Operating	2,462,082	2,902,421	2,091,880	703,671	(1,388,209)
Total (Per&Op)	\$ 8,132,534	\$ 8,918,050	\$ 4,253,915	\$ 2,964,834	\$ (1,289,081)
CAR*	-	-	-	2,600	2,600
Grand Total	\$ 8,132,534	\$ 8,918,050	\$ 4,253,915	\$ 2,967,434	\$ (1,286,481)
FTEs	53.75	56.75	18.00	17.00	(1.00)

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Innovative Justice & Program Analysis decreased by \$1,286,481 from the FY 2024 Adopted Budget. This is a 30.2% decrease. The majority of the decrease was in the operating budget due to the removal of one-time

funding related to the ongoing APD & DPS Forensic Review Projects to be budgeted out of Community Legal Services (141) beginning in FY 2025.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 2,584,528	\$ 1,669,387	\$ -	\$ 4,253,915	18.00	\$ -
Target Budget Changes						
Programmatic	-	(1,669,387)	-	(1,669,387)	-	-
Compensation & Benefits	234,189	-	-	234,189	-	-
Administrative & Other	(316,134)	-	-	(316,134)	(1.00)	-
Total Target Budget Changes	\$ (81,945)	\$ (1,669,387)	\$ -	\$ (1,751,332)	(1.00)	\$ -
FY 2025 Target Budget	\$ 2,502,583	\$ -	\$ -	\$ 2,502,583	17.00	\$ -
Budget Submission	\$ 2,502,583	\$ -	\$ -	\$ 2,502,583	17.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Planner Sr (1.0 FTE) - Data Research & Planning	-	92,436	2,600	95,036	-	-
Programmatic Total	\$ -	\$ 92,436	\$ 2,600	\$ 95,036	-	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	9,025	-	-	9,025	-	-
Compensation & Benefits Total	\$ 9,025	\$ -	\$ -	\$ 9,025	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Program Manager Sr SPW (1.0 SPW) Continuation (Year 2 of 2)	-	195,558	-	195,558	-	-
Annual OG Transfer to the DRC	(93,812)	-	-	(93,812)	-	-
CDL Training Ongoing Resources	250,000	-	-	250,000	-	-
Travel and Training Cut Restoration	9,044	-	-	9,044	-	-
Administrative & Other Total	\$ 165,232	\$ 195,558	\$ -	\$ 360,790	-	\$ -
Grand Total	\$ 174,257	\$ 287,994	\$ 2,600	\$ 464,851	-	\$ -
FY 2025 Preliminary Budget	\$ 2,676,840	\$ 287,994	\$ 2,600	\$ 2,967,434	17.00	\$ -
Change from FY 2025 Target	\$ 174,257	\$ 287,994	\$ 2,600	\$ 464,851	-	\$ -
Change from FY 2024 Adopted	\$ 92,312	\$ (1,381,393)	\$ 2,600	\$ (1,286,481)	(1.00)	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Innovative Justice & Program Analysis includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$1,669,387 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget; and

The FY 2025 Preliminary Budget for Innovative Justice & Program Analysis includes the following increases:

Programmatic Recommendations	One-Time	Ongoing	Total	FTEs
Creation of a Planner Sr Special Project Worker (1.0 SPW) for a period of two fiscal years to pilot IJPA’s proposed “Jail Expediter” role in the Data, Research, & Planning Team.	\$92,436	\$-	\$92,436	-
Total Programmatic Recommendations	\$92,436	\$-	\$92,436	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Innovative Justice & Program Analysis includes the following changes related to Administrative and Other Funding Changes:

- \$164,333 was removed from the budget related to ongoing compensation adjustments originally budgeted in fund centers later transferred out of IJPA, then Justice Planning, during the reorganization of Justice Planning during the FY 2024 Budget Process;
- \$88,588 was removed from the budget related to ongoing costs for a Strategic Advisor FTE transferred to CES (140) mid-year FY 2024. This reduced IJPA’s FTE county by 1.0 FTE; and
- \$63,213 was removed from the budget related to ongoing transitional housing resources transferred to the Mental Health Division of the newly unified Public Defender’s Office (144).

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Ongoing resources related to the expansion of the Commercial Driver’s License (CDL) Training Program in IJPA’s Reentry Resources Division as approved during the FY 2024 Budget Markup process	\$-	\$250,000	\$250,000	-
Continuation of a Program Manager Sr Special Project Worker (1.0 SPW) for the final 12 months of the original 25-month duration approved from September 1, 2023, through September 30, 2025, by Commissioners Court on August 22, 2023	195,558	-	195,558	-
Travel and Training Cut Restoration.	-	9,044	9,044	-
Transfer of ongoing resources related to the annual General Fund transfer to the Dispute Resolution Center (DRC) to be budgeted in the new Community Legal Services (CLS) Department (141) following the reorganization of Justice Planning during the FY 2024 Budget Process	-	(93,812)	(93,812)	-
Total Administrative and Other Funding Changes	\$195,558	\$165,232	\$360,790	-

Included in the FY 2025 preliminary budget is a 50% restoration of training budget reductions approved by the Commissioners Court as part of the FY 2021 Adopted budget. These cuts were implemented to stabilize the county budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Funding includes \$9,044 in ongoing operating resources for IJPA. PBO will continue to work with offices and departments to understand their travel and training needs throughout FY 2025 and future budget processes.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Innovative Justice & Program Analysis includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase. These compensation changes were initially dispersed across multiple departments and divisions that were later reorganized into CLS following the reorganization of Innovative Justice & Program Analysis (IJPA, formerly known as Justice Planning) approved during FY 2024. Therefore, the total compensation changes remaining in IJPA (\$69,856) following the reorganization are reflected both by the positive amounts in the Compensation & Benefits Funding and negative amounts in the Administrative & Other sections under Target Budget Changes in the above FY 2025 Budget Recommendations Summary table.	\$-	\$69,856	\$69,856
Resources for health insurance cost increases for FY 2025.	-	9,025	9,025
Total Compensation Changes	\$-	\$78,881	\$78,881

FY 2024 compensation adjustments were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

The FY 2025 Preliminary Budget includes various internal reallocations within the Department’s FY 2025 Budget Submission to better align projected FY 2025 expenditures.

However, PBO notes that IJPA included in its FY 2025 Budget Submission the reallocation of \$100,000 in ongoing operating resources from line item 511430 (Workforce Development) to line time 511390 (Rent Assistance). PBO does not recommend the ongoing reallocation of resources intended for use in the CDL Driver’s License Training Program be included in the FY 2025 Preliminary Budget due to Commissioners Court continued prioritization of funds for the express purpose of expanding the CDL Driver’s License Training Program.

Additionally, on January 9th 2024, Commissioners Court approved the transfer of one Administrative Associate FTE (Position # 30003791) from the Justice Planning Workforce Development (JPWD) Division to Counseling and Education Services (CES) to address additional need for administrative personnel support in CES’ Administrative Division from rising client call volumes, the need for additional administrative support for alcohol/drug and family violence assessments and education programs, and reducing observed backlogs affecting CES operations. This reduced the FTE count in the Innovative Justice & Program Analysis Department by 1.0 FTE.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$300,000 for the Department. This is a net \$300,000 increase compared to the amount budgeted in the FY 2024 Adopted Budget. FY 2025 Preliminary Budget recommended CAR funding includes:

<i>Capital Funding Recommendations</i>	<i>Total</i>
Centrally budgeted resources for computer equipment related to the recommended Planner Sr Special Project Worker (1.0 SPW) for a period of two fiscal years to pilot IJPA’s proposed “Jail Expediter” role in the Data, Research, & Planning Team	\$2,600
Total Capital Funding Recommendations	\$2,600

ADDITIONAL INFORMATION

VACANT POSITIONS

The Department currently has three total vacancies, out of which the following one position has been vacant for more than a year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Justice Planning Div Dir	30005166	1.00	796	Recruitment is pending the recruitment of a permanent IJPA County Executive

FUTURE CONSIDERATIONS

Throughout FY 2023 and FY 2024, the Department of Innovative Justice & Program Analysis, then known as Justice & Public Safety, underwent the process of a significant departmental reorganization. In a presentation to Commissioners Court the Department recounted the lead up to the reorganization with the following:

Beginning in August 2022, the Court posted and held a series of open joint subcommittee meetings twice per month, during which key personnel from each division in JPS presented information on the creation, history, mission, and work of their divisions. As a result of those meetings, it became clear that there were multiple offices (divisions) providing direct legal representation to eligible indigent residents of Travis County, in both the criminal and civil legal systems, that were organized administratively in different ways. MHPD, OCR, and OPR were organized administratively and budgetarily alongside the other divisions in criminal justice planning that do not provide direct legal representation or services, while the PDO and JPD are each separate and distinct (departments) under the Justice & Public Safety Department. In addition, it became clear that six of the nine divisions organized under JPS are attorney offices, each equivalent to a small to medium sized law firm, with a combined total of 70+ attorneys, being managed administratively by a non-attorney County Executive.

On April 18, 2023, Commissioners Court approved the creation of a new department and County executive position related to the planned reorganization of the Justice Planning Department (155). The proposed reorganization, as represented by an organizational chart presented to Court on April 18, 2023, included a new department under the Commissioners Court denoted as Community Legal Services (CLS) which would directly administer the Office of Parent Representation (OPR), Office of Child Representation (OCR) and the Law Library. Additionally, CLS is proposed to have a supportive but indirect administrative supportive relationship to the Dispute Resolution Center (DRC), Managed Assigned Counsel Contract Management (CAPDS), and Chief Public Defender Department (a reorganization of the Public Defender’s Office, 144). This further reorganization of the Public Defender’s Office, Department 144, altered the department to contain fund centers for

General Adult Defense (formerly the Public Defender’s Office, Department 144), Mental Health Defense (formerly the Mental Health Public Defender housed as a fund center under Department 155, Justice Planning), and Juvenile Defense (formerly the Juvenile Public Defender, Department 143). The full scope and impact of this reorganization on the Public Defender’s Office is unknown at this stage and will likely impact the Office significantly over subsequent fiscal years.

On April 16, 2024, Commissioners Court approved the renaming of Justice Planning from its official title of Department of Justice & Public Safety to the Department of Innovative Justice & Program Analysis (IJPA). In its presentation to Commissioners Court, the Department summarize the reorganization efforts and need for renaming Department 155 with the following:

During FY23, the Commissioners Court took action to re-organize the offices and divisions previously organized under the Justice & Public Safety Department (JPS). As a result, each of the offices providing direct legal representation or legal services were removed from JPS and organized under a new Travis County Department named Community Legal Services. The offices/divisions/programs remaining in JPS are the data, research, and planning program, the workforce development/reentry resources department, Counseling & Education Services, and the diversion center/diversion programming planning and community outreach and engagement teams. Today, staff requests that the Commissioners Court consider and take action to approve renaming JPS. The recommended new name is the Department of Innovative Justice & Program Analysis. This new name is more reflective of the County's focus on providing alternatives to incarceration through innovative programs designed to deflect, divert, and serve our residents in community settings outside of the criminal legal system.

While IJPA processes these significant changes to its structure, scope of work, and name, it continues to play an integral role in the County’s ongoing efforts to implement Counsel at First Appearance (CAFA).

On April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement CAFA in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk’s Office, the County Attorney’s Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney’s Office, the Public Defender’s Office (PDO), the District Clerk’s Office, and the Sheriff’s Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

PBO notes that it will be important to ensure that CAFA is conducted as efficiently as possible to prevent duplication of duties. PBO would like to explore the possibility of one Office solely handling prosecution and one Office solely handling defense during CAFA. This could reduce the number of staff needed for prosecution and defense during CAFA. PBO wishes to explore questions like this with the impacted Offices and Departments before a final funding recommendation is made for CAFA.

Given the importance and cost of this initiative, PBO needs additional time to finalize a holistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop a finalized recommendation for this initiative. It is very likely that either an Earmark will be included in the FY 2025 Preliminary Budget,

or PBO will help facilitate conversations between the Offices and Departments and Commissioners Court prior to the FY 2025 Adopted Budget regarding resources needed for FY 2025 for CAFA.

While IJPA has not submitted a budget request related to CAFA for FY 2025, the Department maintains a supportive role facilitating coordination between stakeholder departments in the ongoing discussions around CAFA, and provides aid for related operations, such as the test shifts currently underway, as needed. It is possible that IJPA may have an expanded role to play in the future implementation of CAFA.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #01: CONTRACT CONSULTANT FRONT LINE ADVISORY GROUP

<i>Program:</i>	Justice Planning (155)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	300,000	-	-	-
Subtotal	\$ 300,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 300,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 300,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Department of Innovative Justice & Program Analysis (IJPA) is requesting one-time operating resources to fund a contract for specialized program management support, for approximately 2,000 hours during FY 2025, from the Front Line Advisory Group (FLAG) related to the initiative to develop a Diversion Center.

IJPA believes these contracted services are necessary to ensure the creation of Diversion Center design concepts that are technically sound, within a reasonable timeframe, consistent with current understanding of community needs at the intersection of the behavioral health and criminal-legal systems, will inform financial planning for construction and operations of the facility, and mitigates the risk of complications in future stages of the Diversion Center construction project.

BUDGET REQUEST PERFORMANCE MEASURES

IJPA did not submit performance measures along with this request.

PBO RECOMMENDATION

PBO recommends that IJPA request access to earmarked funds currently recommended for the Commissioners Court related to Jail Diversion Center / Prevention Services to fund this request in FY 2025. The relevant recommendation included in the FY 2025 Preliminary Budget writeup for the County Judge (101) is explained below:

PBO recommends Earmarks totaling \$68,830,632 for the Jail Diversion Center / Prevention Services consisting of a \$5,000,000 Earmark against the Allocated Reserve and a \$63,830,632 Earmark against the CAR Reserve for the FY 2025 Preliminary Budget. These Earmarks will be listed under the Commissioners Court rather than a particular Commissioners Court Office. These funds

are unspent resources from the Budget Stabilization Reserve in FY 2024 and an unspent balance from a CAR Earmark based on unspent funds from the FY 2023 Budget Stabilization Reserve.

Additionally, PBO will continue to work with IJPA and related stake holder departments, including the County Judge's Office and Purchasing, to right size resources related to the Diversion Center projects for FY 2025.

REQUEST #02: PLANNER SR (1.0 FTE) – DATA RESEARCH & PLANNING

<i>Program:</i>	Justice Planning (155)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	92,436	92,436	92,436	-
Operating	-	-	-	-
Subtotal	\$ 92,436	\$ 92,436	\$ 92,436	\$ -
Capital	2,600	2,600	-	-
Dpt Total	\$ 95,036	\$ 95,036	\$ 92,436	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 95,036	\$ 95,036	\$ 92,436	\$ -

DEPT. SUMMARY OF REQUEST

The Department of Innovative Justice & Program Analysis (IJPA) is requesting additional funding related to the creation of a Planner Sr. position (1.0 FTE) in the Data, Research, and Planning (DRP) Team to function as a jail expediter. This position would monitor the Travis County jail population daily to facilitate coordination between County stake holders and ensure that no justice-involved residents fall through the cracks who could be or should be released. The Department notes that this position would also perform continual analysis of the jail population to monitor for diversion eligibility and/or gaps in service areas. This would increase IJPA’s FTE count by 1.0 FTE.

The DRP Team notes that this Planner Sr. will be tasked with reviewing jail population reports daily and monitor the jail population to ensure that anyone who, for a variety of reasons, should be released or transferred is released as quickly as possible. The Planner Sr. will work in coordination with judges, prosecutors, defense attorneys, and other justice/court personnel to ensure that no one remains incarcerated any longer than necessary. Coordination with County and community-based reentry programs will be made, as needed, to ensure that any individual released to Travis County from the jail is provided with support and services necessary to be successful and remain in the community.

The Department notes that Travis County Commissioners Court has expressed the desire for more justice-related data outputs and outcomes to inform various deflection, diversion, and public health and safety initiatives. Additionally, DRP staff has been tasked with leading or co-leading several large-scale initiatives, including implementing recommendations from the Safer Travis County resolution and the Mental (Behavioral) Health Diversion Center resolution. DRP’s current workload is managed by three Planner Sr. and two Planning Manager positions (5.0 FTEs). DRP staff report that these ongoing initiatives require additional staff resources to ensure sufficient capacity to continue to provide a robust response to data requests and analysis, and timely and effective program planning and implementation. DRP is eager to provide the Commissioners Court, criminal legal system stakeholder partners, and the community with quality data analysis and program support that will help inform deflection and diversion programs, and mental health, substance use, and harm reduction initiatives.

BUDGET REQUEST PERFORMANCE MEASURES

IJPA did not submit performance measure data along with this request.

PBO RECOMMENDATION

PBO recommends \$95,036 in additional one-time resources, including \$92,436 in one-time personnel and \$2,600 in centrally budgeted operating resources for computer and phone equipment related to the creation of a Planner Sr Special Project Worker (1.0 SPW) for a recommended period of two fiscal years to pilot IJPA's proposed "Jail Expediter" role in the Data, Research, & Planning (DRP) Team. PBO believes that recommending this position as a Special Project Worker for an extended duration would provide PBO and IJPA the opportunity to gauge the overall effectiveness of the proposed Jail Expediter role.

PBO recognizes that Justice Planning's Data Research and Planning Team would benefit from expanded staffing capacity to address a growing portfolio of important projects delegated to it by Commissioners Court. Given sufficient available ongoing funding, PBO would consider recommending this request on an ongoing basis. However, due to limited availability of ongoing resources for reasonable but non-mandated expansions of existing programs, PBO must place added scrutiny on requests for additional ongoing resources. Currently, expanding the DRP Team in Justice Planning does not demonstrate an immediate, critical, or statutorily mandated need.

However, the Travis County Jail population is a major driver of both ongoing and one-time expenses for the County. Therefore, PBO acknowledges that IJPA's proposed role for this requested Planner Sr. position has the potential to promote significant cost savings for the County through dedicated personnel support of diversion and jail expedition efforts for justice-involved Travis County residents on an individual, case-by-case basis. If successful, this Planner Sr. position's individual level focus and coordination with other departments may ultimately conserve costly County resources by directing focused personnel capacity to support efforts to ensure that no justice-involved Travis County Resident remains in jail longer than necessary. Through proactive identification of alternative solutions such as diversion programs, pretrial services, or community-based interventions, the Planner Sr. has the potential to optimize the use of resources within the justice system. This includes reducing the strain on judicial resources, minimizing the reliance on costly incarceration, and reallocating funds towards more effective interventions that promote rehabilitation and reintegration.

At this time PBO is uncertain whether the scope of these proposed duties may be beyond the capacity of a single position to adequately address, as the sheer number and nuanced complexity of cases for justice-facing Travis County residents at this proposed level would likely be immense. Additionally, PBO is uncertain whether these proposed duties would prove additive or duplicative relative to other diversion-focused and/or Travis County Jail-centered operations across other Departments.

IJPA has proposed several potential new performance measures within its narrative description of this request that would provide a strong basis of comparison of the requested Planner Sr position's potential direct impact relative to current County operations. The Department included the following proposed performance measures in its backup for this request to PBO:

The Planner Sr.'s effectiveness can be measured by the number of individuals released from the jail (with attention given to subsequent bookings and follow up on individual outcomes once released from jail). A second measure would be the number of days between identifying an individual potentially eligible for release and the actual release date. A third measure would compare the average length of stay for an individual released with the assistance of the Planner Sr. to the average length of stay for all other individuals charged with the same offense. (Alternatively, develop a measure or measures comparing average lengths of stay against predetermined "ideal" time frames).

PBO will work with IJPA to further develop and refine these proposed performance measures and provide updates during the FY 2026 Budget Process when this request will likely be resubmitted for the purposes of a status update and confirmation of funding for the second fiscal year currently recommended for this position.

In addition to potential cost savings for the County, the requested Planner Sr positions proposed responsibilities have the potential to improve the quality of justice for justice-involved residents of Travis County. The DRP Team notes that, with a dedicated focus on individuals in the jail, the Planner Sr. would ensure that each case receives the attention it deserves, and

that a personalized approach may lead to more efficient case management, potentially reducing delays in legal proceedings and expediting resolutions. Additionally, the Department intends for this proposed Jail Expediter to support coordination among stakeholders involved in the justice system by serving as a central point of contact. In this way, the requested Planner Sr. position could foster collaboration between law enforcement agencies, legal representatives, social services providers, and community organizations to promote a more holistic approach to addressing the needs of incarcerated individuals and facilitates smoother transitions upon release. Lastly, by systematically tracking outcomes and gathering data on the impact of various interventions, the Planner Sr. may contribute to evidence-based decision-making within the justice system and allow for the continuous refinement of strategies and the identification of best practices for addressing the underlying factors contributing to incarceration.

Based on the significant potential of the requested Planner Sr. "Jail Expediter" position to both promote an increased quality of justice for justice-involved Travis County residents and help conserve costly County resources to where they are most needed, PBO is recommending this position as a special project worker with a duration of two fiscal years to pilot this proposed Jail Expediter position and gauge its potential benefits to the County's system of Justice.

PBO recommends that IJPA resubmit this request for the FY 2026 Budget Process to provide PBO the opportunity to track outcomes, address observed challenges as they arise, and review progress of the proposed Jail Expediter Planner Sr. position. At that time, should observed outcomes and benefits for the recommended position demonstrate a significant value to the County, PBO will reconsider whether to recommend that IJPA also resubmit this request during the FY 2027 Budget Process for consideration of ongoing funding, or to instead maintain the currently recommended end date for this Planner Sr. Special Project Worker of September 30, 2026.

REQUEST #03: PEER SUPPORT SPECIALIST (1.0 FTE) – REENTRY RESOURCES

<i>Program:</i>	Workforce Development Taskforce (WD) (155)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Error
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	73,799	-	-	-
Operating	-	-	-	-
Subtotal	\$ 73,799	\$ -	\$ -	\$ -
Capital	2,600	-	-	-
Dpt Total	\$ 76,399	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 76,399	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Department of Innovative Justice & Program Analysis (IJPA) is requesting additional funding for the creation of one Peer Support Specialist position (1.0 FTE) in the Reentry Resources Division to support operations and to meet increased service demand resulting from recent expansions of services into correctional facilities located in Travis County and a new partnership between IJPA and the Travis County District Attorney’s Office.

Peer Support Specialists provide a variety of reentry, vocational training, resource coordination, and employment services to residents of Travis County who are experiencing current or previous interaction(s) with the criminal justice system as a barrier to stability. Reentry Resources visits and operates in Travis State Jail and collaborates with the Travis County District Attorney’s Office to provide reentry and pretrial diversion services to individuals in the criminal justice system. The Department notes that, with an increasing incarceration rate and IJPA becoming more visible in the community, there is an influx of formerly incarcerated people needing systems navigation, reentry resources and peer support. However, the Reentry Resources Division reports that it lacks sufficient staff capacity to meet these growing needs of justice-involved Travis County residents and/or expand services to meet observed needs within the community.

The Department asserts that this request is in line with recommendations from the Travis County Forensic Planning Project Steering Committee and would allow the Reentry Resources Division to accommodate a growing number of residents requesting reentry, training, and employment services. The Department asserts that this additional position would prevent the need to limit the number of potential clients served at one-time, allow for an expansion into women-centered services, increase the overall number of services provided throughout the fiscal year, and allow for a higher level of coordination with other Travis County departments and community stakeholders.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of clients entering CDL or other vocational training program components	39	48	13	60	60	70
Number of incarcerated people receiving services	-	1	280	280	336	338

PBO RECOMMENDATION

PBO does not recommend additional resources for a Peer Support Specialist position in the Reentry Resources Division be included in the FY 2025 Preliminary Budget.

PBO notes that multiple departments, including the Travis County Sheriff's Office and Public Defender's Office, have related similar requests for additional Peer Support Specialist positions during the FY 2025 Budget Process. PBO believes that additional input from Commissioners Court regarding how and where to possibly invest further in peer support personnel capacity is warranted in order to ensure that any future requests do not duplicate efforts made elsewhere.

REQUEST #04: PLANNER (1.0 FTE) – REENTRY RESOURCES

<i>Program:</i>	Workforce Development Taskforce (WD) (155)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Error
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	86,487	-	-	-
Operating	-	-	-	-
Subtotal	\$ 86,487	\$ -	\$ -	\$ -
Capital	2,600	-	-	-
Dpt Total	\$ 89,087	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 89,087	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Innovative Justice & Program Analysis (IJPA) Department is requesting additional resources related to the creation of a Planner position (1.0 FTE) in the Reentry Resources Division to help meet the increased demand for services resulting from the continued expansion of correctional facilities located in Travis County and to service the new diversion program between IJPA and the Travis County District Attorney’s Office. This would increase IJPA’s FTE count by 1.0 FTE.

The Reentry Resources Division provides a variety of reentry, vocational training, resource coordination, and employment services to residents of Travis County whose interaction(s) with the criminal justice system pose a barrier to stability. Services are provided to individuals within the community as well as individuals currently held within corrections or treatment facilities. The Reentry Resources Division visits and operates in Travis State Jail and will be collaborating with the Travis County District Attorney’s Office to provide reentry and pretrial diversion services to individuals in the criminal justice system. The Department notes that overall increase in individuals requiring services creates the need for additional staff members to service participants needs.

The Division states that its program services are intended to improve the stability of area residents, positively impact those affected by the criminal justice system, and improve the supply of quality labor for area employers. The Division reports that growing interest in services provided through Reentry Resources are contributing to a disproportionate client/Planner ratio, and that these observed trends may soon make it necessary to limit the number of clients the Division can serve. The Department notes that, with an increasing incarceration rate and IJPA becoming more visible in the community, there is an influx of formerly incarcerated people needing systems navigation, reentry resources and peer support driving the need for additional Planner staff capacity in the Division. The Department notes that it seeks to expand the Reentry Services program services to women and will require the additional staff capacity from the requested Planner position to enact this program expansion and to meet rising demand for services.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of clients entering program participation	220	495	213	295	345	347
Number of clients entering CDL or other vocational training program components	39	48	13	23	27	29
Number of people received assistance with clothing	-	-	120	120	140	142
Number of people received assistance with hygiene products	-	-	240	240	278	283
Number of people received emergency transitional housing	-	-	55	55	60	60

PBO RECOMMENDATION

PBO does not recommend additional resources related to the creation of a Planner position to expand IJPA’s Reentry Resources Division be included in the FY 2025 Preliminary Budget.

PBO recognizes that the Reentry Resources Division would benefit from expanded staffing capacity to address growing service demands and allow for expansion of women-centered programming. However, due to limited availability of ongoing resources for reasonable but non-mandated expansions of existing programs, PBO must place added scrutiny on requests for additional ongoing resources. At this time, expanding the Reentry Resources Division in IJPA does not demonstrate an immediate, critical, or statutorily mandated need.

REQUEST #05: COMMUNITY OUTREACH OPERATING RESOURCES – DATA RESEARCH & PLANNING

<i>Program:</i>	Justice Planning (155)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	12,000	-	-	-
Subtotal	\$ 12,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 12,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 12,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Innovative Justice & Program Analysis (IJPA) Department is requesting additional ongoing operating resources to support community engagement operations.

IJPA notes that its community engagement activities are intended to help produce data and insights that improve decision making for program design and evaluation. The Department asserts that community feedback and input are critical to ensuring that the knowledge used by county staff and officials to produce solutions and make decisions is more reliable and accurate. This request seeks to promote the inclusion of more community members in community engagement activities through additional resources for language translation and interpretation services, as well as additional rental cost resources to allow IJPA to host engagement activities in spaces that are more inclusive and comfortable for community members.

BUDGET REQUEST PERFORMANCE MEASURES

IJPA did not submit performance measures along with this request.

PBO RECOMMENDATION

While this request would provide IJPA additional general capacity for community engagement operations, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget, due to very limited resources. SB 2 (86th Legislature) does not allow Commissioners to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside of specific eligible adjustments per statute. The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include county-wide compensation and benefits as well as contractual and other mandated/required expenditures as PBO knows them.

Additionally, it is not clear from this request as submitted whether IJPA has a clear plan for use of requested funds based on recurring, currently scheduled or proposed community engagement events. The Commissioners Court has sought additional community engagement in recent years. The County will need to assess community engagement resources and PBO will work to make recommendations on how best to either centrally fund these types of activities or continue resource allocation in a decentralized and issue specific manner, as has been the case to date.

REQUEST #06: PROGRAM MANAGER SR SPW (1.0 SPW) CONTINUATION (YEAR 2 OF 2)

<i>Program:</i>	Justice Planning (155)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	191,028	191,028	-	-
Operating	4,530	4,530	-	-
Subtotal	\$ 195,558	\$ 195,558	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 195,558	\$ 195,558	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 195,558	\$ 195,558	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Innovative Justice & Program Analysis (IJPA) Department is requesting additional one-time resources for the continuation of a Program Manager Sr Special Project Worker (1.0 SPW) to support the Diversion Center and New Central Booking Facility Projects. This represents the final 12 months of the 25-month period originally approved from September 1, 2023, through September 30, 2025, by Commissioners Court on August 22, 2023.

This Program Manager Sr. is part of the IJPA’s Data, Research and Planning (DRP) team that supports the Travis County Commissioners Court and key stakeholders by providing quality data analysis, and the planning, implementing, and sustaining of countywide initiatives for the enhancement of public safety and reduction in crime. The Program Manager Sr. SPW is already working as part of the Data Research and Planning team that helps provide the Commissioners Court, criminal legal system stakeholder partners, and the community with quality data analysis and program support. The Department reports that this position continues to foster active coordination among project stakeholders throughout the County and helps provide direction on objectives, scope and timelines and drafted Statements of Work for the ongoing Diversion Center and New Central Booking Facility Projects.

BUDGET REQUEST PERFORMANCE MEASURES

IJPA did not submit performance measures along with this request.

PBO RECOMMENDATION

PBO recommends \$195,558 in additional one-time funds, including \$191,028 in personnel and \$4,530 in operating resources related to the continuation of a Program Manager Sr. Special Project Worker (1.0 SPW) in the Innovative Justice & Program Analysis (IJPA) Department be included in the FY 2025 Preliminary Budget to support the ongoing Diversion Center and New Central Booking Facility Projects. This represents the final 12 months of the original 25-month duration approved for this position during FY 2023.

On August 22, 2023, Commissioners Court approved the following item under PBO BATs:

T1 - Request from Justice Planning for the creation and related budget transfer for FY 2023 expenses of a Program Manager Sr Special Project Worker for a period of 25 months, effective from September 1, 2023 through September 30, 2025, with funding recommendations for FY 2024 to be included on the Changes to Preliminary Budget List and for FY 2025 resources to be discussed as a part of that year's budget process to support the Diversion Center and New Central Booking Facility Project.

Travis County Commissioners Court remains committed to developing a robust system of diversion to better direct public resources to populations of need within the County. These efforts include the ongoing development of both a Mental Health Diversion Center and New Central Booking Facility. The request from IJPA, then Justice Planning, on August 22, 2023, sought to create a Special Project Worker (SPW) to serve as the program leader working within the Department to convene and coordinate the complex and comprehensive work of the various Travis County departments and offices listed in the Court's Resolution (dated March 21, 2023) for these initiatives. The Court is also developing a Diversion Pilot Program to establish best practices for increasing access and effectiveness of mental health resources for justice involved individuals in Travis County, and the requested SPW was intended to serve as the participant for IJPA and assist with coordination of that project.

IJPA believed that a dedicated position was necessary to efficiently coordinate between the multiple departments and stake holders required to implement the Court's direction for the ongoing Mental Health Diversion Center / New Central Booking Facility Project and assist with the development of the diversion pilot program. To address this need, IJPA requested the creation of a Program Manager Sr SPW with an effective date from September 1, 2023, to September 30, 2025 (25-months).

At the time, PBO's estimated cost for FY 2024 and FY 2025 was \$188,203 for each fiscal year, including \$183,673 in annual salary and benefits and \$4,530 in annual operating resources for the requested position. However, PBO also noted that the final cost for FY 2024 and FY 2025 could change based on future compensation and benefit adjustments approved by Commissioners Court. PBO's updated estimated total cost to continue the position through the end of the originally approved duration for FY 2025 is \$195,558, including \$191,028 in one-time personnel and \$4,530 in one-time operating resources, and represents approximately a 3.9 percent increase relative to PBO's prior estimates. The observed increased in costs are the result of compensation adjustments approved in FY 2024 and updates to benefit calculations in FY 2025.

The FY 2024 Adopted Budget includes both a \$500,000 Earmark on the Allocated Reserve related to programmatic needs and a \$1,500,000 Earmark against the CAR Reserve for facility planning and assessment costs related to the Mental Health Diversion Pilot. Given that there will be additional costs for Diversion Pilot initiatives, the Planning and Budget Office did not recommend use of these FY 2024 earmarks for the request to create the Program Manager Sr SPW. This enabled the preservation of the \$500,000 Earmark Against the Allocated Reserve for FY 2025. Additionally, PBO recommended that the FY 2025 needed resources be handled through the FY 2025 Budget Process.

Therefore, PBO recommends \$195,558 in additional one-time resources be included in IJPA's FY 2025 Preliminary Budget for the continuation of the Program Manager Sr Special Project Worker (1.0 SPW) to support the ongoing Diversion Center and New Central Booking Facility Projects through the end of the originally approved period of 25 months ending on September 30, 2025. Should these projects need additional support beyond FY 2025, PBO would recommend that IJPA resubmit this request during the FY 2026 Budget Process.

REQUEST #07: STRATEGIC ADVISOR SPW (1.0 SPW) CONTINUATION (YEAR 2 OF 2)

<i>Program:</i>	Justice Planning (155)			
<i>Fund/Fund#:</i>	ARPA Fund (1000)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	121,154	-	-	-
Operating	3,398	-	-	-
Subtotal	\$ 124,552	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 124,552	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 124,552	LFRF Funds Recommended	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Innovative Justice & Program Analysis (IJPA) Department is requesting additional one-time resources related to the continuation of a Strategic Advisor Special Project Worker (1.0 SPW) currently approved for a 21-month duration from January 1, 2024, through September 30, 2025, to support efforts to develop a data use agreement across the multiple stake holders involved with County-wide mental health diversion efforts.

This Strategic Advisor SPW is part of the IJPA’s Data, Research and Planning (DRP) team that supports the Travis County Commissioners Court and key stakeholders by providing quality data analysis, and the planning, implementing, and sustaining countywide initiatives for the enhancement of public safety and reduction in crime.

BUDGET REQUEST PERFORMANCE MEASURES

IJPA did not submit performance measures along with this request.

PBO RECOMMENDATION

PBO recommends continued use of LFRF Track 3 funding set aside to initiate data and technology modernization for the remaining nine months of this Strategic Advisor SPW position’s original approved duration through September 30, 2025.

On December 19, 2023, PBO presented an update on LFRF Track 3 Projects to Commissioners Court. The following project recommendation was included in the backup provided with that agenda item and approved by Commissioners Court:

E.) Use Previously Approved Track 2 Resources for the Creation of a Special Project Worker to Assist with Data Sharing Efforts in the Criminal Justice System

PBO recommends \$169,880 in previously approved Track 2 resources for the creation of a Strategic Advisor Special Project Worker (SPW). This SPW is proposed for a period of 21 months to support efforts to develop a data use agreement across the multiple stake holders involved with County-wide mental health diversion efforts. However, given recent guidance, it is important to note that LFRF funding is not contemplated for the remaining part of the recommended 21 months. The SPW would have an effective date of January 1, 2024, through September 30, 2025, and would assist with the strategic planning and development work

necessary to develop and adapt data collection and data sharing/use partnerships, as well as data evaluation and analysis methods as directed by Court.

On April 20, 2023, Commissioners Court approved additional allocations of LFRF funding for applicable projects including \$8,000,000 for Residential Jail Diversion with Mental Health and Addiction Treatment. This allocation includes \$6,000,000 for piloting diversion services and bridge housing and \$2,000,000 set aside to initiate data and technology modernization. These data and technology modernization efforts were prioritized following Dr. Strakowski's report to Court on March 23, 2023, regarding the work of the Mental Health Steering Committee which identified a need to improve data sharing capacity across stake holders involved with mental health diversion efforts. Justice Planning believes that the requested Strategic Advisor SPW is necessary to efficiently coordinate between the multiple departments and stake holders required to better support the justice system.

Based on the most recent information from the US Department of the Treasury, it is PBO's understanding that the nature of work to be done by this position is only eligible for LFRF funding until December 31, 2024. The recommended \$169,880 will cover the first 12 months of the intended period for the SPW. The estimated \$124,156 in funding for the remaining nine months of the position in FY 2025 will be addressed through a budget request from Justice Planning as a part of that fiscal year's budget process. While funding for the remaining nine months of FY 2025 will need to be identified, the authorized period would remain at 21 months for the requested SPW from January 1, 202[4], to September 30, 2025.

F.) Update on latest U.S. Department of Treasury Interim Final Rule for State and Local Fiscal Recovery Funds

In November 2023, the Treasury issued an Obligation Interim Final Rule (IFR) to address LFRF recipients questions and comments regarding the definition of "obligation" as it pertains to the Treasury's requirements that all LFRF funds be "obligated" by December 31, 2024. This IFR provided clarification on the definition and provided related guidance specifically regarding which personnel costs are allowable after the December 31, 2024, obligation deadline and until the expenditure deadline of December 31, 2026.

These new classifications provide specific limitations on personnel expenses after the obligation deadline, allowing only those personnel directly involved in LFRF administrative work, such as reporting and compliance, single audit work, record retention and internal control requirements, property standards, environmental compliance requirements, and civil rights and nondiscrimination requirements, to be funded through LFRF resources after the December 31, 2024 obligation deadline. PBO is working with Guidehouse to provide comment on this new Interim Final Rule and will work with the consultant and relevant Departments and Offices that may be impacted by this clarification to determine which SPWs are eligible for extension until 2026 and which may need alternative funding sources. The Treasury has provided a deadline of April 30, 2024, to report on specific eligible personnel costs that will be funded through 2026, and PBO will bring forward an update on LFRF Special Project Worker funding to the Court before that date.

As reported to Commissioners Court during the December 19, 2023 LFRF update, in November 2023, the Treasury issued an Obligation Interim Final Rule (IFR) to address LFRF recipients questions and comments regarding the definition of "obligation" as it pertains to the Treasury's requirements that all LFRF funds be "obligated" by December 31, 2024. This IFR provided clarification on the definition and provided related guidance specifically regarding which personnel costs are allowable after the December 31, 2024, obligation deadline and until the expenditure deadline of December 31, 2026.

These clarifications provided specific limitations on personnel expenses after the obligation deadline, allowing only those personnel directly involved in LFRF administrative work, such as reporting and compliance, single audit work, record retention and internal control requirements, property standards, environmental compliance requirements, and civil rights and nondiscrimination requirements, to be funded through LFRF resources after December 31, 2024 and through December 31, 2026. Based on these changes, PBO commenced work to develop recommendations for how to fund the 51 Special Project Worker positions that were funded through the LFRF, considering that many of them would no longer be eligible for LFRF

funding after December 31, 2024 based on the November Treasury guidance. These positions, as direct service positions rather than administrative position, were thought not to be eligible for LFRF funding based on this guidance.

On March 29, 2024, the Treasury released a new set of Frequently Asked Questions which changes this guidance to allow recipients to consider funds obligated under LFRF rules for any personnel whose salary may be paid under an eligible use of SLFRF funds through December 31, 2026, for any position that existed and was filled by December 31, 2024. This is an expansion of the previous understanding from the November 2023 Treasury Guidelines. In addition, reporting deadlines for personnel expenses were moved from April 30, 2024 to July 2024 for administrative expenses and January 2025 for all other personnel. PBO did not complete its analysis of this new information before the Department submitted its budget request, and so PBO recommended that the Department submit all LFRF-related positions that may have been ineligible under the LFRF under the November 2023 guidance through the budget process, in case they would need General Fund resources.

PBO believes that based on the current Treasury guidelines and based on the action already taken by Commissioners Court on December 19, 2023, to authorize this position until September 30, 2025, that this Strategic Advisor SPW is eligible for continued use of LFRF funding until the completion of the original 21 month approved duration. Should LFRF funding be determined to be ineligible to extend this position through at least September 30, 2025, PBO will reconsider identifying one-time general fund resources to maintain this position through the original approved duration of January 1, 2024, to September 30, 2025.

The estimated cost for the final nine months of the previously approved duration for this Strategic Advisor SPW is \$124,552, including \$121,154 in one-time personnel and \$3,398 in one-time operating resources for the final nine months of the position's originally approved duration ending September 30, 2025.

Justice of the Peace, Precinct One (126)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	6
FY 2025 Preliminary Budget Recommendations Summary	7
Additional Information	9
FY 2025 Budget Request Analysis	12
Request 01: Two FTEs (Including Three SPWs to FTE)	12
Request 02: One-Time increase to JP Courts Visiting Judge budget	15

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

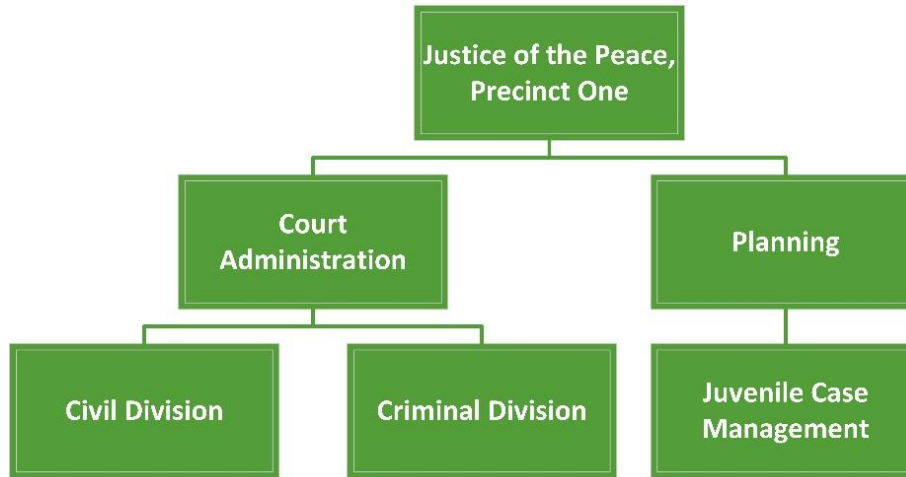
The mission of the Justice of the Peace, Precinct One (JP1) is to efficiently provide services for Travis County citizens through the accessible administration of justice, fairness, integrity, and respect.

The Justice of the Peace, Precinct One has identified the following departmental goals:

- To timely initiate and process cases filed;
- Ensure cases are promptly scheduled on court dockets;
- Promote quality customer service; and
- Maintain trust with citizens by continually developing and reviewing performance measures and court processes for efficiencies.

The Office is budgeted in the Justice System Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes," and are now linked to the County Goal, "Provide services that support the safety of people in the community."

CIVIL PROCESSING:

In compliance with time standards mandated by Texas statutes, the Civil Division administers claims within its jurisdiction not exceeding \$20,000 by processing debt claim cases, small claims, landlord-tenant cases, evictions, unlawful towing, animal

cruelty, administrative hearings, and exclusive writs. Cases are resolved through bench trials, jury trials, settlement, or dismissal.

Justice Courts operate under mandates from the Texas Rules of Civil Procedure, Texas Rules of Evidence, and Health and Safety Code. The Offices are mandated to follow the case processing procedures outlined in Texas Government Code Chapter 27, and section 71.035(b), which requires each judge, clerk, and court official to report information on the civil and criminal business transacted by the court to the Texas Judicial Council. Justice Courts follow requirements for safekeeping of all court documents as outlined in Section 27.004 of Government Code. The Court is also required to submit monthly productivity reports to the Texas Office of Court Administration under Texas Administrative Code.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of civil cases filed	4,085	5,252	5,890	6,025	6,025
Number of civil cases held heard by judge	4,560	6,591	6,200	6,200	6,200
Number of Peace Bonds reviewed	17	31	48	50	50
Number of motions filed	1,898	3,111	2,550	2,500	2,500
Percentage of civil cases dismissed (by plaintiff)	41%	30%	38%	35%	35%
Number of employees (FTE's) to process cases	7.2	7.7	7.7	7.7	7.7

The number of civil cases filed are expected to increase in FY 2024 and continue to do so in the following fiscal years. The primary outcome measure is the percentage of civil cases dismissed by the plaintiff, which is expected to remain relatively steady. Civil cases dismissed by the plaintiff are generally due to collaboration between the defendant and the plaintiff, as a payment plan is typically crafted, or the plaintiff determines that there is not sufficient evidence to try the case.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Court Clerk I SPWs	\$214,381	3.00 SPWs	JP1 faced challenges in hiring staff timely and the time it takes to train a Court Clerk to be semi-proficient in processing court documents can take 3-6 months. Performance measures associated with these positions: Number of civil cases filed; Percentage of civil cases dismissed by Plaintiff; and Number of employees to process cases.

CRIMINAL:

The Criminal Division handles fine-only traffic violations, non-traffic, and juvenile Class C misdemeanor offenses. The primary duty of the Court is to resolve cases with a bench or jury trial, including entering a plea and fine payment. The court processes dispositions after trial and pretrial dismissals or diversions, such as defensive driving and deferred adjudication. Duties for the Criminal Division also include peace bond hearings, disposition of stolen property, and indigency hearings as required by law.

The Criminal Division handles violations filed under the Texas Transportation Code of Criminal Procedure, Texas Penal Code, and Texas Education Code. The Court is mandated by state law to follow the case processing procedures outlined in Texas Code of Criminal Procedure (TCCP) Chapter 45, procedures regarding acceptance of payments and pleas by mail in TCCP

Chapter 27, safekeeping of all court documents in Texas Government Code Chapter 27, and truancy related violations committed under the Chapter 25 of the Texas Education Code. Section 71.035(b) of Texas Government Code requires each judge, clerk, and court official to report information pertaining to the civil and criminal business transacted by the court as required by the Texas Judicial Council. The Court is also required to submit monthly productivity reports to the Texas Office of Court Administration under Texas Administrative Code.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of Class C cases filed (formerly Traffic cases filed)	5,038	8,910	8,575	11,678	7,550
Number of Pre-trials Scheduled	2,496	1,731	4,225	4,225	4,225
Number of Warrants Issued	0	442	5,225	3,725	3,725
Number of cases sent to Omni	22	1,225	1,550	1,225	1,225
Pieces of mail processed	1,745	6,680	5,225	4,975	4,125
Number of telephone calls received	29,375	38,626	40,889	40,475	35,550
Number of faxes/emails received for processing	9,988	16,883	18,578	18,550	15,000
Number of motions filed	531	880	1,125	1,559	1,105
Number of cases sent to Collections	716	728	1,775	6,875	1,775
Number of cases processed after online payment accepted	1,635	1,778	2,356	2,350	2,350
Number of Employees to process cases	7.2	6.8	6.3	6.3	6.3
Cost per case filed	93	51.69	53.70	74.80	74.14
Percentage of disposed to cases filed	51%	52%	45%	75%	75%

The Criminal Division is still facing some of the long-term impacts of adjustments made to Court process during the COVID-19 pandemic as many criminal proceedings were delayed until October 2020, resulting in an ongoing backlog of proceedings and lower rate of disposition than historically normal 80 percent. Further, the office has been impacted by the elevated DPS citation filings towards the end of FY 2023 through the start of FY 2024, as seen above in the number of class C cases filed, which impacted other areas of office operations. Warrant issuance was placed on hold throughout the pandemic and has since begun to return to pre-pandemic levels. The Office expects to see increased revenue from warrant issuance.

KEY PROGRAM MEASURES

The following program was formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes,” and are now linked to the County Goal, “Protect and provide opportunity for those most vulnerable and underrepresented.”

JUVENILE DIVISION:

The Juvenile Case Manager program supports the Court by administering the Court's juvenile docket and supervising the Court's orders in juvenile cases. The Juvenile Case Manager receives the complaints, referrals, and begins the entry process of all Parent Contributing to Non-Attendance, Truant Conduct, and Juvenile Offenses. The program is funded entirely by special revenue funds. This service is mandated under Texas Code of Criminal Procedure, Article 45.056. A Juvenile Case Manager shall give priority to cases filed under Sections 25.093 (Parent Contributing to Nonattendance) and 25.094 (Truant Conduct), Education Code.

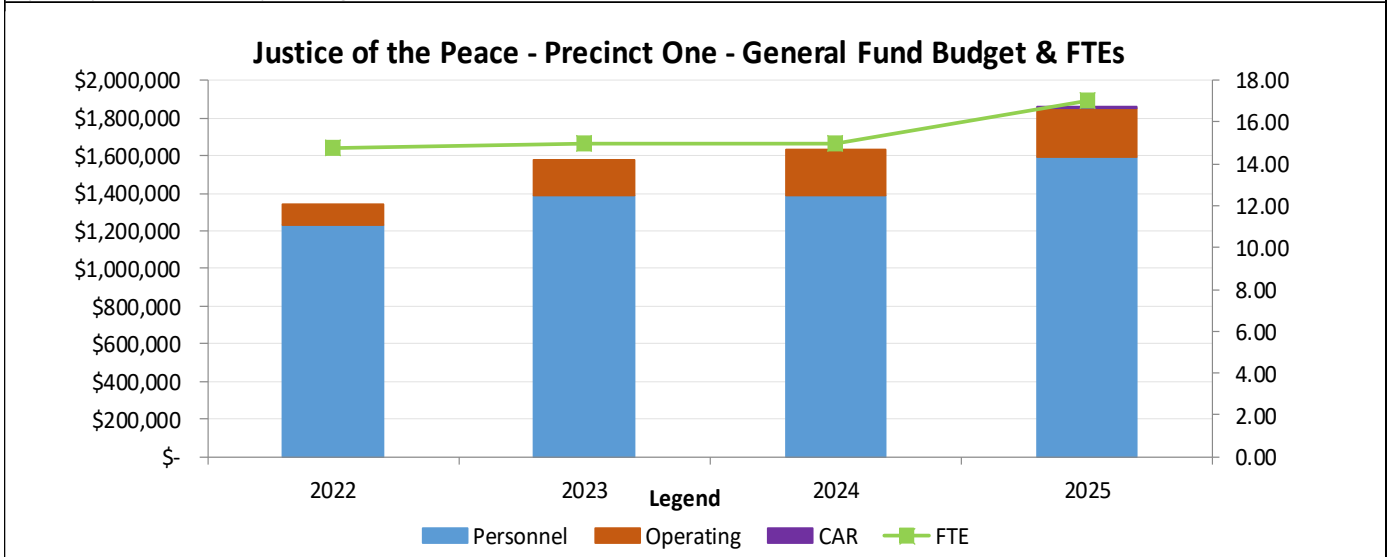
<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of cases assigned to the Juvenile Case Manager	70	125	150	150	150
Number of dockets attended by juveniles (held)	36	63	68	68	68
Number of juvenile contacts conducted	165	71	105	255	255
Number of parent contacts conducted	2,693	1,308	1,500	1,500	1,500
Number of truancy referrals to Truancy Prosecutor	41	132	150	150	150
Number of students or parents referred for services	61	49	72	125	125
Number of Civil Truancy cases filed	33	48	60	60	60
Number of Non-truancy cases filed	75	160	210	225	225
Number of Parent Contributing to Non-attendance filed	159	186	195	205	205
Number of employees to process cases	2	2	2	3	3

The Juvenile Division is anticipating that the number of cases assigned to the Juvenile Case Manager in FY 2024 will total 150, a 20 percent increase over FY 2023 and a 114 percent increase over FY 2022 as seen above, this can be attributed to the establishment of HB 3186. The Texas Youth Diversion and Early Intervention Act (HB 3186), adopted by the 88th Texas Legislature, requires each justice and municipal court, to adopt a written plan that diverts juveniles accused of a misdemeanor punishable by fine only (other than a traffic offense) to diversion services for up to 180 days, rather than face formal criminal prosecution. The statute is effective January 1, 2024, with the Youth Diversion Plans effective January 1, 2025. Under CCP Article. 45.307 (Code of Criminal Procedure, Chapter 45, Subchapter E), an individual or entity that provides juvenile case manager services may be the program coordinator. The Office is currently working on procedures to implement the Juvenile Criminal Diversion plan which would be coordinated by the Juvenile Case Manager.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	1,227,596	1,384,995	1,391,602	1,591,356	199,754
Operating	110,750	189,788	239,478	257,674	18,196
Total (Per&Op)	\$ 1,338,346	\$ 1,574,783	\$ 1,631,080	\$ 1,849,030	\$ 217,950
CAR*	-	-	-	5,200	5,200
Grand Total	\$ 1,338,346	\$ 1,574,783	\$ 1,631,080	\$ 1,854,230	\$ 223,150
FTEs	14.75	15.00	15.00	17.00	2.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Justice of the Peace, Precinct One increased by \$223,150 from the FY 2024 Adopted Budget. This is a 13.7% increase. The majority of the increase was in the personnel budget due to the addition of two Court Clerk I FTEs and FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 1,464,964	\$ 166,116	\$ -	\$ 1,631,080	15.00	\$ -
Target Budget Changes						
Compensation & Benefits	46,012	-	-	46,012	-	-
Administrative & Other	-	(166,116)	-	(166,116)	-	-
Total Target Budget Changes	\$ 46,012	\$ (166,116)	\$ -	\$ (120,104)	-	\$ -
FY 2025 Target Budget	\$ 1,510,976	\$ -	\$ -	\$ 1,510,976	15.00	\$ -
Budget Submission	\$ 1,510,976	\$ -	\$ -	\$ 1,510,976	15.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
JP Courts Additional Visiting Judge Resources	-	-	-	-	-	25,000
Two Additional Court Clerk FTEs	146,558	-	5,200	151,758	2.00	-
General Fund Transfer to Juvenile Case Manager SF	-	180,000	-	180,000	-	-
Programmatic Total	\$ 146,558	\$ 180,000	\$ 5,200	\$ 331,758	2.00	\$ 25,000
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	7,963	-	-	7,963	-	-
Compensation & Benefits Total	\$ 7,963	\$ -	\$ -	\$ 7,963	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	3,533	-	-	3,533	-	-
Administrative & Other Total	\$ 3,533	\$ -	\$ -	\$ 3,533	-	\$ -
Grand Total	\$ 158,054	\$ 180,000	\$ 5,200	\$ 343,254	2.00	\$ 25,000
FY 2025 Preliminary Budget	\$ 1,669,030	\$ 180,000	\$ 5,200	\$ 1,854,230	17.00	\$ 25,000
Change from FY 2025 Target	\$ 158,054	\$ 180,000	\$ 5,200	\$ 343,254	2.00	\$ 25,000
Change from FY 2024 Adopted	\$ 204,066	\$ 13,884	\$ 5,200	\$ 223,150	2.00	\$ 25,000

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Justice of the Peace, Precinct One includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$166,116 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for Justice of the Peace, Precinct One includes the following increases:

Programmatic Recommendations	One-Time	Ongoing	Total	FTEs
The addition of two Court Clerk I FTEs are recommended for the Office to address continued population growth and caseloads	\$5,200	\$146,558	\$151,758	2.00
One-time funding to supplement shortfall in Special Revenue Fund 0152, the Juvenile Case Manager Fund	180,000	-	180,000	-
Total Programmatic Recommendations	\$185,200	\$146,558	\$331,758	2.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$3,533 in ongoing operating resources for the Office. Given the constraints of SB2, it may not be possible to make any further

restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Justice of the Peace, Precinct One includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$39,056	\$39,056
Resources for health insurance cost increases for FY 2025.	-	7,963	7,963
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	6,722	6,722
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	234	234
Total Compensation Changes	\$-	\$53,975	\$53,975

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

JP1 identified internal resources to fund the reclassification of a vacant Court Clerk I position to a Court Clerk II position, for a total salary change of \$3,122.56. This was done in order to hire an individual with the skillset needed by the office. This position has since been filled.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$5,200 for the Office to purchase IT equipment for two new Court Clerk I positions.

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Office’s budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
JP Courts Additional Visiting Judge Resources	\$125,000
Total Allocated Reserve Earmarks	\$125,000

The Planning and Budget Office recommends a one-time earmark for operating funding of \$25,000 for each of the Justice of the Peace Office’s (JP1, JP2, JP3, JP4, and JP5) visiting judge budgets, for a total one-time earmark of \$125,000 among the five JPs. This earmark assumes that each office could receive up to \$25,000 for additional FY 2025 visiting judge expenses. PBO will work with each office to determine how much of the earmark each office will realistically need based on their workload next fiscal year. PBO will coordinate a budget adjustment sometime during FY 2025 once this information is known.

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions.

VACANT POSITIONS

The Office currently has 1 total vacancies, of which has been vacant for 79 days.

FUTURE CONSIDERATIONS

DEPARTMENT OF PUBLIC SAFETY (DPS) CITATION CHALLENGES

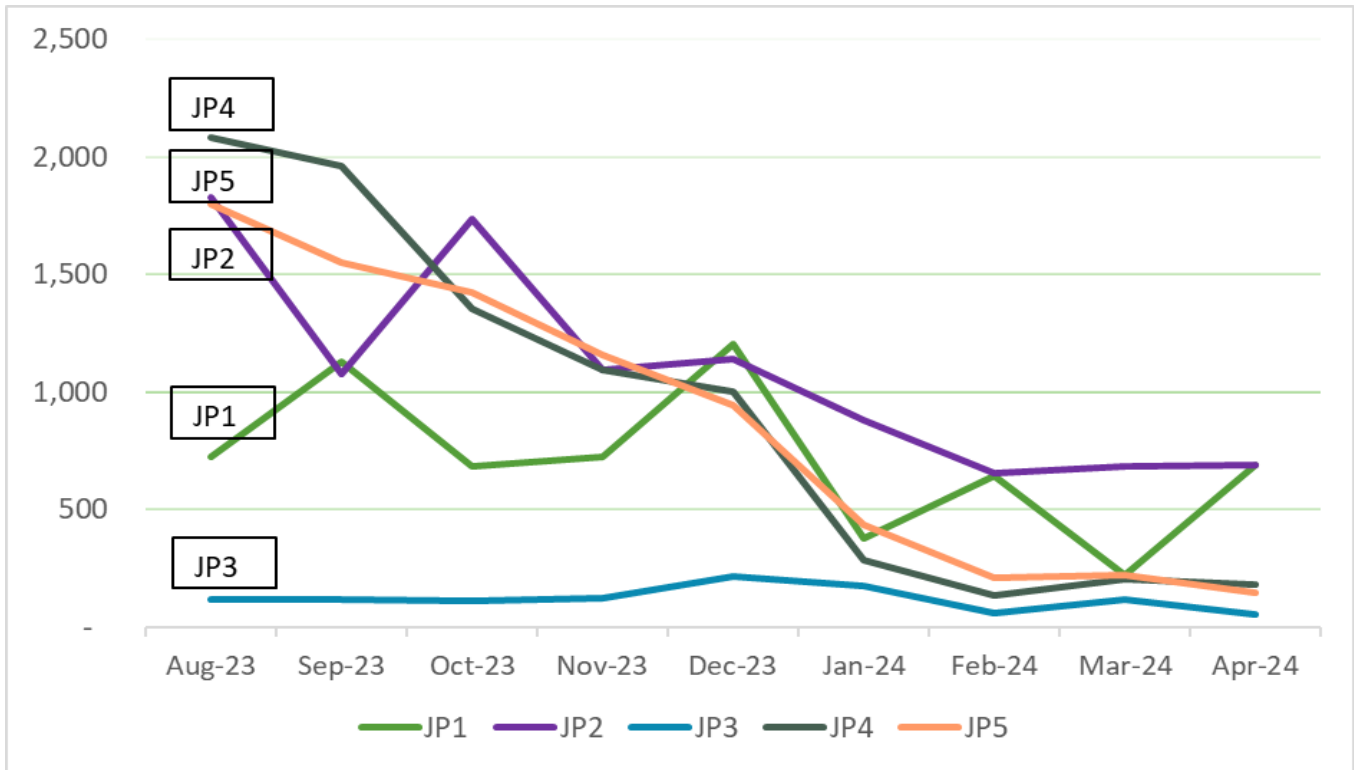
As part of the FY 2024 Adopted Budget, a one-time earmark of \$100,000 against the Allocated Reserve was recommended and available to all five JP Offices should overtime resources be needed due to the rise in DPS activity in the area. The increase in DPS related work started shortly after a partnership between the Austin Police Department (APD) and the Texas Department of Public Safety (DPS) commenced in March 2023, in response to APD staffing shortages. The partnership was briefly suspended in May and resumed on July 2, 2023. This partnership ended abruptly on July 12, 2023; however, additional troopers were assigned to the Austin area, and filings remained higher than average through December 2023. JP Offices reported continued activity and increased workload due to the large amount of DPS citation filings that were being received. As seen below, there was a dramatic rise in DPS citations received year-over-year by the JP Offices:

	<i>FY 2022</i>	<i>FY 2023</i>	<i>Percent Change</i>
Number of DPS Citations Received by all JPs	11,368	34,134	200%

Early in FY 2024, JP Offices continued to receive an unprecedented number of DPS citations, and four of the five JPs (JP1, JP2, JP4, and JP5) requested \$20,000 each from the \$100,000 earmark against the Allocated Reserve to fund overtime for staff. Since the Commissioners Court approved the transfer of \$20,000 each to JP1, JP2, JP4, & JP5 for overtime resources on

December 19, 2023 to address the large amount of citation filings, DPS citations have begun to decrease as seen in the following graph:

DPS Citations Filed by Precinct August 2023 – April 2024



As shown in the graph above, DPS citation filings across the JPs have slowed considerably since the peaks of August 2023 and September 2023 for all offices. JP4 was the office most impacted early on and the number of DPS citations filed declined steadily from August 2023 to January 2024 and has since remained relatively flat, and similar trends can be observed by JP5. However, JP1 and JP2 have seen changes varied by month, but are both well below their peak citation filing months and JP3 has been the least impacted, with the office consistently having the least DPS citation filings per month out of five offices.

Justice of the Peace, Precinct One received 692 DPS citations filed in April 2024, which is a 43 percent decrease from the peak of 1,207 filed in December 2023, this has allowed the Office to work through some of the pending DPS citations using additional resources from the Earmark. As of May 1, 2024, Justice of the Peace, Precinct One had 881 DPS citations in the Odyssey case management queue pending a physical citation, 0 physical DPS citations pending manual entry, and notes that the office has struggled with citation quality check reviews due to staffing capacity; in total the Office has 881 pending DPS citations. DPS activity in the Austin-Travis County area has slowed and the JPs are no longer receiving the same quantity of citations as seen during the agency’s increased presence. PBO will continue to work with the Justice of the Peace Offices to monitor DPS citation workload and formulating solutions should a rise in DPS activity, or other agencies occur.

HB 3186

As part of the 88th Texas Legislative Session, the Texas Youth Diversion and Early Intervention Act (HB 3186) was passed in order to better address and prevent at-risk youth from entering the juvenile justice system by means of diversion strategies deployed by a justice or municipal court. HB 3186 requires the adoption of a youth diversion plan for every municipal and justice court no later than January 1, 2025. Pursuant to Art. 45.307(a), a court may designate a youth diversion coordinator

to assist in determining a child's eligibility for diversion, utilization of an authorized diversion strategy, presenting and maintaining diversion agreements, monitoring of diversions, the maintenance of records to determine successful and unsuccessful diversions, and the coordination of referrals to court. Further, these responsibilities may be performed by a court administrator, court clerk, or an individual that regularly performs the duties of court administrator or court clerk as described in Art. 45.307(b).

The Justice of the Peace Offices will collaborate with the County Attorney's Office in discussing and formulating a Countywide plan. Come January 1, 2025, HB 3186 will now allow justice courts to order diversion strategies at the start of a case where they are more effective; currently, justice courts can only order diversion strategies after a conviction or deferral of disposition. It is expected caseload for the JP Offices to rise with the dawn of HB 3186 to some degree. That said, the impact of HB 3186 on County Juvenile Case Manager workloads is yet to be known. PBO will continue to work with the JP Offices to better understand the effects of this mandate community-wide and the best solution for responding to it ahead of implementation.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST 01: TWO FTES (INCLUDING THREE SPWS TO FTE)

<i>Program:</i>	Civil and Criminal Divisions (126)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	2.00	2.00	2.00
Personnel	145,779	145,779	145,779	145,779
Operating	779	779	779	779
Subtotal	\$ 146,558	\$ 146,558	\$ 146,558	\$ 146,558
Capital	5,200	5,200	-	-
Dpt Total	\$ 151,758	\$ 151,758	\$ 146,558	\$ 146,558
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 151,758	\$ 151,758	\$ 146,558	\$ 146,558

<i>Program:</i>	Civil and Criminal Divisions (126)			
<i>Fund/Fund#:</i>	Justice Court Support Fund (0161)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	3.00	-	-	-
Personnel	218,670	145,782	-	-
Operating	750	750	-	-
Subtotal	\$ 219,420	\$ 146,532	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 219,420	\$ 146,532	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 219,420	\$ 146,532	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Justice of the Peace, Precinct One is requesting two Court Clerk I FTEs at a total cost of \$151,758; additionally, the Office is also requesting three Special Project Workers (SPWs) budgeted within the Justice Court Support Fund (Fund 0161) become Regular FTEs for a total cost of \$219,423. The total ongoing cost of this request between the General Fund and Justice Court Support Fund is \$371,181.

The request states that prior to the unexpected rise in citations from the Texas Department of Public Safety (DPS), the Office was already struggling with growing workload due to area population growth and backlogs due to the COVID-19 pandemic. The Office is projecting that the targeted disposition rate of at least 80 percent will not be achieved for the third consecutive year due to the inability to assist customers and maintain case processing. Further, Constable, Precinct One is expecting to return at least 4,533 warrants which JP1 will forward to Travis County Collections, increasing the Office’s workload as additional updates to the cases are required. The request states the request of five FTEs is intended to maintain day-to-day operations and allow the Office to become current on case processing.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of Class C cases filed (formerly Traffic cases filed)	5,038	8,910	8,575	11,678	11,678	11,678
Number of Warrants Issued	0	442	5,225	3,725	N/A	N/A
Pieces of mail processed	1,745	6,680	5,225	4,975	3,570	2,865
Number of telephone calls received	29,375	38,626	40,889	40,475	34,125	31,375
Number of cases sent to Collections	716	728	4,275	4,375	3,725	3,950

PBO RECOMMENDATION

PBO recommends funding for two additional Court Clerk I FTEs budgeted within the General Fund at a total cost of \$151,758. This funding includes \$145,779 in ongoing personnel funds, \$779 in ongoing operating funds, and \$5,200 in ITS equipment costs. Further, PBO also recommends continuing two SPWs currently in the planning figures for the Justice Court Support Fund (0161) through FY 2025 at a total one-time cost of \$146,532. PBO does not recommend continuing the third SPW originally funded in FY 2024 since we are recommending two permanent FTEs. This will result in having two additional FTEs more than in FY 2024 and two SPWs which is one less than in FY 2024, overall, it results in 40 additional hours of capacity per week compared to FY 2024.

Justice of the Peace, Precinct One has experienced population growth within the area and subsequent workload related to this growth. Precinct One has experienced the highest rate of change in population growth annually since 2020 through 2023 across all five JP precincts as seen below:

<i>Justice of the Peace Office</i>	<i>2020 Population Estimate</i>	<i>2023 Population Estimate</i>	<i>Rate of Change Annually, 2020-2023</i>
JP1	233,576	262,935	3.71%
JP2	372,323	389,675	1.41%
JP3	315,217	325,911	1.03%
JP4	197,618	218,456	3.13%
JP5	171,326	174,315	0.53%

Source U.S. Census Bureau. Esri forecasts for 2023 and 2028. Esri converted Census 2010 into 2020 geography and Census 2020 data.

The chart above shows that JP1 continues to grow at a higher rate than other precincts, followed by JP4, JP2, JP3, and JP5 respectively. As of 2023, the population within Precinct One was estimated to be 262,935, at this population level JP1 has a population per Court Clerk full-time employee (FTE) of 26,293. Population per Court Clerk FTE is an imperfect measure since it does not capture varying degrees of workload, differences in operations, and does not necessarily equate to proportional workload, however, as population continues to rise in an area, so might the workload.

	<i>Projected FY 2024 Criminal Cases Filed</i>	<i>Projected FY 2024 Civil Cases Filed</i>	<i>Total</i>	<i>Recommended FY 2025 Court Clerk FTEs (Including SPWs)*</i>	<i>Cases per Court Clerk FTE</i>
JP1	8,575	5,890	14,465	14.00	1,033
JP2	11,500	7,250	18,750	21.00	893
JP3	6,005	4,234	10,239	20.00	512
JP4	10,000	4,885	14,885	16.00	930
JP5	9,222	4,900	14,122	13.00	1,086

*These amounts include two newly added FTEs and two SPWs for JP1, two SPWs for JP4, and one SPW for JP5.

As seen in the chart above, the number of projected cases (Civil and Criminal) per Court Clerk FTE for JP1 is slightly higher than four of the five offices even with the addition of two Court Clerk I positions. This suggests that additional staffing is warranted within the Office as caseload continues to grow. Again, this is by no means a perfect or fully comprehensive analysis of workload associated within each precinct as each office operates differently and the complexity of civil and criminal cases may vary between the five precincts, which in turn effects the amount of work associated with each case. That said, as population and caseload continue to grow, PBO will continue to monitor growth, and adjust staffing levels accordingly in order to provide a long-term solution to the growing pains being felt, and work with the Auditors Office in tracking revenue growth due to increases in case filings.

The three SPWs currently budgeted in fund 0161 were initially funded to support increased workloads in the Criminal and Civil Divisions, particularly to address backlogs caused by the COVID-19 pandemic and increases in new criminal and civil filings. Although the office made strides in reducing the COVID-19 related backlogs in FY 2023 with the two initial SPWs that were funded in FY 2023, the backlog has grown in FY 2024 as seen below:

<i>JP1 Court Docket Backlog</i>		<i>Backlog FY 2022</i>	<i>Backlog FY 2023</i>	<i>Backlog FY 2024</i>
Criminal Dockets	TBC/Bench Trials	28	10	11
	Jury Trials	27	5	1
	Misc. Criminal Proceedings	1,600	845	1,203
Civil Dockets	TBC/Bench Trials	2,181	1,721	2,510
	Jury Trials	18	11	3
	Misc. Civil Proceedings	811	701	989

Civil bench trials, otherwise known as trials before the court (TBC), are up 46 percent over FY 2023 and criminal and civil proceedings are up 43 and 41 percent respectively over FY 2023. This increase in criminal backlogs can be attributed to the sudden rise in workload during the heightened DPS presence in the area. Although DPS citations have slowed, the citations received impacted the three SPW positions from continuing the trend seen from FY 2022 to FY 2023 above. Further, the office notes challenges in hiring staff in a timely manner due to candidates accepting job offers and later rescinding, as well as the time it takes to become semi-proficient in processing court documents.

Although the fiscal constraints that the County is facing due to SB 2 has made ongoing resources extremely scarce, PBO understands the importance of the addition of two Court Clerk I positions in JP1 to reduce the case filings per Court Clerk and address continued backlogs.

REQUEST 02: ONE-TIME INCREASE TO JP COURTS VISITING JUDGE BUDGET

<i>Program:</i>	Civil and Criminal Divisions (126)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	24,113	-	-	-
Subtotal	\$ 24,113	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 24,113	\$ -	\$ -	\$ -
Earmark Allocated	-	25,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 25,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 24,113	\$ 25,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Four of the five Justice of the Peace offices (JP1, JP2, JP4, JP5) are requesting a one-time allocation in the FY 2025 budget of 24,113 per office for a temporary increase to their visiting judge budget allocation. This amount would fund 45 additional days of visiting judge time.

Courts nationwide acquired a backlog in civil and criminal cases as a result of the COVID-19 pandemic. The Texas Office of Court Administration projects that it will take three to five years to address the backlog resulting from delayed Court action during the COVID-19 pandemic. In order to address the backlog, the Justice of the Peace Courts have received increases to their visiting judge budgets in the past three fiscal years, with all five offices receiving \$22,083 each midyear in FY 2022, \$23,137 each as part of the FY 2023 Adopted Budget, and \$24,116 each as part of the FY 2024 Adopted Budget. The additional visiting judge resources provided to the offices have allowed for the Travis County JPs to make progress in COVID-19 related backlogs by allowing for the scheduling of double or triple dockets. Yet despite this increase in productivity, backlogs continue to exist.

<i>JP Court Docket Backlog</i>		<i>JP1</i>	<i>JP2</i>	<i>JP3</i>	<i>JP4</i>	<i>JP5</i>
Criminal Dockets	TBC/Bench Trials	11	516	31	4	3
	Jury Trials	1	286	98	170	4
	Misc. Criminal Proceedings	1,203	1,565	388	1,365	2,049
Civil Dockets	TBC Bench Trials	2,510	2,231	0	821	563
	Jury Trials	3	59	0	5	3
	Misc. Civil Proceedings	989	1,338	874	1,124	2,089

While continuing to make progress on the COVID-19 related backlogs, the Justice of the Peace courts saw dramatic increases in both Civil and Criminal case filings in FY 2023. Civil filings across Travis County JP courts increased 21 percent between FY 2022 and FY 2023, as well as an unprecedented rise in criminal filings largely due to citations filed by DPS in FY 2023 totaling 34,134 across all five JPs, a 200 percent increase over FY 2022 from this agency.

PBO RECOMMENDATION

The JP Courts have been utilizing each office's increase in FY 2024 to operate double dockets and address backlogs in cases and court processes. The table below show the FY 2024 expenditures for visiting judges as of May 10th, 2024, roughly 60

percent through the fiscal year. Some offices have been able to expend more quickly than others due to differences in staffing capacity, but all of them have been utilizing the additional visiting judge funds to address backlogs.

<i>Office</i>	<i>FY 2024 Original/Revised Budget*</i>	<i>FY 2024 Expenditure Estimate**</i>	<i>Estimated Balance</i>	<i>Estimated Percent Spent</i>
Justice of the Peace, Pct. 1	\$53,802	\$19,647	\$34,155	36.5%
Justice of the Peace, Pct. 2	\$90,970	\$112,638	(\$21,668)	123.8%
Justice of the Peace, Pct. 3	\$50,374	\$44,653	\$5,721	88.6%
Justice of the Peace, Pct. 4	\$49,250	\$41,417	\$7,833	84.1%
Justice of the Peace, Pct. 5	\$83,255	\$30,142	\$53,113	36.2%

*The FY 2024 Adopted Budget includes \$24,116 in one-time visiting judge funds for each of the Justice of the Peace Offices.

**PBO's expenditure estimate is a straight-line projection based on expenditures as of May 10, 2024.

As of May 10, 2024, JP1 had spent 22 percent, JP2 had spent 74 percent, JP3 had spent 53 percent, JP4 had spent 50 percent, and JP5 had spent 22 percent of their visiting judge budget allocation. PBO notes that this is not a perfect measure as it assumes a linear trend, which may not be representative of actual FY 2024 spending, yet it offers a comparison between the offices based on current data. Although the above chart, based on a simple straight-line projection, projects that JP1 and JP5 will only expend roughly 36 percent of their respective visiting judge budget allocations, the office's note that this has been due to limited staffing capacity to administer and set additional dockets. Further, although the chart above projects that JP2 will spend beyond the budgeted amount, PBO notes that the Office will remain within their budget allocation for this purpose.

In the prior two fiscal years (FY 2023 and FY 2022), JP1 spent 93 percent and 100 percent of their budget allocation respectively for this purpose. Although it is unclear whether JP1 will spend near those amounts for this purpose in FY 2024 and FY 2025 due to staffing capacity, there is a clear need to continue addressing the backlog in bench trials, jury trials, and miscellaneous civil and criminal proceedings. Utilizing double dockets through the assistance of visiting judges has helped expedite this process, all while managing increases in both criminal and civil filings that impacted the JP courts in FY 2023 and through FY 2024.

The Planning and Budget Office recommends a one-time earmark for operating funding of \$25,000 for each of the Justice of the Peace Office's (JP1, JP2, JP3, JP4, and JP5) visiting judge budgets, for a total one-time earmark of \$125,000 among the five JPs. This earmark assumes that each office could receive up to \$25,000 for additional FY 2025 visiting judge expenses. PBO will work with each office to determine how much of the earmark each office will realistically need based on their workload next fiscal year. PBO will coordinate a budget adjustment sometime during FY 2025 once this information is known.

The total amount recommended for visiting judges in the FY 2025 Adopted Budget will be adjusted to reflect changes related to Elected Official Pay increases for Justice of the Peace Judges, to tie visiting judge salaries to Justice of the Peace salaries which may be recommended to be increased for FY 2025 which would also increase the visiting judge cost per day amount. Elected Official salaries will be considered later in the budget process.

Justice of the Peace, Precinct Two (127)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	5
FY 2025 Preliminary Budget Recommendations Summary	6
Additional Information	8
FY 2025 Budget Request Analysis	11
Request 01: One-Time Increase to JP Courts Visiting Judge Budget	11
Request 02: Accountant Reclass Increase	13

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

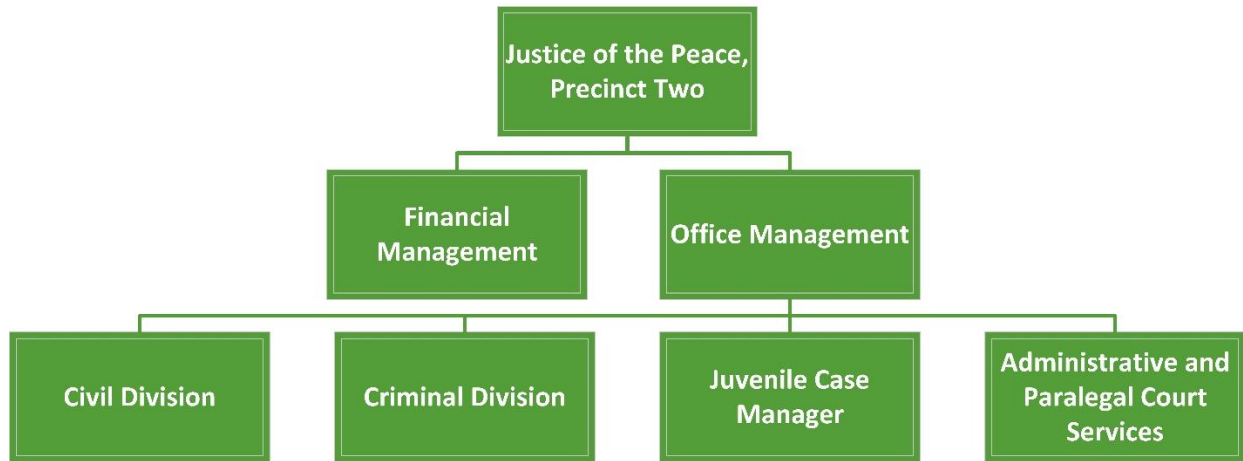
The mission statement of the Justice of the Peace, Precinct Two (JP2) is to promote justice and foster public trust by leading an independent Court that assures every person equal access to fair, timely and impartial resolutions while maintaining the highest level of efficiency and professionalism in the courtroom.

The Office has identified the departmental goal: "To process and dispose of civil and criminal cases in a timely and efficient manner, meeting the demands of Precinct Two."

This aligns with the new County goal "Be a trusted and well-run County."

The Office is budgeted in the Justice Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Ensure the public safety and peaceful resolution of conflicts through the justice system and other public processes" and are now linked to the County Goal, "Provide services that support the safety of people in the community."

CIVIL:

In compliance with time standards mandated by Texas statutes, the Civil Division administers claims within its jurisdiction not exceeding \$20,000 by processing debt claim cases, small claims, landlord-tenant cases, evictions, unlawful towing, animal cruelty, administrative hearings, and exclusive writs. The Justice of the Peace also presides over administrative hearings such as suspension of driver license, issuance of occupational driver license, unlawful towing, concealed handgun cases and other magisterial matters as required by law. Cases are resolved through bench trials, jury trials, settlement, or dismissal.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Active cases	2,860	2,860	3,414	3,000	3,000
Added cases	5,622	6,795	7,250	7,000	7,000
Disposed Cases	5,105	6,242	6,750	6,800	6,800
Percentage of Cases Disposed	91%	92%	93%	97%	97%

Civil Processing measures its success largely by its disposition rate, with a goal of a 98 percent disposition rate each year. The Office is currently short of that goal but aims to improve disposition rates by using a newly implemented Online Dispute Resolution system developed in partnership with Tyler Technologies. This system is a new tool the Court can offer litigants. Parties can enter an online dispute resolution and/or mediation scenario to shorten the time and effort needed to reach a resolution of their civil cases without a trial. In addition, the Office is focusing on implementing hardware and software solutions to streamline the courtroom experience and speed up docket processing. There are no standard benchmarks for the number of cases a Court should have on an active docket, but through a review of other Justice Courts in Harris, Dallas, and Tarrant Counties, JP2 has identified that most Courts have an average of 1,000 active cases. JP2 currently has just over 3,600, which it aims to reduce through the above strategies and by running double dockets using visiting judges funded in the FY 2024 Adopted Budget.

CRIMINAL:

The Criminal Division handles fine-only traffic violations and non-traffic and juvenile Class C misdemeanor offenses. The primary duty of the Court is to resolve cases with a bench or jury trial, including entering a plea and fine payment. The Court processes dispositions after trial and pretrial dismissals or diversion, such as defensive driving and deferred adjudication. Duties for the Criminal Division also include peace bond hearings, disposition of stolen property, and indigency hearings, as required by law.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Active cases	10,340	12,416	12,000	11,000	11,000
Added cases	11,501	15,933	11,500	11,000	11,000
Disposed Cases	9,939	11,638	11,500	11,000	11,000
Percentage of Cases Disposed	86%	73%	100%	100%	100%

Reviews of peer counties show that JP2 has an excessive number of cases on the docket, with some criminal cases still appearing in reports from 1990. The Office has worked to clean up its case management by looking at each case individually and determining action based on statute, whether that means processing a case, updating a judgement, setting cases for trial, or seeking Assistant County Attorney review. These steps will help the Office correctly verify caseload and determine the accurate number of cases that need to be disposed. The Office utilized double dockets with visiting judges to address backlogs and incoming cases throughout FY 2023 and FY 2024.

The Office projects that added cases to remain steady in FY 2024 through FY 2026, this comes after a notable rise in citation filings in FY 2023 from FY 2022 of 39 percent, of which the majority were received by the Department of Public Safety and the Travis County Sherriff’s Office.

ACCOUNTING DIVISION:

JP2 manages accounting related to assessment, collection, remittance, and reporting of Official Fees (fines and court costs) as mandated by statute, Travis County, and the State of Texas for all five Justices of the Peace and Constables in Travis County. Though the positions and functions of the accounting division are shared among the ten offices, they are housed in the JP2 Office.

KEY PROGRAM MEASURES

The following program was formerly linked to the County Goal, “Ensure the public safety and peaceful resolution of conflicts through the justice system and other public processes” and is now linked to the County Goal, “Protect and provide opportunity for those most vulnerable and underrepresented.”

JUVENILE CASE MANAGER:

The Juvenile Case Manager program supports the Court by administering the court's juvenile docket and supervising the court's orders in juvenile cases. The Juvenile Case Manager receives complaints and referrals and begins the entry process of all Parent Contributing to Non-Attendance, Truant Conduct, and Juvenile offenses. The program is funded entirely by special revenue funds. This service is mandated under Texas Code of Criminal Procedure, Article 45.056. A Juvenile Case Manager shall give priority to cases filed under Sections 25.093 (Parent Contributing to Nonattendance) and 25.094 (Truant Conduct), Education Code.

In addition to mandates services, JP2’s Juvenile Case Manager also conducts various discretionary services to assist in administering the Court’s juvenile docket, including supervising and monitoring juvenile compliance, working and meeting with families to identify and address contributing factors to non-compliance, assisting families with understanding their remedial obligations, accessing non-profit organizations that support community service projects, coordinating with school officials and deputy constables for home and school visits related to investigation and truancy prevention education, and scheduling and teaching classes to parents and students related to the circumstances of a given offense.

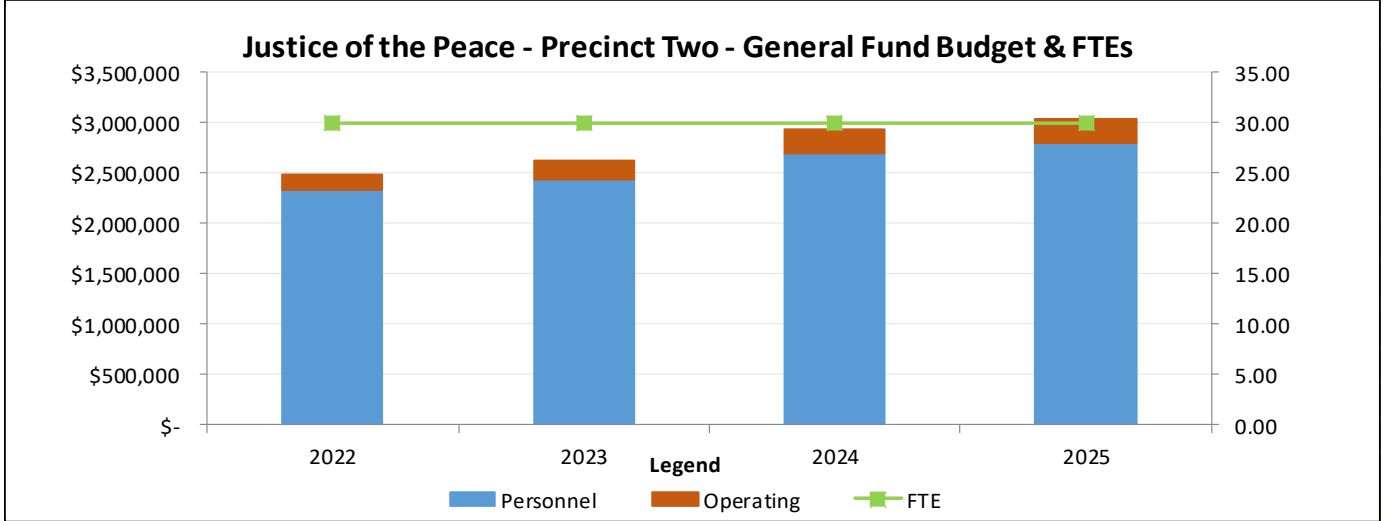
<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of Cases Filed	34	51	71	95	105
Cases Assigned to Juvenile Case Manager	13	17	20	45	60
Cases Disposed	94	82	17	35	65
Total on Docket	78	81	79	105	110

The JCM notes that FY 2023 and FY 2024 thus far are reflecting a move toward “normalization” as seen by the increase in case filings. Lower than expected case filings in prior years could be attributed to many factors such as COVID-19, staff turnover in schools, and virtual learning to name a few. Additionally, the JCM anticipates further increases in the number of cases filed starting January 1, 2025, due to the establishment of HB 3186, which is the Juvenile Diversion Program for non-truancy cases, the Juvenile Case Manager will be forming protocols with third party organizations so that referrals may be made to programs (educational, rehabilitative, teen court, drug testing, etc.). With the advent of HB 3186, the Juvenile Case Manager will be overseeing a greater number of cases starting in 2025.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	2,331,631	2,429,598	2,694,848	2,804,675	109,827
Operating	153,365	198,258	238,759	230,295	(8,464)
Total (Per&Op)	\$ 2,484,996	\$ 2,627,856	\$ 2,933,607	\$ 3,034,970	\$ 101,363
CAR*	-	-	-	-	-
Grand Total	\$ 2,484,996	\$ 2,627,856	\$ 2,933,607	\$ 3,034,970	\$ 101,363
FTEs	30.00	30.00	30.00	30.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Justice of the Peace, Precinct Two increased by \$101,363 from the FY 2024 Adopted Budget. This is a 3.5% increase. The majority of the increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 2,824,491	\$ 109,116	\$ -	\$ 2,933,607	30.00	\$ -
Target Budget Changes						
Programmatic	-	(109,116)	-	(109,116)	-	-
Compensation & Benefits	93,901	-	-	93,901	-	-
Total Target Budget Changes	\$ 93,901	\$ (109,116)	\$ -	\$ (15,215)	-	\$ -
FY 2025 Target Budget	\$ 2,918,392	\$ -	\$ -	\$ 2,918,392	30.00	\$ -
Budget Submission	\$ 2,918,392	\$ -	\$ -	\$ 2,918,392	30.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
JP Courts Additional Visiting Judge Resources	-	-	-	-	-	25,000
General Fund Transfer to Juvenile Case Manager SF	-	97,000	-	97,000	-	-
Programmatic Total	\$ -	\$ 97,000	\$ -	\$ 97,000	-	\$ 25,000
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	15,926	-	-	15,926	-	-
Compensation & Benefits Total	\$ 15,926	\$ -	\$ -	\$ 15,926	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	3,652	-	-	3,652	-	-
Administrative & Other Total	\$ 3,652	\$ -	\$ -	\$ 3,652	-	\$ -
Grand Total	\$ 19,578	\$ 97,000	\$ -	\$ 116,578	-	\$ 25,000
FY 2025 Preliminary Budget	\$ 2,937,970	\$ 97,000	\$ -	\$ 3,034,970	30.00	\$ 25,000
Change from FY 2025 Target	\$ 19,578	\$ 97,000	\$ -	\$ 116,578	-	\$ 25,000
Change from FY 2024 Adopted	\$ 113,479	\$ (12,116)	\$ -	\$ 101,363	-	\$ 25,000

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Justice of the Peace, Precinct Two includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$109,116 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for Justice of the Peace, Precinct Two includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
One-time funding to supplement shortfall in Special Revenue Fund 0152, the Juvenile Case Manager Fund	\$97,000	\$-	\$97,000	-
Total Programmatic Recommendations	\$97,000	\$-	\$97,000	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$3,652 in ongoing operating resources for the Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Justice of the Peace, Precinct Two includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$84,614	\$84,614
Resources for health insurance cost increases for FY 2025.	-	15,926	15,926
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	6,722	6,722
Longevity for FY 2025 Target		2,565	2,565
Total Compensation Changes	\$-	\$109,827	\$109,827

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Office’s budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
JP Courts Additional Visiting Judge Resources	\$125,000
Total Allocated Reserve Earmarks	\$125,000

The Planning and Budget Office recommends a one-time earmark for operating funding of \$25,000 for each of the Justice of the Peace Office’s (JP1, JP2, JP3, JP4, and JP5) visiting judge budgets, for a total one-time earmark of \$125,000 among the five JPs. This earmark assumes that each office could receive up to \$25,000 for additional FY 2025 visiting judge expenses.

PBO will work with each office to determine how much of the earmark each office will realistically need based on their workload next fiscal year. PBO will coordinate a budget adjustment sometime during FY 2025 once this information is known.

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15 percent increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions.

VACANT POSITIONS

The Office currently has one vacancy.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Court Clerk I	30001641	1.00	91	The Office expects the position to be filled soon.

FUTURE CONSIDERATIONS

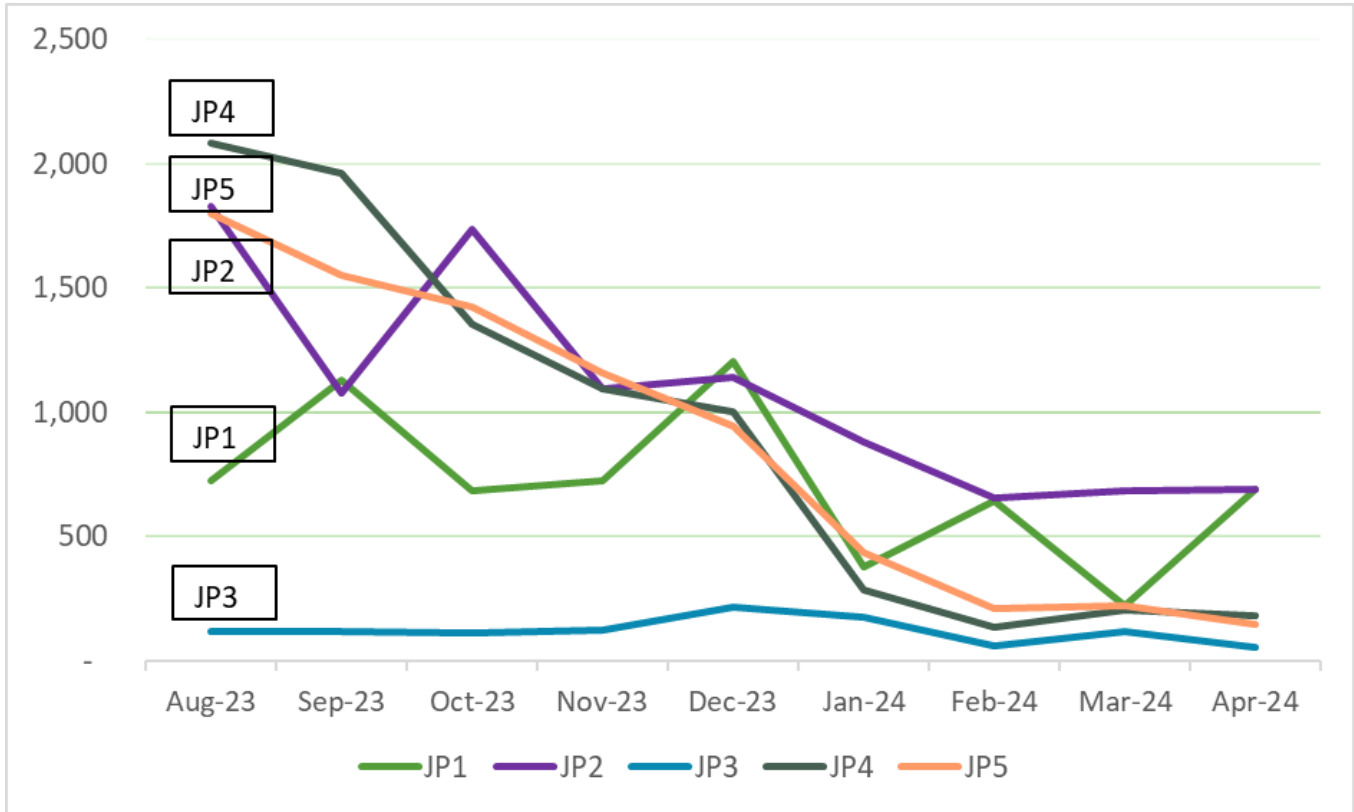
DEPARTMENT OF PUBLIC SAFETY (DPS) CITATION CHALLENGES

As part of the FY 2024 Adopted Budget, a one-time earmark of \$100,000 against the Allocated Reserve was recommended and available to all five JP Offices should overtime resources be needed due to the rise in DPS activity in the area. The increase in DPS related work started shortly after a partnership between the Austin Police Department (APD) and the Texas Department of Public Safety (DPS) commenced in March 2023, in response to APD staffing shortages. The partnership was briefly suspended in May and resumed on July 2, 2023. This partnership ended abruptly on July 12, 2023; however, additional troopers were assigned to the Austin area, and filings remained higher than average through December 2023. JP Offices reported continued activity and increased workload due to the large amount of DPS citation filings that were being received. As seen below, there was a dramatic rise in DPS citations received year-over-year by the JP Offices:

	<i>FY 2022</i>	<i>FY 2023</i>	<i>Percent Change</i>
Number of DPS Citations Received by all JPs	11,368	34,134	200%

Early in FY 2024, JP Offices continued to receive an unprecedented number of DPS citations, and four of the five JPs (JP1, JP2, JP4, and JP5) requested \$20,000 each from the \$100,000 earmark against the Allocated Reserve to fund overtime for staff. Since the Commissioners Court approved the transfer of \$20,000 each to JP1, JP2, JP4, & JP5 for overtime resources on December 19, 2023 to address the large amount of citation filings, DPS citations have begun to decrease as seen in the graph below:

DPS Citations Filed by Precinct August 2023 – April 2024



As shown in the graph above, DPS citation filings across the JPs have slowed considerably since the peaks of August 2023 and September 2023 for all offices. JP4 was the office most impacted early on and the number of DPS citations filed declined steadily from August 2023 to January 2024 and has since remained relatively flat, and similar trends can be observed by JP5. However, JP1 and JP2 have seen changes varied by month, but are both well below their peak citation filing months and JP3 has been the least impacted, with the office consistently having the least DPS citation filings per month out of five offices.

Justice of the Peace, Precinct Two received 687 DPS citations filed in April 2024, which is a 62 percent decrease from the peak of 1,827 filed in August 2023, this has allowed the Office to work through pending DPS citations using additional resources from the Earmark. As of May 1, 2024, Justice of the Peace, Precinct Two had 352 DPS citations in the Odyssey case management queue pending a physical citation, 54 physical DPS citations pending manual entry, and 258 DPS citations pending review for a total of 664 pending DPS citations. DPS activity in the Austin-Travis County area has slowed and the JPs are no longer receiving the same quantity of citations as seen during the agency’s increased presence. PBO will continue to work with the Justice of the Peace Offices to monitor DPS citation workload and formulating solutions should a rise in DPS activity, or other agencies occur.

HB 3186

As part of the 88th Texas Legislative Session, the Texas Youth Diversion and Early Intervention Act (HB 3186) was passed in order to better address and prevent at-risk youth from entering the juvenile justice system by means of diversion strategies deployed by a justice or municipal court. HB 3186 requires the adoption of a youth diversion plan for every municipal and justice court no later than January 1, 2025. Pursuant to Art. 45.307(a), a court may designate a youth diversion coordinator to assist in determining a child’s eligibility for diversion, utilization of an authorized diversion strategy, presenting and

maintaining diversion agreements, monitoring of diversions, the maintenance of records to determine successful and unsuccessful diversions, and the coordination of referrals to court. Further, these responsibilities may be performed by a court administrator, court clerk, or an individual that regularly performs the duties of court administrator or court clerk as described in Art. 45.307(b).

The Justice of the Peace Offices will collaborate with the County Attorney's Office in discussing and formulating a Countywide plan. Come January 1, 2025, HB 3186 will now allow justice courts to order diversion strategies at the start of a case where they are more effective; currently, justice courts can only order diversion strategies after a conviction or deferral of disposition. It is expected caseload for the JP Offices to rise with the dawn of HB 3186 to some degree. That said, the impact of HB 3186 on County Juvenile Case Manager workloads is yet to be known. PBO will continue to work with the JP Offices to better understand the effects of this mandate community-wide and the best solution for responding to it ahead of implementation.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST 01: ONE-TIME INCREASE TO JP COURTS VISITING JUDGE BUDGET

<i>Program:</i>	Civil and Criminal Divisions (127)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	24,113	-	-	-
Subtotal	\$ 24,113	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 24,113	\$ -	\$ -	\$ -
Earmark Allocated	-	25,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 25,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 24,113	\$ 25,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Four of the Five Justice of the Peace Offices (JP1, JP2, JP4, and JP5) are requesting a one-time allocation in the FY 2025 Budget of 24,113 per office for a temporary increase to their visiting judge budget allocation. This amount would fund 45 additional days of visiting judge time.

The request states courts nationwide accumulated a backlog in civil and criminal cases as a result of the COVID-19 pandemic. The Texas Office of Court Administration projects that it will take three to five years to address the backlog resulting from delayed Court action during the COVID-19 pandemic. In order to address the backlog, the Justice of the Peace Courts have received increases to their visiting judge budgets in the past three fiscal years, with all five offices receiving \$22,083 each midyear in FY 2022, \$23,137 each as part of the FY 2023 Adopted Budget, and \$24,116 each as part of the FY 2024 Adopted Budget. The additional visiting judge resources provided to the offices have allowed for the Travis County JPs to make progress in COVID-19 related backlogs by allowing for the scheduling of double or triple dockets. Yet despite this increase in productivity, backlogs continue to exist.

<i>JP Court Docket Backlog</i>		<i>JP1</i>	<i>JP2</i>	<i>JP3</i>	<i>JP4</i>	<i>JP5</i>
Criminal Dockets	TBC/Bench Trials	11	516	31	4	3
	Jury Trials	1	286	98	170	4
	Misc. Criminal Proceedings	1,203	1,565	388	1,365	2,049
Civil Dockets	TBC Bench Trials	2,510	2,231	0	821	563
	Jury Trials	3	59	0	5	3
	Misc. Civil Proceedings	989	1,338	874	1,124	2,089

While continuing to make progress on the COVID-19 related backlogs, the Justice of the Peace courts saw dramatic increases in both Civil and Criminal case filings in FY 2023. Civil filings across Travis County JP courts increased 21 percent between FY 2022 and FY 2023, as well as an unprecedented rise in criminal filings largely due to citations filed by DPS in FY 2023 totaling 34,134 across all five JPs, a 200 percent increase over FY 2022 from this agency.

PBO RECOMMENDATION

The JP Courts have been utilizing each office's increase in FY 2024 to operate double dockets and address backlogs in cases and court processes. The table below show the FY 2024 expenditures for visiting judges as of May 10th, 2024, roughly 60 percent through the fiscal year. Some offices have been able to expend more quickly than others due to differences in staffing capacity, but all of them have been utilizing the additional visiting judge funds to address backlogs.

Office	FY 2024 Original/Revised Budget*	FY 2024 Expenditure Estimate**	Estimated Balance	Estimated Percent Spent
Justice of the Peace, Pct. 1	\$53,802	\$19,647	\$34,155	36.5%
Justice of the Peace, Pct. 2	\$90,970	\$112,638	(\$21,668)	123.8%
Justice of the Peace, Pct. 3	\$50,374	\$44,653	\$5,721	88.6%
Justice of the Peace, Pct. 4	\$49,250	\$41,417	\$7,833	84.1%
Justice of the Peace, Pct. 5	\$83,255	\$30,142	\$53,113	36.2%

*The FY 2024 Adopted Budget includes \$24,116 in one-time visiting judge funds for each of the Justice of the Peace Offices

**PBO's expenditure estimate is a straight-line projection based on expenditures as of May 10, 2024.

As of May 10, 2024, JP1 had spent 22 percent, JP2 had spent 74 percent, JP3 had spent 53 percent, JP4 had spent 50 percent, and JP5 had spent 22 percent of their visiting judge budget allocation. PBO notes that this is not a perfect measure as it assumes a linear trend, which may not be representative of actual FY 2024 spending, yet it offers a comparison between the offices based on current data. Although the above chart, based on a simple straight-line projection, projects that JP1 and JP5 will only expend roughly 36 percent of their respective visiting judge budget allocations, the office's note that this has been due to limited staffing capacity to administer and set additional dockets. Further, although the chart above projects that JP2 will spend beyond the budgeted amount, PBO notes that the Office will remain within their budget allocation for this purpose.

In the prior two fiscal years (FY 2023 and FY 2022), JP2 spent 99 percent and 87 percent of their budget allocation respectively for this purpose. There is a clear need to continue addressing the backlog in bench trials, jury trials, and miscellaneous civil and criminal proceedings. Utilizing double dockets through the assistance of visiting judges has helped expedite this process, all while managing increases in both criminal and civil filings that impacted the JP courts in FY 2023 and through FY 2024.

The Planning and Budget Office recommends a one-time earmark for operating funding of \$25,000 for each of the Justice of the Peace Office's (JP1, JP2, JP3, JP4, and JP5) visiting judge budgets, for a total one-time earmark of \$125,000 among the five JPs. This earmark assumes that each office could receive up to \$25,000 for additional FY 2025 visiting judge expenses. PBO will work with each office to determine how much of the earmark each office will realistically need based on their workload next fiscal year. PBO will coordinate a budget adjustment sometime during FY 2025 once this information is known.

The total amount recommended for visiting judges in the FY 2025 Adopted Budget will be adjusted to reflect changes related to Elected Official Pay increases for Justice of the Peace Judges, to tie visiting judge salaries to Justice of the Peace salaries which may be recommended to be increased for FY 2025 which would also increase the visiting judge cost per day amount. Elected Official salaries will be considered later in the budget process.

REQUEST 02: ACCOUNTANT RECLASS INCREASE

<i>Program:</i>	Accounting Division (127)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	1,625	-	-	-
Operating	-	-	-	-
Subtotal	\$ 1,625	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 1,625	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,625	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Justice of the Peace, Precinct Two, on behalf of all Constable and Justice of the Peace offices, is requesting a reclassification of an Accountant Associate to the position of Accountant and the funding for the salary increase associated with this reclassification, totaling \$1,625 in Ongoing resources.

The Accounting Division housed in JP2 serves all five Justices of the Peace and all five of the Constable Offices. Although the Accounting Division’s budget is housed under JP2, personnel and operating funds are maintained separately from JP2’s. Internal funding for this salary increase would be difficult since the employee reports to ten different offices with separate budgets. Having been a valued staff member within the Accounting Division since July 6, 2015, the Justices of the Peace and Constable Offices would like to see approval of this salary increase as the staff member has been performing the duties of an Accountant over the past two years.

PBO RECOMMENDATION

PBO’s recommendation of \$1,625 for the requested salary increase to accompany the employee’s reclassification from Accountant Associate to Accountant is pending further HRMD analysis and discussion with the Office. The requested reclassification and associated salary increase would align with the employee’s current responsibilities as the employee prepares monthly, quarterly, and annual financial statements, schedules, and reports while using methods and procedures in accordance with Generally Accepted Accounting Principles (GAAP). The Accounting Division does not receive additional funding from JP2 or any of the other offices they serve. Additionally, JP2 does not have the flexibility in their Salary Regular Employee Budget needed to cover this increase internally if so inclined. The Accounting Division also has not had the flexibility in their Salary Regular Employee Budget to extend this opportunity for advancement over the past two years as seen below:

<i>Accounting Division</i>	<i>FY 2022</i>	<i>FY 2023</i>
Percent Spent in Salaries-Regular Employee Budget	100%	100%

As shown in the chart above, the Accounting Division has fully expended their personnel budget over the past two fiscal years, the same period of time that the office states the incumbent has been performing the duties of an Accountant. As mentioned above, flexibility available to internally fund this reclassification is limited within JP2 and the Accounting Division itself; and the same can be said for the other offices this position serves, as many departments have tenured employees. Further, there

is a unique challenge that is presented due to the Accounting Division’s service to 10 different offices; internal funding of this reclassification from the offices served would require coordination and collaboration between 10 elected officials and staff to determine which office(s) would fund the associated salary increase and reduction to their own budget.

The Accounting Division, which serves all Constable and JP Offices, is solely comprised of four employees, all of whom have been employed with County for a number of years. The incumbent is currently assigned to four of the ten Offices (two JP and two Constable Offices), and independently accomplishes daily, monthly, and yearly financial duties for each Office. The responsibilities of this employee continue to expand along with his experience. Since FY 2021, the employee has undertaken more responsibility by doubling the number of Offices they serve from two to four; the workload associated has of course doubled with this increased responsibility as seen below:

	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
Daily – maintain an excel subsidiary ledger that balances receipts to remittances	502	502	1,004	1,004	1,004	1,004
Monthly – complete bank reconciliations by the 5th business day after month end and obtain elected officials’ signature	1,255	1,255	2,510	2,510	2,510	2510
Monthly – Post month-end and year-end journal entries to SAP	0	0	0	0	120	120
Annual – Financial Audits – Work with administration to implement policies and procedures that will gain a rating of “Adequate” or better for each office	2	2	4	4	4	4
Comply with GAAP guidelines & Auditor directives and prepare monthly bank reconciliations by the 5th business day after month end	1,255	1,255	2,510	2,510	2,510	2,510
Comply with Auditor directives and submit monthly GAAP compliant financial statements by the 5th business day after month end	36	36	72	72	72	72

Above are a handful of responsibilities that are accomplished by the employee that have increased accordingly with the addition of two offices to their workload in FY 2021. The Accounting Division is small and the opportunities for advancement don’t often present themselves. PBO understands that the reclassification from Accountant Associate to Accountant can provide opportunity for advancement in the incumbent’s career with the County and will continue to collaborate with HRMD and the Office in forming a final recommendation.

Justice of the Peace, Precinct Three (128)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	6
FY 2025 Preliminary Budget Recommendations Summary.....	7
Additional Information	10

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

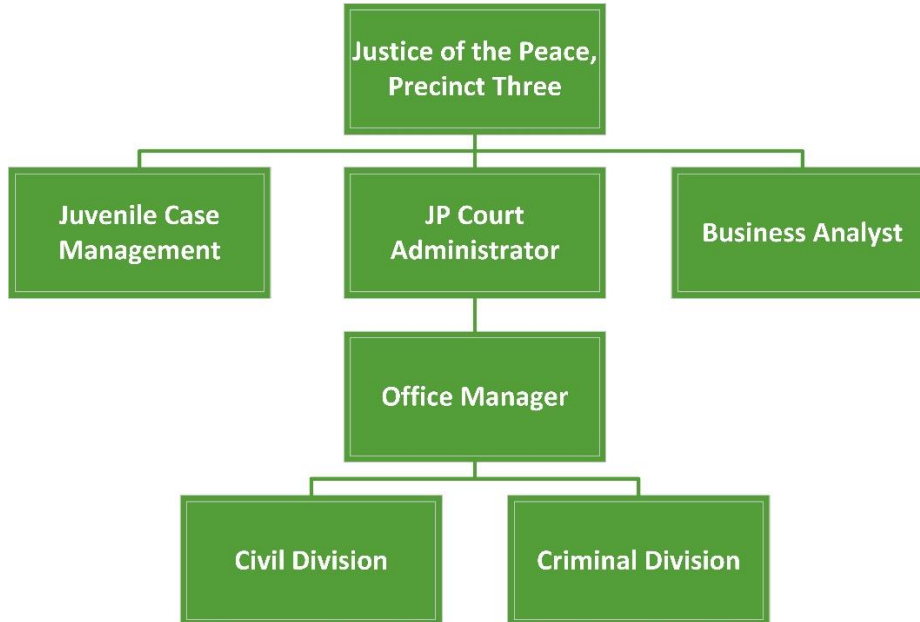
The mission of Justice of the Peace, Precinct Three (JP3) is to administer justice in a fair and equitable manner, while protecting the rights of the parties involved. To provide exceptional customer service when assisting the public while doing our best to being on the leading edge of operational best practices as well as further improving and increasing the knowledge and skills among staff.

The Office has identified the following departmental goal(s):

- Effectively process, adjudicate, and dispose of cases in a timely manner;
- Ensure that students attend school and to intervene before they become truant; and
- Provide citizens and litigants accessibility to information and resources.

The Office is budgeted in the Justice Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes," and are now linked to the County Goal, "Provide services that support the safety of people in the community."

CIVIL:

In compliance with time standards mandated by Texas statutes, the Civil Division administers claims within its jurisdiction not exceeding \$20,000 by processing debt claim cases, small claims, landlord-tenant cases, evictions, unlawful towing, administrative hearings, and writs. Cases are resolved through bench trials, jury trials, settlement, or dismissal.

Justice Courts operate under mandates from the Texas Rules of Civil Procedure, Texas Rule of Evidence, and Health and Safety Code. The Offices are mandated to follow the case processing procedures outlined in Texas Government Code Chapter 27, and section 71.035(b) of Texas Government Code requires each judge, clerk, and court official to report information pertaining to the civil business transacted by the court as required by the Texas Judicial Council. Requirements for safekeeping of all court documents are outlined in Section 27.004 of Government Code. The Court is also required to submit monthly productivity reports to the Texas Office of Court Administration under Texas Administrative Code.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Small Claims Cases Filed	426	559	506	575	600
Evictions and Landlord Tenant Cases Filed	983	1,158	1,642	1,347	1,481
Debt Claim Cases Filed	1,481	1,694	2,014	2,073	2,281
Truant Conduct Cases Filed	32	45	72	75	75
Total Civil Cases Filed	2,922	3,453	4,234	4,070	4,437
Small Claims Case Dispositions	334	490	502	700	800
Evictions and Landlord Tenant Case Dispositions	969	1,163	1,588	1,300	1,400
Debt Claim Case Dispositions	1,574	1,595	1,124	1,600	1,700
Total Civil Dispositions	2,877	3,248	3,214	3,250	3,350
Debt Claim Hearings	256	193	272	400	500
Small Claim Hearings	189	216	294	450	550
Eviction Hearings	958	921	1,156	1,200	1,300
Truant Conduct Hearings	196	256	170	345	355
Total Civil Hearings Held	1,599	1,586	1,892	2,395	2,705

JP3 continues to see a rise in filings and dispositions, which is a return to normal operations post COVID-19 pandemic. The Office continues to develop and implement efficient civil business processes that ensure effective civil case management and operations, which contributes to the sustainability of the Offices high disposition rate. JP3 receives 90 percent of civil filings electronically through the E-file, electronic portal which assists in achieving timely court settings, administrative hearings, and civil case dispositions.

CRIMINAL:

The Criminal Division handles violations filed under the Texas Transportation Code of Criminal Procedure, Texas Penal Code, and Texas Education Code. The primary duty of the Court is to resolve cases with a bench or jury trial, including entering a plea and fine payment. The Court processes dispositions after trial and pretrial dismissals or diversion such as defensive driving and deferred adjudication. Duties for the Criminal Division also include peace bond hearings and indigency hearings, as required by law.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
New cases filed – Traffic	6,750	6,011	5,270	5,300	5,350
New cases filed – Non-Traffic	268	753	735	785	835
Total Criminal Cases Filed	7,018	6,764	6,005	6,055	6,185
Total Criminal Cases Disposed	8,846	5,642	3,352	3,272	3,402
Pre-Trial Hearings	2,052	2,543	2,050	2,783	3,000
Trial By Court Hearings	66	42	52	62	72
Jury Trial Hearings	30	92	52	55	65
Show Cause Hearings	1,266	387	296	321	346
Juvenile/Minor Hearings	171	83	72	82	92
Parent Contributing Hearings	302	333	222	237	252
Total Trial Hearings	3,087	3,480	2,744	3,540	3,827
Warrants Issued	2,712	1,590	1,500	1,590	1,680

The Court is mandated by state law to follow the case processing procedures outlined in Texas Code of Criminal Procedure Chapter 45, procedures regarding acceptance of payments and pleas by mail in TCCP Chapter 27, safekeeping of all court documents in Texas Government Code Chapter 27, and truancy related violations committed under the Chapter 25 of the Texas Education Code. Section 71.035(b) of Texas Government Code requires each judge, clerk, and court official to report information pertaining to the criminal business transacted by the Court as required by the Texas Judicial Council. The Court is also required to submit monthly productivity reports to the Texas Office of Court Administration under Texas Administrative Code.

In FY 2022 the Office had a spike in warrants issued, this was due to the reinstatement of the issuance of warrants after its suspension in FY 2021 due to the COVID-19 pandemic. The Office quickly worked through the backlog that had accrued during the pause and anticipates a lower volume of warrants issued in the coming fiscal years.

KEY PROGRAM MEASURES

The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes.” and are now linked to the County Goal, “Protect and provide opportunity for those most vulnerable and underrepresented.”

JUVENILE CASE MANAGER:

The Juvenile Case Manager program supports the Court by administering the Court's juvenile docket and supervising the Court's orders in juvenile cases. The Juvenile Case Manager receives the complaints, referrals, and begins the entry process of all Parent Contributing to Non-Attendance, Truant Conduct, and Juvenile Offenses. The program is funded entirely by special revenue funds. This service is mandated under Texas Code of Criminal Procedure, Article 45.056. A Juvenile Case Manager shall give priority to cases filed under Sections 25.093 (Parent Contributing to Nonattendance) and 25.094 (Truant Conduct), Education Code.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of Parents/Students who attended a JCM class	0	24	180	200	200

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of Parent Contributing complaints filed by schools	0	94	158	158	158
Number of cases assigned to JCM	21	139	230	220	210
Number of Truancy/Parent Contributing Cases dismissed	0	89	62	110	105
Number of students who participated in mock trials	0	0	131	125	125
Number of school staff who attended truancy training	0	0	75	100	100
Number of truancy referrals received by schools	0	45	120	100	90

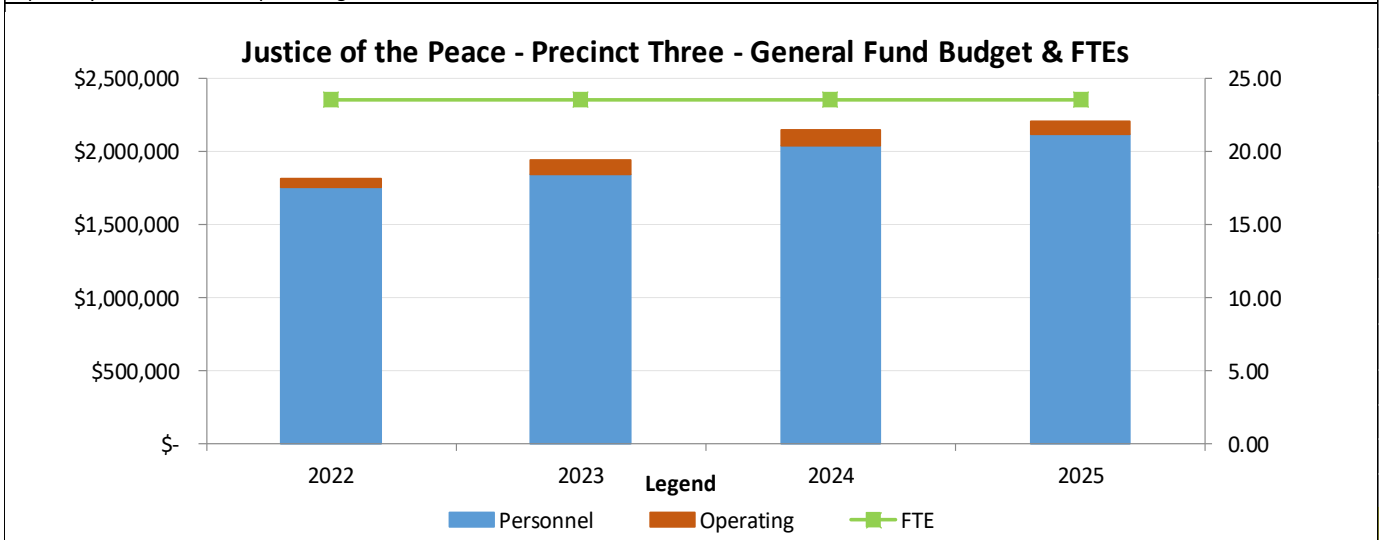
The Juvenile Case Manager (JCM) meets with students, parents, and school representatives to discuss and resolve barriers to school attendance. As seen in the chart above, the JCM offers classes to parents and students, opportunities for students to participate in mock trials, and truancy training for school staff – of which are all relatively newly added tracked performance measures, explaining the zeroes seen above.

In the coming fiscal years, the JCM is projecting a rise in the number of cases assigned to the JCM, this can be attributed to the establishment of HB 3186. The Texas Youth Diversion and Early Intervention Act (HB 3186), adopted by the 88th Texas Legislature, requires each justice and municipal court, to adopt a written plan that diverts juveniles accused of a misdemeanor punishable by fine only (other than a traffic offense) to diversion services for up to 180 days, rather than face formal criminal prosecution. The statute is effective January 1, 2024, with the Youth Diversion Plans effective January 1, 2025. Under CCP Article. 45.307 (Code of Criminal Procedure, Chapter 45, Subchapter E), an individual or entity that provides juvenile case manager services may be the program coordinator. The Office is currently working on procedures to implement the Juvenile Criminal Diversion plan which would be coordinated by the Juvenile Case Manager.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	1,752,372	1,839,944	2,041,645	2,119,646	78,001
Operating	59,431	106,196	106,280	87,425	(18,855)
Total (Per&Op)	\$ 1,811,803	\$ 1,946,140	\$ 2,147,925	\$ 2,207,071	\$ 59,146
CAR*	-	-	-	-	-
Grand Total	\$ 1,811,803	\$ 1,946,140	\$ 2,147,925	\$ 2,207,071	\$ 59,146
FTEs	23.50	23.50	23.50	23.50	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Justice of the Peace, Precinct Three increased by \$59,146 from the FY 2024 Adopted Budget. This is a 2.8% increase. While there was a decrease in the operating budget, there was also an increase in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 2,123,809	\$ 24,116	\$ -	\$ 2,147,925	23.50	\$ -
Target Budget Changes						
Compensation & Benefits	67,655	-	-	67,655	-	-
Administrative & Other	-	(24,116)	-	(24,116)	-	-
Total Target Budget Changes	\$ 67,655	\$ (24,116)	\$ -	\$ 43,539	-	\$ -
FY 2025 Target Budget	\$ 2,191,464	\$ -	\$ -	\$ 2,191,464	23.50	\$ -
Budget Submission	\$ 2,191,464	\$ -	\$ -	\$ 2,191,464	23.50	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
JP Courts Additional Visiting Judge Resources	-	-	-	-	-	25,000
Programmatic Total	\$ -	\$ -	\$ -	\$ -	-	\$ 25,000
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	12,210	-	-	12,210	-	-
Compensation & Benefits Total	\$ 12,210	\$ -	\$ -	\$ 12,210	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	3,397	-	-	3,397	-	-
Administrative & Other Total	\$ 3,397	\$ -	\$ -	\$ 3,397	-	\$ -
Grand Total	\$ 15,607	\$ -	\$ -	\$ 15,607	-	\$ 25,000
FY 2025 Preliminary Budget	\$ 2,207,071	\$ -	\$ -	\$ 2,207,071	23.50	\$ 25,000
Change from FY 2025 Target	\$ 15,607	\$ -	\$ -	\$ 15,607	-	\$ 25,000
Change from FY 2024 Adopted	\$ 83,262	\$ (24,116)	\$ -	\$ 59,146	-	\$ 25,000

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Justice of the Peace, Precinct Three includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$24,116 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

ADMINISTRATIVE AND OTHER FUNDING CHANGES

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$3,397 in ongoing operating resources for the Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Justice of the Peace, Precinct Three includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$60,933	\$60,933
Resources for health insurance cost increases for FY 2025.	-	12,210	12,210
Resources for Elected Official salary adjustments approved by the Commissioners Court in FY 2024.	-	6,722	6,722
Total Compensation Changes	\$-	\$79,865	\$79,865

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

Justice of the Peace, Precinct Two used internal resources to fund the reclassification of a Court Clerk II Sr. to a Court Services Mgmt. Adm Coordinator. The reclassification of this position is aimed at improving office efficiency and effective distribution of current workload within JP3’s management roles and is pending HRMD and PBO approval.

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Office’s budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
JP Courts Additional Visiting Judge Resources	\$125,000
Total Allocated Reserve Earmarks	\$125,000

Four of the Five Justice of the Peace Offices (JP1, JP2, JP4, and JP5) requested a one-time allocation in the FY 2025 Budget of 24,113 per office for a temporary increase to their visiting judge budget allocation. This amount would fund 45 additional days of visiting judge time. JP3 did not submit a request for a temporary increase to their respective visiting judge budget allocation.

Courts nationwide accumulated a backlog in civil and criminal cases as a result of the COVID-19 pandemic. The Texas Office of Court Administration projects that it will take three to five years to address the backlog resulting from delayed Court action during the COVID-19 pandemic. In order to address the backlog, the Justice of the Peace Courts have received increases to their visiting judge budgets in the past three fiscal years, with all five offices receiving \$22,083 each midyear in FY 2022, \$23,137 each as part of the FY 2023 Adopted Budget, and \$24,116 each as part of the FY 2024 Adopted Budget. The additional visiting judge resources provided to the offices have allowed for the Travis County JPs to make progress in COVID-19 related

backlogs by allowing for the scheduling of double or triple dockets. Yet despite this increase in productivity, backlogs continue to exist.

<i>JP Court Docket Backlog</i>		<i>JP1</i>	<i>JP2</i>	<i>JP3</i>	<i>JP4</i>	<i>JP5</i>
Criminal Dockets	TBC/Bench Trials	11	516	31	4	3
	Jury Trials	1	286	98	170	4
	Misc. Criminal Proceedings	1,203	1,565	388	1,365	2,049
Civil Dockets	TBC Bench Trials	2,510	2,231	0	821	563
	Jury Trials	3	59	0	5	3
	Misc. Civil Proceedings	989	1,338	874	1,124	2,089

While continuing to make progress on the COVID-19 related backlogs, the Justice of the Peace courts saw dramatic increases in both Civil and Criminal case filings in FY 2023. Civil filings across Travis County JP courts increased 21 percent between FY 2022 and FY 2023, as well as an unprecedented rise in criminal filings largely due to citations filed by DPS in FY 2023 totaling 34,134 across all five JPs, a 200 percent increase over FY 2022 from this agency.

The JP Courts have been utilizing each office's increase in FY 2024 to operate double dockets and address backlogs in cases and court processes. The table below show the FY 2024 expenditures for visiting judges as of May 10th, 2024, roughly 60 percent through the fiscal year. Some offices have been able to expend more quickly than others due to differences in staffing capacity, but all of them have been utilizing the additional visiting judge funds to address backlogs.

<i>Office</i>	<i>FY 2024 Original/Revised Budget*</i>	<i>FY 2024 Expenditure Estimate**</i>	<i>Estimated Balance</i>	<i>Estimated Percent Spent</i>
Justice of the Peace, Pct. 1	\$53,802	\$19,647	\$34,155	36.5%
Justice of the Peace, Pct. 2	\$90,970	\$112,638	(\$21,668)	123.8%
Justice of the Peace, Pct. 3	\$50,374	\$44,653	\$5,721	88.6%
Justice of the Peace, Pct. 4	\$49,250	\$41,417	\$7,833	84.1%
Justice of the Peace, Pct. 5	\$83,255	\$30,142	\$53,113	36.2%

*The FY 2024 Adopted Budget includes \$24,116 in one-time visiting judge funds for each of the Justice of the Peace Offices

**PBO's expenditure estimate is a straight-line projection based on expenditures as of May 10, 2024.

As of May 10, 2024, JP1 had spent 22 percent, JP2 had spent 74 percent, JP3 had spent 53 percent, JP4 had spent 50 percent, and JP5 had spent 22 percent of their visiting judge budget allocation. PBO notes that this is not a perfect measure as it assumes a linear trend, which may not be representative of actual FY 2024 spending, yet it offers a comparison between the offices based on current data. Although the above chart, based on a simple straight-line projection, projects that JP1 and JP5 will only expend roughly 36 percent of their respective visiting judge budget allocations, the office's note that this has been due to limited staffing capacity to administer and set additional dockets. Further, although the chart above projects that JP2 will spend beyond the budgeted amount, PBO notes that the Office will remain within their budget allocation for this purpose.

In the prior two fiscal years (FY 2023 and FY 2022), JP3 spent 92 percent and 54 percent of their budget allocation respectively for this purpose. There is a clear need to continue addressing the backlog in bench trials, jury trials, and miscellaneous civil and criminal proceedings. Utilizing double dockets through the assistance of visiting judges has helped expedite this process, all while managing increases in both criminal and civil filings that impacted the JP courts in FY 2023 and through FY 2024.

The Planning and Budget Office recommends a one-time earmark for operating funding of \$25,000 for each of the Justice of the Peace Office's (JP1, JP2, JP3, JP4, and JP5) visiting judge budgets, for a total one-time earmark of \$125,000 among the

five JPs. This earmark assumes that each office could receive up to \$25,000 for additional FY 2025 visiting judge expenses. PBO will work with each office to determine how much of the earmark each office will realistically need based on their workload next fiscal year. PBO will coordinate a budget adjustment sometime during FY 2025 once this information is known.

The total amount recommended for visiting judges in the FY 2025 Adopted Budget will be adjusted to reflect changes related to Elected Official Pay increases for Justice of the Peace Judges, to tie visiting judge salaries to Justice of the Peace salaries which may be recommended to be increased for FY 2025 which would also increase the visiting judge cost per day amount. Elected Official salaries will be considered later in the budget process.

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions.

VACANT POSITIONS

The Office currently has 4.50 total vacancies, out of which the following 1.50 positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Court Clerk I	30001671	0.50	294	Position reclassified on 4/16 to Office Assistant; posted.
Court Clerk II	30001678	1.00	158	Posted multiple times, unable to find qualified applicant; reposted.

FUTURE CONSIDERATIONS

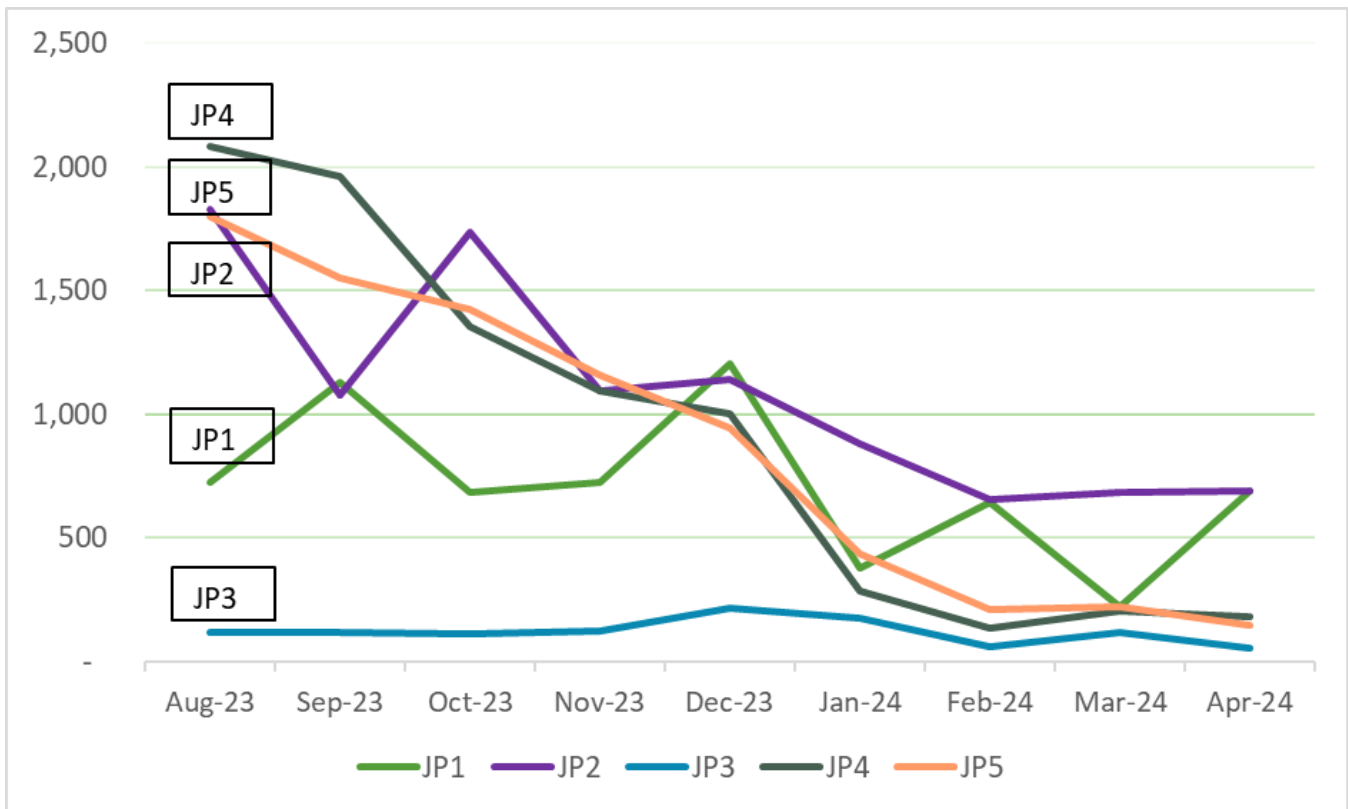
DEPARTMENT OF PUBLIC SAFETY (DPS) CITATION CHALLENGES

As part of the FY 2024 Adopted Budget, a one-time earmark of \$100,000 against the Allocated Reserve was recommended and available to all five JP Offices should overtime resources be needed due to the rise in DPS activity in the area. The increase in DPS related work started shortly after a partnership between the Austin Police Department (APD) and the Texas Department of Public Safety (DPS) commenced in March 2023, in response to APD staffing shortages. The partnership was briefly suspended in May and resumed on July 2, 2023. This partnership ended abruptly on July 12, 2023; however, additional troopers were assigned to the Austin area, and filings remained higher than average through December 2023. JP Offices reported continued activity and increased workload due to the large amount of DPS citation filings that were being received. As seen below, there was a dramatic rise in DPS citations received year-over-year by the JP Offices:

	FY 2022	FY 2023	Percent Change
Number of DPS Citations Received by all JPs	11,368	34,134	200%

Early in FY 2024, JP Offices continued to receive an unprecedented number of DPS citations, and four of the five JPs (JP1, JP2, JP4, and JP5) requested \$20,000 each from the \$100,000 earmark against the Allocated Reserve to fund overtime for staff. Since the Commissioners Court approved the transfer of \$20,000 each to JP1, JP2, JP4, & JP5 for overtime resources on December 19, 2023 to address the large amount of citation filings, DPS citations have begun to decrease as seen in the graph below:

DPS Citations Filed by Precinct August 2023 – April 2024



As shown in the graph above, DPS citation filings across the JPs have slowed considerably since the peaks of August 2023 and September 2023 for all offices. JP4 was the office most impacted early on and the number of DPS citations filed declined steadily from August 2023 to January 2024 and has since remained relatively flat, and similar trends can be observed by JP5. However, JP1 and JP2 have seen changes varied by month, but are both well below their peak citation filing months and JP3 has been the least impacted, with the office consistently having the least DPS citation filings per month out of five offices; anecdotally, discussions with JP3 informed PBO that the comparatively low DPS filings within their precinct is a result of their area not being included as part of where DPS troopers were deployed during the agency’s partnership with APD, which primarily focused on areas with the highest reports of violent crime.

As of May 1, 2024, Justice of the Peace, Precinct Three had 16 DPS citations in the Odyssey case management queue pending a physical citation, 1 physical DPS citation pending manual entry, and 3 DPS citations pending review for a total of 20 pending DPS citations. DPS activity in the Austin-Travis County area has slowed and the JPs are no longer receiving the same quantity

of citations as seen during the agency's increased presence. PBO will continue to work with the Justice of the Peace Offices in monitoring DPS citation workload and formulating solutions should a rise in DPS activity or other agencies occur.

HB 3186

As part of the 88th Texas Legislative Session, the Texas Youth Diversion and Early Intervention Act (HB 3186) was passed in order to better address and prevent at-risk youth from entering the juvenile justice system by means of diversion strategies deployed by a justice or municipal court. HB 3186 requires the adoption of a youth diversion plan for every municipal and justice court no later than January 1, 2025. Pursuant to Art. 45.307(a), a court may designate a youth diversion coordinator to assist in determining a child's eligibility for diversion, utilization of an authorized diversion strategy, presenting and maintaining diversion agreements, monitoring of diversions, the maintenance of records to determine successful and unsuccessful diversions, and the coordination of referrals to court. Further, these responsibilities may be performed by a Juvenile Case Manager, court administrator, court clerk, or an individual that regularly performs the duties of court administrator or court clerk as described in Art. 45.307(b).

The Justice of the Peace Offices will collaborate with the County Attorney's Office in discussing and formulating a Countywide plan. Come January 1, 2025, HB 3186 will now allow justice courts to order diversion strategies at the start of a case where they are more effective; currently, justice courts can only order diversion strategies after a conviction or deferral of disposition. It is expected caseload for the JP Offices to rise with the dawn of HB 3186 to some degree. That said, the impact of HB 3186 on County Juvenile Case Manager workloads is yet to be known. will continue to work with the JP Offices to better understand the effects of this mandate community-wide and the best solution for responding to it ahead of implementation.

HB 681

As part of the 85th Texas Legislative Session, HB 681 on the Confidentiality of Records relating to restricting access to certain information that relates to a person convicted of or granted a dismissal after deferral of disposition for a fine-only misdemeanor offense was passed. HB 681 took effect on September 1, 2017, and requires after the fifth anniversary of the date of final conviction, all records and files that relate to the who was convicted would be confidential and not disclosed to the public. Further, this also applies to individuals who received a dismissal after deferral of disposition.

Currently, deferred dispositions are still accessible publicly via JP court websites. All five Justices of the Peace are working with Tyler Technologies for a level of effort estimate to remove cases from public access that meet the criteria stated in HB 681. PBO will work with the JP offices once an estimate is received from Tyler Technologies and adjust budget allocations accordingly.

Justice of the Peace, Precinct Four (129)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	8
FY 2025 Preliminary Budget Recommendations Summary	9
Additional Information	11
FY 2025 Budget Request Analysis	14
Request 01: Two (2) SPW and One (1) Temp Position to Permanent FTE.....	14
Request 02: Court Clerk Reclassifications	17
Request 03: One-Time Increase to JP Courts Visiting Judge Budget	19
Request 04: Front Counter Equipment for New Customer Windows	21
Request 05: Audio System for Courtroom	22

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

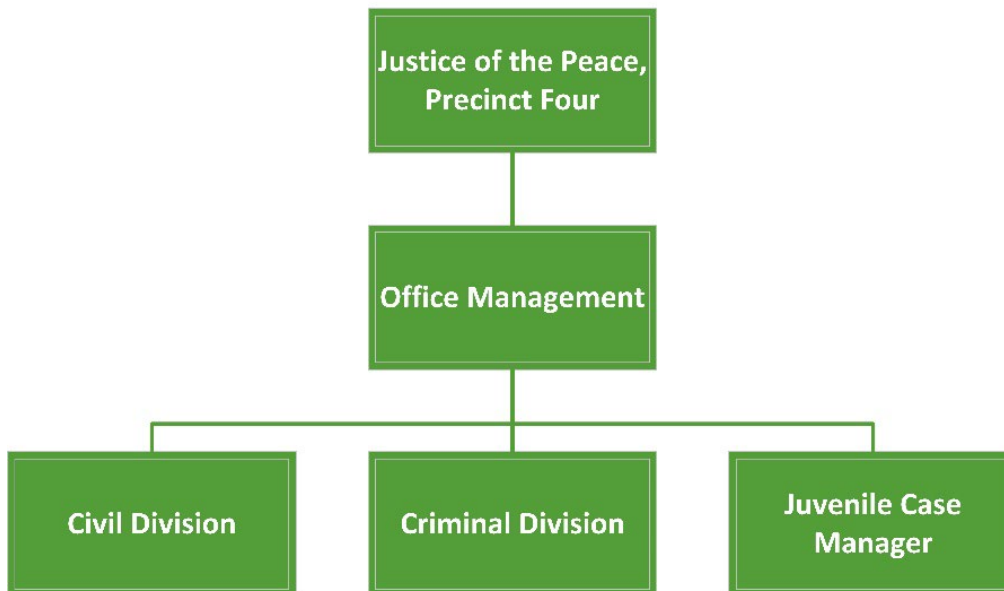
The mission of the Justice of the Peace, Precinct Four (JP4) is to provide a forum for access to justice and due process for the citizens of Precinct Four and Travis County. Our goals include helping resolve all civil disputes within our jurisdiction whether filed by citizens, businesses, or other agencies, and efficiently disposing of all class C criminal misdemeanor complaints filed by various law enforcement agencies. Through our Truancy program, we are committed to working with schools and families to promote education and school attendance. JP4 strives to deliver quality services, ensure timely disposition of criminal and civil matters, and to afford dignity and respect to every individual.

The Office has identified the following departmental goal(s):

- Provide a forum for access to justice and due process for the citizens of Precinct Four; and,
- Juvenile Case Managers (JCM) Program - Increase school attendance by addressing the symptomology of truancy through engagement, assessment, planning, intervention, evaluation, and termination.

The Office is budgeted in the Justice Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Ensure the public safety and peaceful resolution of conflicts through the justice system and other public processes," and are now linked to the County Goal, "Provide services that support the safety of people in the community."

CIVIL DIVISION:

In compliance with time standards mandated by Texas statutes, the Civil Division administers claims within its jurisdiction not exceeding \$20,000 by processing debt claim cases, small claims, landlord-tenant cases, evictions, unlawful towing, animal cruelty, administrative hearings, and exclusive writs. Cases are resolved through bench trials, jury trials, settlement, or dismissal.

Justice Courts operate under mandates from the Texas Rules of Civil Procedure, Texas Rule of Evidence, and Health and Safety Code. The Offices are mandated to follow the case processing procedures outlined in Texas Government Code Chapter 27, and section 71.035(b) of Texas Government Code requires each judge, clerk, and court official to report information pertaining to the civil and criminal business transacted by the court as required by the Texas Judicial Council. Requirements for the safekeeping of all court documents are outlined in Section 27.004 of the Government Code. The Court must also submit monthly productivity reports to the Texas Office of Court Administration under Texas Administrative Code.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of Clerks to process cases filed	7	8	8	8	8
Total pending Cases	1,945	2,285	2,900	2,900	2,900
# of Active Cases	1,928	2,259	2,880	2,880	2,880
# of Inactive Cases	17	26	20	20	20
# New Civil Cases Filed	3,519	4,002	4,885	5,315	5,765
# of New Civil Cases Debt	1,334	1,566	1,800	1,980	2,180
# of New Civil Cases Landlord Tenant	1,806	1,891	2,535	2,735	2,935
# of New Civil Cases Small Claims	320	469	500	550	600
# of Citations Issued	3,949	4,437	5,300	5,715	6,165
# of Hearings Held	2,421	2,365	2,400	2,450	2,500
# of Post Judg. Remedies	558	846	850	895	940
# of Judgments Issued	2,480	1,981	1,900	2,000	2,100
# of Cases Dismissed	1,351	1,597	1,950	2,225	2,600
% Disposition Rate (disposed cases divided by new cases filed)	111%	90%	79%	80%	82%
# of Disposed Closed Cases	3,852	3,596	3,850	4,252	4,727
# of E-File Submissions Processed	8,821	10,981	12,100	13,310	14,640

JP4 uses the E-file and Guide and File Systems for new case submissions, as well as the acceptance of additional documents and payments. The use of E-file has grown steadily over the past several years, but even after a surge during COVID-19, it has been a useful tool for the public. For health and safety reasons the office encouraged apartment complexes that frequently file to do so using E-file, and most have continued to file electronically even after a return to normal operations. The majority of the filings received via E-file are evictions and debt claims. The Office projects the number of E-File submissions processed will continue to increase steadily over the coming years.

JP4 offers an extensive website where customers can access commonly used forms for download, a current civil fee schedule, search case and service statuses, links to the Texas Rules of Civil Procedure, and links to their aforementioned E-File and Guide and File Systems. The website can also be translated into multiple languages to increase accessibility for English as a Second Language (ESL) and non-English speaking customers. JP4 also provides access to a kiosk station in the lobby where

customers have access to all of the Court’s features available on their website. This enables customers to bypass any lines, or do additional research, even if they don’t have internet access at home.

The primary measure of the Office’s efficiency is the Disposition Rate, which is the number of disposed cases divided by the number of new cases filed. JP4 projects the Disposition Rate will be 79 percent in FY 2024, lower than the Office’s FY 2022 and FY 2023 Disposition Rates of 111 and 90 percent respectively. Evictions increased by 41 percent and play a major role in the Office’s disposition rate being lower than usual in the FY 2024 projection. A majority of JP4’s docket space is being filled with eviction hearings, which by statute must be set within 21 days. Because they have become more complex and are contested more often, it takes longer to hear each case. Therefore, the Office has reduced the number of cases that can be heard in one docket. The one-time funding for additional visiting judge hours has been able to help JP4 hear more cases set at one time, as visiting judges allow for the Court to hold virtual eviction dockets simultaneously with an in-person eviction docket, which requires the use of two judges and two clerks.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
SPW Civil Division	\$70,237	1.00/1.00	E-File submissions increased 24 percent from FY 2022 to FY 2023 and based on the volume seen by the Office mid-year, it is anticipated that there will be an additional increase of over 10 percent in FY 2024. As a result of increasing E-File activity, the SPW in the Civil division has been assigned full-time to processing E-File submissions. Due to reduction of DWOP and other types of civil judgments, which is directly related to the increase in eviction filings, the civil disposition rate is anticipated to drop from 90 percent (FY23) to 80 percent (FY24). The Civil SPW has been able to assist with the increasing activity in the Civil division, however, a lot of experience is still needed in order to process the complicated nature of the JP work without assistance and close supervision.

CRIMINAL DIVISION:

The Criminal Division handles fine-only traffic violations, non-traffic, and juvenile Class C misdemeanor offenses. The primary duty of the Court is to resolve cases with a bench or jury trial, including entering a plea and fine payment. The court processes dispositions after trial and pretrial dismissals or diversion such as defensive driving and deferred adjudication. Duties for the Criminal Division also include peace bond hearings, disposition of stolen property, and indigency hearings, as required by law.

The Criminal Division handles violations filed under the Texas Transportation Code of Criminal Procedure, Texas Penal Code, and Texas Education Code. The Court is mandated by state law to follow the case processing procedures outlined in Texas Code of Criminal Procedure Chapter 45, procedures regarding acceptance of payments and pleas by mail in TCCP Chapter 27, safekeeping of all court documents in Texas Government Code Chapter 27, and truancy related violations committed under the Chapter 25 of the Texas Education Code. Section 71.035(b) of Texas Government Code requires each judge, clerk, and court official to report information pertaining to the civil and criminal business transacted by the court as required by the Texas Judicial Council. The Court is also required to submit monthly productivity reports to the Texas Office of Court Administration under Texas Administrative Code.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of Clerks to process cases filed	7	7	7	8	8
Total pending Cases	23,999	28,287	29,300	29,300	29,300
# of Active Cases	4,763	8,614	10,000	10,000	10,000
# of Inactive Cases	19,236	19,673	19,300	19,300	19,300
# New Criminal Cases Filed	7,257	12,895	10,000	9,000	9,450
Hearings Held	2,772	3,945	3,900	4,095	4,300
Warrants Issued	2,913	3,275	1,500	3,000	3,150
TCCC Referrals	878	1,268	3,000	1,000	1,050
Dispositions w/o Hearings	3,848	6,356	5,650	5,930	6,230
Dismissed by Prosecution	902	1,357	1,100	1,155	1,215
Compliance Dismissals	1,166	1,185	1,550	1,630	1,715
% Disposition Rate (disposed cases divided by new cases filed)	77%	66%	83%	96%	96%
# of Disposed Closed Cases	5,553	8,518	8,250	8,660	9,095

JP4 saw a significant rise in New Criminal Case Filings from FY 2022 to FY 2023, this was largely due to the elevated DPS citation filings towards the end of FY 2023 through the start of FY 2024, which impacted other areas of office operations. The Office projects there will be 10,000 New Criminal Case Filings throughout FY 2024. Warrant issuance was placed on hold throughout the pandemic and has since begun to return to pre-pandemic levels, starting again in FY 2022.

The Office's disposition rate, which is the main measure of Court efficiency and productivity, continues to be lower than JP4's historical trends, which often had the Office's disposition rate above 100 percent pre-COVID. The Criminal disposition rate was suppressed during COVID due to delays in the Court process for public health reasons and the moratorium on the issuance of warrants. Issuance of warrants is JP4's most effective tool to resolve delinquent cases and maintain the Case Disposition Rate. JP4 is projecting a disposition rate of 83 percent, a notable rise over the 66 percent seen in FY 2023. Should the number of disposed cases remain steady and case filings return to more reasonable levels, the Office anticipates that the disposition rate will increase to 96 percent.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
SPW Criminal Division	\$70,237	1.00/1.00	JP4's Criminal division saw a 77 percent increase in New Criminal Case filings from FY 22 to FY 23, which led to increased activity in all areas and has resulted in a backlog of over 1,300 cases pending either a pre-trial, jury trial, or trial before the court. The Office notes that there is currently a backlog of more than 6,000 cases that must be reviewed for possible warrant issuance. The Criminal SPW has assisted the Office with the increased activity in the Criminal division. That said, a lot of experience is required to process the complicated nature of the JP work without assistance and close supervision.

KEY PROGRAM MEASURES

The following program was formerly linked to the County Goal, “Ensure the public safety and peaceful resolution of conflicts through the justice system and other public processes” and is now linked to the County Goal, “Protect and provide opportunity for those most vulnerable and underrepresented.”

JUVENILE CASE MANAGER:

The Juvenile Case Manager (JCM) program supports the Court by assisting with the court's juvenile docket and supervising the court's orders in juvenile cases. The clerk in the Juvenile Case Manager division receives complaints and referrals and begins the entry process of all Parent Contributing to Non-Attendance, Truant Conduct, and Juvenile offenses. The program is funded entirely by special revenue funds. This service is mandated under the Texas Code of Criminal Procedure, Article 45.056. A Juvenile Case Manager shall prioritize cases filed under Sections 25.093 (Parent Contributing to Nonattendance) and 25.094 (Truant Conduct), Education Code.

The Court has one Juvenile Case Manager who works with juveniles and their parents to comply with court orders related to school attendance and traffic and non-traffic misdemeanors. In addition to meeting with juveniles and their parents, the Juvenile Case Manager communicates with school administrators, mental and behavioral health professionals, service providers, and other entities, including Child Protective Services and Juvenile Probation, about services to address the student and parent needs. Beyond its mandated services, the JCM program collaborates with local school districts to understand and address school absenteeism and develop preventative methods to overcome the obstacles to attendance and academic success.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of Employees	1	1	1	1	1
# of Interns	4	4	2	3	3
Truant Conduct referrals	96	76	87	93	100
Parent Contributing to Non-Attendance filings	140	120	229	243	257
Juvenile (Non-TC) Case filings	40	109	66	84	107
Cases assigned to JCM	236	196	316	336	357
# of Students not enrolled in school at their initial Hearing	76	44	47	50	54
# of Students RECOVERED & reenrolled after court involvement Hearing	35	26	32	34	36
Truant Conduct Showcause (Remedial) Hearings	412	240	150	160	171
PCNA Showcause (Remedial) Hearings	107	127	125	133	141
Juvenile Showcause (Remedial) Hearings	64	8	10	12	14
Dispositions-Truant Conduct Contempt	107	32	5	6	7
% Truant Conduct Compliance Rate (TC Deferral Compliance Dismissals divided by the # of new filings)	36%	67%	60%	60%	60%
% PCNA Compliance Rate (PCNA Deferral Compliance Dismissals divided by the # of new filings)	43%	50%	51%	51%	51%
% Juvenile Compliance Rate (Juvenile Compliance Dismissals divided by the # of new filings)	22%	17%	41%	41%	41%

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of Reenrollment Rate (Students reenrolled divided by students not enrolled at initial hearing)	46%	59%	68%	68%	67%
TC Initial Hearings Held	100	104	115	120	125
PCNA Initial Hearings Held	287	204	250	260	270
TC Contacts	1,050	1,288	658	829	1,045
PCNA Contacts	944	1,276	693	762	838
# of Clerks to Process Cases	1	1	1	1	1

JP4's performance measures continue to reflect the impacts of the pandemic and the subsequent disruptions in the education system on students, particularly students with learning disabilities.

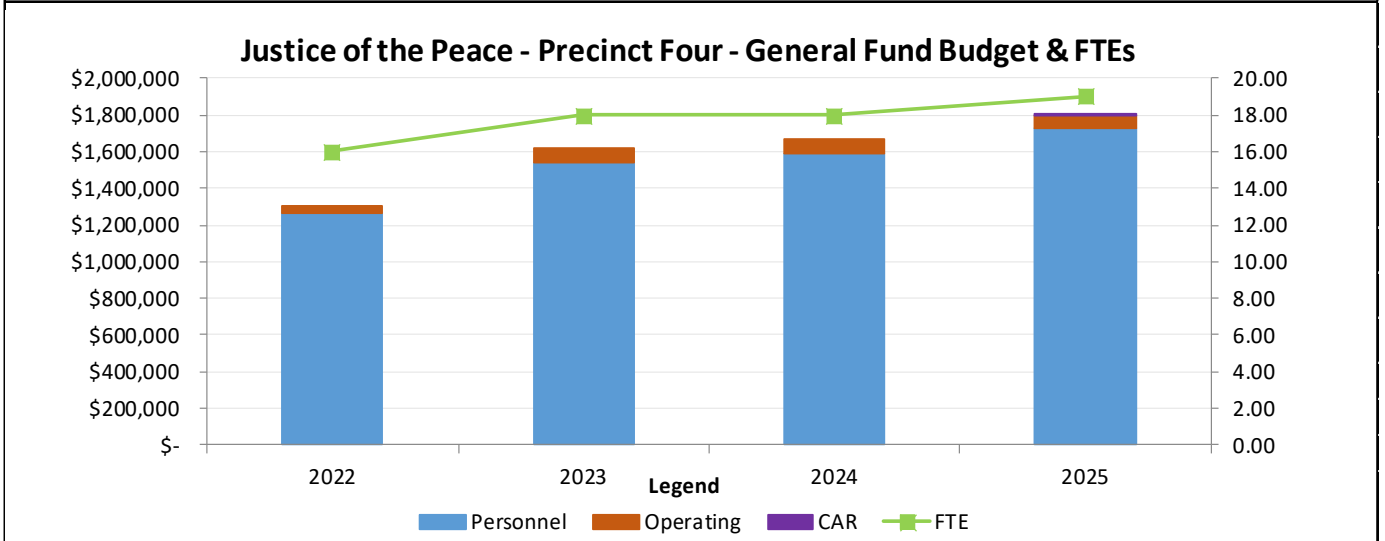
Parent Contributing to Non-Attendance filings (PCNA) are projected to increase in the coming years and Truant Conduct (TC) referrals are expected to remain rather steady. Upon the submission of parents contributing to nonattendance complaints or truant conduct petitions, the juvenile case manager (JCM) will review school documents for potential academic and social indicators that may contribute to absenteeism. The development of the treatment plan will be in coordination with the family, school personnel, and county officials, utilizing social and academic strategies to help with student engagement. PCNA and TC Contacts, however, are projected to be rather low in FY 2024 as seen above.

Additionally, the JCM anticipates further increases in the number of referrals starting January 1, 2025, due to the establishment of HB 3186, which is the Juvenile Diversion Program for non-truancy cases, the Juvenile Case Manager will be forming protocols with third-party organizations so that referrals may be made to programs (educational, rehabilitative, teen court, drug testing, etc.). With the advent of HB 3186, the Juvenile Case Manager will be overseeing a greater number of cases starting in 2025.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	1,266,412	1,541,986	1,585,228	1,723,096	137,868
Operating	39,748	80,157	85,349	77,800	(7,549)
Total (Per&Op)	\$ 1,306,160	\$ 1,622,143	\$ 1,670,577	\$ 1,800,896	\$ 130,319
CAR*	-	-	-	4,420	4,420
Grand Total	\$ 1,306,160	\$ 1,622,143	\$ 1,670,577	\$ 1,805,316	\$ 134,739
FTEs	16.00	18.00	18.00	19.00	1.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Justice of the Peace, Precinct Four increased by \$134,739 from the FY 2024 Adopted Budget, an 8.1 percent increase. The increase was primarily in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve and the addition of a Court Clerk I FTE.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 1,636,461	\$ 34,116	\$ -	\$ 1,670,577	18.00	\$ -
Target Budget Changes						
Programmatic	-	(34,116)	-	(34,116)	-	-
Compensation & Benefits	55,421	-	-	55,421	-	-
Total Target Budget Changes	\$ 55,421	\$ (34,116)	\$ -	\$ 21,305	-	\$ -
FY 2025 Target Budget	\$ 1,691,882	\$ -	\$ -	\$ 1,691,882	18.00	\$ -
Budget Submission	\$ 1,691,882	\$ -	\$ -	\$ 1,691,882	18.00	\$ -
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Dept Budget Requests						
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Front Counter Equipment for New Customer Windows	-	4,726	4,420	9,146	-	-
Audio System for Courtroom	-	20,000	-	20,000	-	-
JP Courts Additional Visiting Judge Resources	-	-	-	-	-	25,000
FTE	73,141	-	-	73,141	1.00	-
Programmatic Total	\$ 73,141	\$ 24,726	\$ 4,420	\$ 102,287	1.00	\$ 25,000
Compensation & Benefits						
FY2025 Health Increase 4.10%	9,556	-	-	9,556	-	-
Compensation & Benefits Total	\$ 9,556	\$ -	\$ -	\$ 9,556	-	\$ -
Administrative & Other						
Travel and Training Cut Restoration	1,591	-	-	1,591	-	-
Administrative & Other Total	\$ 1,591	\$ -	\$ -	\$ 1,591	-	\$ -
Grand Total	\$ 84,288	\$ 24,726	\$ 4,420	\$ 113,434	1.00	\$ 25,000
FY 2025 Preliminary Budget	\$ 1,776,170	\$ 24,726	\$ 4,420	\$ 1,805,316	19.00	\$ 25,000
Change from FY 2025 Target	\$ 84,288	\$ 24,726	\$ 4,420	\$ 113,434	1.00	\$ 25,000
Change from FY 2024 Adopted	\$ 139,709	\$ (9,390)	\$ 4,420	\$ 134,739	1.00	\$ 25,000

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Justice of the Peace, Precinct Four includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$34,116 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for Justice of the Peace, Precinct Four includes the following increases.

Programmatic Recommendations	One-Time	Ongoing	Total	FTEs
One SPW Court Clerk I to permanent FTE to assist with the growing workload	-	\$73,141	\$73,141	1.00
One-time funding for the purchase of an audio system for the courtroom.	20,000	-	20,000	-
One-time funding for purchasing front counter equipment for the newly constructed customer service windows.	9,146	-	9,146	-
Total Programmatic Recommendations	\$29,146	\$73,141	\$102,287	1.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

Included in the FY 2025 Preliminary Budget is a 50 percent restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response

to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$1,591 in ongoing operating resources for the Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Justice of the Peace, Precinct Four includes the following changes related to compensation and benefits.

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$46,557	\$46,557
Resources for health insurance cost increases for FY 2025.	-	9,556	9,556
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	6,722	6,722
Longevity for FY 2025 Target		2,142	2,142
Total Compensation Changes	\$-	\$64,977	\$64,977

Compensation adjustments for FY 2024 were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

On April 30, 2024, the Commissioners Court was presented with a proposed 4.1 percent healthcare rate increase for FY 2025, which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$4,420 for the Office to purchase IT equipment for the new customer service windows.

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Office’s budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
JP Courts Additional Visiting Judge Resources	\$125,000
Total Allocated Reserve Earmarks	\$125,000

The Planning and Budget Office recommends a one-time earmark for operating funding of \$25,000 for each of the Justice of the Peace Office’s (JP1, JP2, JP3, JP4, and JP5) visiting judge budgets, for a total one-time earmark of \$125,000 among the five JPs. This earmark assumes that each office could receive up to \$25,000 for additional FY 2025 visiting judge expenses. PBO will work with each office to determine how much of the earmark each office will realistically need based on their workload next fiscal year. PBO will coordinate a budget adjustment sometime during FY 2025 once this information is known.

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court-approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue-generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors, such as inflation, or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue-generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15 percent increase per the direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact on our partner jurisdictions.

FUTURE CONSIDERATIONS

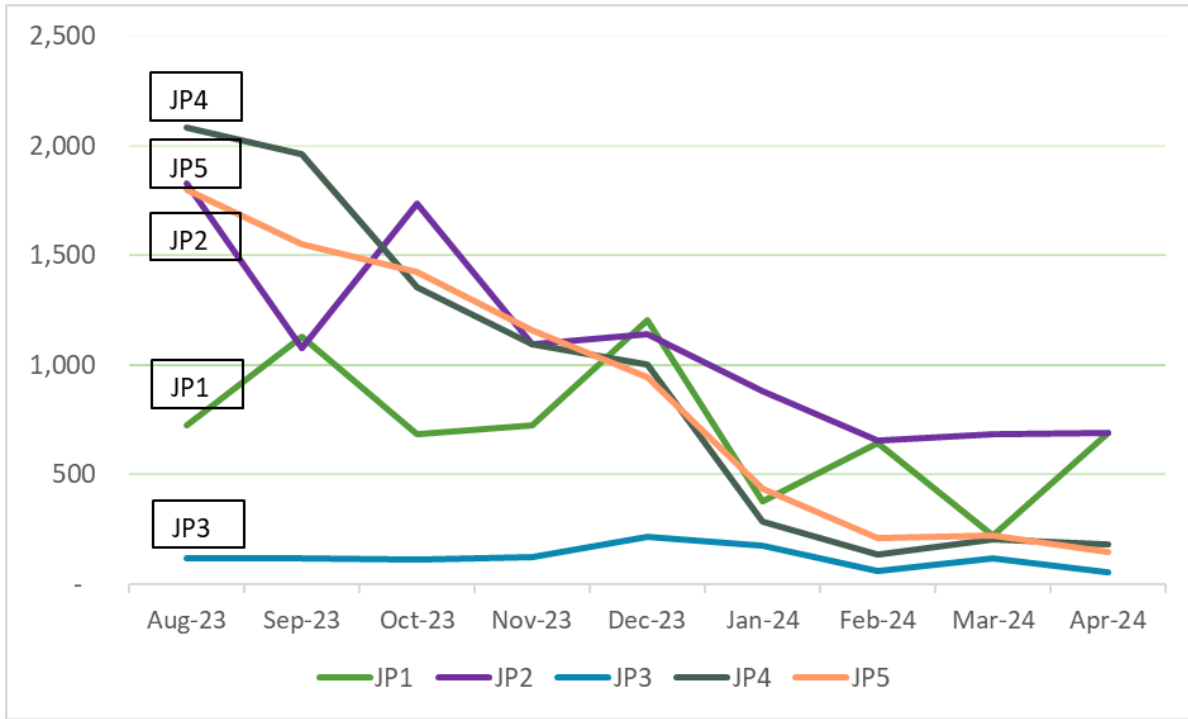
DEPARTMENT OF PUBLIC SAFETY (DPS) CITATION CHALLENGES

As part of the FY 2024 Adopted Budget, a one-time earmark of \$100,000 against the Allocated Reserve was recommended and available to all five JP Offices should overtime resources be needed due to the rise in DPS activity in the area. The increase in DPS-related work started shortly after a partnership between the Austin Police Department (APD) and the Texas Department of Public Safety (DPS) commenced in March 2023 in response to APD staffing shortages. The partnership was briefly suspended in May and resumed on July 2, 2023. This partnership ended abruptly on July 12, 2023; however, additional troopers were assigned to the Austin area, and filings remained higher than average through December 2023. JP Offices reported continued activity and increased workload due to the large amount of DPS citation filings that were being received. As seen below, there was a dramatic rise in DPS citations received year-over-year by the JP Offices:

	<i>FY 2022</i>	<i>FY 2023</i>	<i>Percent Change</i>
Number of DPS Citations Received by all JPs	11,368	34,134	200%

Early in FY 2024, JP Offices continued to receive an unprecedented number of DPS citations, and four of the five JPs (JP1, JP2, JP4, and JP5) requested \$20,000 each from the \$100,000 earmark against the Allocated Reserve to fund overtime for staff. Since the Commissioners Court approved the transfer of \$20,000 each to JP1, JP2, JP4, & JP5 for overtime resources on December 19, 2023, to address a large amount of citation filings, DPS citations have begun to decrease as seen in the graph below:

DPS Citations Filed by Precinct August 2023 – April 2024



As shown in the graph above, DPS citation filings across the JPs have slowed considerably since the peaks of August 2023 and September 2023 for all offices. JP4 was the office most impacted early on. The number of DPS citations filed declined steadily from August 2023 to January 2024 and has since remained relatively flat, and similar trends can be observed by JP5. However, JP1 and JP2 have seen changes varied by month but are both well below their peak citation filing months, and JP3 has been the least impacted, with the office consistently having the least DPS citation filings per month out of five offices.

Justice of the Peace, Precinct Four received 180 DPS citations filed in April 2024, which is a 92 percent decrease from the peak of 2,086 citations filed in August 2023, this has allowed the Office to work through pending DPS citations using additional resources from the Earmark. As of May 1, 2024, Justice of the Peace, Precinct Four had 174 DPS citations in the Odyssey case management queue pending a physical citation, 11 physical DPS citations pending manual entry, and 0 DPS citations pending review for a total of 185 pending DPS citations. DPS activity in the Austin-Travis County area has slowed and the JPs are no longer receiving the same quantity of citations as seen during the agency’s increased presence. PBO will continue to work with the Justice of the Peace Offices to monitor DPS citation workload and formulate solutions should a rise in DPS activity or other agencies occur.

HB 3186

As part of the 88th Texas Legislative Session, the Texas Youth Diversion and Early Intervention Act (HB 3186) was passed in order to better address and prevent at-risk youth from entering the juvenile justice system by means of diversion strategies deployed by a justice or municipal court. HB 3186 requires adopting a youth diversion plan for every municipal and justice court no later than January 1, 2025. Pursuant to Art. 45.307(a), a court may designate a youth diversion coordinator to assist in determining a child’s eligibility for diversion, utilization of an authorized diversion strategy, presenting and maintaining diversion agreements, monitoring of diversions, the maintenance of records to determine successful and unsuccessful diversions, and the coordination of referrals to court. Further, these responsibilities may be performed by a court

administrator, court clerk, or an individual who regularly performs the duties of court administrator or court clerk as described in Art. 45.307(b).

The Justice of the Peace Offices will collaborate with the County Attorney's Office in discussing and formulating a Countywide plan. Come January 1, 2025, HB 3186 will now allow justice courts to order diversion strategies at the start of a case where they are more effective; currently, justice courts can only order diversion strategies after a conviction or deferral of disposition. It is expected the caseload for the JP Offices will rise with the dawn of HB 3186 to some degree. That said, the impact of HB 3186 on County Juvenile Case Manager workloads is yet to be known. PBO will continue to work with the JP Offices to better understand the effects of this mandate community-wide and the best solution for responding to it ahead of implementation.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST 01: TWO (2) SPW AND ONE (1) TEMP POSITION TO PERMANENT FTE

<i>Program:</i>	Civil and Criminal Divisions (129)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	3.00	1.00	1.00	1.00
Personnel	218,673	72,891	72,891	72,891
Operating	900	250	250	250
Subtotal	\$ 219,573	\$ 73,141	\$ 73,141	\$ 73,141
Capital	340	-	-	-
Dpt Total	\$ 219,913	\$ 73,141	\$ 73,141	\$ 73,141
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 219,913	\$ 73,141	\$ 73,141	\$ 73,141

DEPT. SUMMARY OF REQUEST

Justice of the Peace, Precinct Four is requesting two Special Project Workers (SPWs) currently budgeted within the Justice Court Support Fund (Fund 0161) and one temporary Court Clerk position become regular FTEs for a total ongoing cost of \$219,913.

During the FY 2024 budget process, JP4 requested that the two SPWs be made permanent FTE positions. At that time, in lieu of granting permanent positions, the one-time funding for both SPW positions was extended through FY 2024 and FY 2025. Additionally, during FY 2024, the Travis County JP offices collectively submitted a mid-year request for funds to support staffing needs related to increased New Case filings from DPS troopers. JP4 utilized the \$20,000 granted through that request to hire a part-time, temporary employee. This temporary clerk position and one SPW position are currently assigned to the Criminal division to assist with the workload associated with the increase in traffic citation filings. The second SPW is assigned to the Civil division, along with an experienced Court Clerk FTE, to assist with the surge in submissions via E-file.

The Civil division continues to experience a rise in eviction filings, increased submissions via E-file, and an increase in communication from the public. The request states with the Civil Division’s current staffing level of seven FTEs and one SPW position; the Civil Division has been able to work through some of the Office’s debt claim default judgments and small claims jury trial backlogs that had been pending since 2020. However, submissions via E-File grew 24 percent from FY 2022 to FY 2023, and data indicates E-File submissions will increase another 10 percent in FY 2024. To keep up with this E-File growth, JP4 currently has one Civil SPW and one experienced FTE dedicated to processing E-File full time, and E-File is not predicted to slow down. Without a permanent position to post, the office states they to hire, train, and maintain the level of qualified clerks required to process the complicated nature and large number of filings in the Civil Division. Additionally, the Office projects Civil filings will continue to increase beyond FY 2025 when funding for the civil SPW position is scheduled to end.

The Criminal division has also seen increased activity in FY 2023 and FY 2024 due to area population growth and increased law enforcement in precinct four, with Criminal New Case Filings rising nearly 77 percent in FY 2023. Unfortunately, the Criminal division has also seen higher than-average staff turnover during this time. The Office’s Criminal Senior clerks have devoted a significant amount of time to training new, inexperienced clerks and have been unable to focus on duties like issuing warrants, resulting in a backlog of more than 6,000 delinquent cases. Additionally, the Criminal division has a backlog of approximately 1,300 cases pending a Pre-Trial or Trial hearing. There are currently seven permanent FTEs, one SPW, and

one Temporary part-time position funded through the Criminal division. The Office states that due to the size and scope of the Office’s Truancy program, one of the Criminal clerks is assigned full-time to the Truancy division. Although re-assigning this clerk is necessary to meet the demands of the Truancy program, it further reduces the already small number of clerks available to process Criminal case matters.

The request states should the Office gain the two SPW positions and one Temporary position funded as permanent FTEs, both the Civil and Criminal divisions will be better equipped to serve constituents by ensuring that the Office can bring about timely resolutions to their cases. Maintaining the current staff permanently would enable JP4 to not only keep up with the increased court activity but also help the Office work towards decreasing the outstanding backlogs. The Office expects to see the number of Citations Issued, Hearings Held, Judgments Issued, Warrants Issued, and Disposed Closed Cases increase as JP4 would be better equipped to focus on setting and addressing older non-eviction Civil cases and delinquent Criminal cases. JP5 projects that if the requested positions become permanent FTEs, the Office’s disposition rate would continue to rise and return to around 95 percent.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of Clerks to process cases filed	7	8	8	7	8	8
# of Hearings Held	2,421	2,365	2,400	2,350	2,450	2,500
# of Judgments Issued	2,480	1,981	885	800	1,900	2,000
% Disposition Rate (disposed cases divided by new cases filed)	111%	90%	80%	75%	80%	82%
<i>New Measures</i>						
# of Clerks to process cases filed (Criminal)	7	7	7	7	8	8
# of Warrants Issued (Criminal)	2,913	3,275	1,500	1,000	3,000	3,150
# of Hearings Held (Criminal)	2,772	3,945	3,900	3,900	4,095	4,300
% Disposition Rate (disposed cases divided by new cases filed) (Criminal)	77%	66%	83%	96%	96%	96%

PBO RECOMMENDATION

PBO recommends ongoing funding of \$73,141 comprised of \$72,891 in personnel and \$250 in operating to convert one of the two SPW positions to an FTE. PBO does not recommend funding to convert one temporary position and the final SPW position to three regular positions. Further, PBO continues to recommend the continuation of one SPW position for an additional year to address office workload. PBO is unable to include ongoing funding for the full request as part of the FY 2025 Preliminary Budget, due to very limited resources.

That said, PBO understands that there have been a number of external factors that have impacted operations across the five Justice of the Peace offices over the past few years. These include population growth in the area, which in turn increases civil and criminal filings, fluctuations of workload due to the COVID-19 pandemic and return to normal operations, and most recently, the sudden rise in DPS citations toward the end of FY 2023 and start of FY 2024. All of these factors have impacted

the offices and their long-term implications on each office’s workload and daily operations continue to be considered amidst scarce ongoing resources.

Justice of the Peace, Precinct Four has experienced population growth within the area and subsequent workload related to this growth. As seen below, Precinct Four has experienced the second highest rate of change in population growth annually since 2020 through 2023 across all five JP precincts.

<i>Justice of the Peace Office</i>	<i>2020 Population Estimate</i>	<i>2023 Population Estimate</i>	<i>Rate of Change Annually, 2020-2023</i>
JP1	233,576	262,935	3.71%
JP2	372,323	389,675	1.41%
JP3	315,217	325,911	1.03%
JP4	197,618	218,456	3.13%
JP5	171,326	174,315	0.53%

Source U.S. Census Bureau. Esri forecasts for 2023 and 2028. Esri converted Census 2010 into 2020 geography and Census 2020 data.

The chart above shows that JP4 continues to grow at a higher rate than other precincts, only behind the growth seen by JP1. As of 2023, the population within Precinct Four was estimated to be 218,456; at this population level, JP4 has a population per permanent Court Clerk full-time employee (FTE) of 15,604. Population per Court Clerk FTE is an imperfect measure since it does not capture varying degrees of workload and differences in operations and does not necessarily equate to a proportional workload; however, as the population continues to rise in an area, so might the workload.

	<i>Projected FY 2024 Criminal Cases Filed</i>	<i>Projected FY 2024 Civil Cases Filed</i>	<i>Total</i>	<i>Recommended FY 2025 Court Clerk FTEs (Including SPWs)*</i>	<i>Cases per Court Clerk FTE</i>
JP1	8,575	5,890	14,465	14.00	1,033
JP2	11,500	7,250	18,750	21.00	893
JP3	6,005	4,234	10,239	20.00	512
JP4	10,000	4,885	14,885	16.00	930
JP5	9,222	4,900	14,122	13.00	1,086

*These amounts include two newly added FTEs and two SPWs for JP1, two SPWs for JP4, and one SPW for JP5.

As seen in the chart above, the number of projected cases (Civil and Criminal) per Court Clerk FTE for JP4 is comparable to the other offices. Again, this measure is by no means a perfect or fully comprehensive analysis of the workload associated with each precinct as each office operates differently, and the complexity of civil and criminal cases may vary between the five precincts, which in turn affects the amount of work associated with each case. That said, as the population continues to grow throughout the area, PBO will continue to monitor growth, adjust staffing levels accordingly in order to provide a long-term solution to the growing pains being felt and work with the Auditor's Office in tracking revenue growth due to increases in case filings.

REQUEST 02: COURT CLERK RECLASSIFICATIONS

<i>Program:</i>	Civil and Criminal (129)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	11,225	-	-	-
Operating	-	-	-	-
Subtotal	\$ 11,225	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 11,225	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 11,225	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Justice of the Peace, Precinct Four is requesting the reclassification with compensation for three Court Clerk I positions to Court Clerk II positions for retention purposes for a total of \$11,225 in ongoing funding. The reclassification of these three positions to a Court Clerk II title with compensation is being requested to compensate experienced staff with over four years of combined education and work experience in a legal setting. These reclassifications will also establish several mid-level Court Clerk positions that do not currently exist at JP4. Due to prior reclassifications that were required to better organize and manage the court, several Court Clerk II positions were eliminated.

The Office states that they experience difficulty in retaining experienced staff as they are recruited by other departments for higher classified positions with increased pay. As a clerk become trained in court procedures and the Odyssey case management system, they tend to get recruited to offices that can offer a better salary. The requested reclassifications with compensation would allow JP4 to be competitive and assist in staff retention.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of Citations Issued	3,949	4,437	5,300	5,000	5,715	6,165
# of Disposed Closed Cases	3,852	3,596	3,850	3,500	4,252	4,727
% Disposition Rate (disposed cases divided by new cases filed)	111%	90%	80%	75%	80%	82%
<i>New Measures</i>						
# of Disposed Closed Cases (Criminal)	5,553	8,513	8,250	8,000	8,660	9,095
% Disposition Rate (disposed cases divided by new cases filed) (Criminal)	77%	66%	83%	80%	96%	96%

PBO RECOMMENDATION

PBO acknowledges that the requested reclassifications and associated salary increases would create additional mid-level Court Clerk positions and increase employee retention. Further, JP4 has not had much flexibility in its Salary Regular Employee Budget to extend this opportunity for advancement over the past two years, as seen below.

	<i>FY 2022</i>	<i>FY 2023</i>
Percent Spent in Salaries Regular Employee Budget	98.10%	98.21%

In addition, the Office states that the reclassification of the three positions would establish a mid-level within the Court Clerk positions in the office. Currently, JP4 has 14 permanent Court Clerk positions: 7 Court Clerk I positions, 5 Court Clerk II Sr positions, and 2 Court Clerk II positions. With the reclassification of the three positions, the office would increase the number of mid-level Court Clerk positions for future advancement.

That said, PBO does not recommend additional funding to reclassify the three positions from Court Clerk I to Court Clerk II be included in the FY 2025 Preliminary Budget. As a general practice, PBO does not fund ad hoc reclassification requests but asks Offices to prioritize and fund salary increases associated with desired reclassifications internally when budget flexibility exists or to work with HRMD to make sure the job is accurately placed according to recurring benchmark market studies. HRMD is in the process of evaluating and implementing a county-wide policy informed by a study conducted on the current classified compensation structure by the Segal Group. Implementation of this study will likely affect the positions currently requested for reclassification.

REQUEST 03: ONE-TIME INCREASE TO JP COURTS VISITING JUDGE BUDGET

<i>Program:</i>	Civil and Criminal Divisions (129)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	24,113	-	-	-
Subtotal	\$ 24,113	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 24,113	\$ -	\$ -	\$ -
Earmark Allocated	-	25,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 25,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 24,113	\$ 25,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Four of the five Justice of the Peace offices (JP1, JP2, JP4, JP5) are requesting a one-time allocation in the FY 2025 budget of 24,113 per office for a temporary increase to their visiting judge budget allocation. This amount would fund 45 additional days of visiting judge time.

Courts nationwide acquired a backlog in civil and criminal cases due to the COVID-19 pandemic. The Texas Office of Court Administration projects that it will take three to five years to address the backlog resulting from delayed Court action during the COVID-19 pandemic. In order to address the backlog, the Justice of the Peace Courts have received increases to their visiting judge budgets in the past three fiscal years, with all five offices receiving \$22,083 each midyear in FY 2022, \$23,137 each as part of the FY 2023 Adopted Budget, and \$24,116 each as part of the FY 2024 Adopted Budget. The additional visiting judge resources provided to the offices have allowed the Travis County JPs to make progress in COVID-19-related backlogs by allowing for the scheduling of double or triple dockets. Yet despite this increase in productivity, backlogs continue to exist.

<i>JP Court Docket Backlog</i>		<i>JP1</i>	<i>JP2</i>	<i>JP3</i>	<i>JP4</i>	<i>JP5</i>
Criminal Dockets	TBC/Bench Trials	11	516	31	4	3
	Jury Trials	1	286	98	170	4
	Misc. Criminal Proceedings	1,203	1,565	388	1,365	2,049
Civil Dockets	TBC Bench Trials	2,510	2,231	0	821	563
	Jury Trials	3	59	0	5	3
	Misc. Civil Proceedings	989	1,338	874	1,124	2,089

While continuing to make progress on the COVID-19-related backlogs, the Justice of the Peace courts saw dramatic increases in both Civil and Criminal case filings in FY 2023. Civil filings across Travis County JP courts increased 21 percent between FY 2022 and FY 2023, as well as an unprecedented rise in criminal filings largely due to citations filed by DPS in FY 2023 totaling 34,134 across all five JPs, a 200 percent increase over FY 2022 from this agency.

PBO RECOMMENDATION

The JP Courts have utilized each office's increase in FY 2024 to operate double dockets and address backlogs in cases and court processes. The table below shows the FY 2024 expenditures for visiting judges as of May 10th, 2024, roughly 60 percent through the fiscal year. Some offices have been able to expand more quickly than others due to differences in staffing capacity. Still, all of them have been utilizing the additional visiting judge funds to address backlogs.

Miguel Segura, FY 2025 Preliminary Budget

Justice of the Peace, Precinct Four

<i>Office</i>	<i>FY 2024 Original/Revised Budget*</i>	<i>FY 2024 Expenditure Estimate**</i>	<i>Estimated Balance</i>	<i>Estimated Percent Spent</i>
Justice of the Peace, Pct. 1	\$53,802	\$19,647	\$34,155	36.5%
Justice of the Peace, Pct. 2	\$90,970	\$112,638	(\$21,668)	123.8%
Justice of the Peace, Pct. 3	\$50,374	\$44,653	\$5,721	88.6%
Justice of the Peace, Pct. 4	\$49,250	\$41,417	\$7,833	84.1%
Justice of the Peace, Pct. 5	\$83,255	\$30,142	\$53,113	36.2%

*The FY 2024 Adopted Budget includes \$24,116 in one-time visiting judge funds for each of the Justice of the Peace Offices

**PBO's expenditure estimate is a straight-line projection based on expenditures as of May 10, 2024.

As of May 10, 2024, JP1 had spent 22 percent, JP2 had spent 74 percent, JP3 had spent 53 percent, JP4 had spent 50 percent, and JP5 had spent 22 percent of their visiting judge budget allocation. PBO notes that this is not a perfect measure as it assumes a linear trend, which may not represent actual FY 2024 spending, yet it offers a comparison between the offices based on current data. Although the chart above which is based on a simple straight-line projection, projects that JP1 and JP5 will only expend roughly 36 percent of their respective visiting judge budget allocations, the offices note that this has been due to limited staffing capacity to administer and set additional dockets. Further, although the chart above projects that JP2 will spend beyond the budgeted amount, PBO notes that the Office will remain within its budget allocation for this purpose.

In the prior two fiscal years (FY 2023 and FY 2022), JP4 spent 89 percent and 78 percent of their budget allocation, respectively, for this purpose. There is a clear need to continue addressing the backlog in bench trials, jury trials, and miscellaneous civil and criminal proceedings. Utilizing double dockets through the assistance of visiting judges has helped expedite this process, all while managing increases in both criminal and civil filings that impacted the JP courts in FY 2023 and through FY 2024.

The Planning and Budget Office recommends a one-time earmark for operating funding of \$25,000 for each of the Justice of the Peace Office's (JP1, JP2, JP3, JP4, and JP5) visiting judge budgets, for a total one-time earmark of \$125,000 among the five JPs. This earmark assumes that each office could receive up to \$25,000 for additional FY 2025 visiting judge expenses. PBO will work with each office to determine how much of the earmark each office will realistically need based on their workload next fiscal year. PBO will coordinate a budget adjustment sometime during FY 2025 once this information is known.

The total amount recommended for visiting judges in the FY 2025 Adopted Budget will be adjusted to reflect changes related to Elected Official Pay increases for Justice of the Peace Judges, to tie visiting judge salaries to Justice of the Peace salaries which may be recommended to be increased for FY 2025 which would also increase the visiting judge cost per day amount. Elected Official salaries will be considered later in the budget process.

REQUEST 04: FRONT COUNTER EQUIPMENT FOR NEW CUSTOMER WINDOWS

<i>Program:</i>	Civil and Criminal (129)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	4,726	4,726	-	-
Subtotal	\$ 4,726	\$ 4,726	\$ -	\$ -
Capital	4,420	4,420	-	-
Dpt Total	\$ 9,146	\$ 9,146	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 9,146	\$ 9,146	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Justice of the Peace Precinct Four is requesting \$9,146 in one-time operating funds for computer equipment, including desktop computers, monitors, scanners, and phones for three new customer service windows/counters that were included in a Facilities Management renovation project approved in the FY 2024 Adopted Budget. The new windows will house up to three clerks and one supervisor as they assist customers with case filings and payments.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# New Criminal Cases Filed	7,257	12,895	10,000	9,000	9,000	9,450
% Disposition Rate (disposed cases divided by new cases filed)	77%	66%	83%	80%	96%	96%
<i>New Measures</i>						
# of In-Person Criminal Front Counter Customers	1,220	4,762	3,230	3,553	4,038	4,038

PBO RECOMMENDATION

PBO recommends \$9,146 of one-time operating funds to equip the newly added customer service windows with the requested equipment to achieve the most benefit from the new space. With the rise in criminal case filings, JP4 has experienced increased in-person visits for case filings and payments. The large volume of customers occupying a small space where the staff currently operates is an extended one-piece 9 ft. counter that often becomes overcrowded and prevents customers from hearing the clerks. It is crucial that customers and clerks alike have adequate space to communicate effectively and effectively review and complete paperwork. Now that JP4 will soon have three additional customer service

windows and counter space, operations can begin and the staff that occupies this space will need the requested equipment to fulfill their duty.

REQUEST 05: AUDIO SYSTEM FOR COURTROOM

<i>Program:</i>	Civil and Criminal (129)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	20,000	20,000	-	-
Subtotal	\$ 20,000	\$ 20,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 20,000	\$ 20,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 20,000	\$ 20,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Justice of the Peace, Precinct Four, is requesting \$19,062 in one-time operating funds to purchase an audio system for the courtroom to make it possible for the Judge, parties, witnesses, and jurors to easily hear court proceedings. Currently, JP4 has no microphone or audio system in place, despite having a large courtroom of over 1,000 square feet. The Office notes extreme difficulty for the judge and parties to hear one another during court dockets. JP4 states that there have been numerous occasions in which parties have had to testify extremely close to the bench for the judge to hear them. This creates a health and safety concern within the courtroom with such close proximity to the judge on the bench.

Furthermore, there are times when the Office will need to call the Language Line for a certified court interpreter, and clerks have to use a small Bluetooth speaker to amplify the sound beyond the standard audio output capacity of their laptops. The Office states operating in this way often leads to the interpreter experiencing great difficulty hearing the parties and vice versa, impeding the translation. JP4 received a quote for the audio system from a vendor recommended by the Purchasing Office.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of Hearings Held (Civil)	2,421	2,365	2,400	2,450	2,450	2,500
<i>New Measures</i>						
Hearings Held (Criminal)	2,772	3,945	3,900	4,095	4,095	4,300

PBO RECOMMENDATION

PBO recommends one-time operating funds to purchase an audio system for the courtroom. The Office has worked within its means by having parties testify in close proximity to the bench for clear communication, yet this presents health and safety concerns. JP4 has also used a Bluetooth speaker when calling the Language Line for interpretation services. All of these efforts were made to better serve the parties that enter the courtroom, yet these are not long-term solutions.

	<i>FY 2024 Revised Budget</i>	<i>FY 2023 Revised Budget</i>	<i>FY 2022 Revised Budget</i>	<i>FY 2021 Revised Budget</i>
Total Supplies & Equipment	\$15,852	\$17,130	\$5,151	\$4,230

As seen above, the Office has not had the flexibility within its operating budget to fund the purchase of an audio system for the courtroom. This one-time expense will provide a more professional experience for all parties that enter the courtroom and allow for more effective communication and understanding in a setting where this is essential. The estimated total cost of the audio system based on a quote from the identified vendor is \$19,062, and PBO recommends including some additional funds beyond the estimate for a modest contingency of less than 5 percent to account for any price increases as the quote will expire prior to the adoption of the FY 2025 budget.

Justice of the Peace, Precinct Five (130)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	6
FY 2025 Preliminary Budget Recommendations Summary	7
Additional Information	9
FY 2025 Budget Request Analysis	12
Request 01: Civil Department Clean-Up SPW	12
Request 02: One-Time Increase to JP Courts Visiting Judge Budget	15
Request 03: Civil Department Increase-FTE	17
Request 04: Criminal Department, Special Project Worker	20

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

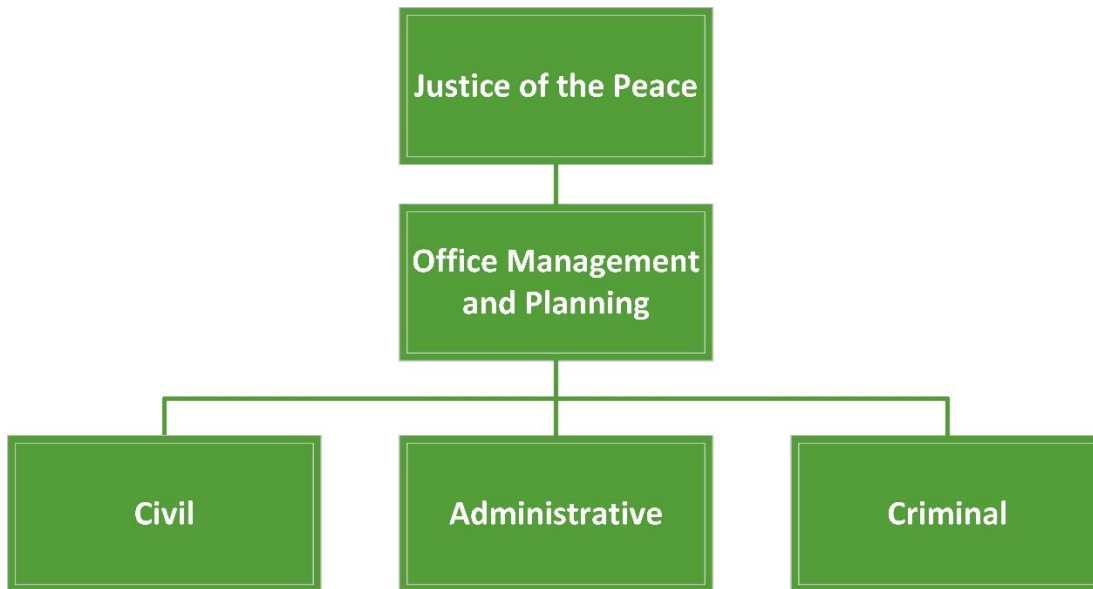
The mission of Justice of the Peace, Precinct Five (JP5) is to administer justice in civil and criminal matters with a commitment to efficiency and fairness in the courtroom for all constituents of Travis County. Guarantee that every person with business before the court has access to justice and receives the proper respect and dignity that they deserve.

The Office has identified the following departmental goals:

- Explore innovative ways to improve court processes and access to justice with a focus on modernization and efficiency;
- Continue to explore and embrace alternatives to conviction within the limits of the law that provide nonviolent criminal defendants the opportunity for restorative justice through the diversion and/or deferral of traditional judicial processing;
- Improve hearing and disposition timeframes while also providing opportunities for the peaceable resolution of disputes outside of court, saving time and resources for constituents of Travis County; and
- Invest in the future of JP5 and our employees by committing to continuously train, educate, and incentivize the staff to strive for personal and professional growth, to promote and provide the ultimate level of service to those who appear before the court.

The Office is budgeted in the Justice Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if

applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and peaceful resolution of conflicts through the justice system and other public processes,” and are now linked to the County Goal, “Provide services that support the safety of people in the community.”

CIVIL DIVISION:

In compliance with time standards mandated by Texas statutes, the Civil Division administers claims within its jurisdiction not exceeding \$20,000 by processing debt claim cases, small claims, landlord-tenant cases, evictions, unlawful towing, animal cruelty, administrative hearings, and exclusive writs. Cases are resolved through bench trials, jury trials, settlement, or dismissal.

Justice Courts operate under mandates from the Texas Rules of Civil Procedure, Texas Rules of Evidence, and Health and Safety Code. The offices are mandated to follow the case processing procedures outlined in Texas Government Code Chapter 27, and section 71.035(b) of Texas Government Code requires each judge, clerk, and court official to report information pertaining to the civil transactions by the court as required by the Texas Judicial Council. Justice Courts are required to provide safekeeping of all court documents as outlined in Section 27.004 of Government Code. The Court is also required to submit monthly productivity reports to the Texas Office of Court Administration under Texas Administrative Code.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of cases filed	3,568	4,440	4,900	5,390	5,929
Driver’s License Revocation Hearings	89	46	50	55	61
Total Cases Disposed	3,463	3,590	3,900	4,290	4,719
Cases Appealed	57	63	65	72	79
Hearings Scheduled & Held	1,892	1,396	1,500	1,650	1,815
Court ordered actions completed via paperless workflow	4,746	4,819	5,300	5,830	6,413

In addition to the Civil Division duties of the County’s five Justice Courts, Justice of the Peace, Precinct Five serves as the precinct of proper venue for all Travis County tax cases, student loan cases guaranteed by the state, and any lawsuit where a state agency is a party. These cases can often be complex. The office expects to continue to see a rise in the number of cases filed. Further, the percentage of cases disposed is expected to remain relatively steady – this percentage is out of total active cases.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Civil Department Clean-up SPW	\$70,077	1.00 SPW	JP5 underwent a change in judicial administration at the beginning of this fiscal year (October 2023) as well as several staff changes resulting in needing to fill three vacancies and implement internal re-organization. As a result, this SPW did not start until December 2024. The delay in filling the position and the increases in civil case filings in conjunction with the massive increase in DPS citations filed at the end of 2024 has made the project slow to start. However, this is a priority and we have already made progress. As of April 2024, JP5 has sent 20 boxes, containing approximately 1,800 case files, to records management to be digitally stored.

CRIMINAL DIVISION:

Justice of the Peace courts administer fine-only traffic, non-traffic, and juvenile Class C misdemeanor offenses. The primary duty of the court is to resolve cases through bench trials, jury trials, pretrials, diversion alternatives (defensive driving/deferred disposition), compliance dismissals and final convictions. To fulfill this obligation, the justice court assesses and collects fines/costs and ensures compliance with court orders. The court is also in charge of issuance of summonses, warrants, and failure/violation of promise to appear charges.

Through the magistrate authority of this court, JP5 issues felony and misdemeanor arrest warrants, administers statutory warnings, reviews applications for personal bonds, schedules examining trials for unindicted felony cases, and processes results. Additionally, JP5 is the only court in Travis County processing cite and release citations in accordance with Texas Code of Criminal Procedure (TX CCP) Article 14.06(c) & (d).

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Class C Dispositions	4,690	4,954	5,998	5,214	5,214
Class C Misdemeanors Filed	3,578	9,112	7,861	6,850	6,850
Criminal Hearings Scheduled & Held	1,784	2,105	2,077	1,989	1,989
Court ordered actions completed via paperless workflow	1,062	4,346	2,539	2,649	2,649
Field Release Citations Filed	631	983	1,361	992	992
Class A & B Misdemeanors - Arrest Warrants Issued	581	433	511	508	508
Felony Arrest Warrants Issued	523	484	526	511	511
Possession of Marijuana Cases Filed	315	659	1,001	658	658
Theft Class B Cases Filed	175	147	150	157	157
DWLI Class B Cases Filed	111	153	188	151	151
Examining Trials Scheduled	92	100	81	91	91
% of DWLI Class B Cases Rejected	92%	95%	65%	82%	82%

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of Cite & Release Reduced/Rejected	85%	90%	41%	66%	66%
% of Active Cases vs. Cases Disposed	46%	3%	39%	34%	34%
% of Theft Class B Cases Rejected	39%	50%	32%	40%	40%
% of Theft Class B - Degree Remains	37%	32%	56%	42%	42%
% of Theft Class B Reductions (Now Class C)	24%	18%	11%	18%	18%
% of DWLI Class B - Degree Remains	8%	5%	35%	18%	18%
Class C Warrants Issued	0	1,189	600	1,200	1,200

JP5 supports Travis County’s goal to ensure peaceful resolution of conflicts through the justice system. With the partnership of the Travis County Attorney’s Office (CA), JP5 developed four diversion programs over the past five years. These programs provide qualified, lower-level misdemeanor offenders an opportunity to avoid a blemish on their record that could have otherwise affected their opportunity for employment or education. Three of the four programs stem from cite and release charges: possession of marijuana, driving while license invalid and theft offenses. The Travis County Sheriff’s Office, County Courts of Law, County Clerk, and Pretrial Services, among others, benefit from JP5’s diversion programs. Many charges are neither filed nor transferred to the respective departments for processing. They are administered by JP5 from start to finish.

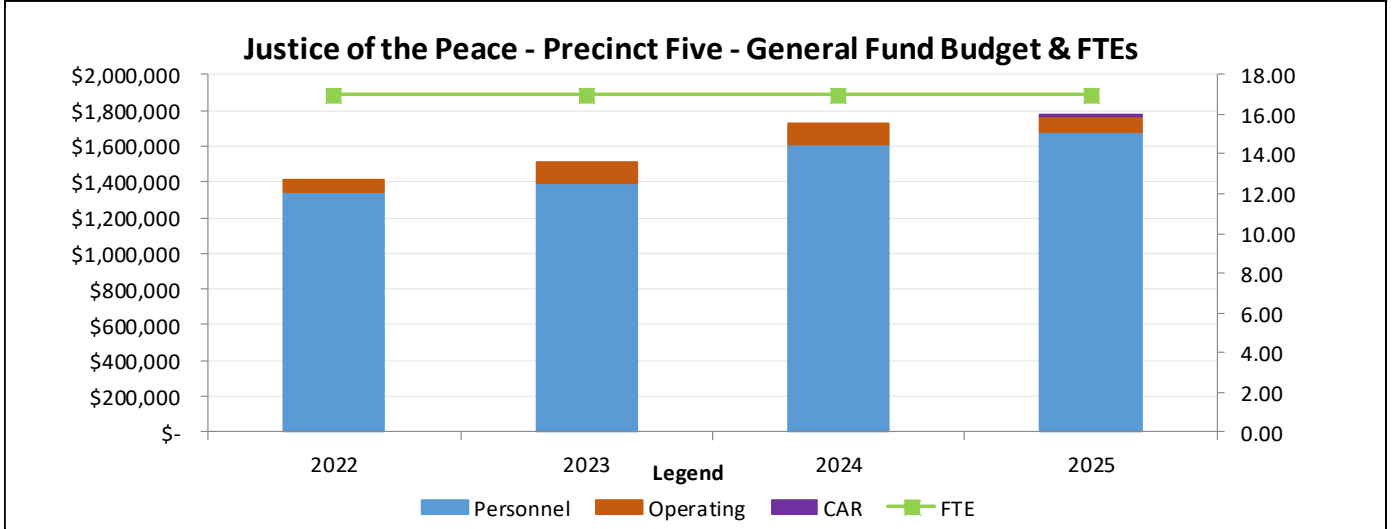
In FY 2023, the office saw a large increase in Class C Misdemeanors filed due to increased DPS operations in the area. Class C Misdemeanors are expected to see a decrease in FY 2024 and the next few years as DPS citations have decreased. However, the Office anticipates Class C Warrants Issued will rise in FY 2025 as issuance resumes. Issuances were put on hold of Class C warrants during the increased DPS operations as the Office focused efforts on the incoming citations. JP5 sent an additional notice of unresolved citation and expanded office hours to include Saturdays from 8am to 1pm in order to allow people additional opportunities to resolve their citations and avoid the issuance of a warrant.

The Office will be participating in a new project to adopt CloudGavel, a cloud-based platform used for the electronic issuance and processing of higher charge warrants; because of this, the Office anticipates a rise in both Class A & B Misdemeanor and Felony warrants.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	1,341,280	1,395,424	1,611,497	1,675,532	64,035
Operating	72,404	115,477	118,681	95,619	(23,062)
Total (Per&Op)	\$ 1,413,684	\$ 1,510,901	\$ 1,730,178	\$ 1,771,151	\$ 40,973
CAR*	-	-	-	3,110	3,110
Reserves	-	-	-	-	-
Grand Total	\$ 1,413,684	\$ 1,510,901	\$ 1,730,178	\$ 1,774,261	\$ 44,083
FTEs	17.00	17.00	17.00	17.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Justice of the Peace, Precinct Five increased by \$44,083 from the FY 2024 Adopted Budget. This is a 2.5 percent increase. The entirety of the increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve and the continuation of one special project worker (SPW) for FY 2025.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 1,635,985	\$ 94,193	\$ -	\$ 1,730,178	17.00	\$ -
Target Budget Changes						
Programmatic	-	(94,193)	-	(94,193)	-	-
Compensation & Benefits	52,196	-	-	52,196	-	-
Total Target Budget Changes	\$ 52,196	\$ (94,193)	\$ -	\$ (41,997)	-	\$ -
FY 2025 Target Budget	\$ 1,688,181	\$ -	\$ -	\$ 1,688,181	17.00	\$ -
Budget Submission	\$ 1,688,181	\$ -	\$ -	\$ 1,688,181	17.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
JP Courts Additional Visiting Judge Resources	-	-	-	-	-	25,000
Civil Department Clean-Up SPW	-	72,891	-	72,891	-	-
Criminal Department, Special Project Worker	-	-	3,110	3,110	-	-
Programmatic Total	\$ -	\$ 72,891	\$ 3,110	\$ 76,001	-	\$ 25,000
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	9,025	-	-	9,025	-	-
Compensation & Benefits Total	\$ 9,025	\$ -	\$ -	\$ 9,025	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	1,054	-	-	1,054	-	-
Administrative & Other Total	\$ 1,054	\$ -	\$ -	\$ 1,054	-	\$ -
Grand Total	\$ 10,079	\$ 72,891	\$ 3,110	\$ 86,080	-	\$ 25,000
FY 2025 Preliminary Budget	\$ 1,698,260	\$ 72,891	\$ 3,110	\$ 1,774,261	17.00	\$ 25,000
Change from FY 2025 Target	\$ 10,079	\$ 72,891	\$ 3,110	\$ 86,080	-	\$ 25,000
Change from FY 2024 Adopted	\$ 62,275	\$ (21,302)	\$ 3,110	\$ 44,083	-	\$ 25,000

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Justice of the Peace, Precinct Five includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$94,193 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for Justice of the Peace, Precinct Five includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
One-time funding for an additional year of a civil division SPW working through over 30 years of accumulated storage of paper files stored on- and off-site and fix inaccuracies in electronic case data and financial data.	\$72,891	\$-	\$72,891	-
Total Programmatic Recommendations	\$72,891	\$-	\$72,891	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

Included in the FY 2025 Preliminary Budget is a 50 percent restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$1,054 in ongoing operating resources for the Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Justice of the Peace, Precinct Five includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$45,332	\$45,332
Resources for health insurance cost increases for FY 2025.	-	9,025	9,025
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	6,722	6,722
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	142	142
Total Compensation Changes	\$-	\$61,221	\$61,221

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$3,110 for the Office to purchase IT equipment for one Court Clerk I SPW position funded in the Justice Court Support Special Revenue fund (0161).

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Office’s budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
JP Courts Additional Visiting Judge Resources	\$125,000
Total Allocated Reserve Earmarks	\$125,000

The Planning and Budget Office recommends a one-time earmark for operating funding of \$25,000 for each of the Justice of the Peace Office’s (JP1, JP2, JP3, JP4, and JP5) visiting judge budgets, for a total one-time earmark of \$125,000 among the five JPs. This earmark assumes each office could receive up to \$25,000 for additional FY 2025 visiting judge expenses. PBO will work with each office to determine how much of the earmark each office will need based on their workload next fiscal year. PBO will coordinate a budget adjustment during FY 2025 once this information is known.

ADDITIONAL INFORMATION

JP5 RECENT ORGANIZATIONAL CHANGES

In October of FY 2024, JP5 experienced a change in judicial administration creating an opportunity to re-organize the department and reclassify several positions. The re-organization and reclassification created promotions for 4 tenured, qualified employees who otherwise would have had to wait for another employee to vacate a position to receive a promotion. Since October 1, 2023, JP5 added a Planner II position. The Planner II position was created to focus on new projects and continue evaluation and improvement of existing projects aiming to improve access to court services for residents of Travis County. The Planner II is also responsible for coordinating and developing relationships between JP5 and other county departments. Management of JP5 was re-organized into a “Management and Planning Team” consisting of the Court Administrator, Planner II, Court Services Management Administrative Coordinator (CSMAC), and Office Manager. JP5’s organizational structure changed to include an Administrative Division JP5 to handle administrative matters and cases crossing over Criminal and Civil departments.

FUTURE CONSIDERATIONS

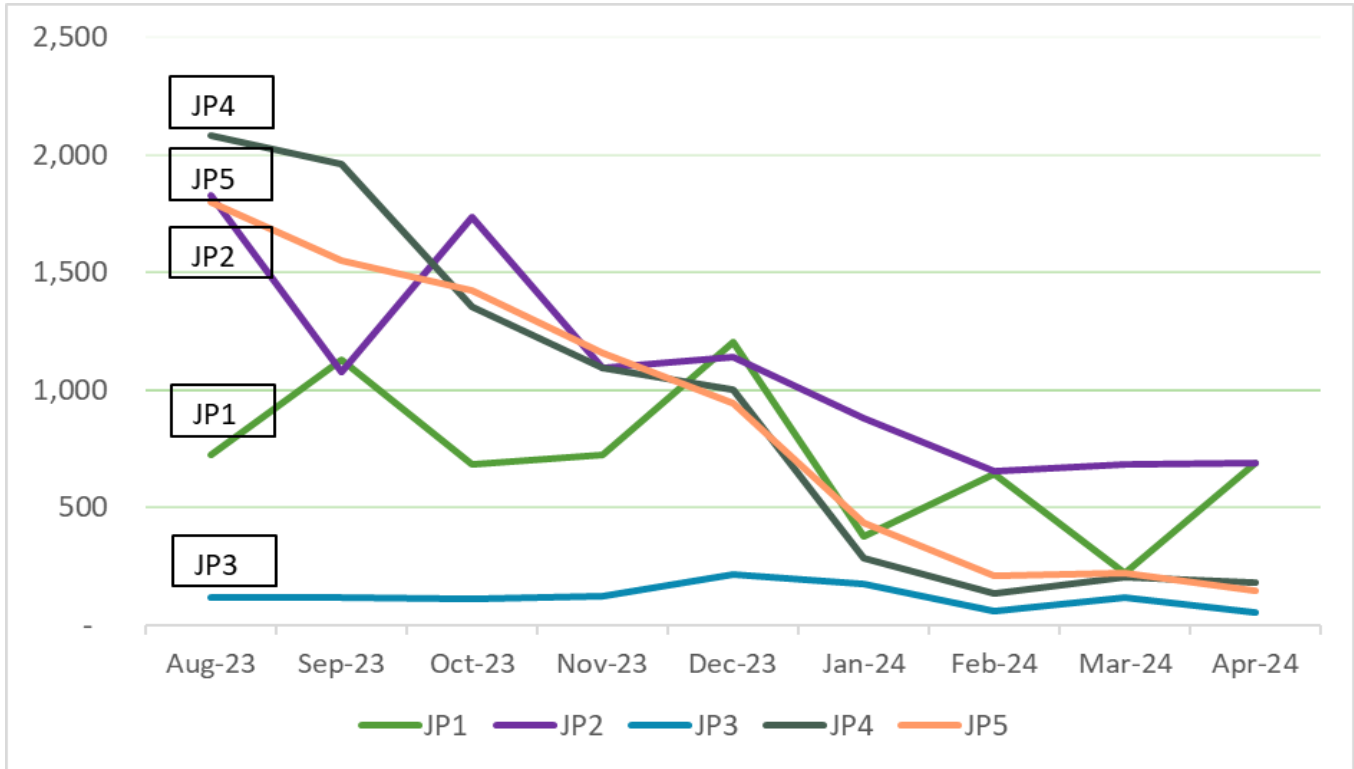
DEPARTMENT OF PUBLIC SAFETY (DPS) CITATION CHALLENGES

As part of the FY 2024 Adopted Budget, a one-time earmark of \$100,000 against the Allocated Reserve was recommended and available to all five JP Offices should overtime resources be needed due to the rise in DPS activity in the area. The increase in DPS related work started shortly after a partnership between the Austin Police Department (APD) and the Texas Department of Public Safety (DPS) commenced in March 2023, in response to APD staffing shortages. The partnership was briefly suspended in May and resumed July 2, 2023. This partnership ended abruptly on July 12, 2023; however, additional troopers were assigned to the Austin area, and filings remained above average through December 2023. JP Offices reported continued activity and increased workload due to the large amount of DPS citation filings received. As seen below, there was a dramatic rise in DPS citations received year-over-year by the JP Offices:

	<i>FY 2022</i>	<i>FY 2023</i>	<i>Percent Change</i>
Number of DPS Citations Received by all JPs	11,368	34,134	200%

Early in FY 2024, JP Offices continued to receive an unprecedented number of DPS citations, and four of the five JPs (JP1, JP2, JP4, and JP5) requested \$20,000 each from the \$100,000 earmark against the Allocated Reserve to fund overtime for staff. Since the Commissioners Court approved the transfer of \$20,000 each to JP1, JP2, JP4, and JP5 for overtime resources on December 19, 2023 to address the large amount of citation filings, DPS citations began to decrease as seen in the graph below:

DPS Citations Filed by Precinct August 2023 – April 2024



As shown in the graph above, DPS citation filings across the JPs slowed considerably since the peaks of August 2023 and September 2023 for all offices. JP4 was the office most impacted early on and the number of DPS citations filed declined steadily from August 2023 to January 2024 and has remained relatively flat, and similar trends can be observed for JP5. However, JP1 and JP2 vary by month, but are both well below their peak citation filing months. JP3 was the least impacted, with the office consistently having the least DPS citation filings per month out of the five offices.

Justice of the Peace, Precinct Five received 145 DPS citations filed in April 2024, which is a 92 percent decrease from the peak of 1,798 filed in August 2023, this allowed the Office to work through pending DPS citations using additional resources from the Earmark. As of May 1, 2024, Justice of the Peace, Precinct Five had 20 DPS citations in the Odyssey case management queue pending a physical citation, 13 physical DPS citations pending manual entry, and 4 DPS citations pending review for a total of 37 pending DPS citations. DPS activity in the Austin-Travis County area slowed and the JPs are no longer receiving the same quantity of citations as seen during the agency’s increased presence. PBO will continue to work with the Justice of the Peace Offices to monitor DPS citation workload and formulating solutions should a rise in DPS activity, or other agencies occur.

HB 3186

As part of the 88th Texas Legislative Session, the Texas Youth Diversion and Early Intervention Act (HB 3186) was passed to address and prevent at-risk youth from entering the juvenile justice system by means of diversion strategies deployed by a justice or municipal court. HB 3186 requires the adoption of a youth diversion plan for every municipal and justice court no later than January 1, 2025. Pursuant to Art. 45.307(a), a court may designate a youth diversion coordinator to assist in determining a child’s eligibility for diversion, utilization of an authorized diversion strategy, presenting and maintaining diversion agreements, monitoring of diversions, the maintenance of records to determine successful and unsuccessful diversions, and the coordination of referrals to court. Further, these responsibilities may be performed by a court

administrator, court clerk, or an individual who regularly performs the duties of court administrator or court clerk as described in Art. 45.307(b).

The Justice of the Peace Offices will collaborate with the County Attorney's Office to discuss and formulate a Countywide plan. On January 1, 2025, HB 3186 will allow justice courts to order diversion strategies at the start of a case where they are more effective; currently, justice courts can only order diversion strategies after a conviction or deferral of disposition. It is expected caseload for the JP Offices to rise with the dawn of HB 3186. However, the impact of HB 3186 on County Juvenile Case Manager workloads is unknown. PBO will continue to work with the JP Offices to better understand the effects of this mandate community-wide and develop the best solution for responding to it ahead of implementation.

HB 681

As part of the 85th Texas Legislative Session, HB 681 on the Confidentiality of Records relating to restricting access to certain information relating to a person convicted of or granted a dismissal after deferral of disposition for a fine-only misdemeanor offense was passed. HB 681 took effect on September 1, 2017, and requires after the fifth anniversary of the date of final conviction, all records and files relating to who was convicted would be confidential and not disclosed to the public. Further, this also applies to individuals who received a dismissal after deferral of disposition.

Currently, deferred dispositions are still accessible publicly via JP court websites. All five Justices of the Peace are working with Tyler Technologies for a level of effort estimate to remove cases from public access meeting the criteria stated in HB 681. PBO will work with the JP offices once an estimate is received from Tyler Technologies and adjust budget allocations accordingly.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST 01: CIVIL DEPARTMENT CLEAN-UP SPW

<i>Program:</i>	Civil Department (130)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	72,891	72,891	72,891	-
Operating	-	-	-	-
Subtotal	\$ 72,891	\$ 72,891	\$ 72,891	\$ -
Capital	-	-	-	-
Dpt Total	\$ 72,891	\$ 72,891	\$ 72,891	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 72,891	\$ 72,891	\$ 72,891	\$ -

DEPT. SUMMARY OF REQUEST

Justice of the Peace, Precinct Five requests the full-time Special Project Worker Court Clerk I originally funded in FY 2024 to continue in FY 2025 at a total one-time cost of \$72,891. This position will assist with the Court’s efforts to improve efficiency, data quality, public accessibility, and reduce storage costs. This new SPW will clean up over 30 years of accumulated storage of paper files stored on- and off-site and fix inaccuracies in electronic case data and financial data.

In 2013, JP5 made a significant step towards enhancing court processes and public accessibility by converting to a comprehensive case management system, Odyssey. Four years later, in 2017, the court further improved its processes by transitioning from a paper-dependent court to a paper-on-demand court. Almost all court procedures are now carried out using electronic and paperless workflows. Additionally, case data and docket entries are recorded and maintained electronically. These initiatives improved public access to court papers and case information while expediting conflict resolution.

Despite these developments, JP5 retains a substantial amount of pre-existing paper case files. Staff must process electronic case files that may not have all the necessary documents scanned and database inaccuracies present themselves frequently. To alleviate these inadequacies, JP5 clerks undertook significant work to evaluate old paper case files and determine the appropriate course of action, which may include either destruction in compliance with state retention requirements or to scan for electronic storage. Additionally, JP5 clerks recalled boxes permanently, sent files to Records Management for scanning and scheduled dismissal for want of prosecution (DWOP) dockets to clear out aged active cases due to lack of action by parties. Even so, the Office reports these efforts alone are insufficient, and issues remain impeding JP5’s objectives to improve the court’s efficiency, data quality, public accessibility and reduce storage costs. The following bullet points elaborate on issues that persist:

- **Volume of paper case files accumulated over time**
 - JP5 estimates to have more than 25,000 paper case files on shelves on-site and approximately 83,000 paper case files stored in boxes off-site, with file dates spanning from 1989 -2016. It took years for this large volume of case files to accumulate, and it will take a significant amount of time for them to be reviewed and properly disposed of.

- **Complexities encountered that hinder the destruction of records**
 - Over time, when requesting off-site files, JP5 has discovered incorrectly labeled boxes or been unable to determine the exact box a file is in; contents including dismissals and judgments in favor of a state agency, which have distinct retention requirements, are mixed together. Consequently, the process of destroying records becomes complex due to the necessity of identifying the nature, relevance, and significance of off-site paper cases filed in each box.
- **Inconsistencies and Errors in Electronic Case Data & Financials**
 - Following the court’s case management system conversation (Mapper to Odyssey) in 2013, data and financial inaccuracies were unexpected. The JP courts went through extensive testing and system clean-up efforts prior to conversion. However, as clerks received filings for converted cases, state reporting errors and financial inaccuracies surfaced. These inaccuracies affect case dispositions reported to the Office of Court Administration and financials reported to the County Auditor’s department. Currently, these types of errors are corrected on a case-by-case basis.

The benefits of this initiative, as well as the efforts of this special project worker, ensure that the court's resources are maximized by concentrating on resolving active and recent case filings, rather than cleaning up inactive files that have been eligible for destruction for years.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Total Cases Disposed	3,463	3,590	3,900	4,290	4,750	4,750
Hearings Scheduled & Held	1,892	1,396	1,500	1,650	2,150	2,150
Court ordered actions completed via paperless workflow	4,746	4,819	5,300	5,830	6,330	6,330
<i>New Measures</i>						
# of Civil Boxes currently stored at Iron Mountain	N/A	924	924	924	800	680
Estimated cost to county for continued storage	N/A	2,062.37	2,062.37	2,062.37	1,785.60	1517.76
# of cases to be reviewed for financial discrepancies	N/A	5,758	5,758	5,758	unknown*	unknown*
# of cases to be reviewed for data inconsistencies	N/A	4,192	4,192	4,192	unknown*	unknown*
# of Civil Boxes permanently withdrawn from Iron Mountain	0	0	0	0	124	120
# cases with clean up related events added (Destroyed, Scanned, Clean-up, etc.)	2,883	3,262	3,262	3,262	6,524	6,524
# of DWOP hearings scheduled	425	0	0	513	750	750

*These amounts are unknown by the Office for FY 2025 with added funding as this part of the project is still being realized, the projected FY 2025 amounts are still pending further clean-up.

PBO RECOMMENDATION

The Planning and Budget Office recommends funding this Special Project Worker (SPW) Court Clerk I position for an additional two years at a total one-time cost of \$72,891 per year. The Office notes that due to a change in judicial administration at the beginning of the fiscal year, the need to fill vacancies, and implement some internal re-organization, the SPW position was not filled until December. The delay in filling this SPW position along with increases in both civil and criminal filings early in FY 2024, has caused the project to be slow to start. That said, some progress has been made, as of April 2024, JP5 has sent 20 boxes to records management for scanning, which contained approximately 1,800 case files.

The Office will continue to make progress on clearing out approximately 10,000 case files that are currently stored on Office shelves, in doing this, JP5 will be able to then be able to store boxes ordered from off-site storage and work through those files with dates spanning from 1989 through 2016. The JP Courts use Iron Mountain to store documents off-site. Both because of limited space in the existing JP5 building and the extensive number of backlogged documents they are preserving, JP5 spends more per month on Iron Mountain storage than the other JPs, with JP5 making up approximately 37 percent of the total monthly costs incurred for storage across all five JPs as of March 2023. In addition, this backlog of paper cases results in inaccurate reporting of revenue owed, skewed data on disposed cases, additional time spent on research and paper retrieval, and overall poor data integrity. These issues have persisted as the Office has worked to switch to a paperless process, and the continuing problem hinders the efficiency of JP5 as a whole.

JP5 anticipates that the number of total cases disposed will increase with another year of funding for the civil department clean-up SPW and in turn will help increase the office's percentage of cases disposed out of total active cases. PBO understands that although progress was made, a number of external factors slowed the work of the project, and another year of one-time funding is warranted in order to better realize the project's initial goal.

REQUEST 02: ONE-TIME INCREASE TO JP COURTS VISITING JUDGE BUDGET

<i>Program:</i>	Civil and Criminal Divisions (130)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	24,113	-	-	-
Subtotal	\$ 24,113	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 24,113	\$ -	\$ -	\$ -
Earmark Allocated	-	25,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 25,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 24,113	\$ 25,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Four of the five Justice of the Peace offices (JP1, JP2, JP4, JP5) are requesting a one-time allocation in the FY 2025 budget of \$24,113 per office for a temporary increase to their visiting judge budget allocation. This amount would fund 45 additional days of visiting judge time.

Courts nationwide acquired a backlog in civil and criminal cases as a result of the COVID-19 pandemic. The Texas Office of Court Administration projects that it will take three to five years to address the backlog resulting from delayed Court action during the COVID-19 pandemic. In order to address the backlog, the Justice of the Peace Courts have received increases to their visiting judge budgets in the past three fiscal years, with all five offices receiving \$22,083 each midyear in FY 2022, \$23,137 each as part of the FY 2023 Adopted Budget, and \$24,116 each as part of the FY 2024 Adopted Budget. The additional visiting judge resources provided to the offices have allowed for the Travis County JPs to make progress in COVID-19 related backlogs by allowing for the scheduling of double or triple dockets. Yet despite this increase in productivity, backlogs continue to exist.

<i>JP Court Docket Backlog</i>		<i>JP1</i>	<i>JP2</i>	<i>JP3</i>	<i>JP4</i>	<i>JP5</i>
Criminal Dockets	TBC/Bench Trials	11	516	31	4	3
	Jury Trials	1	286	98	170	4
	Misc. Criminal Proceedings	1,203	1,565	388	1,365	2,049
Civil Dockets	TBC Bench Trials	2,510	2,231	0	821	563
	Jury Trials	3	59	0	5	3
	Misc. Civil Proceedings	989	1,338	874	1,124	2,089

While continuing to make progress on the COVID-19 related backlogs, the Justice of the Peace courts saw dramatic increases in both Civil and Criminal case filings in FY 2023. Civil filings across Travis County JP courts increased 21 percent between FY 2022 and FY 2023, as well as an unprecedented rise in criminal filings largely due to citations filed by DPS in FY 2023 totaling 34,134 across all five JPs, a 200 percent increase over FY 2022 from this agency.

PBO RECOMMENDATION

The JP Courts have been utilizing each office's increase in FY 2024 to operate double dockets and address backlogs in cases and court processes. The table below show the FY 2024 expenditures for visiting judges as of May 10th, 2024, roughly 60

percent through the fiscal year. Some offices have been able to expend more quickly than others due to differences in staffing capacity, but all of them have been utilizing the additional visiting judge funds to address backlogs.

<i>Office</i>	<i>FY 2024 Original/Revised Budget*</i>	<i>FY 2024 Expenditure Estimate**</i>	<i>Estimated Balance</i>	<i>Estimated Percent Spent</i>
Justice of the Peace, Pct. 1	\$53,802	\$19,647	\$34,155	36.5%
Justice of the Peace, Pct. 2	\$90,970	\$112,638	(\$21,668)	123.8%
Justice of the Peace, Pct. 3	\$50,374	\$44,653	\$5,721	88.6%
Justice of the Peace, Pct. 4	\$49,250	\$41,417	\$7,833	84.1%
Justice of the Peace, Pct. 5	\$83,255	\$30,142	\$53,113	36.2%

*The FY 2024 Adopted Budget includes \$24,116 in one-time visiting judge funds for each of the Justice of the Peace Offices.

**PBO’s expenditure estimate is a straight-line projection based on expenditures as of May 10, 2024.

As of May 10, 2024, JP1 had spent 22 percent, JP2 had spent 74 percent, JP3 had spent 53 percent, JP4 had spent 50 percent, and JP5 had spent 22 percent of their visiting judge budget allocation. PBO notes that this is not a perfect measure as it assumes a linear trend, which may not be representative of actual FY 2024 spending, yet it offers a comparison between the offices based on current data. Although the above chart, based on a simple straight-line projection, projects that JP1 and JP5 will only expend roughly 36 percent of their respective visiting judge budget allocations, the offices note that this has been due to limited staffing capacity to administer and set additional dockets. Further, although the chart above projects that JP2 will spend beyond the budgeted amount, PBO notes that the Office will remain within their budget allocation for this purpose.

In the prior two fiscal years (FY 2023 and FY 2022), JP5 spent 94 percent and 93 percent of their budget allocation respectively for this purpose. Although it is unclear whether JP5 will spend near those amounts for this purpose in FY 2024 and FY 2025 due to staffing capacity, there is a clear need to continue addressing the backlog in bench trials, jury trials, and miscellaneous civil and criminal proceedings. Utilizing double dockets through the assistance of visiting judges has helped expedite this process, all while managing increases in both criminal and civil filings that impacted the JP courts in FY 2023 and through FY 2024.

The Planning and Budget Office recommends a one-time earmark for operating funding of \$25,000 for each of the Justice of the Peace Office’s (JP1, JP2, JP3, JP4, and JP5) visiting judge budgets, for a total one-time earmark of \$125,000 among the five JPs. This earmark assumes that each office could receive up to \$25,000 for additional FY 2025 visiting judge expenses. PBO will work with each office to determine how much of the earmark each office will realistically need based on their workload next fiscal year. PBO will coordinate a budget adjustment sometime during FY 2025 once this information is known.

The total amount recommended for visiting judges in the FY 2025 Adopted Budget will be adjusted to reflect changes related to Elected Official Pay increases for Justice of the Peace Judges, to tie visiting judge salaries to Justice of the Peace salaries which may be recommended to be increased for FY 2025 which would also increase the visiting judge cost per day amount. Elected Official salaries will be considered later in the budget process.

REQUEST 03: CIVIL DEPARTMENT INCREASE-FTE

<i>Program:</i>	Civil and Criminal (130)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	72,891	-	-	-
Operating	-	-	-	-
Subtotal	\$ 72,891	\$ -	\$ -	\$ -
Capital	3,110	-	-	-
Dpt Total	\$ 76,001	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 76,001	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Justice of the Peace, Precinct Five requests one FTE (Full Time, Court Clerk I) due to the increase in Civil and Criminal filings JP5 has seen over the past three years. An increase in civil staff will allow the Office to function in a more efficient and timely manner with our current workload and be able to absorb anticipated increases in workload as they come which is critical to the mission and goals for this court.

The office worked to streamline processes in an effort to absorb additional duties that result from increases in case filings. It is imperative that JP5 have enough clerks to be able to manage increases in case filings without experiencing backlogs or delays in hearing scheduling.

JP5’s civil department has seen a 64 percent increase in civil filings from FY 2021 to FY 2023. There were 2,700 such filings in FY 2021, and 4,440 in FY 2023. The office recognizes that in FY 2021 the COVID-19 pandemic saw a decline in civil actions. Nevertheless, the increase in filings from FY 2022 to FY 2023 was significant as well, as in FY 2022 there were 3,568 filings, meaning there was a 24 percent increase between FY 2022 and FY 2023. Midway through FY 2024, JP5 has received 2,308 civil filings, which is 123 more filings than the same period last year. The office anticipates at least another 10 percent increase for FY 2024 compared to the prior year.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of cases filed	3,568	4,440	4,900	5,390	5,390	5,929
Hearings Scheduled & Held	1,892	1,396	1,500	1,650	1,650	1,815
Total Cases Disposed	3,463	3,590	3,900	4,290	4,290	4,719
Court ordered actions completed via paperless workflow	4,746	4,819	5,300	5,830	5,830	6,413

PBO RECOMMENDATION

PBO does not recommend funding for the request as part of the FY 2025 Preliminary Budget. That said, PBO understands that there have been a number of external factors that have impacted operations across the five Justice of the Peace offices over the past few years. Continued population growth in the area which in turn increases civil and criminal filings, fluctuations of workload due to the COVID-19 pandemic and return to normal operations, and most recently the sudden rise in DPS citations toward the end of FY 2023 and start of FY 2024. All of these factors have had an impact on the offices and their long-term implications on each office’s workload and daily operations continue to be considered amidst scarce ongoing resources.

Precinct Five has experienced the lowest rate of change in population growth annually since 2020 through 2023 across all five JP precincts as seen below:

<i>Justice of the Peace Office</i>	<i>2020 Population Estimate</i>	<i>2023 Population Estimate</i>	<i>Rate of Change Annually, 2020-2023</i>
JP1	233,576	262,935	3.71%
JP2	372,323	389,675	1.41%
JP3	315,217	325,911	1.03%
JP4	197,618	218,456	3.13%
JP5	171,326	174,315	0.53%

Source U.S. Census Bureau. Esri forecasts for 2023 and 2028. Esri converted Census 2010 into 2020 geography and Census 2020 data.

As of 2023, the population within Precinct Five was estimated to be 174,315, at this population level JP5 has a population per permanent Court Clerk full-time employee (FTE) of 14,526. Population per Court Clerk FTE is an imperfect measure since it does not capture varying degrees of workload, differences in operations, and does not necessarily equate to proportional workload, however, as population continues to rise in an area, so might the workload. Although the population of JP5’s precinct has not grown at the same rate of other offices, PBO understands that JP5 is in a unique position as the precinct of proper venue for all Travis County tax cases, student loan cases guaranteed by the state, and any lawsuit where a state agency is a party. That said, population growth will continue to be monitored across the five precincts as it provides valuable information for future consideration.

	<i>Projected FY 2024 Criminal Cases Filed</i>	<i>Projected FY 2024 Civil Cases Filed</i>	<i>Total</i>	<i>Recommended FY 2025 Court Clerk FTEs (Including SPWs)*</i>	<i>Cases per Court Clerk FTE</i>
JP1	8,575	5,890	14,465	14.00	1,033
JP2	11,500	7,250	18,750	21.00	893
JP3	6,005	4,234	10,239	20.00	512
JP4	10,000	4,885	14,885	16.00	930
JP5	9,222	4,900	14,122	13.00	1,086

*These amounts include two newly added FTEs and two SPWs for JP1, two SPWs for JP4, and one SPW for JP5.

As seen above, JP5 has a projected FY 2024 total cases per Court Clerk of 1,086, which is the highest amongst the five offices. PBO will continue to consider both Civil and Criminal case growth for the Office and will adjust staffing levels accordingly amidst limited ongoing resources. Civil case filings have continued to rise over the past few years as the Office returns to pre-pandemic levels.

	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>
Number of cases filed	4,843	3,042	2,700	3,568	4,440

As seen above, the office is just now returning to pre-pandemic volumes of number of cases filed. JP5 notes that growing workload was occurring in FY 2019, but civil case filings dropped due to the pandemic. Currently, the office anticipates that there will be 4,900 civil cases filed in FY 2024 and projects that this amount will continue to grow to 5,390 civil case filings in FY 2025. An additional year of monitoring trends will provide more information as to how case filings grow now that we are seeing a return to pre-pandemic levels. PBO understands that as caseloads grow, there may be a need for additional staff amidst limited ongoing resources.

REQUEST 04: CRIMINAL DEPARTMENT, SPECIAL PROJECT WORKER

<i>Program:</i>	Criminal Department (130)			
<i>Fund/Fund#:</i>	Justice Court Support Fund (0161)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	72,891	72,891	72,891	-
Operating	-	-	-	-
Subtotal	\$ 72,891	\$ 72,891	\$ 72,891	\$ -
Capital	3,110	3,110	-	-
Dpt Total	\$ 76,001	\$ 76,001	\$ 72,891	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 76,001	\$ 76,001	\$ 72,891	\$ -

DEPT. SUMMARY OF REQUEST

Justice of the Peace, Precinct Five requests one-time funding for one Court Clerk I SPW in their criminal division at a total cost of \$76,001. JP5 has seen a rise in civil and criminal filings over the past three years and this was exacerbated by the most recent influx in DPS citations received by the office towards the end of FY 2023 and start of FY 2024.

The office also anticipates an increase in the issuance of higher charge warrants in FY 2025 as JP5 will be participating in a new project to adopt CloudGavel. CloudGavel is a cloud-based platform used for the electronic issuance and processing of higher charge warrants. This software is already being used in Travis County by County, District, and Municipal Court Judges. JP5 was contacted by the County and District Court Judges with a request for assistance with the heavy flow of CloudGavel warrants they are struggling to work through. Officers from multiple law enforcement agencies have reached out to JP5 frequently for an update on the office’s progress so that they can begin submitting their warrants to JP5 electronically via CloudGavel. The office will continue to process warrants filed on paper and anticipates seeing a significant increase on warrants processed once the office goes live on CloudGavel.

Lastly, JP5 also requested a current civil division SPW be continued in FY 2025 to make further progress on a project focused on cleaning up over 30 years of accumulated storage of paper files, inaccuracies in electronic case data, and inaccuracies in financials stemming from legacy systems. The office notes that the addition of the requested criminal division SPW will also be able to assist in this project if workload in the criminal division decreases.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level*</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Class C Misdemeanors Filed	3,578	9,112	7,861	6,850	6,850	6,850
Class C Dispositions	4,690	4,954	5,998	5,214	5,500	5,500
Class C Warrants Issued	0	1,189	600	1,200	1,700	1,200

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level*</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Criminal Hearings Scheduled & Held	1,764	2,105	2,077	1,989	2,200	2,200
Court ordered actions completed via paperless workflow	1,062	4,346	2,539	2,649	3,800	3,800
Warrant Letters Issued	1,224	1,318	2,759	3,000	3,500	3,500
Felony Arrest Warrants Issued	523	484	526	511	unknown	unknown
Violation of Promise/Failure to Appear Cases Filed	0	649	0	650	1,000	1,000
<i>New Measures</i>						
Misdemeanor Warrants Issued (Class A and B)	581	433	511	508	unknown	unknown
Criminal Complaint and Affidavits Requested	203	2,051	3,193	3,200	3,700	3,700
Criminal Cases Referred to TCCC	74	316	263	300	600	600

*These amounts are unknown by the Office for FY 2025 with added funding, as the expected increase in felony arrest warrant and misdemeanor warrant issuance does not have history for projection as this is a pilot project with the implementation of CloudGavel.

PBO RECOMMENDATION

PBO recommends funding for one additional Court Clerk I SPW budgeted within the Justice Court Support Fund (0161) at a total one-time cost of \$76,001. This funding includes \$72,891 in one-time personnel funds and \$3,110 in ITS equipment costs. This one-time funding is not reflected in the JP5 General Fund budget and will be included in the Justice Court Support Fund budget. The Justice Court Support Fund (0161) has sufficient fund balance for these one-time expenses. This will result in having one additional SPW more than in FY 2024, overall, it results in 40 additional hours of capacity per week compared to FY 2024.

	<i>Projected FY 2024 Criminal Cases Filed</i>	<i>Projected FY 2024 Civil Cases Filed</i>	<i>Total</i>	<i>Recommended FY 2025 Court Clerk FTEs (Including SPWs)*</i>	<i>Cases per Court Clerk FTE</i>
JP1	8,575	5,890	14,465	14.00	1,033
JP2	11,500	7,250	18,750	21.00	893
JP3	6,005	4,234	10,239	20.00	512
JP4	10,000	4,885	14,885	16.00	930
JP5	9,222	4,900	14,122	13.00	1,086

*These amounts include two newly added FTEs and two SPWs for JP1, one FTE and one SPW for JP4, and one SPW for JP5.

As seen in the chart above, the number of projected cases (Civil and Criminal) per Court Clerk FTE for JP5 is the highest out of the five offices even with the addition of one Court Clerk I SPW position. Again, this is by no means a perfect or fully comprehensive analysis of workload associated within each precinct as each office operates differently and the complexity of civil and criminal cases may vary between the five precincts, which in turn effects the amount of work associated with each

case. That said, as population and caseload continue to grow, PBO will continue to monitor growth, and adjust staffing levels accordingly in order to provide a long-term solution to the growing pains being felt, and work with the Auditors Office in tracking revenue growth due to increases in case filings.

The additional one-time funding of one Court Clerk I SPW position can provide temporary support to work through added caseload, process higher charge warrants with the adoption of the CloudGavel software project and assist in the completion of the clean-up of over 30 years of accumulated storage of paper files stored on and off-site. JP5 anticipates that the issuance of Felony Arrest Warrants and Misdemeanor Warrants (Class A and B) will rise with the advent of CloudGavel yet is unsure of just how much of an increase can be expected. The Office states that the time associated to work through the issuance and processing of higher charge warrants can amount to double that of Class C Warrants. As the Office progresses on the implementation of CloudGavel, PBO will continue to work with JP5 and monitor the number of warrants received via the software and use the additional years' worth of data to determine what future needs may look like for the Office as a whole.

Juvenile Probation (145)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	11
FY 2025 Preliminary Budget Recommendations Summary	12
Additional Information	15
FY 2025 Budget Request Analysis	19
Request #1: Information Technology Related Requests	19
Request #2: JJAEP Move and Temporary Lease	22
Request #3: Juvenile Probation Security Operations	24
Request #4: Judicial Staffing Request.....	27
Request #5: Critical HVAC Facility Repairs.....	28
Request #6: ADA Accessible Restroom Renovations And Facilities Maintenance Funding	31
Request #7: Handheld Radio Replacement	33
Request #8: Comprehensive Facilities Plan – Design Funding	34

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Juvenile Probation Department is to provide public safety by effectively addressing the needs of juveniles, families and the victims of crime.

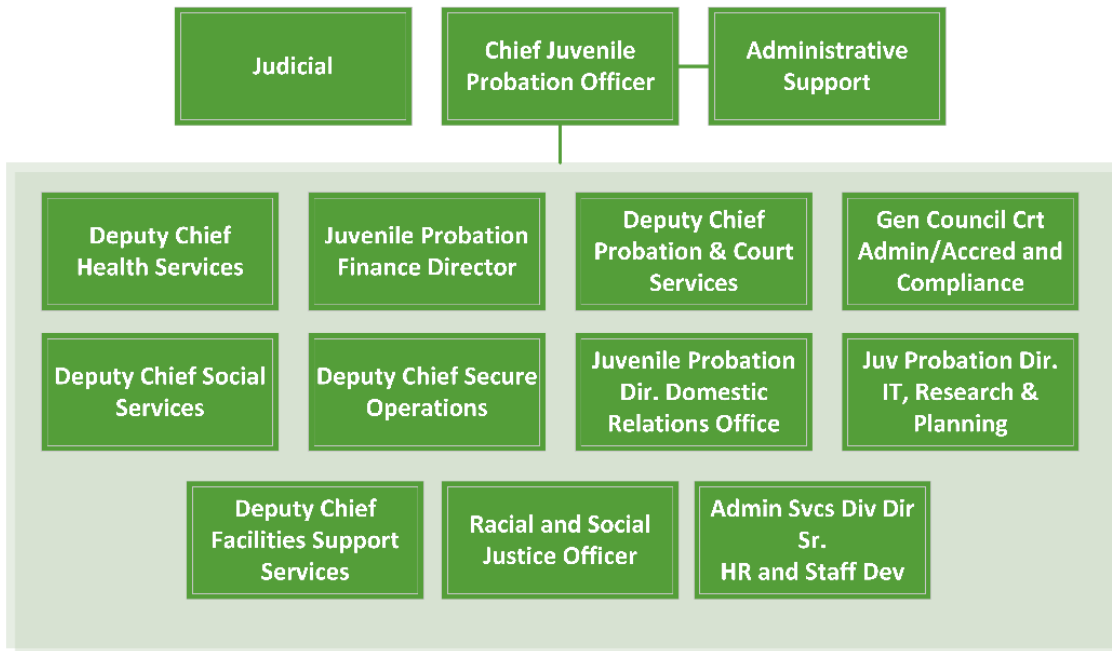
The core values of the Department are:

- Advocacy: advocating in the best interest of youth, families, and victims;
- Service: answering the call to public service by building a stronger and safer community;
- Partnership: establishing community relationships to promote the future success of youth and families;
- Integrity: honesty, character, and ethical conduct in all the Department does;
- Respect: valuing differences and respecting the dignity of everyone; and,
- Empowerment: creating an environment that promotes opportunities for personal growth.

These values align with the new County goal of, "Provide services that support the safety of people in the community."

The Department is budgeted in the Justice System Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Ensure the public safety and the equitable and

humane resolution of conflicts through an evolving justice system and other public processes,” and are now linked to the County Goal, “Provide services that support the safety of people in the community.”

The Travis County Juvenile Probation Department (TCJPD) adheres to policies adopted by the Juvenile Board and standards promulgated by the Texas Juvenile Justice Department (TJJD) under Chapter 341, Title 37 of the Texas Administrative Code (TAC). Chapter 341 sets out the general standards for Juvenile Probation Departments. The Court Services, Court Administration, Detention Services, Domestic Relations Office, Health Services, Juvenile Probation Support Services, Probation Services, and Residential Services programs operate under Sections 152.2331 and 152.2332 of the Human Resources Code, which apply specifically to juvenile probation and child support services in Travis County. The Texas Administrative Code requires the TJJD to set standards for the Department’s Intake, Court and Probation services and the operations of juvenile secure facilities and programs. The Texas Administrative Code also includes standards addressing staff employment, certification, and training.

Chapter 348 of the TAC provides requirements for operating a Juvenile Justice Alternative Educational Program (JJAEP). The program covers the academic and educational requirements of youth placed in the JJAEP, including compliance with the Texas Education Code.

Additionally, TAC Title 37, Chapter 358, identifies specific mandates for Identifying, Reporting, and Investigating Abuse, Neglect, Exploitation, Death, and Serious Incidents.

Section 51.102, Texas Family Code, and applicable provisions of Article 26.04, Texas Code of Criminal Procedure, authorize the Juvenile Court Administration to ensure compliance with the Texas Fair Defense Act by verifying and monitoring the qualifications and appointment of attorneys, providing effective legal representation for juveniles whose families may be indigent.

The Texas Family Code further authorizes sealing juvenile records under specified requirements. It specifies duties related to important maintenance requirements and ensures the accuracy of juvenile records.

The Department is also required to meet the requirements mandated through 28 C.F.R., Part 115, National Standards to Prevent, Detect, and Respond to Prison Rape-Prison Rape Elimination Act (PREA) Standards.

Chapter 203, Texas Family Code, authorizes the Domestic Relations Office to collect and disburse child support payments, maintain a pay record, file a suit to enforce a court order for child support or possession and access to a child, modify or clarify an existing child support order, prepare a court-ordered child custody evaluation or adoption evaluation, provide an informal forum for alternative dispute resolution to resolve disputes under this code, provide community supervision services under Chapter 157, Texas Family Code, and represent a child as a guardian ad litem.

COURT SERVICES:

Court Services are a mandated Juvenile Court service. In addition to the statutes mentioned above, Human Resources Code Sec. 152.2331 (a Travis County Juvenile Board statute) requires providing juvenile probation services and fiscal responsibilities.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of Successfully Completing (Deferred Prosecution)	89%	88%	89%	88%	87%
% of Successfully Completing (NCC)	100%	0%	74%	69%	68%

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of Successfully Completing (Second Chance)	100%	100%	100%	100%	100%

The Court Services Division aims to provide public safety through evidence-based practices for pre-adjudication programs and services. Court Services encompasses the Court Unit, Intake Unit, Outreach and Tracking Unit, Deferred Prosecution Unit, Victim Services/Victim-Offender Mediation, and Crossover Unit. The Division has reported the “percent successfully completing the deferred prosecution program” outcome measure as a critical performance measure for consideration. The Division projects an 89 percent success rate in FY 2024 and a similar rate through FY 2026 as the Department continues to focus on improving these programs.

COURT ADMINISTRATION:

The Court Administration Division is a mandated program. In addition to the above mentioned, the Human Resources Code, Sec. 152.2331, a Travis County Juvenile Board statute, requires the provision of juvenile probation services and the abiding by fiscal rules. The Department is required to adhere to Chapter 341, TAC, as required by the Texas Juvenile Justice Department.

The Juvenile Board, in compliance with Section 51.102 of the Texas Family Code (TFC) and with applicable provisions of Article 26.04 of the Texas Code of Criminal Procedure, holds the Juvenile Court Administration responsible for maintaining compliance with the Texas Fair Defense Act in monitoring the qualifications of and appointment of attorneys.

TFC Sections 58.253, 58.255 and 58.256 mandate sealing juvenile records under specified requirements.

TFC Section 58.108 Duties of Agencies and Courts requires a juvenile justice agency and juvenile court clerk to:

1. Compile and maintain records needed for reporting data required by the Department;
2. Transmit to the Department in the manner provided by the Department data required by the Department;
3. Give the Department, or its accredited agents, access to the agency or court for the purpose of inspection to determine the completeness and accuracy of data reported; and,
4. Cooperate with the Department to enable the Department to perform its duties under this chapter.

Under this statute, Court Administration processes court orders and accurately maintains the court case record and all filed documents.

Under the Texas Family Code, the Court Administration processes court orders and maintains a high standard of accuracy in the court case record and all filed documents. Clerks appoint attorneys to indigent families, support the judiciary in court proceedings, and cooperate with other departmental staff and outside agencies. Court Administration reports data to the Office of Court Administration and the Juvenile Justice Information System of the Department of Public Safety.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Average # of days between petition filing and processing	3	3	3	3	3
Average % decrease in monthly error rate	31%	0%	4%	2%	1%
Monthly average of records sealed	51	30	44	50	51

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of petitions filed annually	825	544	520	444	440

The number of petitions filed spiked in FY 2022 partly because of post-COVID-19 operations. The Department expects trends to return to pre-COVID-19 rates.

DETENTION SERVICES:

Detention Services is a mandated program. In addition to the statutes mentioned above, Human Resources Code, Sec. 152.2331, a Travis County Juvenile Board statute, requires providing juvenile probation services and fiscal responsibilities. The Department is required to adhere to Chapters 343/344/358, Administrative Code of the Texas Juvenile Justice Department. Additionally, the Department is required to adhere to National Standards to Prevent, Detect and Respond to Prison Rape, Part 115-Prison Rape Elimination Act Standards.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Average Daily Population	20	27	25	23	24
% compliance with TJJD audit standards (Detention)	99%	99%	99%	99%	100%

Detention Services aims to enhance juveniles' competency skills through participation in skill-building groups and activities, including the Alternative Intervention Program, the Honors Program, and Dialectical Behavior Therapy groups. Juvenile Detention Officers in the unit operate these non-mandated programs. Because of the community impact of COVID-19, the Department experienced a significant decrease in the Average Daily Population (ADP) in FY 2020 and FY 2021. FY 2022 and FY 2023 saw some increases in ADP, but the population has not returned to pre-COVID-19 levels (which averaged 55 people from FY 2017 to FY 2019) despite increases in referrals. Most recently, ADP trended upward in FY 2024, reaching 51 in October 2023. Detention Services tracks the outcome measure of percent compliance with the Texas Juvenile Justice Department (TJJD), the American Correctional Association (ACA) and Prison Rape Elimination Act (PREA) standards.

DOMESTIC RELATIONS OFFICE (DRO):

DRO is a mandated program. In addition to the statutes mentioned above, Chapter 203 of the Texas Family Code authorizes the Domestic Relations Office to collect and disburse child support payments, maintain a pay record, file a suit to enforce a court order for child support or possession and access to a child and modify or clarify an existing child support order. It also authorizes the preparation of a court-ordered child custody evaluation or adoption evaluation and represents children through the guardian ad litem program. DRO is also authorized to provide community supervision under Chapter 157 of the Texas Family Code. A discretionary service provided by DRO includes assisting the District Court with CPS jurisdiction in obtaining DNA samples from alleged fathers for the establishment of paternity and aid in the placement of children.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% Collection on ICSS Current Child Support	64%	64%	72%	73%	74%
Average Collection Ratio - Community Supervision	63%	0%	0%	0%	0%
# of DRO and OAG probationers supervised	978	780	1,042	985	975

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Total # of Guardian cases	109	139	197	158	156
Total # of ICSS Cases	4,026	3,970	4,022	4,023	4,063

The Domestic Relations Office – Family Court Services aims to thoroughly investigate the circumstances of disputed custody cases placed with the program and resolve cases through agreement or adjudication within nine months. Cases placed with the program have a staff member appointed as a Guardian Ad Litem (GAL) who reviews adoptions or, when appointed by the District Judges, investigates contested custody cases and modifications of custody and visitation when there is concern for the welfare of a child. According to the program, the number of guardian cases can be volatile because the number depends on the court’s finding a case warrants a GAL. The Department notes it currently exceeds all minimum statistical requirements for collecting and enforcing child support obligations as outlined in contracts with the Texas Attorney General.

HEALTH SERVICES:

The Health Services Division follows mandated standards for secure facilities as put forth by the Texas Juvenile Justice Department (TJJD) TAC 343: Secure Juvenile Pre-Adjudication Detention and Post-Adjudication Correctional Facilities. These standards dictate every juvenile must receive a mental health screening (including subsequent follow-ups if required), health screening follow-ups if needed), health screening, and health assessment if applicable. A licensed vocational nurse (LVN) or a registered nurse (RN) must conduct every health screen or assessment. If assessments indicate Division. The Health Services Division will provide further follow-ups and appropriate services are available to the juvenile. Health Services offers extensive services beyond those mandated by statute to support the agency’s mission and positive outcomes for youth. Examples of such services include regular mental health assessments, Dialectical Behavior Therapy skill groups for youth in detention, and individual, group, and family therapy for youth ordered to the residential treatment program. Health services also provide services to youth in the community, such as through the Functional Family Therapy program.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of juveniles receiving individual and group therapy	-	17	28	25	25
Number of Psychologicals Administered	-	28	34	35	35
Number of youth requiring a follow-up mental-health assessment	-	289	232	216	214
Total Number of Juveniles Medically Assessed	-	749	559	519	514

The Health Services Division provides various evidence-based services and interventions for youth and families involved with the Department, such as clinical assessment, behavioral health treatment and medical services. Consistent with other departmental practices, Health Services utilizes the Risk-Need-Responsivity model to maximize positive outcomes with youth. The Department embraced this best-practice approach and is dedicated to assessing all youth and providing evidence-based programs.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Automatic Dispensing Medication Machines	\$28,908	-/-	This request was for the monthly lease of two automatic medication dispensing machines. One would be housed in the nurse’s clinic in ISC, and the other one would be housed in the nurse’s station in detention intake. Since implementation started, it was determined that purchasing the medication dispensing machines will be more efficient than leasing. The Department is working with two vendors (Touchpoint and Pyrix) to buy these machines and there will be ongoing annual maintenance fees. PBO will evaluate if the amount budgeted for the lease needs to be changed based on the maintenance costs for a purchased machine and may recommend adjusting this amount if required. The goal is to complete the project by fiscal year-end.

JUVENILE PROBATION SUPPORT SERVICES:

The Program provides support for legally mandated services in other areas. In addition to the abovementioned statutes, Human Resources Code, Sec. 152.2331, a Travis County Juvenile Board statute, requires providing for juvenile probation services and abiding by fiscal rules and responsibilities.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of work orders completed annually	-	1,374	1,374	1,374	1,388
Number of hours staff receives in professional development/training	7,794	7,677	6,967	7,102	7,173
Staff turnover rate	33%	16%	20%	22%	22%

The Juvenile Probation Support Services Program comprises Financial Services, General Counsel, and HR. Previously, this Division included IT and Research and Planning, but the Department has reorganized to serve its mission. The Juvenile Probation Support Services Program supports all other units within Juvenile Probation in meeting the mission of providing for public safety by effectively addressing the needs of juveniles, families and the victims of crime. The Program reports one outcome measure, “percent of Projects Implemented by established timeline.” For Juvenile Probation to adhere to the TJJD Operating Standards, the Department must complete all facilities-related projects awarded via CAR funding within one year. Recent difficulties with supply chains and product availability delayed several projects, requiring months of lag while staff wait for shipments to arrive or specific products to become available. The Department saw a spike in staff turnover in FY 2022 but anticipates the rates to return to normal as better compensation impacted recruitment and retention.

PROBATION SERVICES:

The Probation Services Program is mandated. In addition to the statutes mentioned above, Human Resources Code, Sec. 152.2331, a Travis County Juvenile Board statute, requires providing juvenile probation services and fiscal responsibilities. The Department is required to adhere to Chapter 341, Administrative Code of the Texas Juvenile Justice Department.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% decrease in the number of youth being placed in external placements	21%	29%	29%	27%	26%
# of Juveniles in external placement	52	34	61	53	52
% successfully discharged from probation	66%	71%	67%	68%	69%

Probation Services aims to provide public safety through effective community-based services and supervision to youth involved in the juvenile justice system. In FY 2023, Probation Services saw a decrease in youth in external placement, and this trend is now returning to rates more closely aligned with historical norms. Probation Services seeks to have youth remain in their homes and communities through targeted interventions to meet each youth’s unique needs in community-based services, and these interventions have begun to be reflected in the measures.

SOCIAL SERVICES:

This Division was created midyear in FY 2022. The Social Services Division consists of the Strengthening Opportunities for Achieving Reentry (SOAR) Unit, the Community Care/Family Coordination Unit, the Community Engagement and Resource Development Unit, and the Juvenile Justice Alternative Education Program (JJAEP) Unit. The Social Services Division strives to enhance community safety by providing a continuum of comprehensive services to youth and families as they navigate the juvenile justice system from entry to reentry. The Division strengthens family and community connections vital to each youth’s long-term success.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percent of students successfully discharged from JJAEP	86%	65%	85%	79%	78%
Percent of youth receiving Care Coordination and/or Family Support	1%	100%	100%	100%	100%
Percent successfully discharged from SOAR	0%	50%	52%	52%	53%

The SOAR Unit focuses on assisting youth leaving the Travis County juvenile justice system as they face various challenges in reintegrating into their schools, families, and home communities. Working with the non-profit Life Reimagined for Children, the program uses balanced and restorative justice approaches to protect the community, hold youth accountable for their actions, recognize the interests of any victims, develop youth competencies and reduce recidivism. For FY 2024, the program is estimated to have an 85 percent successful discharge rate, which is anticipated to increase as the program develops.

The Care Coordination/Family Support Unit offers services to those of the SOAR Unit. Still, it expands its target population to include all youth involved in all stages of the juvenile justice system, not just youth involved in probation. The unit provides case management services to divert youth from returning to the justice system and connect families with resources and opportunities.

The Community Engagement and Resource Coordination Unit has a housing coordinator, an employment/vocation coordinator, and a positive youth development coordinator. This unit connects with community members and groups to provide youth with opportunities not readily available to families experiencing poverty or in crisis and nurture youth into successful young adults.

Finally, the Social Services Division manages the JJAEP campus and its relationships with AISD, which provides alternative education to youth expelled from public schools per Chapter 37 of the Texas Code.

This division only recently achieved full staffing. It works regularly with non-profit, community partners, and grantors to provide families and youth with basic needs resources and case management. This division began to work more closely with Travis County Health and Human Services (HHS) and other County Departments through the Community Partners for Children (CPC) and the Community Resource Coordination Group (CRCG) to become deeply involved in these partnerships. The goal of the Social Services Division is to provide basic needs and enrichment for youth and their families involved with the juvenile justice system to prevent recidivism.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Social Services Education-based Contracted Services	\$81,791	-/-	The Juvenile Probation Department requested \$81,791 to fund a proposed AISD staff salary cost increase for the AISD contract for educational services at the JJAEP. Based on receiving this funding, Juvenile Probation has modified the contract with AISD for the JJAEP services.

IT/PLANNING & RESEARCH:

In FY 2023, the IT Division was created. The Travis County Juvenile Probation Department IT Division provides technical support to the Department’s almost 500 staff. The Division has two distinct sections, one providing day-to-day technical support, desktop support, maintenance, and ongoing support of the Department’s 24/7 secure facility and the other developing application support for the Department’s case management system. Lastly, the Division provides data analysis, reporting and analytics via the Data and Analytics section. This organizational structure has changed over the last year to better meet the needs of our users and data demands for the Department. IT Planning and Research worked with PBO to develop the below performance measures.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Location rate of physical technology assets	N/A	96%	96%	96%	97%
Percent of service requests and issues resolved within the prescribed service level agreements	N/A	99%	99%	99%	100%
Number of releases per year	-	100	100	100	100

The Division maintains a 94 percent location rate for its physical assets. Similarly, the Division works to automate five data processes annually. The Division currently has only automated one data process. Still, with new staff and more experienced staff hires, the Division will likely be able to work more quickly on those projects. The Division reports struggling with hiring due to the competitive nature of technology and data-related positions. IT Planning and Research will continue to work with the rest of the Department and with PBO to prioritize hiring and retention for these positions, as their work directly impacts the efficiency and efficacy of the Department.

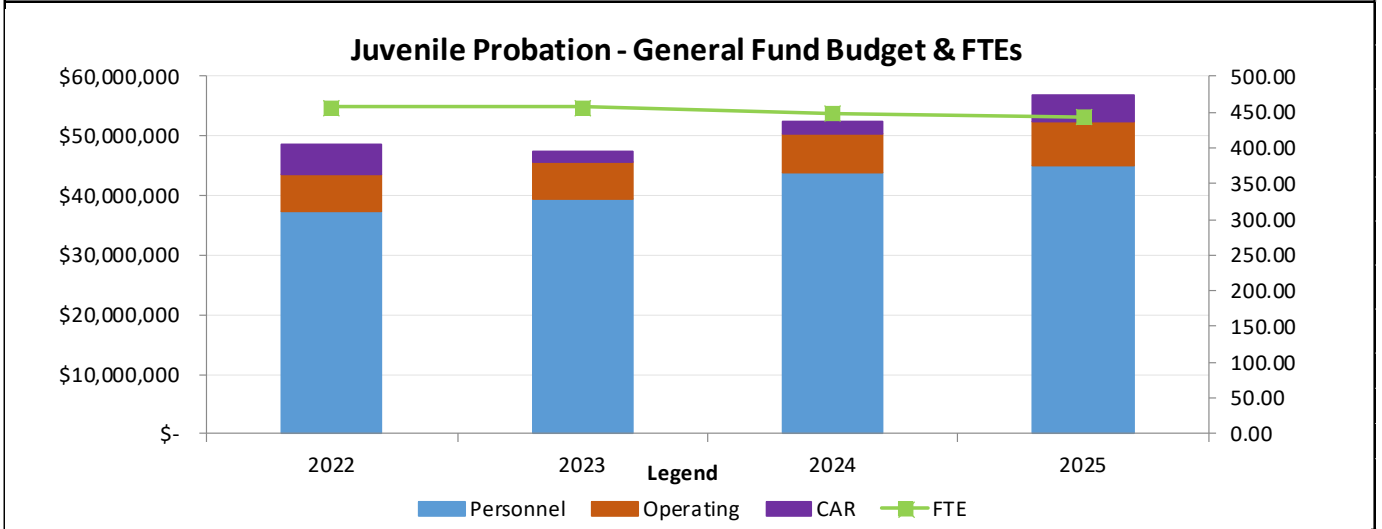
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Juvenile IT and Research Project and Operating	\$500,000	-/-	The budget of \$500K was transferred to ITS to complete the project. Phase II of the cabling project will be completed by the end of the fiscal year. ITS is transferring \$26,497 back to juvenile probation to complete the IDF room, which will also be completed in FY24. Juvenile Probation requested funding for Phase III of the project as part of its FY 2025 Budget Submission. A PBO analysis of this request can be found further below in this document.
<i>FY 2023</i>			
IT Critical Hardware and Software	\$676,244	-/-	The cabling project has begun and completed Phase I which met the performance goal of being 30 percent finished with the project. The server was upgraded to support the new casework management system. However, the handheld computers for 24/7 secure staff could not be purchased since Phase II still needs to be completed. The remaining \$25,000 is used for a new timekeeping system for Detention and Residential. The Department requests to carry this amount forward to FY 2025 since Phase II is still in progress. The HR assessment request totaling \$39,000 was completed in FY 2024.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	37,350,922	39,497,038	43,844,237	45,101,907	1,257,670
Operating	6,081,932	6,142,443	6,447,184	7,258,345	811,161
Total (Per&Op)	\$ 43,432,854	\$ 45,639,481	\$ 50,291,421	\$ 52,360,252	\$ 2,068,831
CAR*	5,003,750	1,828,781	1,992,217	4,460,613	2,468,396
Grand Total	\$ 48,436,604	\$ 47,468,262	\$ 52,283,638	\$ 56,820,865	\$ 4,537,227
FTEs	457.00	457.50	448.50	443.50	(5.00)

Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Juvenile Probation increased by \$4,537,227 from the FY 2024 Adopted Budget, an 8.7 percent increase. Most of the increase was in the capital budget due to several significant equipment replacement needs, as well as an increase in the personnel budget due to FY 2024 compensation originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 50,022,379	\$ 269,042	\$ 1,992,217	\$ 52,283,638	448.50	\$ -
Target Budget Changes						
Compensation & Benefits	1,563,994	-	-	1,563,994	-	-
Administrative & Other	-	(269,042)	(1,992,217)	(2,261,259)	-	-
Total Target Budget Changes	\$ 1,563,994	\$ (269,042)	\$ (1,992,217)	\$ (697,265)	-	\$ -
FY 2025 Target Budget	\$ 51,586,373	\$ -	\$ -	\$ 51,586,373	448.50	\$ -
Budget Submission	\$ 51,586,373	\$ -	\$ -	\$ 51,586,373	448.50	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Juvenile Probation Security Operations	40,000	225,644	366,861	632,505	-	-
Handheld Radio Replacement	-	-	1,040,354	1,040,354	-	-
Information Technology Related Requests	73,769	550,000	550,000	1,173,769	-	-
JJAEP Move and Temporary Lease	-	-	-	-	-	250,000
Critical HVAC Facility Repairs	15,400	-	2,288,398	2,303,798	-	-
ADA Accessible Restroom Renovations and Facilities Maintenance Funding	-	100,000	215,000	315,000	-	-
Programmatic Total	\$ 129,169	\$ 875,644	\$ 4,460,613	\$ 5,465,426	-	\$ 250,000
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	237,298	-	-	237,298	-	-
Compensation & Benefits Total	\$ 237,298	\$ -	\$ -	\$ 237,298	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	75,390	-	-	75,390	-	-
Transfer Resources to Support Family Matter Hearings Pilot	(543,622)	-	-	(543,622)	(5.00)	-
Administrative & Other Total	\$ (468,232)	\$ -	\$ -	\$ (468,232)	(5.00)	\$ -
Grand Total	\$ (101,765)	\$ 875,644	\$ 4,460,613	\$ 5,234,492	(5.00)	\$ 250,000
FY 2025 Preliminary Budget	\$ 51,484,608	\$ 875,644	\$ 4,460,613	\$ 56,820,865	443.50	\$ 250,000
Change from FY 2025 Target	\$ (101,765)	\$ 875,644	\$ 4,460,613	\$ 5,234,492	(5.00)	\$ 250,000
Change from FY 2024 Adopted	\$ 1,462,229	\$ 606,602	\$ 2,468,396	\$ 4,537,227	(5.00)	\$ 250,000

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Juvenile Probation includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$269,042 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for Juvenile Probation includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Information Technology Related Requests	\$550,000	\$73,769	\$623,769	0.0
Juvenile Probation Security Operations	225,625	40,000	265,625	0.0
Facilities Maintenance Funding	100,000	-	100,000	0.0
Critical HVAC Repairs	-	15,400	15,400	0.0
Total Programmatic Recommendations	\$875,625	\$129,169	\$1,004,794	0.0

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Juvenile Probation includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Travel and Training Cut Restoration	\$-	\$75,390	\$75,390	-
Transfer for Family Matters Hearing Pilot in Civil Courts		(\$543,622)	(\$543,622)	(5.0)
Total Administrative and Other Funding Changes	\$-	(\$468,232)	(\$463,232)	(5.0)

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$75,390 in ongoing operating resources for the Department. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

The Civil District Judges have internally funded a pilot from resources within Juvenile Probation’s Budget to support additional family matter hearings at the Civil and Family Court Facility and believe the reductions to Juvenile Probation will not impact their operations. PBO recommends this change, and the pilot will be revisited as a part of the FY 2026 Budget Process. These changes include a reduction of \$543,622 and 5.0 FTEs in Juvenile Probation, increases of \$456,922 and 3.0 FTEs in the Civil Courts and an increase of \$86,700 and 1.0 FTE in the District Clerk. This results in a net budget change of \$0 and -1.0 FTE. The table below outlines the recommended changes included in the FY 2025 Preliminary Budget.

<i>Family Matter Hearings Pilot Related Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Juvenile Probation				
Transfer Assoc. Judge Position (30003960)	\$-	(\$204,716)	(\$204,716)	(1.0)
Delimit Juvenile Detention Officer Assistant (30004272)	-	(71,162)	(71,162)	(1.0)
Delimit Juvenile Detention Officer III (30004273)	-	(83,286)	(83,286)	(1.0)
Delimit Juvenile Probation Officer III (30004125)	-	(97,758)	(97,758)	(1.0)
Delimit Court Clerk II Sr. (30003969)	-	(86,700)	(86,700)	(1.0)
Subtotal Juvenile Probation	\$-	(\$543,622)	(\$543,622)	(5.0)
Civil Courts				
Transfer Assoc. Judge Position (30003960)	\$-	\$204,716	\$204,716	1.0
Judicial Aide – Executive Assistant (new)	-	\$83,681	\$83,681	1.0
Court Reporter (new)	-	\$162,853	\$162,853	1.0
Operating Equipment and Supplies	-	\$5,672	\$5,672	-
Subtotal Juvenile Probation	\$-	\$456,922	\$456,922	3.0
District Clerk				
Court Clerk II (new)	\$-	\$86,700	\$86,700	1.0
Subtotal District Clerk	\$-	\$86,700	\$86,700	1.0
Total Family Matter Hearings Pilot Related Changes	\$-	\$-	\$-	(1.0)

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Juvenile Probation includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$1,398,374	\$1,398,374
Resources for health insurance cost increases for FY 2025.	-	237,298	237,298
Incremental cost increase to shift-differential pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	119,027	119,027
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	46,593	46,593
Total Compensation Changes	\$-	\$1,801,292	\$1,801,292

FY 2024 compensation adjustments were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document. The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$4,413,613 for Juvenile Probation. There was a reduction of \$1,992,217 to remove one-time funding for prior year capital funded projects. This is a net \$2,421,396 increase compared to the amount budgeted in the FY 2024 Adopted Budget. FY 2025 Preliminary Budget recommended CAR funding includes:

<i>Capital Funding Recommendations</i>	<i>Total</i>
Critical HVAC Facility Repairs	\$2,288,398
Handheld Radio Replacement	1,040,354
Information Technology Related Requests	550,000
Juvenile Probation Security Operations	366,861
ADA Accessible Restroom Renovations and Facilities Maintenance Funding	215,000
Total Capital Funding Recommendations	\$4,460,613

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in Juvenile Probation’s budget and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
JJAEP Move and Temporary Lease	\$250,000
Total Allocated Reserve Earmarks	\$250,000

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, Juvenile Probation has 15 fees it charges and two revenue generating contracts it manages. The revenue generating contracts are with the Community Supervision Services and Integrated Child Support System through the Office of the Attorney General. None of the fees or contracts are being proposed by the Department for adjustment in FY 2025. The fees are statutorily set.

VACANT POSITIONS

The Department currently has 37 total vacancies, out of which the following 14 positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Juvenile Rsdnt Treatment Officer III	30004367	1.00	351	Job posted
Juvenile Rsdnt Treatment Officer III	30004328	1.00	310	Vacant
Victim Counselor Sr	30003986	1.00	287	Vacant
Registered Nurse II	30004497	0.50	265	Job posted
Juvenile Detention Officer III	30004267	1.00	254	Vacant
Juvenile Detention Officer III	30004273	1.00	234	Vacant
Juvenile Detention Officer III	30004261	1.00	224	Vacant

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Clinical Mental Health Professional Sr	30004151	1.00	192	Job posted
Administrative Assoc	30004044	0.50	191	Vacant
Administrative Assoc	30004044	0.50	191	Vacant
Juvenile Probation Div Mgr	30003985	1.00	189	Vacant
Juvenile Rsdnt Treatment Officer III	30004379	1.00	189	Job posted
Juvenile Rsdnt Treatment Officer III	30004405	1.00	150	Vacant
Juvenile Rsdnt Treatment Officer III	30004348	1.00	125	Vacant

The following six positions have been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Juvenile Detention Officer Asst	30004286	1.00	1,056	New hire packet in process
Registered Nurse II	30004486	0.50	968	Job posted
Juvenile Detention Officer Asst	30004288	1.00	728	Vacant
Juvenile Detention Officer III	30004229	1.00	722	New hire packet in process
Records Analyst Assoc	30004271	1.00	691	Vacant
Learning Management System Administrator	30004359	1.00	583	Vacant

In FY 2023, the County implemented a comprehensive compensation package including an increase to a \$20 an hour minimum wage, market salary adjustments, a pay scale adjustment, and several other changes to address countywide vacancy and equity issues. In FY 2024 the County furthered these efforts with an increase to \$20.80/hour minimum wage, an across-the-board increase, an increase to shift differential pay and approved funding for a bilingual pay policy nearly developed. These changes increased Juvenile Probation salaries and benefited Department staff; however, the Department notes the increases also resulted in compression issues across the Department. This led to morale and retention problems as new hires were sometimes onboarded at similar salaries as experienced staff. Centrally, the County provided some adjustments to address known compression issues, but due to revenue limitations, the adjustments could not address all the problems noted by the Department.

In FY 2024, PBO worked with the Department to internally reallocate existing resources in personnel funds by delimiting nine positions and by adjusting personnel funds reserved within the Department for potential grant overruns to assist with necessary compensation needs. The Department used \$665,463 to address their most critical compression problems. The remaining \$300,489 was intended to be set aside to provide higher starting salaries to the most hard-to-fill and critical vacancies. PBO acknowledges the Department wishes to use some of the available permanent salary savings for priorities requested by the Department in FY 2025 but not funded. If that is the case, PBO will work with Juvenile Probation to move funds for these operating expenses while still aiming to preserve flexibility in permanent salary savings for staffing needs.

As of late April, when the budget was submitted, the Department had 37 vacancies, a vacancy rate of 8.2 percent. Last year, the vacancy rate at time of budget submission was 19 percent, with FY 2023 being 23.8 percent. These point-in-time vacancy rates are not always the most effective way to understand vacancies across the Department over the course of the year since they fail to account for turnover and seasonality. Anecdotally, the Department notes it has been able to fill Juvenile Supervision Officer positions more easily thanks to the higher starting salaries, but retention and turnover still pose issues and there is still competition with other positions in and outside of the County.

PBO notes the Segal Compensation Study project has been worked on in FY 2024 and PBO intends on making recommendations to begin implementation of the findings based on available funding and priorities, which may further positively impact Juvenile Probation's positions and address some of these compression concerns.

The Department is anticipating some slight increases in its daily detention population or its residential population. Both populations have generally been trending lower than pre-COVID-19 averages. Detention populations have averaged 38 youth over the course of FY 2024 thus far, as compared to the FY 2018 detention population average of 63 youth. Detention has seen recent increases, reaching a recent high of 51 youth in October 2023 (as compared to the yearly low thus far of 26 just six days earlier in October 2023). The Department anticipates this increase in Detention populations will likely continue somewhat in FY 2024 but may remain lower than pre-pandemic levels and be related somewhat to seasonality. The residential population remains lower than even pandemic averages, with residential population currently averaging 27 youth year-to-date compared to the FY 2020 average of 41 youth, FY 2021 average of 39 youth, and the FY 2022 average of 27 youth. These changes are largely a result of policy and process changes aiming to keep youth out of juvenile detention and instead receiving care and treatment in their communities.

PBO understands that while the Department is not anticipating a significant increase in youth population at its facilities based on current trends, it is difficult to predict how populations in Juvenile Probation may change in the months and years to come. Consequently, PBO will work with Juvenile Probation to closely track population and will act to fund additional positions if the staffing needs exceed the available staffing with all vacancies filled.

In addition, the Department notes it continues to struggle with minimum salary rates too low for many of the positions it most needs to hire for. Departments and Offices across the County are permitted to hire staff above minimum but must internally fund those increases. Juvenile Probation struggles to meet the need for hiring the best staff for priority positions, including medical staff, technology staff, certified officers, and others, due to their limited ability to fund these new hires at the necessary salary rate above minimum. TJJD has acknowledged the difficulty of hiring at existing minimums for certified officers. The 88th Texas Legislature included an allocation of \$51.4 million in TJJD's budget to facilitate pay increases for certified officers across the State, either 5 percent or \$3,000 over two years, whichever was higher based on any given certified officer's salary. These one-time pay increases have been distributed to eligible certified officers as grant add pays. The County will need to be mindful that if these increases are not guaranteed beyond the currently funded two-year period.

FUTURE CONSIDERATIONS

The Department faces difficulties with hiring and staff retention due to minimum salaries that are lower than the market rate at which the human resources division can hire. In addition, salary increases in FY 2023 and FY 2024, while overall positive for staff, resulted in compression issues creating equity problems between new and experienced staff and led to morale and retention difficulties. PBO is working with the Department to develop solutions to both problems using internal resources.

The Average Daily Populations for Juvenile Detention and Residential remain lower than pre-COVID-19 averages. Detention populations have increased slightly but remain lower than pre-COVID-19 averages. The Residential population, currently averaging at 27 youth, remains lower than historical averages and has decreased year over year since 2020, when the

population was 40 youth. These changes are largely due to continued efforts to change practices related to charging juveniles, preferring to keep youth in the community over detaining them.

	<i>FY 2017</i>	<i>FY 2018</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024 (Oct-May)</i>
Detention Average Daily Population	49	63	46	32	19	18	25	38
Residential Average Daily Population	-	-	-	41	39	27	17	27

Despite lower trends over recent months, Detention population can shift and increase quickly. As recently as October 2023, the Detention population hit a recent high of 51 youth, despite being only 26 just six days earlier. This may be in part due to seasonality and other factors but could also be the beginning of a shift in trend lines. The Department and PBO will continue to monitor population trends closely to ensure staffing remains sufficient to meet all mandated ratios and maintain safety and security for youth, staff, and the community. If the Department begins to see significant increases in daily populations beyond available staffing resources, PBO will work to ensure enough positions are available.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: INFORMATION TECHNOLOGY RELATED REQUESTS

Program:	IT/Planning and Research (145)			
Fund/Fund#:	General Fund (0001)		Mandated Program:	No
	FY 2025 Request	FY 2025 Recommendation	FY 2026 Cost	FY 2027 Cost
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	113,769	623,769	73,769	73,769
Subtotal	\$ 113,769	\$ 623,769	\$ 73,769	\$ 73,769
Capital	1,060,000	550,000	-	-
Dpt Total	\$ 1,173,769	\$ 1,173,769	\$ 73,769	\$ 73,769
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,173,769	\$ 1,173,769	\$ 73,769	\$ 73,769

DEPT. SUMMARY OF REQUEST

Juvenile Probation requests several Information Technology related items of both one-time and ongoing funding. They are described below:

Year Three IT Cabling and Infrastructure Plan (\$550,000 one-time)

One-time capital funds of \$550,000 are requested to complete year three of Juvenile Probation’s three-year cabling and infrastructure plan. This funding will support re-cabling of the Detention building and Maintenance shop, and other essential areas. The project will upgrade the Intermediate Distribution Frame (IDF) closets and the cabling to increase the network bandwidth on the TCJPD campus to be consistent with the fiber cabling used throughout County facilities. The Department has worked extensively in partnership with ITS to complete this project.

Software and Licensing (\$29,032 ongoing)

Ongoing resources totaling \$29,032 are being requested to address rising costs associated with essential software licenses critical for the Department’s operations. These include Auctor DROCES system for day-to-day operations for the Domestic Relations Office, Orbis MAYSA assessment software aimed at evaluating and addressing the mental health needs of youth entering the system, Smart Bench to support the operation of the 98th District Court, WASP Asset Inventory system for tracking physical assets across the campus, Rochen Cloud Software for the new juvenile public website, and FIGMA which helps with creating and prototyping user interfaced and databased. Each of these software systems plays a role in streamlining processes, enhancing productivity and maintaining the integrity of operations.

DROCES IT Assessment (\$40,000 one-time)

DROCES is the case management system used by the Department’s Domestic Relation Office for Travis County Child Support Enforcement Services. In service for approximately 30 years, it no longer meets the needs of the Department. Per the recommendation of the Auditor’s recent audit of DROCES, this risk assessment will encompass both evaluating the system's current state and potentially considering its replacement. While the primary goal is to assess the system's current use and identify any efficiencies or vulnerabilities requiring attention, it also serves to anticipate the possibility of replacing it with a new system. This comprehensive evaluation ensures all aspects of DROCES are thoroughly analyzed, providing insights into

its performance, security, and potential future needs. ITS cannot conduct this type of evaluation internally for Juvenile Probation, so funds are requested to hire an outside IT consultant to complete the assessment.

New Annual Agreements (\$44,737 ongoing)

This request is for funding to pay for a new subscription to Qlik website dashboards to enhance data visualization and analytics capabilities to help the Department make informed decisions and drive organizational performance. The requested funds will cover subscription fees and implementation costs associated with deploying and customizing these dashboards. This is a joint project with both the District Attorney’s Office and the Civil Courts to collaborate on analyzing shared data.

Case Management Software Development (\$510,000 one-time)

Juvenile Probation is currently developing its own Case Management system for the Department for Juvenile Probation-related needs, aimed at replacing an outdated system that has in use for 24 years. Still, it no longer aligns with the evolving needs of the Department. This system is separate from the DROCES system described above. Juvenile Probation is requesting \$510,000 in one-time funds to continue the work of three contracted IT positions that are facilitating the development of this new system. This includes one Quality Assurance (QA) position, one Business Analyst (BA), and one Project Management (PM) position.

QA specialists ensure the system meets rigorous quality standards through comprehensive testing protocols, minimizing errors and enhancing user satisfaction. BA professionals provide critical insights into user requirements and ensure the system aligns with organizational objectives and end-user needs. PMs oversee the development process, ensuring timely delivery, resource allocation, and risk mitigation. The developer is responsible for collaborating with the team, writing code for user stories, participating in story breakdowns, releasing software features, conducting unit testing and peer code reviews, and addressing reported bugs.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Maintain a 94% location rate of physical technology assets	-	96	96	96	96	97
95% of all service requests and issues will be resolved within the prescribed service level agreements	-	99	99	99	99	100
Maintain continuous development of TCJPD-specific software solutions, by meeting the twice-per-year development and maintenance cycle	-	100	100	100	100	100

PBO RECOMMENDATION

Year Three IT Cabling and Infrastructure Plan (\$550,000 one-time)

PBO recommends one-time capital funding of \$550,000 to complete this multi-year re-cabling project. This infrastructure is critical to ensure that the Department has sufficient bandwidth across all its buildings to meet the current demands of the

workforce. The current infrastructure is outdated and impedes staff productivity when on site. It is also not aligned with current County ITS standards.

Last year, the Department received \$500,000 for the second year of the project, which was to complete the re-cabling of the Intermediate Sanctions building and the adjacent Casa Mariposa building. In FY 2023, the Department received \$375,000 for the first year of this project, which included re-cabling the Gardner Betts facility, including administrative offices and the courtrooms. The Main Data Frame room was re-cabled, as were three IDF closets. Initially, ITS and the Department estimated that years two and three of this three-year project would cost \$312,500 annually. After reviewing the spaces, the estimates for years two and three are higher than expected. This is mainly due to the buildings most urgently needing re-cabling in year two having higher square footage and more IDF closets, including one closet that unexpectedly needs to be moved entirely to allow for sufficient ventilation.

Software and Licensing (\$29,032 ongoing)

PBO recommends \$29,032 of ongoing resources to fund the necessary cost increases for existing software systems to maintain operations.

DROCES IT Assessment (\$40,000 one-time)

PBO recommends one-time operating funding of \$40,000 to complete the DROCES IT Assessment. Since the Auditor's Office has flagged this system as needing evaluation to enhance security, it seems prudent to bring in outside help to perform the assessments and determine the next steps in advance of FY 2026. PBO recommends that the Department works with Information Technology Services (ITS) to coordinate these efforts and ensure that needed fixes or replacements are consistent with overall County IT policies.

New Annual Agreements (\$44,737 ongoing)

PBO recommends \$44,737 of ongoing resources to fund the necessary cost increases for the new software systems to maintain operations.

Case Management Software Development (\$510,000 one-time)

PBO recommends one-time operating funds of \$510,000 be placed in the Departments FY 2025 budget to continue these contracted services in FY 2025. PBO acknowledges the system is 24 years old, and it is time to replace this system with more functionality and fewer potential security vulnerabilities. Since the project has already started, continuing funding in FY 2025 to complete it. PBO notes the planned go-live for the system is October 2025. If that date is no longer possible, additional one-time funding in FY 2026 may be needed. PBO will continue to monitor the progress of this work and discuss with the Department any anticipated costs in FY 2026 as the date comes closer.

REQUEST #2: JJAEP MOVE AND TEMPORARY LEASE

<i>Program:</i>	Social Services (145)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	220,839	-	-	-
Subtotal	\$ 220,839	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 220,839	\$ -	\$ -	\$ -
Earmark Allocated	-	250,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 250,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 220,839	\$ 250,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Juvenile Probation Department requests \$220,839 to support the temporary relocation of the Travis County Juvenile Justice Alternative Education Program (JJAEP) due to the Austin Independent School District’s (AISD) planned construction and repurposing of the Anita Coy site where the JJAEP is located. The current total space at the Coy Facility is 10,037 total square feet, of which 4,939 square feet is classroom space, 2,839 square feet is office space, 823 square feet is storage space, and 1,436 square feet is restrooms and hallway space. Additionally, the JJAEP has access to a shared cafeteria, library, and gymnasium in the main building of AISD’s Alternative Learning Center (ALC) at the Coy Facility and AISD provides food service (breakfast and lunch), health services, and a School Resource Officer for the JJAEP and ALC programs. Travis County leases the Annex at the Coy site from AISD for \$1 per year.

The Department estimates its costs at \$220,839 and is working with AISD to determine a solution to provide the program with the structure and needed services outlined in the table below. These solutions may include the County leasing commercial space and portables on the current site, moving to another campus, etc. The Department hoping to work with AISD to stay on one of their campuses and reduce costs.

<i>Potential Costs</i>	<i>Components</i>	<i>Amount</i>	<i>Comments</i>
Commercial Lease	Estimated cost to lease commercial space	\$139,883	Four-month lease in FY 2025 after school year ends
Remodeling	Remodeling costs for the lease space	\$6,210	One-time cost
Moving Expenses	Including moving of all supplies, equipment and furniture to the new space	\$6,210	One-time cost
Furniture	Possible new furniture that configures to new space	\$44,244	One-time cost
IT/Phone Installation	Network and phone cabling	\$24,292	One-time cost
Food/Security Resource Officer/Healthcare	Required costs for the JJAEP	TBD	Possible costs because facility is no longer co-located with AISD facilities
Total		\$220,839	

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Percent of students successfully discharged from JJAEP	86	65	85	79	79	78

PBO RECOMMENDATION

Travis County is required by Section 37.011 of the Texas Education Code to operate a JJAEP for students who are expelled from their home school district. Travis County has contracted with the Austin Independent School District (AISD) for educational services provided at the JJAEP since 2019. In November 2023, the AISD Board of Trustees announced that the district would be working with a developer to redesign and repurpose the Anita Coy site currently housing the AISD Alternative Learning Center (ALC) and Travis County JJAEP. Construction is anticipated to begin in the summer of 2025 after the 2024-25 school year ends and is expected to take approximately two years to complete. AISD has advised the Department that they are exploring multiple options for the ALC and JJAEP campuses to be temporarily relocated during the construction phase but also advised the Department that AISD may be unable to accommodate the JJAEP, requiring the Department to find an alternative suitable location.

While AISD continues to express its commitment to including the JJAEP in the building design for the new Anita Coy site, which will also house AISD’s ALC and is estimated to reopen in the summer of 2027, based on discussions with the Department, there are several options under consideration for the two years of construction on the Anita Coy site with varying ranges of costs to implement. Since firm plans are not determined at this time, it is difficult to say with certainty how much funding might be required for a temporary solution. However, additional financing will be needed to move out of the current site. Given this, PBO recommends a one-time Earmark against the Allocated Reserve of \$250,000 to set aside funding for this need until more definitive plans are made.

PBO notes that this amount may be well below the final cost for a solution, depending on the final option selected. Some options may cost several million dollars to implement. The amount earmarked assumes that AISD will identify space for the County to use and will continue to receive services through AISD for things like cafeteria operations. Additionally, funding requirements for this issue will need to be determined in FY 2026 and FY 2027. Suppose PBO receives additional information later in the FY 2025 budget process that would necessitate changing this amount. In that case, staff will work with the Department to update the figure if funds are available.

REQUEST #3: JUVENILE PROBATION SECURITY OPERATIONS

Program:	Juvenile Probation Support Services (145)			
Fund/Fund#:	General Fund (0001)		Mandated Program:	No
	FY 2025 Request	FY 2025 Recommendation	FY 2026 Cost	FY 2027 Cost
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	296,427	265,644	40,000	40,000
Subtotal	\$ 296,427	\$ 265,644	\$ 40,000	\$ 40,000
Capital	366,861	366,861	-	-
Dpt Total	\$ 663,288	\$ 632,505	\$ 40,000	\$ 40,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 663,288	\$ 632,505	\$ 40,000	\$ 40,000

DEPT. SUMMARY OF REQUEST

Juvenile Probation has made a series of requests related to security operations, as outlined below.

Additional Contracted Security (\$225,625 ongoing)

The Department requests an additional 182 hours per week for security guard services. These additional hours will provide coverage for Victim Impact Panels, add visitation hours on Wednesdays, provide night shift (7pm to 7am) security guard services for added campus security, provide additional hours of security at Detention Services, and provide additional hours of security at the TASBO building. These extended hours will cost an additional \$225,625 annually.

Camera and Door Control Replacement (\$366,861 one-time)

This request includes the following components:

- Upgrade and replace existing cameras, including installing additional cameras at Detention and Residential Services, for a total of seventy-nine (79) at an estimated cost of \$185,342. The system currently in place is outdated and no longer supported by the manufacturer due to the technology's end-of-life cycle;
- Upgrade fourteen (14) new cameras, card readers, cloudlink and Mercury LP1502 to provide surveillance and access control at the Casa Mariposa building and Social Services (Annex building) at an estimated cost of \$79,989; and,
- Upgrades other existing cameras for twenty (20) and fifteen (15) security door locks and pads, including workstations, video surveillance screens, and provider services coverage, at an estimated cost of \$101,530.

Genetec Software Licensing (\$30,783 ongoing)

The Department is requesting \$30,783 of ongoing resources to obtain its own Genetec Software Licensing to create and manage building access using card readers by members of its staff. The County presently operates through a Genetec license that the Facilities Management Department centrally manages in partnership with ITS. Currently, when any Department needs to manage building access for any of its staff—whether for onboarding, change in assignment, or some other reason—the Department works with FMD to assign the access.

Increased Security Maintenance Funding (\$40,000 ongoing)

The Department is requesting \$40,000 of ongoing funding to absorb increases in costs for things such as additional cameras, security door controls, additional licenses, and panic buttons. The Department states they can no longer absorb expenses due to aging equipment and cost increases.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of work orders completed annually	N/A	1,374	1,374	1,374	1,374	1,388

PBO RECOMMENDATION

Additional Contracted Security (\$225,625 one-time)

This request includes additional late-night security hours in response to increasing security concerns around the Gardner Betts facility as population, and thus criminal activity, increased in the area. In addition, the request includes some hours extensions to provide security during additional visitation and programming hours. Late-night external building security for County buildings is typically either by unarmed FMD staff who conduct periodic patrols or staff the areas as required or, if armed security is necessary, by tapping into contracted security service hours. The total amount to fund the requested 182 additional security hours was included in the FY 2024 budget as a one-time expense. PBO recommends \$225,625 of one-time funding to provide this security coverage in FY 2025. PBO continues to encourage TCJPD to work with the Security Division in FMD to identify areas where FMD security personnel could be used at a lower cost and develop a transition plan for any identified areas for funding consideration in a future budget process, even if additional FMD staff are needed to meet the required coverage. Contracted security staff must conduct Any internal building security, as FMD does not provide that service. If necessary, PBO will work with TCJPD to ensure funding for internal security is included in future budgets.

Camera and Door Control Replacement (\$366,861 one-time)

PBO recommends one-time capital funds for security camera, door, and door lock replacements for \$366,861. Juvenile Probation has been working for several years to upgrade all its outdated security apparatuses across its facilities. Last year, the Department received \$51,500 in one-time capital funds to replace some of its cameras and door mechanisms. This will continue that project. PBO will work with the Department in future fiscal years to continue funding these replacements and upgrades.

Genetec Software Licensing (\$0 ongoing)

The centralized approach described above ensures the security of all facilities and that all technical protocols are followed as designed by ITS. While Juvenile Probation has the technical capacity to manage its own Genetec license, this would be outside of the County's current practices and would silo Juvenile Probation from the rest of the County and duplicate efforts. TCSO also operates through the centralized Genetec license and works with FMD to add and remove facility access. PBO recommends that Juvenile Probation continue to work through this centralized system.

Increased Security Maintenance Funding (\$40,000 ongoing)

PBO recommends \$40,000 of ongoing resources to reflect the higher costs of maintaining critical security infrastructure.

REQUEST #4: JUDICIAL STAFFING REQUEST

<i>Program:</i>	Court Administration (145)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	3.00	-	-	-
Personnel	386,597	-	-	-
Operating	-	-	-	-
Subtotal	\$ 386,597	\$ -	\$ -	\$ -
Capital	7,800	-	-	-
Dpt Total	\$ 394,397	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 394,397	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Juvenile Probation requests \$386,597 ongoing funding and \$7,800 one-time capital funding to create a new Staff Attorney, Court Reporter and Judicial Executive Assistant assigned to the 98th District Court. The Local Administrative Judge for Travis County’s Civil Courts indicated they intend to re-assign the existing Staff Attorney, Court Reporter, and Judicial Executive Assistant for the 98th District Court to the Civil Courts to create a new associate judge courtroom in the Civil Courts to address the increasing workload. Juvenile Probation requests hire a new set of these three positions to support the 98th District Court beginning in FY 2025.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of Court Hearings	1,833	2,941	3,872	4,066	4,200	4,410

PBO RECOMMENDATION

PBO marks this request as pending. Based on discussions with the Civil Courts, the Local Administrative Judge intends to move one of the existing associate judges from the Juvenile Courts to the Civil Courts to process the increased workload. Insufficient ongoing resources are available in the FY 2025 budget process to add this expenditure on a continuing basis to replace these positions. PBO is working with Civil Courts on a plan to address their workload issues within existing funding, but these plans have not been finalized. PBO will continue to work with the Civil Courts and Juvenile Probation to find a solution to meet these needs.

REQUEST #5: CRITICAL HVAC FACILITY REPAIRS

<i>Program:</i>	Juvenile Probation Support Services (145)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	15,400	15,400	15,400	15,400
Subtotal	\$ 15,400	\$ 15,400	\$ 15,400	\$ 15,400
Capital	2,288,398	2,288,398	-	-
Dpt Total	\$ 2,303,798	\$ 2,303,798	\$ 15,400	\$ 15,400
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 2,303,798	\$ 2,303,798	\$ 15,400	\$ 15,400

DEPT. SUMMARY OF REQUEST

The Juvenile Probation Department requests one-time capital funding of \$2,288,398 to replace several pieces of HVAC equipment, as well as new ongoing funding of \$15,400 for maintenance agreements associated with recently replaced HVAC equipment. The Department states funding this request will ensure compliance with the quality-of-life requirements set forth by the Texas Juvenile Justice Department (TJJD) and American Correctional Association (ACA) and provide comfort, health, and sustainable air quality measures for youth in our care. The request consists of:

Variable Air Volume Replacements (\$289,135 one-time)

The Department requests \$289,135 to replace twelve variable air volumes (VAV) boxes within the HVAC. VAV boxes vary the airflow into the building at a constant or varying temperature. The system consists of 277 VAV's and is scheduled to replace eleven this fiscal year. The Department's goal is to replace twelve per year, and it will take nine to ten years to replace all VAVs throughout the campus. The Department provided the table below outlining its anticipated replacement schedule through FY 2029 with an assumed 20 percent increase in costs annually:

Fiscal Year	Units to be Replaced	Estimated Amount
FY 2024	11	\$257,732
FY 2025	12	\$289,134
FY 2026	12	\$318,047
FY 2027	27	\$787,167
FY 2028	27	\$865,884
FY 2029	27	\$952,472
Total	116	\$3,470,437

Air Handler Replacements (\$844,815 one-time)

The Department requests four of the 36 air handlers be replace in the HVAC system in FY 2025 for \$844,815 in one-time capital funds. Since FY 2019, the Department has worked to replace air handler units in disrepair. This request is to replace four of the remaining eight units, costing roughly \$211,204 per unit. The Department anticipates completing the cycle of replacing all units by FY 2026. Below is a breakdown of when all air handlers were funded for replacement. In 2013, the Department had CDMtek, a mechanical engineering consultant, provide an independent evaluation of all 36 air handlers. The firm recommended a complete replacement of the HVAC systems. The Department initially aimed to replace all the units by

FY 2025, but due to supply chain delays and delays in the roof replacement project, this timeline was shifted to FY 2026. The timeframe for past and proposed replacements is below. The price per unit has increased significantly in recent years.

Fiscal Year	Units Replaced	Amount Funded
FY 2018	2	\$223,917
FY 2019	2	\$231,273
FY 2020	6	\$637,687
FY 2021	6	\$650,000
FY 2022	6	\$650,000
FY 2023	2	\$330,050
FY 2024	4	\$847,767
FY 2025	4	\$844,815
FY 2026	4	\$887,058 (est.)
Total	36	\$5,302,567

Residential Boiler Replacement (\$189,974 one-time)

The Department requests to replace one HVAC/water heater for the residential units, which costs \$189,974 in one-time capital funds. The water boiler in the Residential area is critical to delivering hot water for heating to youth housed in Residential units. It has reached its maximum life cycle.

Campus-wide HVAC Controls Digitization (\$964,474 one-time)

The Department requests \$964,474 for the Chiller Software Integration, replacing and upgrading obsolete control devices, signal modules, communication boards, and other critical components for the current HVAC system. The total project cost is \$1,224,474; however, the Department has already dedicated capital funding for the project, totaling \$260,000. The control system for the Siemens HVAC system at Gardner Betts is vital in maintaining temperatures throughout the facility. The current software installed needs expansion to digitalize all HVAC components in the facility. Many of the pneumatic controls within Detention and Residential Units are no longer functioning or have become obsolete. The pneumatic control devices determine the temperature in zones by opening and closing valves/actuators. The pneumatic control devices will be replaced by more accurate digital devices and log temperatures within the facility for reporting.

Chiller Maintenance Agreement (\$15,400 ongoing)

The Department requests funding for the annual Chiller maintenance agreement, ensuring the new chillers remain under warranty. The Department recently completed the replacement of its central campus chiller, which cost over \$1 million due to significant reliability issues. Now that the new chiller is in place and operational, it requires annual maintenance from a third party, ensuring peak efficiency operation and preventing failures and more expensive repairs that could be avoided. Since this is a new piece of equipment more sophisticated than its predecessor, the Department requests new ongoing operating money for this expense.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of work orders completed annually	N/A	1,374	1,374	1,374	1,374	1,374

PBO RECOMMENDATION

PBO recommends \$2,288,398 of one-time capital funds to replace the various HVAC equipment outlined above.

PBO also recommends \$15,400 of ongoing resources for the new chiller’s maintenance program.

REQUEST #6: ADA ACCESSIBLE RESTROOM RENOVATIONS AND FACILITIES MAINTENANCE FUNDING

<i>Program:</i>	Juvenile Probation Support Services (145)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	117,000	100,000	-	-
Subtotal	\$ 117,000	\$ 100,000	\$ -	\$ -
Capital	198,000	215,000	-	-
Dpt Total	\$ 315,000	\$ 315,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 315,000	\$ 315,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

ADA Accessible Restroom Renovations (\$198,000 one-time)

Juvenile Probation requests \$198,000 of one-time capital funding for several needed repairs in the Residential and Detention areas. This includes a one-time remodel for six staff restrooms in the Detention Services, Maintenance and Kitchen areas. Specifically, it would remodel four Detention Unit staff Restrooms, remodel the kitchen restroom by adding a separate men’s restroom, and remodel the men’s restroom by adding a separate women’s restroom in the Maintenance, Housekeeping and Laundry building. The project will include new plumbing and fixtures, new flooring, doors, walls, and electrical work. In 2020, Travis County hired the WT Group to conduct a site feasibility study to address campus ADA-related issues. The report confirmed these restrooms are not ADA compliant, are outdated, and need remodeling. These restrooms show chipped or damaged tile flooring, original 25+ year old plumbing fixtures and paint in poor condition.

Facilities Maintenance Funding (\$100,000 ongoing, \$17,000 one-time)

The second part of the request is ongoing funding of \$100,000 for painting and miscellaneous repairs (sheetrock, doors repairs, unit windows, etc.) for Detention and Residential units, Passive Day Area, and the common areas. As the population increases, the Department is experiencing more wear and tear in secure areas of the building. It needs to properly maintain and/or repair these areas annually. Combined with higher costs to perform the work and aging facilities, some of which are 35+ years old, the Department requested an increase to its maintenance budget to keep its facilities in proper condition.

The remaining \$17,000 of one-time funds is a request from the Department for a new scissor lift to facilitate repairs to their facilities. The Department does not currently have this equipment and must rent it or borrow from other departments to complete work requiring a lift.

The Department states that funding these requests will ensure compliance with the quality-of-life requirements set forth by the Texas Juvenile Justice Department (TJJD) and the American Correctional Association (ACA) and provide comfort, health, and sustainable air quality measures for youth in our care.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of work orders completed annually	N/A	1,374	1,374	1,374	1,374	1,388

PBO RECOMMENDATION

ADA Accessible Restroom Renovations (\$198,000 one-time)

PBO recommends \$215,000 of one-time capital funding to complete the requested ADA Accessible Restroom Renovations. PBO supports renovating these facilities to be ADA compliant and improve sanitary conditions in these heavily used facilities, mainly since most are used on a 24/7 basis. While the County is embarking on a process to review ADA Accessibility issues throughout County facilities, since these restrooms are inside the secure perimeter, PBO supports moving forward with this work now as the Department would need to coordinate the work for security purposes. PBO encourages the Department to participate in the ADA Accessibility review process with Risk Management to identify other areas that may need to be addressed on their campus, outside their secure areas.

Facilities Maintenance Funding (\$117,000 one-time)

In recognition of higher costs for these types of items and the aging facilities that the Department is operating, PBO recommends \$100,000 of one-time funding to address this request for facilities maintenance funding. PBO will work with the Department to analyze facility maintenance costs for future budget cycles. Additionally, PBO recommends \$17,000 for the Office to purchase a scissor lift to facilitate facilities repairs.

REQUEST #7: HANDHELD RADIO REPLACEMENT

<i>Program:</i>	Juvenile Probation Support Services (145)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	1,040,354	1,040,354	-	-
Dpt Total	\$ 1,040,354	\$ 1,040,354	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,040,354	\$ 1,040,354	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Juvenile Probation Department requests \$1,040,354 of one-time capital funds for the replacement of 136 handheld radios, 10 new radios, and two desktop radios (mobile radio consoles). This request will include 340 spare batteries, 20 bank chargers, 200 Wireless earpieces, 146 Motorola maintenance kits and 146 hybrid leather carrying cases. Motorola has informed the Department its current cache of radios will soon be obsolete and no longer supported. To maintain operations, the Department requests to replace of all outdated radios and purchase new accessories compatible with the latest equipment.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends \$1,040,354 one-time capital funding to replace the radio equipment. PBO and the County’s Radio Manager within Emergency Services discussed this need in anticipation of the FY 2025 budget process. Based on the current condition of the radios, the lack of support soon, and potential compatibility issues between the old radios and new, it makes sense to replace all the radio equipment across the Department at one time as opposed to a phased approach as had been initially planned. The Department received 34 new radios in FY 2024; this request represents the balance of the equipment needed to complete a total replacement.

REQUEST #8: COMPREHENSIVE FACILITIES PLAN – DESIGN FUNDING

<i>Program:</i>	Juvenile Probation Support Services (145)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	13,000,000	-	-	-
Dpt Total	\$ 13,000,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 13,000,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Juvenile Probation seeks funding of \$13,000,000 one-time capital to hire an architecture and engineering firm to provide design documents and recommendations regarding the Travis County Juvenile Probation Department (TCJPD) Comprehensive Facility Plan. If funded, the design development phase will include developing and releasing an RFP to obtain an outside consultant to complete the plan. The RFP will consist of the detailed schedule, tasks, and deliverables required of the contract consultant. TCJPD will work in coordination with the consultant, the Travis County Purchasing Office, the Travis County Planning and Budget Office, and the Travis County Facilities Management Department to ensure that standard best practices, costs, deliverables, and any other requirements for the TCJPD Comprehensive Facilities Plan Design Development Plan are complied with.

This request was first introduced in the FY 2024 budget process. The FY 2024 Adopted Budget includes an Earmark against the Capital Acquisition Resources (CAR) reserve totaling \$3.0 million to begin this work, subject to Commissioners Court approval of the Comprehensive Facility Plan, which was under development. Currently, the work on the TCJPD Comprehensive Facility Plan is ongoing, with the design phase still pending.

The proposed work for the completion of a Design Phase for the TCJPD Comprehensive Facility Plan will provide recommendations for implementing the plan in two phases. The plan proposes two phases, which include the following:

- Phase I will include constructing two non-secure residential programs for youth, which will provide specialized treatment and programs. Phase I will also include a Community Center for youth and families. New construction will also include a Probation Services and Court building.
- Phase II will involve renovating current facilities within the Gardner Betts Juvenile Justice Center and the W. Jeanne Meurer Intermediate Sanctions Center. The plan proposes creating space needed for programs and staff to better serve youth and families in the community.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO does not recommend additional funding for the design work as requested. PBO notes that Juvenile Probation discussed the final report and recommendations from the Comprehensive Facility Plan with Commissioners Court on June 27, 2024, but Commissioners Court took no action. Until direction is received from the Commissioners Court, PBO cannot recommend allocating funding to continue this work. Suppose the Commissioners Court desires to move forward. In that case, PBO will evaluate how to fund this significant expenditure best and make recommendations as part of a future budget process. Considering this lack of direction, PBO recommends releasing the \$3.0 million Earmark against the CAR Reserve approved in FY 2024. PBO cautions funding for construction will most likely necessitate the issuance of Certificates of Obligation (CO) Bonds given the anticipated \$250 million construction estimate was provided to PBO. Like last year, PBO recommends that the Department continue to work with the Commissioners Court and the community to ensure that the plan is reflective of the County's Mission, Vision, and Seven Goal Statements (approved March 2023).

Juvenile Probation participated in the long-term facilities planning process in 2016 and 2017, which produced a needs analysis reviewing facility space and allocation, Juvenile Courts, program bed utilization, population projections, departmental growth and a review of Juvenile programs and services and a final report, which provided recommendations for various options to optimize facility space and construct new facilities. Both reports were presented to the Travis County Juvenile Board and the Commissioners Court.

Medical Examiner's Office (138)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	6
FY 2025 Preliminary Budget Recommendations Summary	7
Additional Information	9
FY 2025 Budget Request Analysis	12
Operating Requests	12
Request #4: New Vehicle	12
Request #5: Transport Contract	13
Request #7: Microscope and Accessories	16
Request #13: High Powered Microscope Lenses	16
Request #15: Door Release	16
Request #16: Laboratory Equipment and Supplies	16
Request #6: Moon Database Software Maintenance and Support	18
Request #8: COVID-19 Testing	19
Request #9: Security Enhancements	20
Request #10: Data Storage and Vlewer for X-Ray Images	21
Request #11: CT Scanner	21
Request #12: Design Study for Autopsy Tech Area	23
Request #17: Facilities Management Contractor	24
Request #18: Water Reserve Tank	25
Request #20: Increase in Lab and Morgue Supplies	26
Request #21: Facility Furniture and Furnishings (Late Request)	27
Personnel Requests	28
Request #1: Salary Adjustments	28
Request #2: Records Analyst	30
Request #3: Social Worker	32
Request #19: Increase In Overtime	34

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

As an accredited Office and laboratory, the mission of the Travis County Medical Examiner (TCME) is to honorably serve the community by providing excellent, accurate, and timely medicolegal death investigations.

The Office identified the following short- and long-term strategic goals:

Short Term Goals:

- Evaluate staffing resources and workflow for all departments to manage increasing and more complex workloads;
- Prepare for (American National Accreditation Board) ANAB – ISO (International Organization for Standards) standards to achieve accreditation;
- Issue 2023 Annual Report; and
- Engage with county and community partners on drug overdose deaths.

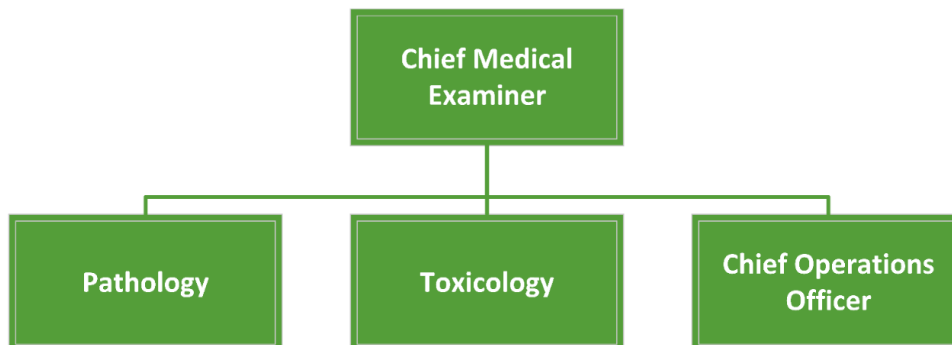
Long Term Goals:

- Maintain National Association of Medical Examiners (NAME) and (American Board of Forensic Toxicology) ABFT accreditation;
- Stay engaged at the local, state, and national level on new standards in forensic science;
- Be actively involved in community outreach to raise public awareness on health and safety issues; and
- Provide educational opportunities for medical students, residents, and fellows.

These goals align with the new County goals, “Provide services that support the safety of people in the community,” and, “Provide services that support people’s physical and mental health.”

The Office is budgeted in the Public Safety Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. Most County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information

below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes,” and are now linked to the County Goals, “Provide services that support the safety of people in the community,” and “Provide services that support people’s physical and mental health.”

ADMINISTRATION:

The Administration program assists in the performance of other, statutorily mandated functions within the Medical Examiner’s Office. Program staff perform specific administrative functions, such as issuing cremation permits, creating death certificates, monitoring facility performance, procuring goods and services, managing the Office’s budget, or performing human resource roles. Staff also create and manage the Office’s records and release information related to decedent cases per the Texas Code of Criminal Procedures. Record management work includes the creation of autopsy reports, maintaining case files, responding to public information requests and subpoenas, and assisting in the creation of the Office’s annual report.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Cremation Authorizations Issued – Travis County	5,038	5,024	5,024	5,124	5,189
Death Certifications Issued – Travis County	2,101	2,071	2,071	2,112	2,154
Records Requests for Documents & Information	4,683	4,307	4,307	4,393	4,480

The performance measures shown above primarily demonstrate the workload of the program’s services. Each measure relates to a state-mandated service. The Office has a steady workload from FY 2022 through FY 2024 and expects its workload to increase through FY 2026, primarily based on increases in the local population. An increase in the local crime rate could further improve reported workloads.

INVESTIGATIONS:

The Investigations program supports other functions of the Medical Examiner’s Office to determine the cause and manner of death for decedent cases. Staff determine the jurisdiction of the death, attend death scenes to gather information, take photos, review circumstances surrounding the death, work with law enforcement, identify decedents, locate legal next-of-kin, gather data requested by pathologists, research authority to cremate, and provide other services as requested by pathologists. This work is vital in helping Medical Examiner Deputies determine the official cause and manner of death for cases. Each investigation requires a significant amount of time to complete.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Attendance at Death Scenes by Investigators	1,273	1,382	1,382	1,395	1,408
Certification Cases (CT)	163	163	163	166	170
Non-Reportable Death Investigations (NR)	2,489	2,520	2,520	2,570	2,638
Sign-out Cases (SO)	2,299	2,183	2,183	2,226	2,270

The performance measures above demonstrate a portion of the program’s workload. In addition to the measures above, program staff work on all autopsy and external examination cases. Each measure relates to a type of case the Investigations team works on. Sign-out cases are those cases where the Office delegates certification of death to a treating physician on the

case, usually at a hospital, and are not certified by the Office. Non-reportable cases reported to the Office but do not fall within the Office’s jurisdiction as determined by the Investigations team.

These cases are reviewed by the Investigations and Pathology programs to determine if the case can be cremated. Certification cases are those cases where the cause and manner of death can be determined without physically viewing or examining the body, usually occurring when a case within Travis County was not reported when it should have been. The decedent has already been buried or cremated. The Office has increased in its workload from FY 2022 through FY 2023 and expects its workload to increase through FY 2026, primarily based on increases in the local population. An increase in the local crime rate could further improve reported workloads.

TOXICOLOGY:

The Toxicology program performs toxicological testing necessary to determine the cause and manner of death for decedent cases. The Texas Code of Criminal Procedures mandates access to toxicology services, and the Office recently received accreditation by the American National Standards Institute (ANSI) National Accreditation Board (ANAB) ISO 17025. The new standards are more rigorous and require extensive documentation for accreditation. The program generally performs toxicological testing on all autopsy cases and in some external examination cases.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Histology Slides Prepared – Other Counties	1,233	1,376	1,376	1,403	1,431
Histology Slides Prepared – Travis County	2,188	2,069	2,069	2,110	2,152
Cannabinoid Panels – Other Counties	194	220	220	224	228
Cannabinoids Panels – Travis County	216	206	206	210	214
CO Panels – Other Counties	98	119	119	121	123
CO Panels - Travis County	90	109	109	111	113
Ethanol/Volatiles Panels - Other Counties	1,208	1,280	1,280	1,305	1,331
Ethanol/Volatiles Panels - Travis County	1,934	2,058	2,058	2,099	2,140
Vitreous Panel – Other Counties	1,745	1,876	1,876	1,913	1,951
Vitreous Panel – Travis County	2,910	3,095	3,095	3,156	3,119

The performance measures shown above primarily demonstrate the program’s workload. Each measure relates to a type of toxicology test staff within the program conduct and are broken out by in and out of county workload. The Office has seen an increase in all tests in FY 2023. The Office expects its workload to increase through FY 2026 based on increases in the number of autopsies in part driven by changes in the local population. An increase in the local crime rate could further increase reported workloads.

PATHOLOGY:

The Pathology program determines the cause and manner of death of each case as required by Article 49.25 of the Texas Code of Criminal Procedures that governs medicolegal death investigations in the state of Texas. Cause and manner of death is determined by performing a postmortem examination of decedents, but staff also review records and investigate materials in order to complete each case. Forensic pathologists (also known as Deputy Medical Examiners) are a highly specialized profession formally responsible for certifying death certificates and authorizing the cremation of decedents within Travis County. In addition to the medical professionals doing this work, the program also includes Autopsy Technicians that assist forensic pathologists with postmortem examinations, provide intake and release of decedents and handle evidence. They

also perform much of the routine maintenance and care of the morgue facility necessary to keep the Office’s operations running smoothly.

While most of the program’s functions are mandated, the pathology fellowship program is not. Nevertheless, it positively contributes to the mandated functions of the Office and was started at the direction of the Travis County Commissioners Court. The National Association of Medical Examiners (NAME) that provides accreditation for the Office consider a pathology fellow to equal 0.50 full-time equivalent forensic pathologists in the work that they do. An additional non-mandated function is the postmortem examination of decedent cases on behalf of other counties, but Travis County is compensated for such services.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Autopsies from Other Counties	888	978	978	997	1,016
External Exams from Other Counties	27	22	22	23	24
Travis County Autopsies	1,420	1,417	1,417	1,435	1,463
Travis County External Exams	518	491	491	500	510

The performance measures shown above demonstrate the workload for the program and are driven primarily by changes in the local population and the local crime rate. External exams require less work than a complete autopsy because they do not require affecting or changing the body to conclude the cause and manner of death. NAME considers three external exams equal to one autopsy performed by a forensic pathologist. Regarding autopsies, NAME standardizes the number of cases a forensic pathologist should perform in a year at 250 cases, which equals approximately 8.3 hours per autopsy performed for a full-time equivalent year of work.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

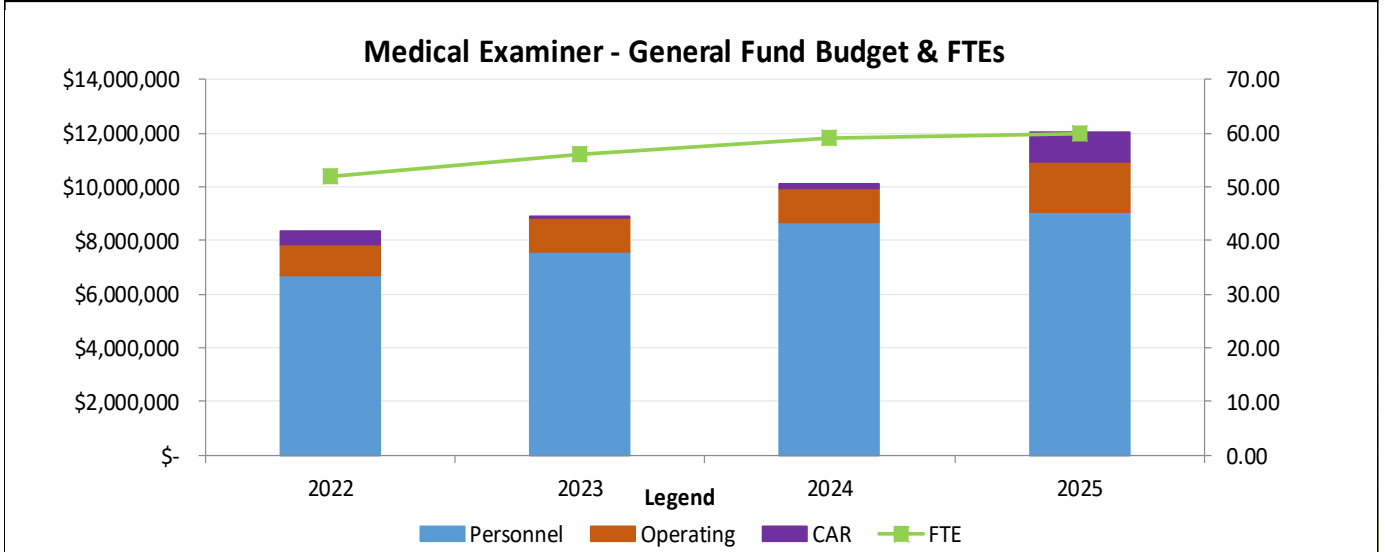
<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Forensic Pathologist and Autopsy Technician	\$459,226	1.00/2.00	After several months of recruitment, the Office identified and hired a forensic pathologist who is also a neuropathologist; the employee started on May 1, 2024. However, the office continues to have challenges hiring and maintaining qualified autopsy technicians.
ME Investigator I	\$91,195	1.00/1.00	The Office continues to face challenges in recruiting and retaining qualified candidates. It hired a candidate and spent time training her, but she was not a good fit and left. The Office has offered a position to a new candidate who should start this month.
<i>FY 2023</i>			
Forensic Autopsy Technicians	\$126,952	2.00/2.00	The Office continues to face challenges in recruiting and retaining qualified candidates. Since its approval two years ago, the Office has filled both new positions but has had other Autopsy Techs leave for higher-paying positions.

Package Name	Approved Amount	FTE Approved /Filled	Program Results
Records Analyst	\$77,590	1.00/1.00	For a period, the Office was fully staffed and able to start effectively working on the backlog. However, the Office's supervisor retired this year, and the office is currently interviewing. The Office continues to be inundated with record requests and subpoenas. The goal of the office is to be fully staffed soon and make measurable progress on the backlog, as well as stay current with the existing workload.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	6,666,867	7,597,784	8,661,066	9,078,903	417,837
Operating	1,182,424	1,213,670	1,279,100	1,871,428	592,328
Total (Per&Op)	\$ 7,849,291	\$ 8,811,454	\$ 9,940,166	\$ 10,950,331	\$ 1,010,165
CAR*	499,200	44,324	185,732	1,063,589	877,857
Grand Total	\$ 8,348,491	\$ 8,855,778	\$ 10,125,898	\$ 12,013,920	\$ 1,888,022
FTEs	52.00	56.00	59.00	60.00	1.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the Medical Examiner’s Office increased by \$1,888,022 from the FY 2024 Adopted Budget, an 18.6 percent increase. Most of the increase was in the operating budget due to necessary equipment replacements and the transition to a new CT scanner and accompanying software.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 9,925,966	\$ 14,200	\$ 185,732	\$ 10,125,898	59.00	\$ -
Target Budget Changes						
Programmatic	-	(14,200)	-	(14,200)	-	-
Compensation & Benefits	302,835	-	-	302,835	-	-
Administrative & Other	-	-	(185,732)	(185,732)	-	-
Total Target Budget Changes	\$ 302,835	\$ (14,200)	\$ (185,732)	\$ 102,903	-	\$ -
FY 2025 Target Budget	\$ 10,228,801	\$ -	\$ -	\$ 10,228,801	59.00	\$ -
Budget Submission	\$ 10,228,801	\$ -	\$ -	\$ 10,228,801	59.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Cameras	-	27,165	-	27,165	-	-
Records Analyst	83,681	1,660	2,940	88,281	1.00	-
Increase in Lab and Morgue Supplies	75,000	-	-	75,000	-	-
Increase in Overtime	-	-	-	-	-	20,000
New Vehicle	-	-	81,853	81,853	-	-
Transport Contract	-	-	-	-	-	810,977
Moon Maintenance and Support	57,000	50,000	-	107,000	-	-
Microscope and Accessories	-	41,882	-	41,882	-	-
Door Release	-	4,460	-	4,460	-	-
Laboratory Equipment and Supplies	-	10,500	-	10,500	-	-
COVID-19 Testing	25,000	-	-	25,000	-	-
Data storage and Viewer for Dicom Images	-	209,910	-	209,910	-	-
Design Study for Technician Area	-	-	80,000	80,000	-	-
Hi-Powered Dry Objective Lenses	-	5,330	-	5,330	-	-
CT Scanner	-	-	814,786	814,786	-	-
Security Enhancements	-	-	84,010	84,010	-	-
Facility Furniture and Furnishings	-	86,600	-	86,600	-	-
Programmatic Total	\$ 240,681	\$ 437,507	\$ 1,063,589	\$ 1,741,777	1.00	\$ 830,977
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	31,321	-	-	31,321	-	-
Compensation & Benefits Total	\$ 31,321	\$ -	\$ -	\$ 31,321	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	12,021	-	-	12,021	-	-
Administrative & Other Total	\$ 12,021	\$ -	\$ -	\$ 12,021	-	\$ -
Grand Total	\$ 284,023	\$ 437,507	\$ 1,063,589	\$ 1,785,119	1.00	\$ 830,977
FY 2025 Preliminary Budget	\$ 10,512,824	\$ 437,507	\$ 1,063,589	\$ 12,013,920	60.00	\$ 830,977
Change from FY 2025 Target	\$ 284,023	\$ 437,507	\$ 1,063,589	\$ 1,785,119	1.00	\$ 830,977
Change from FY 2024 Adopted	\$ 586,858	\$ 423,307	\$ 877,857	\$ 1,888,022	1.00	\$ 830,977

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Medical Examiner’s Office includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$199,932 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for the Medical Examiner’s Office includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Data storage and Viewer for Dicom Images	\$209,910	\$-	\$209,910	-
Moon Maintenance and Support	50,000	57,000	107,000	-
Facility Furniture and Furnishings	86,600	-	86,600	-
Records Analyst	1,660	83,681	85,341	1.00
Increase in Lab and Morgue Supplies	-	75,000	75,000	-
Microscope and Accessories	41,882	-	41,882	-
Cameras	27,165	-	27,165	-
COVID-19 Testing	-	25,000	25,000	-
Laboratory Equipment and Supplies	10,500	-	10,500	-
Hi-Powered Dry Objective Lenses	5,330	-	5,330	-
Door Release	4,460	-	4,460	-
Total Programmatic Recommendations	\$437,507	\$240,681	\$678,188	1.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Medical Examiner’s Office includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Travel and Training Restoration	\$-	\$12,021	\$-	-
Total Administrative and Other Funding Changes	\$-	\$12,021	\$12,021	-

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$12,021 in ongoing operating resources for the Medical Examiner’s Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Medical Examiner’s Office includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) who would otherwise not receive the Across the Board pay increase.		\$-	\$291,995
Resources for health insurance cost increases for FY 2025.	-	31,321	31,321
Incremental cost increase to shift-differential pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	9,232	9,232

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	1,608	1,608
Total Compensation Changes	\$-	\$334,156	\$334,156

Compensation adjustments for FY 2024 were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$1,060,649 for the Medical Examiner’s Office. There was a reduction of \$185,732 to remove one-time funding for prior-year capital-funded projects. This is a net \$874,917 increase compared to the amount budgeted in the FY 2024 Adopted Budget. FY 2025 Preliminary Budget recommended CAR funding includes:

<i>Capital Funding Recommendations</i>	<i>Total</i>
CT Scanner	\$814,786
Security Enhancements	84,010
New Vehicle	81,853
Design Study for Technician Area	80,000
Total Capital Funding Recommendations	\$1,060,649

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Medical Examiner’s budget and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Transport Contract	\$810,977
Increase in Overtime	20,000
Total Allocated Reserve Earmarks	\$830,977

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court-approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider

other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15 percent increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact on our partner jurisdictions. In total, the Medical Examiner’s Office has 17 fees it charges. Of those, ten of the fees are being proposed by the Medical Examiner’s Office for adjustment in FY 2025.

Below is a table with additional details on the fees proposed by the Medical Examiner’s Office for adjustment. These proposed adjustments are being reviewed by the PBO and the County Auditor’s Office. The PBO and the Auditor’s Office will coordinate presenting the recommended changes to the Commissioners Court. Fee adjustments requiring approval by the Commissioners Court will be presented in September prior to the adoption of the FY 2025 Budget.

<i>Fee Description</i>	<i>FY 2024 Approved Fee</i>	<i>FY 2025 Proposed Fee</i>	<i>Justification for FY 2025 Fee</i>
Autopsies	\$3,891.00	\$4,086	Increased cost of services
External Examinations	\$1,207.00	\$1,267	Increased cost of services
Chart Review with Medical Opinion	\$453.00	\$476	Increased cost of services
Copy of autopsy report	\$10.00	\$25.00	Does not apply to JPs, interagency entities, law enforcement, or Legal Next of Kin (LNOK) of decedent
Certified autopsy report/business record affidavit	\$15.00	\$50.00	Does not apply to District Attorneys in or out of county, interagency entities, or legal next of kin, included in current fees.
Electronic digital images (CD, thumb drive) (includes CT, photographs, x-rays)	\$3 per CD	\$30 per CD	Does not apply to District Attorneys in or out of county, interagency entities, or legal next of kin, included in current fees.
Re-cut tissue slides	\$25 per slide	\$30 per slide	Increased cost of services
Interrogatory/Written Questions	No Charge	\$50.00	Does not apply to District Attorneys in or out of county, interagency entities, or legal next of kin, included in current fees.
Proof of death letter	No Charge	\$30.00	Does not apply to District Attorneys in or out of county, interagency entities, or legal next of kin, included in current fees.

VACANT POSITIONS

The Office has four total vacancies, out of which the following two positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Forensic Fellow	30055358	1.00	296	The Office’s Fellow program only accepted one candidate based on qualifications, instead of two.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Investigations & Morgue Operations Chief	30003441	1.00	265	This will be a challenging position to fill due to the high level of complexity of the work and the amount and type of experience needed. The Office is also waiting to see results of Segal study to guide hiring.

FUTURE CONSIDERATIONS

The Office is considering significant investments in IT and facility-related improvements. Data storage and software needs have made the Office look towards improving current software, as well as for longer-term solutions to ongoing mechanical and software issues. The Office is currently working with ITS to transition to a new database management system for case data as well as a storage solution for DICOM images generated by the Office's CT Scanner, x-ray and dental equipment. The current CT scanner is beginning to reach its end of life, and the Office included in its budget submission a request to begin procuring a new one. The Office is working through different facility investments, including building a water reserve tank to supply the office with water during emergencies and a facility management contractor approved in FY 2023. There are several requests in the subsequent analysis section that touch on facility security and facility space. In the coming fiscal years, both the high-value equipment the Office uses on a regular basis and the facility itself could lead to greater operating budget needs for the Office.

Additionally, there are important developments in the Office's personnel budget. The Office recently hired a new Medical Examiner Deputy who will assist the office in maintaining appropriate workload levels according to standards set by the National Association of Medical Examiners. The Office states compression has become an issue within their workforce and has worked with HRMD to relay these concerns as part of the ongoing County-wide market study with Segal Consulting.

FY 2025 BUDGET REQUEST ANALYSIS

OPERATING REQUESTS

REQUEST #4: NEW VEHICLE

<i>Program:</i>	Investigations			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	85,133	85,133	-	-
Dpt Total	\$ 85,133	\$ 85,133	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 85,133	\$ 85,133	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Office requests capital resources for an additional vehicle. The Office has four vehicles primarily used by ME Investigators for attending death scenes. Office vehicles are also used by forensic pathologists when they are testifying in court, by admin staff to pick up work-related materials, and by staff attending offsite meetings. The Office has not added a new vehicle since 2007. Since 2007, Travis County autopsies and external exams increased by 93 percent, and on-scene investigations increased by 253 percent. As caseload and staffing have increased, the Office is experiencing more days when insufficient vehicles are available to meet its operational needs.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends approval of this requested vehicle. The primary users of vehicles within the ME’s Office are ME Investigators. The Investigations division has 15 FTEs. In FY 2007 when the Office was last authorized for an additional vehicle, there were 10 FTEs within this division. The ratio of investigators to vehicles has grown from 1:2.5 in FY 2007 to 1:3.75 in FY 2024. An additional vehicle in FY 2025 would lower the ratio back down to 1:3. On-scene investigations require driving throughout the County, and the additional growth in this metric over the last 17 years merits an additional vehicle.

REQUEST #5: TRANSPORT CONTRACT

<i>Program:</i>	Administration (138)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	776,364	-	-	-
Subtotal	\$ 776,364	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 776,364	\$ -	\$ -	\$ -
Earmark Allocated	-	810,977	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 810,977	\$ -	\$ -
Dpt Total + Earmarks	\$ 776,364	\$ 810,977	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Office’s transport contract will be going out for bid in FY 2024. The contract was last awarded in 2019 and with a fixed price per transport for the entire length of the contract, based on pre-pandemic costs. The Office is anticipating a new contract with a transport rate up to three times higher than the current rate.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends an earmark totaling \$810,977 in ongoing resources against the Allocated Reserve for the Medical Examiner’s Office for transport fees impacted by higher caseloads.

The Office is soliciting a new contract for the transportation of in-county decedents to the Medical Examiner’s facility. The Office anticipates its workload will grow by 3 percent and the cost of the new contract will be between double and triple the current per-transport cost.

PBO evaluated the Office’s request against historical data on transport fee expenditures. This was evaluated based on historical caseload and forecasts on workload and potential new contract costs from the Office. The table below shows the total amount of in-county autopsies, external exams, the total transports, the estimated costs, and actuals spent in each fiscal year since FY 2019 on transport fees. As the analysis shows, transport costs increased in FY 2021 and continued in FY 2022. The projected expenditures for FY 2022 and FY 2023 were greater than the original amount budgeted in those years.

Table 1: Historical Data on Transport Costs

<i>Fiscal Year</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>
External Exams	290	434	472	518	491
Autopsies	909	1210	1,443	1,420	1,417
Total Transports	1,199	1,644	1,915	1,938	1,908
Total Estimated Transport Cost	\$233,805	\$320,580	\$373,425	\$377,910	\$372,060
Actuals	\$243,699	\$324,948	\$369,135	\$384,725	\$389,236
Percent difference of actual from estimate	4.23%	1.36%	-1.15%	1.80%	4.62%

PBO created a two-scenario forecast based on the doubling and tripling of the transport contract rate. Currently, the office's transport contract budget is \$366,636, which will not be sufficient to cover the increased costs in both forecasted scenarios. Each forecast uses a 3 percent YoY (year over year) workload growth rate (provided by the Office) and an adjustment of forecasted expenditures to actuals of 2.17 percent, based on the previous five fiscal years. The Office also anticipates a level workload from FY 2023 to FY 2024.

Table 2: Forecast if Rate Doubles

<i>Fiscal Year</i>	<i>FY 2025</i>	<i>FY 2026</i>	<i>FY 2027</i>	<i>FY 2028</i>	<i>FY 2029</i>
TC External Exams	506	521	537	553	569
TC Autopsies	1,460	1,503	1,548	1,595	1,643
Total	1,965	2,024	2,085	2,147	2,212
Estimated Transport Cost	\$783,075	\$806,568	\$830,765	\$855,688	\$881,358
Current Budget	\$363,636	\$363,636	\$363,636	\$363,636	\$363,636
Estimated Shortfall	(\$419,439)	(\$442,932)	(\$467,129)	(\$492,052)	(\$517,722)

Table 3: Forecast if Rate Triples

<i>Fiscal Year</i>	<i>FY 2025</i>	<i>FY 2026</i>	<i>FY 2027</i>	<i>FY 2028</i>	<i>FY 2029</i>
TC External Exams	506	521	537	553	569
TC Autopsies	1,460	1,503	1,548	1,595	1,643
Total	1,965	2,024	2,085	2,147	2,212
Estimated Transport Cost	\$1,174,613	\$1,209,852	\$1,246,147	\$1,283,531	\$1,322,037
Current Budget	\$363,636	\$363,636	\$363,636	\$363,636	\$363,636
Estimated Shortfall	(\$810,977)	(\$846,216)	(\$882,511)	(\$919,895)	(\$958,401)

A tripling of transport costs will necessitate \$810,977 in resources outside the Office's current budget. The FY 2024 Adopted Budget includes an ongoing Earmark against the Allocated Reserve of \$108,225 for increased transport costs. Due to the new contract being in the solicitation process, PBO recommends a total for FY 2025 of \$810,977. PBO will work with the Medical Examiner's Office to identify true costs as the Office works with purchasing to implement a new transportation contract.

REQUEST #7: MICROSCOPE AND ACCESSORIES

REQUEST #13: HIGH POWERED MICROSCOPE LENSES

REQUEST #15: DOOR RELEASE

REQUEST #16: LABORATORY EQUIPMENT AND SUPPLIES

<i>Program:</i>	Pathol,ogy, Toxicology, Administration			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	89,337	89,337	-	-
Subtotal	\$ 89,337	\$ 89,337	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 89,337	\$ 89,337	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 89,337	\$ 89,337	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

REQUEST #7: MICROSCOPES AND ACCESSORIES - \$41,822

When the Office requested the new forensic pathologist position as part of the FY 2024 budget process, a microscope was not included as part of the request. The Office is also requesting three camera attachments for the existing microscopes and upgrades to the three oldest microscopes in its inventory. The microscope is a critical tool used daily by the forensic pathologist to examine microscopic specimens obtained from the decedent during the autopsy. Depending on the case, forensic pathologists may obtain brain, lung, liver, heart, kidney, or other organ specimens, which are made into slides by the histology technician and then viewed by the forensic pathologist as part of their forensic examination. The requested cameras allow the doctor to take a picture of an image being viewed on the microscope. These images are included as documentation in the case file to substantiate the cause and manner of death. They may also be used when the doctor testifies in court.

REQUEST #13: HIGH POWERED MICROSCOPE LENSES - \$5,530

The Office requests ten 60x High Dry Objective Lenses for each doctor’s microscope. The 60x lens allows for greater magnification when viewing histology slides. Currently, magnification is limited to 40x. For many of the cases autopsied, the forensic pathologist will collect specimens from different organs such as the heart, brain, lungs, liver, etc. Those specimens are given to a histology technician who processes the tissue and creates microscopic slides with the specimen sample on it. The forensic pathologist will examine the slide under the microscope to determine what cellular information exists that may be relevant to cause and manner of death. The stronger lens will allow better visualization for the pathologist.

REQUEST #15: DOOR RELEASE – \$4,460

The Office requests to upgrade an existing door from a standard door to one that opens with a push plate and sensor. Currently, the area between the main building and the morgue has a small room with two doors. One of the doors has an automatic opener, allowing staff to push a button to enter the morgue. The other door is a standard door with a crash bar.

Carrying large items or pushing a cart through the two doors is difficult because there is limited space; one door opens with the push of a button, and the other uses a crash bar. The crash bar requires pressure on the door, which is difficult if carrying large supply items or pushing a cart.

REQUEST #16: LABORATORY EQUIPMENT AND SUPPLIES - \$10,500

The Office requests funding for necessary laboratory equipment and supplies to assist the Toxicology Laboratory in its work. These requests are services and equipment not currently budgeted and are required for the lab's accreditation and daily function. They include the following:

- On-Site Pipette Calibration;
- Vortex Machines;
- Volatiles Vial Crimper;
- Weight Set; and
- Gas Purification Filter Replacement.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends \$89,337 in one-time operating funding for the following items on the basis that they help maintain the current level of effort within the Medical Examiner Office's primary business processes:

- \$27,165 for replacement cameras for death investigators;
- \$18,181 for a microscope for its forensic pathologist position funded in FY 2024;
- \$17,116 for three microscope cameras;
- \$10,500 for replacement and necessary inspections of toxicology equipment;
- \$6,585 to upgrade three older microscopes with limited functionality;
- \$5,330 for high powered dry objective lenses; and
- \$4,460 for an upgraded door release mechanism.

REQUEST #6: MOON DATABASE SOFTWARE MAINTENANCE AND SUPPORT

<i>Program:</i>	Administration (138)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	107,000	107,000	57,000	57,000
Subtotal	\$ 107,000	\$ 107,000	\$ 57,000	\$ 57,000
Capital	-	-	-	-
Dpt Total	\$ 107,000	\$ 107,000	\$ 57,000	\$ 57,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 107,000	\$ 107,000	\$ 57,000	\$ 57,000

DEPT. SUMMARY OF REQUEST

The Office’s database management system was recently upgraded because the application was outdated and could no longer be safely supported by the contracted vendor or Travis County. Case-related data dating back to 2000 is captured and stored in an extensive database and associated with an application called Moon. The Office recently transitioned from VAST, a database application hosted by Travis County, to Moon, a web-based application hosted by the vendor, VertiQ. Information Technology Services (ITS) budgeted the costs of the transition and the initial maintenance, support, and storage fees associated with the new application. ITS and the Office agreed after implementation ongoing costs would be covered in the Office’s budget. Since the amount of data stored will grow each year, there will be yearly increases in the cost of storing data, and there may be increases in the maintenance and support cost of the application.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends approval of this request. In January 2024, the Medical Examiner's Office transitioned to a new database system because the old system was no longer supported by the vendor. The system holds case-related data from the last 24 years. The initial transition cost was budgeted in Travis County Information and Technology Services (ITS); subsequent costs related to the system and support were agreed to be budgeted within the Medical Examiner's budget. Funding was included in the FY 2025 cost drivers in anticipation of this need.

REQUEST #8: COVID-19 TESTING

<i>Program:</i>	Pathology (138)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	25,000	25,000	25,000	25,000
Subtotal	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Capital	-	-	-	-
Dpt Total	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000

DEPT. SUMMARY OF REQUEST

The Medical Examiner’s Office requests \$25,000 in ongoing funding to cover the costs of necessary COVID-19 testing. The Office has tested decedents for COVID-19 when indicated or requested since FY 2020. Testing is done when requested by the forensic toxicologists based on the circumstances of the case. In 2021, the Office tested 1,119 decedents. In 2022, the Office tested 716 decedents for COVID-19. Testing is done by CPL, a contracted provider with Travis County. The Office previously utilized federal funding for these services. This federal funding will not be available in FY 2025.

The Office notes that there are still cases examined where COVID-19 is determined to be the cause of death. Due to cases of COVID-19, Influenza, RSV, and other viral illnesses in the community, testing for these illnesses will continue to be a necessary component of examinations. Currently, based on the clinical findings by the pathologist or requests from Justices of the Peace ordering autopsies, COVID-19 testing may be ordered as a singular test (\$70), as part of a COVID 19/Flu A/B test (\$142), or as part of a respiratory panel (which includes RSV) (\$524).

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends approval. Since the outset of the COVID-19 pandemic, the Medical Examiner's Office has tested decedents for COVID-19 when requested by its forensic toxicologists. Although the frequency of testing has decreased from its high in 2021, the Office still regularly conducts singular COVID-19 tests, COVID-19/Flu A/B tests, and full respiratory panels, which include COVID-19 testing. Previously, the office utilized federal funds for COVID-19 response that will no longer be available in FY 2025. Funding was included in the FY 2025 cost drivers in anticipation of this need.

REQUEST #9: SECURITY ENHANCEMENTS

<i>Program:</i>	Administration (138)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	84,010	84,010	-	-
Subtotal	\$ 84,010	\$ 84,010	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 84,010	\$ 84,010	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 84,010	\$ 84,010	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Medical Examiner’s Office requests one-time funding to cover the costs of Safety and Security enhancements. The security team assigned to the facility worked to evaluate the safety features of the facility and highlighted some of its vulnerabilities. The submitted request seeks to enhance external security and help protect county staff.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends one-time operating funding for the Safety and Security enhancements because they will help maintain the facility's safety and integrity during dangerous incidents and protect County staff.

REQUEST #10: DATA STORAGE AND VIEWER FOR X-RAY IMAGES

REQUEST #11: CT SCANNER

<i>Program:</i>	Pathology (138)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	1,024,696	209,910	-	-
Subtotal	\$ 1,024,696	\$ 209,910	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 1,024,696	\$ 209,910	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	814,786	-	-
Total Earmarks	\$ -	\$ 814,786	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,024,696	\$ 1,024,696	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The two requests below are related to replacing the Office’s CT scanner. The first request is to migrate the current platform that stores images generated by scans to a new software, which will improve workflow and storage capacity. The second request is to replace the current CT scanner which is reaching the end of its useful life and experiencing reliability issues impacting the Office’s operations.

DATA STORAGE AND VIEWER FOR X-RAY IMAGES - \$209,910

The Medical Examiner’s Office requests \$152,720 in one-time and \$57,190 in ongoing funding to migrate its CT scan image viewer and file-storing software to a new platform. Radiographic images are stored as DICOM files. Viewing DICOM files requires special software. Some images, such as standard x-rays or dental x-rays, are two-dimensional and can be viewed with a variety of DICOM viewers. CT images are three-dimensional, and full interpretation requires software that allows for the manipulation of the 3D image so that it can be viewed at all angles. This requires a much more sophisticated viewer. The Office’s current DICOM viewer does not have the capacity for the necessary long-term storage of images. The Office has worked with ITS on an internal storage solution as well as engaged with a vendor that will provide a viewer that is compatible with any brand or model of CT scanner. This request is for one-time funds for five licenses and ongoing funds for estimated maintenance fees related to the new viewer.

CT SCANNER- \$814,786

The Medical Examiner’s Office requests \$702,661 in one-time and \$112,125 in ongoing funding for a CT scanner to replace its current model, which was put into service in 2018. The Office notes the scanner has had a significantly higher workload than in a typical hospital setting where this equipment is normally stationed. In the past year, there have been many indicators that the scanner is reaching the end of its useful life. In FY 2024, the scanner has malfunctioned about 20 times, in two of those times it was down for about a week. CT scans are involved in every autopsy workflow, and any interruptions in scanner availability will lead to workload impacts. The Office is averaging about two service calls per week in FY 2024. The Office has had multiple warranty disputes with the vendor, which has further created workload impacts with administrative staff. The requested amount is an estimated cost prepared by the Office’s director of forensic imaging. The estimated cost includes

\$702,661 in one-time funding for the procurement and installation of the new scanner and \$112,125 in one-time funding for a warranty to accompany the machine.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

DATA STORAGE AND VIEWER FOR X-RAY IMAGES - \$209,910

PBO recommends \$209,910 in one-time funding to implement a new DICOM image viewer system in the Medical Examiner's Office. The current system used by the office has limited storage capacity and interoperability. The Office has not been satisfied with its current product and has noted many deficiencies and a lack of support in its current viewer system. The new system will allow greater flexibility and enhance workflows in anticipation of a replacement CT Scanner. In addition, the system will meet the Office's image storage needs for the foreseeable future and be interoperable with different pieces of equipment. The one-time funding will allow the Office to transition to the new system and pay estimated maintenance fees for the service in the first year. PBO will work with the Office to determine future ongoing amounts of this contract and direct the Office to submit a request for any ongoing costs as part of the FY 2026 budget process.

CT SCANNER – EARMARK - \$814,786

PBO recommends one-time CAR funding within the office of \$814,786 to implement the new scanner. The Office is currently in the early stages of replacing its end-of-life CT Scanner. The CT scanner is essential for the operations of the Office and is involved in all pathology workflows. All decedents are scanned, and each forensic pathologist is trained to read them. The information gathered from the scans is included in autopsy reports distributed by the Office. The current scanner has degraded over time, and the manufacturer has provided inconsistent support. It has undergone 15,255 scans, each producing 3,000 images, for a total of 46.6 million. This Earmark will allow the Office to begin the solicitation process and work towards a replacement scanner in FY 2025. The amount earmarked includes an estimate for the cost of the scanner as well as the cost of the first year of a warranty for the scanner. PBO will work with the Office as it implements the new scanner to determine future ongoing costs for the replacement equipment and direct the Office to submit a request for any ongoing costs as part of the FY 2026 budget process.

REQUEST #12: DESIGN STUDY FOR AUTOPSY TECH AREA

<i>Program:</i>	Administration (138)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	80,000	-	-	-
Subtotal	\$ 80,000	\$ -	\$ -	\$ -
Capital	-	80,000	-	-
Dpt Total	\$ 80,000	\$ 80,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 80,000	\$ 80,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Medical Examiner’s Office requests one-time funding to cover the costs of a design study to develop an architectural plan to remodel the existing space that houses autopsy technicians' workspaces. When the facility was opened in FY 2018, the Office was authorized for six autopsy technician FTEs, including the Chief Autopsy Technician. Due to workload increases in cases over the past five years, the Office now has twelve autopsy technician FTEs, including the Chief and Deputy Chief Autopsy Technician. The current space cannot accommodate the current number of staff. The Office requires expertise to determine what is feasible to address this space issue and develop a cost so that it can be brought forward during a subsequent fiscal year.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends one-time CAR funding for the design study. The current space in the back of the facility has reached capacity, and the one-time funds will allow the Office to work with FMD and Purchasing to begin the process of redesigning the area to accommodate the growth of staff and workload.

REQUEST #17: FACILITIES MANAGEMENT CONTRACTOR

<i>Program:</i>	Administration (138)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	250,000	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 250,000	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 250,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This request is a renewal of an Earmark against the Allocated Reserve originally authorized in FY 2023 and continued in FY 2024 in the amount of \$250,000 of ongoing funding to support contracted facility management services for the Medical Examiner’s facility. The history of operational problems at this facility, which began at building acceptance, supports the County seeking an outside facility-management contractor experienced in the operation and maintenance of medical facilities with the technological complexity and operational requirements of the County Medical Examiner’s Office.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO has included ongoing funding of \$300,000 within the Facilities Management Department (FMD) draft recommendations for a contract with a facility management services company for the Medical Examiner’s facility. The issues the Office has faced since the original construction of the building have hampered operations. Issues such as unreliable power backup, unreliable heating and cooling, electronic secure door and gate access, and non-working high-temperature alarms create liability and public safety concerns. FMD is working towards procuring a vendor after prior delays.

REQUEST #18: WATER RESERVE TANK

<i>Program:</i>	Administration (138)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	150,000	-	-	-
Total Earmarks	\$ 150,000	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 150,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This request is to continue an Earmark against the Capital Acquisition Resources (CAR) Reserve approved in the FY 2024 Adopted Budget. The Office requested an emergency water supply system in the event that water is not available to its facility. Since that time, the Office has been discussing this need with the Facilities Management Department (FMD), and a transfer of \$100,000 was approved on April 9, 2024 by the Commissioners Court to begin the process of design of the water tank.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

As part of the FY 2024 Adopted Budget, one-time resources of \$250,000 were added as an Earmark against the CAR Reserve to procure or construct a water reserve tank at the Medical Examiner’s Office. The in-process water tank will help the Office maintain operations during water outages and enhance the Office’s resiliency during emergency events. In 2021 and 2022, the Medical Examiner's Office experienced impacts from weather-related events. During Winter Storm Uri, the facility flooded and lost heat but did not lose water or power. In 2022, the Office was on a generator for almost four days during winter weather events. In the past few years, the Office has been contacted by the City of Austin and informed that water could be shut off to the building due to nearby construction or other external events with little prior notice. The Office has collaborated with the City to avoid water shutoffs to date. Still, these incidents have demonstrated how a backup water source is vitally important to the continuity of operations for the Office. If water were turned off in the facility or otherwise unavailable, the Office would be unable to perform its core required functions and could quickly become overwhelmed with a backlog of autopsies that need to be performed. On April 9th, 2024, the Commissioners Court released \$100,000 of the Earmark to solicit civil engineers to design the water reserve tank. PBO has included funding of \$1,200,000 in the FMD budget for the construction of the water tank. This includes the previously earmarked \$150,000.

REQUEST #20: INCREASE IN LAB AND MORGUE SUPPLIES

<i>Program:</i>	Administration (138)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	31,340	75,000	75,000	75,000
Subtotal	\$ 31,340	\$ 75,000	\$ 75,000	\$ 75,000
Capital	-	-	-	-
Dpt Total	\$ 31,340	\$ 75,000	\$ 75,000	\$ 75,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 31,340	\$ 75,000	\$ 75,000	\$ 75,000

DEPT. SUMMARY OF REQUEST

The Office requests that \$31,340 in funds that were earmarked last year for lab and morgue supplies be included in its budget as ongoing funding. The office notes that it required transfers from its personnel to its operating budget to meet operating obligations in the previous two fiscal years.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

There has been an increased caseload for the Office over the prior fiscal years, and the Office has regularly fully expended its operating budget, requiring budget adjustments from other resources to offset these increased costs. Given recent expenditure trends over the last few fiscal years, inflation, and service cost uncertainty, PBO recommends \$75,000 in ongoing operating funding to supplement the lab and morgue supplies budget.

REQUEST #21: FACILITY FURNITURE AND FURNISHINGS (LATE REQUEST)

<i>Program:</i>	Administration (138)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	86,600	86,600	-	-
Subtotal	\$ 86,600	\$ 86,600	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 86,600	\$ 86,600	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 86,600	\$ 86,600	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Since accepting its new facility in January 2018, the office has grown from 40 to 58 employees. As a result, the office is requesting some furniture and furnishings for the facility. Furnishings include standing desks, conference room chairs, office renovations, and additional computers.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends \$86,600 in one-time funding for the requisite furnishings. The Medical Examiner’s Office has had a dramatic growth in FTEs over the last six fiscal years due to the growth of workload. Further, the office is an on-site workplace with little to no opportunities for remote work. This request will help optimize existing spaces within the current facility for staff and create a more comfortable and accommodating workspace for employees across the office.

PERSONNEL REQUESTS

REQUEST #1: SALARY ADJUSTMENTS

<i>Program:</i>	Administration (138)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	1,521,663	-	-	-
Operating	-	-	-	-
Subtotal	\$ 1,521,663	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 1,521,663	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,521,663	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Office requests ongoing personnel resources to improve staff recruitment and retention. The Office conducted an internal market analysis using data from other Texas medical examiner offices to create market pay ranges for each position within the Office. Based on those pay ranges, the Office identified where individual staff members should be placed based on market, qualifications, experience, and knowledge. The request is to implement this internal market analysis to make the Office more competitive within the Texas market.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

The intent of this request is for the Medical Examiner's Office (MEO) to address compensation issues that limit the Office's ability to recruit and retain staff. In its request, the Office notes the impacts recent vacancies and staffing issues have had on Office productivity as well as the essential services it provides to the community. The Office cites substantial compression issues within its current compensation structure, as well as multiple instances of employees leaving due to higher-paying opportunities. The request also notes that most staff are unable to live in Travis County, given current compensation, and commute mainly from neighboring jurisdictions. Most of these comments, however, apply to many other County offices and departments as well.

PBO notes that the third-party consultant contracted to do the market study for the County, Segal Consulting, was unable to benchmark several types of positions within the Office due to their unique job functions and responsibilities, such as Pathologists. No other County in the comparator list used by Segal Consulting has a Medical Examiner's Office. As such, Segal's market data for certain job classifications is limited or inappropriate due to the unique nature of the MEO's functions. However, PBO is unclear at this time whether this data gap applies to all job titles within the MEO, or just a more limited specific subset.

After consulting with HRMD and due to limited ongoing revenue, PBO cannot support the compensation changes the Office is proposing at this time. As the County is currently conducting and eventually implementing a County-wide compensation study, PBO believes it would not be optimal or equitable to make large-scale compensation investments outside of this framework for positions which Segal has appropriate comparator data. Given the ongoing study, PBO recommends that the Office work with HRMD and PBO throughout the remainder of this process to identify any concerns that can be addressed through the compensation study for these job titles.

However, PBO notes that some jobs in MEO may need a market adjustment that will not be proposed as part of Segal's findings due to the lack of data issue described above. In this instance, PBO will continue to work with the Office to address its concerns regarding compensation for these positions in a way that is comparatively equitable to any overall County changes that may be made based on market data and available funding. HRMD and PBO need to evaluate the final data from Segal, expected in late June, and formulate options for Commissioners Court to consider later this summer as part of a list of other compensation related issues.

As discussed publicly with the Commissioners Court, the expected cost of the Segal study's recommendations will likely take more than one fiscal year to implement. As a result, a phased approach will be needed. Depending on prioritization recommendations of the Segal study from HRMD and PBO staff, as well as other compensation and non-compensation related priorities of the Commissioners Court to be considered, there is no guarantee that any changes to MEO's positions recommended as part of the Segal study would be implemented in FY 2025. Other market changes that may be needed outside of the Segal study's recommendations would also be competing for the same limited resources for compensation County-wide.

REQUEST #2: RECORDS ANALYST

<i>Program:</i>	Administration (138)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	1.00	1.00	1.00
Personnel	79,041	83,681	83,681	83,681
Operating	1,660	1,660	-	-
Subtotal	\$ 80,701	\$ 85,341	\$ 83,681	\$ 83,681
Capital	2,940	2,940	-	-
Dpt Total	\$ 83,641	\$ 88,281	\$ 83,681	\$ 83,681
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 83,641	\$ 88,281	\$ 83,681	\$ 83,681

DEPT. SUMMARY OF REQUEST

The Office requests ongoing personnel resources for a Records Analyst to handle all medical record requests for the Office due to the increased volume and complexity of requesting and receiving medical records of decedents. As part of the death investigation and forensic examination, doctors review the medical records of decedents. This includes EMS records, hospital records, nursing home records, etc. Requesting and receiving medical records is currently handled by the Office’s Death Investigators but has become increasingly time-consuming as the number of requested records has increased over time. The doctor determines what records are needed and from where and directs staff to request them. The Office started tracking medical records requests in 2022. In 2022, the Office received 3,452 medical records. In 2023, the office received 4,467 requests, a 29.4% increase from the prior year. So far this calendar year, the office has received 5,349 records and is on target to significantly increase from last year.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Records Requests for Documents & Information	N/A	4,307	4,393	4,480	4,480	4,569
<i>New Measures</i>						
Medical Records Received	N/A	N/A	N/A	5,000	5,100	5,200

PBO RECOMMENDATION

The above request outlines a significant need for additional records management capacity with the Medical Examiner’s Office. The current delegation of duties limits investigators' capacity and creates inefficiencies in the records-requesting process. The investigations division has a significant workload, and recent feedback and data has shown an increased need for the delegation of additional duties outside the division. Thus, PBO recommends \$83,681 in ongoing and \$1,600 in one-time

funding to fund a records analyst position to address an increasing records request burden. This will increase the Medical Examiner's Office's FTE count by 1.0 FTE.

REQUEST #3: SOCIAL WORKER

<i>Program:</i>	Administration (138)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	72,909	-	-	-
Operating	560	-	-	-
Subtotal	\$ 73,469	\$ -	\$ -	\$ -
Capital	2,940	-	-	-
Dpt Total	\$ 76,409	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 76,409	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Office requests ongoing personnel resources for a Social Worker to serve as the main point of contact for grieving family members interacting with the Office and would provide information to families in an empathetic, supportive manner. The position would handle phone calls, deal with families who come to the Office and communicate with various members of the family. All interactions would be documented. The Office reports in its request that it can receive up to 20-30 calls per day from family members. Answering these calls is currently done by existing staff, who often feel unprepared to handle working through intense grief with families of the deceased. In addition, the position would provide support to staff who are handling difficult case assignments, such as brutal homicides, child deaths, mass fatalities, or other emotionally challenging circumstances.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

The above request outlines a need for additional counseling and client-facing services within the Office. Having these services done by current staff can limit productivity as well as create additional emotional strain on staff. There is academic research¹ and evidence from peer entities that integrating a social worker within a Medical Examiner’s Office to provide follow-up support and refer grieving families to services is effective for helping next of kin deal with loss.

1 Kintzle S, Bride BE. Intervention following a sudden death: the social work-medical examiner model. Health Soc Work. 2010 Aug;35(3):221-4. doi: 10.1093/hsw/35.3.221. PMID: 20853649.

In looking at other Texas counties, PBO noted different approaches to offering client-facing services and grief counseling in other Medical Examiner Offices. Tarrant County ME's Office utilizes a part-time family advocate and has a detailed family services section on its web page. Harris County ME's Office has multiple victim assistance specialists as well as family liaison representatives; these positions help families find information, refer them to services, and help them work through the very sudden grieving process. Bexar County has a family assistance specialist on staff to refer families to services and provide limited grief counseling. Ultimately, offering these services requires additional resources, and the specific impact on existing staff is hard to quantify.

The current delegation of duties limits the capacity of the current staff and does not provide a dedicated resource for a considerable client-facing and counseling workload. Although there is a compelling need, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget due to very limited resources. SB 2 (86th Legislature) does not allow Commissioners to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside of specific eligible adjustments per statute.

The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include county-wide compensation and benefits as well as contractual and other mandated/required expenditures as we know them.

PBO also notes that based on discussions with HRMD, the Social Worker job title may not be the most appropriate for the functions described in the request. The position would perform a similar function to existing Victim Counselor positions in TCSO and the District Attorney's Office, though PBO understands that many of the cases in the MEO that would need this service don't originate from criminal activity and aren't "victims" in this legal sense. If the Office is open to exploring this solution, PBO, HRMD, and the Office would need to agree upon the correct title so PBO could cost the position appropriately.

REQUEST #19: INCREASE IN OVERTIME

<i>Program:</i>	Administration (138)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	23,995	-	-	-
Operating	-	-	-	-
Subtotal	\$ 23,995	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 23,995	\$ -	\$ -	\$ -
Earmark Allocated	-	20,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 20,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 23,995	\$ 20,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Office requests ongoing personnel resources for additional overtime expenses outside of its existing personnel budget. In its FY 2024 budget submission, the Office requested an increase in its overtime budget. The Office has spent more than budgeted for overtime for the past few years, including last year, and it anticipates that will continue to be the case. Instead of earmarking overtime next year, the Office would request that these funds be added to its ongoing budget.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

The Commissioners Court approved a \$23,995 earmark in FY 2024 for overtime. PBO again recommends a one-time Earmark against the Allocated Reserve for resources for additional overtime expenses. PBO evaluated the Office's overtime spending for the past five fiscal years to determine the size of the increase in overtime use during this period. The table below shows the amount spent on overtime for the Office each fiscal year and the projected amount of overtime spent for the remainder of FY 2024. It shows a deficit of \$15,915. PBO recommends this earmark to be \$20,000 for FY 2025. PBO also notes that the Office typically has at least several vacancies that rotate throughout the year, which generates savings. PBO would recommend that the Office internally fund any overtime overage using these salary savings before requesting to release the Earmark.

<i>Fiscal Year</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>	<i>2023</i>	<i>2024(projected)</i>
Overtime Expense	\$43,809	\$50,427	\$66,094	\$48,201	\$46,861
Overtime Budget	\$30,696	\$30,696	\$26,448	\$29,756	\$30,946
Surplus/Deficit	(\$13,113)	(\$19,731)	(\$39,646)	(\$18,445)	(\$15,915)

Planning and Budget Office (109)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	12
FY 2025 Preliminary Budget Recommendations Summary	13
Additional Information	15
FY 2025 Budget Request Analysis	18
Request #01: Pay Equity & Establish Career Ladder	18
Request #02: Budget Staff Career Ladders	18
Request #03: Investment Operations Expansion	20
Request #04: Budget Software	21
Request #05: Budget Office Technology/Management Needs	21
Request #06: DEI Reorganization and Expansion	23
Request #07: Economic Development Staff Expansion	25
Request #08: Policy and Planning Staff Expansion	25
Request #10: Small Business Program	25
Request #09: Collaborative Northeast District Plan	30
Request #11: Modernizing Space Standards	32

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The Planning and Budget Office (PBO) facilitates the efficient and effective use of county resources for the community's benefit.

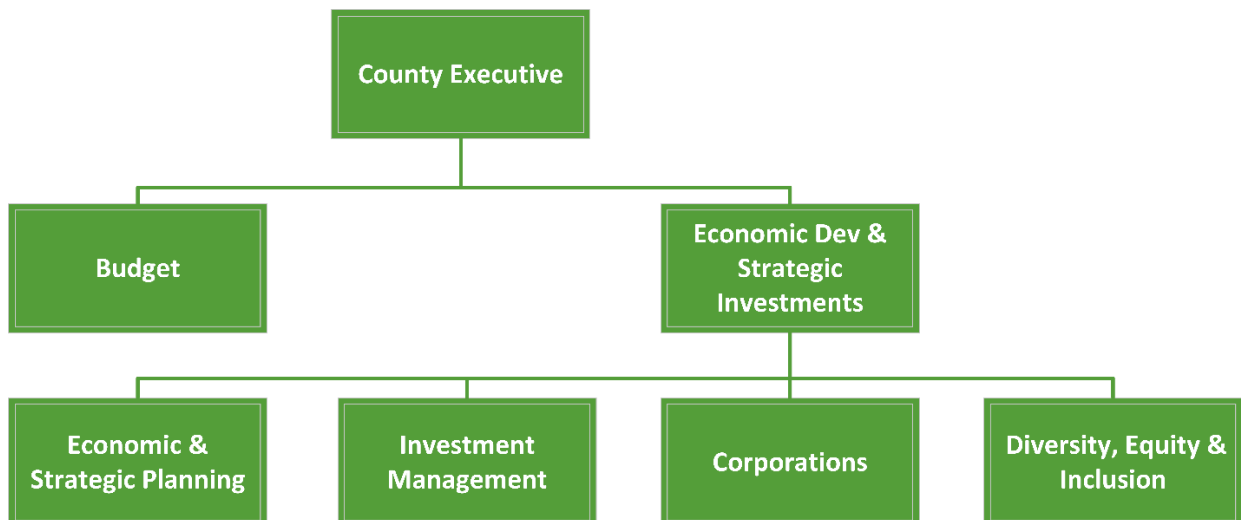
The Office has identified the following departmental goals:

- Maintain sound fiscal practices and adhere to the County's financial and budgeting policies and guidelines;
- Foster performance planning, budgeting, evaluation, and reporting;
- Represent the corporate budget perspective in County and external committees and working groups;
- Operate in an ethical and transparent manner and provide budget information in an understandable, timely, and comprehensive manner;
- Support innovative and informed decisions about the County's long-term direction, integrating strategic planning and analysis to support decision making;
- Provide long-range planning and guidance to departments and County entities to ensure facility needs are met on a timely basis;
- Invest County funds based on sound investment practices that adhere to the goals of the Public Funds Investment Act and the Travis County Investment Policy and Procedures;
- Maximize the County's investment yield within the parameters of the County's cash needs as well as the rules set forth by Federal, State, and County laws and directives;
- Efficiently and effectively manage the Depository Contract;
- Promote, support, and increase economic equity for residents of Travis County by expanding and maintaining economic and community development opportunities; and
- Pursue and process private activity bond issuance and other business development opportunities via all EDSI programs.

These align with the new County goals, "Supports all other County-wide goals," and, "Promote the well-being of our residents through social, economic, and health and safety initiatives."

The Office is budgeted in the General Government Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Supports All Other County-wide Goals" and are now linked to the County Goal, "Be a trusted and well-run county."

BUDGET:

The Budget division creates, presents, and monitors the annual budget for all offices and departments in the County. The program goals are:

- Maintain sound fiscal practices and adhere to the County's financial and budgeting policies and guidelines; and
- Operate in an ethical and transparent manner and provide budget information in an understandable, timely and comprehensive manner.

These goals are realized within the following objectives.

- Ensure adherence to County debt policies and follow best practices to maintain County's AAA bond rating;
- Ensure that all County offices and departments work within their approved annual budgets and comply with the annual budget rules, and facilitate solutions to budget issues that arise throughout the fiscal year;
- Prepare the annual County budget under Commissioners Court guidance that is balanced and meets all statutory requirements and deadlines; and
- Provide analytic, administrative and research support to the Commissioners Court and County departments and offices on issues with potential budget impacts such as elected officials' salary setting process, the fee setting process, the Tobacco Settlement, and indirect cost rate study.

Budget is a mandated function for the County. The State of Texas requires an adherence to a strict schedule related to the adoption of the County budget. This schedule governs when and how items related to the budget are performed. These include the setting of elected official salaries and the posting of advertisements regarding the tax rate. Texas Local Government Code Chapter 111 (Subchapter C) outlines these rules and requirements pertaining to Travis County.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Accuracy of General Fund expenditure estimate compared to actuals	96%	97%	97%	97%	97%
County bond rating - Standard and Poor's (AAA=1, AA =2; ... ; D=15)	1	1	1	1	1
End of Year Balance of Allocated Reserve	24,073,607	25,454,780	25,000,000	20,000,000	20,000,000
Number of budget adjustments processed	2,164	2,100	2,200	2,200	2,200
Number of personnel action forms processed	2,528	3,514	3,500	3,500	3,500

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percent of Allocated Reserve Spent	12%	18%	20%	20%	20%
Percentage of PBO budget recommendations in Adopted Budget	100%	100%	100%	100%	100%
Total Capital Fund value of budget requests reviewed for Preliminary Budget	158,000,000	128,000,000	160,000,000	164,000,000	166,000,000
Total General Fund value of budget requests reviewed for Preliminary Budget	116,000,000	112,000,000	115,000,000	125,000,000	127,500,000
Total number of budget requests reviewed for Preliminary Budget	542	522	500	550	555
Total Other Fund value of budget requests reviewed for Preliminary Budget	14,000,000	18,422,266	18,500,000	17,000,000	18,000,000

Most projected measures are on track with past performance. The measure, “Accuracy of General Fund expenditure estimate compared to actuals” remains below the targeted goal of approximately 99 percent accuracy. This variance was due to the reclassification of CRF funds against the General Fund that reduced General Fund expenditures that occurred after the expenditure estimate was finalized. This variance is slowly declining.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/ Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Budget Software and Staffing	\$146,661	1 SPW / 1 SPW	<p>The FY 2023 Adopted Budget included an earmark for a Business Analyst II Special Project Worker position to begin work on the project requirement development for a new dedicated budget production software system to help produce every component of the budget including, but not limited to: personnel budgeting, operating budgeting, capital budgeting, performance management, and reporting.</p> <p>PBO accessed this earmark on February 7, 2023, to hire the Business Analyst III (approved as a Business Consultant II SPW) through September 30, 2025. The position has been filled, and the Business Consultant II is working with the Purchasing and Auditor Offices to plan for requirements for the new product. This position has also assisted with other Business Consultant work of the Planning and Budget Office.</p>

INVESTMENT MANAGEMENT:

The Investment Management (IM) Division has three primary functions: manage cash, invest funds, and manage the bank depository relationship. In addition, IM provides cash management and investment services to the Travis County Healthcare District. The program goals of the Investment Management Division are:

- Invest County funds based on sound investment practices that adhere to the goals of the Public Funds Investment Act and the Travis County Investment Policy and Procedures;
- Maximize the County’s investment return within the parameters of the County’s cash needs as well as the rules set forth by Federal, State, and County laws and directives; and
- Efficiently and effectively manage the Depository Contract.

The objectives for this program are:

- Provide analytic, administrative and research support to evaluate investment strategies to maximize the rate of return while meeting cash flow needs;
- Maintain IM’s reputation of successfully selecting appropriate, low-risk investments that maximize yield and fit the County’s investment parameters and cash flow needs;
- Maintain both short and long-term County cash flow forecasting to ensure maximization of all investment opportunities; and
- Continue to closely analyze and manage the monthly account analysis to maximize the earnings credits up to \$10,000 which are allowed to be carried forward each calendar year and minimize the annual costs of the depository services.

This is a mandated program under the Public Funds Investment Act Texas Government Code Chapter 2256, which prescribes how local government funds may be invested, Texas Government Code Chapter 2257 which describes the management of County collateral, and Local Government Code Chapters 116, 117 and 262 for the management of the bank contract.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Compensating balances and interest earned in excess of bank service costs	10,000	10,000	75,000	75,000	75,000
FTE hours spent developing, implementing, and managing depository bank service contract	1,000	5,000	3,000	2,000	1,000
Interest earned per dollar of departmental costs	21	65	75	60	32
Portfolio yield over 12 month rolling 2-year treasury	-1	-2	-1	3	4

The division has also taken on additional responsibilities to assist with the fiscal related duties of the Public Improvement Districts and Chapter 381 agreements, along with liquidity requirements and progress benchmarks for the Civil and Family Courthouse project.

The following programs are linked to the County goal of, “Ensure the well-being of our residents through social, economic, and health and safety initiatives.”

ECONOMIC DEVELOPMENT AND STRATEGIC INVESTMENTS:

This division includes the management and administration of Investment Management, Strategic Planning, and the County Corporations. The program goal is to promote, support, and increase economic equity for residents of Travis County by expanding and maintaining economic and community development opportunities.

This is not a mandated program but works on projects and policies that are priorities of the Commissioners Court. EDSI currently manages two discretionary programs, Chapter 381 incentive agreements, and Public Improvement Districts. In

In addition, EDSI works on collaborative efforts with other local governments and the private and nonprofit sector to improve opportunity in Travis County and further equitable economic development.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of PID petitions received	0	0	2	6	4
\$ Amount of PID bonds issued	8,685,000	3,479,000	7,859,000	20,000,000	20,000,000

On October 17, 2023, the Commissioners Court approved proceeding with a Public Improvement District program and approved funding eight new positions across three Departments to support PIDs.

ECONOMIC & STRATEGIC PLANNING:

In 2017, the Strategic Resource Planning Division effectively became the Economic & Strategic Planning division, expanding its traditional role in advising and strategy related to long-range capital planning and real estate portfolio management to include economic development policy and planning in Travis County. This restructured the division to include both an internally focused capital strategy function and externally focused economic development promotion function. The program has the following goals:

- Provide the planning and analysis required to carry out the strategic initiatives of the Commissioners Court; and
- Promote, support, and increase economic equity for residents of Travis County by expanding and maintaining economic and community development opportunities.

The objectives for Long Range Planning are:

- Develop and maintain a County-wide Facilities Master Plan to guide county investments and inform the financial plan;
- Track internal growth data and develop trend information to ensure space is made available when it is needed by departments and customers; and
- Report on planning data and trends captured during the annual budget process.

The objectives for Economic Planning are:

- Develop initiatives to support community development and prosperity across Travis County, focused on the role the county can play in creating opportunity for our residents;
- Track countywide, unincorporated growth data and develop trend information; and
- Collaborate with regional partners to maximize impact and coordinate strategies.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Total jobs required by Chapter 381 economic development agreements	14,327	15,327	15,327	15,919	13,893
Total new investment required by Chapter 381 economic development agreements	959,618,924	2,453,596,798	8,131,569	0	0
% of facilities with documented plans	97%	97%	98%	98%	99%

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of Project Specific milestones met	0	1	7	9	9

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Marshall Plan	\$250,000	N/A	<p>Funding of \$250,000 was included to support a study and program design that would explore funding mechanisms that could support reinvestment into the County’s eastern crescent as well as the public investments intended to help individuals and families from communities of color to avoid displacement, benefit from higher opportunity in existing neighborhoods, and be able to age in place primarily through the provision of affordable housing and quality public infrastructure.</p> <p>In August 2023, the Commissioners Court passed a resolution to create a Collaborative Northeast District Plan with the City of Austin, as a pilot, with this funding attached to this new vision of the Marshall Plan. No funding has spent to date as staff was working through the negotiation and approval of an interlocal agreement.</p>

CORPORATIONS:

The Corporations are governed by State Civil Statute. The Housing Finance Corporation was incorporated under the Texas Housing Finance Corporation Act (Local Government Code 394). The Health Facilities Development Corporation was incorporated under the Health Facilities Development Act. The Cultural and Education Facilities Finance Corporation was incorporated under the Cultural Education Facilities Finance Corporation Act. The Capital Industrial Development Corporation was incorporated under the Development Corporation Act. The Development Authority was incorporated under the Texas Transportation Code and Local Government Code 394. The TCC Hill Country Development Corporation and the Capital Economic Progress Corporation were incorporated under Section 501(c)(3) of the Internal Revenue Code of 1986. The Travis County Public Facilities Corporation was incorporated under the Public Facilities Corporation Act (Local Government Code 303). The program has the following goal:

- Pursue and process private activity bond issuance and other business and economic development opportunities via all EDSI programs.

The Travis County Corporations are a part of Economic Development and Strategic Investments.

Economic Development and Strategic Investments is an interdisciplinary team whose charge is to leverage the use of County resources and tools to meet the changing needs of the community in an effective manner. Economic Development and Strategic Investments focuses on the County’s goals of creating an equitable, sustainable, and prosperous Travis County.

Work teams created through this unit focus on the use of county resources to promote benefit to the County and the taxpayer in the following ways:

- Promoting and implementing tools available to Travis County to support economic development;
- Detailed demographic, economic, and financial analyses to support decisions related to county investments and re-investments;
- Developing plans for the use of County-owned property to support county service delivery, housing needs, local business development, and neighborhood quality of life; and
- The development of a 20-year Capital Investment Plan.

In addition to interdisciplinary work team activities, the Travis County Corporations have specific discrete functions that are addressed as a part of the divisional goals and objectives. The following is an overview of these Goals.

- Maintain sound compliance practices and adhere to the Corporations' policies and guidelines;
- Establish and maintain programs benefitting residents of Travis County and expand programmatic footprint across the Corporations;
- Pursue and process private activity bond issuance and other business development opportunities via all Corporations; and
- Promote informed decision-making, particularly regarding the Travis County Housing Finance Corporation's involvement in partnership transactions, to optimize outcomes over the long-term.

These goals are met through the following ongoing tasks:

- Ensure that the Corporations' bond portfolio is in compliance, particularly TCHFC's multifamily property portfolio; ensure staff is educated on relevant regulatory and bond market changes;
- Promote Corporations' policies and mission supporting and increasing opportunities for residents of Travis County by expanding economic development opportunities through all Corporations;
- Process applications requesting private activity bonds from all County Corporations. Perform due diligence determining the most appropriate projects that will maximize opportunities to build a better County through strategic public investment and bring before the Board for approval;
- Continue to administer existing, approved rental assistance and down payment assistance programs;
- Work with the Board of Directors to identify and establish new housing-related programs using revenue earned from TCHFC's role as General Partner in 4 percent multifamily tax credit/bond transactions;
- Continue to work with interdepartmental groups and external groups to identify specific sites/corridors for redevelopment to maximize potential value and use to the County and constituents;
- Identify and establish new programs to encourage economic development in other sectors, targeting priorities established by the Board for all Corporations;
- Foster and develop collaborative relationships with County staff and departments as well as City departments and other organizations to better serve our constituents and enable the Corporations to expand programs most effectively and efficiently in conjunction with these partners;
- Perform due diligence determining the most appropriate projects that will maximize opportunities to build a better County through strategic public investment and bring before the Board for approval;
- Establish relationships with credible and approved third party consultants to provide the most comprehensive vetting and assessing of potential projects in industry sectors new to the Corporations; and
- Actively pursue opportunities to ensure all Corporations become financially self-sufficient and cash flowing via bond issues, fees and activity.

Corporations does the following work related to Public Improvement Districts:

- Application review;

- Analysis from housing affordability perspective, impact on local communities, open space, transportation, etc.; and
- Financing via bonds issued from the Travis County Development Authority.

Corporations does the following work related to Community Affordability:

- Advises on affordability policies for Travis County, particularly with a local, state and federal housing policy perspective;
- Ensure that the Corporations’ bond portfolio is in compliance, particularly TCHFC’s multifamily property portfolio;
- Ensure staff is educated on relevant regulatory and bond market changes;
- Process applications requesting private activity bonds from all County Corporations;
- Perform due diligence determining the most appropriate projects that will maximize opportunities to build a better County through strategic public investment and bring before the Board for approval;
- Continue to administer existing, approved rental assistance and down payment assistance programs;
- Work with the Board of Directors to identify and establish new housing-related programs using revenue earned from TCHFC’s role as General Partner in 4 percent multifamily tax credit/bond transactions; and
- Ongoing efforts to integrate affordable housing into as many county projects as feasible.

Corporations does the following work related to Community Engagement:

- Provides direction to interdepartmental groups and external groups to identify specific sites/corridors for redevelopment to maximize potential value and use to the County and constituents;
- Identify and establish new programs to encourage economic development in other sectors, targeting priorities established by the Board for all Corporations;
- Foster and develop collaborative relationships with County staff and departments as well as City departments and other organizations to better serve our constituents and enable the Corporations to expand programs most effectively and efficiently in conjunction with these partners;
- Perform due diligence determining the most appropriate projects that will maximize opportunities to build a better County through strategic public investment; and
- Promote Corporations’ policies and mission supporting and increasing opportunities for residents of Travis County by expanding economic development opportunities through all Corporations.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of Issuances TCHFC	3	5	3	4	4
Number of Issuances Other Corporations	1	1	2	4	2
Number of affordable, income-restricted multifamily units created by Corporations	1,100	1,637	1,912	1,250	1,250
Number of non-bond projects TCHFC (work-force)	1	2	4	1	1

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Corporation Staffing Expansion	\$160,566	2.00/2.00	Funding was included to add two new positions to the Corporations in FY 2023. Both positions were filled in FY 2023 and while some efficiencies were experienced, it takes time to realize the full impact due to training and learning roles. In Q2 of FY 2024, Corporations had turnover for three of its five positions and is working on hiring vacancies.

DIVERSITY, EQUITY AND INCLUSION:

The Diversity, Equity and Inclusion (DEIO) program under EDSI works to ensure the policies, procedures, programs and activities researched, planned, written and implemented by EDSI support and enhance diversity, equity and inclusion on the basis of race, gender, sexual orientation, gender identity and disability.

The DEIO develops and implements DEI strategies, frameworks, policies, procedures, and programs to promote and ensure Travis County's ongoing commitment to equitable and sustainable economic development outcomes for County residents. To achieve this goal, the DEIO:

- Builds organizational capacity to advance equity in the implementation of EDSI work;
- Identifies DEI training needs; creates and implements training and equity tools for the County

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Complete development of Palm School Steering Committee selection process in collaboration with IGR	0	0	1	0	0
Number of applications received for the Palm School Steering Committee	0	31	0	0	0
Number of community engagement meetings/opportunities to inform an EDSI project	0	25	40	40	0
Number of community members participating in meetings/engagement opportunities to inform an EDSI project	0	75	300	300	0
Number of EDSI or non-EDSI projects requesting technical assistance on DEI/Equity Analysis	0	7	10	5	5
Number of equity resources and tools created for assessing equity impact	0	4	4	3	3
Percent of community members self-report they felt their input was valued after their participation	0%	0%	60%	65%	0%
Percent of Palm School Steering Committee seats filled at launch who represent directly impacted community members.	0%	67%	0%	0%	0%
Percent of those requesting DEI resources that report the technical assistance was helpful	0%	0%	60%	65%	65%

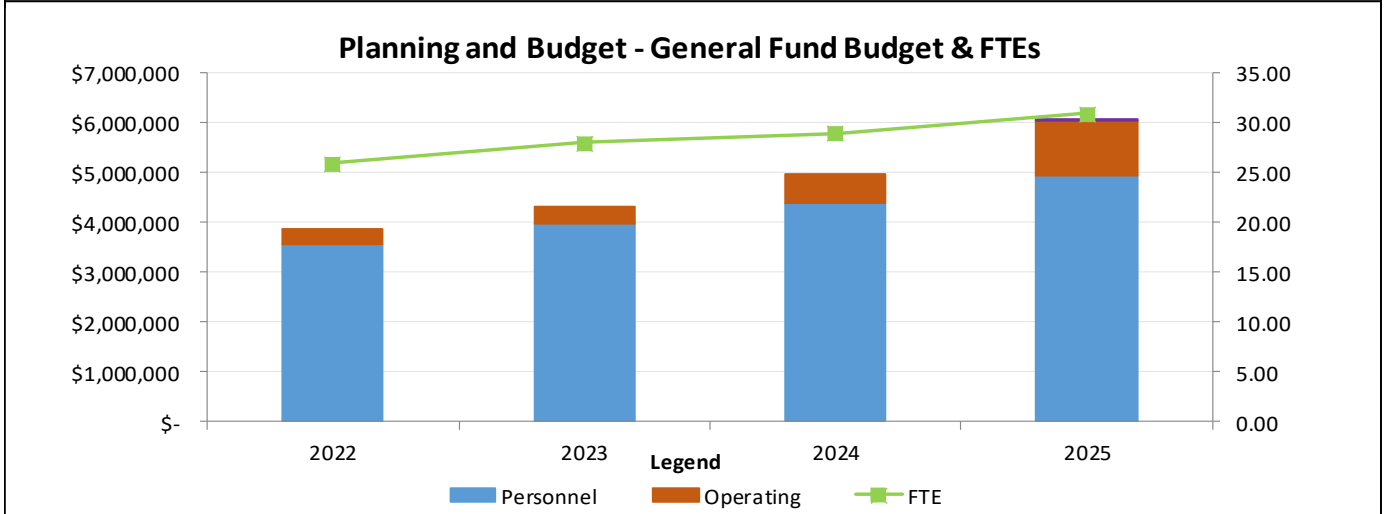
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Equity + Community Engagement	\$469,479	1 FTE + 3 SPW /1 FTE + 3 SPW	Funding was included to continue three Special Project Worker positions – two Community Engagement Specialists and the Community Engagement Planning Manager, and convert the Diversity, Equity and Inclusion (DEI) Officer from a Special Project Worker to an FTE. The implementation is going as expected with the community engagement team working on several projects completing the community engagement piece of the equity framework. The formal movement of that team to be supervised by the DEIO has proven very successful, and the division is on track to meet performance measures for both equity and community engagement.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	3,566,524	3,993,260	4,383,088	4,931,319	548,231
Operating	310,081	313,538	581,404	1,111,513	530,109
Total (Per&Op)	\$ 3,876,605	\$ 4,306,798	\$ 4,964,492	\$ 6,042,832	\$ 1,078,340
CAR*	-	-	-	2,600	2,600
Grand Total	\$ 3,876,605	\$ 4,306,798	\$ 4,964,492	\$ 6,045,432	\$ 1,080,940
FTEs	26.00	28.00	29.00	31.00	2.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the Planning and Budget Office name increased by \$1,080,940 from the FY 2024 Adopted Budget. This is a 21.8 percent increase. There was an increase in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve, and there was an increase in the operating budget based on a District Plan for the northeast part of the County in collaboration with the City of Austin.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 4,240,709	\$ 723,783	\$ -	\$ 4,964,492	29.00	\$ -
Target Budget Changes						
Programmatic	271,125	(723,783)	-	(452,658)	2.00	-
Compensation & Benefits	142,844	-	-	142,844	-	-
Total Target Budget Changes	\$ 413,969	\$ (723,783)	\$ -	\$ (309,814)	2.00	\$ -
FY 2025 Target Budget	\$ 4,654,678	\$ -	\$ -	\$ 4,654,678	31.00	\$ -
Budget Submission	\$ 4,654,678	\$ -	\$ -	\$ 4,654,678	31.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
PBO Correction - Community Engagement SPWs Yr 2	-	195,510	-	195,510	-	-
PBO Correction - Business Consultant SPW Yr 2	-	152,006	-	152,006	-	-
Investment Operations Expansion	480	-	-	480	-	10,000
Collaborative Northeast Plan - Marshall Plan	-	750,000	-	750,000	-	-
Budget Office Technology Needs	-	-	-	-	-	475,000
Economic Development Staff Expansion	134,316	1,500	2,600	138,416	1.00	-
Real Estate Consulting	-	-	-	-	-	200,000
PBO Correction - Community Engagement SPW to FTE	119,354	-	-	119,354	1.00	-
Programmatic Total	\$ 254,150	\$ 1,099,016	\$ 2,600	\$ 1,355,766	2.00	\$ 685,000
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	16,457	-	-	16,457	-	-
Compensation & Benefits Total	\$ 16,457	\$ -	\$ -	\$ 16,457	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	18,531	-	-	18,531	-	-
Administrative & Other Total	\$ 18,531	\$ -	\$ -	\$ 18,531	-	\$ -
Grand Total	\$ 289,138	\$ 1,099,016	\$ 2,600	\$ 1,390,754	2.00	\$ 685,000
FY 2025 Preliminary Budget	\$ 4,943,816	\$ 1,099,016	\$ 2,600	\$ 6,045,432	33.00	\$ 685,000
Change from FY 2025 Target	\$ 289,138	\$ 1,099,016	\$ 2,600	\$ 1,390,754	2.00	\$ 685,000
Change from FY 2024 Adopted	\$ 703,107	\$ 375,233	\$ 2,600	\$ 1,080,940	4.00	\$ 685,000

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Planning and Budget Office includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$723,783 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.
- \$271,125 was added to the budget related to ongoing costs for a PID Managing Director position and a PID Administrative Associate position approved by Commissioners Court on October 31, 2023.

The FY 2025 Preliminary Budget for the Planning and Budget Office includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Resources to increase the amount of funding to complete the Collaborative Northeast District Plan for a total of \$1,000,000. This increase matches the City of Austin’s investment for the project and allows the County to better partner and fund the expanded scope of the collaborative project.	\$750,000	\$ -	\$750,000	-
Resources to continue two Community Engagement Specialist Special Project Worker positions through September 30, 2025.	195,510	-	195,510	-
Resources to convert a Community Engagement Planning Manager Special Project Worker position to a Regular FTE.		119,354	119,354	1.00
Resources to continue one Business Consultant Special Project Worker position through September 30, 2026	152,006	-	152,006	-
Resources for a Planning Manager to manage and improve the County’s Economic Development program	1,500	134,316	135,816	1.00
Ongoing resources to fund cost increases for Investment Management operating services	-	480	480	-
Total Programmatic Recommendations	\$1,099,016	\$254,150	\$1,353,166	2.00

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Planning and Budget Office includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.		\$ -	\$135,356
Resources to increase centralized longevity for the Office.	-	2,699	2,699
Resources for health insurance cost increases for FY 2025.	-	16,457	16,457
Total Compensation Changes		\$-	\$154,512

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

ADMINISTRATIVE & OTHER CHANGES

Included in the FY 2025 Preliminary Budget is a 50 percent restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$18,531 in ongoing operating resources for the Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Office's budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Budget Office Technology Needs	\$475,000
Real Estate Consulting	200,000
Investment Operations Expansion	10,000
Total Allocated Reserve Earmarks	\$685,000

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, the Planning and Budget Office has two fees it charges and three revenue generating contracts it manages. None of the fees or contracts are being proposed by the Office for adjustment in FY 2025.

VACANT POSITIONS

The Planning and Budget Office currently has nine total vacancies, out of which the following three positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Planning Project Mgr	30005855	1.00	202.00	Position posted without success. About to repost with updated language. Difficult to find qualified candidates
Administrative Assoc	30067076	1.00	126.00	Position Closed - starting interview process

The following position has been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Financial Analyst Sr	30005393	1.00	721.00	Position posted - difficult to find qualified candidates

Two positions in the Office have been vacant for more than 120 days. The Department reports there has been a dearth of viable candidates for the Financial Analyst Senior position. The Project Planning Manager for Long Range Facility planning has also proven to be a challenging position, and the Department has made multiple recruiting efforts for the position.

FUTURE CONSIDERATIONS

The Planning and Budget Office has four positions funded with Federal Local Fiscal Recovery Funds (LFRF). These are listed in the following table.

<i>Title</i>	<i>Position Number</i>	<i>Division</i>
Planning & Budget Analyst I	30062708	Budget
Program Coord	30062709	Econ Dev & Strategic Investments
Financial Analyst Sr	30062710	Economic and Strategic Planning
Planner Sr	30062711	Economic and Strategic Planning

As reported to Commissioners Court during the December 19, 2023, LFRF update, in November 2023, the Treasury issued an Obligation Interim Final Rule (IFR) to address LFRF recipients questions and comments regarding the definition of “obligation” as it pertains to the Treasury’s requirements that all LFRF funds be “obligated” by December 31, 2024. This IFR provided clarification on the definition and provided related guidance specifically regarding which personnel costs are allowable after the December 31, 2024, obligation deadline and until the expenditure deadline of December 31, 2026.

These clarifications provided specific limitations on personnel expenses after the obligation deadline, allowing only those personnel directly involved in LFRF administrative work, such as reporting and compliance, single audit work, record retention and internal control requirements, property standards, environmental compliance requirements, and civil rights and nondiscrimination requirements, to be funded through LFRF resources after December 31, 2024 and through December 31, 2026. Based on these changes, PBO commenced work to develop recommendations for how to fund the 51 Special Project Worker positions that were funded through the LFRF, considering that many of them would no longer be eligible for LFRF funding after December 31, 2024, based on the November Treasury guidance. This position, Public Information Specialist, was thought to not be eligible for LFRF funding beyond 2024 based on this guidance.

On March 29, 2024, the Treasury released a new set of Frequently Asked Questions which changes this guidance to allow recipients to consider funds obligated under LFRF rules for any personnel whose salary may be paid under an eligible use of SLFRF funds through December 31, 2026, for any position that existed and was filled by December 31, 2024. This is an expansion of the previous understanding from the November 2023 Treasury Guidelines. In addition, reporting deadlines for personnel expenses were moved from April 30, 2024, to July 2024 for administrative expenses and January 2025 for all other personnel. PBO did not complete its analysis of this new information before General Administration submitted its budget request, and so PBO recommended that the department submit all LFRF-related positions that may have been ineligible under the LFRF under the November 2023 guidance through the budget process, in case they would need General Fund resources.

These four positions were originally funded through the LFRF on October 18, 2021, and it was authorized to continue until grant close out, December 31, 2026, on April 30, 2024. PBO believes that based on the current Treasury guidelines and based on the action already taken by Commissioners Court to authorize the positions until December 31, 2026, these positions should continue to be funded using either LFRF or General Fund resources until grant close out. PBO will bring an update to Court regarding Special Project Workers funded through the LFRF in July and will recommend either LFRF funding through grant close out or one-time General Fund resources to fund this position. The Planning and Budget Office budget will be adjusted as necessary to fund these positions.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #01: PAY EQUITY & ESTABLISH CAREER LADDER

REQUEST #02: BUDGET STAFF CAREER LADDERS

<i>Program:</i>	Various			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	44,500	-	-	-
Operating	-	-	-	-
Subtotal	\$ 44,500	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 44,500	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 44,500	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Request #01: Pay Equity & Establish Career Ladder: \$ No Amount Specified

This request is to re-establish internal equity between certain positions in EDSI with positions in Budget that have similar level of risk and responsibilities. Part one of this request funds full equity in position pay grades across PBO and part two establishes career ladders for the Investment Manager, Financial Analyst and Planning job families.

Part three of this request directly requests that Commissioners Court re-establish centralized funding of existing and new career ladders, with PBO establishing a process to recapture the added funding (in whole or in part) when a beneficiary of the career ladder system leaves county employment.

Request #02: Budget Staff Career Ladders: \$44,500

PBO-Budget is requesting external funding of career ladders based on limited flexibility in this small office. PBO has five positions that are on a Budget Analyst career ladder. Elevating these five positions to the next job title on the ladder will cost approximately \$44,500 in FY 2025, and the Office does not have sufficient personnel savings to fund these career ladders internally.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were submitted for this request.

PBO RECOMMENDATION

PBO does not recommend additional funding for the Pay Equity, Career Ladder, and Reclassification requests in the FY 2025 Preliminary Budget.

Request #01: Pay Equity & Establish Career Ladder: \$0

Request #02: Budget Staff Career Ladders: \$0

The Planning and Budget Office supports the philosophy of the career ladder program, but since FY 2010, the Commissioners Court has not provided additional General Fund resources for career ladders. Instead, offices and departments have been responsible for managing internal personnel funds to ensure appropriate career ladder movement for their employees. Given the length of time that has passed since centralized budgeting of career ladder increases, it may be time to re-evaluate career ladder policies in conjunction with HRMD's review of career ladders countywide. It will be important, if the Commissioners Court reinstates centralized funding, for there to be a mechanism to track career ladder increases. PBO is waiting for further guidance from Commissioners Court on a countywide strategy for awarding career ladders.

In addition, as the County is currently conducting and eventually implementing a County-wide compensation study, PBO recommends all compensation adjustments should work within this framework for positions which Segal has appropriate comparator data. Given the ongoing study, PBO recommends that the Office work with HRMD and PBO throughout the remainder of this process to identify any concerns that can be addressed through the compensation study for these job titles.

As discussed publicly with the Commissioners Court, the expected cost of the Segal study's recommendations will likely take more than one fiscal year to implement, and offices and department may need to prepare for a phased approach to address compensation issues.

Since the time of budget submission, the Budget division of the Planning and Budget Office has experienced turnover that should provide sufficient flexibility to fund career ladders in FY 2025. Since FY 2010, the Commissioners Court has not provided additional General Fund resources for career ladders, and the historical recommendation from PBO has been that offices and departments manage internal personnel funds to ensure appropriate career ladder movement for their employees. Given the length of time that has passed since centralized budgeting of career ladder increases, it may be time to re-evaluate career ladder policies in conjunction with HRMD's review of career ladders countywide. It will be important, if the Commissioners Court reinstates centralized funding, for there to be a mechanism to track career ladder increases. PBO is waiting for further guidance from Commissioners Court on a countywide strategy for awarding career ladders.

REQUEST #03: INVESTMENT OPERATIONS EXPANSION

<i>Program:</i>	Investment Management			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	10,480	480	480	480
Subtotal	\$ 10,480	\$ 480	\$ 480	\$ 480
Capital	-	-	-	-
Dpt Total	\$ 10,480	\$ 480	\$ 480	\$ 480
Earmark Allocated	-	10,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 10,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 10,480	\$ 10,480	\$ 480	\$ 480

DEPT. SUMMARY OF REQUEST

PBO-Investment Management is requesting ongoing operating funds to maintain the cost of the Bloomberg subscription and the Tracker software maintained by the Division. The request states these are essential tools for the Division that allow Investment Management the ability to monitor the financial markets and complete critical tasks related to investments. Access to these tools allows Investment Management to make the best investment decisions for the County. Both services will have subscription increases in FY 2025, totaling \$480 for Tracker, and an estimated \$10,000 for Bloomberg. The estimate for Bloomberg is awaiting confirmation on the actual increase.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were submitted for this request.

PBO RECOMMENDATION

PBO recommends ongoing funding of \$480 for the cost increase of Tracker, as this adjustment is necessary to maintain current efforts for this essential product. In addition, PBO recommends an earmark of \$10,000 on the Allocated Reserve for the Bloomberg increase, so that once the increase amount is final, the true amount can be transferred to the Department’s operating budget. If the amount is finalized before the completion of the budget process, a correction can be made to the Department’s operating budget.

REQUEST #04: BUDGET SOFTWARE

REQUEST #05: BUDGET OFFICE TECHNOLOGY/MANAGEMENT NEEDS

<i>Program:</i>	Budget			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	344,848	-	-	-
Operating	300,540	-	-	-
Subtotal	\$ 645,388	\$ -	\$ -	\$ -
Capital	706,205	-	-	-
Dpt Total	\$ 1,351,593	\$ -	\$ -	\$ -
Earmark Allocated	-	475,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 475,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,351,593	\$ 475,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Request #04: Budget Software: **\$1,351,593**

PBO-Budget is requesting one-time and ongoing funding for a complete dedicated budget production software system along with associated staffing. The request states an improved budget infrastructure is required to develop and publish the annual County budget due to its increasing size and complexity. The Office states the explosive growth of Travis County over the past 10 years has had an impact on many aspects of the County’s operations, and the development of the County’s annual budget is not immune from these impacts. For example, in FY 2012, the Adopted Budget totaled \$757 million across all funds and the document comprised 750 pages, and comparatively, for FY 2024, the Adopted Budget totaled \$1.7 billion (a 125 percent increase), and the document comprised 960 pages (a 28 percent increase). The increasing size and complexity of the budget has put tremendous strain on the budget staff and the existing tools used to put the budget together including Microsoft Word, Excel, Access and SharePoint, as well as SAP. The current methods and tools, while effective, are very time consuming to create all the necessary tables, charts, and text as well as format it for publishing. This work takes time away from the budget staff to perform analysis on budget requests and other tasks assigned by Commissioners Court.

In FY 2023, PBO requested a complete dedicated budget production software system to help produce every component of the budget including, but not limited to: personnel budgeting, operating budgeting, capital budgeting, performance management, reporting, budget document production, and citizen-centric reporting for transparency. The FY 2023 Adopted Budget included an earmark on the Allocated Reserve of \$855,327 to fund a consultant, the system itself, and three Special Project Worker (SPW) positions (one Business Analyst III and two Planning & Budget Analyst IIIs), along with associated equipment. These positions would help backfill for existing personnel who will be assigned to assist with the deployment of the system to ensure its success. PBO accessed this earmark on February 7, 2023, to hire the Business Analyst III (approved as a Business Consultant II SPW) through September 30, 2023. The FY 2024 Adopted Budget includes an earmark of \$1,250,000 for the same project.

PBO is requesting funding of \$1,351,593 to complete the Budget Software project’s implementation. This consists of \$645,388 of operating funds for personnel, consultant, implementation and maintenance costs, and \$706,205 of capital for software and startup equipment.

Request #05: Budget Office Technology/Management Needs: Amount TBD

PBO-Budget is requesting funding to repurpose a vacant Business Consultant position. This position was previously filled by an employee with a 30-year tenure who recently retired. PBO underfilled this position as a Business Analyst, but it did not provide the necessary support to the Office that was needed. To that end, PBO is requesting additional funding to reclass this vacant position to a higher job title to be later determined in consultation with HRMD to provide this needed support and supervision to the Office.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were submitted for this request.

PBO RECOMMENDATION

Request #04: Budget Software: \$250,000

Request #05: Budget Office Technology/Management Needs: \$225,000

PBO recommends a one-time earmark of \$250,000 on the Allocated Reserve and an ongoing earmark of \$225,000 on the Allocated Reserve to allow staff to begin the procurement process for a new budgeting software system, including software and consultant needs for software, additional funding for a potential repurposing of an existing Business Consultant position and other staffing and data technology needs for the Office. In addition, PBO recommends extending the existing Special Project Worker Business Consultant position associated with the Budget Software project (position 30065751) for an additional year, to have an end date of September 30, 2026.

Budget preparation is a mandated function, and the current budgeting process relies on outdated and cumbersome administrative processes that are not in line with the complexity and size of the Travis County budget. An updated system would improve operational efficiencies, provide opportunities for collaboration, and help budget staff use better tools for the budget process. An earmark is recommended to demonstrate sufficient funding to begin the procurement process, while allowing time for costs to be further refined as more information is received and process gets underway.

REQUEST #06: DEI REORGANIZATION AND EXPANSION

<i>Program:</i>	Diversity, Equity and Inclusion			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	102,429	-	-	-
Operating	9,675	-	-	-
Subtotal	\$ 112,104	\$ -	\$ -	\$ -
Capital	2,600	-	-	-
Dpt Total	\$ 114,704	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 114,704	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

PBO- Diversity, Equity and Inclusion is requesting a Planning Project Manager position for Diversity, Equity and Inclusion (DEI) to increase capacity and keep the division accountable to the stated DEI goals through application of the EDSI equity framework to EDSI’s economic development projects, facilities planning, other project planning and community engagement efforts.

The work of the Planning Project Manager for DEI is intended to help EDSI identify systemic barriers to equity, diversity and inclusion in its policies and practices to focus on Travis County residents who have historically been at most risk of being negatively impacted by county policies and programs. Together the DEIO and DEI Planning Project Manager would work to expand the reach of equity in EDSI projects and practices.

The new position would allow the DEI program to achieve its existing goals in FY 2025 of creating equity resources and tools and increase the number of tools developed in subsequent years. Technical assistance on equity issues would also be increased by two to three -fold.

Background:

On February 23, 2023, Commissioners Court was briefed on the EDSI equity framework by the DEI Officer. The Office states, “Moving forward, we envision that the equity framework will serve as the foundation for developing tools and approaches to assess EDSI’s work for equity and to advance equitable outcomes. The equity framework encompasses four guiding principles: research and data driven decision-making with disaggregated data; authentic and inclusive community engagement; root cause analysis for program design and evaluation; and the use of an equity lens to assess for equitable impact of our work.”

In FY 2024, the Community Engagement team was formally moved from under the Economic and Strategic Planning Managing Director to report to the DEI Officer, moving the DEI Office position into a supervisory structure. The Community Engagement team are all Special Project Workers, authorized to continue through FY 2025. The Office reports this reorganization has dramatically assisted with the performance and structure of EDSI by aligning focus and goals. The request states that, a community engagement strategy that seeks to advance equity by amplifying the voices of historically disinvested communities is, not only a core component of the equity framework, but also essential to the work of EDSI. This approach allows space for the community to co-create solutions, receive updates and communications throughout any given process,

and assesses the impact or effectiveness of those solutions implemented by the government. The request notes \$51,428 is currently encumbered in the Division’s operating budget (under Funds Reservation 300005306), and staff proposes to use that funding to allow the Community Engagement team to do a series of large-scale community events over the course of FY 2025 that are geographic and/or project based.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of equity resources and tools created for assessing equity impact	N/A	2	3	3	4	5
Number of EDSI or non-EDSI projects requesting technical assistance on DEI/Equity Analysis	N/A	4	5	5	10	15
Percent of those requesting DEI resources that report the technical assistance was helpful	N/A	50%	60%	60%	65%	65%

PBO RECOMMENDATION

PBO does not recommend ongoing funding for the Diversity, Equity and Inclusion Staff Expansion budget request in the FY 2025 Preliminary Budget.

This FTE proposal was not included in the cost drivers, and recommendations for PBO have prioritized projects in progress and maintenance of current effort. With limited available resources to expand services, program expansions of this nature will require additional discussions with Commissioners Court to determine how the Court wishes to prioritize limited resources.

Due to the fiscal constraints faced by the County based on revenue caps, PBO recommends EDSI have discussions with Commissioners Court regarding the level of ongoing resources required to related to accomplish the County’s strategic goals related to Diversity, Equity and Inclusion in this fiscal environment. It is important for the Commissioners Court to understand the implications of implementing programs of this nature and the ongoing costs to effectively manage them.

The funding for community events is already encumbered in the Division’s budget, so no additional action is needed.

REQUEST #07: ECONOMIC DEVELOPMENT STAFF EXPANSION

REQUEST #08: POLICY AND PLANNING STAFF EXPANSION

REQUEST #10: SMALL BUSINESS PROGRAM

<i>Program:</i>	Economic & Strategic Planning			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	4.00	1.00	1.00	1.00
Personnel	405,940	123,706	123,706	123,706
Operating	2,551,130	12,110	10,610	10,610
Subtotal	\$ 2,957,070	\$ 135,816	\$ 134,316	\$ 134,316
Capital	17,240	2,600	-	-
Dpt Total	\$ 2,974,310	\$ 138,416	\$ 134,316	\$ 134,316
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 2,974,310	\$ 138,416	\$ 134,316	\$ 134,316

DEPT. SUMMARY OF REQUEST

The following requests relate to program expansions within the Economic and Strategic Planning Division of PBO.

Request #07: Economic Development Staff Expansion: \$235,302 (Two FTEs)

PBO-Economic and Strategic Planning is requesting a Planning Manager position and a Contract Compliance Specialist position to manage and improve the County’s Economic Development program. The proposal would also move the staff implementing the TCTX Thrive program under the new structure. For FY 2025, Economic and Strategic Planning would like to focus on building out a more robust economic development team to allow for staff to focus internally on the Comprehensive Economic Development Strategy (CEDs), Chapter 28 policy re-write and compliance, and externally focus on local and regional economic development partnerships and relationships.

This request allows for improved staffing pattern for compliance, updating economic development policy and programs and frees up senior management resources so they may participate in relevant external meetings with local governments, non-profit agencies, and the community.

Currently, there is one employee assigned to the County’s Economic Development program. Managing the annual compliance reviews of the existing economic development agreements consumes all of this employee’s capacity, and then some. Other department members currently complete the excess workload, impeding their ability to complete their primary job tasks.

These positions will provide the necessary support for the economic development agreement program and allow the County to begin re-writing the Chapter 28 Economic Development Policy, broaden the Economic Development program to allow the County to serve businesses excluded by the current policy and lift the moratorium on new applications.

The intended result will be the creation and implementation of a new Chapter 28 economic development policy that serves a more diverse group of business types, the lifting of the incentive application moratorium, the improvement of internal controls, the creation of a succession plan for the economic development program, the ability to participate in external

economic development meetings, and the increased efficiency in other programs managed by the Economic and Strategic Planning Managing Director (long-range facilities planning, and policy and planning).

Background:

In 2019 the Commissioners Court approved a Comprehensive Economic Development Strategy (CEDS) and issued a moratorium on new economic development incentive agreements, in part to allow the County to focus on revising its Chapter 28 incentive policy to align with the County’s Comprehensive Economic Development Strategy (CEDS). The goals of the proposed policy revision are to identify and adopt a mechanism to analyze project benefits to the community and costs of incentives, improve the compliance process and enhance enforcement capability, ensure that rebates offset any potential loss of property values, and refine business development activities to offer meaningful support to a broad range of businesses, allowing for better collaboration with regional partners.

Additionally, the County’s current Chapter 381 Economic Development Agreement portfolio includes eight active Economic Development Agreements. Each of these agreements reports annually their compliance with their respective contract requirements and the County performs detailed audits of these submissions to assure that all contract terms have been met before payment of rebates are made.

PBO employs one Community and Economic Development Specialist who performs all tasks associated with the annual compliance verification for these agreements. A best practice is to have at least two people complete these reviews followed by a quality assurance review by management. Since 2016, a variety of EDSI staff have completed this “second set of eyes” function without consistency due to staff turnover. Currently, this support typically comes from the Managing Director, who also performs all quality assurance on these activities, to the expense of other ESP priorities.

The County has enacted a moratorium on new applications for Economic Development Agreements and directed staff to revise the existing Economic Development Policy. Additionally, the County’s Comprehensive Economic Development Strategy and current best practices in the field of Economic Development have noted a need for additional economic development programming to provide much-needed assistance to smaller businesses that are not served by the existing County Economic Development Policy.

Further, the EDSI staff have been unable to regularly attend economic and community development and affordable housing meetings locally or regionally due to staffing pattern and workload. This request allows for improved staffing pattern for compliance, updating economic development policy and program and frees up senior management resources so they may participate in relevant external meetings with local governments, non-profit agencies, and the community.

Request #08: Policy and Planning Staff Expansion: \$120,979

PBO-Economic and Strategic Planning is requesting funding to add a Planning Project Manager to the existing staff roster (currently a Planning Manager and a Senior Planner) to allow the County to accomplish its strategic planning goals. The request also includes funding to purchase additional desktop computers needed to run more complex data analysis and allow staff to create maps.

The Policy and Planning group, located in EDSI’s Economic and Strategic Planning division is responsible for research and policy development to support the County’s Economic Development and Strategic Initiatives department. The request states existing staff capacity is strained with current projects, pending projects awaiting bandwidth and new projects and initiatives, including the pilot Collaborative Northeast District plan, affordable housing policy development and the Palm School Concept Planning project. In order to develop policy recommendations in their focus areas and as required by these new additions to the group’s portfolio, additional staff is needed. This need is projected to be sustained as the concepts of the Northeast Area

Plan are designed to be replicated in other areas of the Eastern Crescent and throughout the County. This position will collaborate closely with staff in other County departments on issues that cross-cut department program areas as well as work closely with regional partners such as the City of Austin and other jurisdictions within the county and private and not-for-profit organizations.

Work product benchmarks for the position include:

- Continued assessment of Fair Housing for potential affordable housing projects;
- Continued and expanded participation and facilitation of cross-county workgroups and with regional partners on issues such as community engagement, food systems, business assistance, and other quality-of-life issues ;
- Program support for the development of the Collaborative Northeast District Plan and development of implementation strategies to address plan findings;
- Program support for facilities redevelopment projects and other ad hoc requests;
- Staff assigned to these new desktops will complete GIS training and incorporate it into their day-to-day work activities; and
- Development of an asset map that can be easily updates by staff internal to the department.

Economic and Strategic Planning is also requesting funding to procure four desktop computer stations (three for the policy and planning team and one for the Managing Director). This will provide staff with the computer processing specifications needed to run the full suite of ESRI ArcGIS products. The additional technology will allow staff to complete training in GIS to build capacity to upgrade the County’s ability to use the most up-to date-data around demographics and other datasets to inform policy development. Currently, these staff members are assigned laptop computers which allow them to use some GIS features. Upgrading to a desktop that staff can “remote into” will allow staff to upgrade to GIS Pro, which allows for much more customized mapmaking and analysis that ArcGIS Online, which can be run from existing laptops.

Currently, GIS services for this program are provided by TNR, on request. This stopgap solution requires a tremendous amount of time and coordination due to the lack of knowledge overlap between the two groups. Allowing ESP staff to directly attend to their own GIS needs will allow increased efficiency by allowing staff to quickly run more customized analyses as needed. It is a current best practice for those working in the planning field to have an understanding of GIS and to incorporate its use into their work.

The request states increasingly, best practices in policy and planning are reliant on making data-informed decisions using a full-suite of data available from public agencies and non-profit partners. This data can be used to analyze trends in planning and demographics, create storytelling visuals, and develop maps for a variety of policy and planning projects (for both internal and external use).

Background:

Prior to 2016, PBO did not have specific staff focused on economic development. The work related to economic development centered around compliance for economic development agreements. In 2016, PBO reorganized to create the Economic Development and Strategic Investments (EDSI) which included the Corporations, Economic & Strategic Planning (ESP) and Investments Management. ESP has three main focuses: long range facility planning, economic development and policy and planning. Two staff were added as part of the 2016 reorganization – one FTE for economic development compliance and one FTE for policy and planning. In FY 2022, the Commissioners Court approved two additional mid-level management staff for ESP in the areas of long-range facility planning and policy and planning.

Request #10: Small Business Program: \$2,618,029

PBO-Economic and Strategic Planning is requesting funding for an expanded small business program. The request states small business development needs within Travis County include capital for start-up, expansion, equipment, and other critical items

to help businesses succeed, as well as training and coaching for small businesses to strengthen their business plans and ensure financial sustainability. Building on the Comprehensive Economic Development Strategy (CEDS), approved by Commissioners Court on December 17, 2019, and staff experience of implementing the TCTX Thrive small business COVID-19 relief programs from 2020-present, this request will enable EDSI to develop projects and programs that grow the capacity of small businesses—especially women- and minority-owned businesses in areas of the county outside the City of Austin—to be successful, expand, and become more resilient.

The request states this proposal is intended to expand the County’s small business support programming from a short-term emergency assistance program to an ongoing program focused on the long-term sustainability needs of small businesses, particularly women- and minority-owned businesses in the county outside the City of Austin. The program could include business development services, revolving loans, micro-loans, and start-up capital for small businesses, thereby creating new/additional employment opportunities across the County.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures – Request #07: Economic Development Staff Expansion</i>						
Number of external economic development related meetings attended	0	0	0	0	8	24
Update of the Chapter 28 policy	0	0	0	0	0	1
Lift the moratorium on Economic Development Incentive Agreements	0	0	0	0	0	1
<i>Request #08: Policy and Planning Staff Expansion</i>						
Number of Project-Specific milestones met	0	0	0	4	8	8
<i>New Measures – Request #10: Small Business Program</i>						
Number of small businesses assisted	0	0	0	0	25	25
% of small businesses remaining open one year after program participation	0%	0%	0%	0%	90%	90%

PBO RECOMMENDATION

Request #07: Economic Development Staff Expansion: \$138,416

PBO recommends \$138,416, comprised of \$134,316 ongoing and \$1,500 one-time to fund a Planning Mgr.

Request #08: Policy and Planning Staff Expansion: \$0

PBO does not recommend ongoing funding for the Policy and Planning Staff Expansion budget request in the FY 2025 Preliminary Budget. This proposal was not included in the cost drivers, and recommendations for PBO have prioritized

projects in progress and maintenance of current effort. With limited available resources to expand services, program expansions of this nature will require additional discussions with Commissioners Court to determine how the Court wishes to prioritize limited resources.

Due to the fiscal constraints faced by the County based on revenue caps, PBO recommends EDSI have discussions with Commissioners Court regarding the level of ongoing resources required to related to accomplish the County's strategic goals related to economic development, policy and planning in this fiscal environment. It is important for the Commissioners Court to understand the implications of implementing programs of this nature and the ongoing costs to effectively manage them.

PBO's recommendation regarding additional computing equipment for this Division is pending additional discussions to better understand how to optimize the deployment of the equipment and consultation with ITS about how to appropriately assign the equipment within their existing policies.

Request #10: Small Business Program: \$0

PBO does not recommend ongoing funding for the small business support program in the FY 2025 Preliminary Budget. This program expansion would require an ongoing investment from the General Fund to continue work started from the TCTX Thrive (Small Business Support) program created with federal funding. Program expansions of this level are not able to be accommodated in the General Fund in the FY 2025 Preliminary Budget, and given very limited ongoing resources, the implementation of this program enhancement would likely need direct Commissioners Court input. At this time, Commissioners Court has not indicated that this this is the highest priority programming area.

As of April 30, 2024, the LFRF-funded Small Business Assistance program had encumbrances and actuals of \$597,399, with a remaining balance of \$5,112,351. The status update at that time indicated that "Thrive 2.0 is on track, the related contract is executed, and the program is active. Thrive 3.0 is going through an RFS process with an expected contract execution date of July 2024. The REED Plan contract has been approved and is on track." PBO recommends continuation of the program through the federal funding currently obligated.

REQUEST #09: COLLABORATIVE NORTHEAST DISTRICT PLAN

<i>Program:</i>	Economic & Strategic Planning			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	750,000	750,000	-	-
Subtotal	\$ 750,000	\$ 750,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 750,000	\$ 750,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 750,000	\$ 750,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

PBO-Economic and Strategic Planning is requesting funding to increase the amount of funding to complete the Collaborative Northeast District Plan from \$250,000, which was allocated in FY 2024, by \$750,000, for a total of \$1,000,000. This increase matches the City of Austin’s investment for the project and allows the County to better partner and fund the expanded scope of the collaborative project.

This plan is the fulfillment of efforts to complete a Marshall Plan for this region of the County. A Marshall Plan identifies quality public investments and funding mechanisms to support communities in East Travis County that have faced displacement and systemic racism that has left people of color falling further behind economically; made them more likely to be in a generational cycle of poverty; and less resilient to natural disasters, weather events, and national or personal economic or health crises.

Working with community partners, consultants, and stakeholders, EDSI staff will work on the following key tasks needed to develop a fiscally sound program that can provide meaningful community benefits in a timely manner. Initial work will include identifying the geographic area, establishing the baseline value, modeling potential revenue/funding scenarios, identifying potential federal funding, addressing any legal issues that may arise and establishing a project and finance plan that is both data-driven and community informed by a meaningful public engagement strategy.

EDSI submitted a \$250,000 budget request in the FY24 budget process to assist with the creation of a project plan and financial model, and the funding was approved in the Adopted Budget. During the summer of 2023, PBO staff, Commissioner Travillion's Office and City of Austin leaders met to discuss the possibility of collaborating on a community-led Northeast District Plan. The Austin City Council has previously directed the City Manager to coordinate, to the greatest extent possible, with the County on the Northeast Austin District Plan to ensure synergy between the Northeast Austin District Plan and the County’s long range planning efforts. Specifically, for the areas of the Northeast Austin District within the ETJ, the City Manager has been directed to ensure compatibility with relevant County policies. The objective of the Northeast Austin District Plan is to review past and present inequities as well as disinvestments in services and infrastructure within the District, address them, and provide guidance for: retaining existing residents and businesses, creating and maintaining great neighborhoods, spurring economic development, creating and retaining stable jobs that pay a living wage, improving connectivity, provide high-quality public spaces, and meeting community needs.

The Commissioners Court and Austin City Council approved resolutions in August 2023 and an interlocal agreement in March 2024 to move forward with the Collaborative Northeast District Plan. The Marshall Plan request in FY 2024 called for a smaller scale project with components to be completed by internal staff and some short-term consultant work on financial modeling. This newly visioned Collaborative Northeast District Plan will have more significant outputs with the development of a Community Advisory Committee, robust engagement plan and more elaborate deliverables requiring more consultant time and assistance including facilitation, community engagement, financial modeling, land use planning, and more. These needs will outstrip the resources allocated currently to the project.

The additional funding will allow staff to fulfill the agreements of the resolution and the deliverables from the resulting interlocal agreement. The Commissioners Court will receive at least quarterly updates on work progress and each deliverable will have its own work plan to track successful completion.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Create a Cross City/County Working Group	0	0	1	0	0	0
Finalize the geographic area	0	0	1	0	0	0
Complete summary of existing conditions, plans, activities and assets	0	0	0	1	0	0
Create the Northeast Community Advisory Committee	0	0	0	0	1	0
Create the Collaborative Engagement Plan	0	0	0	0	1	0
Complete a Needs and Gap Analysis	0	0	0	0	1	0
Create a Collaborative Implementation Project Plan	0	0	0	0	0	1
Finalize Long Term Vision	0	0	0	0	0	1

PBO RECOMMENDATION

PBO recommends one-time funding of \$750,000 for the Collaborative Northeast District Plan (Marshall Plan) in the FY 2025 Preliminary Budget. This funding will increase the available budget to complete the Collaborative Northeast District Plan from \$250,000, allocated in FY 2024, by \$750,000, for a total of \$1,000,000. This funding level will match the City of Austin’s investment for the project, and, per EDSI, will allow the County to better partner and fund the expanded scope of the collaborative project.

REQUEST #11: MODERNIZING SPACE STANDARDS

<i>Program:</i>	Economic & Strategic Planning			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	200,000	-	-	-
Subtotal	\$ 200,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 200,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 200,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

PBO-Economic and Strategic Planning is requesting funding to modernize the County’s space standards. With the onset of COVID-19, the County quickly transitioned to remote working at an unprecedented scale. Since then, the County has set a goal to create permanent teleworking for 75 percent of the employees able to do so given the County saw no loss in productivity. This request furthers the telework policy consultant’s work to assist the County in planning related to modernizing space standards, consolidating use of buildings, and identifying the best properties for re-development to achieve broad community benefits. The request states the need to modernize space standards and building consolidation remains critical for long range facility and space planning.

BUDGET REQUEST PERFORMANCE MEASURES

No performance measures were provided for this request.

PBO RECOMMENDATION

After the budget submission date, PBO-EDSI began collaborative work with HRMD to begin Phase III of the Adaptive Workplace Study, which will include a space evaluation to determine what adjustment should be made to space in 700 Lavaca to optimize the location for a hybrid work policy. The project will commence midyear in FY 2024, and the existing FY 2024 earmark on the Allocated Reserve to Modernize Space Standards will be used to help the County modernize space standards and plan for building consolidation. PBO does not recommend continuation of this earmark in the FY 2025 Preliminary Budget. If additional needs are identified as a part of the Phase III Adaptive Workplace Study, PBO recommends the collaborating departments submit future budget requests to complete that work.

Pretrial Services (142)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	11
FY 2025 Preliminary Budget Recommendations Summary	12
Additional Information	14
FY 2025 Budget Request Analysis	17
Request #01: Pretrial Officer III SPWs (4.0 SPWs) to FTE – Case Management	17
Request #02: Pretrial Manager (1.0 FTE) – Pretrial Investigations.....	24
Request #03: CAFA - Pretrial Investigations Staffing (10.0 FTE)	26
Request #04: Pretrial Officer Sr's (2.0 FTE) - Case Management	28
Request #05: Electronic Monitoring and Services Funding	30

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

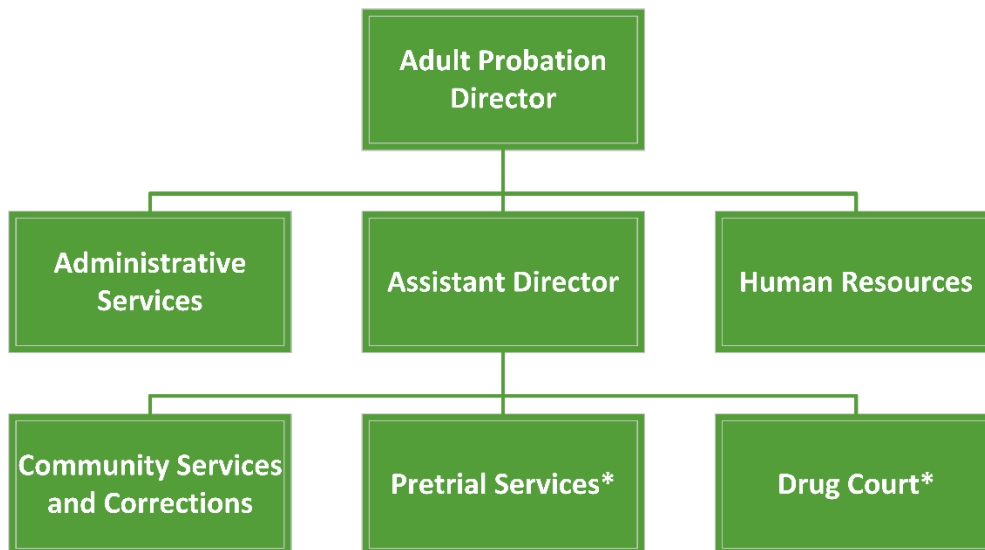
Travis County Pretrial Services is a leading organization that embraces change, empowers individuals, and fosters community partnerships. Pretrial Services uses innovative practices to maximize release, court appearance, and community safety.

The Department has identified the following strategic goals which aligns with the County Goal “Provide services that support the safety of people in the community”:

- Assisting the court in making fair decisions regarding pretrial release, treatment, sentencing, and supervision.
- Protecting the community and reduce victimization by helping the client through the balanced use of supervision and therapeutic interventions driven by validated assessments.

The Department is budgeted in the Corrections and Rehabilitation Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes,” and are now linked to the County Goal, “Provide services that support the safety of people in the community.”

CASE MANAGEMENT:

The Case Management program supervises and monitors defendants released on bond to ensure court appearance and compliance with court ordered bond conditions. Case Management Officers monitor court dates, connect defendants to

community resources and provide compliance information to all court parties regarding a defendants’ compliance with conditions of bond.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Alcohol Monitoring Caseload per Officer	244	211	217	212	212
Alcohol Monitoring Caseload Totals	4,031	3,480	3,573	3,500	3,500
Domestic Violence Caseload per Officer	288	169	139	115	115
Domestic Violence Caseload Totals	863	507	416	346	346
Electronic Monitoring Caseload per Officer	45	35	35	31	31
Electronic Monitoring Caseload Totals	743	584	538	484	484
Mental Health Caseload per Officer	85	64	49	46	46
Mental Health Caseload Totals	296	224	219	208	208
Supervision Caseload per Officer	368	316	328	332	335
Supervision Caseload Totals	2,022	1,740	1,804	1,824	1,845

The Case Management program supervises defendants ordered under Texas Code of Criminal Procedure, Section 17.43 “Home Curfew an Electronic Monitoring as Condition” and Section 17.44 “Home Confinement, Electronic Monitoring, and Drug Testing as Condition” within the Electronic Monitoring caseload.

Defendants who are initially denied release on personal bond or who are considered high-risk and remain incarcerated may subsequently be placed on electronic monitoring house arrest or Global Positioning System (GPS) as a condition of release on personal bond or other types of bond release (i.e., cash bond or surety bond). Defendants in these programs wear an electronic monitoring device. The device is not to be removed while the defendants are in the program.

Defendants in the Electronic Monitoring (EM) House Arrest program are required to remain at their home unless given authorization to leave. The Case Management Officer creates a specific schedule which allows for authorized times for specific activities. Defendants in the Global Positioning System (GPS) program are monitored to ensure they don’t go into prohibited locations by setting up exclusion and/or inclusion zones. GPS is most often ordered by the court in cases involving allegations of violence to assure the safety of the community, and particularly, of complaining witnesses.

If defendants violate EM or GPS program rules, the Case Management Officer is notified by the vendor and investigates the violation. This may include defendants leaving their home, tampering with the device, or unauthorized removal of the device. As appropriate, non-compliance information is sent to all court parties. For certain defendants with GPS as a condition of their release, law enforcement may also be notified when there is a violation. Because of the intensive nature of GPS monitoring and due to the increases in the number of defendants placed in the program over the last several years, there is a significant workload associated with supervising these defendants.

Alcohol Monitoring Unit (AMU): The AMU is responsible for compliance with Article 17.441 “Conditions Requiring Motor Vehicle Ignition Interlock,” which requires that defendants who have been previously convicted of Driving While Intoxicated (DWI) and are arrested for subsequent DWI or who are arrested on charges of Intoxication Assault, Intoxication Manslaughter, Driving While Intoxicated with Child Passenger and other offenses as referenced shall have the Ignition Interlock Device (IID) installed in their vehicle. Judges may also order IID when not required by statute. The defendant, at their expense, must install this device no later than thirty days after Court ordered or by an earlier date, as specified by the court.

There are two additional technologies utilized by the Courts to monitor alcohol use. The Secure Continuous Remote Alcohol Monitoring (SCRAM-CAM) device is an ankle-bracelet that monitors alcohol consumption by analyzing a defendant's perspiration. The second option is the Portable Alcohol Monitoring (PAM) device, which is a hand-held breath-alcohol detection device used to monitor defendants. The device requires photographed breath samples during pre-determined time windows. If inconsistent testing is provided or alcohol is detected, the vendor records the violation and reports it to Pretrial Officers.

For all alcohol monitoring devices, vendors will report program violations to the Case Management Officer. The Case Management Officer monitors the defendant's compliance with program rules and all other conditions of bond.

DWI Pretrial Diversion Program (PTD): The County Attorney's DWI PTD Program began in July 2021, with the primary goal of reducing the financial barriers to diversion, thus allowing for a more accessible pathway to dismissal and expunction upon successful program completion. This diversion program is managed by the County Attorney's Office in conjunction with County Court at Law #3. The program requires its participants to maintain an alcohol monitoring device of their preference (e.g., SCRAM, PAM or IID) for the duration of the program, which is 6-12 months in length. Each participant is monitored by a Case Management AMU Officer for device compliance. Officers are then responsible for providing the device status and compliance updates to the Court, defense counsel, and the prosecution at certain intervals. In FY 2022 and FY 2023, Pretrial Services received funding for two Pretrial Officer special project worker positions to provide the device monitoring for defendants participating in this program.

Family Violence Program: It is the aim of the Family Violence Court - County Court at Law CC4 to reduce recidivism and re-victimization rates that are typical of domestic violence offenses. The court attempts to do so, at least in part, by delegating to this department the responsibility of supervising and monitoring defendants charged with family violence assault who are released on bond and who have court ordered bond conditions. The purpose of this monitoring is to ensure that defendants comply with these conditions of bond. This could include completing a Travis County Counseling and Education Services (TCCES) assessment, attending counseling, and/or maintaining no contacting the alleged victim. If a defendant is not in compliance with bond conditions, Officers notify all court parties (i.e., prosecutor, judge, and defense attorney). The majority of the cases on to this caseload are assigned to CC4, however, Case Management Officers also monitor defendants with family violence cases assigned to other County Court at Law and District Courts to ensure compliance with court ordered bond conditions.

Mental Health Supervision Program: The Mental Health Supervision program was designed to serve defendants with a documented diagnosis of mental illness or impairment. Case Management Officers help to link defendants with mental health service providers and community resources. Officers assist defendants in complying with the court ordered bond conditions and ensure they are aware of their court dates. This additional support allows them to safely remain outside of the jail environment while their cases are pending.

Mental Health Bond Program (formerly known as the Mental Health Jail Diversion Program): The Mental Health Bond Program was designed to provide mental health services to select Travis County defendants with the goal of avoiding jail time. The program began as a pilot program in FY 2015 and received approval in FY 2020 to convert the special project workers assigned to the program to full FTEs. These two Pretrial Services Caseworkers collaborate with two Integral Care Caseworkers providing intensive community support to defendants released from jail who are living with mental illness. Services include but are not limited to: transportation to appointments and court when clinically appropriate; service coordination for substance use treatment; housing assessments; physical health needs; living skills training, coping skills, and person-centered education about mental health; benefit applications for SSI/SSDI through the SOAR model; scheduling and attending psychiatric prescriber appointments; supporting clients in and attending court; and linkage to psychiatric crisis services including respite, hospitalization, and psychiatric emergency services (PES). The program ensures that clients' mental health and substance use

needs are met while also closely working with defendants to ensure they comply with court ordered bond and program requirements. The level of intensive community support allows defendants in the program to safely remain outside of the jail environment while their cases are pending.

Mental Health Diversion Court: In FY 2022, Pretrial Services received funding for one Mental Health (MH) Supervision Officer to provide monitoring for participants in the County and District Court Mental Health Diversion Court. The Mental Health Diversion Court began operation in August 2022, with the goal of diverting mentally ill defendants from the criminal justice system and reducing recidivism, regardless of the defendant's access to resources such as housing, transportation, and treatment for co-occurring substance use disorders, providing a pathway to dismissal and expunction on successful completion. This program provides resources for participants, including case management, peer support, and access to funding for co-occurring substance disorders. The MH Supervision Officer monitors each participant for program compliance and for compliance with mental health services. This Officer updates the Court, defense counsel, and the prosecutor prior to each court docket. There are two County Court level and two District Court level dockets scheduled monthly. Defendants report regularly to the MH Supervision Officer to ascertain program compliance and to assist the defendant in complying with program requirements.

Supervision Program: The Supervision Program includes defendants who are considered at risk for re-arrest and/or at risk for failure to report to court. These defendants are required to report regularly to a Case Management Officer. The department has three levels of supervision: maximum, medium, and minimum. Based on several factors, including the results of validated risk instruments, the Officer determines the level of supervision for the defendant. Defendants placed on the maximum level of supervision typically report once a week. Defendants on medium level supervision report every other week. Defendants on the minimum level supervision report once a month or after court. Defendants may also be required to participate in various counseling and treatment programs which are designed to address substance abuse needs and/or anger management issues. Officers maintain close contact with the counseling programs and monitor the progress of the defendants' treatment.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

Package Name	Approved Amount	FTE Approved/ Filled	Program Results
<i>FY 2024</i>			
Electronic Monitoring Resources	(\$600,000)	-/-	<p>The FY 2023 Adopted Budget included \$2,379,702 in ongoing resources and a one-time \$300,000 Earmark against the Allocated Reserve for electronic monitoring costs. The FY 2024 Adopted Budget included a reduction of \$600,000 in ongoing operating resources for electronic monitoring device costs and an \$100,000 one-time earmark against the FY 2024 Preliminary Budget Allocated Reserve to right-size the Department’s electronic monitoring device budget based on anticipated FY 2024 expenses on the significant decrease in caseloads for Pretrial Services Case Management programs and decreased costs for electronic monitoring devices observed during FY 2023 relative to prior fiscal years. The Department notes that, during the prior budget submission, that it anticipated a decreased or a leveling off on county funded devices. The FY 2024 annualized calculation is now expected to be 20% higher than FY 2023. The annualized number does not take into consideration the new rates for the electronic devices that began in April. In order to continue providing the same level of service to the public, the Department will be requesting additional funding for FY 2024 and has submitted a FY 2025 budget request.</p>
Case Management Staffing	\$321,817	4.0/4.0 (SPWs)	<p>Pretrial Services reports that the four SPW positions were filled in the first quarter of FY 2023 with two positions assigned to the Pretrial Services DWI Diversion Program (PTD), one assigned to the general Alcohol Monitoring Unit (AMU) and the final position assigned to the Electronic Monitoring (GPS) program. The Department notes that, because the AMU and EM/GPS units were understaffed with caseloads well above the ideal officer to client ratios, the implementation process delay was notably impactful. After these positions were onboarded, the Division’s workloads became more manageable in both the EM/GPS and AMU units where the additional staff capacity permitted non-diversion AMU officers to focus on the statutorily required and/or higher risk clientele. In FY 2024, the Division reports reassigning the EM/GPS SPW to the Mental Health Supervision Unit, and that the SPW assigned to the general AMU was reassigned to the PTD program due to the evolving needs of the programs. Pretrial Services notes that the reassignments allow for ideal caseloads and service levels in the PTD and MH Supervision areas.</p>

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/ Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Business Analyst Funding	\$82,918	1.0/1.0	Pretrial Services reports that the position continues to serve as the point of contact within the department for all IT-related functions such as onboarding/separation of employees; computer/equipment replacements; troubleshooting computer or application issues resulting in fewer helpdesk tickets submitted. Additionally, the Department states that the position continues to work on the project to replace the Tiburon APS and FACTS Financial computer systems in coordination with ITS and will serve as the systems administrator once these replacements are completed.

INVESTIGATIONS:

The purpose of the Investigations program is to provide pretrial bond interviews and investigations with recommendations to the Court for individuals charged with misdemeanors and felonies in Travis County. The program assesses the overall risk of individuals and screens defendants for indigent status. Based on these pretrial interviews and screenings, recommendations are made to the Court so that it may set bonds accordingly.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Defendants screened for indigence forms	30,003	32,461	33,436	36,525	39,900
Defendants eligible for personal bond interview	18,735	20,729	21,648	23,814	26,198
Defendants reviewed by Pretrial Services	23,507	25,271	26,212	28,729	31,488
Defendants screened for out-of-custody indigence	1,128	611	580	526	477
Personal Bond interviews conducted	16,358	18,365	18,988	21,069	23,378

The Pretrial Investigations (PI) Unit serves the County by making sure defendants who have criminal cases and who are indigent have access to counsel. This is achieved by interviewing defendants and electronically submitting data to the Criminal Courts Administration (CCA) Office via the Indigence Defense Application (IDA) for a determination of indigence status for court appointed attorney eligibility. Pretrial Services staff ensures all defendants with Travis County criminal charges are interviewed. The indigence screening results are placed in an online queue and CCA appoints attorneys based on information gathered by Pretrial Services as well as charge information. Pretrial Services completes interviews for in-custody defendants and defendants arrested on warrants from other counties to determine indigence status within one business day of the defendants' request for counsel in compliance with the Code of Criminal Procedure 1.051. The indigent information is critical as CCA has specific timeframes to make the necessary appointment of attorneys for indigent defendants.

In addition, the PI Unit serves the County by investigating and preparing personal bonds in accordance with Code of Criminal Procedure, Article 17.03 "Personal Bond", preparing all necessary interviews and documents related to both Article 17.031 "Release on Personal Bond", Article 17.032 "Release on Personal Bond of Certain Mentally Ill Defendants", Article 17.033 "Release on Bond of Certain Persons Arrested Without a Warrant", and Article 17.04 "Requisites of a Personal Bond".

The PI Unit conducts personal bond interviews and investigations for defendants with Travis County criminal charges and makes a recommendation to determine their eligibility for release on personal bond. The recommendation includes the least

restrictive bond conditions to assure safety to the community and return to court. These defendants may be persons who have been arrested and booked into jail or persons who have been issued a Field Release Citation in Travis County. Defendants receiving a Citation are then required to report to court at a set date where the “magistrate... may release the person on Personal Bond” with assistance by Pretrial Services. Once eligibility for release is determined, defendants granted pretrial release by the judge are released by the jail as soon as possible to avoid additional costs to the County.

SB6 requires additional considerations and reporting requirements, including screening defendants for personal bond eligibility, providing financial screenings to determine ability to pay, entering arrest information in the Public Safety Reporting System (PSRS), generating and distributing Public Safety Reports (PSR) from the PSRS and entry of Bail Forms on behalf of the County Court at Law and District Court Judges in the PSRS. Pretrial Investigations (PI) amended current operating procedures to ensure that the Personal Bond application, financial screening information, and Public Safety Report (PSR) was completed and provided to the magistrate judge prior to magistration. This allows the magistrate judge to review and consider the financial screening and PSR when setting bail and considering defendant for release on bail. For PI to successfully provide this information to the court prior to magistration, the Office developed a procedure for preparing magistration packets. These packets contain the Personal Bond, investigation report, the Public Safety Report, and the financial screening. This change in operating procedure and workload requires additional Officers assigned on each shift.

The magistration packet created by Pretrial Services are provided to the magistrate judge for the purpose of setting bail and considering a defendant for release on bail, which includes court ordered bond conditions.

Discretionary Services within Program:

Screening of Out-of-Custody Indigence: Pretrial Services, as directed by a County Court at Law Judges or District Judges, conducts indigence screenings for defendants who are not in custody who request court appointed attorneys at their court setting appearance.

Re-screening for indigence determination: As directed by the County Court at Law and District Court Judges, Pretrial Services “re-screen” defendants when the order of commitment, completed by the Magistrate, differs from the initial indigence screening completed by Pretrial Services. The indigent screening information is critical and time sensitive as CCA has specific timeframes to make the necessary appointment of attorneys for indigent defendants.

In-Court Drug Testing: In 2015, Pretrial Services began providing “in-court” drug testing to defendants when requested by a County Court at Law or District Court Judge. Pretrial Investigations Officers must remain available while Courts are in session to assist the Courts with drug testing. In addition, funds are needed to purchase the testing supplies. Requests for in-court drug testing requires that the PI unit reallocate personnel from investigations to meet the courts’ expectations.

Under the direction of the County Courts, all misdemeanor defendants who remain in custody are scheduled for the Bond Review Docket (BRD) where their bond is re-reviewed and eligibility for release is considered. A Pretrial Services Officer is present during the BRD to assist in answering questions or to help facilitate a defendant’s release. Interviewing, investigating, and presenting these additional bonds serves the goal of Pretrial Services to present information to the judges for informed release decisions with the goal of reducing the jail population.

In 2020, in response to the COVID-19 Pandemic, Pretrial Services began using DocuSign for processing personal bond and other court documents electronically. By way of an email request, a personal bond packet is sent to the attorney of record and the judge for signature using DocuSign for obtaining an electronic signature. The request may be for a personal bond that was fully completed and may not require additional investigation, or the request may be for a defendant in custody for a charge or hold that was not eligible for a personal bond interview at the time of the arrest. In this case a complete bond work-

up would be completed and returned to the attorney and/or the judge. Once signed bonds are returned to Pretrial Services via DocuSign, they are electronically processed and sent to the jail for defendant's release.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Pretrial Investigations Staffing	\$800,766	9.0/5.0	The FY 2024 Adopted Budget included additional resources for the creation of eight Pretrial Officer III (PTO III) positions (8.0 FTEs) and one Pretrial Officer Sr (PTO Sr) position (1.0 FTE) in the Investigations Division to implement a relief factor for 24/7 operations and to restore dedicated senior-level training capacity in the PI Unit. The Division reports that the PTO Sr position has been filled and was able to immediately begin training new staff. The eight (8) PTO III positions were divided among the Pretrial Investigation shifts (four in A shift, two in B shift, and two in C shift), however the Department reports delays in filling all the additional positions due to internal lateral transfers between divisions as well as staff turnover in the PI Unit. The Department is in the process of interviewing to fill the six remaining vacancies. However, Pretrial Services notes that the additional PTO III positions are helping to ensure that minimal coverage is maintained 24 hours per day and that the department complies with Court Orders and mandates functions, and that projections for FY 2024 indicate the number of defendants screened for indigence is increasing, adding to the workload within the PI Unit.

SPECIALTY COURTS:

The Specialty Courts program oversees the Travis County Adult Drug Diversion Court and the Travis County Adult Probation DWI Court.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Drug Ct - Number assessed to participate in the program	25	3	12	12	12
Drug Ct - Number of new enrollments in the program	14	2	32	32	32
Drug Ct - Number of participants served in the program	17	11	34	34	34
Drug Ct - Percentage that successfully complete the program	25%	30%	30%	30%	30%
DWI Ct - Number assessed to participate in the program	38	40	48	49	49
DWI Ct - Number of new enrollments in the program	23	38	80	80	80

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
DWI Ct - Number of participants served in the program	52	64	114	114	114
DWI Ct - Percentage that successfully complete the program	90%	87%	86%	88%	89%

The Texas Government Code Section 123.006 mandates the County operate a Drug Court. Texas Health and Safety Code Chapter 469 requires the creation of drug courts in counties with a population of over 200,000, and the definition of drug courts permits other types of problem-solving courts to be established, including but not limited to, DWI courts, juvenile drug courts, re-entry drug courts, and family dependency drug courts.

The Travis County Adult Drug Diversion Court is a specialty diversion program designed to help those with low-level drug offenses avoid jail time and a felony record by entering counseling, rehabilitation, and by holding them accountable with drug tests and regular check-ups. The Travis County Adult Probation DWI Court provides early identification for eligible participants through a screening process of potential candidates' criminal history and assesses their degree of alcohol dependency. As a condition of misdemeanor probation or diversion, individuals are ordered to participate as recommended by the DWI Court Team. The DWI Court demands offender accountability through judicial monitoring, mandatory treatment, and intensive supervision. Using a non-adversarial approach, prosecution and defense counsel will promote public safety while protecting participants' due process rights. Both the DWI Court and the Drug Diversion Court utilize the Cognitive-Behavioral Interventions for Substance Abuse (CBI-SA) curriculum and follow the same treatment standards. To utilize counseling staff more efficiently, the two existing programs merged into a "Specialty Court Treatment Services" program in FY 2017.

DWI Court: Travis County continues to experience a high incidence of DWIs. The program's goals are to promote public safety and reduce recidivism by employing the DWI Court Model. The target population for the Court is the repeat DWI offender ages 18 years and older. This program provides participants with comprehensive substance use treatment, judicial oversight to aid the process of behavioral change, drug/alcohol testing to monitor abstinence, and supervision and case management services to monitor compliance. The DWI Court consists of multiple phases, with the entire program lasting a minimum of 12 months. The program focuses on the participant's movement through the various stages of behavioral change necessary to ensure long-term recovery. The Travis County Adult Probation DWI Court provides early identification for eligible participants through a screening process of potential candidates' criminal history and assesses their degree of alcohol dependency. As a condition of misdemeanor probation or diversion, individuals are ordered to participate as recommended by the DWI Court Team. The DWI Court demands offender accountability through judicial monitoring, mandatory treatment, and intensive supervision. Using a non-adversarial approach, prosecution and defense counsel will promote public safety while protecting participants' due process rights. Placement into the DWI Court Program follows a screening process coordinated by the DWI Court Team supervision probation Officer. Individuals may enter the program after approval by initial court placement.

Drug Court – Non-DWI Court: Spanish-Speaking and Felony Pretrial Diversion participants are eligible for this voluntary program that meets the guideline requirements and is deemed clinically appropriate for substance abuse treatment after an assessment by a Licensed Chemical Dependency Counselor.

Drug Court: Drug Court has taken numerous steps to be aligned with Evidence Based Practices (EBP). Drug Court includes an assigned Prosecutor to screen/refer cases deemed legally eligible for Drug Court, two assessment tools completed by the Intake Unit to determine a defendant's Risk/Need Level and Substance Abuse or Dependency status, court dockets structured by risk level and employment status requiring all participants to remain for the entire court session, and random drug testing on a weekly basis. Case Managers use motivational interviewing in their case management supervision and make referrals to community-based resources when necessary.

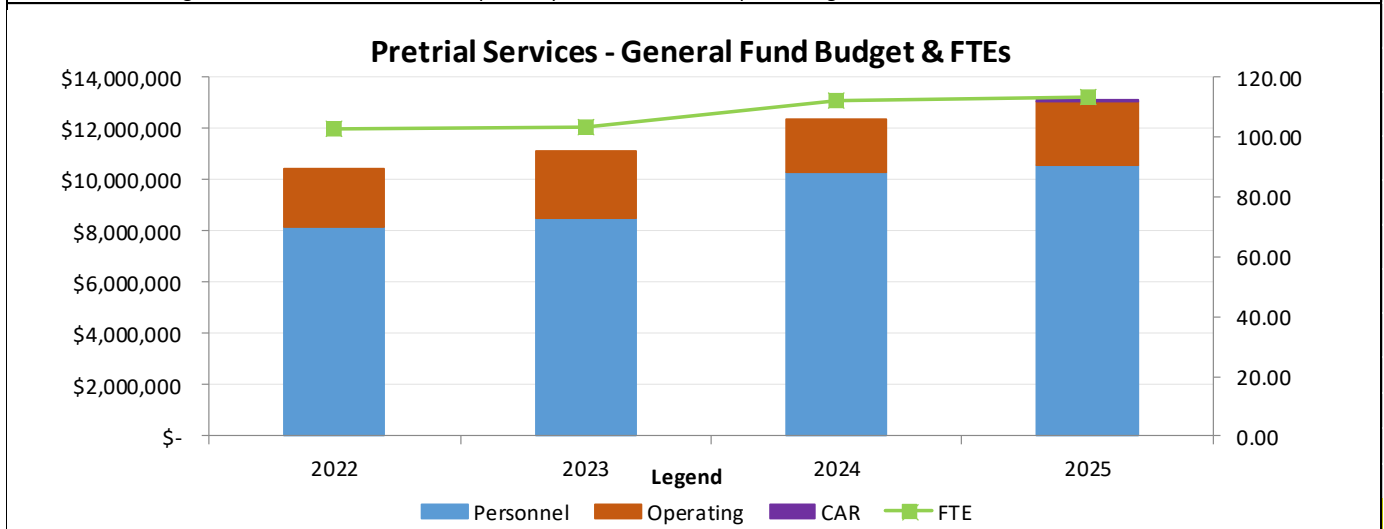
The Department asserts that current research indicates Drug Court programs work best with High Risk/High Need defendants. Travis County Drug Court remains dedicated in seeking out defendants that meet this criteria by means of focusing attention on educating and training each member of its team on concepts related to High Risk/High Needs defendants, ensuring the assigned Prosecutor’s commitment to allow these defendants entrance into the program, and using of the Texas Risk Assessment System to confirm the program is including (as opposed to excluding) High Risk/High Needs defendants in the program. Additionally, to be successful with this population, it is necessary to provide a continuum of services to lower the recidivism rate. Having a structured treatment process allows for close monitoring of defendants and the ability to address identified needs. Through these efforts, Drug Court anticipates defendants will complete the program within a year as opposed to exceeding two years.

Efficiencies such as immediate UA test results allow Judges to apply immediate responses to participant’s behavior. In addition, Drug Court has streamlined its intake process. Pretrial Services notes that research suggests conducting assessments during the Intake process allows Drug Courts to identify High Risk/High Need defendants, who tend to have better program outcomes. Furthermore, this research indicates that separating defendants by Risk Level in treatment also improves overall outcomes. Therefore, Drug Court took measures to implement these practices. Associating defendants by risk level creates a couple of positive efficiencies. First, it allows Judges to spend quality time with defendants and hand down appropriate responses to client behavior. Second, Treatment counselors can administer the correct dosage of treatment based on the defendant’s risk level. However, it is important to note that defendants are in the program for a minimum of 12 months and that the overall outcomes will not be accurately measured until 12-18 months after full implementation.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	8,155,684	8,495,096	10,330,677	10,597,087	266,410
Operating	2,255,455	2,621,000	2,052,500	2,464,575	412,075
Total (Per&Op)	\$ 10,411,139	\$ 11,116,096	\$ 12,383,177	\$ 13,061,662	\$ 678,485
CAR*	-	-	-	2,940	2,940
Grand Total	\$ 10,411,139	\$ 11,116,096	\$ 12,383,177	\$ 13,064,602	\$ 681,425
FTEs	103.0	103.5	112.5	113.5	1.00

Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Pretrial Services increased by \$681,425 from the FY 2024 Adopted Budget. This is a 5.5% increase. The majority of the increase was in the operating budget due to estimated FY 2025 costs related to electronic monitoring devices.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 12,029,860	\$ 353,317	\$ -	\$ 12,383,177	112.46	\$ -
Target Budget Changes						
Programmatic	-	(353,317)	-	(353,317)	-	-
Compensation & Benefits	345,893	-	-	345,893	-	-
Total Target Budget Changes	\$ 345,893	\$ (353,317)	\$ -	\$ (7,424)	-	\$ -
FY 2025 Target Budget	\$ 12,375,753	\$ -	\$ -	\$ 12,375,753	112.46	\$ -
Budget Submission	\$ 12,375,753	\$ -	\$ -	\$ 12,375,753	112.46	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Electronic Monitoring and Services Funding	440,000	-	-	440,000	-	220,000
Pretrial Officer III SPWs (4.0 SPWs) to FTEs - Case Management	-	84,226	-	84,226	-	-
Pretrial Manager (1.0 FTE) - Pretrial Investigations	92,436	3,575	2,940	98,951	1.00	-
Programmatic Total	\$ 532,436	\$ 87,801	\$ 2,940	\$ 623,177	1.00	\$ 220,000
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	59,171	-	-	59,171	-	-
Compensation & Benefits Total	\$ 59,171	\$ -	\$ -	\$ 59,171	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	6,501	-	-	6,501	-	-
Administrative & Other Total	\$ 6,501	\$ -	\$ -	\$ 6,501	-	\$ -
Grand Total	\$ 598,108	\$ 87,801	\$ 2,940	\$ 688,849	1.00	\$ 220,000
FY 2025 Preliminary Budget	\$ 12,973,861	\$ 87,801	\$ 2,940	\$ 13,064,602	113.46	\$ 220,000
Change from FY 2025 Target	\$ 598,108	\$ 87,801	\$ 2,940	\$ 688,849	1.00	\$ 220,000
Change from FY 2024 Adopted	\$ 944,001	\$ (265,516)	\$ 2,940	\$ 681,425	1.00	\$ 220,000

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Pretrial Services includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$353,317 was removed from the budget related to one-time operating costs for items approved in the FY 2025 Adopted Budget.

The FY 2025 Preliminary Budget for Pretrial Services includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Incremental increase in anticipated electronic monitoring costs for FY 2025	\$-	\$440,000	\$440,000	-

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Creation of an additional Pretrial Manager position (1.0 FTE) in the Investigations Division to provide managerial support across all three PI Unit shifts	3,575	92,436	96,011	1.0
Continuation of a Pretrial Officer III Special Project Worker (1.0 SPW) in the Case Management Division for one additional year to maintain ideal client-to-Officer ratios	84,226	-	84,226	-
Total Programmatic Recommendations	\$87,801	\$532,436	\$620,237	1.0

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Pretrial Services includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Travel and Training Cut Restoration	\$-	\$6,501	\$6,501	-
Total Administrative and Other Funding Changes	\$-	\$6,501	\$6,501	-

Included in the FY 2025 preliminary budget is a 50% restoration of training budget reductions approved by the Commissioners Court as part of the FY 2021 Adopted budget. These cuts were implemented to stabilize the county budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Funding includes \$6,501 in ongoing operating resources for Pretrial Services. PBO will continue to work with offices and departments to understand their travel and training needs throughout FY 2025 and future budget processes.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Pretrial Services includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$332,383	\$332,383
Resources for health insurance cost increases for FY 2025.		59,171	59,171
Incremental cost increase to shift-differential pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	9,020	9,020
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	4,490	4,490
Total Compensation Changes	\$-	\$405,064	\$405,064

FY 2024 compensation adjustments were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Department’s budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Electronic Monitoring Services	\$220,000
Total Allocated Reserve Earmarks	\$220,000

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, Pretrial Services has five fees it charges, however none of these fees are being proposed by the Department for adjustment in FY 2025

- Ignition Interlock Fee;
- Ignition Interlock Bond Reimbursement Fee;
- Personal Bond Reimbursement Fees: Bond > \$1,334;
- Personal Bond Reimbursement Fees: Bond < \$1,334; and
- Program Fees for the Drug Court program.

VACANT POSITIONS

The Department currently has 10 total vacancies, out of which the following two positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Pretrial Officer II	30003907	1.0	261	Pretrial Services is actively interviewing and recruiting for this vacancy.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Pretrial Officer III	30051752	1.0	152	Pretrial Services is actively interviewing and recruiting for this vacancy.

The following four positions have been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Chemical Dependency Counselor	30056576	1.0	1,592	Position remains vacant due to developments regarding in-service treatment for the Travis County Drug Court.
Chemical Dependency Counselor	30050175	1.0	1,538	Position remains vacant due to developments regarding in-service treatment for the Travis County Drug Court.
Chemical Dependency Counselor	30005944	1.0	1,203	Position remains vacant due to developments regarding in-service treatment for the Travis County Drug Court.
Office Specialist Sr	30005948	1.0	723	The Department reports that this position is on hold at this time as the relevant program has been involved in reorganization and expansion with participants currently are doing virtual visits. Pretrial Services will seek to fill this position once the other positions are filled.

The Department states that these Chemical Dependency Counselor positions remain vacant due to developments regarding in-service treatment for the Travis County Drug Court. A recent change in direction from the District Attorney's Office has resulted in inconsistent referrals to the program according to Pretrial Services. Addiction-focused services and supplemental social support are utilized within the community as determined by the clients' needs. Pretrial Services reports that program partners are collaborating to consider an expanded population base to increase and maximize the number of individuals served in the program. With the anticipated expansion of the program, the Department is considering reclassing these positions to Mental Health Professionals due to the level of Mental Health issues in prospective participants that would need to be addressed to support participants' capacity for success in the program.

FUTURE CONSIDERATIONS

The County provides funding to cover costs for substance abuse testing and costs associated with certain electronic devices; Electronic Monitoring House Arrest (EM), Global Positioning System (GPS), Secure Continuous Remote Alcohol Monitor (SCRAM CAM), and the Portable Alcohol Monitor (PAM), to help offset costs for qualified indigent defendants. Pretrial Services reports that it has experienced recent increases in these areas and has submitted a FY 2025 Budget Request to address funding concerns related to Electronic Monitoring resources. PBO has an ongoing analysis dedicated to trends in Electronic Monitoring usage rates and estimated costs and continues to coordinate with Pretrial Services to adequately inform the budget process of resource needs related to Electronic Monitoring costs.

On April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of

Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk's Office, the County Attorney's Office, the Criminal Courts Legally Mandated Fees Department, Capital Area Private Defender Service (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney's Office, the Public Defender's Office (PDO), the District Clerk's Office, and the Sheriff's Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

PBO notes that it will be important to ensure that CAFA is conducted as efficiently as possible to prevent duplication of duties during the CAFA process. PBO would like to explore the possibility of one Office solely handling prosecution and one Office solely handling defense during CAFA. This could reduce the number of staff needed for prosecution and defense during CAFA. PBO wishes to explore questions like this with the impacted Office and Departments before recommending any allocation of funding towards CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a wholistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss our draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop a finalized recommendation for this initiative. It is very likely that either an Earmark will be included in the FY 2025 Preliminary Budget, or PBO will help facilitate conversations between the Offices and Departments and Commissioners Court prior to the FY 2025 Adopted Budget regarding resources needed for FY 2025. Additional details regarding the Pretrial Services Department request are noted in the FY 2025 Budget Request Analysis section below.

Travis County's anticipated implementation of the Counsel at First Appearance (CAFA) initiative as part of the magistration process at Central Booking will likely add to the workload at the Pretrial Investigations Division (PI Unit). Currently the County is operating multiple test shifts from April through September to gauge needs across all participatory departments and develop best practices with an eye towards eventual full implementation of CAFA. Pretrial Services has served as a key stakeholder in these operations and has communicated its full support to see these test shifts succeed. Since Pretrial Services Investigations Division is responsible for generating the magistration packet (i.e., personal bond investigation and recommendation, Public Safety Report (PSR), and financial screening) which are provided to the magistrate judge for the purpose of setting bail and considering a defendant for release on bail, which includes court ordered bond conditions, it is likely that the PI Unit will require additional resources and support if/when full implementation of CAFA is put in place. PBO notes that it has worked closely with Pretrial Services in prior budget cycles to assess, and where applicable address, staff capacity concerns in the PI Unit ahead of full implementation of CAFA. These efforts were in part to ensure that baseline services in the PI Unit were fully operational as intended prior to addressing whatever additional needs may be required for CAFA related operations.

Lastly, Pretrial Services notes that it is working with ITS on a project to replace the existing computer systems with a new case management system. The Department notes that the modern systems now available have the potential to greatly reduce staff time spent on manually gathering reports across disparate systems to view even the most basic data required to properly carry out staff's statutory duties. PBO will coordinate with ITS and the Department to monitor progress and to access potential budgetary implications may develop out of these initiatives.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #01: PRETRIAL OFFICER III SPWS (4.0 SPWS) TO FTE – CASE MANAGEMENT

<i>Program:</i>	Case Management (142)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	4.00	-	-	-
Personnel	335,814	84,226	-	-
Operating	-	-	-	-
Subtotal	\$ 335,814	\$ 84,226	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 335,814	\$ 84,226	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 335,814	\$ 84,226	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Pretrial Services is requesting additional ongoing resources related to the conversion of four PTO Officer III Special Project Worker (4.0 SPW) positions in the Case Management Division that were initially funded in FY 2022 and extended through FY 2023 and FY 2024 to full FTE (4.0 FTE). The Department notes that there continues to be a need for these positions to address the jail population, the growing mental health needs of the justice-involved individuals, and the projected exponential growth of the County Attorney’s DWI Diversion Program.

The Department states that the County Attorney’s Office’s initiative to expand its DWI Pretrial Diversion (PTD) Program in 2021 included the added condition of an alcohol monitoring device to the participant’s bond conditions, leading to additional workload for the Pretrial Services Case Management Unit tasked with supervising the device and reporting back to the County Attorney’s Office and the Court. At the time, this expansion was a new program for Pretrial Services to monitor. Therefore, the number of participants and workload increases related to this program were initially unclear and distributed over existing Alcohol Monitoring Unit (AMU) staff, increasing their workloads.

Pretrial Services asserts that when the requested SPWs were initially funded in FY 2022, two were assigned to the PTD program with another assigned to the general AMU caseload to address growth within the general AMU program. Due to significant program growth over the last year in the PTD program, the Department found it necessary to re-assign the general AMU SPW to the PTD program in order to manage the increasing participant numbers and keep the total number of cases per officer within manageable levels (under 225 cases per officer). Pretrial Services asserts that having SPWs assigned to focus on the PTD Program allowed for more streamlined processes and coordination with the various stakeholders, while allowing other AMU Officers to focus on higher risk clients.

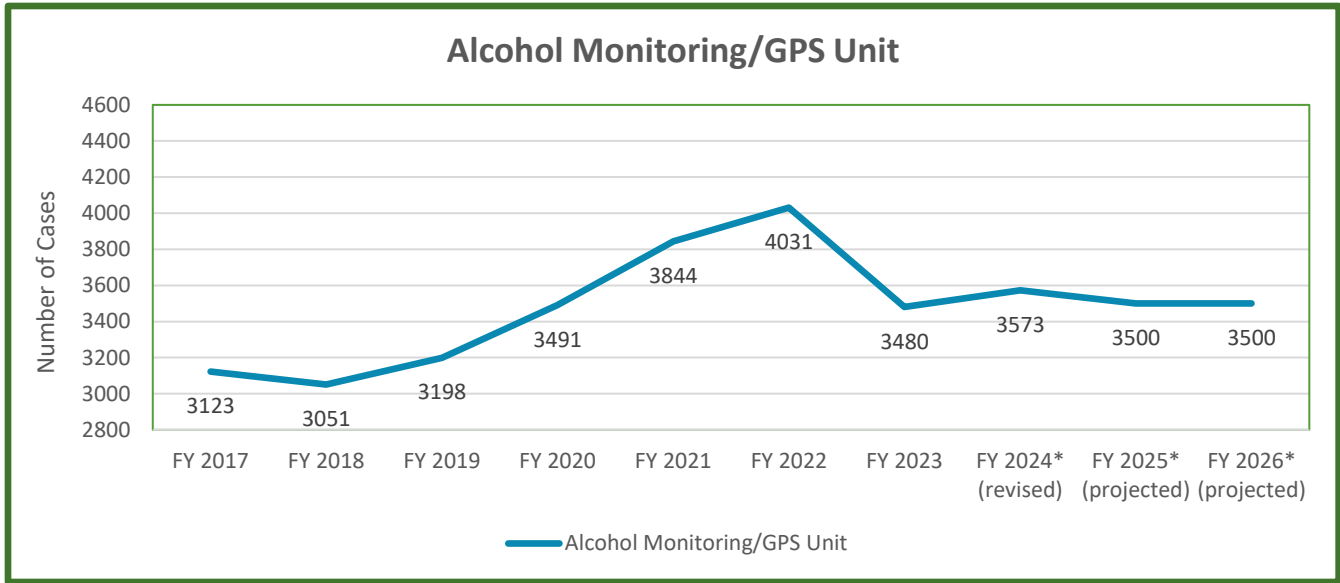
BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Mental Health Cases	296	224	219	208	208	208
Mental Health Caseload per Officer	85	64	49	59	46	46
<i>New Measures</i>						
Alcohol Monitoring - PTD Cases	322	363	576	Shifted to Non-PTD	780	780
Alcohol Monitoring - PTD Caseload per Officer	161	182	192	Shifted to Non-PTD	260	260

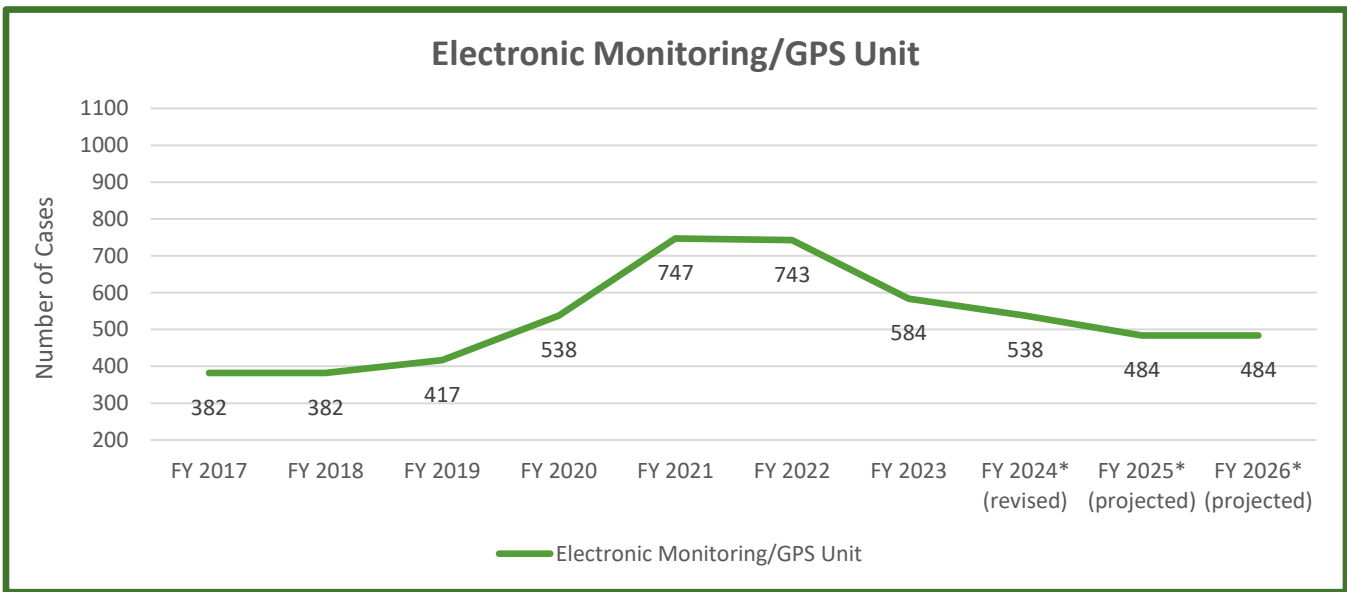
ADDITIONAL INFORMATION

Prior to and during the height of the COVID-19 Pandemic, Pretrial Services’ Case Management programs witnessed significant increases in caseloads for its Alcohol Monitoring Unit, Electronic Monitoring – House Arrest and GPS Unit, Family Violence Unit, and Supervision Units. During this period, heightened assignment of cases from judges and slower disposition of cases due to pandemic-driven delays in court processes resulted in more defendants staying on Case Management caseloads for extended periods of time. This resulted in sharp caseload increases from FY 2020 through FY 2022 relative to prior historical trends. However, as pandemic-driven factors continue to wane, Pretrial Services’ updated caseload estimates now reflect significant decreases relative to highs observed during FY 2022. With courts resuming full operations and efforts to address case backlogs continuing in earnest, the Department anticipates that defendants will complete their monitoring assignments and be taken off program caseloads at a greater rate relative to new placements. This in turn will drive down caseloads across Case Management programs below the highs observed in FY 2022.

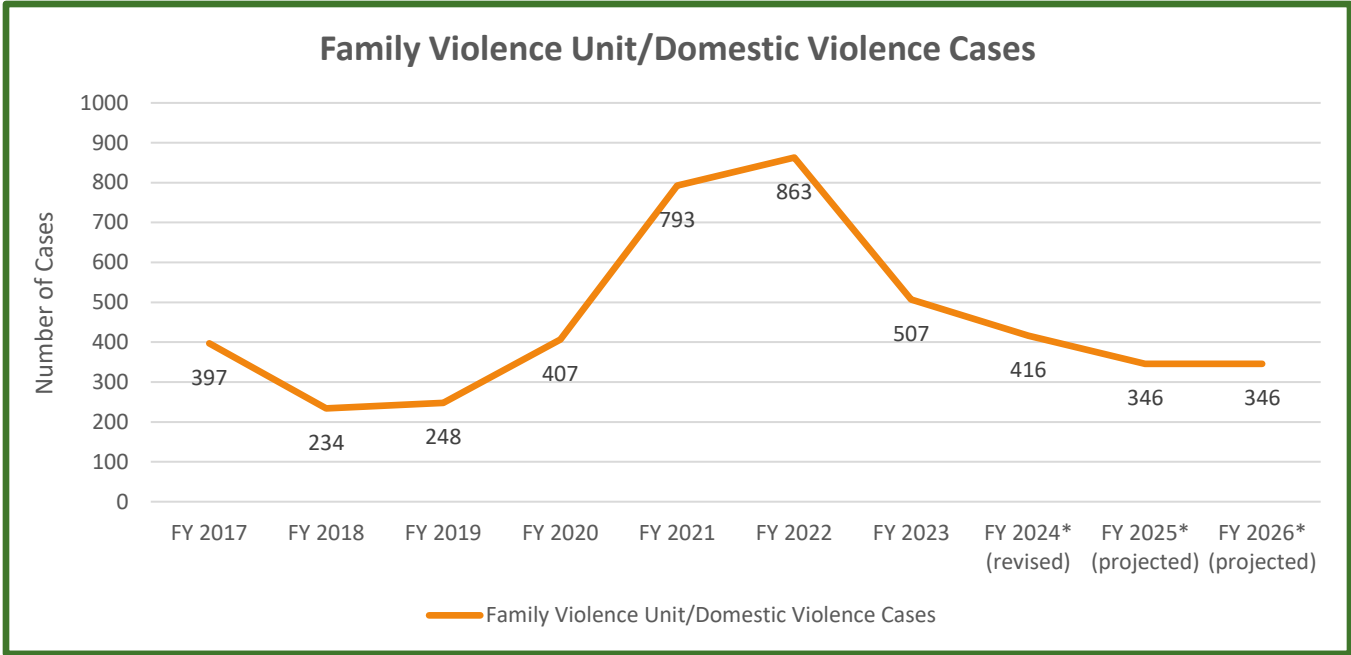
Below are charts which show the number of cases assigned per year for Pretrial Services’ Alcohol Monitoring, Electronic Monitoring, Family Violence, Supervision, and Mental Health Units based on caseload actuals from FY 2017 to FY 2023 and Departmental projections for FY 2024 thru FY 2026.



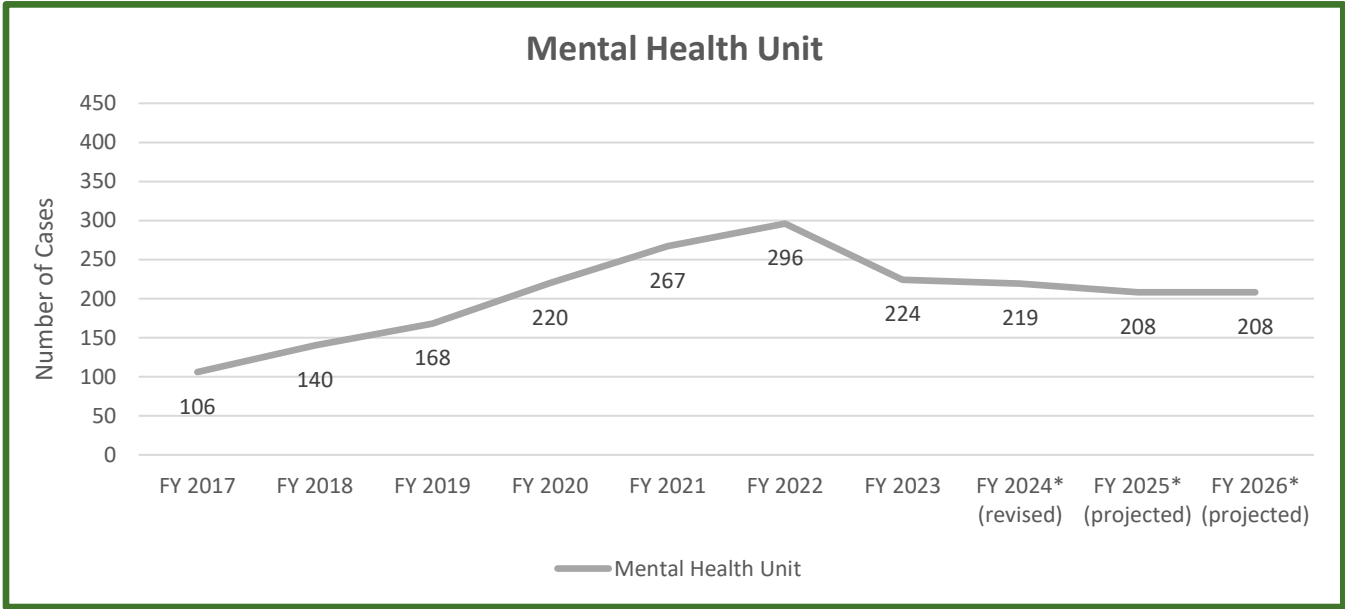
Most cases assigned alcohol monitoring devices involve defendants with prior histories of DWI charges, defendants who were involved in an accident during the alleged offense, and who are on probation for DWI charges. Pretrial Services notes that diligent monitoring of these cases is of great importance to maintaining public safety.



Cases assigned to Electronic Monitoring – House Arrest and GPS caseloads are typically more serious charges including first degree felonies, cases involving violence, and aggravated offenses that receive higher levels of monitoring by both Pretrial Services and courts and pose higher risk to the public. Non-compliance issues for these cases are extremely time-sensitive and must be identified and addressed with the courts immediately. Due to the more intensive nature of the duties of this caseload, Pretrial Services notes a need for lower caseloads relative to other Case Management Programs, 50 clients to each Officer, for staff to be able to successfully comply with the monitoring and supervision duties of the programs.

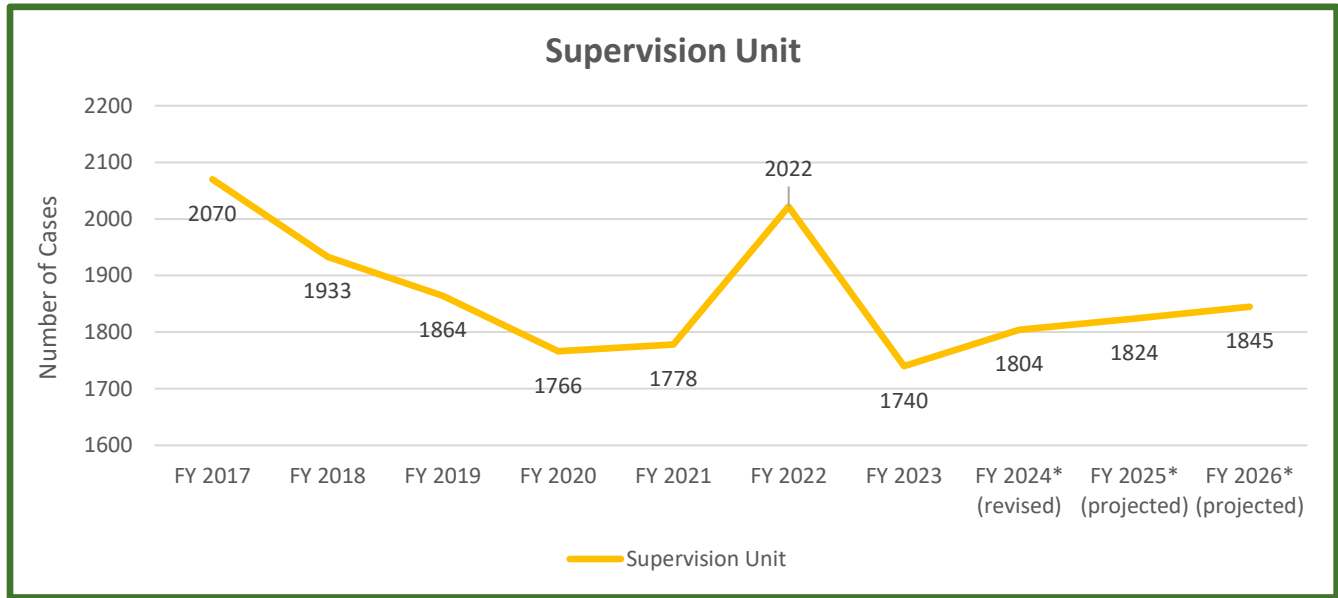


The Family Violence program seeks to reduce recidivism and re-victimization rates that are typical of domestic violence offenses by delegating Pretrial Services to monitoring those defendants that have been released on bond with court ordered bond conditions. The purpose of this monitoring is to ensure that defendants comply with family violence bond conditions such as completing an assessment, attending counseling and/or not contacting the victim. The Department notes that diligent monitoring of these cases is of great importance to maintaining public safety.



The Mental Health (MH) Supervision program was designed to serve defendants with a documented diagnosis of mental illness or impairment. Pretrial Officers can link defendants with mental health service providers and community resources. In 2015 the MH Supervision program began formally participating in a process executed by the prosecution, defense attorney, and the defendant which allowed prosecutors to observe how defendants did on bond, often agreeing to dismiss cases after defendants were stabilized for a period in the community, effectively conserving costly County resources.

collaboration in FY 2022 between the Criminal Courts, prosecutors, defense attorneys and Pretrial Services expanded client participation and services in the Mental Health Diversion Court (“MHD”). This included adding additional defendants to the MH Supervision program. Due to the more intensive nature of the duties involved in this caseload, Pretrial Services notes a need for lower caseloads relative to other Case Management Programs, 50 clients to each Officer, for staff to be able to comply successfully with the monitoring and supervision duties of the program.



The Supervision Program includes defendants referred because they are considered at risk for re-arrest and/or at risk for failure to report to court. These defendants are required to report regularly to a Pretrial Officer. The Department has three levels of supervision: maximum, medium, and minimum. Based on several factors, including the results of validated risk instruments, the Pretrial Officer determines the level of supervision for the defendant.

The observed and projected decreases for caseloads across Case Management Programs relative to the FY 2022 peaks provided for the FY 2025 Budget Process are especially notable in light of previous departmental projections presented to PBO during the FY 2024 Budget Process. The table below details estimated caseloads for FY 2024 across Pretrial Services’ Case Management Programs as provided to PBO during the FY 2024 and FY 2025 Budget Processes:

Case Management Estimated Caseloads for FY 2023 by Program			
<i>Program</i>	<i>Original FY 2023 Estimate (FY 2023 Budget Process)</i>	<i>Revised FY 2023 Estimate (FY 2024 Budget Process)</i>	<i>Percent Change</i>
Alcohol Monitoring Unit (AMU)	4,384	3,632	-17%
Electronic Monitoring (EM)/GPS	998	619	-38%
Domestic/Family Violence (FV)	1,572	583	-63%
Mental Health (MH)	389	225	-42%
Supervision	2,052	1,848	-10%

Total	9,395	6,907	-26%
-------	-------	-------	------

Overall, the Department’s revised projected FY 2024 caseloads across its Case Management Programs provided to PBO for the FY 2025 Budget Process are eight percent less on average relative to estimates provided during the FY 2024 Budget Process. These projected decreases range from one percent (Supervision Unit) to 38 percent (Family Violence Unit) across Case Management Programs. As discussed above, factors behind this significant reduction in anticipated caseloads for FY 2024 include increased court operations as COVID-19 restrictions continue to be lifted and the continued efforts to address case backlogs in earnest. These decreased caseload estimates have important implications for PBO’s current and prior budget recommendations.

PBO RECOMMENDATION

PBO recommends \$84,226 in one-time personnel resources be included in the FY 2025 Preliminary Budget on a one-time basis for the continuation of one Pretrial Officer III SPW position (1.0 SPW) in Pretrial Services Case Management Program to maintain ideal client-to-Officer ratios in the division.

The table below demonstrates current FY 2025 projections for number of cases by pretrial monitoring program and estimated caseloads per approved staff positions as detailed in the Departments FY 2025 Budget Submission Workbook. The measure “FY 2025 Officers with Caseload (FTE)” represents the amount of Pretrial Officer I-III’s (PTO) by Org Unit as presented in the Department’s FY 2025 Budget Submission Workbook and does not include the four Pretrial Officer III SPW positions included in the FY 2024 Adopted Budget, nor any Pretrial Officer Sr positions to conserve senior-level staff capacity for PTO oversight and support responsibilities.

Case Management Pretrial Officer (I-III’s) Staffing Needs - FY 2025										
Program	FY 2025 Caseload Estimate	FY 2025 Officers with Caseload (FTE)	FY 2025 Cases per Officer (FTE)	Maximum caseload recommended	Minimum FTEs needed	Additional Officers with Caseload Needed (FTE)	Additional PBO Recommended Staff (SPWs)	Potential Department Reallocation (FTE/SPW)	Final Estimated FY 2025 Officers with Caseload (FTE/SPW)	Final Additional Staff Needed (FTE/SPW)
Alcohol Monitoring Unit (AMU)	3,500	13	269	225	15.6	2.6	0	7.0	20.0	-4.4
Electronic Monitoring (EM)/GPS	484	15	32	50	9.7	-5.3	0	-2.0	13.0	-3.3
Domestic/Family Violence (FV)	346	3	115	225	1.5	-1.5	0	-4.0	-1.0	2.5
Mental Health (MH)	208	4	52	50	4.2	0.2	0	-3.5	0.5	3.7
Supervision	1,824	5	365	200	9.1	4.1	1	2.5	8.5	0.6
Total	6,362	40	833	750	40.1	0.1	1	0	41	-0.9

Based on current caseload estimates for FY 2025 and the allocation of current regular PTO FTEs assigned to these programs, the Department is short a total of 0.1 FTE at minimum to maintain ideal caseloads across its Case Management programs. However, as noted above, PBO has observed significant variances in caseload projections provided by the Department which appear to suggest a short-term reversal from the historic caseload increases observed for these programs during the period from FY 2020 through FY 2022.

While PBO concurs that caseloads for these programs are likely to resume a rate of increase similar of that observed prior to the COVID-19 pandemic in the near future, PBO is not certain whether the correction in caseloads from the observed peak in FY 2022 has concluded, or whether caseloads may continue to change during FY 2025 or beyond.

Therefore, PBO is recommending the continuation of one PTO III SPW position (1.0 SPW) originally approved in FY 2022 and continued in FY 2023 and FY 2024 on a one-time basis to maintain better client-to Officer caseload ratios across Pretrial Services' Case Management Programs and improve staff's capacity to provide service to clients beyond basic supervision. In addition, continuing this SPW for an additional fiscal year provides PBO the opportunity to observe evolving trends in program caseloads for FY 2025 and reassess staffing needs for Case Management programs during the FY 2026 Budget Process.

PBO does not currently recommend converting these positions to full-time FTEs, as recent decreases in caseloads may or may not continue to decrease as courts return to full operations following the COVID-19 Pandemic and as case backlogs continue to be addressed in earnest. Both factors may result in continued decreases for Pretrial Services Case Management program caseloads and therefore impact ongoing staffing needs.

REQUEST #02: PRETRIAL MANAGER (1.0 FTE) – PRETRIAL INVESTIGATIONS

<i>Program:</i>	Investigations (142)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	1.00	1.00	1.00
Personnel	92,436	92,436	92,436	92,436
Operating	3,575	3,575	-	-
Subtotal	\$ 96,011	\$ 96,011	\$ 92,436	\$ 92,436
Capital	2,940	2,940	-	-
Dpt Total	\$ 98,951	\$ 98,951	\$ 92,436	\$ 92,436
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 98,951	\$ 98,951	\$ 92,436	\$ 92,436

DEPT. SUMMARY OF REQUEST

Pretrial Services is requesting ongoing personnel funding related to the creation of an additional Pretrial Manager position (1.0 FTE) in the Pretrial Investigations Division (PI Unit) related to the increased responsibilities assigned to the Department over the last several years. The Department notes that this position is needed to assist the two existing managers responsible for the 24 hours of operations at the PI Unit, increasing the managerial oversight needed for the Division’s 24/7 operations. This would increase Pretrial Services FTE count by 1.0 FTE.

In FY 2024, Pretrial Services received additional resources related to the creation of nine additional positions (9.0 FTEs) in the PI Unit to ensure that the unit’s current 24/7 operations were adequately staffed with a proper relief factor (8.0 PTO III positions) and restored senior-level training capacity (1.0 PTO Sr). However, this increase in front-line staff did not include a proportional increase in managerial staff. Pretrial Services notes that the increase in the number of staff supervised by PI Managers directly correlates with the managers’ workload.

Pretrial Manager positions have a wide range of responsibilities and provide oversight to PI Unit teams across three shifts (A Shift, B Shift, and C Shift). Within current staffing resources, the two existing managers can cover 10 of the 21 shifts a week across the PI Unit’s three shifts. These positions provide support to staff to maintain a positive morale, develop employees, and promote job satisfaction. Managers also serve as quality control and ensure that all employees follow department policies and procedures to minimize confusion, conflict, and potential legal issues for the organization. The recent increase in PI Unit staff expanded the scope of responsibilities for the two current PI Managers to a level that the Department states reduces managers’ capacity to provide staff with an adequate level of supervision, oversight and support for the Division’s 24/7 operations. Pretrial Services notes that, due to the number of shifts needed to provide 24/7 coverage and the limited number of managers assigned to the unit, certain shifts currently have limited managerial oversight.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of Staff per Manager	13.5	13.5	18	18	12	12

PBO RECOMMENDATION

PBO recommends \$98,951, including \$92,436 of ongoing personnel, \$3,575 of one-time operating and \$2,940 of one-time centrally budgeted resources for computer and phone equipment related to the creation of an additional Pretrial Manager position (1.0 FTE) in the Pretrial Services Investigations (PI) Unit be included in the FY 2025 Preliminary Budget to provide managerial support across all three PI Unit shifts, A Shift, B Shift, and C Shift.

Pretrial Investigations Staffing Needs - FY 2025						
Pretrial Managers by Shifts						
<i>Shifts per Week</i>	<i>Managers Needed to Cover all Shifts w/o Relief Factor</i>	<i>Managers Approved for FY 2024</i>	<i>FY 2024 Shift Capacity</i>	<i>Managers Recommended for FY 2025</i>	<i>Recommended FY 2025 Shift Capacity</i>	<i>Shifts without Coverage</i>
21.0	4.2	2.0	10.0	1.0	15.0	6.0

The Pretrial Services Investigations Division maintains 24/7 operations across three shifts, A Shift, B Shift, and C Shift. There are a total of 21 possible shifts per week for Pretrial Manager staff in the PI Unit to support. For total coverage of all 21 shifts, the PI Unit would require 4.2 FTEs worth of Pretrial Manager staff. Currently, there are two Pretrial Manager positions (2.0 FTE) in the PI Unit included in the FY 2024 Adopted Budget. While total coverage of all possible shifts may be ideal, PBO believes that one manager per shift (A Shift, B Shift, and C Shift) would allow the PI Unit to provide a minimum-level of managerial support across the three shifts as needed, as well as ensure capacity for a majority of total weekly shifts, 15 out of 21.

While PBO concurs that the Department’s suggested Pretrial Manager to staff ratio of 1:12 likely represents a reasonable goal based on the size of the PI Unit and duties of these Manager positions, it is PBO’s position that there should likely be one Pretrial Manager per PI Unit Shift (A Shift, B Shift, and C Shift) to provide a minimum-level of managerial support for each shift. PBO notes that this recommendation excludes the same considerations of relief factors that supported prior staffing recommendations related to front-line PI Unit staff. Based on the unique scope of responsibilities and implied scheduling flexibility for Pretrial Manager positions, PBO does not believe the role carries the same expectation as front-line PI Unit staff to operate on a full 24/7 basis and have a relief factor to ensure this occurs at all times.

Lastly, PBO acknowledges that the PI Unit may require additional Pretrial Manager support in the event Travis County moves forward with a full implementation of the Counsel at First Appearance (CAFA) initiative. Those staffing considerations are separate from this recommendation and are included in Pretrial Services FY 2025 Budget Request entitled, “CAFA – Pretrial Investigations Staffing (10.0 FTE)”.

REQUEST #03: CAFA - PRETRIAL INVESTIGATIONS STAFFING (10.0 FTE)

<i>Program:</i>	Investigations (142)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	10.00	-	-	-
Personnel	808,015	-	-	-
Operating	35,000	-	-	-
Subtotal	\$ 843,015	\$ -	\$ -	\$ -
Capital	29,400	-	-	-
Dpt Total	\$ 872,415	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 872,415	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Pretrial Services is requesting additional resources related to the County's ongoing efforts to implement Counsel at First Appearance (CAFA). The Department notes that the changes to the current magistration process implied by the current understanding of CAFA would increase workloads for the Pretrial Investigations (PI) Unit requiring six additional Pretrial Officers III positions (6.0 FTE), three Office Specialists positions (3.0 FTE), and one Pretrial Manager position (1.0 FTE) to ensure sufficient staffing coverage and managerial oversight capacity during all three Pretrial Investigation shifts across the Division's 24/7 operations. This would increase Pretrial Services FTE count by 10.0 FTE.

The Department notes that Pretrial Investigations does not currently have Office Specialist (OS) coverage 24 hours per day, and that, when OS are not scheduled, Pretrial Officers (PTOs) are redirected from their primary duties in order to complete duties that would ordinarily be completed by an OS. Pretrial Services reports that this puts added strain on existing PTO resources and can impact the timeliness of completing their duties, including providing bond packets for the judge, defense attorneys, and prosecutors for the magistration process. The duties of OS include but are not limited to: assisting with printing and sorting probable cause affidavits, reconciling warning lists with APS entries to ensure all defendants on the magistration list have been interviewed, answering incoming calls, uploading paperwork in APS for defendants released on bond and placed on a caseload, filing granted personal bonds, filing denied personal bonds, and mailing fee letters.

Pretrial Services asserts that, while the requested Pretrial Officer positions and Office Specialist positions are needed to support the additional workload created by the implementation of the CAFA initiative and to maintain the appropriate level of services that are provided by Pretrial Services, this potential increase in FTEs necessitates a proportional increase in the number of Managers serving the PI Unit for proper supervision ratios among the staff. Therefore, the Department is requesting an additional Pretrial Manager position to provide supervisory oversight for the unit to assure effective daily operations and would bring the Manager to employee ratio to a more manageable level.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Average Magistrated Per Day	54	59	59	59	59	59
Average Magistrated Per Year	19,620	21,396	21,443	21,443	21,443	21,443

PBO RECOMMENDATION

PBO’s final recommendation for CAFA-related FY 2025 budget requests is pending a wider analysis of anticipated needs across all stakeholders intended to support an eventual full implementation of CAFA.

On April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk’s Office, the County Attorney’s Office, the Criminal Courts Legally Mandated Fees Department, Capital Area Private Defender Service (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney’s Office, the Public Defender’s Office (PDO), the District Clerk’s Office, and the Sheriff’s Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a holistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop potential options for the Commissioners Court to consider for funding depending on how CAFA could be implemented in FY 2025, based on the roles of the County and the City of Austin.

REQUEST #04: PRETRIAL OFFICER SR'S (2.0 FTE) - CASE MANAGEMENT

<i>Program:</i>	Case Management (142)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	171,912	-	-	-
Operating	7,150	-	-	-
Subtotal	\$ 179,062	\$ -	\$ -	\$ -
Capital	5,880	-	-	-
Dpt Total	\$ 184,942	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 184,942	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Pretrial Services is requesting additional resources related to the creation of two additional Pretrial Officer Senior positions (2.0 FTEs) in the Case Management Division to coordinate with the existing Case Management Unit Managers in providing appropriate levels of daily oversight, supervision, and training of the staff assigned to the Case Management unit. The Department reiterates that ensuring a proper officer to client, as well as officer to supervisor ratio remain as key departmental priorities. This would increase Pretrial Services FTE count by 2.0 FTEs.

This is a recurring request first submitted during the FY 2023 Budget Process.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of Case Management Seniors	4	4	4	4	6	6
Number of staff per Officer Senior	12	12	12	12	8	8

PBO RECOMMENDATION

PBO does not recommend additional funding for 2.0 Pretrial Officer Senior FTEs in the Case Management (CM) program be included in the FY 2025 Preliminary Budget.

Pretrial Services notes that the Department’s ideal ratio of Pretrial Officer Seniors to staff is 10-11:1. As of the Department’s FY 2025 Budget Workbook submission, there are currently four Pretrial Officer Sr positions (4.0 FTEs), two Case Worker

positions (2.0 FTEs), 40 PTO I-III's positions (40.0 FTEs), four Pretrial Manager positions (4.0 FTEs) and four PTO III SPW positions (4.0 SPWs) across all Case Management Organizational Units. PBO notes that, including the one PTO III SPW position currently recommended to continue in FY 2025 on a one-time basis, the current ratio is 1:11 non-management staff to PTO Sr's across Pretrial Services Case Management programs as currently recommended for the FY 2025 Preliminary Budget. This ratio is at the upper limit for the Department's noted ideal ratios, however PBO continues to anticipate that staffing needs for the CM program may wane in FY 2025 should trends in caseloads decline as court backlogs continue to be addressed in earnest.

As noted in the FY 2025 Budget Request entitled "Pretrial Officer III SPWs (4.0 SPWs) to FTE – Case Management", reductions in anticipated FY 2024 caseloads in the Department's Case Management program due to increased court operations as COVID-19 restrictions are lifted and efforts are made to reduce case backlogs lead PBO to anticipate that caseloads for this program may continue to decrease in FY 2025 relative to the highs observed during the COVID-19 pandemic. In the event caseloads continue to decrease, anticipated staffing needs for the Case Management Division could decline, which may result in lower PTO to PTO Sr ratios.

However, Pretrial Services notes PTO Sr coverage varies across Case Management programs. The table below details PTO Sr staffing capacity relative to other staff by Case Management Program including the PTO III SPW currently recommended by PBO. In addition, Pretrial Services indicates that each PTO Sr position serving the Mental Health (MH) and Family Violence (FV) units also provide partial senior-level support to the AMU and EM/GPS units, respectively.

Pretrial Services Case Management Division Pretrial Officer Senior Staff Ratios FY 2025					
<i>Case Management Program</i>	<i>Number of Non-Management Staff (FTE)</i>	<i>Number of Non-Management Staff (SPW)</i>	<i>Total Staff (FTE/SPW)</i>	<i>PTO Sr Staff (FTE)</i>	<i>PTO Sr to Staff Ratio</i>
AMU	10.0	-	10.0	1.0	1:10
EM/GPS	12.0	1.0	13.0	1.0	1:13
MH	9.0	-	9.0	1.0	1:9
FV	11.0	-	11.0	1.0	1:11
Total	42.0	1.0	43.0	4.0	1:11

Based on the current distribution of PTO Sr positions and staff recommended to be included in the FY 2025 Preliminary Budget, the EM/GPS program unit will demonstrate a staff to PTO Sr ratio above the Department's ideal 1:10-11 ratio (1:13), however the average ratio across all Case Management programs meets the Department's ideal ratio.

Additionally, Pretrial Services notes that staffing for its Case Management Programs increased by approximately 50 percent due to additional positions included in the FY 2022 Adopted Budget, meanwhile senior-level PTO support remained static. This request seeks to increase PTO Sr staff capacity by a proportionate 50 percent to bring staffing support levels back into balance relative to the Case Management Program's capacity prior to the FY 2022 expansion. While it would be ideal to bring senior-level staff capacity in line with pre-expansion levels to prevent further over-burdening of senior-level staff and improve training, as well as overall support resources for non-senior level staff across the Department's Case Management programs, a focus on the County's efforts to implement Counsel at First Appearance (CAFA) has led PBO to prioritize staffing needs for Pretrial Services' Investigations Division for any available additional ongoing funding requests in in FY 2025.

REQUEST #05: ELECTRONIC MONITORING AND SERVICES FUNDING

<i>Program:</i>	Case Management (142)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	550,000	440,000	440,000	440,000
Subtotal	\$ 550,000	\$ 440,000	\$ 440,000	\$ 440,000
Capital	-	-	-	-
Dpt Total	\$ 550,000	\$ 440,000	\$ 440,000	\$ 440,000
Earmark Allocated	-	220,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 220,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 550,000	\$ 660,000	\$ 440,000	\$ 440,000

DEPT. SUMMARY OF REQUEST

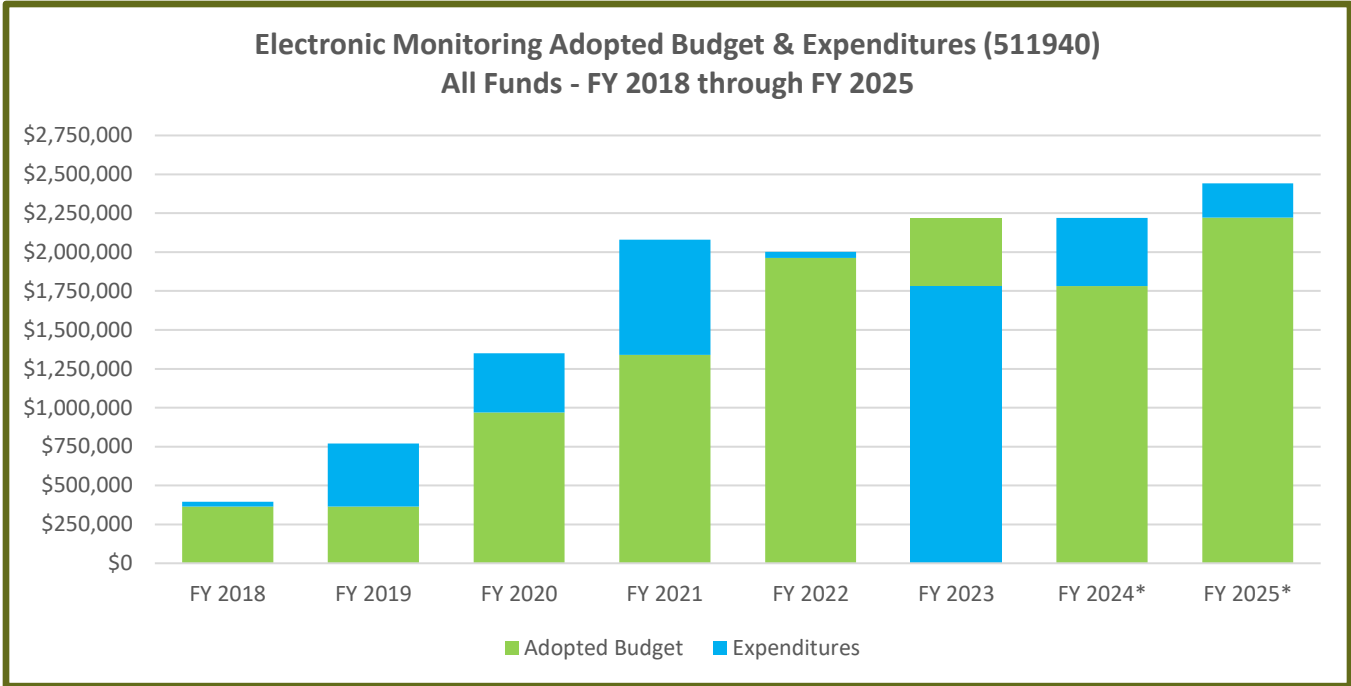
Pretrial Services is requesting additional ongoing operating funds related to electronic monitoring and substance abuse testing costs. Pretrial Services provides case management oversight to defendants released on bond with court-ordered bond conditions. The County provides funding to cover costs for substance abuse testing and costs associated with certain electronic devices; Electronic Monitoring House Arrest (EM), Global Positioning System (GPS), Secure Continuous Remote Alcohol Monitor (SCRAM CAM), and the Portable Alcohol Monitor (PAM), to help offset costs for qualified indigent defendants. This request includes \$30,000 to continue substance abuse testing and \$550,000 to continue monitoring the increasing number of defendants ordered to be monitored on electronic devices.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Substance Abuse Testing	873	1,705	1,807	1,915	1,915	2,030
County funding for SCRAM cases	28%	36%	37%	39%	39%	39%
County funding for PAM cases	14%	25%	39%	50%	50%	50%
County funding for GPS cases	48%	59%	61%	63%	63%	63%
County funding for EM cases	56%	56%	59%	61%	61%	61%

ADDITIONAL BACKGROUND

The chart below details budgeted amounts and expenditures for electronic monitoring costs (captured in SAP under Commitment Item #511940: Security Services) for Pretrial Services from FY 2018 through FY 2025 across all funds:



* Projected FY 2024 and FY 2025 Actuals based on to-date actuals as of July 1, 2024.

At the end of FY 2018, Pretrial Services noted substantial increases in the amount of alcohol monitoring, electronic monitoring or house arrest, and GPS devices being ordered by Travis County Criminal Judges. The County provides funding to cover costs associated with certain electronic devices, specifically Electronic Monitoring House Arrest (EM), Global Positioning System (GPS), Secure Continuous Remote Alcohol Monitor Continuous Alcohol Monitoring (SCRAM CAM), and the Portable Alcohol Monitor (PAM), to help offset costs for qualified indigent defendants. PAM is a device the defendant carries and requires regular breath samples for analysis of alcohol. SCRAM CAM is a bracelet technology that monitors perspiration for alcohol consumption. Both PAM and SCRAM CAM are used for individuals with alcohol related offenses. GPS monitoring is for individuals who need to have their location tracked at all times due to the nature of their offense.

On May 28, 2019, Commissioners Court approved a budget amendment of \$425,000 from the Allocated Reserve to cover a projected shortfall in Pretrial Services’ funding for electronic monitoring devices. Since this date, the budgeted allocations for resources related to the cost of electronic monitoring devices in Pretrial Services were adjusted as follows:

- The FY 2020 Adopted Budget included an additional \$600,000 in ongoing operating resources to cover the projected shortfalls related to electronic monitoring device costs in FY 2020 and beyond;
- The FY 2021 Adopted Budget included an additional \$370,202 in ongoing operating funding to cover a shortfall in FY 2020 and a \$200,000 Earmark on the Allocated Reserve to prepare for the possibility of additional resource requirements related to the cost of electronic monitoring devices in FY 2021;
- The FY 2022 Adopted Budget included an additional \$620,878 in ongoing operating funding to cover a shortfall in FY 2021 and a \$200,000 Earmark on the Allocated Reserve to prepare for additional resource requirements related to the cost of electronic monitoring devices in FY 2022;
- The FY 2023 Adopted Budget included \$420,000 in additional ongoing operating funding to cover shortfalls in FY 2022 and a \$300,000 Earmark on the Allocated Reserve to prepare for potential additional resource requirements related to the cost for electronic monitoring devices in FY 2023; and
- Most recently, the FY 2024 Adopted Budget included a \$600,000 reduction in ongoing operating resources and a one-time \$100,000 Earmark on the Allocated Reserve to right-size the electronic monitoring device budget for Pretrial Services based on reduced placement rates and anticipated expenditures in FY 2024.

Overall electronic monitoring caseloads increased during the onset of the COVID-19 pandemic due to both increased assignment of cases from judges and slower disposition of cases due to delays in court processes that resulted in defendants staying on caseloads for extended periods of time.

During the FY 2023 budget process, Pretrial Services anticipated that electronic monitoring costs would increase from \$2,102,052 in FY 2022 to \$2,552,585 in FY 2023, a 21 percent increase. At the time, PBO noted that a 21 percent increase likely represented a high-end estimate as the rate of increase for electronic monitoring costs had slowed significantly after a spike related to an updated device contract in December 2019. In FY 2019, electronic monitoring costs increased to \$769,751 from \$396,132 in FY 2018, a 94 percent increase. In FY 2020, electronic monitoring costs increased to \$1,349,581, a 75 percent increase. In FY 2021, electronic monitoring costs totaled \$2,075,444, a 54 percent increase. Based on these developments, PBO estimated that total FY 2022 electronic monitoring costs would reach \$2,202,626, a 6 percent increase from FY 2021.

Based on these projections, the Planning and Budget Office anticipated a budget shortfall for electronic monitoring devices of between \$592,888 and \$715,013 in FY 2023. Therefore, PBO recommended adding ongoing funding in FY 2023 of \$420,000 to the department's budget as well as an earmark of \$300,000 against the Allocated Reserve to cover potential FY 2023 electronic monitoring expenses. However, PBO noted that it was possible that costs may reduce as caseloads revert to pre-COVID conditions. Expenditures for FY 2023 totaled \$1,787,340. This total was \$595,512, or 25 percent, below the amount included for electronic monitoring device costs in Pretrial Services FY 2023 Adopted Budget. Pretrial Services originally estimated that costs related to electronic monitoring would total \$2,102,052 for FY 2022. The actual costs for electronic monitoring in FY 2022 totaled \$2,002,362, representing roughly a five percent decrease from Pretrial Service's original estimate. For FY 2023 and FY 2024, Pretrial Services reduced its estimated costs for electronic monitoring by 30 percent (from \$2,522,585 to \$1,772,592) and 42 percent (from \$3,073,893 to \$1,790,380) respectively from the projections provided during the FY 2023 Budget Process. These revised estimates reflect observed decreases in electronic monitoring caseloads relative to peaks observed in FY 2021 and FY 2022 as well as slowed anticipated future growth into FY 2024.

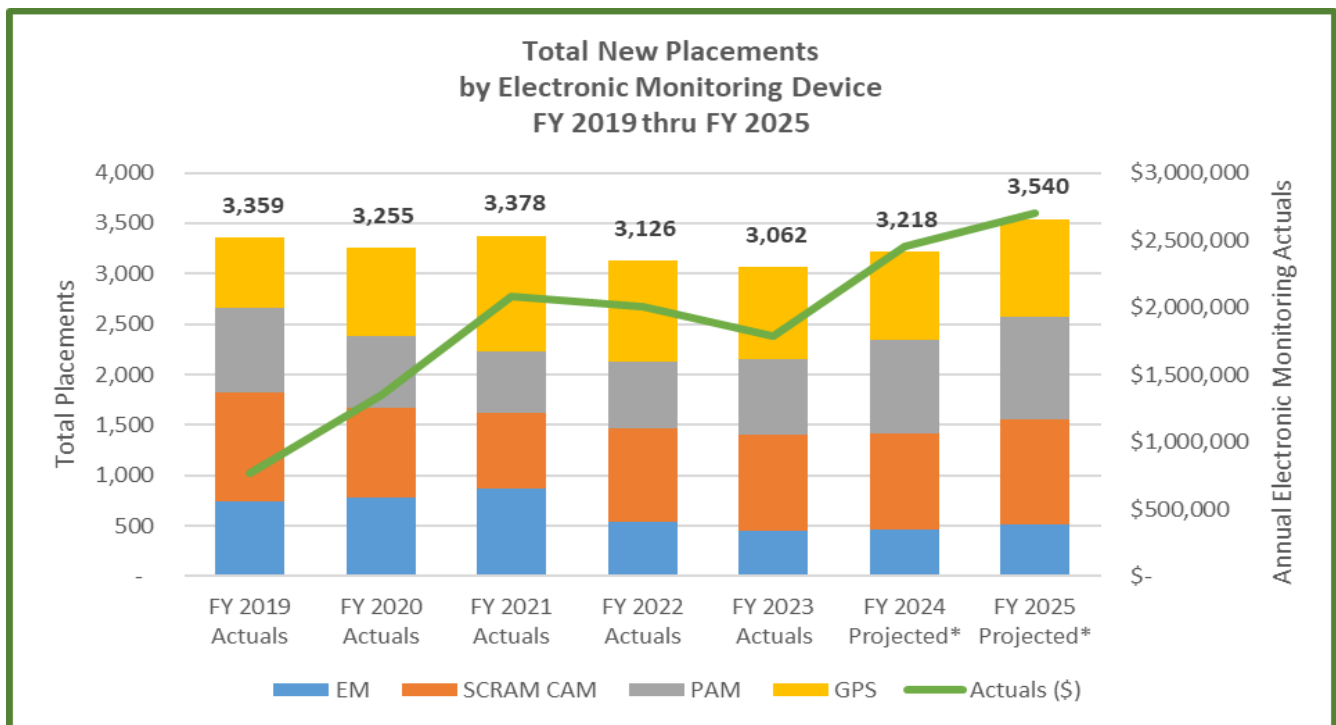
While it was possible for the rate of increase in electronic monitoring costs relative to PBO's seasonally adjusted estimates to rise throughout the rest of FY 2023, based on observed expenditures and caseload trends, it was unlikely that the resources included in the FY 2023 Budget for these costs would be fully utilized, nor were it then likely that Pretrial Services would have requested access to the \$300,000 Earmark against the Allocated Reserve for electronic monitoring costs included in the FY 2023 Adopted Budget. Therefore, the Planning and Budget Office recommended a \$600,000 reduction of ongoing operating resources in Pretrial Services' budget related to electronic monitoring device costs, as well as a \$100,000 Earmark Against the Allocated Reserve for additional FY 2024 electronic monitoring costs to provide additional resources in the event expenses for electronic monitoring devices exceeded anticipated costs.

To date, as of July 1, 2024, total electronic monitoring device costs in Pretrial Services are projected to reach \$2,220,272 through the end of FY 2024 based on PBO's seasonally adjusted estimates relative to actuals dating back to FY 2017. This projection exceeds FY 2024 budgeted amounts by \$342,065 (roughly 18.2 percent) based on the \$1,782,852 of ongoing operating resources and one-time \$100,000 Earmark against the Allocated Reserve included in the FY 2024 Adopted Budget. Pretrial Services notes that it intends to bring an item to Commissioners Court to access the \$100,000 one-time earmark and request additional funds to cover projected shortfalls for electronic monitoring device costs later in FY 2024. This projected increase in electronic monitoring device costs relative to projections made during the FY 2024 Budget Process are largely the result of increased placements and a new four-year contract for electronic monitoring devices effective March 2024 which resulted in higher costs.

For FY 2025, PBO estimates that total electronic monitoring device costs in Pretrial Services may increase to \$2,440,027 through the end of FY 2025 based on PBO's seasonally adjusted estimates relative to actuals dating back to FY 2017. This projection exceeds the currently recommended FY 2025 ongoing resources for electronic monitoring device costs by

approximately \$220,000 (roughly 10 percent) based on the \$2,218,207 of ongoing operating resources currently recommended by PBO – detailed in the recommendation section below. To cover this anticipated potential shortfall, PBO is also recommending a one-time \$220,000 Earmark against the Allocated Reserve be included in the FY 2025 Adopted Budget.

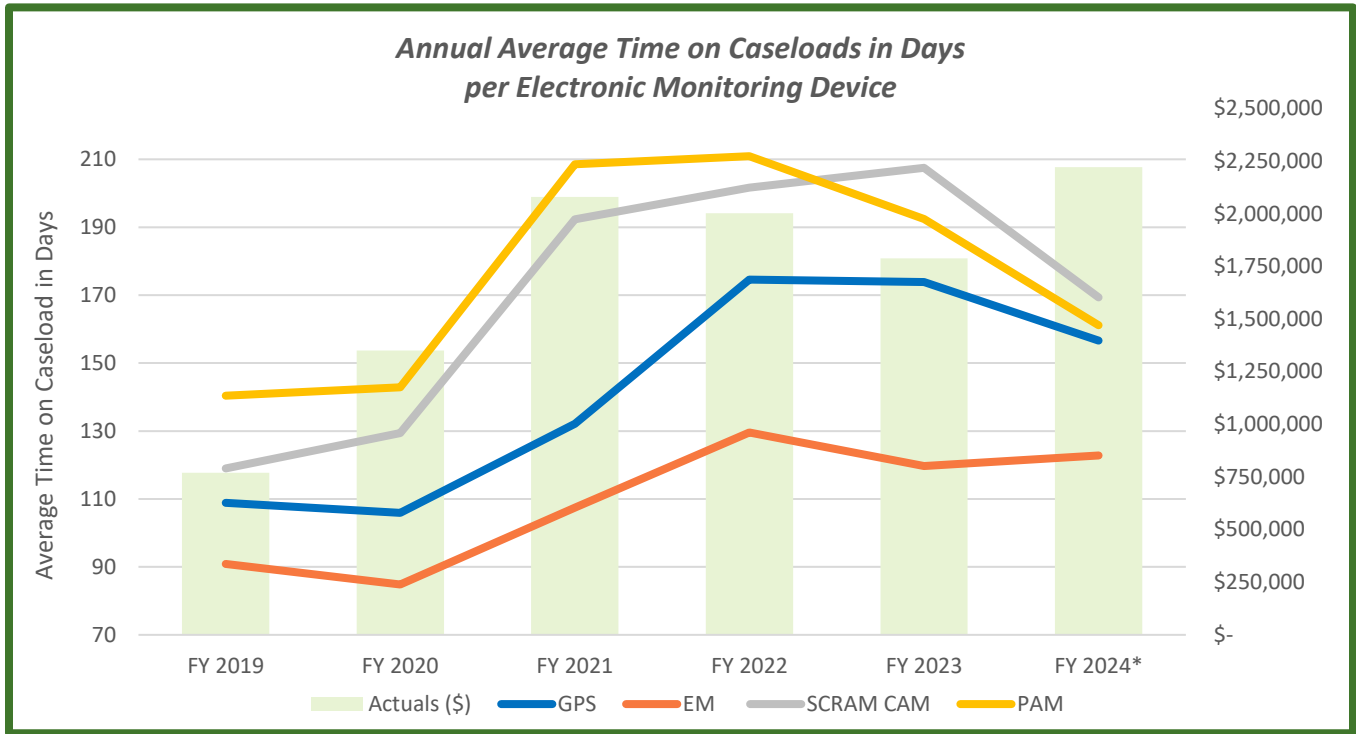
Overall electronic monitoring caseloads have increased since the onset of the COVID-19 pandemic as a result of both increased assignment of cases, new placements, from judges and slower disposition of cases due to delays in court processes that resulted in defendants staying on caseloads for extended periods of time. The graph below illustrates trends in new placements, individuals assigned to electronic monitoring by courts, across the four types of electronic devices that receive County funding relative to total annual costs for electronic monitoring devices. While placement trends vary between device types, overall placements have experienced modest declines in recent fiscal years on a total placement basis.



* Projected FY 2024 and FY 2025 New Placements based on to-date actuals through March 2024, while projected FY 2024 and FY 2025 Actuals (\$) is based on to-date actuals as of May 3, 2024.

However, the modest declining trend in client placements from FY 2021 to FY 2023 is expected to reverse in FY 2024 based on available data. The table above demonstrates a projected value for new placements in FY 2024 based on available actuals through March 2024, and shows that new placements in FY 2024 (3,218) are expected to increase by approximately 5.1 percent (156) relative to FY 2023 (3,062). While total new placements for FY 2024 are not expected to exceed the previous highs observed in FY 2019 (3,359) or FY 2021 (3,378), it is possible that these placements are reaching an equilibrium around the currently observed average for this period from FY 2019 through FY 2023 of 3,236. However, it is difficult to draw any resolute conclusions on future placement trends based on the available data. Instead, this data suggests only that total placements for FY 2024 will likely exceed the total observed in FY 2023 should placements continue at their current rate. While observed fiscal year totals in placements are not demonstrating definitive trends, the relatively modest increases observed in available data for FY 2024 supports the Department’s expectation that electronic monitoring costs in FY 2024 will exceed total costs observed during FY 2023 should placement rates hold.

Meanwhile, average time on caseloads has increased in recent fiscal years. The chart below demonstrates average time on caseloads in days per fiscal year by electronic monitoring device relative to observed and projected total annual expenditures for electronic monitoring device costs from FY 2019 to FY 2024. Following FY 2022, trends either slightly decreased or stayed fairly unchanged for average time on caseloads into FY 2023.



* Projected FY 2024 time on caseloads in day based on to-date actuals through March 2024.

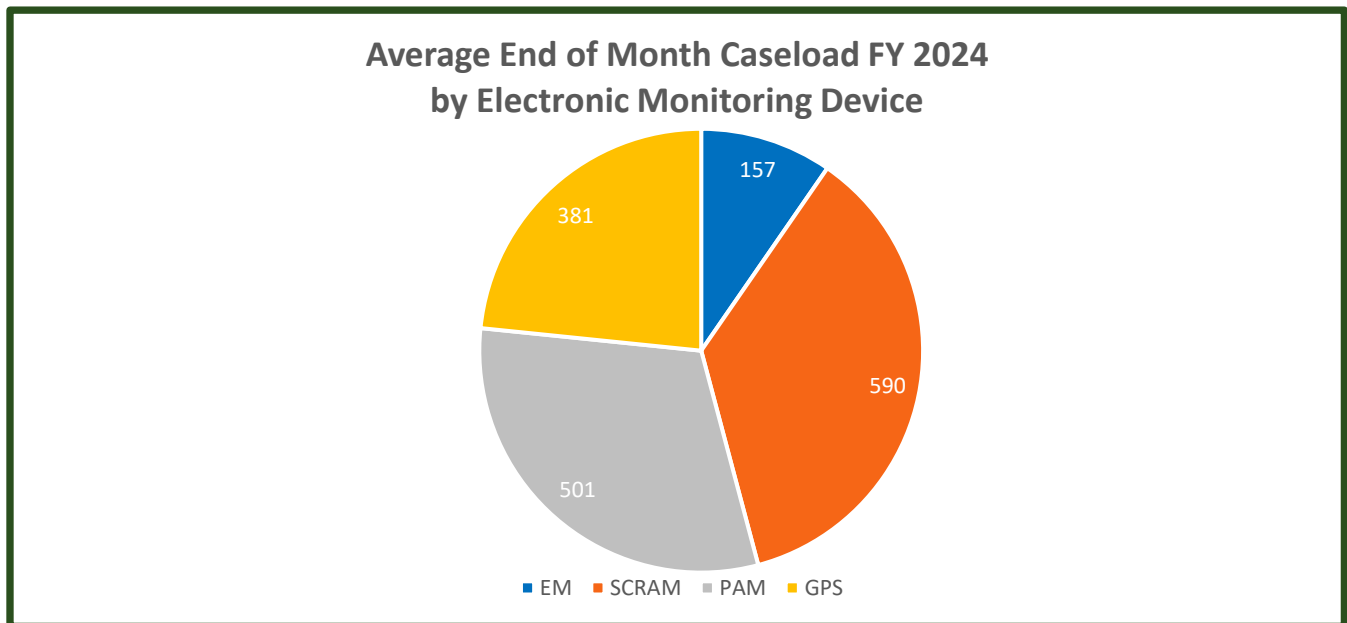
FY 2023 appeared to begin a correction in average days on caseloads from the relative peaks observed in FY 2022, and FY 2024 may be continuing this downward correction based on available data. However, based on observed and projected total costs for electronic monitoring by fiscal year, it is not clear whether changes in the average time on caseloads in days correlates directly with costs for these electronic monitoring devices.

For FY 2024, modest observed increases in electronic monitoring placements are offsetting relative decreases in average days on caseloads for these devices. These factors alone would likely not be translating into the currently observed significant increases in costs for electronic monitoring devices relative to prior fiscal year estimates. PBO suspects that increased Court activity following the COVID-19 Pandemic may be driving both the increased placements and reduced time on caseload projections for FY 2024 as more cases are processed at increased rates. Pretrial Services has noted that another driving factor behind the observed increase in electronic monitoring devices cost estimates are the recently updated device contracts as of March 2024. The changes in device cost relative to previous contracted amounts are reflected in the table below.

Electronic Monitoring Cost per Day by Monitoring Device			
Device	Previous Cost Per Day (\$)	New Cost Per Day Effective March 2024 (\$)	% Change in Cost Per Day
SCRAM - Recovery Healthcare	\$9.50	\$9.70	2%
SCRAM - Safe Monitoring	\$10.50	\$10.00	-5%

Electronic Monitoring Cost per Day by Monitoring Device			
Device	Previous Cost Per Day (\$)	New Cost Per Day Effective March 2024 (\$)	% Change in Cost Per Day
PAM - Project Engage	\$5.00	\$5.10	2%
PAM - Recovery	\$5.00	\$5.10	2%
(EM) RF - Victim Safety First	\$5.50	\$9.00	39%
GPS - Victim Safety First	\$10.00	\$10.00	0%
GPS - Recovery	\$6.65	\$7.80	15%

Per day per electronic monitoring device costs increased by 7.8 percent on average across all devices with a wide range of variance (-5 percent for SCRAM – Safe Monitoring to 39 percent for EM devices). Pretrial Services has sought multiple vendors for the same electronic monitoring device to ensure both accessibility for devices and budgetary efficiency where feasible. For reference, the graph below demonstrates the average end of month caseload per electronic monitoring device for FY 2024 based on to-date monthly caseload actuals through March 2024.



Based on caseload and placement trends relative to increasing daily costs for these electronic monitoring devices, it is unlikely that electronic monitoring costs will decrease until such time as either placements slow down significantly and/or average days on caseloads per device further decline at greater rates relative to the rate of increase for per day costs for these devices.

PBO RECOMMENDATION

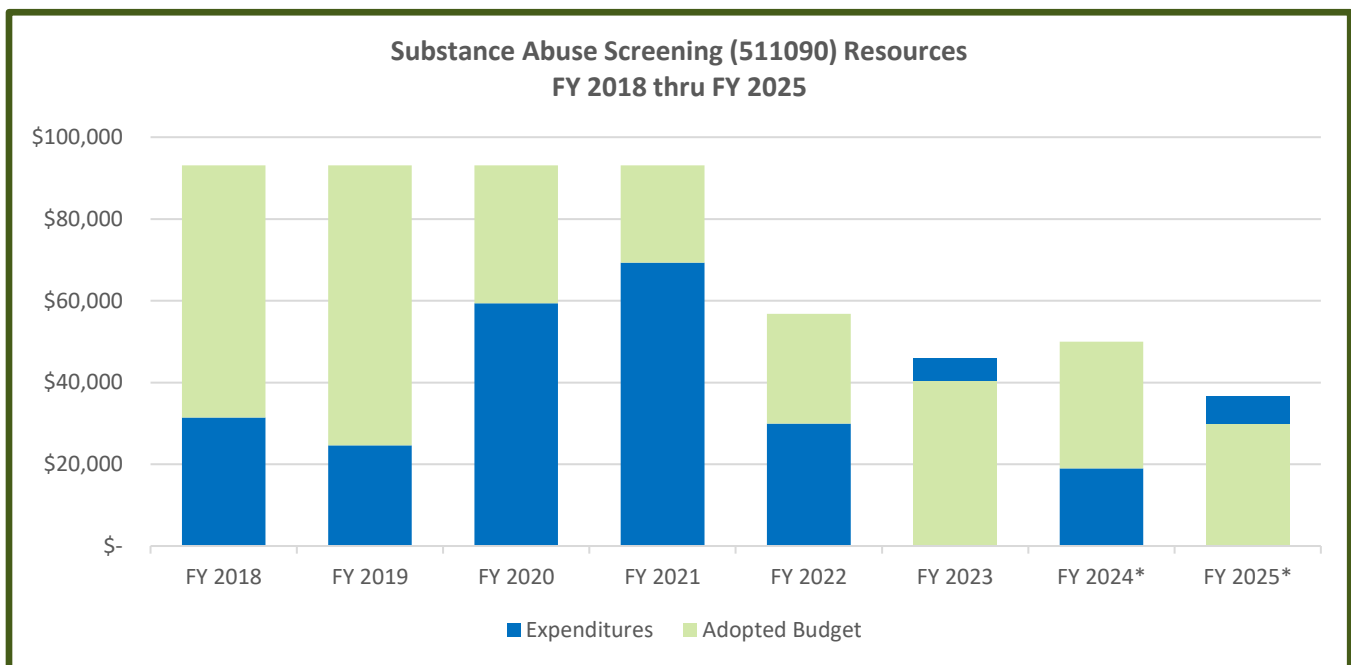
PBO recommends \$440,000 in additional ongoing operating resources and a \$220,000 one-time Earmark on the Allocated Reserve be included in the FY 2025 Preliminary Budget for Pretrial Services related to anticipated costs for electronic monitoring devices so that these programs may continue to contribute to public safety by conserving costly County resources where there are most needed. This would increase Pretrial Service’s electronic monitoring related resources in FY 2025 by \$560,000 relative to FY 2024 – including relevant one-time earmarks - and represents PBO’s high-end projection for FY 2024 Actuals related to electronic monitoring devices as well as the potential for FY 2025 expenses to exceed these estimates.

However, electronic monitoring costs through FY 2025 may be lower should placements or caseload trends for electronic monitoring usage decline significantly next fiscal year.

As of May 2024, PBO projects that Pretrial Services will experience an estimated budget shortfall in the range of \$342,065 to \$437,126 related to electronic monitoring costs based on Departmental projections and PBO’s internal end-of-year expenditure estimates respectively. These estimate shortfalls include the use of the \$100,000 one-time FY 2024 Earmark against the Allocated Reserve for additional electronic monitoring costs that Pretrial Services plans to request access for later in FY 2024.

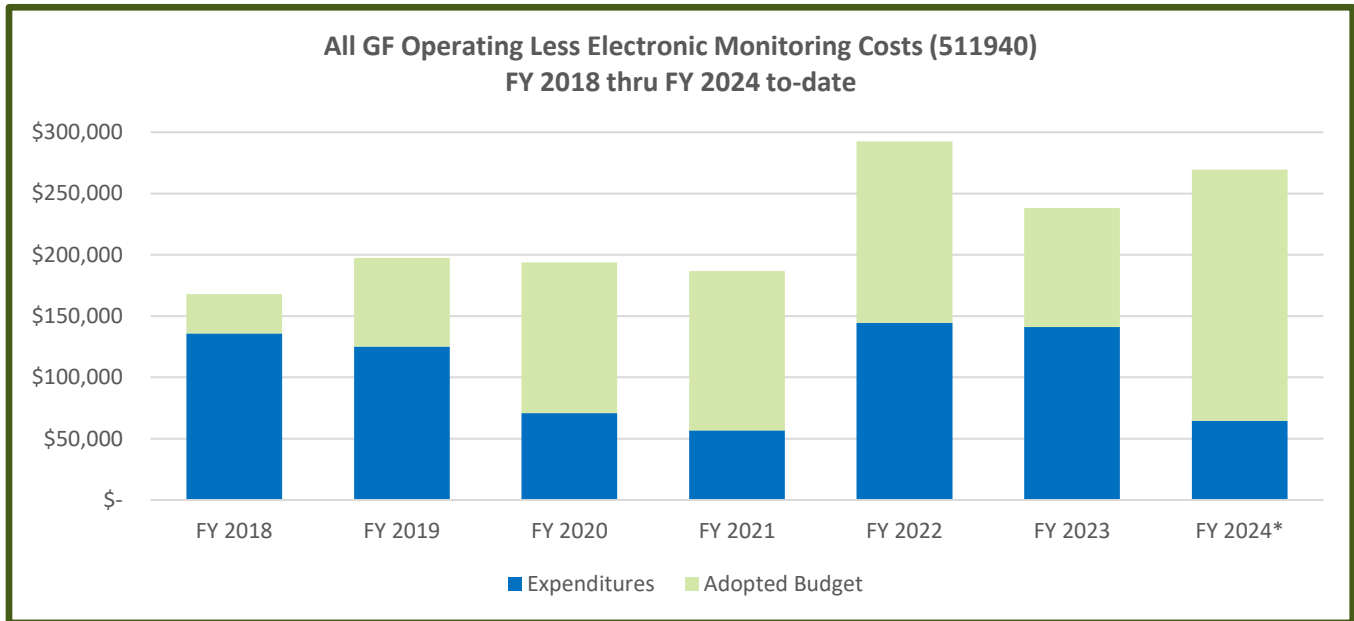
Pretrial Services expects that electronic monitoring costs will increase from \$2,315,332 in FY 2024 to \$2,358,206 in FY 2025, a 1.9 percent increase. However, these estimates are largely based on to-date actuals as of April 2024, which have not yet fully incorporated the increased cost for electronic monitoring devices following the updated contracts for these devices. Based on an average cost increase of 7.8 percent across all devices following the update to the device contracts, PBO recommends a one-time \$220,000 Earmark against the Allocated Reserve be included in Pretrial Services’ FY 2025 Preliminary Budget. This amount represents approximately 10 percent of PBO’s current estimate for total FY 2024 costs related to electronic monitoring devices if the updated per day per device costs have a greater influence on anticipated FY 2025 costs.

PBO does not recommend an additional \$30,000 in ongoing operating resources related to substance abuse screening costs be included in Pretrial Services FY 2025 Preliminary Budget. Based on the Department’s FY 2025 Budget Workbook submission, Pretrial Services began with \$50,000 allocated in commitment item 511090 (Substance Abuse Screening) across two fund centers, 1420010001 (\$30,000) and 1410150001 (\$20,000). As a part of its submission, Pretrial Services reallocated the \$20,000 in fund center 1410150001 to the commitment item 511940 (Security Services) to better align anticipated expenses with available operating resources. The table below summarizes the adopted budget amounts and total expenditures for commitment item 511090 (Substance Abuse Screening) for Pretrial Services’ General Fund fund centers by fiscal year from FY 2018 through FY 2025:



* to-date costs for FY 2024 reflect actuals through 4/29/2024 and projected FY 2025 expenditures represent average actuals & encumbrances for FY 2018 through FY 2023.

Prior to FY 2022, Pretrial Services maintained a budgeted amount of \$93,092 for commitment item 511090 (Substance Abuse Screening) across all the Department’s General Fund divisions. Meanwhile, the next table below summarizes the adopted budget amounts, total encumbrances & actuals, and amounts unspent for all operating commitment items excluding 511940 (Security Services) for Pretrial Services’ General Fund by fiscal year from FY 2018 through FY 2024 (as of 4/29/2024). Commitment item 511940 was purposefully omitted from this analysis to factor out the impact of electronic monitoring device costs, which has an outsized influence on annualized operating budget metrics for Pretrial Services.



* to-date costs for FY 2024 reflect actuals through 4/29/2024.

Based on the brief analysis above, Pretrial Services has left \$100,430 or roughly 46.7 percent of its General Fund operating Adopted Budget resources unspent or unencumbered from FY 2018 through FY 2023 on average. As of April 29, 2024, Pretrial Services has \$205,132 (or 76.1 percent) of its General Fund operating budget remaining relative to the amount included in the FY 2024 Adopted Budget with approximately 41.7 percent of the fiscal year remaining in FY 2024. Therefore, PBO believes that Pretrial Services retains sufficient flexibility in its operating budget to internally fund the requested \$30,000 increase on an ongoing basis for Substance Abuse Screening should the Department choose to prioritize these operating expenses.

Probate Courts (125)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	6
FY 2025 Preliminary Budget Recommendations Summary	7
Additional Information	9
FY 2025 Budget Request Analysis	10
Request #1: AOT Program – Resources for Contract and Attorney Position	10
Request #2: AOT Program – Athelas Devices	13
Request #3: Financial Position.....	15

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Probate Courts is to effectively administer cases related to decedents' estates, establish guardianships with a focus on promoting independence, and ensure access to mental health services while protecting individual rights. The courts aim to foster trust, build positive relationships, and are committed to making impartial, just decisions that serve the interests of all parties involved in accordance with Texas law.

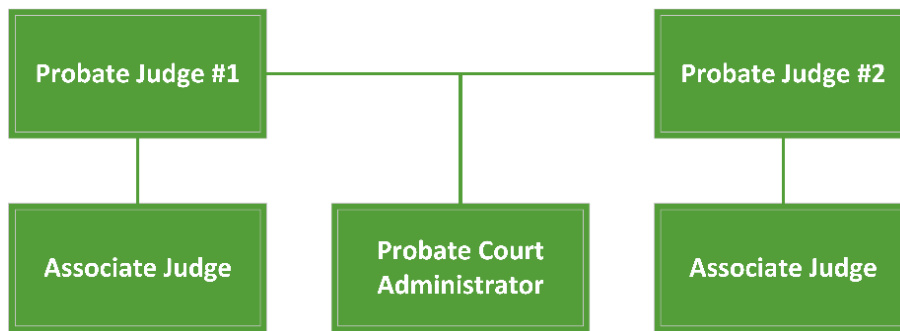
The Department has identified the following departmental goals:

- Thoughtfully & expeditiously handle probate, guardianship, mental health, civil litigation, and condemnation cases; and
- Carefully monitor active guardianships and dependent administrations.

This aligns with the new County goal, "Protect and provide opportunity for those most vulnerable and underrepresented."

The Department is budgeted in the Justice System Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes," and are now linked to the County Goal, "Protect and provide opportunity for those most vulnerable and underrepresented."

PROBATE:

The goals of the Probate Division have been identified as the following:

- To probate estates in an effective and efficient manner;
- To ensure estates are being administered effectively and efficiently; and
- To monitor all active dependent administrations regularly.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Clearance rates for heirship cases during FY	80%	103%	86%	94%	91%
Clearance rates for small estate affidavit cases during FY	100%	110%	110%	110%	107%
Clearance rates for will-probate cases during FY	96%	95%	88%	91%	93%
Court grants application for probate of decedent's will	1,671	1,785	1,582	1,684	1,680

The Probate program is a mandated program. Discretionary services identified by the Department include:

- Assisting pro se individuals with small estate affidavits, as needed;
- Reviewing files, drafting pleading and/or proposed orders; and
- Working with attorneys and legal assistants when documents are missing or need corrections.

As a result of the 88th Legislative Session, effective October 1, 2023, Travis County has two Statutory Probate Courts. The Department states, "Cases filed on or after October 1, 2024, dictate the distribution of workload for each court. Cases with odd numbers are assigned to Probate Courts No. 1 and those even numbered are assigned to Probate Courts No. 2. Probate Courts No. 2 did not inherit any aged cases and overall will take some time to fully develop. To balance the workload during its development phase, Probate Courts No. 2 exclusively administers civil mental health matters. When possible, it also takes on complex and time-consuming cases from Probate Courts No. 1. Starting April 2024, Probate Courts No. 2 also temporarily presides over all newly filed heirship cases."

The Department notes that the performance measure, "Court grants application for probate of decedent's will," experienced an increase in FY 2021 and FY 2022 due to the "seller's market" of Austin's housing market, which could motivate longtime homeowners to clear title records on properties inherited and capitalize on potential sales. The projected decline for this measure, indicates a "cooling" of the Austin housing market. Overall clearance rates for the Probate Division measures note a decline as Probate Courts No. 2 gets on board and up to speed. The Department anticipates the clearance rates will improve as Probate Courts No. 2 develops.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
New Probate Courts	\$939,802	5.00/5.00	The Department states, "The Probate Courts anticipates that the 88th Legislature, Regular Session, 2023, will enact a statute that will create a second Probate Courts in Travis County with an effective date of October 1, 2023. The Probate Courts is requesting funding to support this new Court in FY24."

GUARDIANSHIP:

The goals of the Guardianship Division are:

- To determine whether each proposed ward is incapacitated and, if so, to determine whether full or limited guardianship over the person or the person's estate or both is appropriate;

- To monitor all active guardianships regularly;
- To act thoughtfully on applications before Court in active guardianship, ensuring decisions are in ward’s best interests and all approved expenses are reasonable and necessary; and
- To have Court staff or a Court Visitor visit all GP and GPW wards of the Court at least once every three years, and more frequently if possible.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of Guardian annual & final accounts filed during FY	286	233	307	270	274
# of hearings on guardianship matters	180	413	408	411	353
# of visits of wards & proposed wards by Court staff during FY	207	274	246	260	247
# of visits of wards & proposed wards by Court Visitors during FY	361	607	142	375	371
Clearance rates for Guardian annual & final accounts	88%	131%	51%	85%	89%
Clearance rates for Guardian annual & final reports	96%	97%	96%	96%	96%

The Guardianship program is mandated. The Department has the following discretionary services:

- Assisting guardians with annual reports as needed (a service that is directly tied to the statutorily required duty of guardians of the person to file an annual report);
- Working with attorneys and legal assistants when there are missing documents and/or corrections needed; and
- Reviewing files, drafting pleading and/or proposed orders.

The Office has a target clearance rate of 95 percent and notes, “The reason the target is not 100 percent is that the clearance rate depends on attorneys providing all back-up material and waivers, and it can take months to get everything for some accountings.” The Department notes that low clearance rates experienced in FY 2022 were a result of the Court lacking backup documentation from attorneys and an unusually high number of filings. As seen in FY 2023, the Court exceeded its goal of 95 percent and notes the support of an Accountant Associate temporary employee significantly assisted with clearance rates. The Court projects a decline in clearance rates for FY 2024 due to an expected increase in filings offset by fewer approvals due to staffing vacancies, including the Accountant Associate position. The Department submitted a budget request for a 1.0 Accountant Associate FTE for FY 2025. Additional information is noted below in the FY 2025 Budget Request Analysis section.

MENTAL HEALTH:

The goals of the Mental Health Division are, “To determine whether statutory criteria are met before someone is committed as an inpatient or outpatient or is subject to forced medication,” and, “To determine whether each person needs mental health services based on statute.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Applications filed for court-ordered MH services, except meds	1,839	1,594	1,337	1,466	1,559
Psychoactive medication applications filed, civil & criminal	571	457	473	465	492

The Mental Health program is a mandated program. The Department notes Probate Courts No. 2 administers the mental health program for the Probate Courts in Travis County and states, “Travis County Probate Courts abide by all governing statutes 365 days a year, without exception. Timeframes and deadlines are set by law with minimal discretion. The mental health program consistently achieves 100% compliance with performance measures mandated by statutory timelines/deadlines which compares with similar programs in other statutory Probate Courts state-wide.”

The measures identified by the Department above note a decrease in applications. The Department notes that more counties, including Williamson County, now handle many of their mental health cases, which could be resulting in a decrease of applications for the court. In addition, –the Seton’s Psychiatric Emergency Services Department and the Judge Guy Herman Center for Mental Health Crisis Care have reduced the need for emergency involuntary mental health commitments, as noted by the Department.

In FY 2020, the Travis County Probate Courts partnered with Integral Care through a four-year grant from SAMHSA (Substance and Mental Health Services Administration) to establish an Assisted Outpatient Treatment (AOT) program designed to assist involuntary civil mental health commitments. The Department states that the, “AOT [program] provides community-based mental health services under civil court order to individuals with a history of not participating in voluntary services. AOT achieves the goals of the Probate Courts and the County because not only does it offer a cost-efficient approach to treat persons with mental illness in settings other than hospitals and criminal-justice settings, but it also provides better support for these individuals.” Grant funding for the AOT program will end in July 2024. However, Integral Care submitted a request to SAMHSA to extend the grant to the end of FY 2024 (September 2024) utilizing internal resources and grant savings. The Department submitted a budget request to continue this program on a permanent basis for FY 2025. Additional information is noted below in the FY 2025 Budget Request Analysis section.

CIVIL LITIGATION:

The goal of the Civil Litigation Division is, “To hear cases as expeditiously as possible to help move cases forward.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of hearings in civil cases	77	61	118	90	86

Civil Litigation is a mandated program. The Office notes the Court increased the number of available jury settings to better balance the ratio of docket space available between court hearings and jury trials. As noted in the measures above, this has not resulted in a substantial decrease in the number of cases the hearings held. The number of hearings in civil cases historically trends in the 100s; however, fewer civil case hearings occurred due to the COVID-19 pandemic, but the Department projects an increase in the number of hearings in civil cases returns to normal trends. The Department also notes they anticipate civil hearings will increase and, the Travis County population will increase.

CONDEMNATION:

The goal of the Condemnation Division is, “To hear cases as expeditiously as possible to help move cases forward.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of condemnation cases transferred to CCL after appeal or objection	10	49	50	50	40

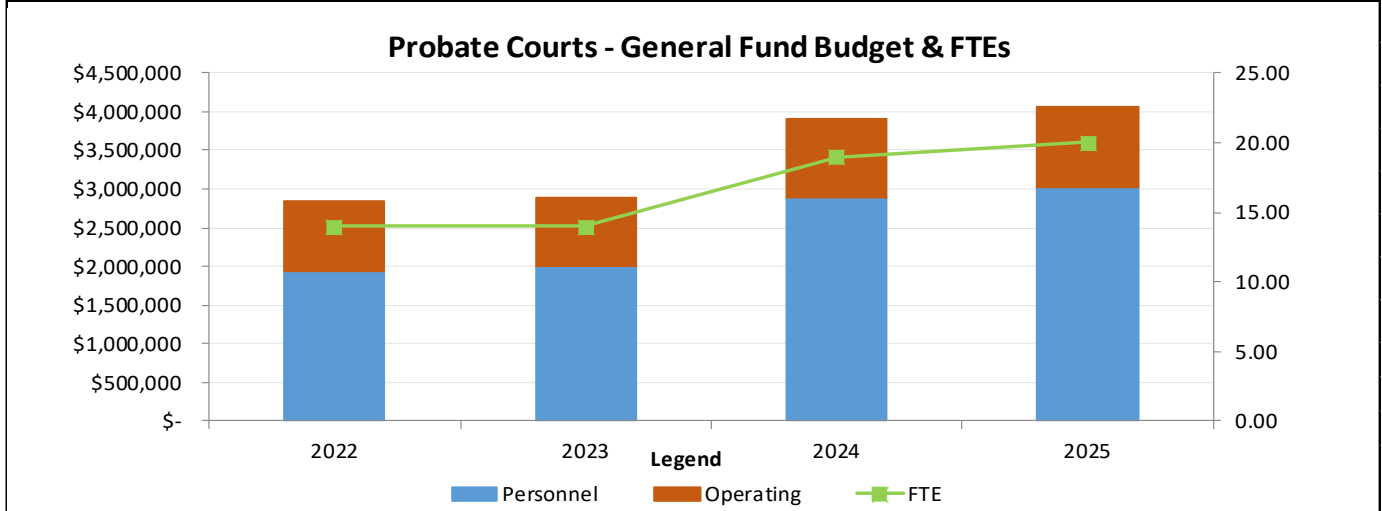
Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure	Projected FY 2026 Measure
# of condemnation orders signed	184	367	418	393	340

The Condemnation program is a mandated program. Probate Courts No. 1 is exclusively responsible for the initial administration of condemnation (eminent domain) cases for land in Travis County. The Department states, “Historically, weeks, even months, would go by with no condemnation activity at the Court in years past. However, over the past couple of years, the number of case filings continue to rise.” As noted in the measures above, the Department experienced an increase of condemnations orders signed. The Department notes population increases could, “likely prompted government entities to seek land or property for projects such as road infrastructure (highways, tolls) and new school construction,” which could be the driving factor behind the increase for FY 2023 and projected increases for FY 2024 and future fiscal years.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	1,947,978	1,994,090	2,879,144	3,022,464	143,320
Operating	899,479	899,479	1,032,343	1,044,963	12,620
Total (Per&Op)	\$ 2,847,457	\$ 2,893,569	\$ 3,911,487	\$ 4,067,427	\$ 155,940
CAR*	-	-	-	-	-
Grand Total	\$ 2,847,457	\$ 2,893,569	\$ 3,911,487	\$ 4,067,427	\$ 155,940
FTEs	14.00	14.00	19.00	20.00	1.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the Probate Courts increased by \$155,940 from the FY 2024 Adopted Budget. This is a 4.0 percent increase. The increase was in the personnel budget largely due to the addition of a new Statutory Probate Courts in the County.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 3,911,487	\$ -	\$ -	\$ 3,911,487	19.00	\$ -
Target Budget Changes						
Programmatic	-	-	-	-	-	-
Compensation & Benefits	77,274	-	-	77,274	-	-
Total Target Budget Changes	\$ 77,274	\$ -	\$ -	\$ 77,274	-	\$ -
FY 2025 Target Budget	\$ 3,988,761	\$ -	\$ -	\$ 3,988,761	19.00	\$ -
Budget Submission	\$ 3,988,761	\$ -	\$ -	\$ 3,988,761	19.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Financial Position	54,704	-	-	54,704	1.00	-
Programmatic Total	\$ 54,704	\$ -	\$ -	\$ 54,704	1.00	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	10,086	-	-	10,086	-	-
PBO Correction - Probate Judge Salary Approved on 6-25-24	1,256	-	-	1,256	-	-
Compensation & Benefits Total	\$ 11,342	\$ -	\$ -	\$ 11,342	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	3,020	-	-	3,020	-	-
Fee Fund (0124)	-	9,600	-	9,600	-	-
Administrative & Other Total	\$ 3,020	\$ 9,600	\$ -	\$ 12,620	-	\$ -
Grand Total	\$ 69,066	\$ 9,600	\$ -	\$ 78,666	1.00	\$ -
FY 2025 Preliminary Budget	\$ 4,057,827	\$ 9,600	\$ -	\$ 4,067,427	20.00	\$ -
Change from FY 2025 Target	\$ 69,066	\$ 9,600	\$ -	\$ 78,666	1.00	\$ -
Change from FY 2024 Adopted	\$ 146,340	\$ 9,600	\$ -	\$ 155,940	1.00	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Probate Courts includes the following increases:

Programmatic Recommendations	One-Time	Ongoing	Total	FTEs
Resources added for a 1.0 Financial Analyst FTE to further assist the Department with an increased and more complex financial workload due to the recent addition of a second Statutory Probate Courts	\$-	\$54,704	\$54,704	1.00
Total Programmatic Recommendations	\$-	\$54,704	\$54,704	1.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Probate Courts includes the following changes related to Administrative and Other Funding Changes:

Administrative and Other Funding Changes	One-Time	Ongoing	Total	FTEs
Travel and Training Restoration	\$-	\$3,020	\$3,020	0.00
Increase in General Fund for a one-time transfer to the Probate Judiciary Fee Fund Special Revenue Fund (0124)	9,600	-	9,600	0.00
Total Administrative and Other Funding Changes	\$9,600	\$3,020	\$12,620	0.00

Included in the FY 2025 Preliminary Budget is a 50 percent restoration of travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County’s budget in response

to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$3,020 in ongoing operating resources for the Probate Courts. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Probate Courts includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$64,881	\$64,881
Resources for longevity adjustments for long tenured staff.	-	12,393	12,393
Resources for health insurance cost increases for FY 2025.	-	10,086	10,086
Resources added to correct the salary of Probate Judge for the second Statutory Probate Courts.	-	1,256	1,256
Total Compensation Changes	\$-	\$88,616	\$88,616

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

ADDITIONAL INFORMATION

FUTURE CONSIDERATIONS

The Department states, "Overall, the Courts' plans are geared towards improving operations and services for all members of our community and remain committed to identifying and adopting new technologies and efficiencies, while striving to improve each program's measures year after year." The Department hopes to implement the following technical solutions in upcoming fiscal years:

- **Acuity Scheduling:** Acuity Scheduling is an online docket scheduling application integrated with the Court's website. It allows case participants to schedule their own uncontested hearing online.
- **Digital Display Docket System:** Digital displays on each building floor will showcase the Court's daily dockets along with judicial assignments and floor location. The displayed data will be integrated into the court's case management system, updated in real time, and displayed on every floor.
- **Virtual Dockets:** The Probate Courts No. 2 is launching a pilot program, beginning in March 2024, for virtual dockets in select Uncontested Non-Record matters via Zoom due to the advantages of virtual hearings over traditional in-person proceedings in certain hearings.

PBO will work with the Department to stay apprised of these technical advances if additional external resources are needed.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: AOT PROGRAM – RESOURCES FOR CONTRACT AND ATTORNEY POSITION

<i>Program:</i>	Mental Health (125)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	0.50	-	-	-
Personnel	44,524	-	-	-
Operating	871,626	-	-	-
Subtotal	\$ 916,150	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 916,150	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 916,150	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Assisted Outpatient Treatment (AOT) provides community-based mental health services under civil court order to individuals with a history of not participating in voluntary services, which often leads to patterns of hospitalization and incarceration. In the 3.5 years Integral Care’s AOT program has been operational, AOT staff provided intensive mental health services to mitigate crisis episodes. AOT services resulted in a 75 percent decrease in private psychiatric inpatient bed days in the first year of enrollment in AOT services compared to the year before AOT enrollment for individuals who enrolled between 9/1/2022 and 4/1/2023. In addition to the wraparound services provided by Integral Care, individuals enrolled in the AOT program attend staffings with the judge every one to five weeks depending on individual circumstances and treatment adherence. Numerous studies on AOT programs around the country indicate these check-ins with the judge have what is known as a “black robe effect” and positively impact treatment adherence regardless of the level of insight.

Currently, there are 25 participants in AOT, all of which had cases that originated in hospitals. Of the 25 participants, 4 have pending criminal charges, 2 are currently in custody awaiting restoration of competency, and 2 have been in custody in the preceding 60 days for behaviors directly related to their mental illness.

The basic infrastructure of AOT is well-suited to complement diversion efforts. Over the past four years, the groundwork for receiving referrals has been laid with the Travis County Sheriff’s Office staff. Integral Care staff are prepared to take an active role in reaching out to patients who may resist involvement with the justice system. In a number of ways, the Mental Health Diversion Center would complement AOT’s work by serving as an additional stabilizing resource for recently incarcerated patients, and AOT could be a stabilizing resource for diversion center residents who have not yet reached a level of behavior disruption that requires incarceration.

The Probate Courts can present the County with three funding options for the AOT program based on the County’s policy objectives related to mental health services:

- Option 1: Fully fund the AOT program as requested on an ongoing basis.

- Option 2: Give the AOT program one-time funding for a one- or two-year period. This option will allow the program to continue while Travis County examines all mental health services as the Mental Health Diversion Center comes online. Once diversion center and its programs become more defined, the County can then reevaluate whether to continue funding the AOT program in its current form or adjust funding sources and the AOT program to fit the complete mental health services framework that the County has created.
- Option 3: If the County decides that it does not have the resources to fund the AOT program permanently, the County provides resources for AOT for a few months within FY 2025 (i.e., the remaining months of calendar year 2024). This would allow for a gradual wind-down, providing participants an opportunity to actively transition patients to other teams to get more patients to a level of stability where they could be considered successful graduates of the program.

Although Option 3 (funding the wind-down of AOT) is not preferable compared to Options 1 and 2, it provides a way to end the program that avoids the negative consequences related to the immediate stop of the program at the end of FY 2024.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Reduction in hospital bed day use by those in the program*	34%	82%	75%	0%	80%	85%
Number of orders for assisted outpatient treatment signed	25	33	52	0	50	75

*A tiered increase in program impact on inpatient psychiatric bed days accounts for the effects of the expansion of the population served and associated staff hiring and onboarding on initial program capacity.

PBO RECOMMENDATION

In FY 2020, the Travis County Probate Courts partnered with Integral Care through a four-year grant from SAMHSA (Substance and Mental Health Services Administration) to establish an Assisted Outpatient Treatment (AOT) program, designed to assist involuntary civil mental health commitments. This grant allocated a total of \$4.0 million, \$1.0 million each year to multiple agencies including Integral Care and Travis County and funded a total of 2.50 grant positions including a 0.5 Attorney II grant-funded position and a 1.0 Court Services Management Admin Coordinator grant-funded position in the Probate Courts and a 1.0 Court Clerk II grant-funded position in the County Clerk’s Office.

Grant funding for the AOT program will end in July 2024. However, Integral Care submitted a request to SAMHSA to extend the grant to the end of FY 2024 (September 2024), by utilizing internal resources and grant savings of up to \$160,000. The Probate Courts and the County Clerk’s Office are now requesting to continue the AOT program on a limited, but permanent basis, under a new structure that best fits the needs of Travis County residents and increases patient eligibility. Details regarding the requested resources for the AOT program are noted in the following table.

Requested Resources for the AOT Program

<i>Office/Department</i>	<i>Position Title</i>	<i>Ongoing Personnel</i>	<i>Ongoing Operating</i>	<i>Ongoing Total</i>	<i>FTE</i>
Probate Courts	Attorney II	\$44,524	\$871,626	\$916,150	0.50
County Clerk’s Office	Court Clerk II	\$76,808	-	\$76,808	1.00
Total		\$121,332	\$871,626	\$992,958	1.50

The Probate Courts requested a total of \$916,150 including \$44,524 of personnel resources for a 0.5 Attorney II FTE. Ongoing operating resources totaling \$871,626 are also included in this amount for contracted services to operate the AOT program. The Department proposes that if this contract is awarded, that the contract be managed by the Health and Human Services Department (HHS). The following table includes expenses related to Probate Courts’s 0.5 FTE Mental Health Public Defender and Integral Care’s staffing component. This does not include the County Clerk’s AOT request.

Probate Courts Requested AOT Resources (FY 2023 Rates)

<i>Budget Category</i>	<i>Total</i>
Salaries	\$468,361
Employee Benefits	170,303
Network and Insurance	25,566
Training/Travel	19,208
Contractors	114,724
Facilities Expense	7,903
Vehicle Expense	-
Capital Expense	12,038
Computers	2,088
Supplies	2,000
Client Expenses	6,000
Other	1,673
<i>Total Program Expenses</i>	<i>832,864</i>
<i>Total Indirect Expenses</i>	<i>83,286</i>
Total Expenses	\$916,150

The County Clerk’s Office requested \$76,808 of personnel resources for a 1.0 Court Clerk II FTE to continue supporting the work of the AOT program in the Probate Courts.

The Department states, “The AOT Program is designed to decrease utilization of inpatient psychiatric hospitalizations and criminal justice involvement and increase the amount of time people live safely in the community. This is achieved by utilizing engagement and rapport building techniques to elicit person-centered goals that incentivize treatment participation. The involuntary nature of these services allows a significant amount of time to build rapport with people who would often otherwise decline services.”

This request, like many other requests, has merit and would be considered for inclusion in the Preliminary Budget if resources were not scarce. At this time, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget. Based on discussions with the Travis County Appraisal District (TCAD) and the Revenue Estimation Unit within the County Auditor’s Office, it is not likely that there will be significant additional revenues beyond those within the FY 2025 Preliminary Budget. Due to the attention and interest from Commissioners Court regarding this item, PBO would like to further explore alternative methods for funding the continuation of this program through external entities such as the Travis County Healthcare District, Central Health. PBO will discuss such an option with the Department and Commissioners Court through the FY 2025 budget process.

REQUEST #2: AOT PROGRAM – ATHELAS DEVICES

<i>Program:</i>	Mental Health (125)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	425,000	-	-	-
Subtotal	\$ 425,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 425,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 425,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Travis County Assisted Outpatient Treatment Program (AOT) currently helps many individuals with treatment-resistant schizophrenia. In the psychiatric medical profession, the “gold standard” for the treatment of schizophrenia is Clozapine. However, research points to barriers to this treatment, notably patient adherence to invasive venous blood draws and the burden of frequent monitoring. A solution to optimizing clozapine therapy and improving clinical outcomes can be achieved through Athelas devices. With a simple finger-prick, the device eliminates the need for a venous draw and monitors clozapine levels and hematological parameters. These devices will bolster the AOT program and provide invaluable benefits to all patients undergoing similar treatment plans at Integral Care clinics/hospitals.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
# of Athelas Device Tests Conducted	N/A	N/A	None provided	None provided	None provided	None provided
# of Patients under Clozapine Treatment Plans	N/A	N/A	None provided	None provided	None provided	None provided
% of Continuation Rate of Individuals on Clozapine	N/A	N/A	None provided	None provided	None provided	None provided

PBO RECOMMENDATION

Clozapine is the most effective antipsychotic for patients with treatment-resistant schizophrenia, and treatment guidelines recommend it be prescribed to eligible patients who have not responded after two antipsychotic trials.¹ Despite this, the Treatment Advocacy Center reports that Clozapine is underutilized: there are potentially as many as ten times the patients who could benefit from the medication who are not currently receiving it.² This underutilization is largely a result of the routine, invasive blood draws required for blood monitoring for those who take the medication, which patients with treatment-resistant schizophrenia may have issues completing. Athelas devices assist with the required blood monitoring by providing a less intimidating point-of-care testing blood draw and promoting a more sustainable approach to ongoing Clozapine treatment plans. In other AOT programs such as the New York AOT Program, 77% fewer participants experienced psychiatric hospitalization, 83% fewer participants experienced arrest, and 87% fewer participants experienced incarceration.³ Participants in New York's AOT program also experienced a 74% reduction in homelessness.⁴

The Department notes they were first introduced to the effectiveness of these devices through the Assisted Outpatient Treatment (AOT) program. In FY 2020, the Travis County Probate Courts partnered with Integral Care through a four-year grant from SAMHSA (Substance and Mental Health Services Administration) to establish an AOT program to assist involuntary civil mental health commitments. The Athelas devices were used during this program, and the Department believes the continued utilization of these devices will provide favorable results for patients. Grant funding for the AOT program will end in July 2024, though Integral Care has submitted a request to SAMHSA to extend the grant to the end of FY 2024 (September 2024), by utilizing internal resources and grant savings. The Department submitted a budget request to continue this program on a permanent basis for FY 2025. The Department envisions that the Athelas devices could be not only used for the AOT program if continued but for other programs throughout the County, as well.

In May 2024, Integral Care was provided an Athelas device for a limited trial period and will begin using the device as they explore alternative options, such as grants and external resources to secure ongoing, permanent funding for this device and supporting supplies. For this reason, PBO does not recommend funding this request, as the Athelas device has been obtained by Integral Care. PBO recommends the Probate Courts continue to work with Integral Care so they may have access to the device during the limited trial period. PBO further recommends that the Department continue collaborating with Integral Care to secure ongoing, permanent funding for this device and support supplies through the previously mentioned means.

Note: Because Integral Care covered this request, the Department requested to withdraw the request accordingly. PBO will include this narrative in the FY 2025 Preliminary Budget to maintain the historical record of budget development.

¹ Deanna L. Kelly, et al., "Addressing Barriers to Clozapine Underutilization: A National Effort," *Psychiatric Services* 69 no. 2 (published online Oct. 16, 2017), <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC8581998>

² Elizabeth Sinclair Hancq, "RESEARCH WEEKLY: Clozapine prevents hospitalization," *Treatment Advocacy Center* (Apr. 12, 2013), <https://www.treatmentadvocacycenter.org/about-us/features-and-news/4591-researchweekly-clozapine-prevents-hospitalization/>.

³ New York State Office of Mental Health. Kendra's law.

⁴ New York State Office of Mental Health. Kendra's law.

REQUEST #3: FINANCIAL POSITION

<i>Program:</i>	Probate (125)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	1.00	1.00	1.00
Personnel	44,760	54,704	54,704	54,704
Operating	-	-	-	-
Subtotal	\$ 44,760	\$ 54,704	\$ 54,704	\$ 54,704
Capital	-	-	-	-
Dpt Total	\$ 44,760	\$ 54,704	\$ 54,704	\$ 54,704
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 44,760	\$ 54,704	\$ 54,704	\$ 54,704

DEPT. SUMMARY OF REQUEST

Despite the Probate Courts’s efforts to support its Audit team through temporary personnel and/or interns, the Court has been unable to improve a deficiency: expeditiously auditing annual and final accountings for dependent administrations and guardianship matters. However, the volume, time, and attention each filing requires are overwhelming for just two full-time employees. To remedy this deficiency, the Courts suggest reallocating \$31,782 from their temporary funds and are requesting \$44,495 in ongoing funding to transition a temporary part-time position into a permanent full-time position. By doing so, the Courts aim to establish consistency and ensure compliance with statutorily mandated responsibilities in auditing the decedent's estates and guardianships.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# annual & final accounts filed in dep. admins. during FY	225	223	261	261	242	238
# annual & final accounts approved in dep. admins. during FY	167	212	154	183	208	219
Clearance rates: annual & final accounts filed in dep admins during FY	74%	95%	59%	77%	86%	92%
# of Guardian annual & final accounts filed during FY (1970)	286	233	307	270	274	274
# of Guardian annual & final accounts approved during FY (1971)	251	305	158	232	260	260

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Clearance rates for Guardian annual & final accounts (1972)	88%	131%	51%	85%	95%	95%

PBO RECOMMENDATION

Since 2010, the Probate Courts used an Accountant Associate temporary employee and internships to assist with auditing annual and final accountings for dependent administrations and guardianship matters, in addition to two Probate Auditor positions in the Department. The Department notes that the short-lived employment nature of the Accountant Associate has negatively impacted operations with the Department, specifically clearance rates. Due to the inconsistency at which this position was filled, clearance, “rates fell below the Court’s 95% target for four consecutive fiscal years, FY 2019 – FY 2022. However, in FY 2023, the Court successfully met its goal of 95% clearance. This can be credited to the ongoing support of two Accountant Associates. As FY 2024 closes, the lowest deficit to date is projected: a clearance rate of 59%. The projection stems from an expected increase in filings offset by fewer approvals due to staffing vacancies [including the Accountant Associate] from December 2023 – March 2024.”

The Department further states, “Retaining suitable candidates in a competitive job market for this position has been challenging, particularly given that it is temporary with part-time hours and offers no benefits. Furthermore, given those conditions, a position whose minimum requirements call for an Associate’s Degree, plus two years of progressively responsible paraprofessional bookkeeping and accounting experience OR a blend of education and experience is a challenging proposition that narrows the pool of qualified candidates.” The Department anticipates that creating and hiring a permanent 1.0 Accountant Associate FTE could improve and stabilize annual and final accounts auditing.

To ensure consistency among the Travis County Courts, PBO recommends a 1.0 Financial Analyst FTE, which is the same position funded in the Civil and Criminal Courts to assist the Departments with financial related matters. As noted above, the Probate Courts would like to reallocate a total of \$31,782 from their temporary employee budget to fund the creation of this FTE, which is the average amount of resources used to hire a temporary Accountant Associate position in the Department. PBO has collaborated with HRMD, which concurs that the Financial Analyst position is appropriate, especially given the establishment of a second court. The following table notes the resources required for the creation of a 1.0 Financial Analyst FTE, the amount to be reallocated by the Department, and the amount recommended by PBO.

Funding for 1.0 Financial Analyst FTE

<i>Resources for a Financial Analyst</i>	<i>Amount to be Reallocated</i>	<i>Recommended Amount</i>
\$86,486	(\$31,782)	\$54,704

Public Defender's Office (144)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	10
FY 2025 Preliminary Budget Recommendations Summary	11
Additional Information	13
FY 2025 Budget Request Analysis	16
Request #01: Unified Case Management System Support Staff (1.0 SPW) - JPD	16
Request #02: Internal Pay Equity across Divisions	19
Request #03: External Career Ladder Funding	21
Request #04: Supportive Housing Operational Funds - MHPD	23
Request #05: Supportive Housing Case Worker (1.0 FTE) - MHPD	25
Request #06: Right-Sizing Staffing for the General Adult Division (2.0 FTEs)	28
Request #07: Education Rights Attorney III (1.0 FTE) – JPD	33
Request #08: Continuation of Peer Support Specialist SPW (1.0 FTE) - MHPD	36
Request #09: ARPA Court – Case Worker (1.0 SPW)	39
Request #10: Expunction Attorney IV (1.0 FTE) – Adult Division	45
Request #11: Supportive Rental Assistance Resources – Adult Division	48
Request #12: Expert Witness Resources – MHPD	51
Request #13: CAFA Staffing (3.0 FTEs) Limited Shifts – Not 24/7	53

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The Public Defender's Office (PDO) is envisioned to be client-centered, independent, and innovative to the needs of Travis County residents. Consistent with nationally recognized best practices, the PDO provides its clients with high-quality holistic defense representation and other support. Guided by the County's mission to "Building a Travis County where all people can thrive with dignity and respect," the Public Defender's Office strives always: to listen to those in the community who are directly impacted by the criminal legal system when defining and prioritizing goals; to promote an internal culture that is sustainable, supportive, inclusive and equitable; and to recognize clients' inherent dignity and capacity to transform and advocate that others do the same.

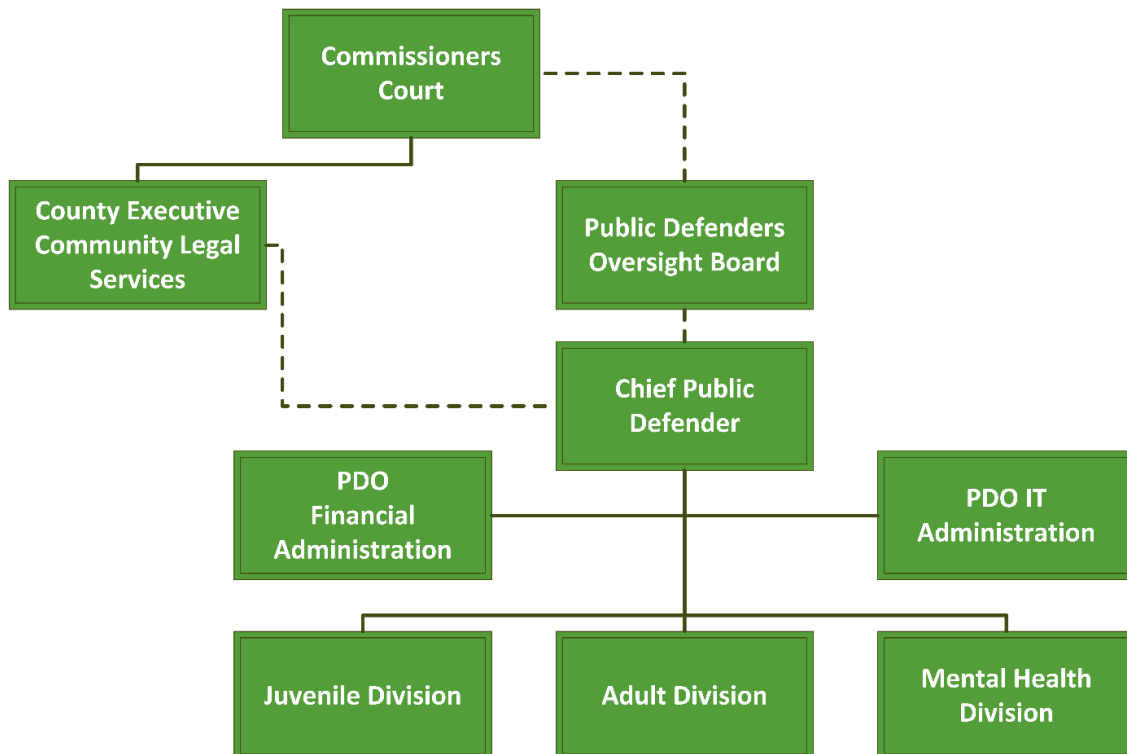
The Office has identified the following departmental goals:

- Promote a client-centered culture that values and respects client dignity;
- Serve as a strong, independent institutional voice for public defense;
- Raise the quality of criminal representation for all people charged with crimes in Travis County who cannot afford an attorney;
- Provide a training ground that produces excellent defenders; and
- Be resourceful and responsive to evolving needs of the community.

This aligns with the new County goal, "Protect and provide opportunity for those most vulnerable and underrepresented."

The Office is budgeted in the Justice System Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes,” and are now linked to the County Goal, “Protect and provide opportunity for those most vulnerable and underrepresented.”

PUBLIC DEFENDER’S OFFICE:

The Public Defender’s Office (PDO) is envisioned to be client-centered, independent, and innovative to the needs of Travis County residents. Consistent with nationally recognized best practices, the PDO provides high-quality holistic defense representation and other support to its clients. The PDO represents youth in Juvenile Court and adults, including those living with serious mental illness/intellectual or developmental disability, in Criminal Court.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
At least one systemic advocacy initiative intended to raise the quality of legal representation, services, and/or outcomes for all PDO clients across all divisions.	N/A	N/A	N/A	1	1
Hours dedicated to training offerings inclusively serving Juvenile, Mental Health, and General "Adult" Division staff	N/A	N/A	N/A	20	20

The Public Defender’s Office program is new for performance tracking purposes. Formerly known as the Public Defender’s Office, it is now organized under the General Adult Division Program following the reorganization of the PDO, as discussed below.

On April 18, 2023, Commissioners Court approved the creation of a new department and County executive position related to the planned reorganization of the Justice Planning Department (155).

In its presentation to Commissioners Court, Justice Planning recounted the lead-up to the proposed reorganization as follows:

Beginning in August 2022, the Court posted and held a series of open joint subcommittee meetings twice per month, during which key personnel from each division in JPS presented information on the creation, history, mission, and work of their divisions. As a result of those meetings, it became clear that there were multiple offices (divisions) providing direct legal representation to eligible indigent residents of Travis County, in both the criminal and civil legal systems, that were organized administratively in different ways. MHPD, OCR, and OPR were organized administratively and budgetarily alongside the other divisions in criminal justice planning that do not provide direct legal representation or services, while the PDO and JPD are each separate and distinct divisions under the Justice & Public Safety Department. In addition, it became clear that six of the nine divisions organized under JPS are attorney offices, each equivalent to a small to medium sized law firm, with a combined total of 70+ attorneys, being managed administratively by a non-attorney County Executive.

The FY 2024 Adopted Budget included resources supporting the proposed reorganization of Justice Planning (155) and the creation of a new County department under the Commissioners Court, denoted as Community Legal Services (CLS). This new CLS Department was represented by an organizational chart presented to the Court on April 18, 2023, and is to directly administer the Office of Parent Representation (OPR), Office of Child Representation (OCR), and the Law Library. In addition, CLS was directed to maintain an in-direct administrative supportive relationship with the Dispute Resolution Center (DRC), Managed Assigned Counsel Contract Management (CAPDS), and the newly unified Public Defender's Office (Department 144). The CLS County Executive will also manage the grant contracts with CAPDS and the funding agreement with the Dispute Resolution Center.

The proposed reorganization included the unification of the Public Defender's Office and expanded the existing department to incorporate all related fund centers for the existing Adult General Defense (Department 144) divisions, Mental Health Holistic Defense division (formerly the Mental Health Public Defender housed as a fund center under Department 155, Justice Planning), and Juvenile Holistic Defense division (formerly the Juvenile Public Defender, Department 143). The now unified Public Defender's Office is under the Chief Public Defender. It will be organized administratively under the new County Executive for CLS alongside the OCR, the OPR, and the Law Library.

On September 19, 2023, the Commissioners Court approved the necessary budget and FTE adjustments to enact the proposed reorganization. These adjustments included an increase of \$4,638,820 and 36.0 FTEs in the General Fund for PDO (144) related to the movement of the MHPD from Justice Planning to the PDO for salary and benefits for 15.0 FTEs, including operating resources related to the program, as well as the movement of the JPD and its 21.0 FTEs with salary, benefits, operating, and CAR resources from the JPD, Department 143, to the PDO, Department 144 to implement the reorganization as proposed as a part of the FY 2024 Changes After Markup.

With the merger of the previously separate public defender offices, the Office notes that the County has entered a new era of advocacy for some of the most vulnerable members of our community. The unification of this mandated work into one department serving as a single law office represents a significant change for the County where the juvenile office had been a standalone office for over 50 years, the mental health office for 17 years, and the general "adult" office for just 4 years, but with the largest staff and number of clients represented and may result in some measurable changes to the services provided in the newly unified department.

The PDO seeks to establish the following measures for the unified office:

- Hours dedicated to training offerings (whether internal or external, continuing legal education, social work continuing education, or all staff relevant) inclusively serving Juvenile, Mental Health, and General "Adult" Division staff; and,
- At least one systemic advocacy initiative intended to raise the quality of legal representation, services, and/or outcomes for all PDO clients across all divisions.

The PDO notes that more unified metrics will be developed to reflect the work in the Office post-merger better.

GENERAL ADULT DIVISION:

The General Adult Division of the Public Defender's Office (PDO) is envisioned to be client-centered, independent, and innovative to the needs of Travis County residents. Consistent with nationally recognized best practices, the PDO provides high-quality holistic defense representation and other support to people accused of criminal offenses. In *Gideon v. Wainwright*, 1963, the U.S. Supreme Court ruled that, under the Sixth Amendment, legal assistance is 'fundamental and essential to a fair trial' and that due process requires states to provide a lawyer for any indigent person being prosecuted for a serious crime. Texas has enshrined that right in its Constitution and Chapter 71 of the Government Code.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Average number of days clients are in jail prior to disposition for felonies	71	71	90	90	90
Average number of days clients are in jail prior to disposition for misdemeanors	25	20	25	25	25
Average weighted caseload per attorney	91	150	125	125	125
New cause numbers represented by PDO	2,208	3,398	4,131	4,131	4,131
Number of clients referred to community-based civil legal and/or social support resources	597	587	480	480	480
Number of hearings/trials (felony)	21	14	36	36	36
Number of in-house trainings/CLE programs	7	24	20	20	20
Number of new immigration (Padilla) referrals	156	264	326	326	326
Number of new investigative referrals	580	1,020	1,020	1,020	1,020
Number of new social work referrals	524	790	790	790	790
Number of non-incarceratory felony dispositions	578	829	850	850	850
Number of non-incarceratory misdemeanor dispositions	830	1,152	1,444	1,444	1,444
Numbers of hearings/trials (bench)	32	25	25	25	25
One or more community outreach/engagement actions per Fiscal Year	3	4	3	3	3
One or more systemic impact initiatives spearheaded per Fiscal Year	1	1	1	1	1
Percent of all new cause numbers being represented by PDO by end of fiscal year	13.7%	17%	24%	24%	24%
Percent of new cause numbers represented by PDO granted personal bond	54%	53%	54%	54%	54%
Total cause numbers disposed by PDO	1,023	2,456	2,500	2,500	2,500

The first half of FY 2024 formally marked the PDO's final quarter of the multiyear PDO/MAC enhancement grant awarded to Travis County in FY 2020. The grant enabled the creation of what is now called the "General Adult Division" of the Public Defender's Office - so named after the merger of the separate grant-funded office with the formerly standalone Juvenile Public Defender's Office and Mental Health Public Defender's Office.

The PDO notes that the General Adult Division began amidst a pandemic, in the wake of historic calls for improved social and racial justice in the United States and has persevered despite a nationwide crisis in public defense related to a shortage of attorneys and other professionals/advocates in the field as public defense caseloads remain too high relative to available resources. The Division anticipated hiring and onboarding 68 total staff under the terms of the grant, and while the division exceeded the number of new hires (76 hired in total), attrition - particularly exacerbated in the face of a well-documented ongoing, nationwide crisis in indigent defense - has resulted in a turnover that sees the division currently at 63 FTE with one offer accepted and another pending at the time of budget submission for the FY 2025 Budget Process.

While the Division does not anticipate any changes to its mandated services in FY 2025, it will focus on continuing to perfect the changes resulting from the merger with the Mental Health and Juvenile divisions during FY 2024.

The General Adult Division has been following the grant-based fiscal year targets for staffing, developed using the 2018 top charge on bookings into the County jail data, which were supposed to be sufficient to meet the representative goals set out in the founding grant, namely that the division would handle 30 percent of all indigent "cases" in the County once fully staffed. However, as the PDO has experienced the County's appointment practices, most troubling is the Court Administration's practice of bundling multiple bookings and cases together and counting the bundle as "one appointment" with no consideration for the separate cases within the bundle that the attorneys are working on. Moreover, in the half-decade since the General Adult Division's staffing targets were developed, the County's indigent defense caseload has changed significantly. The PDO reports that felonies now exceed misdemeanors (it used to be 3 misdemeanors to every 2 felonies). The felony increase is mainly attributable to a staggering rise in the number of first severe- and second-degree felonies filed in the County. Those more serious cases take the most work for attorneys to resolve and remain open in an attorney's caseload for long periods. As a result, the PDO states that the FTE counts upon which the General Adult Division relies are inadequate to handle the number of cases the division is expected to manage, at least not without attorneys violating their ethics by grievously exceeding caseload guidelines.

The Division notes it has managed its operational expenses in keeping with grant expectations through the first half of FY 2024. However, some of the projected operational costs, especially those anticipated to support courtroom-based hearings and trial advocacy, went almost unspent from January 2021, when the division began operations, through August 2022, when the local criminal courts emerged from their historic pandemic-related court closures but experienced a backlog of cases upon reopening. The PDO reports that spending in those areas is still rebounding as the Division has grown and will be monitored closely in the coming fiscal year to ensure adequacy.

The General Adult Division notes two key challenges affecting its operations:

- Division clients: The Division reports that its low-income/no-income clients struggled most acutely under the weight of post-pandemic related inflation and the extreme lack of affordable housing plaguing the local community. They continued to struggle to meet their basic needs, their unmet mental and physical health needs increased, and they remained unstably housed. As a result of the increased DPS activity in FY 2023, clients also experienced acutely how state and local policing policy routinely targets low-income communities and communities of color, leading to increased and disproportionate contact with the criminal legal system.
- Division Staff: Division staff continued to experience global supply chain issues causing yearslong delays to the renovation of County office space to house the largest division of the PDO and continue to experience financial strain induced by stubbornly high inflation – coupled with a local affordable housing crisis - causing several staff to reassess their ability to live and work in one of the most expensive cities/counties in Texas/the country. The Division reports losing staff for higher-paying jobs or cities with more affordable housing options. Meanwhile, the mental strain of the pandemic and post-pandemic inflation exacerbated the burnout and fatigue felt routinely by public defense providers.

Despite noted challenges, the Division reports representing clients on 3,398 new causes (aka charges) in FY 2023, representing a 53.9 percent increase from FY 2022 (2,208), maintained a "personal bond granted" rate of 53 percent, and closed 2,456 charges, representing a 140.1 percent increase relative to FY 2022 (1,023). However, PDO notes that the most troubling performance measure is that the average weighted caseload for lawyers within the division was over capacity at 150% of where it should be using TIDC's caseload guidelines despite the division scaling back its capacity to match attrition. These observed capacity problems were most acute within the caseloads of the most experienced division lawyers who handle the most serious felony cases. The PBO reports that problems with the County's appointment practices coupled with the sharp rise in serious felony cases in the County are the primary drivers of the stubbornly high caseloads for division attorneys and has related a budget request in FY 2025 to "right-size" the General Adult Division to adjust staff capacity relative to the currently observed environment of cases in Travis County.

The General Adult Division performed as projected in FY 2023 with some exceptions. However, one significant exception relates to the performance measure "Percent of all new cause numbers being represented by PDO by end of fiscal year." The Office initially projected that the PDO would represent 22 percent of all new cause numbers during the FY 2024 Budget Process. The actual percentage for FY 2023 was 17 percent. The PDO attributes this result to challenges around attorneys carrying an average weighted caseload that is 150 percent of what a caseload should be relative to TIDC caseload guidelines. Therefore, the PDO asserts attorneys could not take on even more cases without risking their ability to provide effective assistance of counsel consistent with their constitutional and ethical obligations. The American Bar Association's Ten Principles of a Public Defense Delivery Systems stresses, "the workloads of Public Defense Providers should be regularly monitored and controlled to ensure effective and competent representation. Workloads should never be so large as to interfere with the rendering of quality representation or to lead to the breach of ethical obligations."

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Resources Required After Grant Ends on 3/31/2024	\$2,997,771	68.00/63.00	The PDO reports that it has followed the grant-based fiscal year targets for staffing with FTEs sufficient to meet representational goals. The Office also notes that many projected operational expenses, especially those anticipated to support courtroom-based hearing and trial advocacy, continue to go underutilized due to historic court closures for nearly 18 months of the PDO's four years of operation and the backlog that met courts upon reopening. The Office notes that it is actively seeking to fill position vacancies.
Discovery Management Office Specialists	\$139,984	2.00/1.00	The FY 2024 Adopted Budget includes ongoing resources related to creating two Office Specialist positions (2.0 FTE) in the Adult General Holistic Defense Division to address identified challenges with the intake of discovery materials for assigned cases and increase capacity for continued expansion of the division. The Office has filled both positions.
Application Architect	\$134,467	1.00/1.00	The FY 2024 Adopted Budget includes ongoing resources related to creating an Application Architect position (1.0 FTE) in the General Adult Defense division to reduce administrative waste, address IT/case management system concerns and increase the capacity of the PDO to provide high-quality legal representation. The Office reports that this position is filled and that internal IT capacity for all three divisions of the PDO.
Staff Interpreter	\$84,726	1.00/00.0	The FY 2024 Adopted Budget includes ongoing resources related to the creation of a One-Staff Interpreter (1.0 FTE) position in the General Adult Defense division to assist Limited English Proficient (LEP) clients, particularly Spanish speakers, and aid attorneys, social workers, and staff in speaking to clients, witnesses, and others who are LEP Spanish speakers. The Office reports that it has been hired for this position as of May 2024.

JUVENILE PUBLIC DEFENSE DIVISION:

The Juvenile Public Defense (JPD) Division is the primary provider of legal services to individuals with juvenile proceedings in Travis County. In the landmark case *In re Gault*, the United States Supreme Court declared that when faced with juvenile proceedings, “[T]he child ‘requires the guiding hand of counsel at every step in the proceedings against him.’” This mandate requiring legal representation for juveniles in delinquency proceedings is a fundamental right that requires governmental entities to appoint counsel in juvenile proceedings whenever there is a determination of indigence. Additionally, the Supreme Court has consistently mandated that the United States Constitution requires appointed counsel to provide competent, effective legal representation. This program works to ensure that Travis County remains compliant with these mandates.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Average number of cases per attorney	87	117	138	155	155
Hours of continuing legal education hours sponsored	24	13	13	20	20
Number of cases represented by the Juvenile Public Defender	955	1,286	1,520	1,700	1,700

Overall, the Juvenile Public Defense Division's caseload decreased significantly during the COVID-19 pandemic. However, the Division reports that caseloads have risen over the last two fiscal years and are expected to approach pre-pandemic levels in FY 2025.

The JPD continues to provide legal representation to over 97 percent of all youth facing juvenile proceedings in Travis County. The Juvenile Public Defense Division provides legal representation and services in all juvenile proceedings, including providing counsel in every phase of juvenile law. The Division reports that it is continuing to expand its legal services, which is not statutorily mandated but is critical to providing effective client-centered holistic legal representation to juveniles in Travis County, including legal representation for juveniles post-adjudication. The JPD notes that a client-centered, holistic means of legal representation includes representation and counsel in areas that impact their clients and families, including but not limited to immigration, education law, social services, municipal and justice courts, and mental health.

The Division seeks to provide a holistic, client-centered legal representation. In addition to providing legal representation, the JPD seeks to improve public safety by reducing recidivism and providing better legal outcomes to the children it represents. This is accomplished within the framework of ensuring that clients' constitutional and legal rights are fully protected. The JPD has implemented performance measures consistent with national, state and local professional and ethical standards designed to ensure effective competent advocacy and provide for a zealous legal defense.

Historical data indicate a decrease in overall juvenile referrals (arrests) of youth in Travis County. The number of cases represented by the Juvenile Public Defender decreased by 44 percent from 4,250 in FY 2017 to 2,366 in FY 2018, decreased another 16 percent to 1,994 in cases described in FY 2019, and then reduced again by 33 percent to 1,339 in FY 2020. The COVID-19 pandemic accelerated this trend. Cases represented by the Office decreased by 52 percent to 642 in FY 2021. However, the Office expects this trend to reverse as the removal of COVID restrictions in the courts and schools will likely cause caseloads to rise. Notably, caseloads rose 48.8 percent to 955 in FY 2022 relative to FY 2021, then increased by another 34.7 percent to 1,286 in FY 2023 as restrictions related to the COVID-19 Pandemic continued to lift. Currently, the JPD projects that the number of cases the Division represents will continue to rise to 1,520 in FY 2024. This would represent an 18.2 percent increase.

While overall historic caseloads are decreasing, services provided by the Juvenile Public Defender have increased in line with the Office's goal to provide more holistic representation and include services in "sealings" (similar to adult expunctions), post-

disposition where the Office continues to provide representation to youth after they are placed on probation or committed to the Texas Juvenile Justice Department, appeals and DNA forensic cases.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Social Worker	\$85,250	1.00/1.00	The FY 2024 Adopted Budget includes ongoing resources related to creating a Social Worker position (1.0 FTE) for their holistic practice. The primary duties and responsibilities for this position will be as a mitigation specialist primarily responsible for transfer and certification hearings, serious felony cases, and dispositions. The Juvenile Public Defense Division reports that this position is filled and exceeds service expectations.

MENTAL HEALTH PUBLIC DEFENSE DIVISION:

The Mental Health Public Defense (MHPD) Division seeks to support the County’s mandated obligation to provide indigent defense, provide specialized, holistic legal representation for indigent persons with mental illness charged in Class A and/or B misdemeanors, placed in State Jail and/or charged with 3rd Degree Felonies in the Travis County criminal justice system, provide intensive social services support to indigent persons with mental illness represented by MHPD attorneys and other court-appointed attorneys, and to provide continuing education opportunities to the legal community on specialized issues related to provision of criminal defense for defendants with mental illness.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
MHPD misdemeanor cause numbers disposed	866	328	490	490	490
MHPD represented misdemeanor cause numbers resolved without a conviction	780	299	347	347	347
Number of completed community linkages	3,988	1,656	1,900	1,900	1,900
Total number of new misdemeanor cause numbers appointed to MHPD during FY	866	307	510	510	510

This is a county-mandated program to provide indigent defense services. The Department no longer tracks closed cases, instead opting to track disposed cases, as this more accurately captures what MHPD wishes to measure. Closed cases include those without a disposition, such as cases where MHPD reappoints or absconds. Disposed cases are only those closed cases with a true disposition, such as a dismissal or plea.

The MHPD has expanded non-mandated services within the Division to include intensive case management, peer support (added in during FY 2024 through a Special Project Worker position), emergency shelter services, and a limited number of permanent supportive housing vouchers. The MHPD also offers continuing education for the legal community and mental health providers on issues arising in the criminal defense of people with serious mental illness. However, MHPD reports that its capacity to organize continuing education services and take on cases was significantly reduced during FY 2023 due to two key vacancies, including a senior attorney, representing a third of the Division’s capacity for taking on legal cases, and a Social Services Manager. The Division expects to be fully staffed during FY 2025.

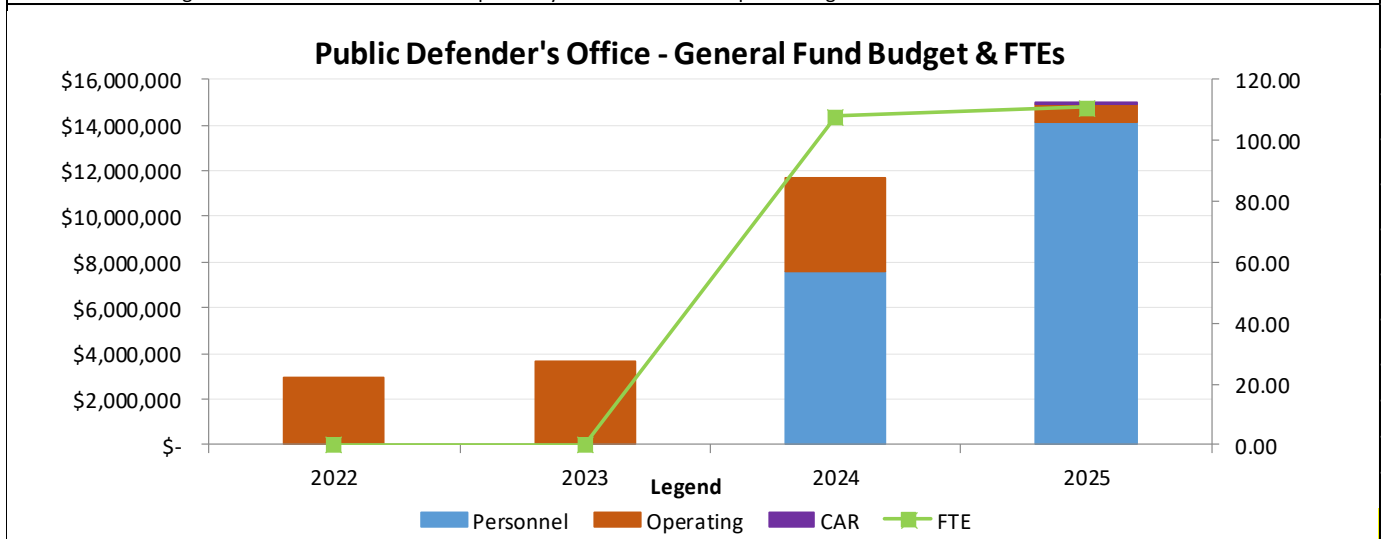
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

Package Name	Approved Amount	FTE Approved /Filled	Program Results
FY 2024			
MHPD Peer Specialists and Via Hope Apprentice SPWs	\$30,826	1.00/1.00	The FY 2024 Adopted Budget includes one-time resources related to the continuation of a Social Services Aide Special Project Worker (1.0 SPW) serving as a Level II Apprentice Peer Support Specialist position in the Mental Health Public Defender’s Office (MHPD). Via Hope partially funded this SPW for a calendar year with an end date of March 15, 2024, following which MHPD requested and was approved to extend the position through the end of FY 2024. MHPD has related an FY 2025 Budget Request to convert this SPW to a full FTE.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	-	-	7,571,247	14,129,850	6,558,603
Operating	2,981,324	3,693,898	4,118,419	800,460	(3,317,959)
Total (Per&Op)	\$ 2,981,324	\$ 3,693,898	\$ 11,689,666	\$ 14,930,310	\$ 3,240,644
CAR*	-	-	-	8,310	8,310
Grand Total	\$ 2,981,324	\$ 3,693,898	\$ 11,689,666	\$ 14,938,620	\$ 3,248,954
FTEs	-	-	108.00	111.00	3.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the Public Defender’s Office increased by \$3,248,954 from the FY 2024 Adopted Budget, a 27.8 percent increase. The majority of the increase was in the personnel budget due to the completion of the grant that

established the Adult Division of the PDO halfway through FY 2024 and the County assuming full responsibility for funding that division on April 1, 2024.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 11,658,840	\$ 30,826	\$ -	\$ 11,689,666	108.00	\$ -
Target Budget Changes						
Programmatic	-	(30,826)	-	(30,826)	-	-
Compensation & Benefits	17,628	-	-	17,628	-	-
Administrative & Other	2,489,474	-	-	2,489,474	-	-
Total Target Budget Changes	\$ 2,507,102	\$ (30,826)	\$ -	\$ 2,476,276	-	\$ -
FY 2025 Target Budget	\$ 14,165,942	\$ -	\$ -	\$ 14,165,942	108.00	\$ -
Budget Submission	\$ 14,165,942	\$ -	\$ -	\$ 14,165,942	108.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Continuation of Peer Support	-	-	-	-	-	-
Specialist SPW (1.0 FTE) - MHPD	70,659	-	-	70,659	1.00	-
Unified Case Management System	-	-	-	-	-	-
Support Staff (1.0 SPW) - JPD	-	100,820	3,110	103,930	-	-
Right-Sizing Staffing for the (General)	-	-	-	-	-	-
Adult Division (2.0 FTEs)	379,521	-	5,200	384,721	2.00	-
ARPA Court - Case Worker (1.0 SPW)	-	84,111	-	84,111	-	-
Programmatic Total	\$ 450,180	\$ 184,931	\$ 8,310	\$ 643,421	3.00	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	57,334	-	-	57,334	-	-
Internal Pay Equity Across Divisions	61,993	-	-	61,993	-	-
Compensation & Benefits Total	\$ 119,327	\$ -	\$ -	\$ 119,327	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
PDO Unified CMS Additional Licenses	3,998	-	-	3,998	-	-
Travel and Training Cut Restoration	5,932	-	-	5,932	-	-
Administrative & Other Total	\$ 9,930	\$ -	\$ -	\$ 9,930	-	\$ -
Grand Total	\$ 579,437	\$ 184,931	\$ 8,310	\$ 772,678	3.00	\$ -
FY 2025 Preliminary Budget	\$ 14,745,379	\$ 184,931	\$ 8,310	\$ 14,938,620	111.00	\$ -
Change from FY 2025 Target	\$ 579,437	\$ 184,931	\$ 8,310	\$ 772,678	3.00	\$ -
Change from FY 2024 Adopted	\$ 3,086,539	\$ 154,105	\$ 8,310	\$ 3,248,954	3.00	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Public Defender’s Office includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$30,826 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for the Public Defender’s Office includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Creation of two additional Attorney VII positions (2.0 FTEs) in the General Adult Division to remove Division Director level staff from full caseload considerations and focus on managerial responsibilities.	\$-	\$379,521	\$379,521	2.00
Resources for temporary staff support and the creation of one Legal Secretary Special Project Worker (1.0 SPW) in the Juvenile Public Defense Division to address increased workloads due to case conflict checking operations and implementing a new Case Management System in the newly unified Public Defender’s Office.	100,820	-	100,820	-
Ongoing resources related to the continuation and conversion of a Peer Support Specialist (working title--Social Services Aide) Special Project Worker (in the Public Defender’s Office Mental Health Public Defense Division to a full FTE (1.0).	-	70,659	70,659	1.00
Resources for the continuation of one Case Worker SPW (1.0 SPW) related to the ARPA Court for two years with an end date of September 30, 2026.	84,111	-	84,111	-
Total Programmatic Recommendations	\$184,931	\$450,180	\$635,111	2.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Public Defender’s Office includes the following changes related to Administrative and Other Funding Changes:

- \$2,280,462 was added to the budget related to ongoing costs for the County assuming full funding responsibility for the grant that established the PDO, which ended effective April 1, 2024; and,
- \$63,213 was added to the budget related to a correction to transfer ongoing transitional housing funds for the Mental Health Public Defense Division formerly budgeted in the Department of Innovative Justice and Program Analysis (155) into the PDO (144).

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Travel and Training Cut Restoration.	\$-	\$5,932	\$5,932	-
Budget correction for ongoing operating costs related to Court action as of March 26, 2024, to bring the multiple divisions under the newly unified PDO under a single case management system.	-	3,998	3,998	-
Total Administrative and Other Funding Changes	\$-	\$9,930	\$9,930	-

Included in the FY 2025 preliminary budget is a 50 percent restoration of training budget reductions approved by the Commissioners Court as part of the FY 2021 Adopted budget. These cuts were implemented to stabilize the county budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Funding includes \$5,932 in ongoing operating resources for the Public Defender’s Office. PBO will continue to work with offices and departments to understand their travel and training needs throughout FY 2025 and future budget processes.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Public Defender’s Office includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$157,083	\$157,083
Resources to address internal pay equity issues across the multiple divisions within the Public Defender’s Office resulted from integrating the formerly stand-alone Mental Health Public Defender and Juvenile Public Defender programs into Department 144 during FY 2024.	-	61,993	61,993
Resources for health insurance cost increases for FY 2025.	-	57,334	57,334
Resources for adjustments to the Peace Officer Pay Scale (POPS) in FY 2024.	-	6,344	6,344
Total Compensation Changes	\$-	\$282,754	\$282,754

Compensation adjustments for FY 2024 were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. The Preliminary Budget Volume I document contains a full description of all compensation adjustments.

On April 30, 2024, the Commissioners Court was presented with a proposed 4.1 percent healthcare rate increase for FY 2025, which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

The FY 2025 Preliminary Budget includes various internal reallocations within the Office’s FY 2025 Budget Submission to better align projected FY 2025 expenditures, including the budgeting of fund center 1440020001 to serve as the General Adult Division and fund center 1440010001 to serve as the overall PDO Admin Division.

Additionally, the Office has reallocated salary savings across divisions and fund centers to address issues related to internal pay equity between divisions.

ADDITIONAL INFORMATION

FUTURE CONSIDERATIONS

The General Adult Division reported that it has been following the grant-based fiscal year targets for staffing, developed using the 2018 top charge on bookings into the County jail data, which were supposed to be sufficient to meet the representative goals set out in the founding grant, namely that the division would handle 30 percent of all indigent "cases" in the County once fully staffed. However, the PDO has noted unforeseen challenges resulting from the County’s appointment practices, primarily the Court Administration’s practice of bundling multiple bookings and cases together and counting the bundle as "one appointment" with no consideration for the separate cases within the bundle that attorneys work. Moreover, in the half-decade, since the General Adult Division’s staffing targets were developed, the County’s indigent defense caseload has changed significantly. The PDO reports that felonies now exceed misdemeanors (it used to be 3 misdemeanors to every 2 felonies). The felony increase is mainly attributable to a staggering rise in the number of serious first- and second-degree felonies filed in the County. Those more serious cases take the most work for attorneys to resolve and remain open in an

attorney's caseload for long periods. As a result, the PDO states the FTE counts upon which the General Adult Division relies on are inadequate to handle the number of cases the division is expected to manage without attorneys violating their ethics by grievously exceeding caseload guidelines.

PDO reports that the average weighted caseload for lawyers within the General Adult Division remains over capacity at 150 percent of where it should be using TIDC's caseload guidelines despite the division scaling back its capacity to match attrition. These observed capacity problems were most acute within the caseloads of the most experienced division lawyers who handle the most serious felony cases. The PBO reports that problems with the County's appointment practices, coupled with the sharp rise in serious felony cases in the County, are the primary drivers of the stubbornly high caseloads for division attorneys. Therefore, the Office has related a budget request in FY 2025 to "right-size" the General Adult Division to adjust staff capacity relative to the currently observed environment of cases in Travis County and expects this to be an ongoing concern.

The General Adult Division performed as projected in FY 2023 with some exceptions. However, one significant exception relates to the performance measure *"Percent of all new cause numbers being represented by PDO by end of fiscal year."* The Office initially projected that the PDO would represent 22 percent of all new cause numbers during the FY 2024 Budget Process. The actual percentage for FY 2023 was 17 percent. The PDO attributes this result to challenges around attorneys carrying an average weighted caseload of 150 percent of what a caseload should be relative to TIDC caseload guidelines. Therefore, the PDO asserts that attorneys could not take on even more cases without risking their ability to provide effective assistance of counsel consistent with their constitutional and ethical obligations.

On April 16, 2024, the PDO submitted an application request for a technical assistance grant from the Center for Justice Innovation (CJI), in which the CJI will provide staff and time to Travis County to align the National Public Defender Workload Study to Travis County's unique data and operational challenges. This will result in developing new caseload measures for Travis County decision makers to use in determining staffing needs for Travis County's public defender offices and managed assigned counsel program. At the time, PBO noted in the Grant Summary Sheet submitted to the Commissioners Court that the development of new caseload measures may result in future budget requests seeking to align staffing levels across Travis County's public defender offices by updated caseload measures.

Additionally, on April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County's adult criminal courts in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). 38 test shifts will occur throughout FY 2024 on various days and times and conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for the eventual implementation of CAFA for 100% of newly arrested people.

The County Clerk's Office, the County Attorney's Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney's Office, the Public Defender's Office (PDO), the District Clerk's Office, and the Sheriff's Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a holistic recommendation for resources required for CAFA. PBO will meet with each Office and Department to discuss our draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include the resources they requested for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop a finalized

recommendation for this initiative. It is very likely that either an Earmark will be included in the FY 2025 Preliminary Budget, or PBO will help facilitate conversations between the Offices and Departments and Commissioners Court prior to the FY 2025 Adopted Budget regarding resources needed for FY 2025. Additional details regarding the Public Defender's Office request are noted in the FY 2025 Budget Request Analysis section below.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #01: UNIFIED CASE MANAGEMENT SYSTEM SUPPORT STAFF (1.0 SPW) - JPD

Program:	Juvenile Public Defense (144)			
Fund/Fund#:	General Fund (0001)		Mandated Program:	Yes
	FY 2025 Request	FY 2025 Recommendation	FY 2026 Cost	FY 2027 Cost
FTEs	2.00	-	-	-
Personnel	180,220	100,420	100,420	-
Operating	5,600	400	400	-
Subtotal	\$ 185,820	\$ 100,820	\$ 100,820	\$ -
Capital	5,200	3,110	-	-
Dpt Total	\$ 191,020	\$ 103,930	\$ 100,820	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 191,020	\$ 103,930	\$ 100,820	\$ -

DEPT. SUMMARY OF REQUEST

The Public Defender's Office (PDO) is requesting additional resources related to the creation of a Legal Secretary position (1.0 FTE), an Office Specialist position (1.0 FTE) and one-time temporary personnel resources in the Juvenile Public Defense (JPD) Division to address increased workloads resulting from the recent reorganization of the PDO and the effort to unify Case Management Systems across the now combined divisions. This would increase the PDO's FTE count by 2.0 FTEs.

The JPD notes that the requested positions will provide administrative support for the Division's attorneys and paralegal, including support for conflict checks and communications among the three divisions of the newly merged Public Defender, and with the transition to and continued maintenance of the office's new case management system and its interface with Juvenile Probation's upcoming change to a new case management system. The one-time temporary salary resources will allow the JPD to temporarily hire persons with expertise in legal case management systems during the case management transition. Approval of these requests will allow the division to process better the administrative functions required by a large number of clients represented not only by the Juvenile Division but by the Public Defender as a whole.

BUDGET REQUEST PERFORMANCE MEASURES

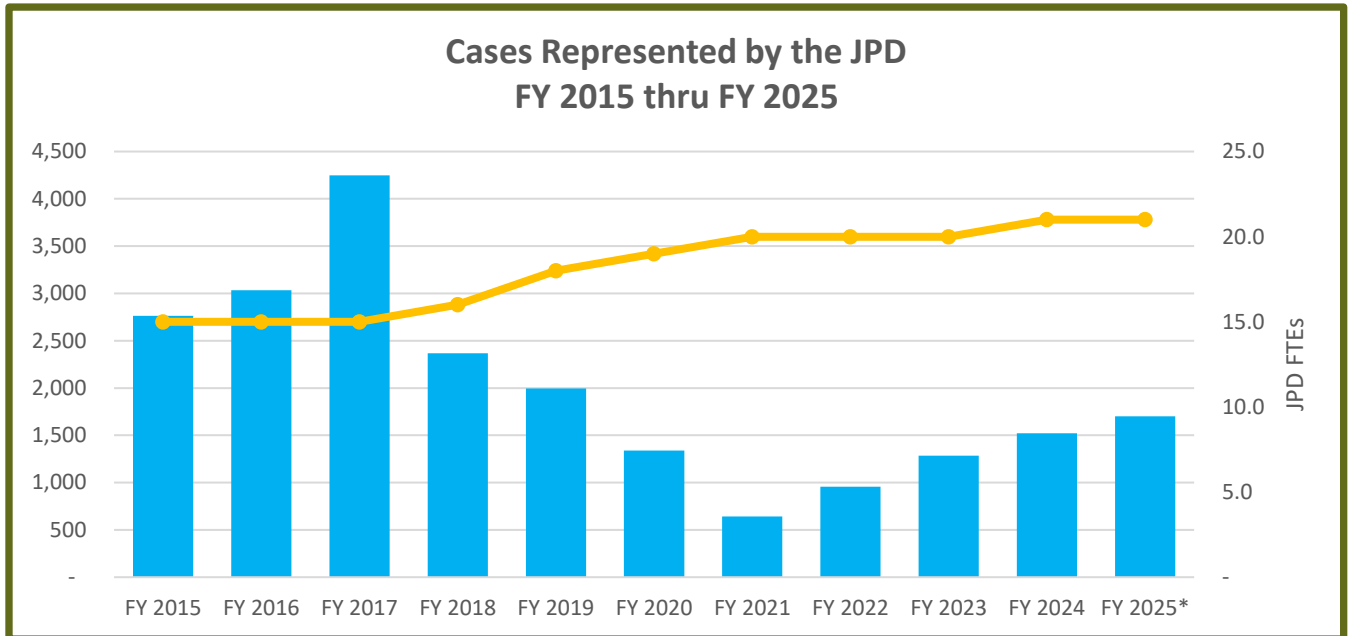
The Public Defender's Office did not submit performance measures with this request.

PBO RECOMMENDATION

PBO recommends \$100,820, including \$87,874 in one-time personnel and \$400 in one-time operating resources related to the creation of a Legal Secretary Special Project Worker (1.0 SPW) for two fiscal years and \$12,546 in one-time temporary personnel resources for additional temporary staff support related to the case conflict checking operations for the newly unified Public Defender's Office (PDO – 144) and transition to a unified case management system (CMS) in the JPD Division be included in the FY 2025 Preliminary Budget. However, PBO does not recommend additional ongoing resources related to

creating an Office Specialist position (1.0 FTE) in the JPD Division of the Public Defender’s Office be included in the FY 2025 Preliminary Budget.

The graph below details the number of cases represented by the JPD relative to the Division’s FTE count from FY 2015 through FY 2025:



*assumes no change from FY 2024 FTE amounts (21.0 FTEs).

Based on the data above, overall caseloads for the JPD have declined. Cases represented by JPD fell to a historic low in FY 2021 (642) during the height of the COVID-19 Pandemic, which dramatically impacted operations across the County. Since then, cases have begun to rise steadily. Currently, JPD does not anticipate that the number of cases represented will reach pre-pandemic levels (for example, 1,994 in FY 2019) during FY 2025, with 1,700 projected cases. Meanwhile, overall staffing capacity has increased relative to caseloads, with JPD receiving 6.0 additional FTE from FY 2015 to FY 2024.

While overall historic caseloads are decreasing, services provided by the Juvenile Public Defender have increased in line with the Office’s goal to provide more holistic representation to its juvenile clients, work which is responsive to the community’s actual needs. These increases include expanding services in “sealings” (similar to adult expunctions), post-disposition where the Office continues to provide representation to youth after they are placed on probation or committed to the Texas Juvenile Justice Department, and support for appeals and DNA forensic cases. JPD believes these service expansions were necessary to improve the quality of justice for justice-involved juveniles in Travis County.

However, PDO acknowledges that the implied increase in staffing capacity relative to decreased caseloads is being strained by increases in serious felony cases following the pandemic and emerging challenges resulting from the recent unification of the Public Defender’s Office. Currently, PDO staff report significant workloads related to case conflict checking operations to identify and address potential conflicts of interest across the multiple divisions now joined under the Public Defender’s Office.

To address this challenge, the PDO requested and received approval from the Commissioner’s court to make a request to TIDC for a grant amendment to utilize FY 2024 temporary salary savings to hire temporary assistance with legal case review of historical cases on November 11, 2023. Then, on May 21, 2024, Commissioners Court approved a request from the PDO to transfer \$29,756 of temporary salary savings to fund the continuation of a temporary employee’s support of conflict checks

for the newly unified PDO for an additional 480 hours of contracted support. At this time, PBO is uncertain whether these resources have or will sufficiently address needs related to case conflict checking in the PDO overall or the JPD Division in particular.

Additionally, on March 26, 2024, Commissioners Court approved a request from the Public Defender's Office for \$197,862 from the Allocated Reserve to migrate the Mental Health Public Defender and the Juvenile Public Defender programs to a Unified Case Management System (LegalServer) for the Public Defender's Office. JPD reports that the transition to this new CMS has created challenges, noting the following:

...The Juvenile Division's current CMS interfaces with Juvenile Probation's CMS to automatically exchange necessary documents and information, such as petitions, motions, court orders, etc. This happens on a daily basis. The new CMS will not interface with Juvenile Probation's CMS, so daily automatic exchange will no longer exist once the new CMS is put into place. This loss of functionality creates new workflows, which will necessarily require additional administrative staff to make up for what had been done automatically.

PBO concurs that the requested additional staff for the JPD would likely be of significant value to the Division as its overall caseloads begin to return to pre-pandemic levels, particularly at a time when the JPD has expanded the scope of its services and continues to confront challenges resulting from the recent unification of the Public Defender's Office. However, due to limited resources, PBO cannot include additional ongoing funding for the request as part of the FY 2025 Preliminary Budget. SB 2 (86th Legislature) does not allow Commissioners to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside specific eligible adjustments per statute. The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include county-wide compensation and benefits and contractual and other mandated/required expenditures as PBO knows them.

However, PBO acknowledges that challenges related to the recent unification of the PDO to include the formerly stand-alone programs of the Mental Health Public Defender and Juvenile Public Defender, especially regarding the implementation of a new CMS and case-conflict checking requirements across divisions, may continue throughout this transitional period. Therefore, PBO is recommending \$100,820, including \$87,874 in one-time personnel and \$400 in one-time operating resources related to the creation of a Legal Secretary Special Project Worker (1.0 SPW) for two fiscal years, and \$12,546 in one-time temporary personnel resources for additional temporary staff support related to the case conflict checking operations for the newly unified Public Defender's Office (PDO – 144) and transition to a unified case management system (CMS) in the JPD Division be included in the FY 2025 Preliminary Budget. Additionally, PBO will continue to work with the Juvenile Public Defense Division to gauge how the unification of the PDO may continue to affect ongoing workloads for existing staff in subsequent fiscal years.

REQUEST #02: INTERNAL PAY EQUITY ACROSS DIVISIONS

<i>Program:</i>	Public Defender's Office (144)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	61,993	61,993	61,993	61,993
Operating	-	-	-	-
Subtotal	\$ 61,993	\$ 61,993	\$ 61,993	\$ 61,993
Capital	-	-	-	-
Dpt Total	\$ 61,993	\$ 61,993	\$ 61,993	\$ 61,993
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 61,993	\$ 61,993	\$ 61,993	\$ 61,993

DEPT. SUMMARY OF REQUEST

The Public Defender’s Office (PDO) is requesting additional ongoing personnel resources to address identified challenges of pay equity across the multiple divisions in the newly unified Public Defender’s Office for existing staff with similar tenures and responsibilities following the reorganization of the PDO and Justice Planning (155) enacted in FY 2024.

At that time, IJPA, then Justice Planning (155), recounted the lead up to this reorganization with the following:

Beginning in August 2022, the Court posted and held a series of open joint subcommittee meetings twice per month, during which key personnel from each division in JPS presented information on the creation, history, mission, and work of their divisions. As a result of those meetings, it became clear that there were multiple offices (divisions) providing direct legal representation to eligible indigent residents of Travis County, in both the criminal and civil legal systems, that were organized administratively in different ways. MHPD, OCR, and OPR were organized administratively and budgetarily alongside the other divisions in criminal justice planning that do not provide direct legal representation or services, while the PDO and JPD are each separate and distinct divisions under the Justice & Public Safety Department. In addition, it became clear that six of the nine divisions organized under JPS are attorney offices, each equivalent to a small to medium sized law firm, with a combined total of 70+ attorneys, being managed administratively by a non-attorney County Executive.

The restructuring created a new County Executive position and a new Travis County department, Community Legal Services (141), comprised of the five offices that provide direct legal representation to eligible residents, and the Law Library that provides legal services to all residents. The three offices that provide holistic criminal defense – Public Defender’s Office (PDO), Juvenile Public Defender’s Office (JPD), and Mental Health Public Defender’s Office (MHPD), became one unified public defender’s office under the Chief Public Defender (144), and will be organized administratively under a new (attorney) County Executive (141), alongside the OCR, the OPR, and the Law Library. The new (attorney) County Executive will also manage the grant contracts with CAPDS and the funding agreement with the Dispute Resolution Center.

The PDO reports that the unification of the Adult Public Defender, Mental Health Public Defender, and Juvenile Public Defender into one unified public defender office has surfaced pay disparities between the divisions, creating competition. This has resulted in challenges recruiting and retaining talent when potential applicants see different salaries for the same positions and similarly situated colleagues in the different divisions paid at different rates. While there are disparities in each

division, the PDO reports that the most significant are in the Mental Health Division, which was excluded from the attorney career ladder until 2018 and required to hire all new employees at the minimum salary, regardless of qualifications. The Office asserts that these policies and low turnover have left the division without sufficient permanent salary savings to rectify the disparities.

BUDGET REQUEST PERFORMANCE MEASURES

The Public Defender’s Office did not submit performance measures with this request.

PBO RECOMMENDATION

PBO recommends \$61,993 in additional ongoing personnel resources to address pay equity concerns for select administrative support positions across the multiple divisions in the newly unified Public Defender’s Office be included in the FY 2025 Preliminary Budget.

The table below details the average salary and number of FTEs for select administrative/support positions within the Public Defender’s Office (144) based on the Office’s FY 2025 Budget Workbook submission by division, Juvenile Public Defense (JPD), Mental Health Public Defense (MHPD), and General Adult Division (GAD):

FY 2025 Budget Workbook - Average Salary Differential Across PDO Divisions by Budgeted Title							
Budgeted Title	Average Salary			Average Variance	FTEs		
	JPD	MHPD	GAD		JPD	MHPD	GAD
Administrative Investigator	64,852	61,500	64,978	3,478	1.0	1.0	4.0
Case Worker	65,120	61,707	-	3,413	1.0	3.0	-
Legal Secretary	53,362	48,837	52,426	4,525	2.0	2.0	6.0
Social Services Mgr	-	85,000	100,000	15,000	-	1.0	1.0
Social Worker	69,896	70,252	72,955	3,059	1.0	3.0	4.0

PBO concurs that salary variance across select administrative/support positions across the multiple divisions within the Public Defender’s Office (144) following the incorporation of the formerly stand-alone Mental Health Public Defender and Juvenile Public Defender programs due to historical disparities between these programs regarding access to permanent salary savings is contributing to concerns around staff retention and internal competition between the divisions. PBO notes that the PDO sought to internally fund priority concerns regarding internal pay equity across the divisions as a part of the FY 2025 Budget Process by reallocating identified permanent salary savings across divisions within the Office’s FY 2025 Budget Submission. This request seeks to address remaining pay equity concerns that the Office was unable to identify existing resources to internally fund. Therefore, PBO is recommending \$61,993 in additional ongoing personnel resources related to targeted salary adjustments for the affected positions in the Public Defender’s Office be included in the FY 2025 Preliminary Budget to address internal pay equity concerns across the divisions of the newly unified PDO.

Additionally, PBO recommends that PDO consult with HRMD to help both the PDO and PBO better understand the extent of currently observed challenges of pay equity affecting the Office’s divisions’ ability to retain critical staff within the newly unified Public Defender’s Office.

REQUEST #03: EXTERNAL CAREER LADDER FUNDING

<i>Program:</i>	Public Defender's Office (144)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	135,891	-	-	-
Operating	-	-	-	-
Subtotal	\$ 135,891	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 135,891	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 135,891	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Public Defender's Office (PDO) requests additional ongoing resources for career ladder adjustments. Historically, the PDO utilized new FTEs provided by the Adult Division's establishing grant budget through the Texas Indigent Defense Commission (TIDC) to advance some existing staff on the career ladder by having them fill the new FTE positions that open at the outset of each fiscal year. However, now that the grant term has ended, the Office asserts that it cannot advance all eligible attorney positions in good standing to the next stage of the attorney career ladder with existing resources.

The table below details the Office's current list of attorney positions eligible for advancement on the attorney career ladder by current title, for which the PDO notes that it does not have the salary savings necessary to fund internally; all of the following positions are within the General Adult Division:

Public Defender's Office FY 2025 Career Ladder Needs	
<i>Position Title</i>	<i>Externally Funded Career Ladder Positions Requested</i>
Attorney II	1.00
Attorney III	1.00
Attorney IV	3.00
Attorney V	3.00
Attorney VI	8.00
TOTAL	16.00

The PDO continues prioritizing its ability to retain experienced staff, facilitated via career ladder/advancement, as essential to departmental performance measures. To maintain its service level to the community, the PDO asserts that it must be supported by experienced staff, specifically those who have progressed in their careers within the department and retain valuable information about the work that can be passed on to new and less tenured departmental staff.

BUDGET REQUEST PERFORMANCE MEASURES

The Public Defender's Office did not submit performance measures with this request.

PBO RECOMMENDATION

PBO does not recommend additional funding for externally funded career ladders in the Public Defender’s Office be included in the FY 2025 Preliminary Budget. As a general practice, PBO does not fund external career ladder requests but asks Departments and Offices to prioritize and fund salary increases associated with desired career ladders internally when budget flexibility exists.

Since FY 2010, the Commissioners Court has not provided additional General Fund resources for career ladders. Instead, offices and departments have managed internal personnel funds to ensure appropriate career ladder movement for their employees. Given the time that has passed since centralized budgeting of career ladder increases, it may be time to re-evaluate career ladder policies in conjunction with HRMD’s review of career ladders countywide. It will be important if the Commissioners Court reinstates centralized funding, for a mechanism to track career ladder increases. PBO is for further guidance from the Commissioners Court on a countywide strategy for awarding career ladders. Until then, PBO has not recommended funding this request.

However, PBO recommends that PDO continue to utilize available permanent salary savings to fund career ladders internally. PBO will continue to work with the Office to verify any available resources should the Office prioritize this request.

REQUEST #04: SUPPORTIVE HOUSING OPERATIONAL FUNDS - MHPD

<i>Program:</i>	Public Defender's Office (144)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	50,000	-	-	-
Subtotal	\$ 50,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 50,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 50,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Public Defender's Office (PDO) requests additional ongoing operating resources in the Mental Health Public Defense (MHPD) Division for supportive housing services for its indigent clients. This request is for flexible operational funds and a timely way of accessing funds, such as a department credit card, or petty cash to pay for the expenses associated with accessing and moving into housing.

The MHPD notes many potential opportunities for the Division’s clients to become housed with current investments in affordable housing from Travis County and the City of Austin. However, accessing those opportunities requires funds that MHPD clients often do not even have to prepare to apply for. This request is for flexible operational funds and a timely way of accessing funds to pay for the expenses associated with accessing and moving into housing to increase the number of clients who are “paper ready” for housing opportunities when they arise. MHPD notes that “paper ready” means having all the vital records and documents prepared for an application having the funds to pay for application fees, security deposits, landlord incentives, utilities, utility arrears, movers, and basic supplies to set up the unit.

Currently, the MHPD staff can use personal funds and get reimbursed for birth certificates. Still, the Division does not currently retain funding to support clients with any of the other essentials for responding to a housing opportunity.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of clients receiving housing preparation funds	0	0	0	0	40	40

Number of clients receiving support for required deposits (security, utility deposit & arrears, landlord incentives)	0	0	0	0	20	20
Number of clients receiving move in support (movers, basic set up needs)	0	0	0	0	20	20

PBO RECOMMENDATION

PBO does not recommend additional resources to fund this request at this time. PBO believes there are many outstanding questions remaining that warrant additional discussion with the Public Defender’s Office and the Purchasing Office regarding the feasibility of using funds based on the MHPD’s observed operational needs. This includes wider discussions regarding the possible expansion of service disparities across County departments supporting indigent defense in Travis County.

PBO recognizes that ready access to operational funds to support the MHPD’s ongoing supportive housing programs would promote more successful outcomes for current County investments in diversion efforts to decrease the number of people with serious mental illness and substance use disorder needs from entering jail, help them exit jail, and then keep them out of jail. This request supports these initiatives by ensuring the MHPD has ready access to address the material needs of clients participating in these supportive housing programs as they arise. However, PDO is uncertain how readily the MHPD would be able to access these funds if they were included in the Division’s ongoing operating budget under an applicable line item.

PBO recommends that MHPD consult with the Purchasing Office and the Auditor’s Office to explore the feasibility of using a Purchase Card, or any other applicable method, for these expenses and what protocols are or would need to be in place to ensure proper use of these funds.

However, while this request seeks to build on the County’s demonstrated commitment to promoting supportive housing programs for eligible residents, such an expansion of resources should likely be considered in the larger context of County-wide indigent defense. PBO would like to work with PBO, CAPDS, the Department of Innovative Justice & Program Analysis, and Community Legal Services to explore how possible expansions of support resources for the County’s ongoing supportive housing programs could best equitably benefit all the County’s client-facing legal defense departments, programs, and divisions. Otherwise, investing in an expansion of resources in this manner in the PDO alone may exacerbate inequitable service level disparities between the multiple County stakeholders involved in indigent defense.

REQUEST #05: SUPPORTIVE HOUSING CASE WORKER (1.0 FTE) - MHPD

<i>Program:</i>	Public Defender's Office (144)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	81,311	-	-	-
Operating	2,803	-	-	-
Subtotal	\$ 84,114	\$ -	\$ -	\$ -
Capital	2,600	-	-	-
Dpt Total	\$ 86,714	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 86,714	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Public Defender's Office (PDO) requests additional resources related to the creation of a Supportive Housing Case Worker position (1.0 FTE) in the Mental Health Public Defense (MHPD) Division. This would increase the PDO's FTE count by 1.0 FTE.

The MHPD notes that 81% of its clients served to date in FY 2024 had unstable housing or were in unsheltered homelessness at some point during the representation. When a person cannot meet their basic needs for shelter, sustenance, and healthcare after a period of incarceration, they are much more likely to remain cycling between the jail, emergency room, and back to the street. Therefore, the Division is requesting a Supportive Housing Caseworker who can become the Division's point navigator for the complex web of housing options available to MHPD clients, each with its waitlist, criminal history restrictions, requirements, accepted payment types, and levels of social and health support services. The proposed Supportive Housing Case Worker role will also provide ongoing intensive case management services to the Division's permanent supportive housing voucher recipients.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of clients referred for coordinated assessments	N/A	N/A	0	0	80	80
Number of coordinated assessments completed	N/A	N/A	0	0	60	60

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Number of clients in Travis County funded shelter completing coordinated assessment	N/A	N/A	0	0	40	40
Number of clients in Travis County funded shelter referred to housing waiting lists	N/A	N/A	0	0	20	20
Number of clients in Travis County funded shelter working on a permanent housing plan (voucher, self-pay, family, other)	N/A	N/A	0	0	40	40
Percent of Travis County funded shelter clients transferred to permanent housing (voucher, self-pay, family, other)	N/A	N/A	0%	0%	25%	25%

PBO RECOMMENDATION

PBO does not recommend additional resources related to creating an additional Case Worker position (1.0 FTE) in the Mental Health Public Defense Division of the Public Defender’s Office to serve as a Supportive Housing Case Worker be included in the FY 2025 Preliminary Budget.

PBO believes that this request is in direct alignment with priority projects of the Commissioners Court related to diversion, including the Mental Health Diversion Pilot and Diversion Center projects. Investing in a dedicated Case Worker position to serve as a Supportive Housing Case Worker aims to improve outcomes for the MHPD’s ongoing supportive housing programs by bridging the gap between connecting applicable MHPD clients to supportive housing programs and successfully seeing these clients through these programs. This request seeks not only to improve the effectiveness of current County investments in diversion efforts to decrease the number of people with mental health and substance use disorder needs from entering jail, help them exit jail, and then keep them out of jail, but also represents a significant investment in the quality of justice for the MHPD’s clients.

Additionally, a dedicated Supportive Housing Case Worker position in the MHPD would serve clients at the unique crossroads of the indigent defense justice system and the network of supportive housing programs available to Travis County residents in need. PBO believes this would allow the position to function as a mental health supportive housing subject matter expert and point of contact for not only the MHPD and PDO but also for other County Departments involved in the County’s system of justice and social services network.

PBO notes that the County has historically invested in supportive housing and rent assistance programs across multiple departments, including but not limited to Counseling and Education Services (CES), Health and Human Services, the Department of Innovative Justice and Program Analysis, and the Mental Health Public Defender. PBO believes that this

position would offer valuable working knowledge and support to these County stakeholders to benefit and improve the efficacy of these existing investments in supportive housing services.

However, this request, like many other requests, has merit and would be considered for inclusion in the Preliminary Budget if resources were not scarce. At this time, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget. Based on discussions with the Travis County Appraisal District (TCAD) and the Revenue Estimation Unit within the County Auditor's Office, it is not likely that there will be significant additional revenues beyond those within the FY 2025 Preliminary Budget. However, PBO recognizes that this request has been prioritized by the PDO and that this item could merit discussion at a budget hearing and budget markup in August should any additional available resources materialize in later revenue estimates.

REQUEST #06: RIGHT-SIZING STAFFING FOR THE GENERAL ADULT DIVISION (2.0 FTES)

<i>Program:</i>	Public Defender's Office (144)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	16.00	2.00	2.00	2.00
Personnel	2,518,968	373,921	373,921	373,921
Operating	44,800	5,600	5,600	5,600
Subtotal	\$ 2,563,768	\$ 379,521	\$ 379,521	\$ 379,521
Capital	105,110	5,200	-	-
Dpt Total	\$ 2,668,878	\$ 384,721	\$ 379,521	\$ 379,521
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 2,668,878	\$ 384,721	\$ 379,521	\$ 379,521

DEPT. SUMMARY OF REQUEST

The Public Defender's Office (PDO) is requesting additional resources related to the creation of 16 additional positions (16.0 FTEs) to right-size the General Adult Division to improve managerial capacity and adjust expected caseload capacity relative to the current environment of cases in Travis County. This would increase PDO's FTE count by 16.0 FTEs.

PDO seeks to achieve two primary objectives with this request for significant investment in additional staff. First, to redirect senior-level attorney capacity away from client/case representation to focus on managerial duties through two additional Attorney VII and two Attorney VI positions (4.0 FTEs). Second, to expand overall staffing capacity to handle 30% of cases based on current trends in caseloads demonstrating a sharp increase in serious felony charges through two additional Attorney VI positions (2.0 FTEs), three additional Attorney V positions (3.0 FTEs), two additional Attorney IV positions (2.0 FTEs), two additional Social Worker positions (2.0 FTEs), two additional Investigator positions (2.0 FTEs), and one additional Paralegal position (1.0 FTE). The table below details the Office's request for additional resources by primary objective:

Request #03 - Right-Sizing Staffing for the General Adult Division Summary										
Description	Personnel		Operating		Car		Total		Grand Total	FTE(s)
	Ongoing	One-time	Ongoing	One-time	Ongoing	One-time	Ongoing	One-time		
Objective #01 - Division Director Support Staff										
Attorney VII	405,358	-	5,600	-	-	5,200	410,958	5,200	416,158	2.0
Attorney VI	380,607	-	5,600	-	-	5,200	386,207	5,200	391,407	2.0
Objective #01 - Subtotal	785,965	-	11,200	-	-	10,400	797,165	10,400	807,565	4.0
Objective #02 - Right-Sizing the General Adult Division										
Attorney VI	380,607	-	5,600	-	-	5,200	386,207	5,200	391,407	2.0
Attorney V	526,824	-	8,400	-	-	7,800	535,224	7,800	543,024	3.0
Attorney IV	310,169	-	5,600	-	-	5,200	315,769	5,200	320,969	2.0
Admin Investigator	209,426	-	5,600	-	2,900	65,810	217,926	65,810	283,736	2.0
Paralegal	96,551	-	2,800	-	-	2,600	99,351	2,600	101,951	1.0
Social Worker	209,426	-	5,600	-	-	5,200	215,026	5,200	220,226	2.0
Objective #02 - Subtotal	1,733,003	-	33,600	-	2,900	91,810	1,769,503	91,810	1,861,313	12.0
Total Request	2,518,968	-	44,800	-	2,900	102,210	2,566,668	102,210	2,668,878	16.0

BUDGET REQUEST PERFORMANCE MEASURES

The Public Defender's Office did not submit performance measures with this request.

PBO RECOMMENDATION

PBO recommends \$384,721, including \$373,921 in ongoing personnel, \$5,600 in ongoing personnel, and \$5,200 in centrally budgeted resources for computer and phone equipment related to the creation of two additional Attorney VII positions (2.0 FTEs) in the General Adult Division of the Public Defender's Office to allow for Division Director level staff to be appropriately excluded from full caseload considerations and focus on managerial responsibilities.

Regarding managerial staff capacity in the Division relative to caseload expectations, the PDO asserts the following:

Division Directors and Asst. Division Directors in the General Adult Division are working two jobs. They are expected to provide client/case representation and to manage others who provide client/case representation. Given their ethical obligations, these directors cannot sacrifice the level of representation on their cases to prioritize their responsibilities as managers/supervisors. But they also cannot shirk their duties as managers/supervisors because that impacts the ability of the lawyers under their supervision to comply with their own ethical obligations by benefitting from the training/support/guidance of their managers...

...Division Directors need to be completely factored out of the division's caseload capacity (though they may likely take on more serious cases on an ad hoc basis like the Chief Public Defender). Asst. Directors in the division (of which there are 4) should be counted as .5 FTE and handle a commensurate client/caseload...

...in the District Attorney's Office and County Attorney Office's, Directors and Asst. Directors do not directly handle cases. Similarly, in the contracted provider for defense services (CAPDS), managers have no caseloads.

However, the County Attorney and District Attorney Offices report that supervisor staff carry a limited caseload usually reserved for highly complex cases requiring significant experience. This implies the Division Director and Assistant Division Director staff in the County and District Attorney's Office carry a full caseload that is "full" relative to their position, but that that caseload is different in scale from a non-leadership position attorney's full caseload. Thereby, it is likely that the PDO's suggested consideration of a division's leadership position as equivalent to half an FTE's (0.5 FTE) worth of "caseload" is reasonable when considering staff capacity relative to anticipated maximum caseloads per attorney. Therefore, PBO is recommending \$384,721, including \$373,921 in ongoing personnel, \$5,600 in ongoing personnel, and \$5,200 in centrally budgeted resources for computer and phone equipment related to the creation of two additional Attorney VII positions (2.0 FTEs) in the General Adult Division of the Public Defender's Office to allow existing Division Director level staff to be excluded from full caseload considerations and focus on managerial responsibilities for the Office.

PBO notes that it remains a priority of the County to strive for resource and operational equity between prosecutorial and defense departments supporting the County's justice system. Therefore, PBO supports requests that seek to ensure such parity between the Public Defender's Office and its counterparts in the County and District Attorney's Offices. The table below details expected FY 2025 staffing ratios for divisional leadership staff in the Public Defender's Office, County Attorney's Office, and District Attorney's Office based on position lists submitted to PBO as a part of the FY 2025 Budget Process.

Division Leadership Staff Ratios - FY 2025
Public Defender's Office, County Attorney's Office, District Attorney's Office

<i>Department</i>	<i>Total FTEs</i>	<i>Division Director Staff</i>	<i>Ratio of Div Dir to Total FTEs</i>	<i>Div Dir Assistant Staff</i>	<i>Ratio of Div Dir Asst to Total FTEs</i>
County Attorney (119)	229.50	9.00	1 to 25.50	9.00	1 to 25.50
District Attorney (123)	234.50	9.00	1 to 26.10	1.00	1 to 234.50
PDO (144)	108.00	7.00	1 to 15.40	0.00	0 to 108.00
PDO General Adult Division	68.00	3:00	1 to 22.66	0.00	0 to 68.00

The County and District Attorney's Offices maintain an approximate 1:26 County/District Attorney Division Director staff ratio to total FTEs. Meanwhile, the Public Defender's Office maintains a ratio of approximately 1:23 for similar staff relative to total FTEs in the General Adult Division. However, for County/District Attorney Division Director Assistant level staff, the ratios are approximately 1:235 for the District Attorney's Office and 1:26 for the County Attorney's Office relative to total staff FTEs, and 0:68 for the PDO relative to General Adult Divisions staff based on the Office's position list as submitted to PBO for the FY 2025 Budget Process. However, PBO acknowledges that staffing needs related to relative capacity and appropriate job titles will likely vary significantly between these County departments based on their unique needs and responsibilities.

PBO believes that a wider-scope review is necessary to properly assess issues of equity between these critical departments supporting the County's system of justice. PBO will work with the PDO, CAPDS, Community Legal Services, the County Attorney's Office, and the District Attorney's Office to better understand these noted factors and more accurately assess divisional leadership capacity between the County's defense and prosecutorial departments.

Regarding staffing considerations based on the PDO's expected percentage of cases, PDO reports the following:

The PDO's Adult Division has been following the grant-based fiscal year targets for staffing, developed using 2018 data re the top charge on bookings into the County jail, which were supposed to be sufficient to meet the representational goals set out in the founding grant, namely that the division would handle 30% of all indigent "cases" in the County once fully staffed. However, as the Adult Division has experienced the County's appointment practices, it is clear that the staffing targets set out in the grant were not appropriately matched to the actual indigent defense workload in the County, nor what is an ethically appropriate caseload for public defense providers. Most problematic re: the use of 2018 booking data to determine division staffing is that Criminal Court Administration bundles multiple bookings and charges together to represent "one appointment" to a public defense provider, with no consideration for the separate cases within the bundle that the attorneys are actually working... Because the inputs for the staffing decisions for the Adult Division were too low (e.g., bookings often encompass multiple cases), the caseloads of attorneys in the division are too high and additional FTEs are needed to address this issue.

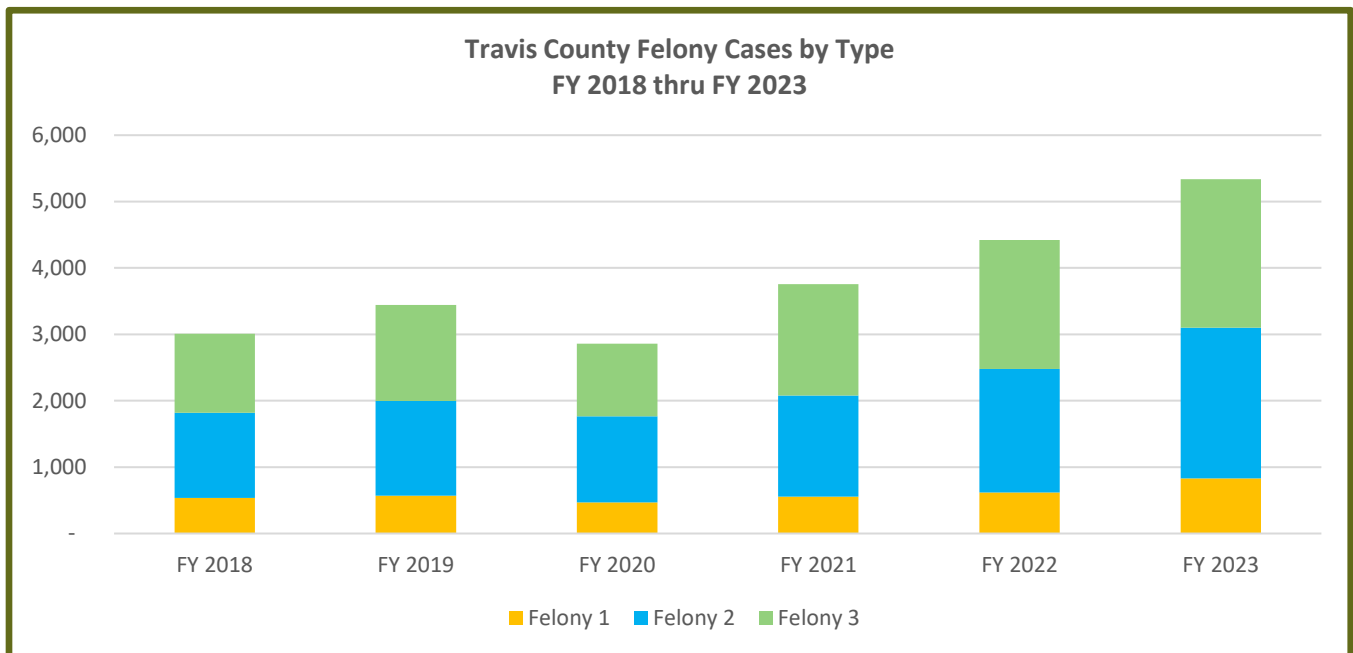
...the County's indigent defense caseload has changed significantly. Felonies now outstrip misdemeanors (it used to be 3 misdemeanors to every 2 felonies) and the felony increase is largely attributable to a staggering rise in the number of serious first- and second-degree felonies filed in the County (. Those more serious cases take the most work for attorneys to resolve and remain open in an attorney's caseload for long periods. As a result, the FTE counts upon which the Adult Division is relying are inadequate to handle the number of serious cases the division is expected to, at least not without attorneys violating their ethics by grievously exceeding caseload guidelines.

PBO believes there are many outstanding questions regarding the requested significant staff increase so that the PDO maintains the staffing capacity to handle 30 percent of cases based on currently observed trends in County caseloads.

On April 16, 2024, the PDO submitted an application request for a technical assistance grant from the Center for Justice Innovation (CJI), in which the CJI will provide staff and time to Travis County to align the National Public Defender Workload Study to Travis County's unique data and operational challenges. This may result in the development of new caseload

measures for Travis County decision makers to use in determining staffing needs for Travis County’s public defender offices and managed assigned counsel program. At the time, PBO noted in the Grant Summary Sheet submitted to Commissioners Court that the development of new caseload measures may result in future budget requests seeking to align staffing levels across Travis County’s public defender offices by updated caseload measures.

In addition, discussions between the PDO, CAPDS, Court Admin, and other relevant stakeholders are ongoing regarding how the County defines “cases” in its system of justice. Key to this discussion is how this definition affects expectations for caseload distributions between the PDO and CAPDS for representation of indigent accused persons in Travis County. Meanwhile, Criminal Court Administration reports significant increases in Felony 1 through Felony 3 cases since FY 2018, as demonstrated in the graph below:



Based on the data above, felony cases in Travis County increased significantly from FY 2018 to FY 2023. Felony 1 cases increased by 54.4 percent from FY 2018 (537) to FY 2023 (829). Felony 2 cases increased by 77.4 percent in FY 2023 (2,272) relative to FY 2018 (1,281). Meanwhile, Felony 3 cases increased by the most significant percentage for this period, 87.4 percent, with cases rising from 1,193 in FY 2018 to 2,236 in FY 2023. This data appears to support the PDO’s assertion that the current caseload environment varies significantly from the environment observed during FY 2018, upon which staffing capacity considerations for creating the Public Defender’s Office were based.

However, PBO believes that this request warrants a larger, holistic discussion on the County’s overall approach to indigent defense and updated direction from the Commissioners Court before PBO can recommend such a significant investment in expanding staffing capacity in the Public Defender’s Office. Additionally, PBO anticipates that the outcome of the PDO’s technical assistance grant with the Center for Justice Innovation (CJI) will provide valuable insight into considerations of Travis County’s current environment of cases and what the appropriate caseloads for defense counsel within that environment should be. In the meantime, PBO will continue to work with the PDO and other relevant stakeholder departments involved with Travis County’s system of justice to refine its understanding of this issue better.

Once significant progress has been made in either the PDO’s caseload review initiative with CJI, or the ongoing discussions between relevant justice-involved departments in the County on the matters of how “cases” should be defined and how that influences the PDO’s expected share of the County’s caseload, PBO recommends that the PDO submit a presentation to Court

about the state of indigent defense in Travis County and seek direction on the County's policy for meeting and possibly exceeding its minimum legal obligation to indigent defendants, and where the Commissioners Court would like to prioritize future investments in the County's system of justice as it relates to indigent defense.

REQUEST #07: EDUCATION RIGHTS ATTORNEY III (1.0 FTE) – JPD

<i>Program:</i>	Public Defender's Office (144)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	145,810	-	-	-
Operating	2,800	-	-	-
Subtotal	\$ 148,610	\$ -	\$ -	\$ -
Capital	2,600	-	-	-
Dpt Total	\$ 151,210	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 151,210	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Public Defender's Office (PDO) is requesting additional resources to create of an Education Rights Attorney III position (1.0 FTE) in the Juvenile Public Defense (JPD) Division to handle school/education cases critical to holistic, client-centered defense and successful client outcomes.

The JPD notes, according to The Arc's National Center on Criminal Justice and Disability (2016), approximately 65-70 percent of children involved with the juvenile justice system have a disability, and this is consistent with what the Division has observed regarding the children involved in the juvenile justice system in Travis County. JPD reports Austin Independent School District (AISD), the largest school district in Travis County, has failed to address systemic issues impacting its special education evaluation system, resulting in delayed evaluations for thousands of students. The Division observes these shortfalls resulted in the misplacement and overrepresentation of students with disabilities in segregated schools, disciplinary settings, and the juvenile justice system.

However, JPD attorney staff currently report they are at capacity with full caseloads, with daily duties including: meeting with clients, parents, probation officers, prosecutors and judges; preparing cases for court; conducting investigations and legal research; writing briefs and memoranda; preparing for trial; and other typical tasks that defense lawyers do. Therefore, existing staff lack the additional capacity required to devote significant time on the education component of a juvenile delinquency case since that involves a different system and different laws. However, as JPD affirms, the juvenile justice system and the education system overlap, and each affects the other.

This request is for additional attorney capacity to implement a dedicated Education Rights Attorney to meet this identified service need for clients of the Juvenile Public Defense Division, and further invest in the quality of justice for youth facing, or at risk of facing the justice system in Travis County.

BUDGET REQUEST PERFORMANCE MEASURES

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure at Base Level	Projected FY 2025 Measure with Added Funding	Projected FY 2026 Measure with Added Funding
<i>New Measures</i>						
Number of children who are identified as eligible to receive disability services in school	N/A	N/A	N/A	0	TBD	TBD
Number of children who begin receiving disability services in school	N/A	N/A	N/A	0	TBD	TBD
Number of cases nonsuited or declined as a result of education rights advocacy	N/A	N/A	N/A	0	TBD	TBD
Number of cases that receive less time while under court supervision	N/A	N/A	N/A	0	TBD	TBD

PBO RECOMMENDATION

PBO does not recommend additional resources related to the creation of an additional Attorney III position (1.0 FTE) in the Juvenile Public Defense Division of the Public Defender’s Office to serve as an Education Rights Attorney be included in the FY 2025 Preliminary Budget.

However, PBO acknowledges investment in a dedicated Education Rights Attorney in the JPD would be of significant value to the County and the Division’s clients, who historically represented over 97 percent of all youth facing juvenile proceedings in Travis County. Additionally, JPD reports they are currently leveraging external resources through Disability Rights Texas to address these observe services needs in part:

The case that clearly shows the need for an educational rights attorney is the current collaboration between the Juvenile Division and Disability Rights Texas (DRTx). DRTx is the premier non-profit organization in the state that advocates on behalf of individuals with disabilities. For the current fiscal year, the Juvenile Division has teamed with a fellow DRTx attorney. The fellowship, which ends on 09-30-2024, requires the DRTx attorney to receive education rights referrals from the Juvenile Division attorneys and advocate for those clients in the education system. The DRTx attorney’s education rights advocacy has resulted in successful educational and juvenile court outcomes for the clients. The need for this advocacy is so great that the DRTx attorney is now at capacity and cannot receive any more referrals from the Juvenile Division until her caseload lessens. A full time Education Rights Attorney would help continue this crucial advocacy on behalf of clients we serve.

PBO acknowledges this request has intuitive merit and that expanding the support services and building on existing partnerships with community stakeholders through a dedicated Education Rights Attorney would be of significant value for the County and improve the quality of justice for youth facing, or at risk of facing the justice system in Travis County. However, due to limited availability of resources for reasonable but non-mandated expansions of existing programs, PBO must place added scrutiny on requests for additional resources. With the data provided it is not clear whether the creation of an Education Rights Attorney position in the Juvenile Public Defense Division demonstrates an immediate, critical, or statutorily mandated need to warrant investment in this program expansion at this time.

While this request would provide the Juvenile Public Defense Division of the Public Defender's Office with dedicated attorney personnel capacity to handle school and education-related cases, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget, due to very limited resources. SB 2 (86th Legislature) does not allow Commissioners to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside of specific eligible adjustments per statute. The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include county-wide compensation and benefits as well as contractual and other mandated/required expenditures as PBO knows them.

REQUEST #08: CONTINUATION OF PEER SUPPORT SPECIALIST SPW (1.0 FTE) - MHPD

<i>Program:</i>	Public Defender's Office (144)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	1.00	1.00	1.00
Personnel	67,856	67,856	67,856	67,856
Operating	2,803	2,803	2,803	2,803
Subtotal	\$ 70,659	\$ 70,659	\$ 70,659	\$ 70,659
Capital	2,600	-	-	-
Dpt Total	\$ 73,259	\$ 70,659	\$ 70,659	\$ 70,659
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 73,259	\$ 70,659	\$ 70,659	\$ 70,659

DEPT. SUMMARY OF REQUEST

The Public Defender's Office (PDO) is requests additional resources related to the continuation and conversion of a Peer Support Specialist (working title--Social Services Aid) Special Project Worker position (1.0 SPW, Position Number: 30065876) to a full FTE (1.0 FTE) to invest in peer support services. This would increase the Office's FTE count by 1.0 FTE.

MHPD seeks to expand its Peer Specialist program to serve more clients as recommended by the Travis County Forensic Planning Project Steering Committee. MHPD currently employs one Social Services Aide SPW as a Level II Apprentice Peer Support Specialist through Via Hope’s peer support apprentice program. Originally, Via Hope partially funded this SPW for the duration of a calendar year with an end date of March 15, 2024. This position was approved for a one-time extension through the end of FY 2024 with General Fund resources based on Court action on March 5, 2024.

MHPD describes the concept of Peer Support with the following:

Peer support is an evidence-based practice, in which individuals with lived experience with mental health, substance use, and the criminal legal system assist others and promote recovery through their shared experience. The intended result of the proposal is to increase periods of healthy living in the community and reduce time spent in jails for MHPD clients. This is a service that can only be provided by individuals with lived experience, not traditional staff. MHPD does not currently employ any other experienced peer support specialists. Other peer support services are available for only shorter, part time stints by peer supporters in training, Level 1 apprentice peers. This does not suffice to meet the needs of MHPD clients.

Additionally, MHPD reports that, so far, 18 Mental Health Division clients supported by this Peer Support Specialist position maintained stable housing, connected with recovery groups, gained employment, and had longer periods of healthy living in the community relative to clients without access to this additional peer support.

BUDGET REQUEST PERFORMANCE MEASURES

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure at Base Level	Projected FY 2025 Measure with Added Funding	Projected FY 2026 Measure with Added Funding
<i>New Measures</i>						
Number of clients who received peer support services each year	0	20	20	0	20	20

PBO RECOMMENDATION

PBO recommends \$70,659, including \$67,856 in ongoing personnel and \$2,803 in ongoing operating for the continuation and conversion of a Peer Support Specialist (working title--Social Services Aide) Special Project Worker (1.0 SPW) in the Mental Health Public Defense Division of the Public Defender’s Office into a full FTE (1.0 FTE) be included in the FY 2025 Preliminary Budget. This will increase the PDO’s FTE count by 1.0 FTE.

On March 7, 2023, Commissioners Court approved the creation of an Apprentice Peer Support Specialist Special Project Worker position in the Mental Health Public Defenders Office for a period of twelve months partially funded through the Via Hope Peer Specialist Training Program. As approved, this SPW had an effective start date of March 16, 2023 and end date of March 15, 2024.

The Department of Innovative Justice and Program Analysis (IJPA), then known as Justice Planning, provided the following overview of the position and program partnership with Via Hope in the back up presented to Court for the March 7, 2023 item:

In September 2021, Via Hope was awarded a four-year \$2.2 million dollar grant from the U.S. Department of Health and Human Services, Health Resources & Services Administration (HRSA) to implement a Behavioral Health Workforce Education and Training Program (BHWET). Via Hope’s BHWET project trains and places peer support specialists with partner organizations to gain experiential hours with peers. The aim is to develop an experienced, well-trained workforce of peer support specialists who can be employed in settings where their lived experience can improve the lives and outcomes for others.

Travis County Mental Health Public Defender is one of several organizations with whom Via Hope has partnered to host peer support specialists. The partnership has allowed MHPD to meaningfully expand client services through the work of the apprentice peers. Since the program began, MHPD has hosted eight (8) apprentice peers in the part-time (10 hrs./week) Level 1 Peer Specialist Learning Program. They have served a total of thirty-two (32) clients. MHPD now has an opportunity to employ a full-time Level 2 Apprentice for 12 months with \$40,000 (about 60% of the cost of employment at the hourly rate of \$20) contributed by Via Hope from a St. David’s Foundation Grant for this purpose.

The Level 2 Apprentice selected from the application process for the position has just completed the Level 1 apprenticeship requirements by working part-time as a Level 1 Peer Specialist at the Travis County Mental Health Public Defenders Office in the fall cohort, August-December 2022. During her placement, the candidate spent 113 hours connecting with and supporting MHPD clients in the community, expanding MHPD’s reach significantly. The positive impact she has had on her peers and on our office is immeasurable, and we would be very fortunate to have her join our team for the next 12 months as a Level 2 Apprentice Peer Specialist (classified as a special project worker).

Travis County, as a subrecipient of the grant funds Via Hope proposed to use to partially fund the position, created the apprentice position as a County-funded Special Project Worker. This allowed the County to invoice Via Hope for the position’s actual hours worked and receive funds from Via Hope as a reimbursement. Via Hope’s contribution, \$40,000, does not cover

the full cost of the position with benefits which, at the time, was estimated to have an annualized cost of \$66,786. This included \$64,986 in one-time personnel and \$1,800 in one-time operating costs related to a cellphone allowance and routine mileage expenses for the position. When presenting the item to Court, IJPA proposed to internally fund the remainder of the position's estimated salary and benefit costs, stating:

The total cost of employment for the 12-month special project worker position is \$66,786, which reflects a salary rate of \$20/hour plus benefits. \$40,000 of that total cost will be paid by the contribution from Via Hope. Justice Planning has identified funds within their current budget to internally fund the remaining \$26,786.

At the time, IJPA worked with PBO to verify sufficient vacancy savings to cover the County's cost for the position in FY 2023. However, PBO could not verify vacancy savings in FY 2024 to cover the remainder of the SPWs estimated FY 2024 costs. Regardless, with Commissioner's Court approval to create the position with an end date of March 15, 2024, PBO committed to ensuring the County's FY 2024 cost obligations for this SPW were fully covered. The FY 2024 Adopted Budget includes \$30,826 in one-time resources to ensure sufficient resources to cover the County's portion of the Social Services Aide SPW (also known as a Level II Apprentice Peer Support Specialist) partially funded through Via Hope based on the position's original end date of March 15, 2024. Additionally, the FY 2024 Adopted Budget included a \$36,212 one-time Earmark against the Allocated Reserve for the incremental cost of extending the position through the rest of FY 2024 should Commissioners Court Choose to extend the SPW beyond the original date.

On March 5, 2024, the Public Defender's Office requested and received approval from Commissioners Court to use \$36,212 of the Earmark against the Allocated Reserve for the continuation of the Peer Specialist Apprentice Special Project Worker Position, now fully funded by the County, through the end of FY 2024 since support from Via Hope ended on March 15, 2024.

While MHPD noted that it has supported multiple part-time Apprentice Peer Support Specialists over the years, the SPW created on March 7, 2023, represented the first full-time, level two Apprentice Peer Support Specialist benefitting from the supportive funding from Via Hope. At this time, PBO is uncertain whether Via Hope can continue to contribute funds for this position beyond the 12-month duration of the position as originally approved. Therefore, PBO recommends that this position be continued on an ongoing basis as a full FTE (1.0 FTE) to ensure that the Apprentice Peer Support Specialist may continue to support the unique service needs of the Mental Health Public Defense Division's clients.

REQUEST #09: ARPA COURT – CASE WORKER (1.0 SPW)

<i>Program:</i>	Public Defender's Office (144)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	81,311	81,311	81,311	-
Operating	2,800	2,800	2,800	-
Subtotal	\$ 84,111	\$ 84,111	\$ 84,111	\$ -
Capital	2,600	-	-	-
Dpt Total	\$ 86,711	\$ 84,111	\$ 84,111	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 86,711	\$ 84,111	\$ 84,111	\$ -

DEPT. SUMMARY OF REQUEST

The Public Defender's Office (PDO) requests additional resources related to the continuation and conversion of a Case Worker Special Project Worker position (1.0 SPW, Position Number: 30065001) currently serving the ARPA Court into a full FTE (1.0 FTE). This SPW was originally funded by the American Rescue Plan Act (“ARPA”) and approved by the Commissioners Court for FY 2023 and 2024. This would increase the PDO’s FTE count by 1.0 FTE.

The Office notes the Adult Division’s initial budget did not account for the outsized number of clients who were asking for help connecting to community-based civil legal and/or social support services related to their contact with the criminal legal system. The COVID-19 pandemic created increased and continued instability in the lives of the most marginalized members of our community - the PDO Adult Division’s client base – and when those clients faced arrest and/or detention, those instabilities became magnified and implicated potential for rearrest or prolonged case involvement. As these dynamics played out, the PDO joined County Criminal Court Administration’s request for funding through the American Rescue Plan Act (ARPA) to bring on a Case Worker Special Project Worker to support PDO Adult Division clients in connecting to community-based resources to assist with their basic needs allowing those clients to better keep up with criminal court obligations and increased chances for improved life outcomes. With the ARPA funding ending as of September 2024, this request seeks continued funding for the Case Worker directly from General Fund resources.

BUDGET REQUEST PERFORMANCE MEASURES

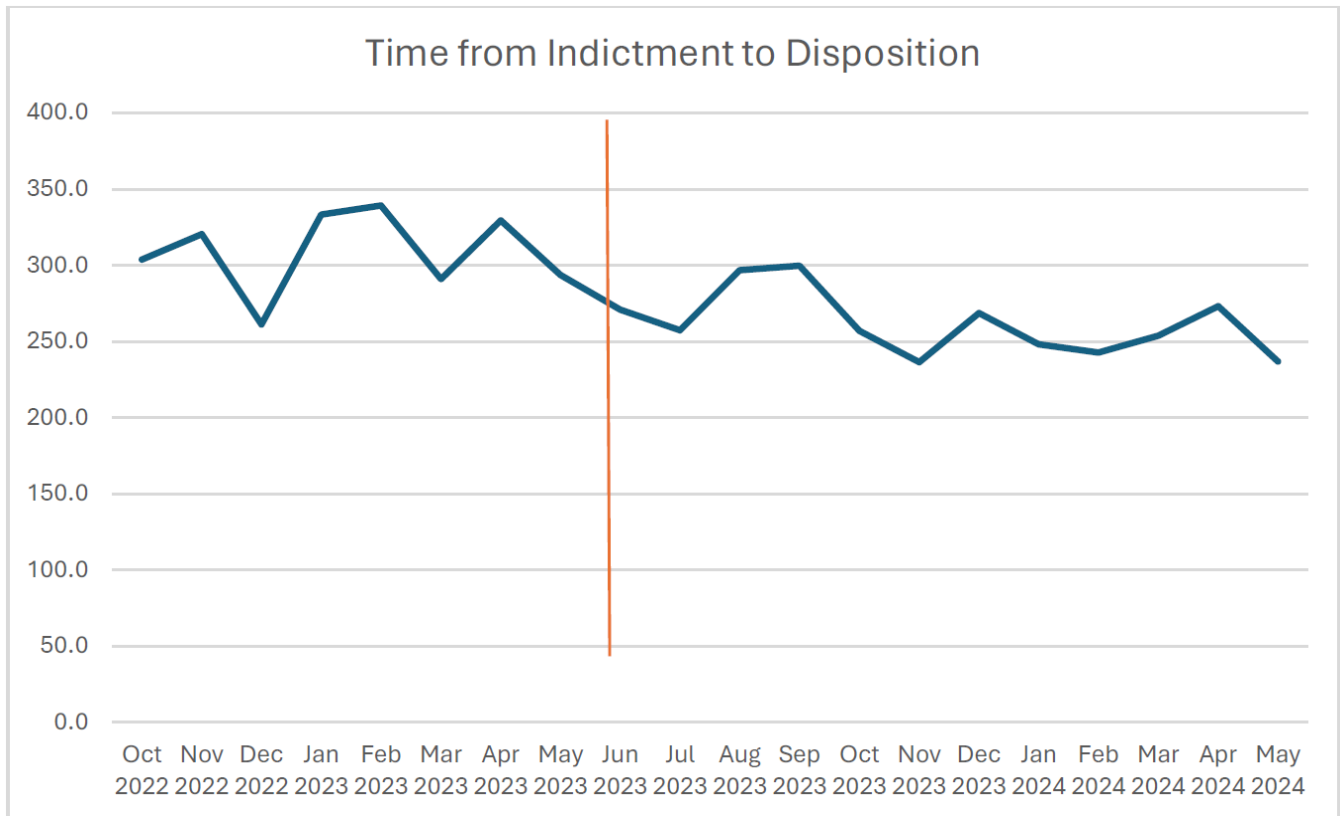
The Public Defender’s Office did not submit performance measures with this request.

PBO RECOMMENDATION

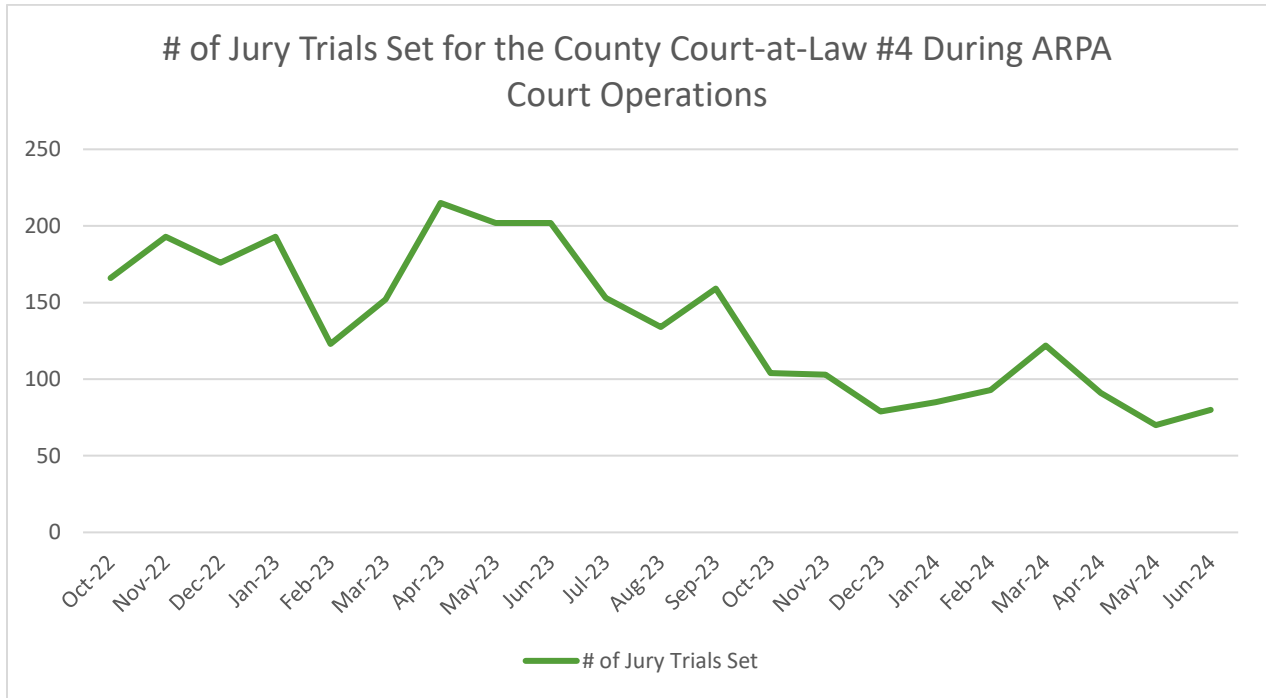
In FY 2022, the Travis County Commissioners Court approved a contract with the Texas Judiciary to receive funds appropriated from the federal American Rescue Plan Act (ARPA). The grant period was from October 1, 2022, through March 31, 2024. This grant assisted Travis County Criminal Courts with the backlog of cases caused by the COVID-19 pandemic and funded six positions, including: 1) an investigator for the County Attorney's Office, 2) a Case Worker in the Public Defender’s Office, 3) a Court Clerk II in the District Clerk’s Office, 4) a Court Clerk II in the County Clerk’s Office, 5) a Judicial Aide Specialist (Court Coordinator), and 6) a contracted Court Reporter within the Criminal Courts, which was converted to a full-time position

because of the needs of the ARPA Court. Funding was also allocated for contract interpreters, visiting judges, and other operating needs.

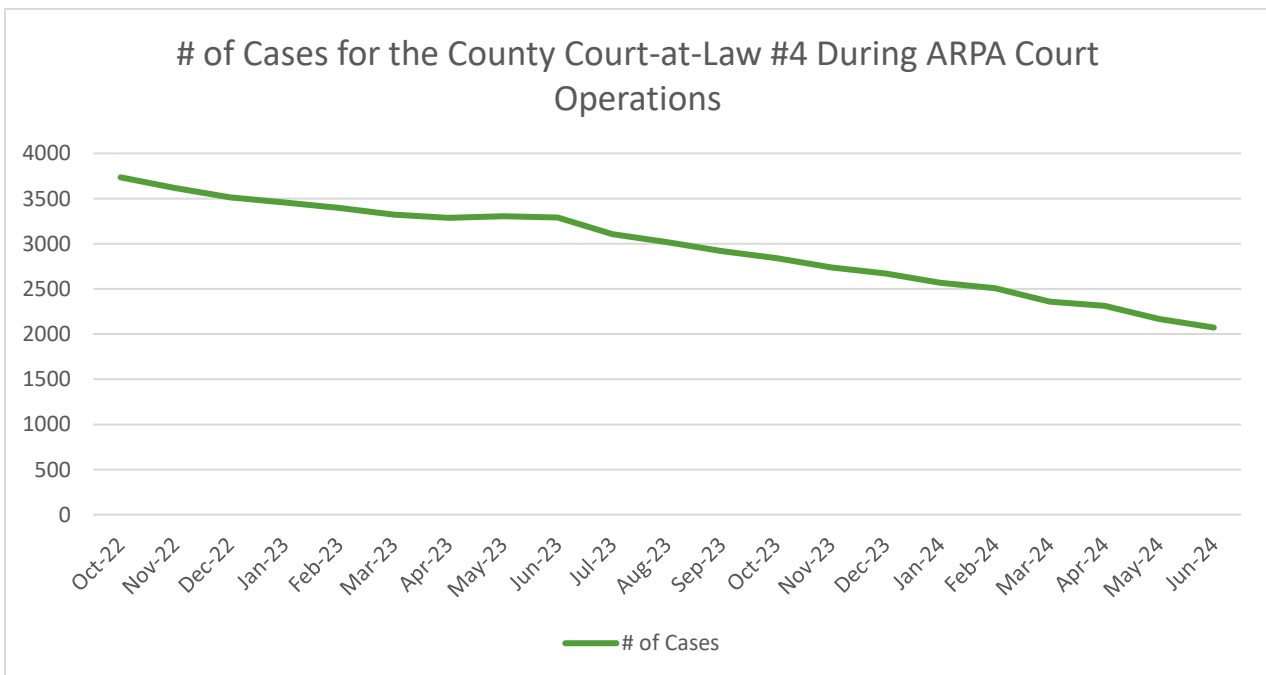
Since its implementation, the Criminal Courts note the ARPA Court has assisted with the disposition of cases and unindicted case backlog because of COVID. Per data provided by the Criminal Courts, of Felony cases set on the Unindicted Docket in the ARPA Court, 23 percent are disposed of within 30 days of setting, and 35 percent are moved to a pretrial diversion program. The Department also notes the time, in days, to disposition decreased since the introduction of the Unindicted Docket for all felony cases, as shown in the table provided by the Criminal Courts below.



The Criminal Courts note the ARPA Court assisted with Felony cases set on the Jury Docket, specifically for Family Violence cases in County Court-at-Law 4, and notes that 49 percent of Felony cases set on this docket are disposed of within 30 days of the setting date, compared to a 28 percent disposition rate for regular dockets. Jury trials for the County Court-at-Law 4 also decreased by 52 percent since the implementation of the ARPA Court. The following table notes the reduced decrease in the number of Jury trials set for this court due to the assistance of the ARPA Court.



Due to the implementation of the ARPA Court, the County Court-at-Law 4 has a reduced caseload. The Department notes the County Court-at-Law 4 caseload decreased by 45 percent, as indicated in the following table.



Beginning in April 2024, CAFA test shifts began operating the Auxiliary (AUX) Courtroom of the Blackwell-Thurman Criminal Justice Complex (CJC), which is where the ARPA Court had been holding operations. However, the Criminal Courts note this has not slowed ARPA Court operations, as the Department uses empty courtrooms on a rotating basis to continue ARPA Court operations. The Department is willing to continue using vacant courtroom space on a rotating basis due to CAFA test shifts. The area of the Travis County Jail identified to conduct CAFA will need to undergo repairs and renovations beginning in June 2024. These repairs and renovations could take approximately 18 months before the space can be utilized to conduct CAFA. PBO will work with Facilities Management, the Travis County Sheriff's Office (TCSO), and other relevant stakeholders Offices, and Departments to provide updates to the Commissioners Court on the progress of these repairs as needed.

The Criminal Courts worked with the Grantor to extend the continuation of these grant-funded positions and identified grant savings to fund the positions until approximately September 2024. The FY 2024 Adopted Budget includes a \$305,495 Earmark against the Allocated Reserve for the continuation of the ARPA Court so these positions and operations could continue for the remainder of FY 2024. The County Attorney's Office, the County Clerk's Office, the Criminal Courts, the District Clerk's Office and the Public Defender's Office requested to continue these positions for FY 2025. The following table notes the resources requested by each Office and Department for FY 2025.

FY 2025 Requested Resources to Continue the ARPA Court

<i>Department/ Office</i>	<i>One-time Personnel</i>	<i>One-time Operating</i>	<i>CAR/ITS</i>	<i>Total One-time</i>	<i>Ongoing Personnel</i>	<i>Ongoing Operating</i>	<i>Total Ongoing</i>	<i>Total</i>	<i>FTEs</i>
County Attorney	\$-	\$-	\$104,508	\$-	\$115,037	\$3,000	\$118,037	\$222,545	1.00
County Clerk	76,808	-	-	76,808	-	-	-	76,808	1.00
Criminal Courts	263,456	-	-	263,456	-	-	-	263,456	0.00
Criminal Courts LMF	-	150,475	-	150,475	-	-	-	150,475	0.00
District Clerk	76,808	-	-	76,808	-	-	-	76,808	1.00
Public Defender's Office	-	-	2,600	2,600	82,079	2,800	84,879	87,479	1.00
Total	\$417,072	\$150,475	\$107,108	\$674,655	\$197,116	\$5,800	\$202,916	\$877,571	4.00

FY 2025 requested resources for the ARPA Court total \$877,571 and 4.0 FTEs. This includes \$614,188 of personnel resources, \$5,800 of ongoing operating resources, \$150,475 of one-time operating resources and \$107,108 of CAR/ITS resources.

The County Attorney's Office requested \$222,545 and 1.0 FTE. This includes \$115,037 in personnel funding for a 1.0 Investigator FTE, along with \$3,000 in ongoing operating resources for supplies, travel and training associated with this position. The request includes \$104,508 in CAR/ITS funding for a law enforcement vehicle and radio equipment.

The County Clerk's Office requested \$76,808 in personnel resources for the conversion of the Court Clerk II SPW to a full FTE (1.0 FTE) to continue supporting the ARPA Court operations.

The Criminal Courts requested a total of \$413,931 and 2.0 SPWs. This includes \$100,602 of one-time personnel resources for a Judicial Aide Specialist to serve as a Court Coordinator and \$162,854 of one-time personnel resources for a Court Reporter to support continued ARPA Court operations. The Criminal Courts also requested \$150,475 in one-time operating resources for contracted visiting judges to be budgeted in the Criminal Courts Legally Mandated Fees Department.

The District Clerk's Office requested \$76,808 in personnel resources for the conversion of the Court Clerk II SPW to a full FTE (1.0 FTE) to continue supporting the ARPA Court operations.

Lastly, the Public Defender's Office requested \$87,479 and 1.0 FTE. This includes \$82,079 of personnel resources, \$2,800 of ongoing operating resources for travel and equipment costs and \$2,600 in one-time centrally budgeted resources for computer or phone equipment related to the conversion of the Case Worker SPW position into a full FTE (1.0 FTE).

The Criminal Courts further notes, “The ARPA Court will allow the Travis County criminal justice system to keep pace with an expanding population and backlogged cases reaching the docket. It will allow the Criminal Courts to maintain and improve the clearance rates of cases and the percentage of Felony cases disposed within 180 days.” PBO recommends the continuation of the ARPA Court in order to continue providing this level of service and addressing the criminal case backlog.

The following table notes PBO recommended resources for ARPA Court operations.

FY 2025 Recommended Resources to Continue the ARPA Court

<i>Department/Office</i>	<i>One-time Personnel</i>	<i>One-time Operating</i>	<i>CAR/ITS</i>	<i>Total One-time</i>	<i>Ongoing Personnel</i>	<i>Ongoing Operating</i>	<i>Total Ongoing</i>	<i>Total</i>	<i>FTEs</i>
County Attorney	\$-	\$-	\$-	\$-	\$115,037	\$3,000	\$118,037	\$118,037	1.00
County Clerk	76,808	-	-	76,808	-	-	-	76,808	0.00
Criminal Courts	100,602	-	-	100,602	162,854	-	162,854	263,456	1.00
Criminal Courts LMF	-	-	-	-	-	-	-	-	0.00
District Clerk	76,808	-	-	76,808	-	-	-	76,808	0.00
Public Defender’s Office	81,311	2,800	-	84,111	-	-	-	84,111	0.00
Total	\$335,529	\$2,800	\$-	\$338,329	\$277,891	\$3,000	\$280,891	\$619,220	2.00

*PBO recommends a \$100,000 one-time Earmark against the Allocated Reserve for Visiting Judges to assist with judicial duties for ARPA Court proceedings.

FY 2025 recommended resources for the ARPA Court total \$619,988 and 2.0 FTEs. This includes \$614,188 of personnel resources and \$5,800 of operating resources. PBO also recommends \$100,000 one-time Earmark against the Allocated Reserve for Visiting Judges to assist with judicial duties for ARPA Court proceedings.

PBO recommends \$118,037 of ongoing personnel and operating resources to convert an Investigator SPW to 1.0 FTE within the County Attorney’s Office. This investigator will continue to support the County Attorney’s efforts to reconnect disengaged defendants with the court system. PBO does not recommend funding for a vehicle or radios for this position and recommends that the position continue utilizing the loaner vehicle provided by TNR and the radio provided from the County Attorney’s Office internal inventory.

PBO also recommends a total of \$263,456 of personnel resources for the Criminal Courts. This includes \$162,854 of ongoing personnel resources for 1.0 Court Reporter FTE to not only continue supporting ARPA court operations but to also provide ongoing court reporting support for all the Criminal Courts. Also included is \$100,602 of one-time personnel resources for a 1.0 Judicial Aide Specialist SPW for a two-year period, with an end date of September 30, 2026, to continue supporting the ARPA Court.

Furthermore, PBO recommends \$153,616 in one-time personnel funding for two two-year Court Clerk II SPWs with an end date of September 30, 2026, one each within the District Clerk’s Office and the County Clerk’s Office.

PBO recommends a total of \$84,111 in one-time resources, including \$81,311 in personnel and \$2,800 in associated operating resources, to support the continuation of the ARPA Court Case Worker SPW in the Public Defender’s Office for two additional years with an end date of September 30, 2026.

Lastly, PBO recommends a \$100,000 Earmark against the Allocated Reserve for contracted Visiting Judges to assist with ARPA court judicial proceedings. Typically, the State of Texas contributes funding for District visiting judges, which resulted in a remaining balance in previous years for the Criminal Courts Visiting Judge budget. PBO recommends that the Department first utilize their current Visiting Judge budgeted resources before requesting to access these earmarked funds. Because a

major part of this Court's function is to support efforts to reduce backlog in the courts, PBO acknowledges the potential need for additional resources.

REQUEST #10: EXPUNCTION ATTORNEY IV (1.0 FTE) – ADULT DIVISION

<i>Program:</i>	Public Defender's Office (144)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	155,083	-	-	-
Operating	2,800	-	-	-
Subtotal	\$ 157,883	\$ -	\$ -	\$ -
Capital	2,600	-	-	-
Dpt Total	\$ 160,483	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 160,483	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Public Defender's Office requests additional resources for the creation of an Attorney IV position (1.0 FTE) in the General Adult Division to serve as an Expunction Attorney providing full-scope legal representation in expunction and non-disclosure (also known as “records-clearing”) matters to PDO’s adult clients as part of the PDO’s holistic legal practice.

PDO notes local legal system stakeholders outside of the Office support giving community members the opportunity to clear burdensome criminal records when those records meet the criteria to be destroyed and removed (expunction) or sealed (non-disclosure) from public view. Both the District and County Attorney’s Offices run diversion programs offer early expunction eligibility to those who successfully complete program requirements. The Travis County District Clerk, District Attorney, and County Attorney come together annually to hold an Expunction Expo with the Law Library and Public Defender’s Office providing legal services, though limited, at these events. The Law Library also houses a Reference Attorney for Expunctions who assists people with pro se (i.e., self-help, without full-scope legal representation) screening and drafting petitions for expunction and non-disclosure.

However, the PDO asserts its General Adult Division is uniquely positioned to provide immediate or near-immediate affirmative, ongoing, full-scope representation in records-clearing matters for its expunctions-eligible clients. The necessary criminal history records are often already in PDO’s possession or obtainable from databases it is entitled to access. Practicing in a holistic model, the Office does in fact advise clients on the prospect of expunction and routinely and successfully advocates with prosecutors to certify waiver of the waiting period to allow clients to be immediately eligible for expunction. However, after the PDO obtains and provides to the client the prosecutor’s certification for eligibility for early expunction, there are challenges that usually disrupts clients’ ability to successfully obtain expunction. This stems from Texas’ petition-based expunction system that places the onus on individuals to navigate complex court processes, often with limited to no outside knowledgeable support, and tends to result in a low rate of those legally eligible for expunction receiving them. Whereas the PDO’s case management system has the capacity to track future eligibility dates, alert the prospective Expunction Attorney of when a past PDO client might be eligible for expunction, and provide the opportunity to affirmatively reach out to them.

The PDO also provided reference to studies which report notable positive outcomes for justice-involved persons who can obtain expunctions for past cases. Meanwhile, those persons with cases eligible for expunction subsequently face significant barriers to living a healthy, thriving life because they are saddled with otherwise clearable criminal records severely limit their housing, employment, and educational opportunities.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of clients referred to community-based civil legal and/or social support resources	597	587	480	480	370	370
<i>New Measures</i>						
Number of clients consulted about eligibility for expunction or non-disclosure	N/A	N/A	N/A	N/A	90	90
Number of expunction petitions filed	N/A	N/A	N/A	N/A	60	60
Number of non-disclosure petitions filed	N/A	N/A	N/A	N/A	30	30
Number of charges successfully expunged felonies	N/A	N/A	N/A	N/A	100	100
Number of charges successfully expunged misdemeanors	N/A	N/A	N/A	N/A	150	150
Number of charges granted non-disclosure, felonies	N/A	N/A	N/A	N/A	50	50
Number of charges granted non-disclosure, misdemeanors	N/A	N/A	N/A	N/A	75	75

PBO RECOMMENDATION

PBO does not recommend additional resources related to the creation of an Attorney IV position (1.0 FTE) to serve as an Expunction Attorney in the Public Defender’s Office General Adult Division be included in the FY 2025 Preliminary Budget.

PBO acknowledges the PDO maintains a unique position at the cross section of legal expertise, relevant information access, and intimate knowledge of its client’s circumstances that would undoubtedly service as a significant resource to clients with cases eligible for expunction. Dedicated expunction attorney staff stand to help clients successfully navigate a difficult legal process that is currently designed to place the bulk of the administrative burden on persons who generally lack a comparable working understanding of the intricate bureaucracy they must contend. Investing in expanding the County’s expunction assistance resources through a dedicated staff Attorney IV in the Public Defender’s Office General Adult Division represents

a significant value to the PDO's clients – a notable portion of which tend to be eligible for expunction – that would promote an improved quality of justice for justice-involved indigent residents of Travis County represented by the PDO.

However, while this request seeks to build on the County's demonstrated commitment to promoting expunction support for eligible residents, such an expansion of resources should likely be considered in the larger context of County-wide indigent defense. PBO would like to work with PBO, CAPDS, Community Legal Services, the Law Library, the Office of Parent Representation, and Office of Child Representation to explore how and where dedicated capacity for proactive assistance with expunction processes could best benefit all the County's client-facing legal defense departments, programs, and divisions. Otherwise investing in an expansion of services in this manner in the PDO alone may result in inequitable service level disparities between the multiple County stakeholders involved in indigent defense.

REQUEST #11: SUPPORTIVE RENTAL ASSISTANCE RESOURCES – ADULT DIVISION

<i>Program:</i>	Public Defender's Office (144)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	102,500	-	-	-
Subtotal	\$ 102,500	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 102,500	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 102,500	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Public Defender's Office (PDO) requests additional ongoing operating resources for supportive housing services in the General Adult Division for its indigent clients. This request seeks to establish a transitional housing fund for the Department's unhoused clients within PDO's operating budget and is based on the estimated cost to provide 50 clients three months of housing at an estimated \$650 per month cost to be paid to a temporary housing provider per fiscal year. PDO notes the fund should also include a \$5,000 necessities fund (\$100/client) for toiletries and basic items someone exiting jail might need. The needs for housing assistance will likely continue to rise as the PDO's caseload is expected to increase in future fiscal years.

The Office reports the following:

The need for a temporary housing fund by PDO clients is quantifiable and pervasive. Of the approximately 1,400 new clients appointed to the PDO during FY22, no fewer than 200 —or 15 percent--were unhoused at some point during the course of the Office's representation (this is likely an undercount given spotty data capture at the County level re: one's housing status upon arrest). This means that at any given moment, at least 15 percent of the PDO's thousands of clients will have housing needs that would be met by the temporary housing assistance being requested... The ability to provide temporary housing to a client forwards the mission of the Office because having stable housing also means someone is more capable of meaningfully engaging in their defense. PDO staff have represented clients who have articulated their desire to remain at the jail instead of returning to the harsh conditions they experienced as unhoused persons trying to survive Texas ice and snowstorms. This has even happened in instances where clients' charges were pending dismissal by prosecutors.

This request seeks to improve outcomes for the defense of indigent, justice-involved persons in Travis County by ensuring greater capacity for the Public Defender's Office to pursue holistic representation of clients, supporting greater client involvement in their own defense, and reducing pressure on other aspects of the County's justice system.

BUDGET REQUEST PERFORMANCE MEASURES

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure at Base Level	Projected FY 2025 Measure with Added Funding	Projected FY 2026 Measure with Added Funding
<i>New Measures</i>						
Number of division clients supported to obtain up to 3 months of transitional housing plus initial basic necessities	N/A	N/A	N/A	0	50	50

PBO RECOMMENDATION

PBO does not recommend additional resources related to the implementation of a transitional housing fund in the General Adult Division of the Public Defender’s Office be included in the FY 2025 Preliminary Budget.

PBO recognizes unhoused indigent defendants in Travis County face immense challenges which often make it more difficult to be actively involved in their own defense, participate in or complete diversion programs, and avoid incarceration or reincarceration. PBO notes the County has historically invested in supportive housing and rent assistance programs across multiple departments - including but not limited to Counseling and Education Services (CES), Health and Human Services, the Department of Innovative Justice and Program Analysis, and the Mental Health Public Defender - which may offer support for clients of the Public Defender’s Office. In previous fiscal years, PBO recommended the Department coordinate with other applicable County departments which offer supportive housing programs to leverage existing County resources allocated to address such needs. However, PBO also recognized it is likely the sum of supportive and transitional housing resources spread across other County departments may not be sufficient to cover the Office’s proposed service goals in addition to the clients these other programs currently serve.

Likewise, PBO recognizes external resources focused on this target population outside of County operations are struggling with capacity issues, as the Office has noted in its backup provided for this request:

There are no sufficient alternative no-cost temporary housing options in Travis County. The only other main shelters in Travis County for adult men include the Arch and the Austin Transitional Center (ATC), but they are insufficient because the Arch is at capacity with a months-long waiting list (at the time of this writing) and ATC is only for people being paroled from the state prison system (not applicable to our cases). The domestic violence shelters are equally full. The main domestic violence shelter, SAFE, has at least a month-long waiting list (as of the time of this writing). Travis County does not have the no-cost housing available to support the clients’ needs.

PBO acknowledges a dedicated transitional housing fund for the Public Defender’s Office would support the Office’s goal to provide quality holistic defense to its clients. PBO also concurs with the Office’s concerns housing affordability will continue to be a distinct challenge in Travis County, and this trend will continue to impact all residents, more so those residents deemed indigent and whom the PDO defends. While PBO believes a dedicated, ongoing transitional housing fund within the Public Defender’s Office would be of immense value to the Office, as well as of particular importance for policy areas of interest to Travis County, this request represents a discretionary program expansion for the PDO. Due to limited availability of resources for reasonable but non-mandated expansions of existing programs, PBO must place added scrutiny on requests for additional resources. With the data provided it is not clear whether the implementation of a transitional housing fund in the General

Adult Division of the Public Defender's Office demonstrates an immediate, critical, or statutorily mandated need for this program expansion at this time.

REQUEST #12: EXPERT WITNESS RESOURCES – MHPD

<i>Program:</i>	Public Defender's Office (144)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	15,000	-	-	-
Subtotal	\$ 15,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 15,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 15,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Public Defender's Office (PDO) requests additional ongoing operating resources to expand expert witness expense resources within the Mental Health Division (MHPD). The MHPD provides criminal defense representation to clients experiencing serious mental illness in approximately 600 misdemeanor and felony criminal cases each year. Effective assistance of counsel requires the use of expert witnesses in some cases.

Additionally, in previous requests of a similar nature, it was noted the United States Supreme Court has established individuals who are deemed indigent are entitled to the assistance of experts in cases where expert testimony will be material. Cases where experts are needed can be any serious felony cases where mental health is an issue; sexual assault cases and arson investigations and numerous other areas all require expert assistance for a defense attorney to provide effective and quality legal representation. Having the assistance of experts to assist the defense has been critical to providing effective legal representation and is mandatory as ruled by the United States Supreme Court in a long line of judicial cases.

The FY 2024 Adopted Budget included a \$15,000 one-time Earmark Against the Allocated Reserve related to expert witness expenses in the Division. This request seeks to continue this amount on an ongoing basis.

BUDGET REQUEST PERFORMANCE MEASURES

The Public Defender's Office did not submit performance measures with this request.

PBO RECOMMENDATION

PBO's final recommendation on whether to include additional ongoing resources for projected FY 2025 expert witness costs in the Mental Health Division of the Public Defender's Office is pending anticipated court action related to a \$15,000 Earmark against the Allocated Reserve for resources related to the same purpose.

Prior to the FY 2024 reorganization of the PDO, Juvenile Public Defender's Office (JPD), and Mental Health Public Defender's Office (MHPD) into the newly unified PDO (144), the MHPD was required to request funds for expert witness expenses on individual cases from the Capital Area Private Defender Service (CAPDS). CAPDS then reviewed these requests and decided

whether to approve it and the amount. At the time, the MHPD noted this process was problematic due to potential ethical violations suffered by its clients, including: violations of the attorney/client privilege as CAPDS was not in privity with MHPD and sharing client information with their office to make this request violated the privilege; potential conflicts of interest where CAPDS weighed MHPD requests against requests from CAPDS attorneys; and the creation of unnecessary delays potentially denied MHPD the experts needed for their cases which may have placed clients at a disadvantage in defending their cases. MHPD asserted it must be afforded the independent judgement to hire experts on behalf of its clients.

In concurrence with MHPD’s request during the FY 2024 Budget Process, PBO recommended \$10,000 in ongoing operating resources and a one-time \$15,000 Earmark Against the Allocated Reserve for Mental Health Public Defender expert witness fees be included in the FY 2024 Adopted Budget to ensure the MHPD maintained ready access to necessary resources to serve and protect the rights of their clients. The two funding sources brought the total amount of resources recommended for MHPD Expert Witness Fees in FY 2024 to \$25,000. However, as of June 4, 2024, the PDO has not come forward to access these \$15,000 in earmarked funds.

The table below includes actual expenditures for investigator and expert witness fees on behalf of the Mental Health Public Defender’s Office from FY 2015 through FY 2023 and projected actuals for FY 2024 based on to-date actuals as of June 4, 2024, as provided by the Criminal Courts and anticipated expenditures provided by the MHPD.

Mental Health Division – Investigator and Expert Witness Expenses								
FY 2017 through FY 2024								
<i>Fiscal Year</i>	<i>FY 2017</i>	<i>FY 2018</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024*</i>
Actuals	\$54	\$3,311	\$5,819	\$8,427	\$11,970	\$4,083	\$4,009	\$26,775

***FY 2024 actuals are annualized based on anticipated expenditures as of June 4, 2024.**

Based on actual expenditures, the MHPD utilized a maximum of \$11,970 and an average of \$5,382 in resources for investigator and expert witness fees from FY 2017 through FY 2023. However, the MHPD related a general reticence for utilizing these resources based on the process requirements prior to FY 2024 which the Office asserted compromised client privacy. In discussions with PBO, MHPD noted, had it not been for this compromising process, the Office would have likely sought to utilize a greater total amount of resources in previous fiscal years.

In its recommendation during the FY 2024 Budget Process, PBO noted:

...recommends the establishment of a court related expenditure budget for MHPD of \$10,000 for Expert Witness Expense (CI: 514140). That amount may be revised in future budget cycles if it is not expended on a regular basis or if the Office demonstrates a greater need for resources.

Based on available data and anticipated expenditures, it is likely the MHPD will require additional ongoing resources for expert witness-related expenses to ensure effective assistance of counsel for its cases. However, PBO’s final recommendation is pending anticipated Court action related to the \$15,000 Earmark against the Allocated Reserve related to expert witness expenses in the Mental Health Division of the PDO included in the FY 2024 Adopted Budget.

REQUEST #13: CAFA STAFFING (3.0 FTES) LIMITED SHIFTS – NOT 24/7

<i>Program:</i>	Public Defender's Office (144)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	3.00	-	-	-
Personnel	264,863	-	-	-
Operating	8,400	-	-	-
Subtotal	\$ 273,263	\$ -	\$ -	\$ -
Capital	7,800	-	-	-
Dpt Total	\$ 281,063	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 281,063	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Public Defender’s Office (PDO) requested additional resources in the General Adult and Mental Health Divisions related to the ongoing County initiative to implement Counsel at First Appearance (CAFA). This request includes the creation of one Legal Secretary position (1.0 FTE), one Office Specialist position (1.0 FTE), and one Case Worker position (1.0 FTE) if the County seeks to increase CAFA shifts beyond eight shifts per month, but not enact full 24/7 CAFA operations. This would increase the Office’s FTE count by 3.0 FTE.

The PDO strives to provide vertical representation, starting from the point of magistration, to its clients. Based on the Department’s current understanding of the County’s efforts to implement CAFA, the requested Legal Secretary and Office Specialist positions are needed to support administrative tasks at magistration proceedings, primarily operations related to data entry and case conflict checking for the multiple divisions now incorporated within the newly unified PDO following a reorganization in FY 2024 which are essential to magistration operations. Meanwhile, the requested Case Worker position is proposed to provide support to vulnerable clients during and/or immediately after magistration helping to make swift connections to any services needed to facilitate release.

The PDO also requests \$10,000 in ongoing personnel resources related to promoting an existing Attorney position to serve as a supervisor to manage the CAFA shift calendaring and other high-level legal needs related to magistration.

The Department states creating the staffing capacity necessary to support the PDO’s magistration representation is critical for the attorney-client relationship as it functions as the initial meeting, and the outcome of the release determination is of critical significance to the entire trajectory of the case. PDO notes this requested investment is in support of the Department’s goals to raise quality of legal representation for indigent people in the County, promote a client-centered culture of dignity and respect, and be responsive to evolving needs of community, as well as the County’s goals of promoting economic well-being and racial, ethnic, and economic equity and protecting and providing opportunities for the most vulnerable and underrepresented.

BUDGET REQUEST PERFORMANCE MEASURES

The Public Defender's Office did not submit performance measures with this request.

PBO RECOMMENDATION

PBO's final recommendation for CAFA-related FY 2025 budget requests is pending a wider analysis of anticipated needs across all stakeholders intended to support an eventual full implementation of CAFA.

On April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk's Office, the County Attorney's Office, the Criminal Courts Legally Mandated Fees Department, Capital Area Private Defender Service (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney's Office, the Public Defender's Office (PDO), the District Clerk's Office, and the Sheriff's Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a holistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss our draft recommendations for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop potential options for the Commissioners Court to consider for funding depending on how CAFA could be implemented in FY 2025, based on the roles of the County and the City of Austin.

Purchasing Office (115)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area2

Programs & Performance Management3

Adopted Budgets FY 2022-2024, Preliminary Budget FY 20257

FY 2025 Preliminary Budget Recommendations Summary8

Additional Information9

FY 2025 Budget Request Analysis 11

 Request #1: Ariba Buying System 11

 Request #2: HUB Program Resources 14

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Purchasing Office is to support the needs of County departments to improve the quality of life for Travis County taxpayers. Its vision is to be a premier purchasing office that is a cornerstone for Travis County's growth and prosperity. The Office's values and guiding principles are Professionalism, Innovation, and Equity.

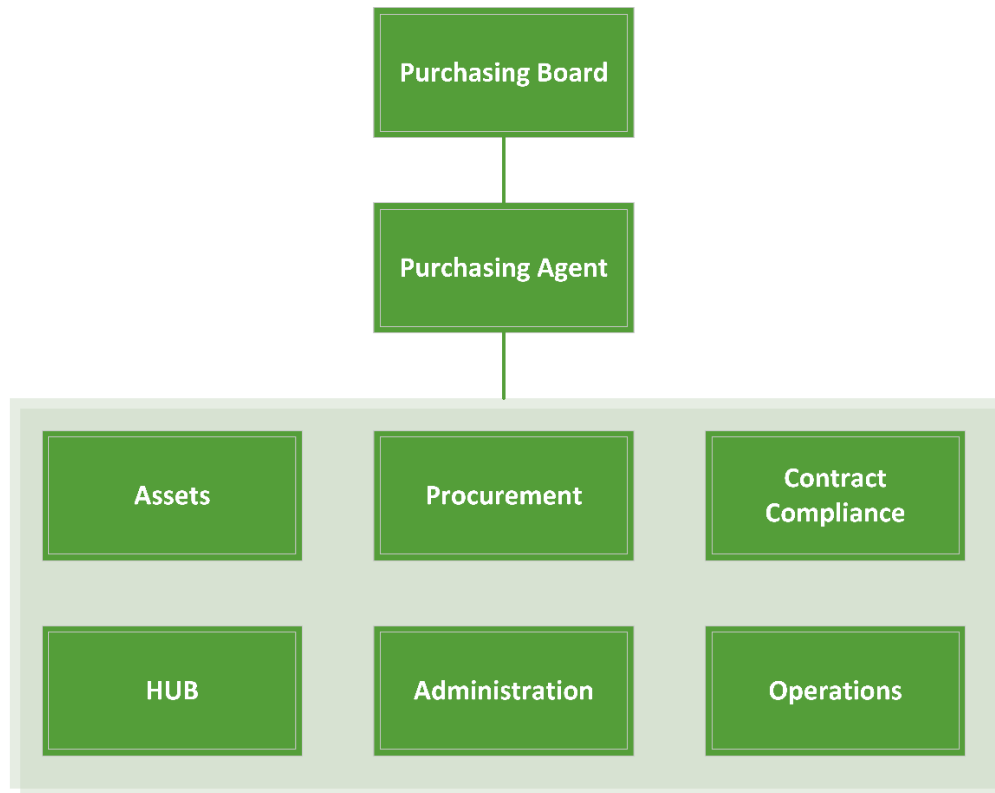
The Office has identified the following strategic goals:

- Improve communications between the Purchasing Office, other Travis County Departments, Vendors, and the Business Community;
- Streamline and improve the essential processes and functions of the Purchasing Office;
- Increase underutilized/disadvantaged business participation in the County procurement process;
- Effectively manage and account for all County fixed assets;
- Develop Purchasing staff skills and provide an ethical, team-oriented work environment; and
- Increase, streamline, and standardize contract monitoring and enforcement.

This aligns with the new County goal, "Be a trusted and well-run county."

The Office is budgeted in the General Government Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with offices and departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Supports all other County-wide goals" and are now linked to the County Goal, "Be a trusted and well-run county."

PURCHASING OFFICE ADMINISTRATION:

While much of the work in the Purchasing Office Administration program is non-mandated, the Purchasing Agent is a position created by Chapter 262 of the Texas Local Government Code when the Commissioners Court chooses to appoint an agent to make contracts on behalf of the County. The Administration program includes the Purchasing Agent, support staff, and the operations management group responsible for improving and managing the processes of the Office. The program identified the following goals: improve communications between the Purchasing Office, other Travis County departments, vendors, and the business community, develop purchasing staff skills, provide an ethical, team-oriented work environment.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Customer Satisfaction	82%	82%	91%	90%	90%
Number of staff development (external) training hours provided to professional staff	573	1,321	1,500	1,600	1,700
Number of staff development (internal) training hours provided to professional staff	1,206	1,102	750	800	850
Rebate Revenue	\$54,629	\$58,654	\$65,000	\$67,500	\$68,000

The program's primary outcome measure is Customer Satisfaction. The customer satisfaction rate was similar in FY 2022 and FY 2023, but the rate is expected to be improving in FY 2024 and beyond. Two input measures catalog the number of hours of professional development and training Purchasing Office staff receive each fiscal year internally and externally. Internal training hours stabilized during FY 2022 and FY 2023 following the COVID-19 pandemic and are expected to slightly decrease in the future as the Office will have an increase in external training hours. In contrast, external training hours saw a substantial increase in FY 2023 and are expected to increase during FY 2024 and beyond for compliance with various Federal program guidelines.

PURCHASING OFFICE COMPLIANCE:

The Contract Compliance Program is a non-mandated program created during FY 2017 as a result of the recommendations from the Public Works organizational review study. The goals of the program are to increase, streamline, and standardize contract monitoring and enforcement. Activities include training and educating County departments to ensure County program and project managers are informed of the Contract Compliance Program and its purpose, functions, and objectives; collecting and analyzing data; and identification, tracking, and reporting non-compliance issues and/or deficiencies. The program's goals include:

- Improving and bolstering contract management and compliance processes within County departments and offices;

- Maximizing efficient expenditure of taxpayer dollars and minimizing vendor non-compliance with County contract terms, conditions, and requirements; and
- Improving contractor performance and accountability.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of Better Builder projects monitored	4	3	10	9	10
# of contracts on which CCP provided compliance assistance	7	11	12	12	15
# of wage audits performed	1,500	2,000	2,500	2,500	2,500
# of total wage or safety issues reported (Better Builder and EDSI)	400	400	400	375	375
# of onsite interviews performed	153	86	150	175	200
# of EDSI projects monitored (PIDs, Ground Leases, Economic Development Agreements)	5	5	7	10	10
% of onsite interviews performed on which 2 or more wage or safety compliance issues were identified	5%	6%	6%	7%	7%
% of wage audits performed on which 1 or more compliance issues were reported	5%	5%	5%	5%	5%

Measures such as the number of Better Builder projects monitored, the number of EDSI projects monitored, the number of onsite interviews performed, and the number of wage audits performed reflect a consistent trend between past and future performance. The program reports that additional staff capacity would increase the amount of data collected and the number of contract evaluations conducted.

PURCHASING OFFICE FIXED ASSETS:

The Fixed Assets Program is a mandated program under Sec 262.011 of the Texas Local Government Code. The program’s goal is to “effectively manage and account for all County capital and trackable assets.” Its current objectives are to increase the revenue received from the sale of surplus property, primarily using online auctions in addition to live auctions, to add General Fund revenue for the County.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of auctions	9	11	9	9	9
Asset Revenue	\$630,961	\$570,984	\$647,500	\$548,600	\$574,700
# of assets inventoried	29,933	30,396	31,000	31,500	32,000

As the local economy continues to return to a new normal, the program expects to maintain the amount of revenue generated from assets with future increases slightly above the two percent inflation level targeted by the Federal Reserve. The number of inventoried assets increased slightly from FY 2022 to FY 2023, but the Office expects this number to begin to decrease in future fiscal years. Auctions are expected to gain more importance in coming years as the program seeks to increase the amount of revenue generated from the sale of County assets.

PURCHASING OFFICE HUB:

The Historically Underutilized Business (HUB) program was adopted by the Commissioners Court in 1994 as a non-mandated program in the Purchasing Office. Travis County conducted its first Disparity Study in 2016, shifting the program from voluntary to legally defensible. The program aims to provide a platform for women and minority-owned businesses to compete on County contracts through competitive bidding. Its goals include:

- Provide an ethical, fair, and transparent procurement process with equal access to all vendors participating through competitive acquisition of goods and services, including Historically Underutilized Businesses;
- Ensure Good Faith Effort (GFE) is made to assist certified HUB vendors and contractors in receiving notification of contracts for the purchase of a variety of goods and services; and
- Ensure respondents or proposers are responsive and responsible to the HUB Program Declaration based on their intent to subcontract or self-perform HUB compliance and requirements.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of Training and Outreach events hosted or supported	21	21	27	23	22
% of responses met good faith effort	93%	87%	86%	90%	90%
# of Businesses Assisted in Readiness Training Program	46	57	31	46	46
Total HUB % participation	19.61%	19.08%	16.46%	17.21%	18.63%

Overall, the percentage of responses that met good faith effort and percent of total HUB participation remained roughly the same in FY 2023 as compared to FY 2022. Purchasing is piloting new strategies to increase its social media presence, developing training tools that are available to businesses 24/7, and expanding into the virtual world to develop new partnerships. The Office began tracking Number of Businesses Assisted in Readiness Training Program (RTP) in FY 2022, and it was increased in FY 2023.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
HUB Resources	\$321,847	4.00/4.00	<p>In August 2022, the Purchasing Board approved four of the eight requested FTEs to be hired during FY 2023 including one Community Liaison (Outreach), one Procurement Specialist I (HUB Review), and two Operations Specialist I's (VTS Compliance).</p> <p>The Community Liaison position was hired and began work in January 2023. The Liaison's top priority is coordinating an annual outreach event to begin addressing the study recommendation of increasing outreach and expanding access to information and networking for certified HUBs and small businesses. Additionally, the Community Liaison is participating in monthly meetings with various community partners, minority chambers, trade associations and ongoing introductions to internal County stakeholders, with plans to expand outreach initiatives into social media, increase targeted outreach campaigns to encourage utilization of women and minority-owned businesses with the County's prime contractors, and eventually manage the contract for the Readiness Training Program (RTP) with the University of Texas IC2 Institute.</p> <p>The Procurement Specialist I was hired in January 2023 and is well trained to review Project Specific goals for solicitations and proposals. The two Operations Specialist I FTEs were hired with one starting in March 2023, and the second in April 2023. Both are in their six-month training period.</p>

PURCHASING OFFICE PROCUREMENT:

The Procurement Program is a mandated program under the supervision of the Purchasing Agent. It has identified a goal of "streamlining and improving the essential functions of the Purchasing Office."

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of Cooperative purchases	6,262	5,259	5,948	6,097	6,402
# of formal solicitations	74	60	62	64	65
# of informal solicitations	41	30	22	23	24
# of shopping carts processed	19,119	19,631	20,682	21,199	21,729
\$ of Cooperative purchases	\$51,123,230	\$62,815,428	\$75,947,982	\$79,745,381	\$83,732,650
Number of active contracts managed	1,081	1,052	1,256	1,287	1,319
Number of purchase orders processed	17,168	17,641	18,962	19,436	19,922
Percentage of non-contract purchase orders processed	30%	30%	30%	29%	28%

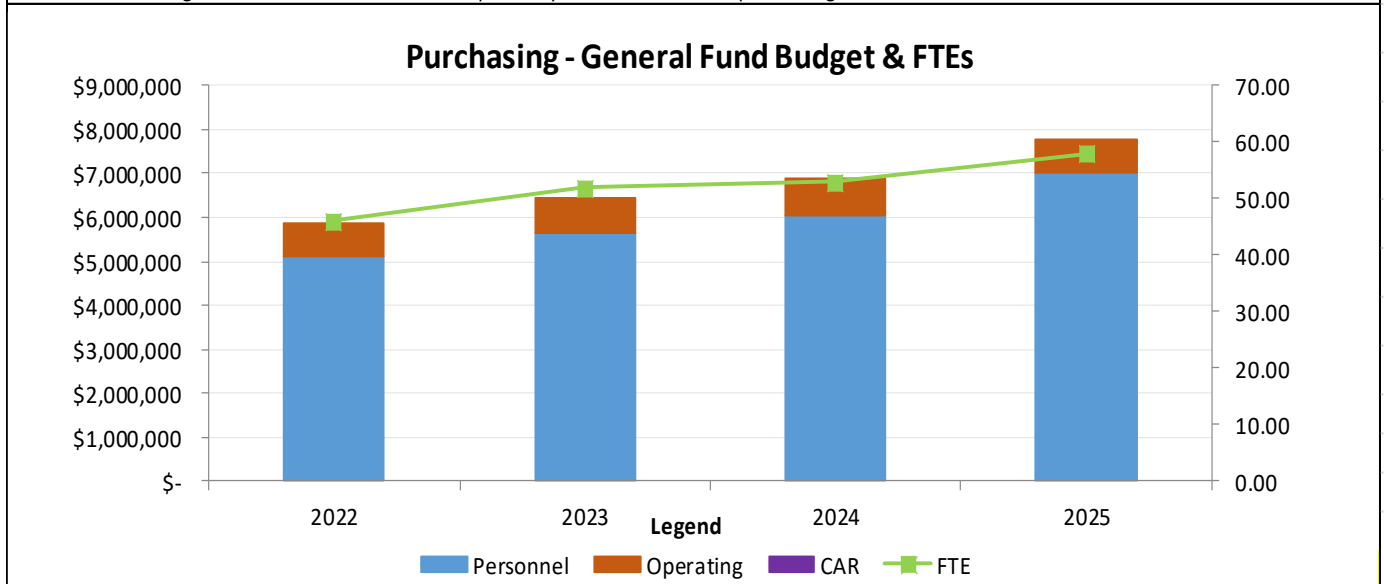
As a support function to other County departments, the program plays a major role in ensuring those departments have the needed goods and services to fulfill their missions. Program measures have remained relatively stable over the last two fiscal years. They are expected to recover and steadily grow into the future, primarily due to:

- The successful implementation of the SAP Support training program, as shoppers have learned to be more efficient in SAP by combining their department requisition needs into one bundled shopping cart as opposed to separate shopping carts for each requisition;
- Higher utilization of the Request for Payment (FV60) process for direct payment of non-Purchasing Office related items;
- Increased utilization of Punch-Out catalogs combined with consolidating requisition needs into one shopping cart;
- Improved use of blanket orders and scheduled delivery orders; and
- Increased use of cooperative purchasing agreements, which the program expects to further increase over the next few fiscal years.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	5,119,553	5,633,253	6,057,800	7,023,389	965,589
Operating	758,327	823,327	840,827	737,199	(103,628)
Total (Per&Op)	\$ 5,877,880	\$ 6,456,580	\$ 6,898,627	\$ 7,760,588	\$ 861,961
CAR*	-	-	-	-	-
Grand Total	\$ 5,877,880	\$ 6,456,580	\$ 6,898,627	\$ 7,760,588	\$ 861,961
FTEs	46.00	52.00	53.00	58.00	5.00

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the Purchasing Office increased by \$861,961 from the FY 2024 Adopted Budget. This is an 12.5% increase. The majority of the increase was in the personnel budget related to new staffing for Public Improvement District (PID) program administration.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMAORY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 6,683,627	\$ 215,000	\$ -	\$ 6,898,627	53.00	\$ -
Target Budget Changes						
Programmatic	606,929	(215,000)	-	391,929	5.00	-
Compensation & Benefits	422,867	-	-	422,867	-	-
Total Target Budget Changes	\$ 1,029,796	\$ (215,000)	\$ -	\$ 814,796	5.00	\$ -
FY 2025 Target Budget	\$ 7,713,423	\$ -	\$ -	\$ 7,713,423	58.00	\$ -
Budget Submission	\$ 7,713,423	\$ -	\$ -	\$ 7,713,423	58.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	30,790	-	-	30,790	-	-
Compensation & Benefits Total	\$ 30,790	\$ -	\$ -	\$ 30,790	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	16,375	-	-	16,375	-	-
Administrative & Other Total	\$ 16,375	\$ -	\$ -	\$ 16,375	-	\$ -
Grand Total	\$ 47,165	\$ -	\$ -	\$ 47,165	-	\$ -
FY 2025 Preliminary Budget	\$ 7,760,588	\$ -	\$ -	\$ 7,760,588	58.00	\$ -
Change from FY 2025 Target	\$ 47,165	\$ -	\$ -	\$ 47,165	-	\$ -
Change from FY 2024 Adopted	\$ 1,076,961	\$ (215,000)	\$ -	\$ 861,961	5.00	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Purchasing Office includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$215,000 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget;
- \$130,025 was added to the budget related to ongoing costs for one P-Card FTE, approved by Commissioners Court in October 2023; and,
- \$476,904 was added to the budget related to ongoing costs for 3 Purchasing Contract Compliance Monitor and 1 Purchasing Hub Program Specialist FTEs approved by Commissioners Court in November 2023 for Public Improvement District (PID) program administration.

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Office includes the following changes related to Administrative and Other Funding Changes:

Administrative and Other Funding Changes	One-Time	Ongoing	Total	FTEs
Travel and Training Cut Restoration	\$-	\$16,375	\$16,375	-
Total Administrative and Other Funding Changes	\$-	\$16,375	\$16,375	-

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$16,375 in

ongoing operating resources for Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Purchasing Office includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	220,951	220,951
Resources for an FY 2025 Market Salary Survey (MSS) for the Purchasing Office.	-	201,916	201,916
Resources for health insurance cost increases for FY 2025.	-	30,790	30,790
Total Compensation Changes	\$-	\$453,657	\$453,657

FY 2024 compensation adjustments were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document. The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

EARMARKS

In addition to the funding above, PBO recommends an Earmark against the CAR Reserve in the FY 2025 Preliminary Budget for Bond Project Shortfalls/Future Capital and ERP Needs sufficient for any needed resources required in FY 2025 for the continued migration of the Ariba Buying System.

ADDITIONAL INFORMATION

FUTURE CONSIDERATIONS

The Purchasing Office has experienced tremendous growth in the volume and complexity of construction and high technology procurements. These types of procurements require significantly more time, an increasing level of expertise, and close coordination with multiple departments such as Information Technology Services, Facilities Management, Transportation and Natural Resources, Sheriff’s Office and others. Considerations may include compatibility of software/hardware components to existing systems, end user, site, or enterprise licensing, version control, and internet security. Additionally, negotiations for any maintenance requirements needed for the life of the system should be addressed during the procurement phase.

New and ongoing initiatives introduced by Commissioners Court aimed at improving the quality of life for Travis County residents and numerous new laws related to contract monitoring and compliance passed by the Legislature in recent sessions

have led to significant workload increase for the Purchasing Office. Some examples of contributing factors to this increased workload include:

- Checking with the County Tax Office to ensure local vendor(s) are not delinquent on County property taxes.
- Checking the System for Award Management (SAM) to ensure vendor(s) recommended for contract award are not debarred by either State or Federal government;
- New laws introduced in the state legislature (House Bill 1295 and House Bill 23) required by The Texas Ethics Commission to ensure compliance relating to the disclosure of interested parties; and,
- Title IV Non-Discrimination compliance.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: ARIBA BUYING SYSTEM

<i>Program:</i>	Purchasing Office (115)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	520,708	-	-	-
Subtotal	\$ 520,708	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 520,708	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 520,708	\$ -	\$ -	\$ -

PBO recommends an Earmark against the Allocated Reserve in the FY 2025 Preliminary Budget for Bond Project Shortfalls/Future Capital and ERP Needs sufficient for any needed resources required in FY 2025 for the continued migration of the Ariba Buying System.

DEPT. SUMMARY OF REQUEST

The Purchasing Office requests funding for Ariba Buying System as a continuation of the migration started in FY 2024 to the next generation of applications with the goal of having all systems migrated before end of the support deadline. The County’s critical operational systems, encompassing financial, procurement, human resources, and payroll functions, are poised for an essential transition. This funding request aims to advance the migration initiated in FY2024 to SAP’s cloud-based S/4HANA platform, ensuring all systems are updated before the end-of-support deadline of December 2027.

The County's integration of SAP's comprehensive systems over ten years ago has necessitated continuous updates in alignment with SAP’s evolution towards cloud-based applications. The end of mainstream support in less than four years—crucial for updates and security patches—compels this migration to sustain system functionality and security. This specific request focuses on the procurement aspects within the County’s SAP environment, seeking funds solely for the subscription costs associated with this migration to the cloud.

The proposed funding targets the SAP Ariba Buying system, an advanced cloud solution designed to handle daily procurement operations more efficiently and in compliance with statutory requirements. This upgrade is intended to enhance functionality without compromising on core capabilities and the Purchasing Office notes the proposed upgrade supports its mission to facilitate quality service delivery, embody innovation, and uphold equity.

The request comprises annual subscription costs for various components of the SAP Ariba system, including software for procurement and commerce automation, along with additional test sites for procurement and strategic sourcing realms. These costs are itemized over a five-year period, maintaining a consistent annual budget to ensure financial predictability and stability. The table below shows annual cost breakdown of the request from FY2026 to FY 2030.

<i>Category</i>	<i>FY 2026</i>	<i>FY 2027</i>	<i>FY 2028</i>	<i>FY 2029</i>	<i>FY 2030</i>
SAP Ariba Buying Software Subscription *1 Prod. & 1 Test Site included (Spend/\$300M)	\$247,429	\$247,429	\$247,429	\$247,429	\$247,429
SAP Ariba Commerce Automation (Spend/\$300M)	171,201	171,201	171,201	171,201	171,201
SAP Ariba Procurement Realm *1 Additional Test Site	58,700	58,700	58,700	58,700	58,700
SAP Ariba Strategic Sourcing Realm *1 Additional Test Site	43,378	43,378	43,378	43,378	43,378
Total Annual Budget Request	\$520,708	\$520,708	\$520,708	\$520,708	\$520,708

The implementation costs for integrating the Ariba Buying system are not included in this request but are addressed in the FY 2025 budget request by the Auditor’s Office. While the Purchasing Office is requesting budget approval for the annual budget costs listed above in the FY 2025 budget, they do not anticipate purchasing the subscriptions until FY 2026. The current request prioritizes securing the necessary funds in FY 2025 to enable a robust response from vendors during the forthcoming RFP process, recognizing the significant resources vendors must commit to participate in such a substantial procurement initiative. The request states funding this request in FY 2025 will allow the Purchasing Agent to fulfill statutory duties effectively under Texas Local Government Code. These responsibilities include managing the acquisition and maintenance of County resources, ensuring compliance with purchasing contracts, and facilitating the efficient redistribution of County assets as needed. The table below explains the expenditure timeline for this request. The ongoing amounts below show the incremental amounts needed above the prior fiscal year. The annual ongoing amounts needed for Core SAP is estimated at \$2,700,000 per year. The ongoing amount for ARIBA is estimated to be \$520,708 per year. The total ongoing amount for both is estimated to be \$3,220,708.

<i>Fiscal Year</i>	<i>Core SAP</i>			<i>Ariba</i>			<i>Total</i>		
	<i>Ongoing</i>	<i>Onetime</i>	<i>Total</i>	<i>Ongoing</i>	<i>Onetime</i>	<i>Total</i>	<i>Ongoing</i>	<i>Onetime</i>	<i>Total</i>
FY 2025	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
FY 2026	2,000,000	3,500,000	5,500,000	520,708	469,000	989,708	2,520,708	3,969,000	6,489,708
FY 2027	700,000	1,700,000	2,400,000	-	231,000	231,000	700,000	1,931,000	2,631,000
FY 2028	-	-	-	-	-	-	-	-	-
Total	\$2,700,000	\$5,200,000	\$7,900,000	\$520,708	\$700,000	\$1,220,708	\$3,220,708	\$5,900,000	\$9,120,708

The request states by updating to SAP Ariba Buying, the Purchasing Office aims to enhance its procurement processes, ensuring they are more aligned with modern standards and capable of supporting the County’s growth and operational efficiency. This transition not only supports statutory requirements but also aligns with broader County goals of innovation, efficiency, and strategic resource management.

Per the Office the proposed high-level implementation plan is:

<i>Fiscal Year</i>	<i>Date</i>	<i>Milestone</i>
FY 2025	April 1, 2025	RFP for migration services ready to be issued
FY 2025	June 1, 2025	RFP responses due back
FY 2026	December 1, 2025	Migration services contract approved
FY 2026	December 31, 2025	SAP cloud applications and services procured
FY 2026	February 1, 2026	Migration begins
FY 2027	May 1, 2027	Go-live of all cloud applications included in this request
FY 2027	July 1, 2027	Project close-out

<i>Fiscal Year</i>	<i>Date</i>	<i>Milestone</i>
FY 2028	December 31, 2027	Decommissioning of on-premises systems

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of Cooperative purchases	6,262	5,259	5,948	6,097	6,097	6,402
# of formal solicitations	74	60	62	64	64	65
# of informal solicitations	41	30	22	23	23	24
# of shopping carts processed	19,119	19,631	20,682	21,199	21,199	21,729
\$ of Cooperative purchases	\$6,262	\$5,259	\$5,948	\$6,097	\$6,097	\$6,402
# of active contracts managed	1,081	1,052	1,256	1,287	1,287	1,319
# of purchase orders processed	17,168	17,641	18,962	19,436	19,436	19,922
% of non-contract purchase orders processed	30%	30%	30%	29%	29%	28%
<i>New Measures</i>						
Average life cycle in days for procurement request for Spot Buy or Ad Hoc purchase.	0	0	0	0	0	28
% of on-time delivery Pos.	0%	0%	0%	0%	0%	50%
# of Shipping Notifications	0	0	0	0	0	250
# of active Ariba managed supplier catalogs	0	0	0	0	0	10

PBO RECOMMENDATION

PBO recommends an Earmark against the Allocation Reserve in the FY 2025 Preliminary Budget for Bond Project Shortfalls/Future Capital and ERP Needs sufficient for any needed resources required in FY 2025 for the continued migration of the Ariba Buying System. SAP Ariba Buying system is an advanced cloud solution designed to handle daily procurement operations more efficiently and in compliance with statutory requirements.

This request is accompanied by a similar request by the Auditor’s Office covering the second phase of County’s SAP migration. The Auditor’s Office request states the SAP migration is essential for transitioning from an on-premises SAP environment to a modern, cloud-based SAP S/4HANA platform, particularly as the current systems are approaching the end of their mainstream support in December 2027. Both requests followed SAP Migration Phase 1 – Core Human Resources and Portal funded in FY 2024 in preparation for the end of SAP mainstream maintenance, which will end on December 31, 2027. PBO notes that ongoing resources will need to be identified for FY 2026 for Ariba. An ongoing funding strategy will be developed for SAP migration in the next few budget processes.

REQUEST #2: HUB PROGRAM RESOURCES

<i>Program:</i>	Purchasing Office HUB (115)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	215,000	-	-	-
Subtotal	\$ 215,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 215,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 215,000	Pending	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Purchasing Office requests additional resources for the implementation of the 2021 Disparity Study recommendations. The goal is to handle the increased workload and meet the County’s goal of having adequate resources to implement a legally defensible and administratively successful Historically Underutilized Business (HUB) Program.

Travis County was the first Texas county to adopt a HUB program in 1994 and has been committed to ensuring minority- and woman-owned business enterprises (M/WBEs) have full and fair access to compete for County contracts for construction, professional services, non-professional services, and commodities contracts. HUB Program staff and Purchasing Office staff are responsible for implementing the program. Objectives of the HUB Program staff are outlined in Chapter 32 Purchasing Rules, Section 32.008 and in the Purchasing Procedures Guide Section 3.

In 2016 the Commissioners Court adopted recommendations from the 2016 Disparity Study that ensure the County’s HUB program is legally defensible, compliant with constitutional mandates, and that award and implementation of public contracts and purchase orders are equally available. As a result of the 2016 Disparity Study, the HUB Program implemented 16 of the 19 study recommendations adopted by the Commissioners Court. At the same time, the Court directed the Purchasing Agent to take the necessary steps to continue the Program through December 2021. The Purchasing Office contracted with Eversheds Sutherland LLP in February 2019 to provide legal services related to the HUB Program and the study on the enforceability, liability, and additional alternatives with respect to the proposed program and the recommendations. Based on the adoption of the study and legal review, the County’s HUB Program evolved from voluntary to a formal, legally defensible race-conscious program in April of 2019.

In August 2020, the Commissioners Court approved a professional services exemption and contract award with Colette Holt and Associates (CHA) to conduct the County’s second Disparity Study for the County’s HUB Program. The study included a comprehensive analysis of contracting and procurement activities in the County’s relevant geographic market area and product markets based on six years of historical data (FY 2014-2019). County data included total contract amounts and total amounts paid to MBE/WBE/HUBs, recorded by industry, race/ethnicity, and gender. The County collected data on prime contractors and subcontractors.

Colette Holt and Associates presented findings to Commissioners Court in February 2022, including 15 recommendations to revise contracting policies and procedures categorized by Race- and Gender-Neutral and Race- and Gender-Conscious. Several of the recommendations include numerous sub-recommendations. These recommendations are based on business owner interviews and survey responses, input of agency staff, and national best practices for business development programs.

Also in 2020, the IC2 Institute presented a final report from their year-long study examining best practices for race- and gender-neutral initiatives currently used or under consideration by the HUB program. Commissioners Court approved spending \$24,431 on a four-month planning phase for the development of the RTP Phase 1 that would include recruitment, enrollment, and curriculum/instruction with an emphasis on government contracting. On April 13, 2021, Commissioners Court approved spending \$75,000 in Economic Development Capital Credits to fund approximately 30 participants in the RTP Phase 1. Phase 2 of the program was added as part of the FY 2022 Adopted Budget and offered to participants completing all the requirements of Phase 1 and would emphasize increasing HUBs capacity and revenues. Phase 1 runs from September to December 2021 with Phase 2 running from April to June 2022. In FY 2023, RTP Cohort Year Two graduated a total of 57 HUB firms.

Two surveys for Cohort Year Two were conducted to obtain satisfaction levels of participants. Over 50% of the respondents said the program exceeded their expectations, and approximately 90% believe they will be able to use the information in their businesses and to improve their skills and would recommend it to colleagues or non-competitive businesses. Multiple suggestions for improvements were offered by the companies. In FY 2024, RTP Cohort Year Three, Funnels One ran from November 2023 through January 2024. Funnel Two will run from late spring to August 2024. Funnel One graduated 31 participants in various industries including Construction & Supplies, IT Equipment Services & Staffing, Marketing & Public Relations, and Management.

The Office emphasizes the economic benefits from this type of training can have a long-lasting impact on a community greatly impacted by COVID-19. Based on early studies on the impact of the pandemic, the number of active business owners in the United States decreased by 22 percent, with African American businesses hit especially hard and experiencing a 41 percent decrease. Latinx business owners fell by 32 percent, Asian business owners by 26 percent, and female-owned businesses decreased by 25 percent. A reduced business pool to work with will impact the quantity – and price – of goods and services needed by the County.

To fully implement the recommendations, the Purchasing Office also requests ongoing funding of \$200,000 to continue a partnership with the University of Texas at Austin IC² Institute to provide ongoing training for HUB vendors and \$15,000 for services to conduct a virtual outreach event.

The Office states approval of this request will increase the Purchasing Office's ability to implement more of the 2021 Disparity Study recommendations listed above and provide additional study data for the next Disparity Study to evaluate whether race and gender-based barriers identified in the Disparity Study have been reduced such that affirmative efforts are no longer needed.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of Businesses Assisted in Readiness Training Program	46	57	31	30	46	46
<i>New Measures</i>						
Coordinate and Facilitate Outreach Events	N/A	N/A	N/A	0	1	2

PBO RECOMMENDATION

This recommendation is pending the receipt of revenue from Unclaimed Capital Credits received from the State Comptroller’s Office. Should these resources be available later in the budget process, PBO will recommend using one-time funding of \$215,000 from Capital Credits to support this request on a one-time basis in FY 2025. As noted above, this amount of funding would continue a partnership with the University of Texas at Austin IC² Institute to provide additional training for HUB vendors (\$150,000) as well as implement a Small Contractor Bonding and Financing Program (\$50,000) and funding for services to conduct a virtual outreach event (\$15,000). Capital Credits for FY 2025 will be calculated in mid-August and PBO will propose a budget correction to allocate these funds to this and other appropriate items once the final amount is known. Should these funds not be available, then PBO will likely recommend the use of one-time General Fund resources.

Sheriff (137)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	3
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	14
FY 2025 Preliminary Budget Recommendations Summary	15
Additional Information	19
FY 2025 Budget Request Analysis	29
Administration & Support Bureau Staffing Requests	29
Request #1: Office-wide Compensation Requests	29
Request #4: Project Management Team	33
Request #5: Inmate Mental Health & Medical Staffing	35
Request #6: Internal Affairs Staffing	39
Request #9: Multimedia Specialist	41
Request #10: Central Warrants Staffing	43
Request Not Ranked: Counsel at First Appearance Staffing	46
Request Not Ranked: Transportation Staffing	48
Corrections Related Personnel Requests	50
Request #3: Corrections Maintenance Workers	50
Request #8: Corrections Administrative Staffing	53
Request #11: Hospital and Visitation Unit Security Coordinators	56
Law Enforcement Staffing Requests	58
Request #2: Law Enforcement Year 5 Staffing Study Implementation & New Staffing Study	58
Request #8: Law Enforcement Additional Staffing	63
Request Not Ranked: School Resource Officer (SRO) Correction	68
Administration & Support Bureau Operating Requests	70
Request #15: Mental Health Contracts	70
Request #16: Inmate Related and Operating Cost Increases	74
Request #19: Replacement X-Ray Equipment	76
Request #21: Public Records Software	78
Request #23: Training Academy Supplies and Replacement Equipment	80
Request #25: Recruiting Budget and Marketing Increase	81

Corrections Bureau Operating Requests	84
Request #18: Central Booking Body Scanner	84
Request #27: Corrections Equipment	86
Law Enforcement Bureau Operating Requests	89
Request #17: Law Enforcement Operating Equipment	89
Request #22: Taser Replacement	92
Facilities Maintenance and Capital Investments	94
Request #12: Travis County Jail Maintenance Projects	94
Request #13: Travis County Correctional Complex Maintenance Projects	98
Request #14: Facility Remodel Projects	105
Request #20: Life Safety Projects	108
Request #24: Radio Technology Requests	110
Request #26: Inmate Technology Projects	112
Request #28: Energy Efficiency Projects	116

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Travis County Sheriff's Office (TCSO) is to provide innovative law enforcement and correctional services in a holistic manner through collaborative partnerships.

The Office has identified the following strategic goals:

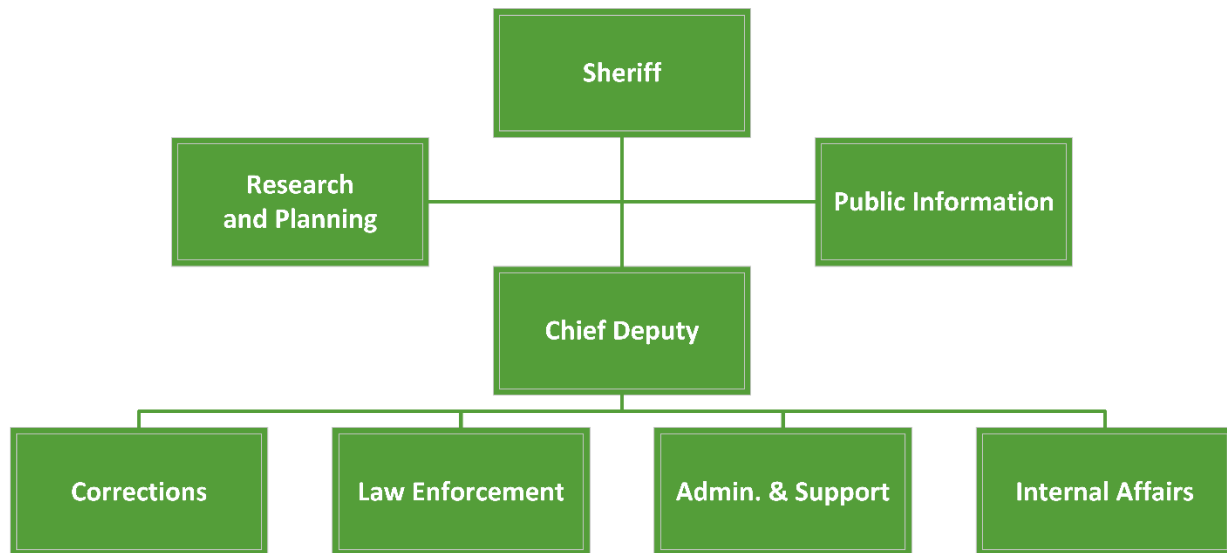
- Provide law enforcement services to the community with honesty and integrity and without bias or prejudice;
- Provide a safe, humane jail that meets all statutory mandates; and
- Provide effective and efficient service to the Corrections & Law Enforcement Bureaus and the community.

This aligns with the new County goal, "Provide services that support the safety of people in the community."

The Office is budgeted in the following Functional Areas:

- Corrections and Rehabilitation; and,
- Public Safety.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes," and are now linked to the County Goal, "Provide services that support the safety of people in the community."

CORRECTIONS BUREAU:

The **Corrections Bureau** contains five functional divisions with one support program. The following are the five functional divisions:

- **Housing & Compliance**
 - The **Maintenance & Engineering Unit** fulfills work orders pertaining to HVAC, plumbing, electrical, and other issues within correctional facilities. The Office does not identify this program as mandated.
 - The **Hospital Visitation Unit (HVU)** transports inmates to hospitals and medical appointments outside Travis County correctional facilities, fulfilling the health mandates of Chapter 273, Title 37, Administrative Code. It also facilitates visitation between inmates and their family and friends, as mandated by Rule 291.4, Title 37, Administrative Code.
 - The **Health Services Building** is comprised of corrections staff working in HSB. Staff includes corrections officers who supervise inmates as mandated by Article 16.21, Code of Criminal Procedure, and Chapter 275, Title 37, Administrative Code.
 - The **Standards & Compliance** Unit performs inspections to ensure continuous compliance with Texas Commission on Jail Standards and PREA mandates; responds to inmate grievances and manages the inmate mail system; oversees multiple software programs, including the inmate communication systems, Logsoft, and CareWare; and oversees temporary corrections staff and sworn staff within chapel and inmate programs.
- **Housing & Support Services**
 - The **Correctional Security** comprises correction staff working in buildings 1, 2, 3, & 9. Staff provides corrections officers to supervise inmates as mandated by Article 16.21, Code of Criminal Procedure, and Chapter 275, Title 37, Administrative Code.
 - The **Inmate Service** (previously known as the **Facilities Unit**) operates various non-residential parts of the Travis County Correctional Complex, including the kitchen, laundry, commissary, and warehouse. The Kitchen is mandated by Chapter 281, Title 37, Administrative Code, and the Laundry is mandated under Chapter 277, Title 37, Administrative Code, and inmate welfare under Chapter 501, Government Code.
- **Inmate Logistics & Processing**
 - The **Central Booking facility** receives, identifies, and processes persons arrested by any law-enforcement agency within Travis County. The facility allows arrestees to be magistrates as mandated by Article 15.17, Code of Criminal Procedure.
 - The **Travis County Jail** Correctional Security section provides Corrections Officers and staff to supervise inmates as mandated by Article 16.21, Code of Criminal Procedure, and Chapter 275, Title 37, Administrative Code.
 - The **Classification and Records Unit** keeps the records of the jail system, manages the classification and assignment of inmates, and carries out the mandated reporting, recording, classification, and separation functions under Chapters 269 and 271, Title 37, Administrative Code. It also investigates cases of sexual abuse in the jail, and reclassifies inmates, if necessary, under the federal Prison Rape Elimination Act, 34 U.S.C. Chapter 303, and 28 C.F.R. Part 115.
- **Housing & Special Operations**
 - **Correctional Security** is comprised of correction staff working in building 12. Staff provides corrections officers to supervise inmates as mandated by Article 16.21, Code of Criminal Procedure, and Chapter 275, Title 37, Administrative Code.
 - **Corrections Tactical Unit** has two sub-units: 1) Emergency Response & Perimeter Security, and 2) Security Threat and K-9 unit. These units provide specialized security.

- **The Administrative Unit** is comprised of 1) FTO Coordinator, 2) Mentorship & Retention, PREA Compliance, and Mailroom, PREA Compliance staff work to ensure that all TCSO facilities implement and complain with directives set forth by the Prison Rape Elimination Act, 28 C.F.R. Part 115.
- **Life Safety & Inmate Skills**
 - The **Life Safety Unit** ensures the safety of Travis County correctional facilities and annually inspects them for conformance to building and fire codes. It ensures compliance with safety mandates under Chapter 263, Title 37, Administrative Code, local, state, and federal fire codes, and the Americans with Disabilities Act, 42 U.S.C. Chapter 126.
 - The **Marketable Skills Unit** trains inmates in skills that will help them find jobs when released. Inmates working under this section also complete work orders in the jail and other projects for Travis County. The Office does not identify this program as mandated.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Average Daily Population	2,017	2,229	2,285	2,342	2,389
Number of inmates classified	23,228	25,740	27,027	28,108	29,008
Number of in-house moves	17,629	17,015	17,440	17,789	18,074
Number of arrests processed	25,974	28,810	29,386	29,974	30,454
Number of releases processed	25,135	28,925	29,648	30,241	30,725
Number of work orders received	12,835	12,464	12,713	12,917	13,082
Number of pounds of laundry processed	1,081,530	895,143	913,046	927,655	939,529
Number of meals prepared	2,530,893	2,602,250	2,693,329	2,768,742	2,830,762
Average number of daily bookings	71	79	83	86	89

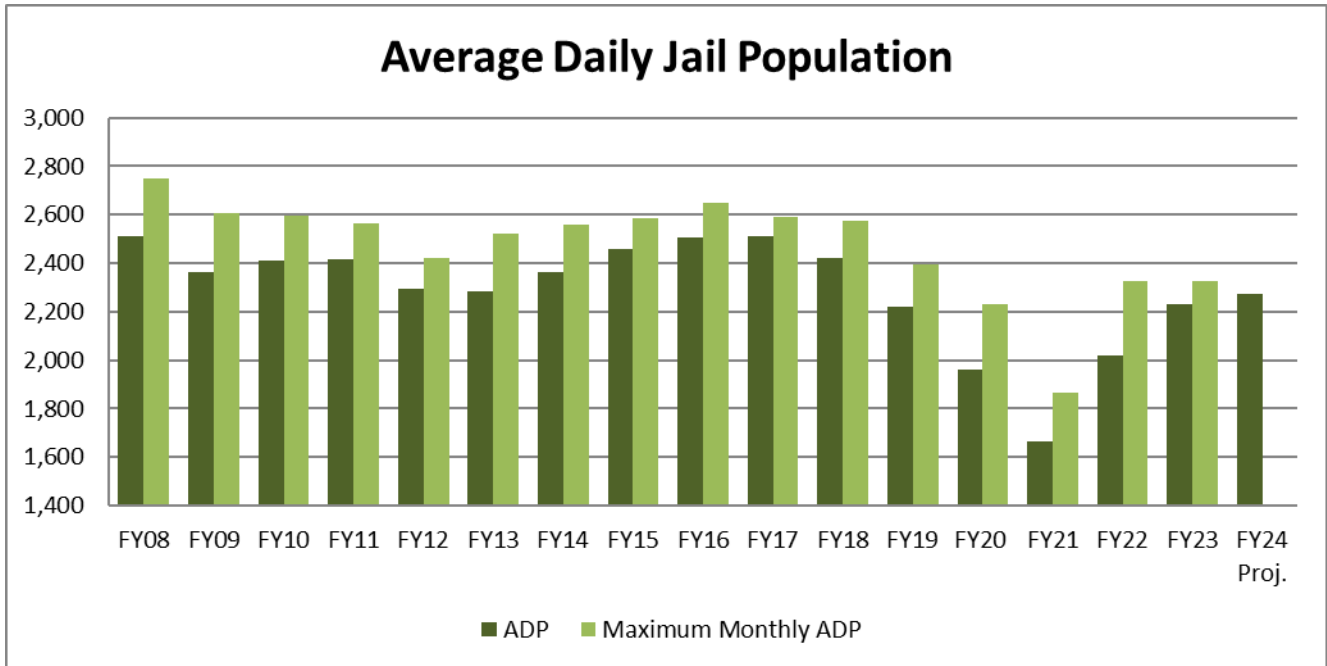
Workload measures across the Corrections Bureau are roughly tracking in the same direction as the Average Daily Population (ADP), though some variation or lag is expected in some cases. Laundry processed, for example, is lower in FY 2021 compared to FY 2022 despite a higher ADP due to COVID-19 isolation protocols for inmate workers, which shifted the laundry to be performed by outside contractors. Others, such as meals prepared roughly tracks, such as meals prepared roughly, track ADP changes. However, the number of work orders received are not reliant on the jail population, are more based on the age and maintenance of our facilities. A lower number in FY 2023 compared to FY 2022 may suggest that investments in preventative deferred maintenance projects may be paying off in terms of fewer unexpected issues.

The following graph shows the ADP for the Sheriff’s Office since FY 2007. Beginning in FY 2007, the ADP trend began decreasing, moving from a high of 2,511 in FY 2008 to 2,284 in FY 2013. The ADP trend reversed in FY 2014, increasing to 2,362, and appears to have peaked in FY 2017 with an ADP average of 2,512. In FY 2020, ADP began to decline rapidly. FY 2021’s ADP was just 1,662, the lowest ADP in PBO’s data back to FY 1994. However, FY 2022 quickly reversed this trend, and the ADP is on track to be roughly the same every year as FY 2020 (2,001). In May 2022, the ADP was 739 higher (51.6 percent) than a year prior and higher than 2019.

COVID-19 led to a significantly reduced ADP since March 2020 due to efforts to keep inmates and staff from contracting the disease. In addition, reforms within the criminal justice system on how defendants’ cases are being handled are putting downward pressure on the ADP. Newly elected officials revised operating processes and procedures to keep low-level offenders out of jail. In addition, warrant service has not resumed to pre-pandemic levels, though there is some uncertainty if those levels will return given the changes to procedures by prosecutors.

However, now COVID-19 restrictions and protocols have nearly disappeared, the ADP seems to be returning to pre-pandemic levels. Possible reasons for this increase include easing of jail deferral methods to reduce the COVID-19 risks within the jail, a backlog of warrants now being processed, changes to bail and other release requirements as part of Senate Bill 6, a rise in Part 1 crimes including murders, and others.

PBO believes some of this reduction from FY 2016 may be permanent, however, due to continued work of the combined efforts of the departments belonging to the Jail Population review committee, which resumed in earnest when the population peaked at 2,651 in June 2016. PBO will continue to work with TCSO and other departments to learn more about this reduction and its impact on future budget years.



STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

Package Name	Approved Amount	FTE Approved /Filled	Program Results
<i>FY 2023</i>			
Central Booking Corrections Specialists	\$316,482	5.0/5.0	All positions are currently filled, though the Office anticipates one employee transferring to a new role shortly. Having more civilian staff has allowed us to have our sworn staff focus on the positions requiring inmate contact.

LAW ENFORCEMENT BUREAU:

The **Law Enforcement Bureau** contains three divisions. These divisions are broken down by regional Commands within Travis County.

- **Central Command**
 - The **Communication/Dispatch Unit** answers all 9-1-1 calls from unincorporated areas of Travis County, as well as for six of our partner city agencies, and dispatches personnel to respond. It also responds to calls on the Office’s non-emergency lines. Emergency communications for law enforcement, firefighting, and

emergency medical services are coordinated through a single facility using shared information resources. This unit operates under Chapter 772, Health and Safety Code.

- The **Criminal Investigations CID Unit** is comprised of detectives and civilian specialists responsible for investigating crimes reported in the unincorporated areas of Travis County. CID is the primary investigative Unit for Homicide/Death Investigations, Sex Crimes, Persons Crimes, Family Violence, Child Abuse, Financial Crimes, and Property Crimes. It is divided into several specialized sections, including Major Crimes, Special Crimes (in), and an Intelligence Unit.
- The **Forensic Services Crime Scene Investigation/Evidence Management Unit** collects and stores all evidence within the Office's control and maintains a crime laboratory for processing evidence under Chapter 38, Code of Criminal Procedure. The Office is not mandated to have its own crime lab but does receive partial grant funding.
- The **Victim Services Unit** provides information to victims of crimes and non-criminal crisis circumstances. The unit's director serves as the Office's crime victim liaison and fulfills the mandates placed on the Office and such liaisons under Chapter 56, Code of Criminal Procedure.
- Our **Community Outreach Unit's** mission is to foster positive partnerships between TCSO and the communities we serve. Officers are primarily responsible for coordinating community-related events and programs that invest in the lives of young people, work to disrupt the "school-to-prison pipeline," protect the safety and dignity of our senior citizens and those affected by mental illness, and ensure the safety of all neighborhoods.
- **East Command**
 - The **Special Operations/Tactical Unit:**
 - Both **SWAT/VICE** provide specially trained deputies to respond to crisis situations and execute high-risk warrants. The Office does not identify this program as mandated.
 - The Auto Theft Task Force Unit aims to prevent vehicle thefts and burglaries by preventing their causes and educating the public. It encompasses 17 counties within Central Texas and aims to remove jurisdictional obstacles to the investigation of auto theft and burglary.
 - The Canine (K-9) Unit's primary responsibility is to support the Patrol Division with specially trained dogs designated for fugitive apprehension and narcotic searches. K-9 handlers also assist the SWAT, Vice, and SRO Units and support the Corrections Bureau in conducting searches for contraband. The Office does not identify this unit as mandated.
 - The **Special Operations**
 - The **Auto Theft Task Force** aims to prevent vehicle thefts and burglaries by preventing their causes and educating the public. It encompasses 17 counties within Central Texas and aims to remove jurisdictional obstacles to the investigation of auto theft and burglary. The Task Force is partially funded by a grant from the Texas Automobile Burglary and Theft Prevention Authority.
 - The **Environmental Investigations Unit** investigates disposal of solid waste, water violations, air violations and nuisance violations. The environmental unit is a member of the Regional Environmental Task Force (RETF) and represents TCSO within this workgroup.
 - The **Estray Unit** enforces Texas laws on stray, large and exotic animals. The unit responds to calls from the public or other agencies regarding stray or abused large animals, attempts to contact the owners, and impounds livestock that pose an imminent threat to public safety. This unit executes the functions mandated by Chapter 142, Agriculture Code.
 - The **Wrecker Enforcement, Impound and Found Property Unit** supervises the impoundment of vehicles on Travis County roadways under Section 545.305, Transportation Code, and Section 2.12, Code of Criminal Procedure.

- **West Command**

- The **Traffic Unit** is primarily responsible for traffic enforcement throughout unincorporated Travis County. The division is divided into several units:
 - The **Commercial Vehicle Enforcement Unit** enforces state and federal laws concerning the operation of commercial vehicles.
 - The **DWI Unit** enforces Texas laws against Driving While Intoxicated (DWI) under Chapter 49 of the Penal Code.
 - The **Highway Enforcement and Accident Team (HEAT) Unit** enforces Texas state traffic law and reports, investigates, and reconstructs traffic accidents.
 - The **Lake Patrol Unit** patrols Lake Travis and enforces the Texas Water Safety Act. The unit responds to calls for service on Lake Travis and assists other law enforcement agencies, along with Austin/Travis County EMS, and the local fire departments responding to calls on Lake Travis. Its duties include preventing boating while intoxicated and attempting to locate missing boaters or swimmers. It also includes the Sheriff’s Office Underwater Recovery Team (S.U.R.T.), which conducts diving missions for underwater rescue, evidence retrieval, and other purposes. The Office does not identify this program as mandated.
 - The **Motors Unit** provides enforcement of the Transportation Code, as well as selective traffic assignments such as speeding enforcement, aggressive driving, motorcades, and others.
- The **Special Operations SRO and CIT Unit:**
 - The **Crisis Intervention Team (CIT) Unit** is a group of specially trained deputies who respond to persons in mental health crises. The Team also attempts to divert individuals from the criminal justice system by connecting them with mental health services in the community. Additionally, the team serves Order of Protective Custody (OPCS) and AOT (Assisted Outpatient Treatment Orders) and conducts training for all sworn staff on state-mandated state and other mental health-related training. It engages in proactive follow-ups to provide resources for mental health services to citizens within the county.
 - The **School Resource Officer (SRO) Unit** provides deputies to area middle and high schools for two Independent School Districts. The unit works in collaboration with school administration, faculty, staff, and parents and guardians to provide a safe learning environment, law-related education, counseling, mentorship, and expertise with a trained law enforcement officer at their school.
- The **Reserves Unit** provides reserve deputies to cover shifts or fill special assignments and stings.

The **Patrol Section** patrols the community, enforces the Transportation Code, and responds to calls from the public regarding law enforcement issues. The unit is divided into East and West Patrol. It helps fulfill the Office’s mandate to keep the peace under Sections 2.13, 5.04, 14.01, and 14.03, Code of Criminal Procedure, and ensures compliance with the traffic laws set forth in Subtitle C, Title 7, Transportation Code.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Auto Theft - Number of Vehicles Recovered	228	201	211	222	230
Patrol - Number of Accidents	5,462	6,317	6,633	6,898	7,119
Patrol - Number of priority 1 calls	1,098	1,706	1,791	1,863	1,923
Patrol - Percentage of priority 1 calls responded to in > 15 mins	16.3%	17.4%	17.1%	16.8%	16.6%

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Traffic - Number of DWI Arrests	535	343	350	355	360
Dispatch - Number of Incoming Calls	192,729	209,252	217,307	224,000	229,520
Estray - Number of Calls for Service	514	474	483	491	498
Lake Patrol - Number of Calls for Service	484	375	384	392	398
Criminal Investigation Cases Activity	11,612	11,753	12,223	12,712	13,119
Average Criminal Investigation Cases per Month	1,035	979	1,019	1,059	1,093
Crime Scene - Number of Crime Scene Calls	432	310	419	436	450
Crisis Intervention Team Responses	4,733	3,813	3,775	3,745	3,721
Crisis Intervention Team - Number of MH Calls	2,639	2,085	2,064	2,048	2,035
Victim Services - Number of Victims Served	2,388	2,757	2,895	3,011	3,107

The Law Enforcement Bureau continues to indicate increased pressure to provide necessary patrols across the County and is concerned about the ability to support deputies while keeping at least one officer patrolling in every “zone” of the County.

Performance measures overall are mixed in FY 2023 compared to FY 2022, likely due to the impacts from COVID-19. The number of total calls for service has increased, as have the number of vehicle accidents and priority 1 calls (the most urgent level). Some of the specialized units have seen a level, or slight decrease in performance in FY 2023, such as the number of calls for service for Lake Patrol and Estray which is due to the need to realign the specialized officers to augment patrol in order to maintain minimum staffing levels. The number of crime scene calls decreased in FY 2023, but that measure is more of a product of a higher amount of time to complete a call and necessary follow up required than a decrease in demand for services. Victim Services is also showing increased demand for its services, though recent additions in staffing, as well as proposed new ones should help the Office manage this.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Victim Services Counselor	\$82,854	1.0/1.0	The position was filled in November 2023. After a month of training, the new Victim Counselor took on On-Call responsibilities and was assigned a caseload. This position was allocated to serve the victims, survivors, and the surviving families of victims in cases investigated by the Death Investigations and Persons' Crimes Units. The addition of these positions has lessened the number of cases assigned to all counselors as well as their On-Call rotations per year. It has also allowed for the Persons and Death Investigations caseloads to be split between two counselors. This has led to more follow-ups in cases.

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
Auto Theft Task Force Positions	\$138,378	2.0/2.0	Once the new Detective was assigned, they were quickly trained on aspects of Auto Theft Investigations and have been assigned approximately 96 auto theft investigations and closed 88 of those cases. The positions corroborated with surrounding agencies and other Task Force agencies to recover over 8 stolen vehicles since starting in October 2023. The Law Enforcement Specialist started on 2/26/24 and has cleared 55 cases. Both have proven instrumental in reducing the workload of the other detectives and allowing the task force to do more work.
Year 4 of Internally Funded Law Enforcement Staffing	\$179,258	10.0/10.0	The additional three sergeants and five detectives provided support to the community by adding additional detectives to investigate crimes and supervisors to better direct resources to combat crime. The span of control was also improved. Two Law Enforcement Deputies are currently vacant but are anticipated to be filled with recruits in preparation of the upcoming Cadet Academy in August 2024.
<i>FY 2023</i>			
Telecom 911 Assistant Manager	\$100,000	1.0/1.0	This position has been filled since December 2022, allowing the Office to provide assistance with tasks that were normally performed by telecom supervisors but were unable to complete due to extreme staffing shortages because they were covering telecom duties such as taking 911 calls or working the radio.

ADMINISTRATION & SUPPORT BUREAU:

The **Administration and Support Bureau** contains six functional divisions with two additional support programs, including a staff psychologist and an off-duty coordinator. The following are the functional divisions:

- The **Administrative Division** contains five programs including:
 - The **Courthouse Security** section, which secures the Criminal Justice Center, County Courthouse, and other criminal justice-related locations, as mandated by Section 291.003, Local Government Code.
 - **Professional Services** is broken down into three sub-units:
 - **Central Records Division** is responsible for providing incident reports, accident reports, and background checks to law enforcement, criminal justice agencies, and the Texas Department of Public Safety (DPS) for crime reporting. This includes the FBI’s Uniform Crime Reporting Program, in which DPS is statutorily required to participate by Section 411.054, Government Code. It helps fulfill the Office’s reporting mandates under Chapter 1701, Occupations Code, and other reporting laws.
 - **Central Warrants Division** maintains and executes criminal arrest warrants. The division has records readily available for warrant confirmations, executions, and court recalls by processing and entering documents into the Travis County Sheriff’s Office Warrant database, as well as the Texas and National Crime Information Centers. The National Crime Information Center (NCIC), managed by the Federal Bureau of Investigation (FBI), requires TCSO to be able

to confirm all records entered in the federal database and be available 24 hours a day to confirm its record entries.

- **Criminal Justice Information System (CJIS) Division** ensures all charges processed by the Travis County Central Booking Facility are reported to DPS as required by statute. It also is responsible for error resolution to ensure accuracy and for updating information as status changes occur. CJIS also researches misuse-of-identity issues in local criminal databases and processes expunctions of criminal charges. The reporting function is mandated by Chapter 66, Code of Criminal Procedure, and Rule 27.105, Title 37, Administrative Code. Processing of expunctions is mandated under Chapter 55, Code of Criminal Procedure.
 - The **Training Academy and Recruiting** ensures all deputies are trained for their duties as mandated by the Texas Commission on Law Enforcement under Part 7, Title 37, Administrative Code.
 - The **Transportation/Virtual Court Unit** is responsible for the secure movement of inmates outside of the jail facilities. Transportation also handles extraditions, persons arrested on Travis County warrants in other counties, and court arrests. The Office does not identify this program as mandated, though it supports compliance with Article 16.20, Code of Criminal Procedure, and the Texas Minimum Jail Standards under Part 9, Title 37, Administrative Code.
 - The **CTECC Unit** provides screening and security to the Combine Transportation, Emergency and Communication Center. This is a combined City and County facility for first responders is on 131.9 acres with 5,600 square-foot utility and support building.
- The **Finance Division** has many responsibilities, including accounting, budgeting, financial reporting, fleet, fixed assets, and purchasing. Its primary function is to maintain office financial accountability to ensure internal financial controls for efficiency, accuracy, and compliance. It supports the County's reporting requirements under Governmental Accounting Standards Board (GASB) and other County financial policies. It also complies with various mandates under the Texas Minimum Jail Standards, Part 9, Title 37, Administrative Code, and under multiple state and federal statutes.
- The **Human Resources Division** is charged with hiring and keeping a qualified sworn and civilian staff. The Office does not identify this program as mandated.
- The **Medical, Mental, & Dental Services Section** provides physical and mental health services for inmates, including filling prescriptions and implementing the Office's mental disabilities/suicide prevention plan, as mandated by Rules 273.1 and 273.5, Title 37, Administrative Code.
- **Inmate Programs and Education** provides mental health and educational services for inmates, satisfying the mandates of Chapters 273 (particularly Rule 273.5) and 287, Title 37, Administrative Code.
 - The **Chaplain Unit** is managed under Inmates Programs and addresses the faith-based needs of individuals incarcerated within the Travis County Jail System. The unit is mandated under Chapter 291, Title 37, Administrative Code.
- The **Technology Unit** consists of the front-line employees, providing Information Technology and technical hardware support to all bureaus of the Travis County Sheriff's Office. This is completed in a myriad of ways, consisting of basic software and hardware support, project management and implementation, user permissions and access, hands on training and instruction to all employees, asset inventory, UAV (drone) deployment, Tiers 1, 2 & 3 support, product deployment, field troubleshooting, product testing, radio template and encryption, and so much more. Technology Unit team members must be highly diverse in their abilities and serve as the liaison between County ITS and the end user. While County ITS provides the network infrastructure, the Technology Unit is responsible for the majority of "hands on" and "face to face" interactions with Sheriff's Office employees.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of warrant checks performed	45,633	57,655	59,096	60,278	61,423
Number of security screenings	193,177	397,047	416,899	433,575	447,450
Number of applicants hired	118	250	260	268	275
Number of inmates transported to court	12,253	18,611	19,076	19,458	19,769
Number of inmates in virtual courts	6,661	4,085	3,983	3,903	3,841
Number of prescriptions filled	117,165	129,089	132,962	136,153	138,767
Number of screening questionnaires completed by staff	21,558	24,789	26,028	27,070	27,936
Number of inmates requiring Psychiatric services at booking	5,788	6,436	6,758	7,028	7,253
Number of inmate requests to chaplain services	6,321	10,275	10,789	11,328	11,781

The Administration & Support Bureau largely mimics the performance of the department in other areas. For example, as the Average Daily Population (ADP) in the Travis County correctional system increased, so has the number of prescriptions issued. COVID-19 had also pushed some workload measures lower such as the number of courthouse security screenings, but those have since returned to near normal levels in 2023. In particular, the number of inmates requiring mental health services is rising rapidly, suggesting inmates with mental health issues is increasing faster than what would be proportional to ADP. It should be noted TCSO has continued to refine the methodology of data collection for its mental health performance measures over the last few years, which may be influencing this trend as well. Transportations to court are increasing, suggesting that the use of virtual court practices is either lessening due to a resumption of in-person proceedings or because of the Courts returning to more normal dockets. Overall, the work of the Administration & Support Bureau is somewhat dependent on what is occurring in the other two bureaus.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/ Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Customer Support Analysts	\$167,847	2.0/2.0	Both Customer Support Analysts are hired and undergoing training. The Office already begun shifting ticket responsibilities away from Business Analysts, allowing them to focus more on project work under the guidance of our Project Manager. This has already had a positive impact, freeing up resources across the unit. Additionally, the response from employees to the extended support hours (6 am to 10 pm started in May) has been overwhelmingly positive.
Open Records Paralegals	\$159,850	2.0/2.0	The two new Paralegal positions started working with the Travis County Sheriff's Office in mid-January. They recently received all the tools and equipment needed and are still in the process of training. Until training is complete, the Office is not able to see the full effect of these positions but has seen a decrease in response times to open records requests and legal research requests.

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/ Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Chief Psychiatrist & Trauma Informed Care Coordinator	\$571,739	2.0/2.0	<p>The Chief Psychiatrist is on board and an ILA with Integral Care has been updated to reflect a new model of care within TCSO facilities. Unfortunately, Integral Care has not been able to fill its psychiatrist position, which provides care to inmates. As a result, the new Chief Psychiatrist is serving inmate needs rather than its intended role of developing new programs and procedures, overseeing mental health and providers, and other tasks.</p> <p>The Trauma Informed Care Coordinator position has taken several significant steps to advance mental health awareness for both staff and inmates, including making resources more easily accessible, elevating and expanding the peer support program, the formation of a new partnership with an external organization to provide no-cost, anonymous access to therapy and acupuncture for staff, and updating staff spaces to provide respite from stressful work environment.</p>
CFCF Security Staffing	\$1,834,483	15.0/4.0	Of these 15 positions, the only FTEs filled are one Lieutenant, one Sergeant, and two Security Coordinators. The other eleven positions are Deputies and have not been filled due to the difficulty of filling these types of positions. The Office does note, however, that the number of vacancies within the Unit has decreased from 28 to 18, showing enhanced recruiting efforts are making a difference in vacancy levels.
Medical Health Services Supervisor	\$220,497	2.0/2.0	The two new supervisors have contributed greatly to the overall management of staff. We now have two supervisors at both TCJ and TCCC. They rotate the on-call responsibility, which will help with burnout from being on call 24/7. They provide supervisor coverage and support on-site during evenings, weekends, and nights.

OTHER UNITS:

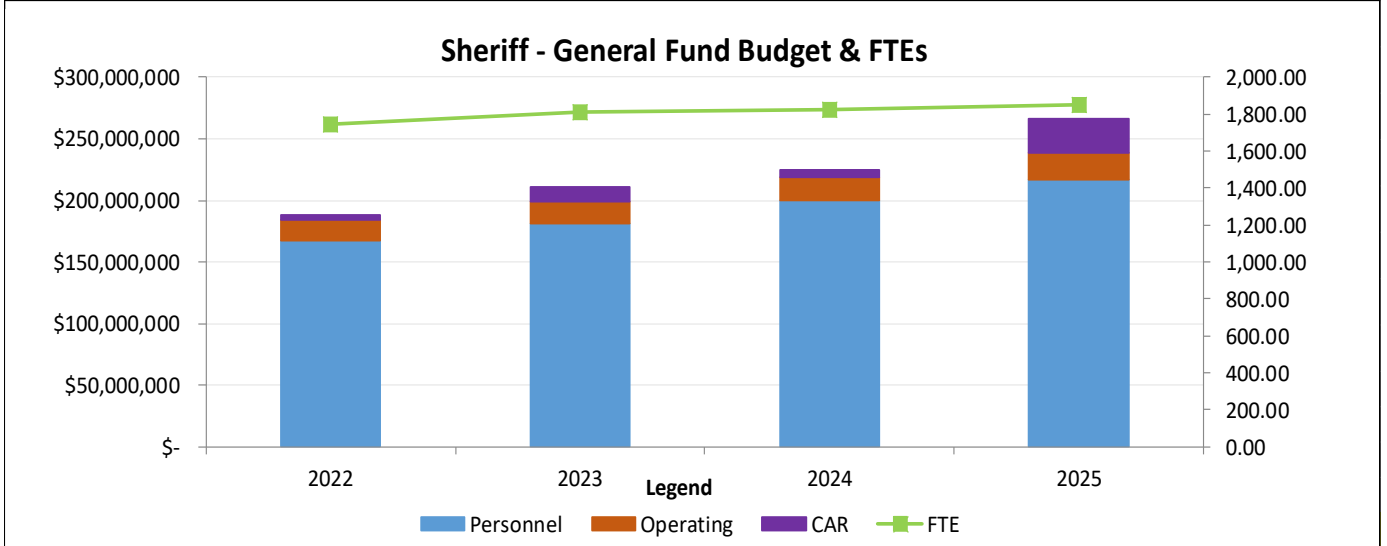
In addition, the **Research, Planning, and Incident Management Section**, separate from the three bureaus above, reports directly to the Sheriff and performs tasks like statistical analysis, grant writing, budget preparation and analysis, emergency response plan development, and long and short-term planning. The Office does not identify this program as mandated.

Lastly, the **Internal Affairs Unit**, also separate from the three bureaus, reports directly to the Sheriff, and assists the Sheriff's Office leadership in maintaining the public trust by conducting administrative investigations of officer-involved critical incidents and complaints received against all employees of the Travis County Sheriff's Office in accordance with Chapter 614, Government Code. Critical incidents include officer-involved shootings, pursuits resulting in serious injury, or any incident resulting in serious injury or death of a person, regardless of any allegations of misconduct.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	167,836,623	181,623,369	199,882,255	216,412,437	16,530,182
Operating	16,822,927	17,777,904	18,676,665	21,759,368	3,082,703
Total (Per&Op)	\$ 184,659,550	\$ 199,401,273	\$ 218,558,920	\$ 238,171,805	\$ 19,612,885
CAR*	3,209,235	11,790,742	5,937,190	28,064,240	22,127,050
Grand Total	\$ 187,868,785	\$ 211,192,015	\$ 224,496,110	\$ 266,236,045	\$ 41,739,935
FTEs	1,744.00	1,809.00	1,827.30	1,851.30	24.00

Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the Sheriff’s Office increased by \$41,739,935 from the FY 2024 Adopted Budget. This is an 18.6% increase. The majority of the increase was in the capital budget for major infrastructure projects and the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 218,156,052	\$ 402,868	\$ 5,937,190	\$ 224,496,110	1,827.30	\$ -
Target Budget Changes						
Programmatic	(408,154)	(402,868)	-	(811,022)	(1.00)	-
Compensation & Benefits	14,922,587	-	-	14,922,587	-	-
Administrative & Other	-	-	(5,937,190)	(5,937,190)	-	-
Total Target Budget Changes	\$ 14,514,433	\$ (402,868)	\$ (5,937,190)	\$ 8,174,375	(1.00)	\$ -
FY 2025 Target Budget	\$ 232,670,485	\$ -	\$ -	\$ 232,670,485	1,826.30	\$ -
Budget Submission	\$ 232,670,485	\$ -	\$ -	\$ 232,670,485	1,831.30	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Law Enforcement Year 5 Staffing Study Implementation & New Staffing Study	-	389,509	527,928	917,437	-	-
Inmate Related and Operating Cost Increases	500,000	-	-	500,000	-	-
SRO Funding Correction	-	129,748	-	129,748	-	-
Corrections Maintenance Workers	77,605	400	96,201	174,206	1.00	-
Inmate Mental Health & Medical Staffing	140,000	4,333	2,940	147,273	6.00	-
Internal Affairs Staffing	193,839	6,150	116,242	316,231	2.00	-
Additional Law Enforcement Staffing	76,805	60,740	99,065	236,610	2.00	-
Central Warrants Staffing	467,703	1,500	15,600	484,803	6.00	-
Infrastructure Travis County Jail (TCJ)	-	-	6,157,000	6,157,000	-	-
Infrastructure Travis County Correctional Complex (TCCC)	-	-	7,885,000	7,885,000	-	-
TCCC Space Reconfiguration Projects	-	-	6,000,000	6,000,000	-	-
Mental Health Contracts	1,000,000	-	-	1,000,000	-	-
Law Enforcement Operating Equipment	38,000	719,932	-	757,932	-	-
Central Booking Body Scanner	-	-	250,000	250,000	-	-
Replacement X-Ray Equipment	-	-	188,190	188,190	-	-
Life Safety Projects	-	-	1,600,000	1,600,000	-	-
Taser Equipment Replacement	-	300,000	3,500,000	3,800,000	-	-
Training Academy Supplies and Replacement Equipment	-	95,253	-	95,253	-	-
Radio Technology Requests	-	-	1,344,507	1,344,507	-	-
Recruiting Budget and Marketing Increase	-	37,500	5,200	42,700	-	-
Corrections Equipment	4,500	24,647	260,737	289,884	-	-
Project Management Team	112,260	7,100	6,220	125,580	2.00	-
Multimedia Information Specialist	81,708	1,500	9,410	92,618	1.00	-
TCCC Kitchen Repairs	-	-	-	-	-	3,135,000
Healthcare Records System	-	-	-	-	-	9,547,000
Programmatic Total	\$ 2,692,420	\$ 1,778,312	\$ 28,064,240	\$ 32,534,972	20.00	\$ 12,682,000
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	972,179	-	-	972,179	-	-
Compensation & Benefits Total	\$ 972,179	\$ -	\$ -	\$ 972,179	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	58,409	-	-	58,409	-	-
Administrative & Other Total	\$ 58,409	\$ -	\$ -	\$ 58,409	-	\$ -
Grand Total	\$ 3,723,008	\$ 1,778,312	\$ 28,064,240	\$ 33,565,560	20.00	\$ 12,682,000
FY 2025 Preliminary Budget	\$ 236,393,493	\$ 1,778,312	\$ 28,064,240	\$ 266,236,045	1,851.30	\$ 12,682,000
Change from FY 2025 Target	\$ 3,723,008	\$ 1,778,312	\$ 28,064,240	\$ 33,565,560	25.00	\$ 12,682,000
Change from FY 2024 Adopted	\$ 18,237,441	\$ 1,375,444	\$ 22,127,050	\$ 41,739,935	24.00	\$ 12,682,000

Alex Braden, FY 2025 Preliminary Budget

Sheriff

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Sheriff’s Office includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$402,868 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget;
- \$100,000 was added to the FY 2025 target related to ongoing costs for Employee Mental Health services earmarked as part of the FY 2024 Adopted Budget and added mid-year;
- \$2,396 and 2.0 FTE were added to the FY 2025 target related to ongoing operating expenses for new positions for the Auto Theft Task Force that were earmarked as part of the FY 2024 Adopted Budget and added mid-year; and,
- \$510,550 and 3.0 FTE were removed from the FY 2025 target related to the expected cancellation of the remaining two contracts for School Resources Officers in mid-FY 2024.

The FY 2025 Preliminary Budget for the Sheriff’s Office includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Mental Health Contracts	\$-	\$1,000,000	\$1,000,000	-
Law Enforcement Operating Equipment	719,932	38,000	757,932	-
Inmate Related and Operating Cost Increases	-	500,000	500,000	-
Central Warrants Staffing	1,500	467,703	469,203	6.00
Law Enforcement Year 5 Staffing Study Implementation & New Staffing Study	389,509	-	389,509	-
Taser Equipment Replacement	300,000	-	300,000	-
Internal Affairs Staffing	6,150	193,839	199,989	2.00
Inmate Mental Health & Medical Staffing	4,333	140,000	144,333	6.00
Additional Law Enforcement Staffing	60,740	76,805	137,545	2.00
SRO Funding Correction	129,748	-	129,748	-
Project Management Team	7,100	112,260	119,360	2.00
Training Academy Supplies and Replacement Equipment	95,253	-	95,253	-
Multimedia Information Specialist	1,500	81,708	83,208	1.00
Corrections Maintenance Worker	400	77,605	78,005	1.00
Recruiting Budget and Marketing Increase	37,500	-	37,500	-
Corrections Equipment	24,647	4,500	29,147	-
Total Programmatic Recommendations	\$1,778,312	\$2,692,420	\$4,470,732	20.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Sheriff’s Office includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Travel and Training Cut Restoration	\$-	\$58,409	\$58,409	-
Total Administrative and Other Funding Changes	\$-	\$58,409	\$58,409	-

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$58,409 in ongoing operating resources for the Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Sheriff’s Office includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for adjustments to the Peace Officer Pay Scale (POPS) in FY 2024.	\$-	\$9,383,994	\$9,383,994
Resources for the annual POPS Step Increase for eligible employees in FY 2024.	-	2,850,719	2,850,719
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	-	1,817,137	1,817,137
Resources for health insurance cost increases for FY 2025.	-	972,179	972,179
Incremental cost increase to shift-differential pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	612,010	612,010
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	250,176	250,176
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	8,551	8,551
Total Compensation Changes	\$-	\$15,894,766	\$15,894,766

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

As part of the Office’s budget submission, TCSO requested to internally fund a total of seven Law Enforcement positions consisting of four Law Enforcement Deputies, two 911 Telecommunicators, and one Law Enforcement Sergeant at a cost of \$684,760 in ongoing personnel expenses and \$25,030 in ongoing operating expenses. The internal reallocation would address the final seven of the 47 recommended positions in the Law Enforcement Staffing Study presented to the Commissioners Court in 2021. The Office has requested one-time operating and one-time capital funding to outfit these positions, which PBO is recommending. Further details on this request are included in the Law Enforcement Staffing section in this document.

PBO identified internal funding to cover the ongoing personnel costs for six positions with a total cost of \$533,214, which the Office requested as part of their FY 2025 budget submission, including two Licensed Vocational Nurse positions (\$162,649), two Registered Nurse positions (\$217,332), one Pharmacy Technician (\$71,174) and one Crime Scene Specialist (\$82,059). These savings result from recent high turnover rates of experienced staff members who are replaced with entry level personnel. This unique situation created an opportunity to address a significant portion of the ongoing costs for these five positions which were highly ranked requests for several prior budget cycles, but ongoing funding was not available to support. As the County manages scarce resources under the 2019 SB2 legislation restricting property tax growth, it may be necessary for PBO to make recommendations to reduce such flexibility in departments in the future.

Lastly, \$97,598 was reallocated from the personnel to the operating budget as part of balancing to the Office’s budget target.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$28,013,770 for the Sheriff’s Office. There was a reduction of \$5,937,190 to remove one-time funding for prior year capital funded projects. This is a net \$22,076,580 increase compared to the amount budgeted in the FY 2024 Adopted Budget. FY 2025 Preliminary Budget recommended CAR funding includes:

<i>Capital Funding Recommendations</i>	<i>Total</i>
Infrastructure Travis County Correctional Complex (TCCC)	\$7,885,000
Infrastructure Travis County Jail (TCJ)	6,157,000
TCCC Space Reconfiguration Projects	6,000,000
Taser Equipment Purchase	3,500,000
Life Safety Projects	1,600,000
Radio Technology Requests	1,344,507
Law Enforcement Year 5 Staffing Study Implementation & New Staffing Study	527,928
Corrections Equipment	260,737
Central Booking Body Scanner	250,000
Replacement X-Ray Equipment	188,190
Internal Affairs Staffing	116,242
Additional Law Enforcement Staffing	99,065
Corrections Maintenance Workers	96,201
Central Warrants Staffing	15,600
Multimedia Information Specialist	9,410
Project Management Team	6,220
Recruiting Budget and Marketing Increase	5,200
Inmate Mental Health and Medical Staffing	2,940
Total Capital Funding Recommendations	\$28,064,240

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Sheriff’s Office budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended CAR Reserve Earmarks</i>	<i>Total</i>
Inmate Technology Projects (Electronic Health Records System Replacement)	\$9,547,000
TCCC Kitchen Repairs	\$3,135,000
Total CAR Reserve Earmarks	\$12,682,000

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, the Sheriff’s Office has 26 fees it charges and ten revenue generating contracts it manages. Of those, one of the fees and eight of the contracts are being proposed by the Sheriff’s Office for adjustment in FY 2025.

Below are tables with additional details on the fees and revenue generating contracts that have been proposed by the Sheriff’s Office for adjustment. These proposed adjustments are currently being reviewed by PBO and the County Auditor’s Office. PBO and the Auditor's Office will coordinate presenting the recommended changes to the Commissioners Court. Fee adjustments required to be approved by the Commissioners Court will be presented in September prior to the adoption of the FY 2025 Budget. Recommended changes to any revenue contracts will be presented to the Commissioners Court at the next contract renewal or according to the terms of the contract.

<i>Fee Description</i>	<i>FY 2024 Approved Fee</i>	<i>FY 2025 Proposed Fee</i>	<i>Justification for FY 2025 Fee</i>
Vehicle Impound Storage Fee (per day)	\$20.00	\$22.85	Increase to the maximum allowed under State law that was changed during the 88 th Legislative Session. The higher fee will better cover costs for impounding vehicles, especially considering the new impound lot being constructed as part of the new Evidence Warehouse at the Travis County Correctional Complex.

<i>Central Contract Name</i>	<i>FY 2024 Contract Amount</i>	<i>FY 2025 Proposed Contract Amount</i>	<i>Justification for FY 2025 Proposed Contract Amount</i>
Eanes ISD School Resource Officers	\$318,170	\$0	Eanes Independent School District notified the Sheriff's Office it will terminate its agreement for SROs beginning with the 2024-2025 school year as the District migrates to its own internal police department as explained below.
Leander ISD School Resource Officers	\$397,713	\$318,470	Full cost recovery. Reduced amount to reflect fewer months of revenue collection as explained below.
Westlake Hills PD Dispatch Services	\$161,919	\$186,207	Partial cost recovery. 15 percent increase over prior year until full cost recovery is met.
Jonestown PD Dispatch Services	\$98,826	\$113,650	Partial cost recovery. 15 percent increase over prior year until full cost recovery is met.
Manor PD Dispatch Services	\$357,349	\$410,951	Partial cost recovery. 15 percent increase over prior year until full cost recovery is met.
Mustang Ridge PD Dispatch Services	\$46,923	\$53,961	Partial cost recovery. 15 percent increase over prior year until full cost recovery is met.
Sunset Valley PD Dispatch Services	\$91,020	\$104,673	Partial cost recovery. 15 percent increase over prior year until full cost recovery is met.
Rollingwood PD Dispatch Services	\$34,476	\$39,648	Partial cost recovery. 15 percent increase over prior year until full cost recovery is met.
CTECC Security Services	\$2,095,185	\$2,304,703	Maximum allowed for FY 2025 per terms of the contract (10% increase). Prior to the contract being signed, PBO performed an analysis to ensure full cost recovery in year one. Based on actual and anticipated adjustments to County compensation and other operating costs, a 10% increase in the annual amount will continue to fully recover the costs of this agreement in FY 2025.

As noted above, the contract for Eanes ISD School Resources Officers was terminated at the end of the 2023-2024 school year as the District migrates to its own internal police department. This represents a loss of revenue of \$397,713 which is offset by eliminating two vacant Law Enforcement Deputy Positions and one vacant Law Enforcement Sergeant position which supervised the SRO program for an expenditure reduction to the budget of \$317,333. This results in a net revenue loss for the County of \$80,380.

Additionally, Leander ISD notified TCSO that it will likely terminate its contract for SROs at the end of the 2024-2025 school year. Because of the alignment of the County's fiscal year to the school year, the County is expected to receive eight months of revenue in FY 2025 (October 2024 through May 2025), rather than the normal 10 months excluding June and July while school is out but comes back in August and September. The amount of the revenue reduction is approximately \$79,243 and PBO recommends the two vacant Law Enforcement Deputy positions are eliminated as of June 1, 2025, to reflect this contract termination.

Finally, TCSO assists with managing the Central Booking Interlocal Agreement (ILA) between the County and the City of Austin. Due to ongoing discussions about the future of magistrations the City currently provides, PBO and the Auditor's Office agreed not to adjust the FY 2024 revenue amount of \$9,908,904 in FY 2025 at this time. PBO and the Auditor's Office will make recommendations to both the expenditures and expected revenue in FY 2025 later in the budget process once this agreement is finalized. PBO does note this is a major source of revenue for the County and any reduction in this amount would need to be replaced in other revenue areas or may correspond with a reduction of County expenditures to ensure a balanced budget.

VACANT POSITIONS

The Sheriff’s Office has 259 total vacancies, out of which the following 94 positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Corrections Officer Sr	30002415	1.00	359	Vacancy posted - Interviews 2x a month
Certified Peace Officer Sr	30002796	1.00	357	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002325	1.00	356	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002877	1.00	345	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002246	1.00	344	Vacancy posted - Interviews 2x a month
Sheriff Deputy-Facilities	30002737	1.00	344	Civil Service vacancy posted – Interview 1x a month
Corrections Officer Sr	30002658	1.00	341	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30005551	1.00	340	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002166	1.00	336	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002398	1.00	332	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002880	1.00	330	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002870	1.00	326	Vacancy posted - Interviews 2x a month
Corrections Officer	30002811	1.00	325	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002894	1.00	323	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002570	1.00	323	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30003375	1.00	323	Civil Service vacancy posted - Interview 1x a month
Corrections Officer Sr	30002734	1.00	316	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002372	1.00	316	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30005896	1.00	308	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002187	1.00	296	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30003384	1.00	291	Civil Service vacancy posted Interview 1x a month
Telecomm 911 Specialist Sr	30003137	1.00	283	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30055031	1.00	281	Civil Service vacancy posted – Interview 1x a month
Law Enforcement Sheriff Deputy Sr	30003251	1.00	281	Civil Service vacancy posted Interview 1x a month
Corrections Officer Sr	30002561	1.00	265	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002209	1.00	264	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002283	1.00	264	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30050225	1.00	260	Civil Service vacancy posted – Interview 1x a month
Corrections Officer Sr	30002310	1.00	260	Vacancy posted - Interviews 2x a month
Telecomm 911 Specialist Sr	30003157	1.00	251	Vacancy posted - Interviews 2x a month

Telecomm 911 Specialist Sr	30003140	1.00	250	Vacancy posted - Interviews 2x a month
Sheriff Deputy-Facilities	30002369	1.00	250	Civil Service vacancy posted Interview 1x a month
Telecomm 911 Specialist Sr	30003100	1.00	246	Vacancy posted - Interviews 2x a month
Telecomm 911 Specialist Sr	30003160	1.00	246	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002805	1.00	242	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002093	1.00	239	Vacancy posted - Interviews 2x a month
Sheriff Deputy-Facilities	30002317	1.00	236	Civil Service vacancy posted Interview 1x a month
Clinical Mental Health Professional	30002028	1.00	233	Vacancy posted - Interview 1x a month
Corrections Officer Sr	30002970	1.00	231	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002496	1.00	225	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30003021	1.00	224	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30003307	1.00	224	Civil Service vacancy posted Interview 1x a month
Corrections Officer Sr	30002899	1.00	216	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002284	1.00	205	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30005920	1.00	204	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30055402	1.00	204	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30003069	1.00	204	Civil Service vacancy posted Interview 1x a month
Law Enforcement Sheriff Deputy	30066645	1.00	204	Civil Service vacancy posted – Interview 1x a month
Corrections Officer Sr	30002258	1.00	204	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30055424	1.00	189	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30005914	1.00	189	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30003366	1.00	187	Civil Service vacancy posted Interview 1x a month
Law Enforcement Sheriff Deputy Sr	30005883	1.00	187	Civil Service vacancy posted Interview 1x a month
Law Enforcement Sheriff Deputy Sr	30003154	1.00	187	Civil Service vacancy posted Interview 1x a month
Law Enforcement Sheriff Deputy Sr	30003284	1.00	187	Civil Service vacancy posted Interview 1x a month
Law Enforcement Sheriff Deputy Sr	30003311	1.00	187	Civil Service vacancy posted Interview 1x a month
Law Enforcement Sheriff Deputy Sr	30003376	1.00	187	Civil Service vacancy posted – Interview 1x a month
Corrections Officer Sr	30002460	1.00	182	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002516	1.00	182	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002697	1.00	182	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30055374	1.00	182	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002197	1.00	182	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002596	1.00	182	Vacancy posted - Interviews 2x a month

Corrections Officer Sr	30002633	1.00	182	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30005913	1.00	182	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30005877	1.00	180	Civil Service vacancy posted Interview 1x a month
Corrections Officer Sr	30002975	1.00	178	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30056931	1.00	176	Civil Service vacancy posted Interview 1x a month
Corrections Officer Sr	30055430	1.00	176	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002920	1.00	173	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002996	1.00	173	Vacancy posted - Interviews 2x a month
Certified Peace Officer Sr	30002341	1.00	173	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30003338	1.00	169	Civil Service vacancy posted Interview 1x a month
Corrections Officer	30065189	1.00	166	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002399	1.00	158	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002378	1.00	149	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy	30063268	1.00	148	Civil Service vacancy posted Interview 1x a month
Law Enforcement Sheriff Deputy Sr	30003102	1.00	148	Civil Service vacancy posted Interview 1x a month
LE Sheriff Cadet	30003259	1.00	148	Civil Service vacancy posted Interview 1x a month
Corrections Officer Sr	30003007	1.00	148	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002909	1.00	143	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30050138	1.00	141	Civil Service vacancy posted Interview 1x a month
Law Enforcement Sheriff Deputy Sr	30003354	1.00	140	Civil Service vacancy posted Interview 1x a month
LE Sheriff Cadet	30003288	1.00	134	Vacant
Sheriff Deputy-Facilities	30065235	1.00	134	Civil Service vacancy posted Interview 1x a month
Corrections Officer Sr	30002619	1.00	133	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002785	1.00	133	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002198	1.00	131	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30003235	1.00	123	Civil Service vacancy posted Interview 1x a month
Corrections Officer Sr	30002208	1.00	122	Vacancy posted - Interviews 2x a month
Telecomm 911 Specialist Sr	30003158	1.00	121	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002183	1.00	120	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30055428	1.00	120	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30002092	1.00	120	Civil Service vacancy posted Interview 1x a month

The following 135 positions have been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Corrections Officer Sr	30002193	1.00	1,035	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002454	1.00	1,025	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002818	1.00	1,024	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002514	1.00	993	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30003114	1.00	960	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002609	1.00	939	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002638	1.00	914	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002620	1.00	873	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002546	1.00	857	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002617	1.00	811	Vacancy posted - Interviews 2x a month
Records Analyst Assoc	30058302	1.00	811	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30005917	1.00	798	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30003115	1.00	767	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002624	1.00	719	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002566	1.00	699	Vacancy posted - Interviews 2x a month
Certified Peace Officer Sr	30002614	1.00	691	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30054176	1.00	690	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002544	1.00	681	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002580	1.00	667	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002191	1.00	618	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002586	1.00	617	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002793	1.00	616	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002848	1.00	616	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30055426	1.00	614	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002489	1.00	612	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002568	1.00	599	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30003365	1.00	599	Civil Service vacancy posted Interview 1x a month
Health Services Supv	30065208	1.00	569	Vacancy posted
Sheriff Deputy-Facilities	30065244	1.00	569	Civil Service vacancy posted Interview 1x a month
Sheriff Deputy-Facilities	30065245	1.00	569	Civil Service vacancy posted - Interview 1x a month
Sheriff Deputy-Facilities	30065246	1.00	569	Civil Service vacancy posted Interview 1x a month
Sheriff Deputy-Facilities	30065247	1.00	569	Civil Service vacancy posted Interview 1x a month
Sheriff Deputy-Facilities	30065248	1.00	569	Civil Service vacancy posted Interview 1x a month
Sheriff Deputy-Facilities	30065249	1.00	569	Civil Service vacancy posted Interview 1x a month
Corrections Officer Sr	30002567	1.00	568	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30006022	1.00	568	Civil Service vacancy posted Interview 1x a month
Sheriff Deputy-Facilities	30002402	1.00	562	Civil Service vacancy posted Interview 1x a month
Sheriff Deputy-Facilities	30054209	1.00	562	Civil Service vacancy posted Interview 1x a month

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Law Enforcement Sheriff Deputy Sr	30003103	1.00	554	Civil Service vacancy posted Interview 1x a month
Sheriff Deputy-Facilities	30054205	1.00	546	Civil Service vacancy posted Interview 1x a month
Sheriff Deputy-Facilities	30054210	1.00	540	Civil Service vacancy posted Interview 1x a month
Corrections Officer Sr	30002871	1.00	534	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002923	1.00	533	Vacancy posted - Interviews 2x a month
Corrections Officer	30061205	1.00	533	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002297	1.00	533	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30006033	1.00	532	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30058255	1.00	531	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002623	1.00	527	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30005918	1.00	527	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002914	1.00	526	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002887	1.00	526	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002240	1.00	526	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002433	1.00	526	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002587	1.00	524	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30054184	1.00	520	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002575	1.00	520	Vacancy posted - Interviews 2x a month
Telecomm 911 Specialist Sr	30003145	1.00	518	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002906	1.00	515	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30058230	1.00	512	Vacancy posted - Interviews 2x a month
Certified Peace Officer Sr	30003421	1.00	508	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002603	1.00	498	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002333	1.00	486	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002308	1.00	482	Vacancy posted - Interviews 2x a month
Sheriff Deputy-Facilities	30001502	1.00	478	Civil Service vacancy posted Interview 1x a month
Certified Peace Officer Sr	30002795	1.00	477	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002997	1.00	477	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30003275	1.00	477	Civil Service vacancy posted Interview 1x a month
Corrections Officer Sr	30002412	1.00	476	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002786	1.00	475	Vacancy posted - Interviews 2x a month
Sheriff Deputy-Facilities	30054207	1.00	474	Civil Service vacancy posted Interview 1x a month
Corrections Officer Sr	30002758	1.00	469	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002182	1.00	469	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002345	1.00	469	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002821	1.00	469	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002763	1.00	469	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30005887	1.00	469	Vacancy posted - Interviews 2x a month

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Corrections Officer Sr	30005892	1.00	469	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002171	1.00	469	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30055372	1.00	469	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30059970	1.00	469	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002571	1.00	469	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002762	1.00	469	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002135	1.00	469	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002132	1.00	468	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002686	1.00	463	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002841	1.00	463	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002417	1.00	463	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002221	1.00	463	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002974	1.00	462	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002637	1.00	462	Vacancy posted - Interviews 2x a month
Corrections Officer	30061206	1.00	461	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002251	1.00	458	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002825	1.00	457	Vacancy posted - Interviews 2x a month
Sheriff Deputy-Facilities	30002358	1.00	457	Civil Service vacancy posted Interview 1x a month
Corrections Officer Sr	30002650	1.00	456	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002167	1.00	453	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30003016	1.00	452	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002279	1.00	449	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002950	1.00	449	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30006035	1.00	449	Vacancy posted - Interviews 2x a month
Sheriff Deputy-Facilities	30050118	1.00	446	Civil Service vacancy posted Interview 1x a month
Corrections Officer	30061209	1.00	441	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002916	1.00	441	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002324	1.00	437	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30005889	1.00	429	Vacancy posted - Interviews 2x a month
Telecomm 911 Specialist Sr	30055370	1.00	428	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002295	1.00	421	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002602	1.00	418	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002611	1.00	418	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002667	1.00	417	Vacancy posted - Interviews 2x a month
Sheriff Deputy-Facilities	30002368	1.00	413	Civil Service vacancy posted Interview 1x a month
Corrections Officer Sr	30002280	1.00	407	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002815	1.00	407	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002124	1.00	407	Vacancy posted - Interviews 2x a month
Law Enforcement Sheriff Deputy Sr	30003248	1.00	407	Civil Service vacancy posted Interview 1x a month

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Counselor Sr	30002038	1.00	406	Vacancy posted - Interview 1x a month
Corrections Officer Sr	30002701	1.00	402	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002724	1.00	400	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002201	1.00	400	Vacancy posted - Interviews 2x a month
Telecomm 911 Specialist Sr	30003144	1.00	400	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002152	1.00	399	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002630	1.00	394	Vacancy posted - Interviews 2x a month
Sheriff Deputy-Facilities	30002363	1.00	392	Civil Service vacancy posted Interview 1x a month
Corrections Officer Sr	30002656	1.00	389	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002128	1.00	387	Vacancy posted - Interviews 2x a month
Sheriff Deputy-Facilities	30002146	1.00	387	Civil Service vacancy posted Interview 1x a month
Corrections Officer Sr	30002727	1.00	386	Vacancy posted - Interviews 2x a month
Telecomm 911 Specialist Sr	30003159	1.00	386	Vacancy posted - Interviews 2x a month
Corrections Officer	30065191	1.00	383	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002216	1.00	380	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002792	1.00	375	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30054214	1.00	372	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002742	1.00	372	Vacancy posted - Interviews 2x a month
Certified Peace Officer Sr	30002348	1.00	371	Vacancy posted - Interviews 2x a month
Corrections Officer Sr	30002767	1.00	368	Vacancy posted - Interviews 2x a month

Like many agencies across the country, TCSO struggled to fill Telecomm 911 Specialist positions recently. In 2022, TCSO received Commissioners Court approval to raise salaries for 911 positions by \$5,000 to attract and retain employees. Additional investments in compensation were made as part of the FY 2023 and FY 2024 Adopted Budgets; however, the number of vacancies for this job remain high. PBO does not recommend reducing the remaining vacant positions.

Some Corrections Officers in the above table are vacant while their incumbent is moved to a separate non-FTE position for the duration of their military leave. These positions are needed when the individuals return to move back into and resume their Travis County employment. The rest are under active recruitment and are being filled as quickly as possible. TCSO received approval from the Commissioners Court to procure the services of a marketing firm to help advertise vacant positions in 2022, and it was recently extended. In addition, the overtime incentive program created in 2022 was extended to encourage more employees to work overtime shifts to spread the burden out to more employees. Commissioners Court also approved a \$5,000 increase to the starting pay of Corrections Officers in May 2023 in hopes of attracting candidates to fill these positions. Overall, the number of vacancies in Corrections decreased by about 17 percent in the past year, demonstrating these efforts are having a positive impact, though more may be needed to keep the momentum going.

Medical and mental health positions are also some of the most difficult to fill for the Office. The Office recently restructured its mental health positions to allow for career progression and higher salaries by meeting certain qualifications. Based on results from the FY 2023 Benchmark Survey, certain medical positions such as Registered Nurse Charge Nurse, Licensed Vocational Nurse, and Health Services Supervisor have increased two pay grades, while most mental health positions were proposed to increase one grade as part of the FY 2023 Adopted Budget. Prior to that, TCSO received Commissioners Court

approval to raise salaries for certain medical positions by \$10,000 to attract and retain employees. These efforts helped as the number of vacancies in medical and mental health areas have declined. PBO continues to work with TCSO to address these and other hard-to-fill jobs to help TCSO meet its mission.

FUTURE CONSIDERATIONS

One of the biggest challenges facing TCSO is the aging condition of its facilities. PBO cautions necessary maintenance projects and costs will likely rise in future years. In 2021, a facilities condition survey of TCSO buildings estimated a maintenance backlog of over \$34 million. TCSO has several major projects that needed to be completed since then, which were not identified by this survey, meaning this number is likely to grow. Additional investments in TCSO facilities at or beyond their planned useful life should be expected until they are replaced.

TCSO recently completed a law enforcement staffing study that recommended an increase of 47 positions. To address this need, the Office proposed internally funding the last seven positions as part of their FY 2025 budget request, on top of a combined 40 positions internally funded from FY 2021 to FY 2024. This approach was successful due to turnover in this large department. As the County manages scarce resources under the 2019 SB2 legislation restricting property tax growth, PBO may need to make recommendations that reduce such flexibility in departments in the future.

TCSO also had difficulties maintaining sufficient inmate staffing for kitchen and warehouse operations. TCSO is working on some changes to address this issue. Still, because there are few inmates with minimum classifications held at the jail compared to previous years, fewer inmates are eligible to work in the kitchen. In addition, other work detail assignments inmates perform, such as laundry services and groundskeeping, also compete for the declining number of eligible inmates and face similar challenges. PBO will continue to monitor the situation with TCSO and make any needed recommendations as conditions warrant.

Some budget additions include new FTEs without designated office space in a Travis County facility. Because the COVID-19 public health emergency required social distancing for proper mitigation, many Travis County employees switched to teleworking or adaptive workplace environments to continue to meet the needs of County customers. Because many jobs can be performed in a telework or hybrid environment, some positions have been requested and included even when specific office space in County facilities has not been identified. PBO notes should these positions require office space, the Office will need to work with Facilities Management and PBO in a future budget process to ensure these positions can be appropriately accommodated. Such accommodations may include specific hybrid accommodations, and funding for renovated space should not be assumed due to these additional FTE recommendations. There is also an ongoing project within the Human Resources Management Department (HRMD) working with Deloitte to develop the policies, procedures, and infrastructure to sustain 75 percent or more of eligible Travis County employees teleworking in their daily tasks. Upon the conclusion of that project; there are also earmarked funds in the Allocated Reserve to fund a consultant to modernize the County's space standards. The results of these two initiatives will impact the future of County workspaces and inform future space recommendations.

FY 2025 BUDGET REQUEST ANALYSIS

ADMINISTRATION & SUPPORT BUREAU STAFFING REQUESTS

REQUEST #1: OFFICE-WIDE COMPENSATION REQUESTS

Program:	All			
Fund/Fund#:	General Fund (0001)		Mandated Program:	
	FY 2025 Request	FY 2025 Recommendation	FY 2026 Cost	FY 2027 Cost
FTEs	-	-	-	-
Personnel	9,500,000	-	-	-
Operating	-	-	-	-
Subtotal	\$ 9,500,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 9,500,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 9,500,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Travis County Sheriff's Office (TCSO) requested two compensation items for the Office affecting broad groups of employees. These are outlined below:

Five Percent Office-Wide Compensation Increase (\$8,800,000)

TCSO proposed a five percent salary increase across the board salary increase for all the Office’s positions, which will increase across the board for approximately 1,830 positions. The Office states the following related to this request (edited for clarity and conciseness):

“TCSO has a workforce full of dedicated professionals who work day in and day out to ensure the safety of our community. While the County has a goal of staff working 75% remotely, nearly half of County employees that cannot work remotely are TCSO employees. Nearly 62% of TCSO’s employees are classified as first responders, those who are there for the community in their worst days. TCSO staff have been working through staffing shortages for several years now and one way to make unappealing jobs more attractive is to compensate staff to stay. TCSO has had a 41.8% turnover rate over the period covering Fiscal Years 2021-2023. Currently, over 20% of TCSO staff are eligible for retirement and in five years over 31% of the employees will be eligible.

While Travis County has invested well in the workforce, TCSO continues to struggle with attracting and keeping our workforce strong. Looking at March for each of the last three years, TCSO’s vacancy rate has gone from 7%, in March 2021, to 22%, in March of 2023, and while the number for March 2024 has improved (18%) it is still 4% higher than the rest of Travis County. Beyond law enforcement careers not being as attractive as they once were, TCSO employees aren’t able to work remotely like many in the County, are required to work holidays/weekends, and work evening and night shifts. The Sheriff’s Office and jail operations are required functions of the County and as such we can’t shut down or limit services if we don’t have staffing. The investment [in personnel salaries] in FY 2024 appears to have had an impact and begun

moving the percentage of vacancies in the right direction and this investment would make an impact in moving the needle even more.”

Corrections Peace Officer (CPO) Add-Pay (\$700,000)

TCSO proposed implementing a new add-pay for Corrections Officers whose function requires them to also hold a Peace Officer license in the performance of their duties. The Office states the following related to this request (edited for clarity and conciseness):

“Peace Officers receive broad based law enforcement training that more adequately prepares them to manage the occasional law enforcement scenario that occurs in the correctional setting. This is particularly the case for assaults, suicide investigations, attempted escapes, harassment, and criminal mischief. Additionally, peace officer training prepares the officer to interact in the public domain and extends their jurisdictional authority when representing TCSO outside of the County. Routine legal processes identified in the Code of Criminal Procedures that are required to be administered by a peace officer are the filing of additional charges; executing warrants within the county, state, and in other states; serving indictments; and accepting, authorizing, and executing bonds. These are functions which are present on a routine basis within the jail environment and TCSO benefits from having peace officers assigned to handle these functions.

As the number of compensated peace officers in the job title of Certified Peace Officer has shrunk, TCSO believes it is important to relook at this and create a mechanism to compensate our peace officers not working in the Law Enforcement job titles (Including Deputy Sheriff-Facilities), who we require to use their peace officer license in the course of their job duties.”

TCSO proposed the creation of a new Corrections Peace Officer (CPO) add pay of \$450 per month. Add pay would be for a designated number of positions assigned to specific organizational units as listed below for a maximum of 85 positions:

- Transportation – 20 positions;
- Central Booking – 15 positions;
- Hospital Visitation Unit – 15 positions;
- C-TAC (Complex Security) – 15 positions; and
- TCCC Security Buildings – 20 positions.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

Five Percent Office-Wide Compensation Increase (\$0)

PBO does not recommend this request. As noted above, the County made significant investments in its workforce for the past fiscal years to address vacancies, retention, and recruitment of positions.

In FY 2023, Commissioners Court approved \$46.8 million in compensation adjustments, of which \$17.0 million was allocated to TCSO. Investments included a 5 percent across the board increase for classified employees, the third year of a benchmark study implementation for classified employees, a \$20/hour living wage, a 3 percent step increase for POPS employees, a market salary adjustment, increasing the starting salary of Corrections Officers to \$50,000 from \$46,839 and Law Enforcement

Deputies from \$55,215 to \$63,000 along with corresponding adjustments for all employees on those titles, and an increase to Shift Differential Pay of \$0.65/hour to \$1.00/hour.

In the FY 2024 Adopted Budget, Commissioners Court approved compensation adjustments totaling \$33.1 million for both POPS and classified employees, \$14.9 million of which went to TCSO, with an additional \$2.2 million earmarked for a leave buyback program targeted mostly to TCSO employees which is scheduled to be paid out in September 2024. Investments included a 4 percent across board for classified employees, a 3 percent step for POPS employees, a \$20.80/hour living wage, a market salary adjustment increasing the starting salary of Corrections Officers to \$55,000 from \$50,000 and Law Enforcement Deputies from \$63,000 to \$68,000 along with corresponding adjustments for all employees on those titles, an increase to Shift Differential Pay of \$1.00/hour to \$1.25/hour, and the leave buy-back program mentioned above.

These investments paid dividends as vacancies in the Office have fallen from 389 vacancies in the FY 2024 budget writeup to 259 in this year's writeup. Many position types, such as nurses, are now fully staffed as a result of these investments, and areas like Corrections and Law Enforcement made steady progress in recent months in attracting and hiring qualified individuals.

At the same time, the County is in the final stages of releasing its first comprehensive market study for classified positions in nearly 25 years. This Benchmark Study being performed by Segal Consulting is expected to identify many areas where the County needs to adjust remain competitive for classified jobs. Recent benchmarking analysis for POPS positions completed by HRMD shows that the County is well positioned in both the local and Texas markets for Corrections and Law Enforcement positions at the entry-level. PBO and HRMD are preparing recommendations for Commissioners Court consideration as part of the FY 2025 budget process for various compensation-related issues, including these and others. Approving this request outside of the parameters of the FY 2025 Budget Guidelines, which were approved by the Commissioners Court, would take away compensation resources from other offices and departments and may hinder other Commissioners Court compensation goals for the County this fiscal year. PBO and HRMD remain committed to assisting TCSO in addressing its vacancies and to remain attractive as an employer and will continue to work collaboratively on targeted compensation issues.

Corrections Peace Officer (CPO) Add-Pay (\$0)

The Certified Peace Officer (CPO) job title was implemented on March 15, 1994. On September 17, 2002, the Commissioners Court placed a freeze on the practice of compensating newly certified Peace Officers for the Corrections and Administration & Support Bureaus. At that time, there were 321 CPOs system wide. The intention of the Commissioners Court was to reduce the number of CPOs through attrition until an analysis was completed determining an appropriate ratio or level of CPOs to Corrections Officers.

At the time of the 2004 Travis County Jail Operations Study, it was reported there were 288 in the CPO job title, and as of March 1st, 2024, TCSO is down to 12 employees in the job title. When Commissioners Court froze the title in 2002 it was understood there would be an evaluation of the need for Peace Officer positions in the Sheriff's Office and to create a plan to ensure an appropriate amount of these positions to meet the needs of the Office. In the twenty years since the freeze, there have been numerous conversations about the number of peace officer corrections positions and where they are needed and appropriate within the Sheriff's Office and outside of the Law Enforcement job titles (including the new Deputy Sheriff-Facilities title created in 2022).

The 2004 Travis County Jail Operations Study recommended pay for the peace officer qualification outside of the Law Enforcement job titles be additional compensation as Field Training Officer pay, tied to being in a selected position. This allows the agency to compensate individuals for the service provided while not requiring the County to compensate individuals not using the skill in the performance of their duties.

While PBO understands the need for limited numbers of peace officers in correctional settings, this request in the proposed form of an add-pay has not been seriously studied by HRMD or costed by PBO. PBO recommends TCSO, HRMD, Civil Service Commission, and PBO staff work on a firmer proposal for this request, including what to do about the 12 remaining CPO positions and the recently created Sheriff Deputy-Facilities title, to better understand and determine the cost of the proposed change. PBO does note due to the retirements of CPOs at higher salaries in recent years, there may be some flexibility within TCSO's budget to address this request using existing resources, but it would need to complete the deeper analysis on the add-pay to determine if sufficient resources are available.

REQUEST #4: PROJECT MANAGEMENT TEAM

<i>Program:</i>	Information Services (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	4.00	2.00	2.00	2.00
Personnel	505,490	103,660	112,782	122,224
Operating	15,400	15,700	8,600	8,600
Subtotal	\$ 520,890	\$ 119,360	\$ 121,382	\$ 130,824
Capital	12,440	6,220	-	-
Dpt Total	\$ 533,330	\$ 125,580	\$ 121,382	\$ 130,824
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 533,330	\$ 125,580	\$ 121,382	\$ 130,824

DEPT. SUMMARY OF REQUEST

TCSO is seeking funding of \$533,330 (\$505,490 ongoing personnel, \$7,200 ongoing operating, \$8,200 one-time operating, and \$12,440 of one-time capital) to establish a Project Management Office (PMO) within the Administrative Bureau with three Project Manager positions and one Program Manager Sr position (4.0 FTE). The PMO's primary responsibility will be to oversee all capital projects and smaller in-house projects for all three bureaus within TCSO. This team will serve as a direct point of contact for all stakeholders involved with TCSO, as well as facilitate communication between other County agencies and vendors. The PMO will play a vital role in directly supporting the entire Sheriff's Office, County ITS, and County PMO office by overseeing and managing various large-scale capital projects.

The Office states, "...creating a PMO centralizes management efforts, requiring additional staff for ongoing operations and future growth. Currently, projects are managed separately by [different units within TCSO], limiting transparency and strategic alignment, hindering efficiency, execution, and value delivery to stakeholders. Frequently, sworn staff are tasked with project management duties, leading to increased workloads or budgetary discrepancies. By hiring dedicated professionals under a unified unit with a shared manager and objective, both time and resources can be saved."

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Percentage of projects that align with the Agency's strategic goals measured.	N/A	N/A	N/A	N/A	TBD	TBD
Change Order/Budget Increase requests from project financial end	N/A	N/A	N/A	N/A	TBD	TBD

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
No. of projects completed on time from the originally established timeline.	N/A	N/A	N/A	N/A	TBD	TBD

PBO RECOMMENDATION

PBO recommends partial funding of \$125,580 (\$103,660 of personnel, \$8,600 of ongoing operating, \$7,100 of one-time operating, and \$6,220 of one-time capital) to add one Program Manager Sr and one Project Manager position. To partially fund this request, TCSO suggested repurposing \$156,978 of internal resources it identified in its budget submission to fund two 911 Telecommunicator positions recommended in the 2020 Law Enforcement Staffing Study. PBO supports this approach and is funding the difference with new resources.

The Office currently has only one Project Manager position which sits within their Information Technology unit. The recommended positions and structure would allow for one supervisory position over two Project Managers, one existing and one new. The Program Manager will work closely with the Chain of Command, County Purchasing, and other County departments to evaluate, intake, and prioritize all projects at TCSO. Additionally, they will ensure that each Project Manager is assigned projects based on their specific skills and workload. This structure allows for more efficient and effective project management across the Sheriff’s Office.

Project Managers are essential for planning, executing, and closing projects. They will coordinate with various stakeholders, manage budgets, and ensure projects are completed on time and within scope. By requiring industry-standard certifications, TCSO’s Project Managers will be able to apply core, universal concepts to any project assigned, whether it is construction, technology, or other areas. Utilizing this structure and these resources, TCSO will free up time spent by Lieutenants, Captains, and Majors on project management related tasks and better coordinate across the three bureaus.

TCSO cites several large projects are in the planning or implementation stages, including replacing the Records Management System/Jail Management System (RMS/JMS), replacing the Electronic Health Records System, control room upgrades, network infrastructure upgrades, camera replacements, and more. The Office also states the unit could help support the major projects for facilities, such as the ongoing Evidence Warehouse project, possible replacement of the TCCC kitchen, TCJ drain plumbing replacement, remodels of certain areas of existing facilities, and more.

PBO believes in light of all of these major projects, dedicated Project Management staff to support these large capital projects is warranted. However, rather than funding the entire request for four positions, PBO would like to get these two recommended positions on board and see the benefits from them before adding further resources in a subsequent budget process. PBO would also like to have further discussions as to the optimal place within the Office’s organizational structure to best meet the needs of both information technology and facilities projects.

REQUEST #5: INMATE MENTAL HEALTH & MEDICAL STAFFING

<i>Program:</i>	Medical, Mental and Dental Services (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	8.00	6.00	6.00	6.00
Personnel	772,484	131,338	135,935	140,693
Operating	4,333	12,995	8,662	8,662
Subtotal	\$ 776,817	\$ 144,333	\$ 144,597	\$ 149,355
Capital	2,940	2,940	-	-
Dpt Total	\$ 779,757	\$ 147,273	\$ 144,597	\$ 149,355
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 779,757	\$ 147,273	\$ 144,597	\$ 149,355

DEPT. SUMMARY OF REQUEST

TCSO requests funding in the amount of \$779,757 (\$772,484 ongoing personnel, \$4,333 one-time operating, and \$2,940 of one-time capital equipment) for eight FTEs within both Inmate Mental Health Programs and Medical Units to provide direct services to the inmates held within TCSO’s facilities. The request includes one Mental Health Associate Director, three Registered Nurses, three Licensed Vocational Nurses, and one Pharmacy Technician. These are explained below.

Inmate Mental Health – Associate Director (\$136,378)

Since 2013, TCSO has taken considerable steps and made investments toward improving the behavioral and mental health programs provided by the Office to inmates. From additional staffing to provide mental health screenings at Central Booking in 2016, a dedicated psychologist in 2017, the creation of substance use disorder teams in 2022, and the hiring of a Chief Psychiatrist and a Trauma Informed Care Coordinator in 2023, the Office’s services and programs continue to expand to serve those in jail.

However, despite these efforts, several factors continue to push TCSO’s needs in this area further. TCSO is facing rising expectations to provide even more care to those in its custody as part of broader criminal justice reform efforts and delays in transferring some inmates to State custody for treatment. While TCSO made improvements in reducing vacancies in medical and mental health positions. However, there is still a need to properly support front-line providers, especially considering the higher numbers of inmates requiring services and have more severe needs. These more complex problems require more time to solve and develop appropriate programming to address these needs.

To address these complex issues, TCSO believes it needs clearly defined protocols agreed upon by multiple stakeholders. Developing such protocols is an intensive and time-consuming process, but will lead to a safer, fairer, and more efficient outcome. To bridge this gap, the Office requires a knowledgeable and skilled leader with the authority to make informed decisions. To that end, TCSO requests an Associate Director position for its Inmate Behavioral Health, Programs and Chaplain Services unit.

The primary purpose of this position would be to complement the work of the Director and support front-line services. Duties will be assigned and differentiated from the Director based on the current need and routine tasks such as standards

compliance. This will allow the Director to engage the community more with problem-solving, long-term planning, and program development as outlined in the Office’s strategic plan.

Inmate Medical – Six Nursing Positions (\$571,886)

TCSO Medical is requesting three Registered Nurse-Charge positions and three Licensed Vocational Nurses. TCSO Medical is responsible for providing medical care to persons in custody. TCSO runs a 24/7 medical operation staffed with registered nurses and licensed vocational nurses in three separate areas: Travis County Correctional Complex, Travis County Jail, and Central Booking. The Office states that current staffing levels are inadequate to meet the demands of running a quality medical program.

In April 2022, the inmate population was approximately 2,136. At that time, 1,238 inmates were taking at least one medication 1x/day, amounting to over 4,200 medications needed to be passed by nurses daily. 115 inmates are on court-ordered medication, which often involves an increased level of time by nursing to gain compliance with the individual to take those court-ordered meds. In 2023, the Office had 1,100 inmates on one of our withdrawal protocols for either alcohol or drug use. These protocols require enhanced assessments at a minimum of every eight hours but can be up to every two hours, depending on the severity of the withdrawal. TCSO has also seen changes in the demographics of inmates housed in the jail. Inmates are coming in with more mental health diagnoses and medical conditions. They require more medications, medical interventions, and assistance with daily living activities such as eating, bathing, toileting, and dressing.

The Office requests three Registered Nurses and three Licensed Vocational Nurses to keep up with the demand placed upon the medical unit for inmate health needs.

Inmate Medical – One Pharmacy Technician (\$71,493)

TCSO Medical is requesting funding for one certified Pharmacy Technician to help fill and distribute medications to individuals housed within the Travis County Correctional Complex, Travis County Jail, and Central Booking. The Office believes the current staffing levels need to be increased to maintain and provide safe and accurate medication dispensing.

During the 2023 calendar year, on average, 353 medications were prescribed daily, with November 2023 being the highest month, with 380 medications being distributed daily. This is an increase of 40.1 percent from CY 2020, which was 252 medications prescribed daily.

As noted above, TCSO has changes in the demographics of inmates being housed. Inmates are coming in with more mental health diagnoses and medical conditions. They are also requiring additional medications, medical interventions, and assistance. TCSO pharmacy gives out many medications, ranging from IV medications, maintenance medications, antibiotics, HIV treatments, psychological medications, etc. There are many complex therapies occasionally needing further evaluation to avoid unwarranted risk or injury.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

Inmate Mental Health – Associate Director (\$140,000)

PBO recommends \$140,000 (\$131,338 of ongoing personnel, \$8,662 in ongoing operating, and \$2,940 in one-time capital) to add an Inmate Mental Health Associate Director position to the Office. Based on discussions with the Office, PBO requested

additional data to attempt to express the workload of the current Director position. Those discussions resulted in the Office identifying 26 different working groups, teams, or job functions that at this time the Office has no alternate position to support and fall entirely on the Director, in addition to his current supervisory responsibilities for over 70 TCSO and contracted staff. These include important items which Commissioners Court has expressed support for, including:

- Coordination with ECHO, Integral Care, and Central Health;
- Participating on Diversion Center stakeholder meetings;
- Preparation for the replacement of the Electronic Healthcare Records system;
- Participation in the Behavioral Health & Criminal Justice Advisory Committee;
- ViaHope Peer Support Specialist intern project;
- Reviewing plans and processes for transfers to and from state competency restoration treatment facilities such as Austin Stake Hospital;
- Mental Health Crisis Treatment and Placement Solution monthly meetings with APD and local hospitals;
- Assisting with plans to facilitate inmate voting;
- Threat Assessment Team Meetings with APD, DPS, UTPD and more; and
- Review, respond, and provide updates on lawsuits and depositions, complaints, protocols, strategic plans, legal questions, contracts with partner agencies and more.

Through these discussions and reviewing additional supplemental information provided by the Office, it has become more than apparent that additional resources are needed to meet the demands that are being placed on the current director to achieve the various goals for mental health support that the Commissioners Court and the community at large has for those in jail. Therefore, PBO recommends a Mental Health Associate Director position for the Office.

Inmate Medical – Four Nursing Positions and one Pharmacy Tech (\$4,333)

PBO recommends funding \$4,333 of one-time operating funding to support the creation of five positions. The Office will cover the anticipated ongoing \$451,155 for salaries and benefits from its existing budgeted resources. The recommended positions include two Registered Charge Nurses (RN), two Licensed Vocational Nurses (LVN), and one Pharmacy Tech.

PBO identified internal funding to cover the personnel costs for these five positions, which are the result of recent high rates of turnover of experienced staff members who are replaced with entry-level personnel. This unique situation has created an opportunity to address a major portion of the ongoing costs for these five positions, which have been highly ranked requests for several prior budget cycles but which ongoing funding was not available to support. As the County manages scarce resources under the 2019 SB2 legislation restricting property tax growth, it may be necessary for PBO to make recommendations to reduce such flexibility in departments in the future should it be identified.

PBO is reluctant to add additional nursing positions to TCSO over the past few fiscal years because of the high vacancy rates among these types of positions. PBO notes as part of its FY 2023 Budget Writeup for TCSO, the Office had, “five vacancies out of 19 authorized Licensed Vocational Nurse positions and 13 vacancies out of 38 authorized Registered Nurse Charge Nurse positions.” As of mid-June 2024, TCSO has two LVN vacancies and one RN vacancy. Earlier in FY 2024, these vacancy numbers were lower. TCSO made tremendous progress in getting these positions filled due in part to salary adjustments made, enhanced recruiting efforts, and changes in the labor market.

Despite being nearly fully staffed, the Office continues to report the need for outside contracted nursing services to attempt to keep up with demand and sustained levels of overtime. TCSO provided the following data on these issues:

<i>Metric</i>	<i>FY 2018</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024 Projected</i>
Total overtime hours for TCSO LVN/RN staff	4,518	4,530	4,509	6,466	5,784	5,265	6,927
Total payments for outside nursing contracts	\$1,282,965	\$1,039,149	\$909,820	\$2,315,268	\$2,202,614	\$2,194,188	\$1,251,044

While the amount of outside nursing contracts appears to be much more in line with pre-COVID-19 pandemic levels, the amount of overtime TCSO staff work remains high and is expected to be much higher in FY 2024. Some of these shifts could be explained by the \$500/month overtime incentive program currently in effect, which medical employees are eligible for. However, the data overall suggests there is still a need for additional medical staffing to reduce the necessary number of overtime hours and try to lessen the Office’s dependence on outside contractors at a significantly higher hourly rate.

However, this is coupled with the healthcare needs of inmates in the jail, which are increasing, with higher numbers of inmates requiring acute care, receiving more prescribed medications, and waiting longer on average to receive care due to the first two issues. For example, of 2,295 inmates in custody on June 10, 2024, the Office reports that 1,276 are on at least one medication, representing 55.6 percent of the population. TCSO also currently has 40 patients on court ordered medication for competency restoration. The Office also provided additional statistics showing the growth in workload and demand placed on the existing medical staff:

<i>Metric</i>	<i>FY 2018</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>
Number of patients who were arrested and monitored for opiate withdrawal	N/A	N/A	703	814	907	1,287
Average daily meds passed to inmates	3,492	3,258	3,127	2,925	4,097	4,379
TB tests administered	N/A	N/A	9,259	8,731	10,654	11,594

Therefore, to begin addressing these issues, PBO recommends adding two Registered Charge Nurses (RN), two Licensed Vocational Nurses (LVN), and one Pharmacy Tech. PBO does not guarantee these positions will be sufficient to bring the number of available work hours in line with demand and anticipates continuing to review this issue in future budget cycles and making recommendations accordingly.

It should be noted that PBO’s preference would be to assign three of these positions to the Travis County Correctional Complex (TCCC), with the other assigned to the Travis County Jail. PBO understands there are also increases in demand for medical services within Central Booking. However, negotiations between the City of Austin and Travis County on the future of the interlocal agreement involving cost sharing of central booking and magistration expenses remain ongoing. PBO believes any increase in medical staffing specifically for Central Booking should be incorporated into this cost-sharing agreement. PBO wishes to continue to discuss these and other needs within Central Booking as part of the ILA negotiations taking place over the summer.

REQUEST #6: INTERNAL AFFAIRS STAFFING

<i>Program:</i>	Internal Affairs (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	3.00	2.00	2.00	2.00
Personnel	305,288	191,839	198,553	205,503
Operating	14,400	8,150	2,000	2,000
Subtotal	\$ 319,688	\$ 199,989	\$ 200,553	\$ 207,503
Capital	217,560	121,314	-	-
Dpt Total	\$ 537,248	\$ 321,303	\$ 200,553	\$ 207,503
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 537,248	\$ 321,303	\$ 200,553	\$ 207,503

DEPT. SUMMARY OF REQUEST

TCSO requests \$537,248 of funding (\$305,288 ongoing personnel, \$8,800 ongoing operating, \$5,600 one-time operating, and \$217,560 of one-time Capital) for two additional Law Enforcement Detectives and one Law Enforcement Specialist. This request is driven by the need for enhanced oversight and the capacity to conduct more comprehensive investigations due to rising staffing levels, population growth in Travis County, and additional resources needed to conduct complex internal investigations.

The TCSO Internal Affairs (IA) unit was established to provide employee oversight by investigating accusations of employee misconduct, Death in Custody investigations, Use of Force incidents and Officer Involved Shootings. For at least 15 years, the unit has consisted of 1 Sergeant, 1 Office Specialist, and 3 Detectives. No additional staff have been added to the unit since that time. Additionally, the Office Specialist was a shared position between IA and the TCSO paralegal unit, where they shared a common space, and the IA Sergeant managed both. Since then, the Office Specialist has moved to a new area in the building with the rest of the paralegal staff and no longer supports the IA unit. This left IA without administrative support or a dedicated employee to staff the IA office lobby, greeting employees and citizens.

Currently, TCSO conducts both primary and secondary investigations for internal affairs purposes. Primary investigations, which an IA detective oversees, address complaints alleging severe breaches such as violations of Office policies, regulations, criminal laws, incidents of unreasonable force, and behaviors compromising the Office's integrity. Conversely, secondary investigations involve less severe misconduct allegations and are conducted by corrections and law enforcement supervisors. With the additional two Detectives and Law Enforcement Specialist, the Internal Affairs Unit would have the flexibility to increase the number of primary investigations historically classified as secondary ones.

IA is also facing increasing complexity of the cases being seen. The case accusations are different, and the technology that provides evidence is different. The review of body-worn, and in-car cameras, social media, and other digital sources has significantly heightened the workload required for the in-depth investigations needed. Certain IA cases sometimes require the Detective to review numerous hours (12+) of video from a multitude of sources, especially in cases involving the death of an inmate while in custody.

The expectations the public has placed on law enforcement have changed significantly in the last decade. Law enforcement officers have historically been held to a higher set of ethical and moral standards, but with changes in de-escalation, use of force, mental health calls and more, societal standards have changed. TCSO made considerable efforts to train its law enforcement staff; however, oversight and investigation remain a key ongoing component of management in this new environment. The IA unit needs sufficient staffing to ensure any claims of TCSO staff misconduct by any citizen of the community are thoroughly investigated.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends a total of \$321,303 of funding (\$191,839 ongoing personnel, \$2,000 ongoing operating, \$6,150 one-time operating, and \$121,314 of one-time capital) to add one Law Enforcement Detective and one Law Enforcement Specialist position to Internal Affairs. Given the recent interest from the public in oversight of law enforcement agencies and practices, the increasing complexity of investigations, the increasing numbers of public information requests and administrative burden placed on the unit, and the lack of an expansion in resources for the Unit in many years, this request warrants new funding from the County's limited FY 2025 new ongoing resources.

For example, the Office reported to PBO the following when inquiring about the request further:

“The average length of an internal affairs investigative report has increased by over 35% from 2020 to 2023, rising from 17 pages [in length] in 2020 to 23 pages in 2023. This trend indicates more extensive documentation per case, reflecting the rise in digital evidence processing and the broader legal and procedural complexities characterizing today's internal affairs investigations, often extending their duration to several months or more. Another metric highlighting the increased workload is the average time to complete an internal affairs investigation, which has risen by 50% since 2020, increasing from approximately 38 days in 2020 to around 57 days in 2023.”

As part of these discussions with the Office, it was discovered Internal Affairs was not included in the 2019 Law Enforcement Staffing Study since the unit is technically not in any of the three bureaus and instead reports directly to the Chief Deputy. Therefore, its workload and staffing were not evaluated. PBO strongly recommends the Internal Affairs unit be included in the new Law Enforcement Staffing Study recommended in the FY 2025 Preliminary budget to evaluate these issues and make appropriate recommendations on staffing levels for this important Unit. PBO will likely be reluctant to add further new resources to this Unit without an outside review of the staffing levels and workload demands.

REQUEST #9: MULTIMEDIA SPECIALIST

<i>Program:</i>	Internal Affairs (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	1.00	1.00	1.00
Personnel	81,308	81,308	84,154	87,099
Operating	1,900	1,900	400	400
Subtotal	\$ 83,208	\$ 83,208	\$ 84,554	\$ 87,499
Capital	9,410	9,410	-	-
Dpt Total	\$ 92,618	\$ 92,618	\$ 84,554	\$ 87,499
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 92,618	\$ 92,618	\$ 84,554	\$ 87,499

DEPT. SUMMARY OF REQUEST

TCSO is requesting \$92,618 (\$81,308 ongoing personnel, \$400 ongoing operating, \$1,500 one-time operating, and \$9,410 in one-time capital equipment) for an additional Multimedia Information Specialist to handle the increased workload of multimedia (video/audio/photos) records required by TCSO to release with visual and auditory information redacted in accordance with the Texas Public Information Act.

The Public Information Office has been operating with one employee handling multimedia redactions since 2015. Open Record Requests and Subpoenas have steadily increased throughout those years with a significant spike in 2023. In July 2023, TCSO began equipping patrol deputies with body cams. Open Record Requests for bodycam footage started coming in immediately upon that action, increasing the multimedia workload. Bodycam footage requires 3.5 times more editing time than dashcam footage because the cameras are not stationary. The mobility of the camera requires more tedious editing techniques, and the amount of sensitive visual information is exponentially higher on footage captured by a camera that accompanies the officer on his/her person. The current pace of record requests, combined with the addition of bodycam video indicates an immediate need for an additional full-time position to handle the workload.

As the number of requests increased and staff turnover occurred, TCSO fell behind in processing requests. In years past, once a full-time Multimedia Information Specialist was in place, the gap closed. In 2022, TCSO’s Multimedia Information Specialist was vacated for several months. TCSO’s Public Information Office continued redacting multimedia as an additional duty, but the demand was increasing, and the number of pending requests grew to its highest level. In January of 2023, TCSO hired a Multimedia Information Specialist with exceptional editing abilities, which resulted in the completion of 144 requests. However, due to higher numbers of requests coming in, the Office had the same backlog at the end of FY 2023 as was there a year prior.

In October 2023, one of TCSO’s Multimedia Specialists was promoted to the role of Forensic Media Specialist, and a new candidate was hired for the Multimedia Specialist role. To conquer the backlog of pending requests, both the Forensic Media Specialist and the Multimedia Specialist are currently redacting. With two positions working on the backlog, the Office anticipates the current backlog will be alleviated within seven months. However, there are still new requests coming in.

The Forensic Media Specialist will be receiving a certification training in the coming months. Once fully certified as a Forensic Video Technician, the position’s primary duty will be to work on Forensic Media Evidence (FME) associated with active

criminal investigations. and will only be able to help with efforts to redact video as time allows. The remaining Multimedia Information Specialist will then be the only full-time resource dedicated to redacting video and the Office believes there will be simply too much volume for one person to handle.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends \$92,618 (\$81,308 ongoing personnel, \$400 ongoing operating, \$1,500 one-time operating, and \$9,410 in one-time capital equipment) to add one Multimedia Information Specialist to the Office. PBO understands the legal requirements associated with open records requests, including the time frame in which the County must respond. PBO strongly supports the County’s desire to be open and transparent and to respond to public information requests promptly. The FY 2024 Adopted Budget included resources for two Paralegal positions to assist with open records request workload increases, at least partially stemming from increased requests for video and photographic records. However, PBO realizes that video related requests are more staff intensive and require specific skill sets to complete

Therefore, PBO is recommending this position to ensure compliance with these deadlines and expectations of transparency from the community. PBO will continue to monitor the workload and average response times related to Public Information Requests for the Office to ensure these resources are having their intended effect.

REQUEST #10: CENTRAL WARRANTS STAFFING

<i>Program:</i>	Central Warrants (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	6.00	6.00	6.00	6.00
Personnel	467,703	467,703	481,734	496,186
Operating	1,500	1,500	-	-
Subtotal	\$ 469,203	\$ 469,203	\$ 481,734	\$ 496,186
Capital	15,600	15,600	-	-
Dpt Total	\$ 484,803	\$ 484,803	\$ 481,734	\$ 496,186
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 484,803	\$ 484,803	\$ 481,734	\$ 496,186

DEPT. SUMMARY OF REQUEST

TCSO Central Warrants requests \$484,803 (\$467,703 ongoing personnel, \$1,500 of one-time operating, and \$15,600 one-time capital equipment) for six full-time positions: five Records Analyst Associates and one Records Analyst. The unit's goal is to meet and enhance compliance operations with FBI policies and regulations as explicitly related to warrants, protection orders, condition of bonds, and other state/federal database record entries and maintenance. The FBI warrant authentication process requires two employees to check the accuracy of the information submitted while entering a warrant. One employee enters the information, and another must check for any errors, "at time of entry." Currently, TCSO does not perform this second check because of insufficient staff. The policy for FBI compliance is not being met as cited in the Unit's 2022 Texas Law Enforcement Telecommunications System (TLETS) Audit with the Texas Department of Public Safety (DPS). Even fully staffed at currently authorized levels, the workload is anticipated to continue to be deficient in compliance, given the added duty of processing and maintaining Condition of Bond records legislatively enacted in 2022. This request would add staff sufficient to complete this work, especially as the Unit's workload returned to pre-pandemic levels.

The Central Warrants Records Analysts perform advanced tasks requiring investigation and coordination for resolution with District and County Clerk's Offices, Probation/Pretrial Services, Court Administration, State and Federal Corrections Institutions, in addition to performing the duties of Records Analyst Associates when short staffed. By adding one Records Analyst full-time position, the Records Analyst Associates will primarily have two leads to consult if complications in records and unusual situations occur. Creating this position would also allow for a relief factor for records analyst staff, which is currently not available on all shifts. Additionally, when a new hire is being taught by a Records Analyst, there will be a second Records Analyst available to assist Records Analyst Associates so newer employees can be adequately trained.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of outstanding warrants	30,425	29,664	29,071	28,606	27,550	27,126
No. of warrant checks performed	57,655	59,096	60,278	61,243	63,464	64,439
No. of warrants executed	13,962	14,660	15,247	15,734	16,106	16,477
Condition of Bond Record Packets Entered	12,295	12,910	13,426	13,856	14,183	14,510
# of TCIC Validation Data Entry complete	12,715	13,351	13,885	14,329	14,667	15,005

PBO RECOMMENDATION

PBO recommends \$484,803 (\$467,703 ongoing personnel, \$1,500 of one-time operating, and \$15,600 one-time capital equipment) for six full-time positions: five Records Analyst Associates and one Records Analyst within the Central Warrants division.

TCSO has made a similar request for these positions for several fiscal years. PBO was reluctant to add additional records positions to TCSO over the past few fiscal years because of the high vacancy rates among these types of positions. PBO notes as part of its FY 2023 Budget Writeup for TCSO, the Office had one Records Analyst vacancy out of five positions, and seven Records Analyst Associate vacancies out of sixteen positions at the time of budget submission. A year later, as part of the FY 2024 Budget Writeup, PBO noted the Office had filled all positions within both Central Warrants and Central Records. However, positions were not recommended then as PBO hoped the current staffing level could be maintained in FY 2024 and based on workload data collected over the course of that year, further analysis could be done to determine if even at full staffing, additional resources are needed to meet demand and statutory deadlines.

When PBO ran a position report in mid-June 2024, it found the Office had only one vacancy for records positions in Central Warrants and Central Records, thus keeping the Unit almost fully staffed over one year. Historically, these units have difficulty retaining and attracting people to fill these positions due to the relatively low salaries. The FY 2023 and FY 2024 Adopted Budgets included significant resources to raise salaries for positions lower on the pay scale. TCSO attributes this action to attracting candidates and getting them filled and retained.

While the Unit has been at near full staffing levels for the past year, it continues to report it is still missing statutory deadlines and FBI reporting requirements due to the workload coming in. This makes sense, considering the Courts have resumed near-normal operations over the past 12 months and are working through a backlog of cases which were left pending during the COVID-19 Pandemic.

Also new within the past year are new legislative requirements that have added to the burden of the unit. The 88th Legislature made changes to the Texas statute for Condition of Bond record entries into the Texas Crime Information Center (TCIC) and requires entry within one day of receipt from the court. The Office reports it is approximately three to four weeks behind on processing these entries.

As noted in the table below, the number of overtime hours worked by the Central Warrants/Records staff has increased beyond pre-pandemic levels in FY 2023 despite being fully staffed for a significant portion of the fiscal year. Additionally, the number of overtime hours worked by other TCSO staff in Central Warrants/Records is increasing in an attempt to keep up with demand and address the backlog.

Metric	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023
Total overtime hours worked for TCSO Central Warrants/Records Staff	3,099	384	414	3,402	4,748
Total overtime hours worked for TCSO Central Warrants/Records by other TCSO staff	183.75	0	0	744.88	1,867.5

To address these issues, PBO recommends five Records Analyst Associate positions and one Records Analyst position the Office’s FY 2025 Preliminary Budget. This recommendation has been prioritized above other requests within the Office due to the risks involved with continuing to be non-compliant with Federal and State reporting requirements, including the loss of grant funding, as well as risks to the Community. The added reporting requirements from the 88th Legislature have created an unfunded mandate for the County to comply with.

The lack of timely reporting of these entries into shared law enforcement databases at the Federal and State levels creates numerous risks to the community, including:

- The Subject of a bond could be arrested incorrectly due to the lack of timely removal of Court ordered bond conditions in the system; or,
- A Subject not being arrested for failure to comply with a condition of a bond when they should have been.

PBO is also concerned continued deficiencies in meeting these goals could threaten grant funds from the Federal or State levels. While there is no requirement for compliance as of this moment, the Office of the Governor's public safety grants historically had additional requirements that must be met to apply for or receive these funds. These requirements could change at any time and put substantial grant funds at risk for TCSO and other County public safety and criminal justice-related offices and departments.

Given these risks, PBO is recommending new ongoing funds to address this issue on a priority basis. PBO will continue to work with TCSO to analyze this unit's workload and determine if additional staffing adjustments are necessary to bring the County into compliance with these requirements. Should additional ongoing resources become available in the FY 2025 Preliminary Budget, PBO will attempt to prioritize including them.

REQUEST NOT RANKED: COUNSEL AT FIRST APPEARANCE STAFFING

<i>Program:</i>	Central Booking (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	45.00	-	-	-
Personnel	3,965,121	-	-	-
Operating	525,830	-	-	-
Subtotal	\$ 4,490,951	\$ -	\$ -	\$ -
Capital	408,450	-	-	-
Dpt Total	\$ 4,899,401	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 4,899,401	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

TCSO requests \$4,899,401 (\$3,965,121 ongoing personnel, \$77,630 in ongoing operating, \$448,200 in one-time operating, and \$408,450 in one-time capital equipment) to add a total of 45 positions in support of the implementation of Counsel at First Appearance. This includes 32 Corrections Officers and 10 Sheriff Deputy-Facilities personnel to staff six shifts to cover the program on a 24/7 basis, along with three additional Corrections Sergeants to supplement existing supervisory staff to cover the six shifts. The Office requests additional resources to effectively conduct screening duties, securely move, hold, and escort inmates to and from required court proceedings and court security duties during CAFA Magistration proceedings.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

On April 23, 2024, Travis County began conducting test shifts related to the ongoing initiative to implement Counsel at First Appearance (CAFA) in Travis County in the Auxiliary (AUX) Courtroom located on the first floor of the Blackwell-Thurman Criminal Justice Complex (CJC). A total of 38 test shifts will occur throughout FY 2024 on various days and times and will conclude on September 30, 2024. The CAFA initiative is a key priority among multiple stakeholders, including the City of Austin, Travis County Commissioners Court, the public, local advocacy groups and a wide range of County Offices and Departments. CAFA seeks to ensure that Travis County provides access to legal counsel to all accused persons during the magistration process. These test shifts will assist with exploring the feasibility of implementing CAFA among Travis County Offices and Departments, uncovering challenges, identifying additional needs from involved community stakeholders, and developing best practices for an eventual implementation of CAFA on a 24/7 basis.

The County Clerk’s Office, the County Attorney’s Office, the Criminal Courts Legally Mandated Fees Department (CAPDS), Information Technology Services (ITS), the Pretrial Services Department, the Facilities Management Department (FMD), the Criminal Courts, the District Attorney’s Office, the Public Defender’s Office (PDO), the District Clerk’s Office, and the Sheriff’s Office each submitted an FY 2025 Budget Request related to the implementation of CAFA.

Given the importance and cost of this request, PBO needs additional time to finalize a wholistic recommendation for resources required for CAFA. PBO will be meeting with each Office and Department to discuss our draft recommendations

for the FY 2025 Preliminary Budget for their Office or Department. Part of these discussions will include their requested resources for CAFA. PBO will incorporate these discussions and feedback to further refine the cost of CAFA and develop potential options for the Commissioner Court to consider for funding depending on how CAFA could be implemented in FY 2025, based on the roles of the County and the City of Austin.

REQUEST NOT RANKED: TRANSPORTATION STAFFING

<i>Program:</i>	Transportation (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	16.00	-	-	-
Personnel	1,522,078	-	-	-
Operating	175,582	-	-	-
Subtotal	\$ 1,697,660	\$ -	\$ -	\$ -
Capital	438,963	-	-	-
Dpt Total	\$ 2,136,623	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 2,136,623	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

TCSO requests a total of 16 additional positions for its Transportation unit at a cost of \$2,136,623 (\$1,522,078 ongoing personnel, \$28,032 ongoing operating, \$147,550 one-time operating, and \$438,963 one-time capital). The request is for 15 Sheriff Deputy-Facilities and one additional Corrections Sergeant. The positions would be used effectively, safely, and securely to transport inmates for the following purposes:

- Staff 460th and Auxiliary Districts Courts;
- Staff front court security officer position during in-custody hearings and trials;
- Transport to and from civil courts and maintaining security during in-custody in-person/virtual court proceedings;
- Staff newly acquired extraditions workload from APD and other Travis County Municipal agency warrants;
- Staff newly acquired weekend and Holiday transfer duties taken over from the Corrections Tactical Team; and
- Staff Positions requiring Peace Officers in compliance with State Law, CCP 2.31 and 15.01.

The Office states extradition requests within the Transportation Unit have significantly grown over the last year with the added responsibility of conducting warrant extraditions for APD and other agencies located within Travis County as required by state law. With this added workload other added responsibilities since 2018, such as virtual court proceedings, Transportation has not received additional staffing.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO notes this request has come up several times, primarily in the context of the additional staffing required to implement virtual court proceedings while also serving the Courts in person. Based on data provided by TCSO, the amount of virtual court proceedings has fallen from FY 2022, indicating judges may still prefer in-person proceedings in some cases. PBO also notes some of the work performed by Corrections Officers in support of these virtual proceedings are typically performed by Courts or the County/District Clerks Offices staff. PBO does not support the use of corrections officers to perform these

functions. PBO also notes that the Office still has more than 200 vacancies and it is difficult to tell whether the increased workloads placed on the Transportation Unit are simply a product of staffing levels or some other factor.

While this request would allow the Office to increase Transportation Unit staffing to meet higher demand, PBO is unable to include funding for the request as part of the FY 2025 Preliminary Budget, due to very limited resources. SB 2 (86th Legislature) does not allow Commissioners to adopt a tax rate higher than 3.5 percent above the No New Revenue M&O rate plus required debt service without voter approval outside of specific eligible adjustments per statute. The FY 2025 Guidelines discussion with the Commissioners Court included an overview of cost drivers that will effectively take up projected ongoing revenue in the FY 2025 budget process. These cost drivers include County-wide compensation and benefits as well as contractual and other mandated/required expenditures as we know them.

CORRECTIONS RELATED PERSONNEL REQUESTS

REQUEST #3: CORRECTIONS MAINTENANCE WORKERS

<i>Program:</i>	Maintenance (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	1.00	1.00	1.00
Personnel	155,011	77,505	80,218	83,025
Operating	1,000	500	100	100
Subtotal	\$ 156,011	\$ 78,005	\$ 80,318	\$ 83,125
Capital	200,002	100,001	-	-
Dpt Total	\$ 356,013	\$ 178,006	\$ 80,318	\$ 83,125
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 356,013	\$ 178,006	\$ 80,318	\$ 83,125

DEPT. SUMMARY OF REQUEST

TCSO requests \$356,013 (\$155,011 ongoing personnel, \$200 ongoing operating, \$800 one-time operating, and \$200,002 in one-time capital) for two full-time maintenance workers (2.0 FTE) to assist with maintaining the declining conditions of buildings at both the Travis County Correctional Complex and Travis County Jail, building areas, as well as the increasing workload and complexity within the Office. These positions would fall under the Corrections Bureau and work within the Maintenance team. Responsibilities would include maintaining the existing and new building infrastructure of the Travis County Sheriff’s Office facilities, specific to but not limited to plumbing, electrical repairs, and installation, servicing machines, water pumps, softeners, water loops, water heaters, boilers, locks, key watcher boxes, sliders, doors, and HVAC equipment. Duties would include repairs, preventative maintenance (PM) and quarterly and annual PM work to ensure the equipment and Travis County assets are being maintained and operating efficiently to meet the standards established by the Texas Commission on Jail Standards (TCJS).

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
No. of work orders completed	12,877	12,131	11,524	11,063	12,886	13,010

PBO RECOMMENDATION

PBO recommends new funding of \$178,006 (\$77,505 ongoing personnel, \$100 ongoing operating, \$400 one-time operating, and \$100,001 of one-time capital) to add one Corrections Maintenance Worker position to the Office. The plan for the new position would be to help in all areas of maintenance and provide additional flexibility to address critical repairs promptly,

Alex Braden, FY 2025 Preliminary Budget

Sheriff

assist in managing the increasing number of capital improvement projects, and help reduce overtime hours by staggering work schedules.

The Office states that the backlog of work orders has increased because it is taking longer to address issues, there is inadequate staffing, and there are more critical repairs due to aging buildings and failing mechanical systems. To give an idea of the aging of TCSO facilities, the following table shows the main buildings in use today, their respective opening dates, and their approximate ages in years.

<i>Building</i>	<i>Date Built/Opened</i>	<i>Age</i>
Travis County Jail (TCJ)	1981	43
TCCC Building 2	1988	36
TCCC Building 3	1989	35
TCCC Building 11	1989	35
TCCC Administration	1989	35
TCCC Building 1	1990	34
TCCC Building 9	1998	26
TCCC Health Services Building (HSB)	2000	24
TCCC Warehouse/Kitchen	2000	24
Central Booking Facility	2001	23
TCCC Visitation	2001	23
TCCC Building 12	2009	15

The average age of these facilities is 30 years old, though the sizes of each vary significantly. Typically, a building needs a significant overhaul around 25-30 years of age, with major maintenance projects appearing by around 12-15 years. Even TCSO’s newest facility, TCCC Building 12, which has the largest bed capacity at over 1,200, has begun to enter a phase of increased maintenance needs where several years ago, it was still in a routine maintenance phase. Indeed, Building 12 has seen several major projects in the past two years, including \$1,100,000 in FY 2023 to replace cameras and cabling equipment, \$758,000 in FY 2023 to replace plumbing valves and equipment, \$500,000 in FY 2024 to replace HVAC boiler equipment, and more. The FY 2025 Preliminary Budget includes a recommendation of \$400,000 to replace water softener equipment in Buildings 3 and 12, with most of that amount to address Building 12.

Due to the aging facilities, it is prudent to recognize additional staff support in this area will be needed to keep up with the number of both routine and major maintenance projects. This is likely to continue until the average building age declines significantly. TCSO does employ outside contractors on most major projects, but these still require supervision from TCSO maintenance staff to complete.

PBO acknowledges staffing and procedure changes at TCSO over the past two years have significantly improved the Office’s ability to manage and complete these types of projects in comparatively very short time frames. PBO appreciates the efforts of TCSO to timely spend money budgeted for maintenance projects to prevent costlier repairs once systems completely fail. Due to TCSOs demonstration of promptly using capital maintenance dollars to address issues, PBO continues to recommend more capital funding each year to continue to address them. However, this additional level of investment in TCSO facilities will require additional staff support to manage if the Office is to continue its high level of performance in facility maintenance.

PBO will continue to recommend investments of capital resources to attempt to at least maintain, if not improve the health, safety, and efficiency conditions at these facilities absent the replacement of these facilities. These investments, however, are subject to continual review. PBO will also continue to work with TCSO to analyze the workload of this unit and determine

if further staffing adjustments are necessary to maintain the Office's ability to manage projects in a timely fashion. Should more ongoing resources become available in the FY 2025 Preliminary Budget, PBO will attempt to prioritize including additional resources for this need.

REQUEST #8: CORRECTIONS ADMINISTRATIVE STAFFING

<i>Program:</i>	Multiple			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	8.00	-	-	-
Personnel	587,516	-	-	-
Operating	11,252	-	-	-
Subtotal	\$ 598,768	\$ -	\$ -	\$ -
Capital	13,006	-	-	-
Dpt Total	\$ 611,774	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 611,774	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

TCSO is requests funding in the amount of \$611,774 (\$587,516 ongoing personnel, \$11,252 one-time operating, and \$13,006 of one-time capital equipment) for eight FTEs within the Corrections Bureau to provide needed administrative support and supervision. The request includes one Records Analyst Supervisor, and seven Office Specialists. These are explained further below.

Central Booking – Records Analyst Supervisor (\$100,669)

Central Booking (CB) requests funding for one Records Analyst Supervisor to supervise 17 civilian FTEs within the Central Booking Unit. These FTEs perform functions in receiving, bonding, and discharge. Currently, these civilian positions report to Sworn staff. However, CB believes reporting to a civilian supervisor would better serve these positions. Job duties performed require the constant running of reports about release dates, manual labor credit, commitments, indictments, and various others. A Civilian Supervisor could focus solely on the Receiving and Discharge and Bonding requirements assigned to the Corrections Specialist. Adding a civilian supervisor would free up the Corrections Sergeants overseeing the Central Booking operation and performance of the sworn staff.

Central Records and Classifications – Seven Office Specialists (\$511,105)

Central Records and Classifications requests funding for seven Office Specialists to staff a centralized Call Center for the Corrections Bureau, extend Inmate Property release hours, and assist with an overload of additional administrative duties performed by the current Central Records and Classifications staff.

There is no centralized, dedicated call center for the Jail. Instead, incoming calls from the community are routed to the information line monitored by security Control Room staff throughout the Corrections Bureau in various locations. This process is often hindered by staffing issues and further restricted when using overtime in these positions or limited and restricted duty staff who are not familiar with the information line system. Dedicating four personnel to a centralized call center will allow the Office to better serve the community by having staff available 16 hours a day/7 days a week to answer questions, provide vital public information, and other information on inmates, assist in Records and Classifications with administrative duties such as filing jail and court-related paperwork, and answer inmate requests and grievances specific to Records, Classifications, and Property.

Inmate Property is staffed with two Office Specialists. They are responsible for the inventory, storage, management, distribution, and release of over 2,200 inmates' personal property. From FY 2022 to FY 2023, releases from the three jail facilities, increased by 14.3 percent (25,315 to 28,925, respectively). TCSO only anticipates these numbers to grow as the jail population rises. The Office states it has become difficult to manage this volume of inmate property with two staff. The volume of property requires the Unit to operate from 6:00 am to 2:00 am to accommodate the releases as well as process property for transfer of large groups of inmates to outside agencies. Two positions are insufficient to meet this need, which results in the gaps being covered by available Records Corrections Specialists or Complex Tactical Officers who are tasked with retrieving, inventorying, and releasing property for inmates being released outside of the hours when Property staff are on hand, interfering with the normal course of their duties. This also means a larger number of staff are involved in managing inmate property who do not handle property as a normal scope of their duties which can lead to accountability issues.

Finally, Records and Classifications staff are responsible for receiving, separating, and filing jail, medical, mental health, and court-related documents in every current and past inmate's jail file and classification. With approximately 2,200 inmates at any given time, many documents must be gathered, maintained, and properly stored by staff, as well as inmate movement within the jail. This administrative task is overwhelming when added to their normal duties in both Classifications and Records.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO does not recommend funding for these positions at this time.

Central Booking – Records Analyst Supervisor (\$0)

Based on discussions with the Office, there is need for a Records Analyst Supervisor in Central Booking. The oversight of the work performed by these 17 positions would be better served by using a civilian supervisor, rather than sworn corrections staff who are juggling other responsibilities. However, there is insufficient ongoing funding as part of the FY 2025 Preliminary Budget to recommend a new position currently.

PBO could support the reclassification of one of the existing positions to a supervisor level using internal resources. The Office indicated there is one employee who meets the qualifications and could fill this role immediately, though PBO acknowledges this may place an additional workload burden on the remaining 16 positions.

It should be noted TCSO states implementing 24/7 Counsel at First Appearance (CAFA) would not require an adjustment to staffing levels for this unit and has not proposed any positions as part of its CAFA-related staffing request in the FY 2025 budget process.

Central Records and Classifications – Seven Office Specialists (\$0)

PBO notes this request was somewhat difficult to assess due to the combined nature of requesting several positions of the same type to perform very different functions. When PBO requested more specific data as to the call volumes coming into the jail, data were not immediately available, making it difficult to assess the need for a call center. PBO also does not know how other large County jails fulfill this need and would like more information and structure around a proposed plan for a call center prior to recommending funding, including identification of space for the positions, associated space costs with necessary phone/IT and other cabling infrastructure, office furniture, and technology equipment. PBO encourages TCSO to

work on this plan, including benchmarking other large counties' call center operations and preparing a new request as part of the FY 2026 budget process.

PBO is, however, sensitive to the issues related to inmate property management and release cited in the Office's request. While PBO appreciates the Office's attempts to keep the inmate property office open for as many hours a day as possible, there are risks with property management and control that more staff who are not regularly involved in this work are used. Nevertheless, TCSO does have a solution in place to address the need for now, albeit a less-than-ideal one. Given competing priorities within the Office's request, PBO chose to direct funding to needs it felt were more pressing in nature, and higher on the Office's own rankings. PBO is open to continuing conversations about the need for additional support staffing within the jail in advance of the FY 2026 budget process.

REQUEST #11: HOSPITAL AND VISITATION UNIT SECURITY COORDINATORS

<i>Program:</i>	Hospital Visitation Unit (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	6.00	-	-	-
Personnel	447,998	-	-	-
Operating	5,064	-	-	-
Subtotal	\$ 453,062	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 453,062	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 453,062	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

TCSO seeks \$453,062 (\$447,998 for ongoing personnel and \$5,064 for one-time operating) for six new Security Coordinator positions within the Hospital and Visitation Unit (HVU) to align HVU Security Coordinator staffing levels with demand and personnel relief factors. HVU has 10 Security Coordinators working across three shifts and performing a wide variety of functions, such as:

- Performing warrant checks on all visitors;
- Processing bonds;
- Provide Notary Public services;
- Staffing the call center;
- Inmate property releases;
- Coordinating all visits to inmates; and
- Monitor personal visits for security concerns.

For calendar year 2023, the HVU security Coordinators processed approximately 30,000 in-person professional visitors, 15,092 face-to-face personal visits, 1,344 onsite video visits, and over 33,000 phone calls.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO does not recommend funding for these positions at this time. In June 2024, PBO ran a position report and found that the HVU unit specifically has three Security Coordinator vacancies. Historically, the Office has difficulty retaining and attracting people to fill these positions due to their relatively low salaries. However, the FY 2024 Adopted Budget included significant resources to raise salaries for positions lower on the pay scale, which these are.

PBO also notes the number of overtime hours worked in HVU by Security Coordinators is projected to decline in FY 2024 compared to FY 2023.

<i>Metric</i>	<i>FY 2018</i>	<i>FY 2019</i>	<i>FY 2020</i>	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024 Projected</i>
Total overtime hours for HVU Security Coordinators	664.25	820.75	697.50	1,252.92	1,492.16	1,862.12	2,346.00
Total overtime payments for HVU Security Coordinators	\$17,843	\$18,185	\$15,327	\$18,977	\$30,023	\$40,644	\$51,211

PBO encourages the Office to fill its HVU Security Coordinator positions and reassess whether staffing is still inadequate to provide the needed coverage, including a relief factor for staff. If TCSO needs assistance with a targeted staffing study to make this assessment, PBO will assist before the FY 2026 budget process. PBO also notes TCSO has limited workload performance data for its Security Coordinators, specifically within HVU, with most workload measures related to hospital trips and number of visitations. It is difficult to assess the need for more staffing and recommend new resources without data demonstrating increasing workload.

LAW ENFORCEMENT STAFFING REQUESTS

REQUEST #2: LAW ENFORCEMENT YEAR 5 STAFFING STUDY IMPLEMENTATION & NEW STAFFING STUDY

<i>Program:</i>	Patrol (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	134,539	389,509	-	-
Subtotal	\$ 134,539	\$ 389,509	\$ -	\$ -
Capital	813,760	533,760	-	-
Dpt Total	\$ 948,299	\$ 923,269	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 948,299	\$ 923,269	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Travis County Sheriff’s Office (TCSO) requests the implementation of year five of five of the 2020 Law Enforcement Staffing Study for seven positions. Additionally, the Office is requests funding to conduct a new staffing study for the Law Enforcement Bureau based on changes since the last one was completed. More details are detailed below.

Law Enforcement Year 5 Staffing Study Implementation (\$698,299)

TCSO is requests \$698,299 of funding in accordance with the staffing study provided by Matrix Consulting Group, an independent consulting firm, which was funded as part of the FY 2019 Adopted Budget. In May 2020, TCSO received the final report detailing the needs outlined below. The study provided detailed guidance on staffing levels of essential and nonessential personnel regarding Law Enforcement, best practices, and other criteria.

The need identified by the staffing study totaled 56.0 FTE, which included 9.0 FTE related to recommendations for School Resource Officers (SRO). Due to changes in the SRO program and the reduction of the number of contracts in recent years, these recommendations were excluded by TCSO, resulting in a total need of 47.0 FTE for the Law Enforcement Bureau. 4.0 FTE were internally funded by the Office as part of the FY 2021 Adopted Budget, with an additional 16.0 FTE internally funded in the FY 2022 budget and an additional 10.0 FTE internally funded in the FY 2023 and FY 2024 Adopted Budgets, resulting in 7.0 FTE still needed to address the results of the study. The table below summarizes this information:

<i>Job Title</i>	<i>Final Report Rec’d. FTE</i>	<i>Less SRO Report Needs</i>	<i>Less FY 2021 Approved Positions</i>	<i>Less FY 2022 Approved Positions</i>	<i>Less FY 2023 Approved Positions</i>	<i>Less FY 2024 Approved Positions</i>	<i>Remaining Need as of FY 2025</i>
Law Enforcement Lieutenant	2.0	-1.0	0.0	-1.0	0.0	0.0	0.0
Law Enforcement Sergeant	8.0	-1.0	0.0	-1.0	-2.0	-3.0	1.0
Law Enforcement Detective	10.0	0.0	0.0	-2.0	-3.0	-5.0	0.0
Law Enforcement Deputy	33.0	-7.0	-4.0	-11.0	-5.0	-2.0	4.0

<i>Job Title</i>	<i>Final Report Rec'd. FTE</i>	<i>Less SRO Report Needs</i>	<i>Less FY 2021 Approved Positions</i>	<i>Less FY 2022 Approved Positions</i>	<i>Less FY 2023 Approved Positions</i>	<i>Less FY 2024 Approved Positions</i>	<i>Remaining Need as of FY 2025</i>
Telecomm 911 Specialists	2.0	0.0	0.0	0.0	0.0	0.0	2.0
Law Enforcement Specialist (Civilian)	1.0	0.0	0.0	-1.0	0.0	0.0	0.0
Grand Total	56.0	-9.0	-4.0	-16.0	-10.0	-10.0	7.0

As part of its FY 2025 budget submission, TCSO identified savings within its existing budget to fund the ongoing personnel expense for the final seven additional positions recommended for the staffing study. These positions have an ongoing personnel cost of \$684,760 and include the following:

<i>Job Title</i>	<i>FTE</i>	<i>Per Position Personnel Cost</i>	<i>Total</i>
Law Enforcement Sergeant	1.0	\$130,562	\$130,562
Law Enforcement Deputy	4.0	99,305	397,220
Telecomm 911 Specialist	2.0	78,489	156,978
Grand Total	7.0	N/A	\$684,760

TCSO requests \$698,299 of funding (\$25,030 ongoing operating, \$139,509 one-time operating, and \$533,760 one-time capital) to cover the operating and capital costs associated with these new internally funded positions including uniforms, equipment, vehicles, radios, Mobile Data Computers (MDC) and other items. The table below outlines the request in detail with the totals for each requested position type:

<i>Job Title</i>	<i>FTE</i>	<i>Personnel* (A)</i>	<i>Operating (B)</i>	<i>Ongoing Sub-Total (A+B)</i>	<i>One-Time Operating Costs (C)</i>	<i>Capital (D)</i>	<i>Total (A+B+C+D)</i>
Law Enforcement Sergeant	1.0	\$130,562	\$5,006	\$135,568	\$27,902	\$121,216	\$284,686
Law Enforcement Deputy	4.0	397,220	20,024	417,244	111,607	412,544	941,395
Telecomm 911 Specialist	2.0	156,978	0	156,978	0	0	156,978
Grand Total	7.0	\$684,760	\$25,030	\$709,790	\$139,509	\$533,760	\$1,383,059

*Internally Funded

Combined with prior years, this internal allocation will address the final seven of the 47 recommended positions as part of the staffing study. The Sheriff's Office proposed assigning these positions to the following areas:

Sergeant Law Enforcement – Motors Unit

Currently, the Travis County Sheriff's Office Motor Unit has one Sergeant who supervises 12 deputies. Motor deputies are deployed on the east and west sides of the County and operate 7 days per week. They provide traffic collision response, traffic enforcement, citation generation, driver warnings, motorcade escort, and support community services with various activities. With only one Sergeant assigned to the unit, who is responsible for supervising 12 deputies who operate County wide, proper oversight can't occur. The additional Sergeant will share the workload to provide adequate oversight of the unit.

Two Law Enforcement Deputies - Motors Unit

Currently, the Travis County Sheriff’s Office Motor Unit has 12 deputies. The Motor Unit’s primary mission is reducing death and injury from vehicular collisions. This type of mission requires enforcement time on proactive efforts. Reactive efforts, such as after-the-fact collision investigation, motorcade support, calls for service back-up, etc., and other dedicated duties not linked to enforcement efforts impact the ability to control traffic and related collisions. Over the last decade, traffic-related issues have increased. The addition of two Deputies will increase resources to help manage increased call volume.

Two Law Enforcement Deputies – Commercial Vehicle Unit (CVE)

The Travis County Sheriff’s Office CVE unit consists of four deputies who conduct commercial vehicle enforcement. Generally, two deputies are deployed each to the West and East side of the county and focus their efforts on citizen complaints and proactive measures, including working groups with surrounding agencies, focusing on high travel areas for commercial vehicles. With continued growth across the County, additional commercial vehicle traffic exists on Travis County roadways. Increasing the CVE unit will better prepare us to keep up with this growth and improve roadway safety.

Two Telecommunication 911 Specialists – Central Command

The Travis County Sheriff’s Office Communications Unit has 40 authorized Telecommunication Specialists who act as call-takers and dispatchers. The Sheriff’s Office is a key participant in the Combined Transportation and Emergency Communications Center. Emergency Communications for Law Enforcement, Fire, and Emergency Medical Services are coordinated through a single facility using shared information resources. TCSO dispatchers answer all 911 calls from unincorporated Travis County, as well as for six partner city agencies operating their police departments.

New Law Enforcement Bureau Staffing Study (\$250,000)

Additionally, because the above request completes the recommendations from the prior study from 2020, TCSO is requesting \$250,000 of one-time consulting resources to engage with an outside firm to re-assess the Law Enforcement Bureau to account for growth in the County, changing dynamics in Law Enforcement, and changes in types of workload since 2020. With the number of neighborhoods and apartment complexes opening, workload drivers, such as crime, population, and calls for service levels, have risen. The number of large-scale businesses creating new jobs has increased the daily number of commuters from this growth, and growth in the surrounding counties has created higher numbers of transient commuters entering and leaving Travis County. Considering all these factors, TCSO believes a new staffing study is needed to ensure adequate resources are available to meet the workload demands and resident expectations for service.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
No. of Commercial Motor Vehicle (CVM) Inspections	283	286	288	290	319	325
No. of CVM Collisions	128	131	133	134	122	121
No. of Collisions Worked	6,248	6,560	6,823	7,041	6,637	6,701

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
No. of Selective Traffic Assignments	291	276	265	257	302	304
No. of accident reconstructions	98	103	107	110	103	104

PBO RECOMMENDATION

PBO recommends \$923,269 of funding for these requests as outlined below.

Law Enforcement Year 5 Staffing Study Implementation (\$673,269)

PBO recommends funding \$673,269 (\$139,509 one-time operating, \$533,760 capital) to support the creation of the seven positions as outlined above. As stated, TCSO has identified internal funding to cover the personnel costs for these positions. PBO has worked to verify that funds are available and result from recent high turnover rates of experienced staff members who are replaced with entry level-personnel. This unique situation has created an opportunity to address a major portion of the ongoing costs for these seven positions, which were recommended by the staffing study to be internal to the Sheriff’s budget.

This approach was successful due to turnover in this large office. As the County manages scarce resources under the 2019 SB2 legislation restricting property tax growth, PBO may need to make recommendations that reduce such flexibility in departments in the future. The vehicle and radio portions of the request, totaling \$510,300, will be moved to the capital budgets of Transportation and Natural Resources and Emergency Services later in the budget process. To support the vehicles, \$23,460 for fuel and maintenance will also be transferred to the Transportation and Natural Resources Department’s budget for FY 2025.

However, PBO notes as of mid-June 2024, the Office has 14 vacant Telecomm 911 specialists. Vacancies in this area are stubbornly high for several years despite TCSO’s aggressive efforts to fill them. Subsequent discussions after TCSO submitted its budget resulted in re-purposing the \$156,978 of internal resources to create a Program Manager and Project Manager Sr. position to assist with managing several large capital and IT projects within the Office. PBO recommended supplemental funding of \$125,580 (\$103,660 of personnel, \$8,600 of ongoing operating, \$7,100 of one-time operating, and \$6,220 of one-time capital) to facilitate the creation of these two positions.

PBO notes TCSO can complete a revised review of its 911 and Dispatch functions and any needed adjustments as part of the recommended new Law Enforcement Staffing Study discussed below. This would give TCSO additional time to fill its current vacancies before recommendations from this study are finalized and prioritized.

New Law Enforcement Bureau Staffing Study (\$250,000)

Travis County is in a period of major growth, which is anticipated to continue. Within the population and its growth, there are diverse needs, from basic law enforcement to specialized focuses. TCSO believes there is an expectation on the part of the County’s residents to provide a level of law enforcement where residents feel safe, as well as addressing the needs of these special circumstances and areas. TCSO states that it will continue to strive to meet, if not exceed, these expectations, but to be able to do so with a growing populace will require additional staffing. Therefore, PBO recommends \$250,000 of one-time funding to complete a new Law Enforcement Bureau staffing study to anticipate the Bureau's staffing needs through

2030 to assist PBO in the planning process for future budget processes. As noted in the Internal Affairs request below, PBO encourages that the Internal Affairs unit be included in the next iteration of the staffing study despite not reporting to the Law Enforcement Bureau's Major to ensure that unit is adequately staffed to meet workload demands and community expectations for oversight of law enforcement and corrections positions.

REQUEST #8: LAW ENFORCEMENT ADDITIONAL STAFFING

<i>Program:</i>	CID - Major Crimes / Special Crimes / Environmental / Support (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	6.00	2.00	2.00	2.00
Personnel	490,025	76,805	79,493	82,275
Operating	144,920	60,740	-	-
Subtotal	\$ 634,945	\$ 137,545	\$ 79,493	\$ 82,275
Capital	296,287	99,065	-	-
Dpt Total	\$ 931,232	\$ 236,610	\$ 79,493	\$ 82,275
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 931,232	\$ 236,610	\$ 79,493	\$ 82,275

DEPT. SUMMARY OF REQUEST

TCSO requests \$911,232 (\$490,025 of ongoing personnel, \$124,920 of one-time operating, and \$296,287 of central capital) for six additional positions in the Law Enforcement Bureau. These requested positions are in addition to the staffing needs identified in the 2020 Law Enforcement Staffing Study based on the Office’s observations and process mapping reviews. They include three Crime Scene Specialists, one Law Enforcement Specialist for Victim Services, one Law Enforcement Specialist for the Auto Theft Unit, and one Crime Analyst Sr. More information on each of these is below.

Crime Scene Specialists (\$650,123)

TCSO requests \$650,123 (\$246,176 of ongoing personnel, \$116,820 one-time operating, and \$287,127 one-time capital) to add three Crime Scene Specialists to its Forensic Services Division (FSD) within the Law Enforcement Bureau.

The utilization of the forensic methods employed by the Crime Scene Specialists is a key component in successful investigations, apprehensions, and conclusions of crimes committed within the County. FSD staff perform functions such as DNA collection, latent print processing and analysis, blood stain pattern analysis, NIBIN submissions and collections, and more, which are fundamental and necessary in criminal investigation cases.

The Criminal Investigations Division (CID), directly supported by FSD, has increased by eight additional positions in FY 2024 due to implementing the recommendations from the Law Enforcement Staffing Study in 2020. An additional nine positions in the two fiscal years prior for the same reason. The Forensics Unit is facing challenges to handle the additional requests due to the growth within the county and resulting call volume and severity. Presently, there are five Crime Scene Specialists and one Crime Scene Lead to perform the requested work from CID. The Office highlights the following factors as relevant to their request:

- Between 2018 and the end of 2023, FSD received an average of 809 calls for forensic service each year;
- With six staff members, this is approximately 70 calls each month;
- Each call is approximately 4 hours in length, totaling 280 hours a month spent actively working crime scenes. This does not account for the time spent processing and packaging collected evidence, note-taking, report writing, or lab processing;

- Due to the staffing shortage and the increase in call volume, some requests for FSD support cannot be completed, putting the responsibility on the assigned Detective; and
- One of the current CSS will be moved to a Latent Print position and will no longer respond to scenes, decreasing the responding staff to 5.

The new positions will be used to fulfill a rising number of requests for service. The current staffing model has not changed in over a decade despite the increased demand for crime scene and forensic support service requests. Increasing the staffing would allow the Crime Scene Unit to maintain a shorter turnaround time for reports, further assisting the Criminal Investigations Division (CID) in case completion. This will also allow more time for the specialists to participate in training to further develop processes such as DNA, fingerprint processing techniques, etc., to enhance the county's ability to completely investigate and appropriately exonerate or prosecute suspects.

Law Enforcement Specialist – Victim Services (\$81,715)

TCSO requests \$81,715 (\$76,805 ongoing personnel, \$1,800 one-time operating, and \$3,110 one-time capital) to add one Law Enforcement Specialist (LES) position to its Victim Services Unit (VSU). Currently, VSU has numerous daily tasks assigned to the Victim Services Director and Victim Counselors. The addition of this position will allow VSU Counseling staff to dedicate more time to assisting victims of crimes and circumstances in Travis County while the LES takes care of other administrative tasks at a lower cost.

The VSU was created to guarantee victims of crimes investigated by the Travis County Sheriff's Office receive assistance and resources to minimize the effects of a traumatic incident in their lives and provide them with needed support. This unit works daily to assist Patrol Deputies, Criminal Investigation Detectives, small municipal law enforcement agencies and crime victims, which is accomplished by providing a diverse range of services and resources including responding to crime scenes 24/7, crisis intervention, personal advocacy, death notifications, information on the criminal investigation process and protective orders, victims' rights, assistance with applying for crime victims' compensation, safety planning, referrals to counseling and basic needs, accompaniment to forensic interviews, detective interviews, and sexual assault forensic examinations.

As criminal incidents continue to increase along with the population of Travis County, Victim Counselors have less time to dedicate to sending, receiving, and tracking Crime Victims' Compensation requests, attending community and task force meetings, providing training refreshers for Patrol Deputies on the services our unit provides, participating in community outreach events, statistics, training and building partnerships with community and governmental agencies. The Law Enforcement Specialist can conduct report reviews of criminal and non-criminal cases and assign these to Counselors or themselves and send victim contact letters, thus relieving the Victim Counselors to prioritize their time on criminal incidents.

Law Enforcement Specialist – Auto Theft Unit (\$81,715)

TCSO requests \$81,715 (\$76,805 ongoing personnel, \$1,800 one-time operating, and \$3,110 one-time capital) to add one Law Enforcement Specialist (LES) position to its Auto Theft Unit. The Auto Theft Unit is tasked with investigating not only auto theft cases but also theft of trailers and theft of heavy equipment. This Unit is unique regarding the complexity of the cases and the resources used to find the stolen vehicle and/or identify the stolen item when all identifiable information has been removed in hopes of returning the vehicle or item to the victims of the theft. Along with investigating crimes the Auto Theft unit is tasked with conducting inspections of vehicles and trailers to verify their identity for registration purposes.

The Unit was first staffed with two Detectives and has since grown to four Detectives in 2023. The Unit currently has a grant-funded LES, whose role is to assist the agents assigned by participating agencies within the Sheriff's Combined Auto Theft Task Force. With the addition of another full time LES the Auto Theft Unit will be able to provide effective and timely investigations and service to the citizens of Travis County. The LES will be assigned to assist in investigating the no-leads cases,

other cases, and other administrative duties within the Unit, freeing up time for Detectives. This addition will also reduce the workload on the assigned Sergeant by scheduling State required 68-A VIN verification inspections.

Crime Analyst Sr. (\$97,679)

TCSO requests \$97,679 (\$90,239 ongoing personnel, \$4,500 one-time operating, and \$2,940 one-time capital) to add one Crime Analyst Sr. to its Criminal Investigations Division (CID). The first Crime Analyst position was added in 2009 and remains the only one of its type in TCSO.

Currently, the main function of the analyst is to support and aid CID detectives with criminal investigation analysis through open-source investigative techniques, monthly statistical reports, mapping, threat assessments, suspicious activity reporting, suspect identification, and more. This position also supports other units within TCSO, such as Courthouse Security and the Corrections Security Threat Unit, along with outside departments such as the Fire Marshal’s Office. The Crime Analyst also acts as a liaison with the Austin Regional Intelligence Center (ARIC) which currently includes 26 partnering agencies. These agencies are made up of ten surrounding counties, additional municipalities, and Federal and State law enforcement agencies/partners/task forces.

The number and severity of criminal investigations increased for the CID over the last several years causing the workload for the current Crime Analyst to become overwhelming. In accordance with the International Association of Crime Analysts (IACA) Industry Standards the following is a breakdown of the number of analysts an agency should have compared to the current stats of Travis County.

Type of Stat	No. Per Analyst	TCSO FY 2023	TCSO FY 2022	Recommended
UCR – Group A Offenses*	1,800	8,784	9,242	4-5 analysts
Calls for Service	30,000	92,062	114,892	3-4 analysts
Sworn Staff – LE	70	340	330	5 analysts

*UCR Group A Offenses include Arson, Assault, Bribery, Burglary, Counterfeit, Damage/Vandalism Property, Drug/Narcotics, Embezzlement, Extortion/Blackmail, Fraud, Gambling, Homicide, Human Trafficking, Kidnapping, Prostitution, Robbery, Sex, Theft, and/or Weapon offenses.

BUDGET REQUEST PERFORMANCE MEASURES

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure at Base Level	Projected FY 2025 Measure with Added Funding	Projected FY 2026 Measure with Added Funding
Crime Scene Specialists						
Number of crime scene calls	N/A	209	230	239	240	245
Approximate number of hours in field	N/A	1,661	1,831	1,905	2,035	2,108
Victim Services Unit						
Number of follow-up contacts	2,308	2,423	2,520	2,601	2,756	2,836

PBO RECOMMENDATION

Crime Scene Specialists (\$116,465)

PBO recommends \$116,465 (\$20,000 one-time operating and \$96,465 of one-time capital) to create one Crime Scene Specialist for the Office. PBO identified internal funding of \$82,059 to cover the ongoing personnel costs for the position because of recent high rates of turnover of experienced staff members who are replaced with entry level personnel. This unique situation created an opportunity to address a major portion of the ongoing cost for this position, several of which were highly ranked requests for several prior budget cycles, but which ongoing funding was not able to support. As the County manages scarce resources under the 2019 SB2 legislation restricting property tax growth, it may be necessary for PBO to make recommendations that reduce such flexibility in departments in the future should it be identified.

The Office has demonstrated a need for additional Crime Scene Specialist positions for several years due to the increasing workload on the Office. The Office has internally funded a total of ten Law Enforcement Detectives between FY 2022 and FY 2024, which was the total recommended number from the 2020 Law Enforcement Staffing Study. These additional Detectives added additional workload to the Crime Scene Unit through additional requests for their skills on scenes. In retrospect, the Staffing Study should have anticipated the additional workload from these Detectives and ensured their supporting functions, such as Crime Scene, were appropriately resourced.

TCSO notes in their request one of their Crime Scene Specialists will be removed from responding to scenes to work on latent prints. In effect, the recommended position will only keep the Unit even in staffing due to this change. PBO would like to better understand the role of the latent prints and if it could be performed by a different job title to preserve Crime Scene Specialist positions to work on-scene.

Law Enforcement Specialist – Victim Services (\$120,145)

PBO recommends new funding of 120,145 (\$76,805 ongoing personnel, \$40,740 one-time personnel, \$2,600 one-time capital) to create one Law Enforcement Specialist (LES) for Victim Services. As noted above, the need for administrative support has been established for some time, with the Office making a request for a similar position in prior budget cycles. PBO concurs adding an LES will free up capacity of the Victim Services Counselors to perform more of their work. This solution is cheaper and likely more effective, than the creation of an additional Victim Services Counselor position. PBO notes the Office received one additional LES as part of the FY 2024 Adopted Budget. PBO notes all Victim Services Specialists are filled as of June 2024, so this position would help add additional capacity to the Unit as soon as it is filled.

Law Enforcement Specialist – Auto Theft Unit (\$0)

PBO does not recommend funding for this position at this time. As part of the FY 2024 Adopted Budget, TCSO received an LES position for the Auto Theft Unit to be funded mostly by additional grant funds from the State. This position was only recently filled and PBO is unclear as to the need for an additional position at this time. Additionally, TCSO indicated there have been several changes to the Auto Theft Task Force grant this year, with more included as part of their FY 2025 grant application, recently approved by the Commissioners Court. PBO is reluctant to add additional positions to this unit until there is more certainty on the future of this grant program and funding.

Crime Analyst Sr. (\$0)

PBO would like additional information prior to making a recommendation for the FY 2025 Preliminary Budget for the requested Crime Analyst Sr. There are several ongoing discussions related to the planned Corporate Security Office within the Facilities Management Department (FMD) and Virtual Threat Monitoring by Information Technology Services (ITS). There would be benefits by including some of these functions within TCSO to leverage existing relationships and regional task forces,

passing information for Law Enforcement Detectives to follow up on, and support safety of County elected officials, employees, and facilities. As these discussions remain ongoing, this request is pending with further conversations likely to occur as the FY 2025 budget process moves forward.

REQUEST NOT RANKED: SCHOOL RESOURCE OFFICER (SRO) CORRECTION

<i>Program:</i>	School Resource Officers (SRO) (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	2.00	-	-
Personnel	123,956	123,956	-	-
Operating	5,792	5,792	-	-
Subtotal	\$ 129,748	\$ 129,748	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 129,748	\$ 129,748	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 129,748	\$ 129,748	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

This request is a PBO correction to restore \$129,748 of funding and two Law Enforcement Deputy positions to TCSO’s FY 2025 Preliminary Budget related to a change in plans for one School Resource Officer contract.

In February 2024, TCSO informed PBO it was very likely that the Office’s remaining two contracts with Leander ISD and Eanes ISD for School Resource Officers (SROs) would both be terminated at the end of the 2023/2024 school year due to their respective School Boards’ decision to create their own internal ISD police departments. Both ISDs had a contract for two Law Enforcement Deputies each. A Law Enforcement Sergeant supervised these four positions as well as some additional units and responsibilities due to the small size of the SRO unit. As a result, PBO removed funding of \$510,550 and 5.0 FTE from TCSO’s FY 2025 Target Budget comprised of four Law Enforcement Deputies as well as one Law Enforcement Sergeant, which was originally added to support the SRO program and now was not needed. The County Auditor’s Office also removed the associated revenue from these contracts from their FY 2025 forecast.

In TCSO’s FY 2024 Preliminary Budget writeup, PBO noted, “Eanes ISD currently has a contract with TCSO to provide two School Resource Officers, which would be terminated at the time the ISD police department comes online. While an official notice and transition date has not been provided to TCSO yet, the Auditor’s Office has removed revenue for August and September 2024 (2024/25 school year) in anticipation of the ISD police department being ready to stand up operations at that time. As such, PBO is recommending a reduction of \$46,482 from the Office’s budget in anticipation of these positions going away by May 31, 2024. PBO will also reduce the Office’s FTE count by 2.0 at that time.” The Eanes ISD contract was cancelled at the end of the 2023/2024 school year and two vacant Law Enforcement Deputy positions were removed from the Office’s budget authorization. The Law Enforcement Sergeant position is vacant and will be eliminated from the Office’s Budget on September 30, 2024, the end of the FY 2024.

After the FY 2025 Target Budgets were finalized, Leander ISD informed TCSO they would need to extend their contract one additional school year (2024/2025) so that their internal police department could be fully operational in time for the 2025/2026 school year. TCSO agreed to extend the contract one additional year and informed PBO that a change to the Office’s FY 2025 budget would be necessary to account for these additional expenses.

PBO agreed to restore the necessary funding for two Law Enforcement Deputy positions as part of the Office's FY 2025 Preliminary Budget, which totals \$129,748 TCSO and agreed these two positions would not need the Sergeant position restored and would be supervised by an existing Sergeant within the Bureau. While an official notice and transition date has not been provided to TCSO yet, the Auditor's Office restored revenue for the 2024/2025 school year into its Revenue Estimates for this contract but removed revenue for August and September 2025 (2025/26 school year) in anticipation of the ISD police department being ready to stand up operations. Like last year, PBO is recommending the two vacant Law Enforcement Deputy positions be eliminated on May 31, 2025, assuming the contract is canceled.

If the Leander ISD contract is canceled at the end of the 2024/2025 school year, TCSO will not have School Resource Officer positions. HB 3 was recently passed by the 88th State Legislature and signed into law by Governor Abbott. This bill would require posting an armed security officer at every school. While this may take some time to implement, it does raise questions about the future of TCSO's SRO program. PBO would caution against continuing the SRO program to support ISDs' compliance with HB 3, even if ISDs were willing to pay the County to do so, due to various issues including recruiting and hiring sufficient staff, necessary support from other TCSO units and County departments/offices, potential risks and liabilities to the County, and others. PBO will continue to monitor this situation as it develops and make recommendations as appropriate.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends approval of this budget correction.

ADMINISTRATION & SUPPORT BUREAU OPERATING REQUESTS

REQUEST #15: MENTAL HEALTH CONTRACTS

<i>Program:</i>	Medical, Mental and Dental Services (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	1,250,000	1,000,000	1,000,000	1,000,000
Subtotal	\$ 1,250,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Capital	-	-	-	-
Dpt Total	\$ 1,250,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,250,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000

DEPT. SUMMARY OF REQUEST

TCSO requests funding to contract with third-party vendors for additional Psychiatric and Peer Support Specialist Services.

Psychiatry Services (\$1,000,000)

TCSO is requests a \$1,000,000 increase in funding for psychiatric services. This increase is needed to adjust for rising costs in the contract services provided by Integral Care and add an additional mid-level provider and two registered nurses to the contract.

In FY 2023, TCSO added a Chief Psychiatrist position. Over the last 18 months, TCSO filled this position and evaluated the office's further needs to provide adequate mental health services to inmates. Additionally, the current services provided by Integral Care was updated through the County's Interlocal Agreement (ILA) with Integral Care, resulting in fee adjustments that need to be accounted for.

Over the last year, TCSO has seen some fluctuations in the number of mentally ill inmates. As of June 18, 2024, approximately 841 individuals were receiving psychiatry services, or about 37 percent of the jail population. Recently, the number had been steady at 40 percent, with over 900 patients on a given day. While there appears to be some positive reduction in the number of mentally ill inmates, it's too soon to conclude this is a lasting change.

Also, for the past several years, there has been a significant back-up at the state hospitals for competency restoration. Several crises in the State Hospital system led to the closing of units leading to extreme waits such as a death in their custody, escape, and staffing. The number of inmates on the waitlist for a state bed as of June 17, 2024, was 141, with the longest inmate on the list waiting 445 days. The average days to wait for minimum security state beds is now 273 days. While wait times remain lengthy and are increasing, TCSO and the Capital Area Private Defender Service (CAPDS) successfully reduced the jail population by restoring individuals to competency and diverting them to appropriate support systems once stabilized.

Integral Care is the designated mental health authority for Travis County and provides community-based behavior health care in Travis County as well as psychiatry services for inmates in the jail through one psychiatrist and four mid-level providers. This is in addition to TCSO's dedicated Chief Psychiatrist position. This past fall, Integral Care reported they needed to adjust the fee schedule for the services they provide to account for salary increases. This includes the implementation of a fee

structure for on-call services which represents a departure from their prior practice of not charging for these services. In January 2024, the new fee schedule and ILA were approved. Based on the fee adjustments, TCSO anticipates a shortfall of approximately \$507,000, compared to their FY 2024 Adopted Budget if no additional funding is added.

TCSO’s estimates above assumes fully staffing all five slots for the year. However, Integral Care has had trouble filling its psychiatrist position recently. The new ILA for Integral Care provides a Locum Tenens psychiatrist at a higher rate if needed, but this is not included in the estimate above. If Integral Care cannot fill the position, it may need to hire a Locum Tenens soon to meet the needs of inmates in the jail.

In addition to the increase needed for the rate increases above, TCSO requests funding to add two additional psychiatric RN positions to the contract with Integral Care to alleviate prolonged wait times between jail intake and psychiatric treatment. Currently, the psychiatric practitioners are running three weeks behind schedule on both initial evaluations and follow-up appointments. Due to this lag in scheduling, follow-up appointments are pushed further than the general standard of care. Having psychiatric RNs who can assess and evaluate patients after a medication is started can help improve the safety with which we practice medicine. Psychiatric RNs will also evaluate patients between appointments for reports of side effects, which will then streamline the workload for psychiatric practitioners. Given the large number of patients in need, psychiatric RNs can help triage acuity and assure our patients with the highest acuity are prioritized. Additionally, psychiatric RNs can provide standard assessments such as AIMS scales (to evaluate potentially dangerous side effects) or other monitoring necessary to ensure TCSO psychiatric practice are in line with the community standard of care.

Beyond the need for two RNs, TCSO requests funding to add one advanced practice Psychiatric Nurse Practitioner (NP) to the contract with Integral Care to alleviate the profound work burden on the current psychiatric practitioners. As previously noted, there is a three-week delay for an actual assessment. This delay is due to the significant number of individuals in custody who are experiencing mental health symptoms and crises. Having a fifth Psychiatric NP allow an additional 25-30 patients to be seen weekly. The table below summarizes:

Item	Amount
Estimated Integral Care Contract amount in FY 2025 based on new contract rates	\$1,562,808
Additional Requested Registered Psychiatric Nurses (2)	\$238,195
Additional Requested Psychiatric Nurse Practitioner (1)	\$254,342
Total Anticipated Cost with Additional Requests	\$2,055,345
Less TCSO FY 2025 Target Budget	\$1,055,345
Total Request	\$1,000,000

Peer Support Specialist Services (\$250,000)

TCSO requests \$250,000 to contract with an agency providing Peer Support Specialist services to be incorporated into the Office’s mental health jail services to improve inmate-patient (patient) wellbeing, provide officer support, and align with best practices. Peer Specialists would work with the Behavioral Health and Corrections Team to provide more frequent and hands-on care to TCSO’s more acute patients. TCSO has five inpatient treatment units (four male and one female) for inmates who have a serious mental illness and exhibit symptoms such as paranoia, depression, anxiety, and mania which significantly impact their functioning in the jail. These symptoms lead to behaviors such as poor hygiene, aggressiveness and isolation which impact the inmate’s well-being and officer management of the unit.

The Office notes providing treatment to these inmates is rather difficult and time intensive. Often, their behaviors and symptoms result in the inmate either isolating themselves or being placed in psychiatric or disciplinary lockdown for 23 hours

a day. Persons with mental health problems regress further when isolated, and the behaviors that led to the lockdown status tend to get worse.

Counselors are required to see inmates in psychiatric lockdown, psych observation, and full safety precautions daily and all others at least once a week in the Health Services Building. This doesn't include reviews for new inmates to the unit, inmate requests, officer referrals, or emergency visits. Because of the intensity and high caseloads, counselors cannot have an extensive presence on the units as they are also managing inmates in the general population (outside of the Health Services Building).

To address this problem, TCSO would like to focus on activities of daily living (ADL), social interaction, skills training, and re-entry planning with inmates who are the most seriously ill and whose functioning is relatively poor. TCSO states the goal of this program is to give more intensive attention to inmates with behaviors and symptoms which are the most debilitating and impacting on their functioning. This will be accomplished with four contracted Peer Specialists. Peer Specialists are individuals who have lived experience with mental illness, substance use, or previous incarceration. TCSO notes having lived experience provides a unique relationship in working with our patients and staff. Peers can advocate in a way that professionals may be unable to do.

The Office differentiates the peer specialist from the counselor in that the counselor will lead in developing treatment plans, diagnosing, and working with the inmate through talk therapy, while the peer specialist will implement the treatment plan and be more hands-on with the inmate. Allowing the counselors to focus on the duties only a licensed professional can do, while knowing that the patient also has a peer specialist's support, provides more holistic care. To start, assigning a peer to each acute psychiatric unit is in line with becoming a more trauma-informed system of care.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
No. of inmates requiring Psychiatric services at booking	5,788	6,436	6,758	7,028	7,028	7,253
No. of Psychiatric patient with mild mental health needs (MH1)	1,907	2,288	2,402	2,498	2,498	2,578
No. of Psychiatric patient with moderate mental health needs (MH2)	2,796	3,124	3,280	3,411	3,411	3,521
No. of Psychiatric patient with severe mental health needs (MH3)	1,086	1,399	1,469	1,528	1,528	1,577

PBO RECOMMENDATION

PBO recommends \$1,000,000 of ongoing resources to account for the higher rates from Integral Care resulting from the January 2024 ILA as well as to expand services to reduce the wait times for inmates to see a mental health provider. However, PBO is aware that external factors outside of TCSO's control could cause this amount to be insufficient. PBO will continue to

work with TCSO to address any shortfalls that may arise due to this new ILA and its fee structure, along with the increasing demand for such services within jail. PBO is mindful that the proposed Diversion Center may adjust demand for these services within the jail when it is opened. PBO encourages additional discussions as to the proper budgeting of County mental health resources based on where the demand is greatest and has the most significant impact to the community, though there will always be some level of funding required within TCSO's budget for inmates who remain in custody and need these services.

However, PBO cannot recommend funding for the proposed contract for Peer Support Specialists due to limited resources. While the program described by TCSO would appear to benefit the inmates greatly, PBO does not have the necessary ongoing resources in the FY 2025 Preliminary Budget to recommend this item. PBO notes multiple departments, including the Innovative Justice & Program Analysis (IJPA) and Public Defender's Office, have similar requests for Peer Support Specialist positions during the FY 2025 Budget Process. PBO believes that additional input from Commissioners Court regarding how and where to possibly invest further in peer support personnel capacity is warranted to ensure that any future requests do not duplicate efforts made elsewhere.

This request, like many other requests, has merit and would be considered for inclusion in the Preliminary Budget if resources were not scarce. Based on discussions with the Travis County Appraisal District (TCAD) and the Revenue Estimation Unit within the County Auditor's Office, it is not likely that there will be significant additional revenues beyond those within the FY 2025 Preliminary Budget. However, PBO recognizes that this request has been prioritized by Court in its strategic planning discussions and this item could merit discussion at a budget hearing and budget markup in August should any additional available resources materialize in later revenue estimates.

REQUEST #16: INMATE RELATED AND OPERATING COST INCREASES

<i>Program:</i>	Finance (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	2,025,000	500,000	500,000	500,000
Subtotal	\$ 2,025,000	\$ 500,000	\$ 500,000	\$ 500,000
Capital	-	-	-	-
Dpt Total	\$ 2,025,000	\$ 500,000	\$ 500,000	\$ 500,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 2,025,000	\$ 500,000	\$ 500,000	\$ 500,000

DEPT. SUMMARY OF REQUEST

TCSO requests increases in nondiscretionary items to provide services to inmates and other mandated costs totaling \$2,025,000 of new ongoing operating resources. The TCSO budget is the single largest County departmental budget totaling over \$224 million in FY 2024. While the TCSO budget has grown in recent years, much of this growth has occurred in the personnel budget related to compensation changes approved by the Commissioners Court.

TCSO’s operating budget; however, has remained mostly flat, totaling \$17,785,617 in FY 2018 Adopted Budget compared to \$17,777,904 in the FY 2023 Adopted Budget. Much of this difference has been directly due to the COVID-19 pandemic and its impact resulting in a lower jail population. Nevertheless, the combination of a jail population returning to 2019’s pre-pandemic levels, coupled with inflation persisting in the high single digits and supply chain challenges, has meant TCSO is no longer able to meet demands for operating expenditures within its existing funding levels.

PBO recognized increasing costs as a potential issue as part of the FY 2024 budget process, and the FY 2024 Adopted Budget added \$1,000,000 of additional ongoing funds to TCSO’s operating budget to address these rising costs at least partly. However, this amount of funding has proven to be insufficient to address TCSO’s needs due to higher costs for inmate food, pharmaceuticals, utility rate changes, and increasing facility maintenance costs due to their increasing age.

On May 21, 2024, TCSO requested permission to transfer an additional \$1,200,000 from internal vacancy savings to address shortfalls in the operating budget, particularly for inmate food, utilities, maintenance, and other operating expenses. While additional transfers are not expected to be required for FY 2024, circumstances may change and require more funding to complete FY 2024. The request for \$2,025,000 for FY 2025 considers these amounts from FY 2024, plus continued inflationary pressures in these same cost areas.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends adding \$500,000 ongoing funding to the Office’s operating budget to address higher costs experienced by the Office. The Office has approximately 310 vacancies across all areas as of June 2024. The overall vacancy rate has been

high for several years, generating significant vacancy savings in the Office, including approximately \$2.8 million in FY 2022 and \$2.3 million in FY 2023, even after moving money from its personnel budget to operating. The Office is expected to generate significant vacancy savings again in FY 2024, which are being used to cover overtime expenses, an overtime incentive program, and operating overruns, as noted above, while still on track to be under budget in total.

Filling these positions (over 200 of which are in the Corrections Officer job family) will take significant time while also addressing future attrition. It seems probable TCSO will once again have considerable vacancy savings in FY 2025 which could be used to address this need above the additional \$0.5 million of ongoing resources being recommended. PBO recommends continuing to take this approach in FY 2025 rather than adding considerable ongoing resources to the Office, only to have significant unused personnel funds return to the County's fund balance at the end of the year.

If vacancy savings are not available for some reason, there is a one-time ADP Reserve totaling \$3.6 million which could be used to address any shortfall. At such time vacancies improve significantly, or costs continue to increase, and this course of action is no longer viable, PBO would work to identify another source of ongoing funding to meet TCSO's ongoing operating needs. PBO continues to work with TCSO on operating budget issues and will keep doing so to ensure the Office is resourced appropriately to pay for its expenses while being mindful of the County's overall financial picture.

REQUEST #19: REPLACEMENT X-RAY EQUIPMENT

<i>Program:</i>	Multiple			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	188,190	188,190	-	-
Dpt Total	\$ 188,190	\$ 188,190	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 188,190	\$ 188,190	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Courthouse Security X-Ray Machine Replacement (\$137,250)

TCSO Courthouse Security requests to replace three X-Ray machines for screening all individuals entering facilities to ensure no unauthorized items are being brought into the facility. X-Ray machines play a key role in maintaining security and fulfilling SB 42 (Judicial and Courthouse Security Act of 2017) by preventing weapons, illegal items, and contraband from entering courthouse facilities at various Travis County buildings, including Commissioner’s Court. X-Ray technicians estimate the average life is 7-8 years with regular annual maintenance. The current machines were placed into service between 2005 and 2017. For security reasons, the list of the specific locations of the machines being replaced is not included here. TCSO is proposing to purchase three new machines as well as a five-year warranty and maintenance agreement.

Medical X-Ray Machine Replacement (\$50,940)

TCSO Medical requests to replace the existing X-ray equipment with updated equipment with stronger capabilities and is technologically current with industry standards. TCSO’s current equipment was originally purchased in 2016 and is now obsolete, making it difficult to find parts for upkeep and is breaking down at an increasingly accelerate rates.

X-ray equipment is used to complete X-rays on inmates to rule out tuberculosis and to identify injury to inmates. TCSO currently performs about 60 X-rays a week with a full-time TCSO X-ray technician that completes the X-rays in the Health Services Building. The current equipment has broken down multiple times in the past two years, including being inoperable for a total of approximately three months over the last year. This has caused a delay in care, an increase in emergency room visits, and a substantial increase in costs related to officer time for transporting and escorting the inmate to an outside facility to receive an X-ray.

Additionally, the current X-ray equipment is not powerful enough to get clear-quality X-rays of the lower back or for obese patients. These X-rays require us to send the patient to the emergency room or to schedule with a radiologist’s office. This creates substantial costs to the County and a significant security risk for TCSO officers who are responsible for transporting them to and from these facilities.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends \$188,190 of General Fund Capital Acquisition Resources (CAR) to replace the X-ray machine in HSB (\$50,940) and the three X-ray machines for the Courthouse Security Unit (\$137,250). After evaluating the request, PBO determined two of the three requested X-ray machines for the Courthouse Security Unit are eligible to be purchased with Courthouse Security Fund (0111) resources. The reserve of this fund has adequate resources to purchase this equipment at a cost of \$91,500. However, the third X-ray machine is likely unable to use this funding source due to the location of the proposed equipment to be replaced. Therefore, PBO is recommending to increase the transfer from the Courthouse Security Fund to the General Fund by \$91,500 for the purchase of those two eligible machines on a one-time basis in FY 2025 to make it cost neutral to the General Fund.

PBO notes the Facilities Management Division (FMD) Security Division proposed to centralize the maintenance and replacement of X-ray and metal detector equipment across all County facilities. FMD believes this will ensure equipment is properly maintained and replaced, as well as save money by centralizing the maintenance contract with a single vendor. It would also ensure all County departments use the same type of equipment. In the event a machine is out of service and needs to be temporarily switched, all County users of the equipment would be trained on the same type of equipment and could resume operations with no re-training needed.

TCSO has spoken with FMD about this idea and is supportive of such an effort. PBO recommends placing the funding with TCSO at this time but notes it may need to be transferred to FMD to facilitate this sort of centralized contract for the purchase of new equipment and maintenance. Once details are finalized, PBO will assist in any needed budget transfers of this funding.

REQUEST #21: PUBLIC RECORDS SOFTWARE

<i>Program:</i>	Internal Affairs (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	98,830	-	-	-
Subtotal	\$ 98,830	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 98,830	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 98,830	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Travis County Sheriff’s Office is requesting to add GovQA, a public records software, to Paralegal Operations, which will be an annual/ongoing cost of \$98,830. Over the last several years there was a significant increase in open records requests, subpoenas for court, and inter-governmental requests. The Office provided the following statistics:

- Subpoenas for court increased from 199 to 302 cases, which is 51.8 percent from 2017 to 2023;
- Government requests increased from 1,112 to 1,386, which is 24.6 percent from 2017 to 2023; and
- Open Records increased from 2,849 to 4,494 requests, which is 57.7 percent from 2017 to 2023.

TCSO must legally respond to open records requests within 10 business days pursuant to the Texas Government Code. In 2017, it took an average of five business days to respond to requests (with 283 late requests), and in 2022, it took an average of ten business days to respond to requests (with 1,444 late requests). To alleviate late requests, the Office has worked significant overtime.

The Office states the goals of implementing this software are:

- Manage and respond to requests within statutory deadlines;
- Reduce the manual input and output of labor for requests;
- Remove human error with tracking requests; and
- Reduce the amount of overtime hours having to be worked.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
No. of Open Records completed	5,110	4,431	4,653	4,839	4,839	4,993
No of requests returned late	1,418	205	195	187	187	181

PBO RECOMMENDATION

PBO does not recommend funding for this item in the FY 2025 Preliminary Budget. Based on discussions with Information Technology Services (ITS) there is a clear need for a County-wide solution to receive, organize, and respond to open records requests from many departments and offices. Rather than TCSO procuring its own system, ITS recommends it evaluate enterprise-wide solutions that can address all the different types of information requests and public input the County receives and propose one product for implementation. ITS has signaled a willingness to do this work in FY 2025 in advance of the FY 2026 budget process. PBO encourages TCSO to work with ITS on its requirements and goals for such a system to ensure the eventual product will meet its needs both for open records requests and any other public-facing interactions it may need a software solution to assist with.

REQUEST #23: TRAINING ACADEMY SUPPLIES AND REPLACEMENT EQUIPMENT

<i>Program:</i>	Training Academy (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	95,253	95,253	-	-
Subtotal	\$ 95,253	\$ 95,253	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 95,253	\$ 95,253	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 95,253	\$ 95,253	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

TCSO has two requests for the Training Academy (TA) totaling \$95,253 of one-time operating funding. First, additional resources for training materials and supplies to account for inflation and increased utilization. Second, replacement equipment that is not currently on a replacement list but is utilized by the training for educational/training/physical assessment needs.

The Training Academy is seeing higher numbers of recruits for both Corrections and Law Enforcement positions, which have put a strain on the Office’s budget to continue to absorb these costs. In 2024, the TA will have two Basic Peace Officer Courses (BPOC) and four Corrections Officers Basic Recruit Academies (COBRA) classes. The TA is projecting 150 students will be attending these classes, which is a large increase compared to the annual average. While the Office continues to work aggressively to fill its corrections and law enforcement positions, these higher training expenses are likely to continue.

In addition, the Training Academy uses numerous pieces of equipment not normally on a replacement schedule but do need to be replaced. TCSO requests one-time funding to replace gym equipment, CPR training materials and supplies, and training suits.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends \$95,253 of one-time operating resources for the requested Training Academy items. PBO support the Office’s efforts to complete higher-than-normal levels of recruit training to fill vacancies as quickly as possible. PBO will re-evaluate the training academy’s further needs as part of the FY 2026 budget process to meet this higher sustained level of training.

REQUEST #25: RECRUITING BUDGET AND MARKETING INCREASE

<i>Program:</i>	Human Resources - Recruiting (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	794,376	37,500	-	-
Subtotal	\$ 794,376	\$ 37,500	\$ -	\$ -
Capital	5,200	5,200	-	-
Dpt Total	\$ 799,576	\$ 42,700	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 799,576	\$ 42,700	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Travis County Sheriff’s Office seeks \$798,952 to be used for:

1. Continue the marketing campaign with the extension of the Pallidum Contract;
2. Increase the travel budget for the recruiting team; and,
3. Additional equipment and merchandise items to enhance the success of TCSO recruiting.

Marketing Campaign (\$749,835)

Since August 2022, TCSO has contracted with Palladium Media to develop recruiting campaigns and distribute ads across various digital media platforms. The funding will be used to purchase and post advertisements on internet employment sites such as Indeed or LinkedIn or on social media and other locations. The campaigns were extremely successful in generating career interest with TCSO, with 58 percent of new hires saying they found out about TCSO via social media ads. TCSO’s current staffing shortages, combined with the number of employees who will be eligible to retire in the coming months and years, TCSO believes this marketing campaign will need to be part of TCSO’s recruitment strategy for the foreseeable future. The Office requests \$749,835 on an ongoing basis to continue this contract.

Marketing Team Travel Budget (\$30,500)

TCSO believes the Office will be able to reach more potential applicants by attending in-person recruiting events and talking to these individuals on a one-on-one basis. The Office requests \$30,500 of ongoing resources to attend such events to fill vacancies. Recruiting events are held throughout the calendar year at different locations both within and out of the state. To stay competitive in the recruiting field the Office believes it needs to continue to attend multiple events annually. Inflation continues to drive the cost of the events to increase, the industry needs for employees remain at a high level, and the need for traveling out of state for markable talent remains necessary. TCSO has seen increased popularity and requests for the Office’s attendance at these events due to the salesmanship, marketing of the agency by the Recruiters attending, and the progress technology used to capture the applicant information with an immediate reply to their electronically submitted interest card.

TCSO is also now a partner with the Department of Defense in their SkillBridge program. The SkillBridge program affords military service members up to 120 days of terminal leave and the opportunity to intern with the Sheriff’s Office within the correction bureau and Facilities Deputy (Court House Security) Military Police/Security Force Police. With this affiliation, the

Office will target more military bases for the purpose of bringing these service members in for both hired positions and the SkillBridge internship and needs resources to travel to these locations.

Recruiting Equipment and Merchandise (\$19,241)

TCSO Recruiting is also requesting replacement office furniture that is more ergonomic than existing furniture, totaling \$7,041 of one-time operating resources for its staff. Additionally, it is requesting two notebook workstations totaling \$5,200 of one-time resources to be used at career fairs and other events to digitally capture interested applicant information and do pre-employment testing. Finally, it is requesting \$7,000 of ongoing resources for incentive and marketing items to distribute at career fairs and other events.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends \$42,700 of resources (\$37,500 one-time operating, and \$5,200 one-time capital) for the following items:

Request Name	Amount
Marketing Team Travel Budget	\$30,500 one-time
Incentive and Marketing Items	\$7,000 one-time
Two Notebook Workstations	\$5,200 capital

Due to limited ongoing resources, PBO recommends funding these items on a one-time basis and asks TCSO to keep metrics to see if this additional travel to recruiting events results in additional applications and new hires. However, PBO has the following comments on these requests.

Marketing Campaign (\$0)

TCSO originally received approval in May 2022 to initiate a marketing contract with Palladium using \$250,000 of vacancy savings from its FY 2022 budget. This contract was subsequently extended in May 2023 for an additional year at a cost of \$483,000 including a three-month pilot program to include five major markets outside the Austin area to expand the reach of recruiting, again using vacancy savings from its FY 2023 budget. In January 2024, TCSO requested another extension through FY 2024 using \$532,085 of expected vacancy savings.

PBO noted the data provided by TCSO appears to show the contract is having success in addressing the traditionally hard to fill vacancies in areas such as Corrections Officers, nurses, mental health professionals, and 911 dispatchers. In July 2023, the number of Corrections Officer vacancies was 253. In July of 2024, that number was 174. The success rate is evident. So too, is the reality that there's still significant ground to gain. Many efforts have been made to reduce these vacancies.

It important to note that increasing the starting salary for entry level Corrections Officers from \$40,000 in September 2021 to \$55,000 in June 2023 is likely the most important factor in reducing the number of vacancies. However, widening the area from which TCSO can advertise its vacancies will also continue to play a vital role in identifying enough qualified candidates to fill their positions.

TCSO has been proactively trying new and different strategies to fill these positions, such as employee participation (referral bonus), job-specific boards (TCOLE, Handshake, Police 1, Indeed, etc.), college and university career centers, law enforcement

training centers, and targeting law enforcement/military job fairs. However, the current labor market made filling public safety positions of all types difficult across Texas and the country and TCSO is not immune to these challenges. TCSO hopes continuing this additional tool to its existing recruiting portfolio of tactics will help fill more of these positions.

Since the vacancy rate remains at high levels, PBO continues to recommend using vacancy savings from its existing budgeted resources to fund this contract, given that this request is to help address the cause of these vacancy savings. PBO will work with TCSO to identify funding from within its existing resources to address this need, either from additional FY 2024 funds or using FY 2025 funds.

Recruiting Equipment and Merchandise (\$12,200)

PBO does not recommend the requested \$7,041 for replacement office furniture. PBO is reluctant to approve a one-off request for new office furniture without a more holistic evaluation of similar needs across the Office to ensure this specific request is the highest priority to address.

CORRECTIONS BUREAU OPERATING REQUESTS

REQUEST #18: CENTRAL BOOKING BODY SCANNER

<i>Program:</i>	Central Booking (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	250,000	250,000	-	-
Dpt Total	\$ 250,000	\$ 250,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 250,000	\$ 250,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

TCSO requests \$250,000 one-time capital funding for the replacement of the body scanner used in Central Booking. TCSO Central Booking uses the ADANI COMPASS transmission X-ray body scanner_ was purchased in 2018. This scanner is critical in finding contraband which may be present on a person but cannot be seen or may not have been found by the arresting officer upon initial intake. Because of the age and other factors, such as service and training issues, Central Booking asks to replace the current body scanner with a new, improved scanner with additional capabilities. There are numerous reasons this contraband needs to be found, including officer and inmate safety against weapons coming into the facility as well as narcotics and dangerous drugs being concealed by arrestees who are transported to Central Booking.

The Office cites the following benefits of an upgraded machine:

- Vertical Scanning Technology - This will eliminate distortions in the scans and make contraband easier to find. The current angle beamed scanner uses higher X-ray doses that pass through five inches more body tissue and distort the image;
- Training - Training for staff that is documented and saved in case of litigation. Computer-based certificated training, including an image scanning simulator. There must be training for the officers on proven techniques to discover contraband on a scan; and
- Inmate & Officer Safety - Sturdy and safer design of the body scanner. Subjects will no longer move on the scanner— no moving platform or conveyor belts. This assists in the prevention of injury while scanning individuals who are impaired or have disabilities while finding more contraband.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends \$250,000 of one-time capital funds for a replacement body scanner in the Central Booking facility. PBO notes that this equipment may have higher ongoing maintenance and operating costs than the current equipment and reminds TCSO that it may need to submit a budget request in the FY 2026 budget process to account for these higher expenses once they are known.

REQUEST #27: CORRECTIONS EQUIPMENT

<i>Program:</i>	Multiple			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Varies
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	29,647	28,647	4,500	4,500
Subtotal	\$ 29,647	\$ 28,647	\$ 4,500	\$ 4,500
Capital	289,575	254,437	-	-
Dpt Total	\$ 319,222	\$ 283,084	\$ 4,500	\$ 4,500
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 319,222	\$ 283,084	\$ 4,500	\$ 4,500

DEPT. SUMMARY OF REQUEST

TCSO requests \$319,222 (\$5,000 ongoing operating, \$24,647 one-time operating, and \$289,575 of one-time capital) for numerous pieces of new and replacement equipment for the Correction Bureau. The equipment will be utilized for inmate services to maintain Jail Standards, Correction Officer safety and efficiency. These include:

Replacement Clothes Dryers (\$110,000)

TCSO requests replacing five cloth dryer appliances in Building #170/Laundry Operations. The appliances are increasingly problematic, and the repair parts are becoming obsolete. The machines are used seven days a week, and TCSO relies on this equipment to launder towels, sheets, blankets, sweatshirts, mop heads, and uniforms. The appliances reached their life expectancy, and major parts and components are beginning to fail. TCSO plans to replace the existing dryers with new energy-efficient machines to ensure the TCSO laundry team has the tools necessary to keep the Office compliant with jail standards. The new equipment will help minimize downtime by efficiently cleaning the inmate’s clothes, saving time and money for the department by reducing the number of repair costs associated with contracted repairs and work requests from equipment failures.

Three Key Watcher Boxes (\$75,000)

TCSO Maintenance requests \$75,000 to purchase three 96-key, Key Watcher Boxes to automate key control and issues at TCJ Main Control, Building #110/Maintenance, and Building #110/Admin Control Room. This equipment will improve the capacity and control measures of high-security key rings. The new units will also help expedite access to critical areas of the facility by having the required keys on hand.

New Mobile Data Computers (MDC) for the Hospital Visitation Unit (\$63,000)

The Hospital and Visitation Unit (HVU) requests \$63,000 to purchase 8 Mobile Data Computers (MDC) to place one MDC in each vehicle currently in HVU’s fleet as well as one for the Sergeant’s Office and Lieutenant’s Office. This will enhance the HVU staff’s communication with Dispatch and add the capability of GPS tracking for safety and security. This will also provide greater supervisor oversight for staff while they are offsite. The addition of the MDCs will also allow HVU staff to self-dispatch their transports, reducing the workload required of Dispatch personnel. Finally, HVU has camera recording capabilities in their assigned vehicles. However, they do not have the capability to download the video without using or borrowing an MDC from another unit.

Currently HVU staff transport inmates around the greater Travis County area without their exact location being known by anyone within TCSO or Dispatch. The added GPS capabilities the MDCs will provide will ensure locations are known allowing for quicker responses for help in case of emergency. Providing an MDC for the Sergeant’s Office and Lieutenant will provide greater oversight for HVU staff while offsite and increase response times for supervisors responding to emergency situations.

Operational Equipment (\$24,647)

TCSO requests several pieces of various equipment to provide basic security operations and preserve the safety and security of staff and inmates. These pieces of equipment include replacement wheelchairs, installation of two food tray pass-through doors and replacement of three emergency restraint chairs. The total cost of these items is \$24,647 in one-time operating funds.

Corrections Tactical Unit All-Terrain Vehicle (\$22,538)

The Corrections Tactical Unit (CTAC) was directed to conduct more security perimeter checks of the Travis County Correctional Complex. An additional vehicle will assist in accomplishing this directive. CTAC often has part of its fleet in the shop for repair, and the other vehicles are routinely used for complex traffic. With this funding, TCSO will be enhancing the security of the Travis County Correctional Complex.

Floor Scrubber Replacement (\$19,037)

To stay in compliance with Texas Jail Standards, the Travis County Correctional Complex requests funding to replace a floor scrubber which reached its end of life and to additional scrubber to the cleaning inventory for Building 12, which houses approximately 1,200 inmates each day. Staff and supervisors are tasked with the responsibility of ensuring the building maintains an acceptable level of cleanliness adhering to TCSO Policy (4.4.1 Sanitation Plan) and Texas Jail Standards requirements (Rule 279.1 Sanitation Plan).

The night shifts are responsible for conducting building cleanup. Lacking the assistance of cleaning equipment makes it challenging to adequately clean due to the size of the building, staffing challenges, and the time it takes to clean all areas. The entire night cleanup process for Building 12 can take four hours. Equipping staff with machines capable of sweeping and mopping improves efficiency by combining these two tasks.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

TCSO recommends a total of \$289,884 of funding (\$4,500 ongoing operating, \$24,647 of one-time operating funding, and \$260,737 one-time capital) for the following items:

<i>Request Name</i>	<i>Amount</i>
Replacement Clothes Dryers	\$110,000 capital
Three Key Watcher Boxes	\$75,000 capital
New Mobile Data Computers (MDC) for the Hospital Visitation Unit	\$56,700 capital, \$4,500 ongoing operating
Operational Equipment	\$24,647 one-time operating
Floor Scrubber Replacement	\$19,037 capital

PBO does not recommend funding for the Corrections Tactical Unit All-Terrain Vehicle. The Office requested funding as part of the FY 2023 budget process to add two MDCs for its CTAC unit to be used in its vehicles for enhanced capabilities when doing perimeter security and/or transporting inmates between facilities. The requested funding was included in the FY 2023 Adopted Budget. PBO is unclear how the requested vehicle would meet the needs of CTAC if an MDC is required to operate cameras and other equipment in vehicles assigned to perform this work. Additionally, TCSO should continue to work with the Transportation and Natural Resources' (TNR) Fleet Services Division to identify and resolve issues of reliability within its vehicles. TCSO has a large fleet of MDC-capable vehicles and vacancies in its Law Enforcement Bureau should allow the Office to maintain adequate vehicle coverage for CTAC's needs.

PBO is also recommending nine of ten requested MDCs for HVU. PBO believes that there is sufficient need for each HVU vehicle to have an MDC for the reasons outlined above, as well as one for the assigned Sergeant to properly supervise the units in the field as they do their work. However, PBO is not convinced of the operational need for the assigned Lieutenant over HVU to also have this level of oversight and the need for a dedicated MDC. PBO can discuss these items with the Office at its budget meeting in July if desired.

LAW ENFORCEMENT BUREAU OPERATING REQUESTS

REQUEST #17: LAW ENFORCEMENT OPERATING EQUIPMENT

<i>Program:</i>	Multiple			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	712,932	757,932	-	-
Subtotal	\$ 712,932	\$ 757,932	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 712,932	\$ 757,932	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 712,932	\$ 757,932	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

TCSO requests \$712,932 (\$83,000 of ongoing and \$629,932 of one-time operating) for five law enforcement operating-related requests for materials, equipment, and services. These include the following.

Rifle Vest Replacements (\$460,040)

TCSO is seeking \$460,040 of one-time operating for the replacement of current rifle vests with 742 National Institute of Justice (NIJ) rated vests to be distributed to Law Enforcement Deputies and certain Corrections/Courthouse Security positions. These vests were purchased in bulk several years ago but have reached their useful life and require replacement.

Long Range Acoustic Device (LRAD) (\$35,077)

The Travis County Sheriff’s Office Special Weapons and Tactics (SWAT) team requests \$35,077 one-time operating funding to purchase Long Range Acoustic Device(s) (LRAD) to replace the obsolete public address (PA) systems and fully equip the unit’s armored vehicle.

LRAD is the industry standard PA or “loud hailing system” for SWAT Teams in the United States. The clarity of voice communication of the LRAD versus the standard PA system is exponentially better. The primary focus of any SWAT Call-Out or planned mission is clear and effective communication with all individuals to include the surrounding public. In the past 5 years, the Travis County SWAT Team averaged 30 callouts or missions per year. Without the ability to effectively communicate with individuals from a position of safety, the risk to all parties, both suspects, citizens, and law enforcement, goes up.

DNA Profiling Pilot Program (\$45,000)

TCSO requests \$45,000 to begin a DNA and Forensic Genetic Genealogy profiling pilot project for the Cold Case Unit, which investigates unsolved homicides and sexual assaults. This funding would be used to create profiles at a cost of \$7,500 per profile, which is the average cost for the services of private labs. The objective of this funding is to improve the Cold Case Unit's ability to solve cases by taking advantage of the latest advancements in DNA and Forensic Genetic Genealogy.

Due to advancements in DNA and Forensic Genetic Genealogy profiling, a suspect may now be identified in cold cases. DNA can be obtained from evidence from a crime previously thought unsuitable for testing, as well as previously generated inconclusive results and those yet to be collected. Forensic Genetic Genealogy profiling can now be used to identify a suspect if the DNA profile itself does not lead to a suspect.

The funding would initiate the process of solving 35 cold cases, some of which date back to the 1970s, by utilizing DNA and Forensic Genetic Genealogy profiling. The requested amount will be used to generate profiles, which are sourced from evidence in a case deemed suitable for submission to a lab for the development of a profile. The Offices states that 545 cases have been solved since December 2022 according to the Forensic Genetic Genealogy Project. Currently, the Cold Case Unit lacks the necessary funding to implement DNA and Forensic Genetic Genealogy profiling, which strains cold case investigations and the budget not allocated for this purpose.

Crime Scene and Evidence Warehouse Moving Expenses (\$125,000)

TCSO requests \$125,000 for the move of the Evidence Warehouse, Evidence staff, Crime Scene staff, and all required supplies and equipment to the new Forensic Services Building on the Travis County Correctional Complex in late FY 2025. This one-time funding request is necessary to move all items of evidence to the new evidence warehouse facility while maintaining care, control, and custody, as required for chain of custody integrity. This also requires the movement of expensive equipment and supplies utilized by the crime scene unit in laboratory procedures as well as all office needs and equipment to set up in the new location.

E-Citation Software Enhancements (\$47,815)

TCSO is requesting approximately 250 crash license additions for its existing E-Ticket writer software. The software will cost approximately \$38,000 annually. In addition, there is a one-time training and setup cost of \$9,815. No hardware or additional expenses are anticipated.

The E-Ticket writers are an alternative to paper tickets that TCSO recently implemented. The additional licenses will be used to auto-update tickets and E-Writer information across three databases: Driver Exchange reporting, Automotive crash information databases and reports, and Towing databases information. It is estimated these licenses will: 1) save 30 minutes to one hour in staff time for each incident – automatically updating information versus manually inputting the information; and 2) reduce the error rate and delays in providing this information to third parties and accident victims. In 2023, TCSO serviced approximately 6,300 incidents, which would have aided with the time savings from this software. TCSO requests these licenses in conjunction with the Constables, which are requesting similar packages in parallel, to provide a uniform County-wide standard of service.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends \$757,932 in one-time operating funding for the requests outlined above with the following notes.

Crime Scene and Evidence Warehouse Moving Expenses (\$125,000)

TCSO requests \$108,000 for this expense. PBO recommends a higher amount of \$125,000 to account for assumed cost increases associated with this expense by the time the facility is complete and ready for move-in. PBO notes there is a possibility the move will not be completed during FY 2025 and PBO may need to encumber these funds for expenditure in FY 2026.

DNA Profiling Pilot Program (\$90,000)

PBO supports TCSO's desire to resolve cases, particularly ones where justice has not been served in several decades. The DNA Profiling Pilot Program has the potential to possibly bring closure to these cases through new technological methods that didn't exist just a few years ago. However, PBO notes that working on these cases takes significant time and resources, and the DNA profiles will take several months to even get results back. Therefore, it seems unlikely that TCSO will be able to have much data available in time for the FY 2026 budget process to evaluate the effectiveness of this new method and whether funding should be continued on an ongoing basis. Therefore, PBO recommends \$90,000 to create a two-year pilot program to give TCSO additional time to use DNA findings from this process to inform investigations and attempt to close these cases. PBO will work with TCSO as part of the FY 2027 budget process to assess the pilot and make a recommendation on any further funding. \$90,000 will give TCSO sufficient funds to create approximately 12 profiles to work once they are completed.

REQUEST #22: TASER REPLACEMENT

<i>Program:</i>	Multiple			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	300,000	300,000	TBD	TBD
Subtotal	\$ 300,000	\$ 300,000	TBD	TBD
Capital	3,500,000	3,500,000	-	-
Dpt Total	\$ 3,800,000	\$ 3,800,000	TBD	TBD
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 3,800,000	\$ 3,800,000	TBD	TBD

DEPT. SUMMARY OF REQUEST

TCSO requests \$3,800,000 to update and replace its taser equipment, which is no longer supported and no longer under warranty. Additionally, Corrections requests 60 additional tasers for staff assigned to critical assignments in the Bureau. \$3,500,000 of the funding will be one-time capital to purchase the new taser hardware and training equipment. The remaining \$300,000 requested to be ongoing funding to cover expenses for consumable supplies for training, as well as an increased license agreement with the vendor for additional features discussed below.

TCSO states its current taser equipment is based on technology largely 20 years old and significant advancements have been made since then to improve the safety and effectiveness of taser equipment. TCSO states the proposed equipment has a 45-foot deployable range as compared to 25 feet currently. Testing of this equipment has also shown a 95 percent or more of an effectiveness rate versus 55 percent for the current equipment, with fewer incidents resulting in the use of lethal force as compared to prior taser equipment types. This could result in fewer incidents needing to escalate to lethal methods to resolve critical public safety incidents.

The new equipment would also feature a rechargeable battery and automatic downloading of taser information after critical incidents as part of incident after-action reviews. The new equipment also activates the Body Worn Cameras automatically when turned on and ensures that critical incidents are caught on camera. These features require an increase in ongoing expenses to implement but can help ensure the proper use of the equipment when it is used and make for easier investigations after its use.

Additionally, upon conducting a thorough operational efficacy review, TCSO has determined that the Corrections Bureau lacks an adequate quantity of tasers for staff assigned to critical assignments within the Bureau. The use of tasers by well-trained employees has proven highly effective in swiftly and safely resolving critical incidents that have the potential to escalate rapidly.

Numerous assignments within the Hospital Visitation Unit and CTAC (Corrections Tactical Unit) involve the transportation of individuals in custody across the city and county for various reasons, including medical appointments and facility transfers. Presently, not every officer is equipped to swiftly address threats such as escapes and assaults without resorting to a higher level of force, which could result in serious bodily injury or death. Staff assigned to Central Booking routinely interact with

subjects that are assaultive, and the lack of this tool leads to prolonged physical encounters, which results in a higher level of injury to both staff and the persons in custody.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends \$3,500,000 one-time capital funds and \$300,000 of one-time operating funds to address this request. PBO supports TCSO's approach to purchasing the taser equipment outright rather than enter a long-term lease which would require the use of limited ongoing resources to fund into the future. PBO also acknowledges the numerous improvements the newer hardware affords to its operators. However, due to the unknowns of the new equipment and the ongoing expenses associated with it, PBO recommends \$300,000 of one-time operating funding, as opposed to ongoing, to support the purchase of needed supplies and support from the vendor.

Based on discussions with Information Technology Services (ITS), it may be possible to roll any associated ongoing support/maintenance for the new tasers into the County's existing contract with Axon to save money and reduce administrative burden by having one contract to manage. However, this contract is managed by the ITS department. PBO will need to facilitate additional discussions with ITS and TCSO on the proper amount to budget for this expense on an ongoing basis as part of the FY 2026 budget process, as well as where these funds should be budgeted. PBO notes TCSO has approximately \$200,000 of resources already allocated in its budget to pay for taser expenses on an ongoing basis. Depending on the costs and decisions on the management of the contract, some portion of this funding may need to be transferred to ITS. PBO will assist TCSO and ITS to make this happen should it be needed.

PBO also notes as part of the FY 2022 Adopted Budget, funding was allocated for the five Constable Offices and TNR Parks to receive taser equipment, maintenance, and support as part of a unified lease contract that has a ten-year term, with new equipment possible after five years. Since this equipment is comparatively much newer than TCSO's, PBO recommends the Constable Offices continue to use their existing equipment, which is under warranty, until such time replacements are needed. At that time, if the Offices wish to switch to the same equipment as TCSO, these offices may make a request as part of the next budget process should additional funding be needed to make the change.

FACILITIES MAINTENANCE AND CAPITAL INVESTMENTS

REQUEST #12: TRAVIS COUNTY JAIL MAINTENANCE PROJECTS

Program:	Maintenance (137)			
Fund/Fund#:	General Fund (0001)		Mandated Program:	No
	FY 2025 Request	FY 2025 Recommendation	FY 2026 Cost	FY 2027 Cost
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	6,157,000	6,157,000	-	-
Dpt Total	\$ 6,157,000	\$ 6,157,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 6,157,000	\$ 6,157,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

TCSO Maintenance and Life Safety identified four infrastructure projects at the Travis County Jail in urgent need and requests \$6,157,000 one-time capital funding. These projects will maintain compliance with Jail Standards; minimize disruption to operations from deteriorated plumbing and drain lines; ensure clear stairwells for evacuation and firefighters during fires; and replace damaged flooring. They include:

Domestic Water Drain Replacement (\$4,000,000)

TCSO requests \$4,000,000 one-time capital funds to complete the replacement of all domestic drain lines within TCJ. The scope of work would include the repair or replacement of corroded cast iron plumbing drain lines for up to 342 fixtures (toilets, hand wash sinks, showers, and floor drains) and the repair of associated leaks. Work will include replacing plumbing drain lines, including Y-fittings, elbows, unions, nipples, no hubs, couplings, and reducers.

Door Locks and Cell Doors (\$1,700,000)

This project will include purchasing, installing, integrating, and testing the existing control panel systems, painting, and key design for approximately 263 detention cell door lock units and 27 two-sided passage door lock units. The project would replace obsolete locking systems in the jail housing units, which are over 40 years old. Many of the devices needed to make the repairs are obsolete. In addition, this upgrade will provide corrections staff with full, real-time information on the secure status of the detention housing units back to the newly installed control panel units installed at TCJ.

During the 2024 annual jail inspection, TCSO received the following technical assistance item from the Texas Commission on Jail Standards:

“During the inspection of the TCJ Facility, inspectors noted that door control stations indicated that cell doors were open when they were secured. It was learned that Travis County recently installed a new door control system. It was also discovered that the current door hardware is obsolete and does not correctly register the door position switch on the latest control boards. The administration advised that following the implementation of the door control systems, a plan was put in place to update the cell door locks.

Contractors on-site during the inspection informed inspectors that adjustments to the door position switches were the responsibility of facility maintenance staff.”

If this project is not completed/funded TCSO will be out of compliance with Texas Jail Standards, which will affect the Office’s ability to house inmates and other operations at its downtown facilities.

HVAC Equipment Replacement (\$325,000)

This request is to Replace two HVAC pressurization Roof Top Units (RTUs’) for the stairwells at TCJ. These units provide climate control and pressurization for smoke control in the stairwells. The units are at end-of-life expectancy and have frequent mechanical issues. The units must provide pressurization of the stairwells and have a history of failing, resulting in mold and mildew issues in the stairwells and adjacent areas. The cost to repair the units increased and the parts needed to complete the repairs are becoming difficult to locate. Failure to replace these units could result in fire code violations with the lack of pressure in the stairwell and possible health issues due to mold and mildew.

Central Booking Facility Flooring Project (\$132,000)

TCSO Central Booking requests funds for a floor renovation project in high-traffic areas of Central Booking that accommodate both inmates and staff. Because of the daily high traffic inside Central Booking, the age and condition of the building, and the type of individuals being brought into Booking, the floors have constant standing water, as well as being exposed to matter, such as urine, fecal matter, and vomit. This makes for an unsanitary work environment for booking staff, inmates, as well as the numerous other departments and agencies who work inside the facility, including County and City of Austin employees, arresting officers from other agencies, EMS staff, and more.



The project would include replacing the flooring in the inmate showers, restrooms, and changeout rooms, as well as staff locker rooms, restrooms, and break rooms. Most of these areas have never been renovated, especially the staff areas. Even with a proper sanitization process, the flooring still becomes soaked with excrement, and tiles are broken from the sheer amount of traffic. The constant use of the bathrooms, showers, holding cells, and changeout rooms can lead to a build-up of germs due to consistent exposure to body fluids and fecal matter.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends \$6,157,000 of one-time capital funds to address the projects as outlined above. PBO has the following comments on some of these projects.

Domestic Water Drain Replacement (\$4,000,000)

On March 5, 2024, the Commissioners Court received a briefing on serious drain-side plumbing issues in much of the TCJ. The drain side plumbing lines are all made from cast iron, which has begun to leak wastewater from showers, sinks, floor drains,

and toilets, which can lead to unsanitary conditions such as bacteria growth and mold in areas not easily noticeable or accessible. Recently, leaking water began to appear in the ceiling above the Austin Police Department (APD) arrest review area, immediately adjacent to the new courtroom to be used for Counsel at First Appearance slated for construction soon. The supply side of the plumbing within TCJ is made from copper pipe and is not in need of repair currently.

On August 22, 2023, the Commissioners Court approved \$500,000 to replace deteriorating cast iron plumbing valves, tanks, and other systems in the TCJ basement due to concerns about a failure of these systems and the impact that it may have on TCSO's operations if water service was not available. This work was completed in late 2023. However, there are still plumbing issues that need to be addressed.

Based on prior projects and estimates to perform similar work on a smaller scale, TCSO estimated the cost to replace the drain side plumbing in TCJ could cost upwards of \$4.0 million. However, due to the age of the building and the difficulty in accessing many areas to perform repairs or replacement of the pipes, it is difficult to say with certainty how much it would cost to replace all the cast iron pipes throughout the building. Additionally, the condition of the building's structural, electrical, and other components maybe affected by leaking pipes and could require remediation or repairs once the plumbing replacement begins.

To better estimate the cost of the work involved in replacing these pipes, PBO recommended TCSO Engineering perform a full assessment of the current condition of the drain side plumbing using a third-party engineer, like what was recommended to assess the kitchen floor at the Travis County Correctional Complex. The cost of this assessment was estimated at \$124,100. A budget transfer of this amount from the Capital Acquisition Resources Reserve was approved by the Commissioners Court on May 21, 2024 to complete this assessment. Commissioners approved a contract with Casabella Architects to complete this work. The report is expected to take approximately 90 days to complete and report back to the County.

However, to expedite repairs impacting the construction of the CAFA courtroom, TCSO brought in an experienced contractor with a history of working on TCSO facilities. The contractor developed a plan to address the plumbing repairs for all areas from immediately above the CAFA courtroom and APD arrest to review space to the top floor. After site reviews and assessments, the contractor provided a quote of \$2,226,000 to replace all the drain side plumbing in this portion of the TCJ (which is approximately 40 percent of the overall total area). The scope also includes additional leak mitigation measures above the CAFA space and replacing several items not up to current building code standards.

At its May 21, 2024, voting session, the Commissioners Court authorized \$2,266,000 from the Capital Acquisition Reserve (CAR) to start these repairs to expedite the CAFA courtroom construction since they will likely be recommended by the engineering assessment. The repairs are estimated to take approximately five months to complete and require TCSO to close certain parts of the TCJ at various times to facilitate the repairs. The contractor who provided the quote is on the pre-approved vendor list, and TCSO worked with the Purchasing Office to issue a contract to the vendor so that work could begin on June 11, 2024, as opposed to a formal RFP process, which typically takes six to nine months to complete before work can begin.

While this was a change to the plan approved by the Commissioners Court in March, PBO understands the desire of the Sheriff's Office to move forward as quickly as possible so the construction of the dedicated courtroom space can begin without additional delays. PBO did note at the time there is some risk to moving forward on this work before the full assessment is completed in the event other issues, such as water damage, are found and need to be remediated before plumbing repairs can be made. Now the project has started, the work must be completed to keep the housing units in service. Depending on what is found, the project cost could grow well beyond the original estimates. However, given the health and safety risks involved in leaking wastewater, PBO does believe the plumbing will need to be replaced in the immediate term, as any TCJ replacement is at least 7-10 years away from completion.

PBO recommends \$4,000,000 additional one-time capital funds so TCSO can complete the remaining portions of this plumbing replacement work within TCJ that do not impact the CAFA space. PBO continues to discuss the future of the Travis County Jail (TCJ) with TCSO and options to further reduce the number of inmates housed there. The TCJ is an inefficient building, particularly in terms of the staffing required to keep it operating. PBO appreciates TCSO closing as much of the TCJ as possible, though it acknowledges certain kinds of special housing units do not exist at the TCCC and are therefore housed on a long-term basis at TCJ. TCSO identified additional strategies to reduce the population at TCJ, though some of these require significant capital investment to implement, such as Request #14 Facility Remodel Projects to create additional specialty bed space in Building #1/130 of TCCC.

It is also important to note that since FY 2021, the County has allocated more than \$6.9 million to overhaul major components of the building which are beyond their useful life and replace obsolete equipment. The additional recommended projects in the FY 2025 Preliminary Budget for TCJ total \$7.4 million. If approved, the County will have allocated more than \$14.3 million into a building recommended for demolition as part of the 2016 Travis County Adult Correctional System Needs Analysis and Master Plan just in the past four fiscal years. PBO will continue to recommend funding to keep TCJ functioning, healthy, and safe until a replacement facility is constructed. Given the age of the facility and its 24/7/365 usage, the County should expect further sizeable investments to achieve these goals in future fiscal years until it is replaced.

Door Locks and Cell Doors (\$1,700,000)

PBO recommends \$1,700,000 one-time capital funding to address this technical assistance finding by the Texas Commission on Jail Standards (TCJS). The County must provide an action plan to TCJS on how it will address identified issues within a reasonable time frame. TCSO notified TCJS that it was requesting this funding to address the issue. However, without this funding, there is no way to correct the finding, which would likely result in failing to maintain the County's Jail Standards certification.

REQUEST #13: TRAVIS COUNTY CORRECTIONAL COMPLEX MAINTENANCE PROJECTS

<i>Program:</i>	Maintenance (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	6,997,750	7,885,000	-	-
Dpt Total	\$ 6,997,750	\$ 7,885,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	3,135,000	3,135,000	-	-
Total Earmarks	\$ 3,135,000	\$ 3,135,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 10,132,750	\$ 11,020,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

TCSO requests \$6,997,750 one-time capital funds and the extension of an FY 2024 Earmark against the Capital Acquisition Resources (CAR) Reserve of \$3,135,000 for infrastructure repair, maintenance, and replacement of facilities at the TCCC which are worn, damaged, outmoded and beyond their life expectancy, and generally beyond their useful life in need of repair. In total, this request includes 15 separate projects which are broken out below.

Kitchen/Warehouse Roof Replacement (\$2,200,000)

The Maintenance, Kitchen, and Warehouse roof systems have exceeded their life expectancy. The roofs are increasingly problematic, with leaks damaging ceiling tiles, office equipment, furniture, and mechanical supplies and equipment. In addition, the moisture infiltration provided an ideal environment for mold growth in some building areas. The roofing systems now have unrepairable leaks. The leaks are disruptive to inmates and staff working in the buildings and have become a potential hazard with mold growth and could potentially damage Travis County property, supplies, assets, equipment, food, and consumables stored in the Warehouse.

Recreation Yard Projects (\$1,200,000)

This proposal redesigns the recreation yards at the Travis County Correctional Complex making them more flexible to the changing needs in the correctional environment. This proposal creates smaller recreation yards increasing the number of inmates who can safely receive recreation at one time. This also makes recreation more manageable by creating smaller groups of inmates, thus making a safer environment for the inmates and staff. This new concept was incorporated in one of the recreation yards at Building Two and has proven to be a great concept. The original design was born during COVID-19 when TCSO attempted to slow the spread of the disease by separation. This concept was adopted, and the benefits were well received. This proposal would renovate an additional five recreation yards at the Travis County Correctional Complex. It would also add additional concrete pads on all recreation yards to accommodate picnic tables.

Building 1 Standby Generator Replacement (\$900,000)

This request would replace the emergency power generator at inmate housing Building 1/130. At 20 years old, this emergency power generator and automatic transfer switch have reached their life expectancy and are becoming increasingly problematic. Jail standards require generators to be operational within 10 seconds after start-up, and this unit frequently

fails to meet this standard. This generator requires frequent emergency/overtime service calls to contractors and TCSO maintenance, and many of the parts needed to make repairs are obsolete.

Visitation Building Expansion (\$612,750)

This request would fund an expansion to the existing Visitation Building (#108). This expansion of approximately 1,000 square feet will accommodate offices for the Lieutenant and Sergeants, a conference room, and storage rooms. It will free up spaces in the lobby by demolishing the current Sergeant's office and a room in the Inmate Contact Visiting area. It is proposed to be located on the South side of the building.

Water Softener Replacement (\$400,000)

This project would replace the pneumatically controlled domestic water softeners with digital controllers in two of the largest inmate-populated buildings at the Correctional Complex, Buildings 12/400 and 3/160 A & B Post. The softening systems have exceeded their life expectancy and have become obsolete, and many parts needed to repair these units have become challenging to obtain. Replacement with new equipment will extend the life of the building equipment, drinking fountains, domestic water lines, water heaters, and valves. It will also minimize downtime for repairs, work orders, and contracted work and provide a reliable source of drinking water to the inmates and employees of Travis County while protecting the building's plumbing systems against scaling and calcium buildup.

HVAC Equipment Replacement (\$230,000)

This request has two components. First, it would replace two HVAC package units with humidity control in inmate housing Building #9/189. The existing HVAC units have reached their life expectancy and are close to 15 years old. The systems are problematic, and frequent issues have occurred with cooling this inmate housing unit. The inmate occupants in this building are at a higher level; therefore, placement in other facility areas is difficult for our Classification unit. Thus, functional and reliable HVAC equipment in this unit is required to minimize disruptions to facility operations and to keep the Office in compliance with jail standards.

Second, it would replace the pump and motor of the HVAC condenser in Inmate Housing Building #1/130. The circulating pump for the HVAC condensing system has reached its life expectancy, and parts to repair the components are obsolete. This pump circulates condensing water through 49 heat pumps to cool inmate housing units, staff offices, and day rooms. The condensing pump and motor are critical parts of the HVAC system. They should be replaced to avoid disruptions to facility operations and ensure that building temperatures comply with Texas Jail Standards.

Building 1 Perimeter Sidewalk (\$225,000)

This request would repair the existing sidewalk and install a new sidewalk around Building 1/130. A concrete platform would also be installed at the bus stop area in front of the building. The existing sidewalk around the building got sunken in many places due to water erosion and soil settlement. The tilted slab blocking emergency exit doors increases the probability of trip hazards. The officers routinely check around the building twice or more per shift and use these sidewalks.

Exterior Lighting Projects (\$225,000)

This request is to install additional exterior area lighting to light darker spots inside the TCCC. TCSO Engineering will do the lighting design in-house. The Office surveyed the complex at night and spotted six darker areas and a potential security risk. TCSO recently completed a lighting study and found inadequate lighting that needs to be brought to the Illuminating Engineering Society (IES) recommended minimum light level.

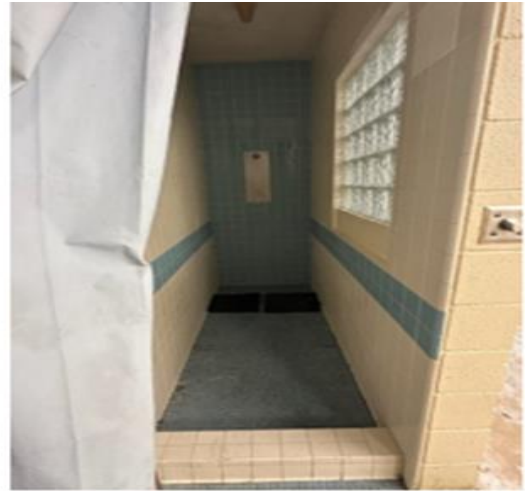
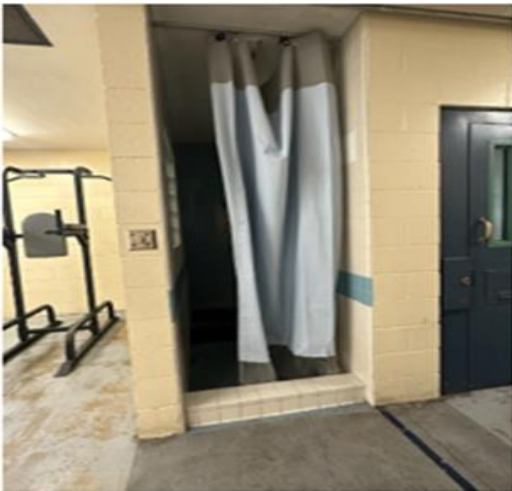
HSB Elevator Modernization (\$185,000)

This request would modernize/upgrade the elevator in Building #106/Health Service Building at the TCCC. The elevator is 20 years old, and repair parts are obsolete or becoming difficult to locate. The elevator needs to undergo a major overhaul for staff to ensure safe and reliable operation

Shower Stall Upgrades (\$180,000)

This request would upgrade three existing shower stalls to meet Americans with Disabilities Act (ADA) compliance standards, including a security grade door and frame for each. Building 2 is currently designated as the primary housing for all special management and general population maximum security inmates. Special management inmates can include those in protective custody, administrative separation, disciplinary lockdown, and youthful offenders of all custody levels. Each unit may have specialty management inmates of a variety of custody levels housed together.

The Post A wing comprises three separate units (A, B, and C) with two shower stalls each for six total. The existing design uses a concrete lip, which helps keep water inside the stall and traditional shower curtains. The height excludes any inmate with an ADA disability from being housed in the unit. Any disabled inmate who ends up being classified as a special management inmate is currently housed in the Health Services Building, which, in effect, reduces the number of available beds for other disabled inmates who are not considered special management.



Those inmates who are designated as Level 1, 2, or Administrative Separation also pose a higher security threat, which requires them to be in full restraints when outside of their individual cell. When those inmates are given an opportunity to shower, restraints are removed. The standard shower curtain allows the inmate free access to the day room while unrestrained. There have been documented incidents where an unrestrained level inmate has taken this opportunity to be disruptive and assaultive toward other inmates and staff.

Road Repair and New Pavement (\$180,000)

This proposal would address several areas needing pavement at the Travis County Correctional Complex.

Turn Around Southeast Side of Building 12 - This pavement would create an all-weather area where vehicles could turn around. This is commonly used by EMS and emergency vehicles. In February 2024, an ambulance responding to an inmate attempted to turn in this area and got stuck.

North Chapel Parking Lot - This area is commonly used as overflow parking. It is currently a gravel parking lot. This proposal would pave the area.

Building 12 - North Sallyport Roadway - This dirt roadway is commonly used by emergency vehicles responding to officers calling for assistance. This roadway cuts the corner and provides a safer approach to the corner of Building 12.

Warehouse Parking Lot - Currently the area we propose to pave is a gravel parking lot. Staff use this area to park county-owned vehicles and personal-owned vehicles. This area has become congested with the temporary trailers being used for food storage. This proposal would pave this area, making it more accessible for large trucks to turn around.

Visitation/Classification Walkway (\$160,000)

This proposal would install a secure walkway for bondsmen and attorneys to access our records and classification areas. It would also create a covered walkway for staff to use when accessing the correctional complex. This proposal creates a secure walkway for attorneys and bondsmen to access Records and Classification without entering the secure environment of the jail. This walkway will be approximately 50 feet in length and 12 feet wide. In addition, TCSO intends to create a cover to shelter staff when entering the complex. Currently, staff must walk about 270 feet before reaching the covered walkway. This shelter would cover the existing sidewalk. Lighting would be installed to increase security.

Building Automation Upgrades (\$125,000)

This request would install Building Automation Software (BAS) on seven rooftop HVAC units in Travis County Correctional Complex Inmate Housing Building #3/160 Charlie Post, and 11 rooftop HVAC units in Travis County Correctional Complex Inmate Housing Building #2/140. Having control of the HVAC parameters will allow maintenance to control the devices remotely, monitor the devices automatically, and minimize disruptions to operations by maintaining acceptable building temperatures in this inmate housing unit or being notified temperatures are out of compliance.

Boiler Replacement (\$100,000)

This request would replace the domestic hot water boiler in Building #155. The boiler is over 20 years old and is beginning to develop a leak at the bottom of the tank. This building is utilized by staff and inmates, and various tasks require hot water in all areas. Providing hot water to the sinks is required according to the Texas Commission on Jail Standards Chapter 261, which requires warm water temperature to be between 100- and 120 degrees Fahrenheit.

Support Building Maintenance (\$75,000)

Several of the Buildings at the Travis County Correctional Complex show signs of rot and decay. This proposal would replace rotten wood and preserve these buildings. Over the last several years, signs of rot and decay have become more visible on these Buildings. This proposal would address this issue thus prolonging the life of these buildings. The buildings in question are:

- Building 240 – Life Safety;
- Building 250 – TCCC Mailroom/Police Technology;
- Building 300 – Training Cobra;
- Building 310 – Training BPOC/Firing Range; and
- TCCC Training Academy Pavilion.



BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends \$7,885,000 one-time capital funding for the projects outlined below:

<i>Project Name</i>	<i>Amount</i>
TCCC Kitchen Re-Design and Engineering	\$3,600,000
Recreation Yard Projects	\$1,200,000
Building 1 Standby Generator Replacement	\$900,000
Water Softener Replacement	\$400,000
HVAC Equipment Replacement	\$230,000
Building 1 Perimeter Sidewalk	\$225,000
Exterior Lighting Projects	\$225,000
HSB Elevator Modernization	\$185,000
Road Repair and New Pavement	\$180,000
Shower Stall Upgrades	\$180,000
Visitation/Classification Walkway	\$160,000
Building Automation Upgrades	\$125,000
Boiler Replacement	\$100,000
Visitation Building Space Re-Design	\$100,000
Support Building Maintenance	\$75,000
<i>Total</i>	<i>\$7,885,000</i>

PBO has the following comments on specific projects as outlined below.

TCCC KITCHEN RE-DESIGN AND ENGINEERING (\$3,600,000)

The Travis County Correctional Complex (TCCC) kitchen was opened in 2000. It is used nearly constantly to prepare three meals a day for between 2,000 and 2,500 inmates. While the County has invested resources to keep equipment running properly and perform routine maintenance, unfortunately, the building has experienced several major issues in recent years. Most notably, the kitchen floor drains within the building’s foundation have experienced significant issues, including clogged or collapsed drain lines, standing water, uneven surfaces, and the deterioration of the tile flooring. These issues caused operational and safety challenges at TCCC and considerable cost to perform spot repairs as new issues arise. TCSO completed over 100 patching efforts and repairs including, \$107,633 in FY 2018, \$30,280 in FY 2020, and \$31,076 in FY 2023. In addition, the drains and plumbing underneath the floor suffered severe degradation, and many of the floor drains do not work. TCSO has completed two major repairs stemming from collapsed drain lines that required excavation under the floor. The most recent one, earlier in FY 2024, resulted in replacing over 100 linear feet of drainpipe more than 10 feet below the floor surface at a cost of approximately \$500,000.

Discussions within various units at TCSO have decided continuing to repair the flooring does not make financial sense and could leave TCSO and Travis County open to litigation, lawsuits or falling out of compliance with Texas Jail Standards or Austin Public Health Codes. As a result, TCSO submitted a budget request as part of the FY 2024 budget process for \$3,135,000 to perform a complete kitchen floor replacement. PBO was, and remains, hesitant to spend money to repair the floor without knowing the extent of the damage under the kitchen building for both the drainpipes and the foundation. Once the floor is opened, the work must be completed. The project cost could grow several times over depending on what is found.

Rather than wait to begin to address this situation as part of the FY 2024 budget process, PBO recommended using \$50,000 from the CAR Reserve to move forward with the kitchen engineering assessment as soon as possible. On July 23, 2023

Commissioners Court approved this recommendation and funding. In recognition of future costs to address this issue, the FY 2024 Adopted Budget included an Earmark against the CAR Reserve of \$3,135,000 to replace the kitchen flooring, though the final cost to complete this work was expected to rise as more information is gathered during the assessment. Additionally, the FY 2024 Adopted Budget included \$105,000 of CAR funding in FY 2024 to have funds available for needed spot/emergency repairs while the assessment is completed. The FY 2024 Adopted Budget also included \$500,000 to replace the HVAC and domestic hot water boilers for the kitchen given the critical nature of kitchen operations.

Beyond the flooring and drain issues, TCSO identified several additional projects needing completion to keep the kitchen in working order and have been requested as part of the budget process, including:

- \$1,950,000 for additional freezer storage space (FY 2024);
- \$100,000 to modernize building automation controls (FY 2024); and
- \$2,200,000 to replace the kitchen roof (FY 2025).

PBO recommended against funding for these projects until the kitchen assessment is completed and a plan is developed on the future of the kitchen. In Phase 2, of the Travis County Adult Correctional System Needs Analysis and Master Plan, February 2016, Phase 1b components included kitchen renovations and expansion. The study conducted by CGL Ricci Green on page 4-50 states: "The existing kitchen will be renovated to address major physical deficiencies, including a new floor and roof repairs, internal and external repairs to the building will allow the opportunity for internal modifications to improve efficiency in operations of the current building."

While the final engineering assessment report is still pending, an early draft reviewed by TCSO indicates the plumbing beneath the building needs to be completely replaced, which would necessitate opening the entire floor. In addition, the degradation of the pipes below the building resulted in wastewater draining straight into the ground, causing both contamination of the soil under the building, as well as damage to the building's foundation from the presence of water. The cost to address these issues is not known but is expected to be significant and may not be possible from an engineering perspective.

Combined with the other needs identified as far back as the 2016 Needs Analysis report, the recent budget requests to address other critical issues, and insufficient space in the adjoining warehouse, PBO believes it will likely be more cost effective to fully replace the kitchen and warehouse facility with a new building. This could mean replacing the facility on the existing site, which would result in the need for temporary kitchen operations being established elsewhere on the TCCC campus, or building a new facility on another site and keeping the current kitchen functioning until the new one is opened. PBO does not have a precise cost estimate for a replacement project but anticipates the replacement facility could cost between \$30 million and \$40 million based on preliminary discussions with the Facilities Management Department.

To initiate the project, PBO recommends \$3,600,000 of Capital Acquisition Resources funding to hire an architect and engineer to perform a needs assessment and design/construction plans for a replacement facility. As part of this assessment, a proposal will be made as to using the existing kitchen site or an alternative site, as well as any one-time costs needed to keep kitchen operations running through the project. TCSO and PBO will present the final proposed plan to Commissioners Court prior to construction funding being allocated.

PBO also recommends the FY 2024 Earmark of \$3,135,000 for kitchen floor repairs be carried forward into FY 2025 to address any emergency repair issues needing to be addressed while this design process occurs

VISITATION BUILDING SPACE RE-DESIGN (\$100,000)

While TCSO has done a rough schematic of what it wishes to accomplish, these plans have not been designed by an architect and engineering firm. They are not suitable for procurement or construction purposes. Additionally, based on discussions

with the Office, this is the first phase of a larger project to re-configure much of the visitation area, including changing the seating layout for visitors, building a hardened security screening station within the lobby with an extended queue, and reconfiguration of 15 attorney/inmate counseling booths.

PBO recommends TCSO complete a plan that encompasses all the desired work in the Visitation Building, including these or other projects and any deferred maintenance work, and submit a revised request as part of the FY 2026 budget process with an estimated cost to address all the desired changes for evaluation and recommendations. To support the Office in this plan, PBO recommends \$100,000 of one-time capital funds to hire an architect and engineer to assist in developing construction plans to support its vision for the Visitation Building space.

PBO cautions it does not envision a major reconstruction or replacement of the Visitation Building with this plan. PBO wishes to limit the changes to the building's footprint to a minimum. Instead prioritize refreshing the space to be more functional, safe, welcoming to visitors informed by Trauma Informed Care principles, and address any deferred maintenance needs while this work is being done.

REQUEST #14: FACILITY REMODEL PROJECTS

<i>Program:</i>	Maintenance (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	6,000,000	6,000,000	-	-
Dpt Total	\$ 6,000,000	\$ 6,000,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 6,000,000	\$ 6,000,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

TCSO requests \$6,000,000 one-time capital funding for two major remodeling projects in Building 1 at the Travis County Correctional Complex (TCCC) and Central Booking Arrest Review and Bonding Areas downtown.

TCCC Space Reconfigurations (\$5,000,000)

TCSO requests funds to remodel certain areas of Buildings #1/130, #3/160, and the Health Services Building (#106) at the Travis County Correctional Complex to create additional special management housing and improve services for the 17-year-old inmates and other small special needs populations.

TCCC Building #1/130 Vacant Space Repurpose: TCSO proposing to repurpose 18,670 square feet (SF) of the empty spaces to construct approximately 37 cells of different categories. This remodeling work consists of demolition, construction, and commissioning. The types of works involved include architectural, mechanical, electrical, plumbing, fire, and security control systems.

TCCC HSB Building #106 Space Reconfiguration: This request would re-purpose the existing five rooms used as offices into five cells, converting three large cells into five cells and converting two violent cells into observation cells. The covered area is 2,116 SF. The current spaces will be divided by a wall in the common area, allowing six cells to serve either male or female inmates depending on population needs. This remodeling work consists of demolition, construction, and commissioning.

TCCC Building #3 E Post Space Reconfiguration: This request would repurpose four existing violent cells into four observation cells. The total covered area is 365 SF. This remodeling work consists of demolition, re-engineering, constructing, and commissioning. The type of work involves architectural and plumbing systems.

TCCC Building #3 B-Post H Unit Separation: This request would repurpose the existing space by dividing it into two separate areas by constructing a new staircase in the middle. The existing staircase will be demolished. Each side will have five cells upon completion of the remodel. TCSO has had to borrow an adjacent unit to have sight/sound separation as required by the Texas Commission on Jail Standards. The total covered area is 1,532 SF (upper and lower floors). This remodeling work consists of demolition, re-engineering, construction, and commissioning. The type of work involves architectural, mechanical, electrical, plumbing, fire, and security control systems.

PBO recommended and the Commissioners Court approved \$375,000 of Track 3 Local Fiscal Recovery Funds (LFRF) in December 2023 to hire an architect and engineer to create construction plans for these spaces. Once the engineering is completed, the requested \$5,000,000 of capital funding would be used to fund the construction phase.

Arrest Review/Bonding Area (\$1,000,000)

With the new Magistration Courtroom being built for Counsel at First Appearance, having Bonding next door will provide easier and more secure access to attorneys. Currently, Bonding is not open 24/7. Moving Bonding closer to Booking would allow staff to be able to go upstairs to provide service after hours. It would also allow easier access for attorneys/bondsman who are at TCJ to see clients and/or representing clients at Magistration. Arrest Review is an outdated space and is experiencing issues with leaking plumbing in the ceiling above the space. Moving APD to the Gault building will provide a more functional workspace for APD staff and provide better access to additional restroom facilities.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends \$6,000,000 one-time capital funds to complete the two projects described above. PBO has the following comments on each project.

TCCC Space Reconfigurations (\$5,000,000)

The goal of this request is to have more classified inmates housed at TCCC, including those who are currently housed at the Travis County Jail (TCJ). If appropriate space was available at TCCC, some populations currently housed at TCJ could be moved to TCCC, including 17-year-old female inmates, Protective Custody inmates, Administrative Segregation, and certain inmates with acute mental health needs. Currently, there are not many of these types of beds and units at TCCC, forcing TCSO to house inmates at TCJ. Supervising inmates within the layout of the TCJ is very labor intensive, particularly with so few inmates currently residing there. PBO notes the benefits of such a project, especially in reducing the operating costs and inefficiencies of using the TCJ.

Current housing at TCCC also does not accommodate all the needs of Mental Health Inmates as well. While TCJ does have smaller housing units that accommodate these smaller populations of inmates, the operating cost for staffing indirect supervision housing is not efficient. In addition, TCSO is not able to offer all the same services and programs at both facilities. Therefore, the special population inmates housed at TCJ lack the opportunity for full services, programs, and education. This proposal will centralize most of the classified populations and the ability to offer the same services to all. The final design for all these projects could add between 33 and 49 total beds at TCCC, but these could potentially be offset by reducing operating housing units at TCJ and/or eliminating other types of housing at TCCC that currently cannot be used due to changes in the inmate population such as upper tier (second floor) or upper bunk type beds.

Since this project will provide additional small and single cell units at TCCC (which do not currently exist at TCCC) and aid in isolation practices for suspected or confirmed COVID-19 cases, PBO originally evaluated using Local Fiscal Recovery Funds (LFRF) to complete this work. However, the envisioned plan required an outside engineer to design and finalize it before construction could begin. LFRF funding must be encumbered by December 31, 2024, and fully spent by December 31, 2026. Given the time it may take to develop the engineering plans for permitting (which will require a 9-month procurement process, plus actual time to perform the work), and then another 9 months it may take to complete the procurement process for construction followed by the time to complete the construction) PBO concluded earlier in FY 2024 the deadlines outlined above will make using LFRF funds not viable for completing such a project. As a result, as part of its LFRF update in December

2023, PBO recommended \$375,000 of LFRF funds be set aside for engineering and design work and informed TCSO it would need to request the needed funds for construction as part of the FY 2025 budget process. PBO confirmed with its LFRF consultant, Guidehouse, that doing the engineering alone using LFRF funds would be eligible even if construction costs are funded with a different source.

The Office originally requested \$2,145,000 for this project when it was first envisioned as part of the FY 2021 budget process. Due to the time that has elapsed since that estimate, the inherent added difficulty of working inside an existing correctional building, and the lack of completed design plans from the engineering firm, PBO recommends \$5,000,000 for this project to attempt to ensure adequate funding is available for this project. PBO notes this project is a pre-requisite to completing any major reconstruction or demolition of the existing TCJ/Central Booking facility due to the lack of the types of housing units at TCCC existing in TCJ.

Arrest Review/Bonding Area (\$1,000,000)

TCSO originally requested \$500,000 for this project as part of its FY 2025 budget submission. However, due to the inherent added difficulty of working inside an existing correctional building and the lack of completed design plans from the engineering firm, PBO recommends \$1,000,000 for this project to attempt to ensure adequate funding is available for this project. The original estimate for the reconstruction of the Counsel at First Appearance (CAFA) courtroom, which is directly adjacent to the proposed arrest review area to be renovated and converted, has increased significantly as more information became available and bids were received. As a result, PBO is increasing the recommended funding amount above TCSO's request to account for possible difficulties during construction.

PBO recommends TCSO coordinate with the Facilities Management Department (FMD) on this project as it will be directly adjacent to the proposed courtroom space for CAFA. Ideally, this project could be completed in parallel with the CAFA courtroom construction, so the entire area is ready at the same time and lessen the impact on CAFA operations in that space once they begin. PBO notes some of the plumbing issues mentioned in the request will be addressed through the \$2.3 million TCJ plumbing repair project approved in May 2024.

REQUEST #20: LIFE SAFETY PROJECTS

<i>Program:</i>	Life Safety (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	1,600,000	1,600,000	-	-
Dpt Total	\$ 1,600,000	\$ 1,600,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,600,000	\$ 1,600,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Life Safety unit within TCSO is requesting \$1,600,000 of one-time capital funding to complete six maintenance projects across TCSO facilities. These include:

Control Room Upgrades (\$800,000)

TCSO seeks funds to address a shortfall in the Control Room Upgrades project, originally approved as part of the FY 2023 Adopted Budget. TCSO seeks to upgrade all Control Rooms to be enhanced and equipped with a primary and secondary (failover/expansion) station. The current control room conditions affect end-user efficiency in their working environment. The project would evaluate all control rooms with a Risk Management Ergonomics Study and determine the industry standard requirements to accommodate end users. It would also replace and/or add additional resources for control room operations, including but not limited to, large screen displays, touch screen controls, computer workstations, video calls, and control room furniture. TCSO originally received \$1,150,000 for this project and requests an additional \$800,000 to complete the work across its facilities.

Smoke Detector Replacement (\$250,000)

This proposal is to remove all metal covers that could be utilized as a tie-off point for suicide attempts and relocate the smoke detectors behind the air conditioning vents. Over the last several years, TCSO has inmates attempt suicide by tying off to the covers over the smoke detectors. Suicide prevention in jail is a serious issue, which is compounded in the Travis County Jail because of several factors. Several of TCSO’s buildings are an older style of construction with several blind spots from the officers. The supervision style in some of our buildings is modified indirect supervision, which has the officers outside the living areas. Officers are required to conduct 30-minute visuals in most areas, but this still allows sufficient time for the inmates to attempt suicide. The emotional stress of being in jail can increase suicide attempts. By removing this potential tie-off point in Post 1 and 2 cells at the Travis County Jail, TCSO can help further reduce the risk of suicide for inmates in its custody.

Negative Airflow Monitoring (\$50,000)

The Health Services Building contains six negative pressure cells used to house inmates who may have an airborne contagious disease. Inmates housed in these cells could be experiencing signs and symptoms of tuberculosis or other airborne diseases. Presently, Officers must improvise methods to test these cells to ensure the negative pressure function is working correctly.

This proposal would install negative airflow monitoring devices in all negative airflow cells at the Health Services Building. Staff would immediately be alerted when the airflow is compromised.

Fire Alarm Monitoring Project (\$200,000)

This project would replace the current system for self-monitoring of the Fire Alarm panels at the TCCC and the Travis County Jail. TCSO's current system is failing, and parts are no longer available from the manufacturer. International Fire Code calls for the 24-hour monitoring of all Fire Alarms. TCSO currently self-monitors its own panels through a combination of 24-hour on-duty personnel at the housing units and a separate alarm monitoring system in non-24-hour occupied buildings. The proposal would be to replace this system by using the Building Automation System already in place in most TCSO buildings. This would allow TCSO to maintain the Fire Code within its properties and continue an expedited response from personnel on-site to buildings with fire issues.

Sprinkler Head Conversion (\$100,000)

This project would replace all sprinkler heads in the cells of Building 12/400 with a more vandalism-proof model. Building 12/400 has inmates breaking sprinkler heads in the cells. The breaking of these heads is not only a major disruption to the routine of the housing unit but also causes wear and tear on the equipment supporting the fire sprinkler system. There is also the cost of a replacement head and of having staff, many times after hours, to fix the system.

Painting Projects (\$200,000)

This proposal would continue painting the interior of buildings at the Travis County Correctional Complex, the Travis County Jail, and the Travis County Central Booking Facility. This project was first proposed as part of the FY 2023 budget process and was planned to be phased over three years, painting \$200,000 of area each year. The project would paint the inside of the building with epoxy paint, which would allow for easier cleaning. Over the past few years, enhanced cleaning protocols associated with COVID-19 have also led to some of the metal surfaces rusting which would also be addressed with this project. Of note, this project would also use the new "Trauma Informed Care Model" to lessen the anxiety associated with the jail environment. Jails can often be very institutional with gray walls. This new model would use color and texture with softer finishes while artwork and graphics would be introduced. This would be for the third year of this phased approach and is estimated at \$200,000.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends \$1,600,000 one-time capital to replace the various pieces of life safety equipment as outlined in the request above. This equipment is all either obsolete or poses safety risks to the buildings and their occupants. PBO has supported similar life safety requests in prior fiscal years.

TCSO originally proposed a three-year phased approach to re-painting its facilities as part of the FY 2023 budget process. This recommendation would complete the third year of funding. PBO and TCSO will assess progress and make recommendations in the FY 2026 budget process if the project needs to be extended.

REQUEST #24: RADIO TECHNOLOGY REQUESTS

<i>Program:</i>	Multiple			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Varies
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	1,347,547	1,347,547	-	-
Dpt Total	\$ 1,347,547	\$ 1,347,547	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,347,547	\$ 1,347,547	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

TCSO requests \$1,347,547 one-time capital to support of several radio/communication projects that will affect all three Bureaus. These are outlined below.

Corrections Bureau Replacement Radio Consoles and Equipment (\$679,167)

This request is to replace several aging radio consoles used within the Travis County Correctional Complex (TCCC). These consoles are typically used in control rooms which also operate camera feeds and door controls. Additionally, the request includes the purchase of a bi-directional amplification system to provide reliable radio service in hard-to-reach locations at TCCC. The County’s radio manager recommended these upgrades as the only way to ensure adequate coverage within the facility, while also enabling encryption. Reliable equipment is essential for the safety of inmates and staff throughout the facility.

Law Enforcement Reserves Radio Equipment (\$203,760)

The request seeks to replace outdated two-way radios at the correctional complex and for the Law Enforcement Reserve Deputies. Current radios lack encryption capabilities, hampering secure communication. TCSO is expected to implement full encryption across its radio network later this summer when the current cache of radios for Reserve Deputies will no longer operate reliably.

Hospital Visitation Unit Radio Equipment (\$464,620)

The Hospital and Visitation Unit (HVU) requests funds to purchase 42 handheld radios to allow each officer and supervisor to be assigned their own radio. Currently, officers report to different assignments from home and receive a shared radio once at their assignment. In case of an emergency, Dispatch or other officers do not know who is assigned the radio and their location. This can cause a delay in response time in getting help to the officer(s) in need.

Additionally, the Office requests purchasing and installing eight APX8500 in-car radios for the HVU fleet of vehicles. The radios provide communication redundancy, which will improve safety and security for staff. HVU staff need to monitor radio channels for Dispatch and Administration/Control at the jail simultaneously. Working with handheld radios alone while transporting inmates throughout Travis County can be unreliable due to handheld radios having issues from time to time with

limited range due to various topographical, environmental, and structural issues. The hard wired in-car radios use a larger antenna and are more reliable.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO recommends \$1,347,547 of one-time capital funds for the equipment described above. This equipment will ensure reliable communications among TCSO staff, helping to ensure staff safety and coordination in several critical areas of its operation. PBO confirmed this request and amount with the County's Radio Manager in Emergency Services, who works with TCSO to identify issues in the radio system and provide solutions. TCSO also works with the Radio Manager to identify additional radio infrastructure that may need to be replaced in future years and proactively replace it moving forward before it fails.

REQUEST #26: INMATE TECHNOLOGY PROJECTS

<i>Program:</i>	Multiple			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Varies
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	13,562,000	-	-	-
Dpt Total	\$ 13,562,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	3,000,000	9,547,000	-	-
Total Earmarks	\$ 3,000,000	\$ 9,547,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 16,562,000	\$ 9,547,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

TCSO Information Services, Medical & Dental, and Inmate Mental Health Units request funding for two technology capital projects. Both projects center around inmate services and efficiency.

Electronic Healthcare Records - \$9,547,000

TCSO requests to carry forward a FY 2024 Earmark against the Capital Acquisition Resources (CAR) Reserve of \$3,000,000 plus an additional \$6,547,000 for a replacement Electronic Health Record (EHR) for the Office’s inmate medical records. TCSO has had its current product since 2009 and an upgrade and rebuild is necessary to ensure compatibility and security measures are maintained. Some existing security measures and functionality lacking in the existing EHR are: 1) not Active Directory enabled, 2) an outdated version, with the inability to properly upgrade, which brings security risks, 3) not leveraging hosted cloud solutions with HIPAA & CJIS compliance and built-in redundancy, and 4) no disaster recovery plan with properly encrypted data backups.

An EHR provides the following functions:

- Maintains patient demographics including diagnosis and problems;
- Schedules provider/patient appointments;
- Records patient vital signs;
- Manages medication orders and ensures no contraindications of medications;
- Records Medication Administration (MARS);
- Orders and records laboratory tests and results;
- Records patient encounters; and
- Has specialty templates for different areas of medical concern e.g., intake, behavioral health, withdrawal monitoring, dentistry, cardiology etc.

In addition to maintaining patient records, there are functions unique to correctional facilities/residential facilities, such as interacting with the kitchen for special diets, communicating disability accommodations and treatment plans to staff, and identifying the patient's specific risks.

Inmate Tracking System (RFID) - \$7,015,000

TCSO seeking \$7,015,000 one-time capital funding to deploy an Inmate Tracking Radio Frequency Identification (RFID) solution to facilitate efficient tracking and monitoring of detainee movements across its correctional facilities. TCSO lacks an effective method for monitoring the whereabouts and movements of inmates, staff, and visitors. Annually, the County manages approximately 20,000 inmates in permanent housing, with around 2,300 being managed daily.

Additionally, Travis County employs 900 sworn personnel and 200 administrative staff who require tracking within the system. Daily activities involve inmate transportation between buildings for medical appointments, educational programs, visitation, and religious services. Moreover, over 100 inmates are transported daily between two separate facilities for court appearances. The court staging area comprises a large open seating area, and multiple holding cells on different floors accommodate inmates awaiting court appearances. Currently, inmate locations are manually recorded on paper count sheets, while inmate activities are logged either electronically or on paper.

The system will possess active RFID capabilities to monitor the real-time movements of inmates, staff, and visitors within the facility. It will also record all welfare and security checks, document inmate behavior in real-time, and track attendance for various activities including programs, chapel services, medical appointments, visitation, work assignments, and recreation. Additionally, the system will integrate with the County's Jail Management system.

It also serves as an additional investigative tool during TCJS compliance reviews, providing further documentation to corroborate events. Moreover, it automatically logs work hours and breaks for compliance with the Department of Labor's Fair Labor Standards Act (FLSA). By reducing clerical burdens on officers and supervisors, the system allows them to allocate more time to crucial tasks such as supporting inmates, maintaining a secure and healthy environment, and supervising and mentoring staff.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

Electronic Healthcare Records - \$9,547,000

PBO recommends an Earmark on the CAR Reserve of \$9,547,000 to replace the Electronic Healthcare Records (EHR) system used by TCSO. This includes carrying forward the existing Earmark of \$3,000,000 and adding an additional \$6,547,000 to it to reach the requested funding amount based on preliminary project estimates. PBO notes there is a possibility of the new Records Management System/Jail Management System (RMS/JMS) system having an EHR module that could be incorporated into the project, though the funding for that project is not sufficient to add such functionality. Alternatively, a separate EHR could be procured that integrates into the new RMS/JMS. In either case, funding will be needed to replace the system. PBO further notes this EHR system could be used by other County departments such as the Employee Health Clinic, Health and Human Services, and others. PBO recommends an earmark so these discussions can occur and more refined project costs to be developed while recognizing the need for a replacement system soon.

Inmate Tracking System (RFID) - \$0

As part of the FY 2022 Adopted Budget, PBO recommended \$4,308,355 Local Fiscal Recovery Funds (LFRF) for the purchase and installation of an RFID System. An active RFID System provides continuous real-time location and monitoring of inmates, officers and official visitors using RFID tags uniquely assigned to and worn by individuals. Specialized receivers gather the

signals for each tag, triangulate the tag's location in the facility, and sort its location in a database. Receivers will be installed throughout the facility making the system omnipresent, secure, and reliable.

Benefits of such a system include, but are not limited to:

- Generate alarms whenever an individual wearing a tag acts in a manner against preset rules, such as being in a place where the wearer is not authorized and sending alerts when headcounts are not accurate;
- Immediately determine a person's identity if they are missing or could not readily be identified by face in a medical emergency. Such a system tracks inmate assigned housing, name, booking number, and gender information;
- Provide a dashboard that displays in real time the location of all inmates, officer rounds, and cell checks. It would also report on how long an inmate spends in a particular area;
- Alarm when an inmate approaches another inmate whom they should be kept separate from;
- Be an invaluable investigative tool for Prison Rape Elimination Act (PREA) investigations, assaults, and other criminal activities that occur within the correctional setting by recording and logging data for review later if needed;
- Provide for an automated system of logging inmate activities such as recreation time, programming time, and visitation to ensure compliance with Jail Standards; and
- Serve to validate staff time and attendance data for payroll purposes, as well as verify Fair Labor Standards Act break times and other personnel matters to ensure compliance.

In addition to these benefits, RFID potentially could be used to assist in quarantine and isolation of inmates suspected or confirmed to have contagious diseases, including COVID-19. Congregate settings like jails are high-risk areas for transmissible diseases, including COVID-19, tuberculosis, influenza, and others. RFID would allow staff to ensure that inmates with confirmed or suspected cases are not outside the isolation areas or interacting with other inmates. It would also log all interactions with staff members who with met inmates (or vice versa) to allow for easier and more targeted contact tracing, potentially reducing the costs of an outbreak.

PBO supported the project with these benefits in mind as well as the prospect of using the system to serve as a proactive staffing deployment tool for supervisors within TCSO facilities. RFID would allow senior staff members to identify staffing surpluses and shortfalls in each building and dynamically re-deploy staff as needed to reduce holdover and callback overtime that may not be needed. On June 28, 2022, the Commissioners Court approved a PBO proposal to use \$300,000 from the Allocated Reserve to complete this consultant work and help determine an estimate for installation to be used for planning and budgeting purposes, which will be funded from the General Fund or other sources. Ultimately, TCSO was able to issue a contract for this work for a total of \$88,582, and the remaining \$211,418 was returned to the Allocated Reserve.

However, Local Fiscal Recovery Funds (LFRF) Track 3 resources must be encumbered by December 31, 2024, and fully spent by December 31, 2026. TCSO is working to complete its work with an outside consultant to develop requirements and assist with writing a solicitation for competitive procurement. However, given the time it may take to develop this solicitation and then the approximately 9-10 months it takes to complete the procurement process after that, it is impossible the deadlines outlined above will make using LFRF funds viable for such a project. As a result, PBO recommended in December 2023 these funds be repurposed to other TCSO projects which can be completed within the deadlines, such as the HSB refurbishment project. Commissioners Court approved this recommendation.

Currently, PBO is still unclear as to the exact price of such a system as the outside consultant who is helping to draft a future solicitation has not provided a final report. PBO notes the FY 2025 Preliminary Budget includes significant investments in numerous other capital projects, both for facilities and information technology. PBO has recommended funding these projects based on its prioritization to keep existing facilities and IT infrastructure in good condition. PBO has reservations about TCSO's ability to manage the requested projects with its existing staff load, as discussed in Request 4: Project Management Team. Before additional projects are added beyond what is recommended in the FY 2025 Preliminary Budget,

PBO and TCSO need to discuss staff capacity, as well as any coordination or cooperation needed by the Facilities Management Department (FMD) or the Information Technology Services (ITS) department and what their respective capacities for additional projects may be. RFID will only be as successful as the County hopes if there is sufficient staff support during implementation.

PBO is also unclear how an RFID system would integrate with the replacement Records Management System/Jail Management System (RMS/JMS) which is in the early stages of scope and requirements development ahead of a procurement process to begin in late 2024 or 2025. Ideally, the RFID system would work seamlessly with an RMS/JMS system. Without knowing the replacement product for RMS/JMS, the County can't ensure RFID can be integrated into such a system, or if it would limit the scope of RFID to a passive system, drastically reducing the benefits. It would also be difficult to ensure the selected RFID product would integrate with the RMS/JMS system without knowing which products the County will implement.

PBO still supports the implementation of an Active RFID system within TCSO and will work with the Office to identify a source of funding once a more refined cost estimate is known and there is sufficient staff capacity to implement such a project. For now, PBO recommends TCSO focus its resources on the successful implementation of both RMS/JMS and the EHR system outlined above.

REQUEST #28: ENERGY EFFICENCY PROJECTS

<i>Program:</i>	Maintenance (137)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	20,000,000	-	-	-
Dpt Total	\$ 20,000,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 20,000,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

TCSO requests funding for two energy efficiency projects. Each project promotes the creation and efficient use of clean energy. They include:

LEED O&M Certification (\$5,000,000)

LEED (Leadership in Energy and Environmental Design) O&M (Operation & Maintenance) program by the US Green Building Council is not in place in TCSO facilities currently. Implementing sustainable measures to achieve energy savings, reduce other negative environmental impacts, and promote a healthier environment are key components of LEED certification. TCSO cites the Climate Action Plan (CAP) approved by Commissioners Court in 2019 strives to reach operational net-zero emissions by 2030. One of the initiatives currently outlined in the CAP speaks to a Jail Energy Savings Performance Contract that was previously approved by the Commissioner’s Court and was completed in 2023. A LEED certification will complement this initiative and boost the County’s ability to achieve its objective of being carbon neutral faster. This funding will be used to support projects at TCSO facilities that move the County towards LEED O&M Silver certification while reducing utility consumption, mitigation reducing the impact on the environment, and improving building occupant health.

Solar Photovoltaic (PV) System (\$15,000,000)

TCSO proposes to add a solar photovoltaic (PV) system to the Travis County Correctional Complex to generate clean electricity to be used to support TCSO’s operations and reduce electricity consumption from the grid generated from fossil fuels and coal. TCSO proposes installing the panels on the roof of various buildings on the campus subject to engineering and roofing suitability. An alternative would be to build covered parking lots with solar panels. TCSO believes the payback for such a system is between 12 and 15 years and would also aid in the County’s Climate Action Plan to have net-zero emissions by 2030.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

PBO does not recommend funding this request in the FY 2025 Preliminary Budget. While these are laudable project goals, the request lacks specifics regarding which projects would be undertaken at TCSO's facilities to earn LEED O&M certification. TCSO recently completed the Jail Energy Savings Performance Contract with Schneider Electric, which included numerous plumbing, electrical, and HVAC projects to reduce utility consumption and reduce the environmental impact of operating the jail. PBO needs specifics on the costs and benefits for future projects before funding can be recommended.

The solar PV system shows great promise for reducing TCSO's carbon footprint, but the requested amount does not appear to be based on any engineered plans or quotes from vendors. PBO is also concerned about making a sizeable investment in such a system to be placed on top of aging buildings that may need roofing or other major renovations in future years. The proposal also does not provide specific information on estimated solar generation or what that would mean in terms of the magnitude of its impact on reduced electricity bills from Austin Energy.

PBO notes the FY 2025 Preliminary Budget includes significant investments in numerous other capital projects, both for facilities and information technology. PBO recommends funding for these projects based on its prioritization to keep existing facilities and infrastructure in good repair or replace facilities as needed. PBO has reservations about TCSO's ability to manage all these projects with its existing staff, as discussed in Request 4: Project Management Team. Before additional projects are undertaken, PBO and TCSO need to have discussions on the capacity of TCSO staff, as well as capacity for the Facilities Management Department (FMD) or the Information Technology Services (ITS) department to collaborate on additional projects.

PBO would encourage TCSO to identify and pursue grants or other outside funding opportunities to make advancements in its net zero emission goals, which the County could then leverage to make a bigger impact on those goals. PBO needs to work with the Facilities Management Department to rank similar green building investments across all County facilities to direct funding to those with the largest impact towards achieving the County's goals considering limited future debt capacity.

The Transportation and Natural Resources (TNR) department, Environmental Quality Program (EQ) requested one Environmental Specialist Senior position to develop and implement sustainability initiatives in collaboration with TCSO and the Gardner-Betts Juvenile Detention Center. The request states these initiatives support the goals in the County Climate Action Plan, the Travis County draft Sustainable Jail Plan, and a developing sustainability program at Gardner-Betts. In its writeup on the request, PBO stated:

"While the sustainability efforts related to the Travis County Correctional Complex and the Gardner Betts Facility are in line with departmental and Commissioners Court goals, due to existing revenue limitations, PBO is not recommending program expansions at this time. Both facilities are currently involved with planning efforts for facilities and programming that will require extensive one-time and ongoing investments, and those efforts are currently being prioritized in the FY 2025 Preliminary Budget."

Tax Assessor-Collector (108)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	10
FY 2025 Preliminary Budget Recommendations Summary	11
Additional Information	13
FY 2025 Budget Request Analysis	15
Request #1: HB 718 Earmark	15
Request #2: Training and Travel	18
Request #3: Motor Vehicle Wall	20
Request #4: Adobe Software	22
Request #5: Data Projections AV Pflugerville Office	23
Request #6: New Tax Assessor Furniture	24
Request #7: QTRAC (Queuing System) Texting Fees	25
Request #8: knowinc Maintenance Fee Increase	26
Request #9: Communications and Training Supervisor	27
Request #10: Real Auction Commissions	29

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

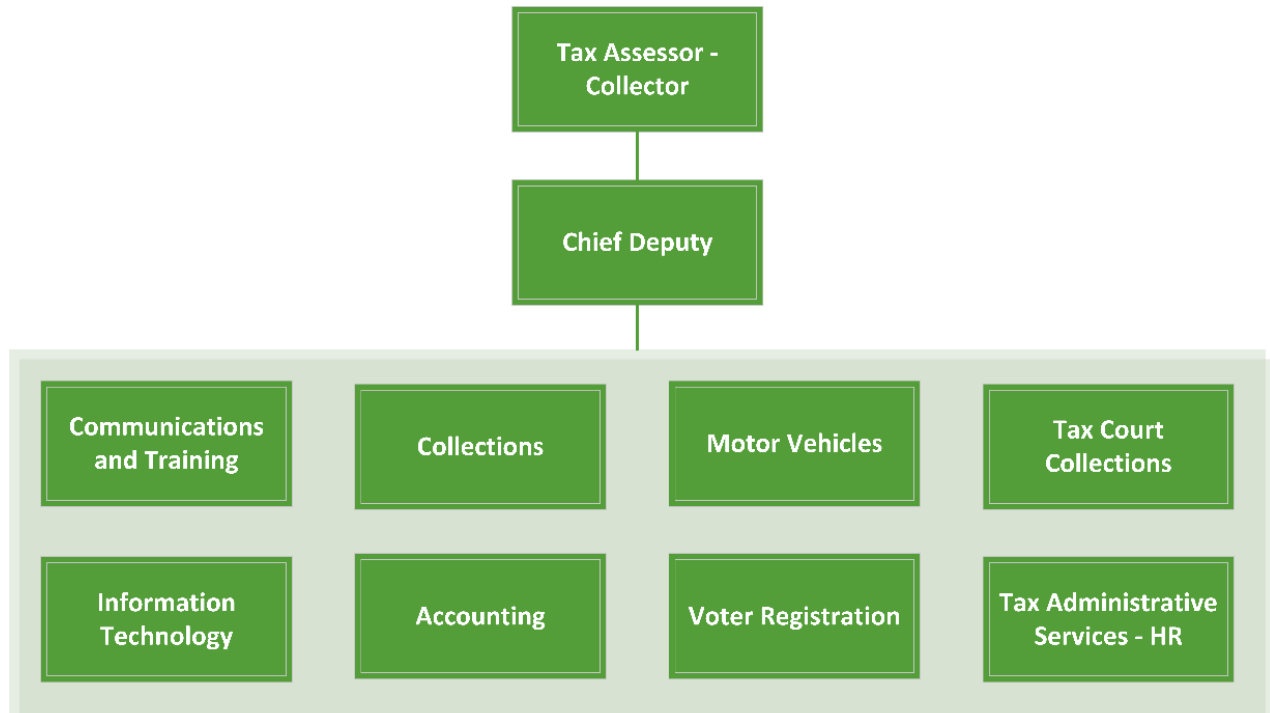
The Tax Assessor-Collector’s mission is to assess, collect, and disburse property taxes; to collect defendants’ court fines and fees for County Courts at Law and Justices of the Peace Courts; to register and title motor vehicles; and to register eligible citizens to vote. Its vision is to create an environment conducive to employee growth and well-being, to be a forerunner in citizen-based service, to be fiscally accountable to the taxpayers of Travis County and to provide all the taxing entities a superior quality of service to their constituents.

The Office has identified the following departmental goals:

- *Customer Service* – build trust by implementing new and better ways to provide excellent customer service;
- *Human Resource Management* – maximize staff ability and capability by establishing opportunities for career growth, achievement recognition, and reward;
- *Staff Development* – provide development opportunities to foster excellent customer service, optimize the use of technology, and leverage human capital;
- *Proactive Outreach* – reach out to stakeholders to continuously share information and solicit input;
- *Resource Development* – maximize efficiency of current needs (growth, workload, space) and explore new funding resources to better serve Travis County stakeholders; and
- *Technology Upgrade* – implement new and existing technology to streamline business processes, improve services, and secure data.

The Office is budgeted in the General Government Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. Most County programs and services are mandated or support mandated programs. PBO works with offices and departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Supports all other countywide goals," and are now linked to the County Goal, "Be a trusted and well-run county."

ADMINISTRATION:

The Administration division supports and oversees all operations of the Tax Office. Functions include travel and training , recruitment, employee benefits, promotion, compensation, employee development, onboarding, termination, policy formation, implementation and strategic forecasting. While not a mandated program, the Administration Division leads and administers all other programs within the Tax Office. Beginning in FY 2025, the program will process public information requests, which the IT program had previously conducted. The program's objectives include:

- Decreasing the cost to process transactions;
- Increasing the percentage of payroll reports completed on time; and
- Monitoring Tax Office strategies to determine the gap between actual and targeted performance.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# strategic goals	5	7	5	5	5
% of goals actively monitored	5%	7%	5%	5%	5%

The performance measures shown above discuss the number of strategic goals and several goals actively monitored. The two measures mentioned are a good indicator of how the Office follows its strategic goals. The department is currently working on its Strategic Plan and expects to complete it by the end of the fiscal year.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Advertising	\$100,000	N/A	The first ad campaign for FY 2023 included television advertising from February 27 through March 9 and Facebook advertising for the entire month of March. The number of advertisements and the estimated audience has not yet been reported.

ACCOUNTING:

The Accounting Program is responsible for receiving, reconciling, depositing, and disbursing funds collected by the Property Tax and Motor Vehicle programs of the Tax Office. The Department processes approximately \$5.7 billion in property tax

collections for 159 jurisdictions within Travis County and \$312 million in Motor Vehicle transactions, supporting over 115.75 FTEs in the Property Tax and Motor Vehicle programs and an additional 21 employees at three different Full-Service Deputies. The Accounting Department also performs the Internal Audit and Purchasing functions of the Tax Office. Accounting staff ensure timely reconciliation, deposit, and disbursement of funds into the bank by the next business day. The Program operates under the guidance of applicable statutes and regulations, including the Texas Property Tax Code, the Texas Transportation Code, the Texas Code of Criminal Procedures, and the Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB). The program’s objectives include:

- Reconciling and depositing 100 percent of all collections by the next business day;
- Remitting 100 percent of collections to jurisdictions by the next business day;
- Auditing and issuing 100 percent of property tax refund checks within one week of receipt;
- Issuing 100 percent of motor vehicle refund checks by the next business day after receipt;
- Performing surprise cash counts at cash handling sites quarterly;
- Performing monthly analysis of property tax transfers and adjustments;
- Providing comprehensive reports of audit findings and recommendations quarterly;
- Improving the efficiency of property tax refund audits using technology; and
- Providing a systematic, disciplined approach to the Purchasing function at the Tax Office.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of motor vehicle refund checks issued	2,394	2,352	1,547	1,550	1,550
Number of tax refund checks audited and issued	23,362	27,186	25,274	25,500	25,500

The performance measures shown above primarily show the workload of the program’s functions. The measures indicate there is projected to be a steep decline in the number of motor vehicle refund checks issued in FY 2024 compared to FY 2023 as more and more dealers pay via ACH, meaning amounts due are correctly calculated before money is drawn from an account. This has led to a large increase in ACH processing, however. On the other hand, the number of property tax refund checks audited and issued has remained steady over the past three fiscal years. PBO continues to work with the Office to determine appropriate performance measures connecting with the program’s objectives. Once completed, PBO will provide a baseline estimate of the Office’s performance against its objectives.

COMMUNICATIONS AND TRAINING:

The Communications and Training division provides telephone and email communication with customers and members of the public to provide services mandated for the Property Tax, Motor Vehicle and Centralized Court Collections programs. Services include responding to public information requests, collecting property taxes, registering and titling motor vehicles and registering citizens to vote. The program also assists with training and certification for other Tax Office programs. The program’s objectives include:

- Decreasing the abandoned call rate to 16 percent or less;
- Increasing the percentage of calls answered within 90 seconds to 60 percent or more;
- Promoting online services;
- Increasing the number of TACA-certified employees to 90 percent of all employees; and
- Saving \$25,000 or more by conducting certification training in-house.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of customers (Service Demand)	210,739	192,087	200,000	190,000	200,000
Number of customer calls answered (Service Demand Met)	165,487	152,505	170,000	167,200	176,000
Percentage of calls abandoned (Abandoned Percent)	21%	20%	15%	12%	12%
Percentage of calls answered within 90 seconds (Service Level Percent)	40%	60%	80%	80%	80%
Number of eligible employees certified by TACA	55	59	67	67	67

The performance measures above show the workload and specific aspects of service quality for the program, particularly in its call center. The projections for FY 2024 show a decrease in the percentage of calls abandoned due to personnel changes in call centers in FY 2023 and FY 2024, which were impacted by the number of staff available to take calls.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Tax Specialist III	\$141,010	2.00/2.00	The Office reports a slower hiring process due to turnover and more vacancies than expected. At the beginning of FY 2023, the Communications and Training program had six vacancies. By the time of submission for FY 2025, the Office expects to meet targets for the percentage of calls abandoned and the percentage of calls answered within 90 seconds.
Tax Specialist IV	\$74,211	1.00/1.00	The Office successfully hired an internal candidate on October 3, 2022, and coordinated the training of seven employees during FY 2023. Employees reported more organized schedules and consistent training when initially trained by their supervisor and moved under the direction of the new dedicated training position.

CENTRALIZED COURT COLLECTIONS:

The Centralized Court Collections Program collects court-ordered fines and fees on behalf of Travis County Courts at Law, Justice Courts (JPs) and the District Courts. While not a mandated program, it meets the statutory requirements of the Texas Code of Criminal Procedures and Civil Codes and Remedies to determine the fines and fees owed by defendants and then collect them. Program staff note they have been directly affected by the County's lack of an online payment portal for fines and fees, along with policy decisions reducing the number of arrests or increased the number of fee waivers or fee dismissals.

The program's objectives include:

- Updating party information and contacting defendant within 5 days of receipt from courts;
- Verifying and documenting payment plan applications within 5 days of receipt;
- Interviewing defendants to establish terms and expectations of payment as needed;
- Contacting the defendant by telephone, interactive voice response, or email within 30 days of a missed payment;
- and
- Referring cases back to court as required.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
New JP cases managed	10,246	9,362	12,540	13,000	13,050
JP cases recalled or paid in full	1,537	2,285	2,500	2,550	2,600
New CC cases managed	2,622	3,469	3,150	3,200	3,250
CC cases recalled or paid in full	961	1,596	1,600	1,650	1,700
New DC cases managed	1,559	1,283	4,948	5,000	5,050
DC cases recalled or paid in full	10	35	30	30	32

Program staff note the number of JP cases have not yet returned to pre-pandemic levels. They report this is because Justices of the Peace have slowly restarted collections and shifted resources for traffic enforcement to other areas of concern due to staffing shortages. Program staff also note for the County and District Courts the number of case dismissals as a percentage of all cases has increased since the onset of the pandemic and thus reduced the number of collections cases for the program.

The measures above show workload, not outcome or service quality. PBO will continue to work with the Office’s staff to develop appropriate performance measures that connect with their stated objectives.

INFORMATION TECHNOLOGY:

The Information Technology program’s responsibilities are to design, develop, deploy, and maintain various IT solutions based on the Tax Office’s business needs. Its goals improve the Tax Office’s processes by maintaining and implementing simple, secure, and reliable solutions that focus on improving efficiencies and eliminating waste. Program staff recently completed a multi-year strategic plan demonstrating how it plans to address the needs of the Office. The program’s objectives include:

- Improving response time for technical support;
- Improving business processes through automation and application development;
- Increasing the amount of open data available through reports and dashboards; and
- Increasing the number of training opportunities.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% - Closure percentage rate base on our SLO	0%	0%	75%	78%	80%
# - Report on highest reported IT business impacting issue(s)	0	0	800	800	700

The performance measures shown above primarily relate to the program's workload. The Office added closure percentage rate base as a measure in FY 2024 and will continue to track and refine it. PBO will continue to work with the Office’s staff to develop appropriate performance measures that connect with their stated objectives.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Tax IT FTEs	\$189,176	2.00/2.00	Adding two full-time IT employees (FTEs) to the Tax Office aimed at enhancing the IT Division's performance metrics by focusing on key areas of impact and alignment with the Tax Office's requirements. Their contributions were measured by tracking and reporting on significant projects affecting organizational and business operations, maintaining a closure rate based on the Service Level Objective (SLO), ensuring each team member completed at least two IT or business-related training courses annually, and providing detailed reports on the number and status of IT Service Desk tickets as well as the most critical IT business issues impacting the organization.

MOTOR VEHICLE:

The Motor Vehicle Program provides statutorily required services, namely vehicle titling and vehicle registration, as governed by the Texas Transportation Code. Population growth within Travis County has increased the demand for motor vehicle services provided by the program. Changes to statute and policy guidance, high staff turnover, and the COVID-19 public health emergency hampered the program’s effectiveness in the last few years. Program staff continue to develop alternative service models that help increase the efficiency of their processes. The program’s objectives include:

- Decreasing customer wait time;
- Meeting statutory deadlines for processing titles to avoid customers being charged delinquent transfer and sales tax penalties; and
- Meeting deadlines for unfunded mandates such as the NMVTIS and Two Step One Sticker programs.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# Dealer Transactions - Tax Office Operations	155,835	116,816	128,498	134,923	141,670
# Titles - Tax Office Operations	98,011	109,964	115,462	121,235	127,297

The performance measures shown above are primarily workload related. The Office has implemented a Qtrac queuing system to better provide timely services to in-person customers. This system allows the Office to collect accurate data on the average customer wait time and the average time it takes to complete a motor vehicle registration or title. Such data will allow the Office to determine where processes can be improved. PBO will work with the Office to determine appropriate outcomes or service quality measures that connect with the Office’s objectives.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Tax Specialist III - Motor Vehicle	\$139,108	2.00/2.00	Motor vehicle transactions, known for their complexity and associated risks, were underscored by past and present County and Comptroller audit results. In response, requesting two additional registration and title Tax Specialists to review completed work was instrumental in ensuring adherence to established processes and procedures. This scrutiny aimed to bolster confidence that operations aligned with state statutes while pinpointing and addressing non-conformance and recurring errors. The role of quality control and audit was pivotal in maintaining transactional integrity, accuracy, and compliance within an organization. These reviews served as a crucial mechanism for upholding standards, enhancing performance, and achieving broader organizational goals. Utilizing review outcomes, training materials were updated, and employees falling short of standards were assisted in elevating the overall quality of work beyond previous levels. This intensified review process was directly linked to achieving more timely license registration and titling, thereby reducing potential penalties for late transfers and tax payments, demonstrating an overall enhancement in meeting regulatory deadlines and internal benchmarks.
3 Tax Specialist III - SPW to FTE	\$229,719	3.00/3.00	The three full-time employees (FTEs) that were made permanent significantly contributed to meeting critical customer deadlines. Their integration into the team has enhanced the performance measures of the Motor Vehicle department, especially as the workload becomes increasingly complex. By employing these full-time staff members, the organization reduced overtime hours, lowering the risk of burnout and subsequent employee turnover. However, the pressure to meet tight deadlines can lead to mistakes. Once identified by external entities such as the Comptroller, these errors could cost the County millions of dollars, underscoring the critical balance between efficiency and accuracy in operations.

PROPERTY TAX COLLECTIONS:

The Property Tax Program provides statutorily required services for assessing, collecting, and disbursing property taxes within Travis County. The program serves 159 taxing entities and special districts. We predict most measures will increase due to economic and population growth coupled with the complex and ever-changing nature of the Texas Property Tax System, which increases the amount of customer assistance needed. We are the only Texas County that administers its own delinquent collection program. The increased number of property tax refunds continues to strain our limited resources. The Tax Office agreed to assess and collect for public improvement districts (PIDs) – numbering over 9,500 parcels in 20+ taxing districts. PID petitions, a more complex refund process than typical parcels, have also increased year over year.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Parcels on the tax roll	461,350	470,955	477,679	485,000	490,000
# Total Refunds Processed	27,196	29,580	29,000	29,500	30,000
# Payment Agreements	8,038	7,420	7,000	7,500	7,700
# Payments Processed	511,981	532,532	538,000	540,000	547,000
% Payments collected	99%	99%	99%	99%	99%
# Demand Letters Sent	11,559	13,959	14,000	14,250	14,500

The program faces several challenges, including population growth, a growing number of properties in the County, new legislative mandates, and staff turnover. These challenges have significantly strained the program's ability to operate effectively. Meeting important deadlines is crucial, as failure to do so can put the County's funding at risk. The program has been actively seeking more efficient ways to serve its customers in response to these demands. This includes implementing online property tax payments and introducing an interactive voice response (IVR) communications system.

These efforts are aimed at addressing the increasing demands placed on the program. The performance measures shown above primarily demonstrate the program's workload. PBO will work with the Office to determine appropriate outcomes or service quality measures that connect with the Office's objectives.

VOTER REGISTRATION:

The Voter Registration Program acts as Travis County's Voter Registrar as defined by the Texas Election Code. It is responsible for registering all eligible Travis County residents to vote in federal, state, and local elections. The program's tasks include processing voter registration applications and notices, coordinating with the Texas Secretary of State and Texas Department of Public Safety to manage voter files, and providing outreach voter registration events and training for volunteers.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Registered voters	875,659	895,713	900,000	1,051,973	1,104,572
Voter outreach events	89	50	50	219	250
Volunteer deputies trained	4,400	2,516	3,000	3,029	5,000

The program's primary outcome is maintaining a higher registered voter rate, which should be realized with the increase in events and trained volunteers as is approximated through the number of registered voters shown above.

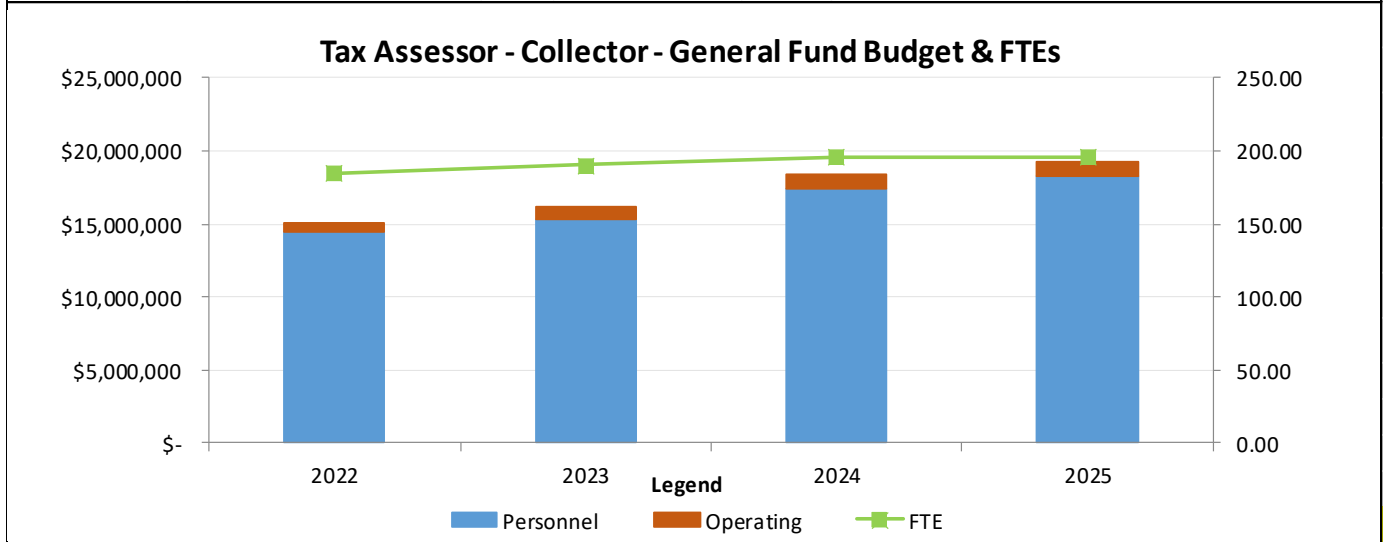
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

Package Name	Approved Amount	FTE Approved /Filled	Program Results
<i>FY 2024</i>			
KNOWiNK Software Maintenance	\$180,000	-/-	The required software maintenance agreement for the Voter Registration database is an essential expense to ensure compliance with State and Federal guidelines and mandates. The Tax Office is currently evaluating the necessity of a \$50,000 one-time server transfer expense to maintain this access. Maintaining the Voter Registration software is crucial for keeping the registration process aligned with regulatory requirements, thereby facilitating smooth and lawful voter registration operations.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	14,462,795	15,342,126	17,432,610	18,214,210	781,600
Operating	637,259	860,653	934,554	984,905	50,351
Total (Per&Op)	\$ 15,100,054	\$ 16,202,779	\$ 18,367,164	\$ 19,199,115	\$ 831,951
CAR*	-	-	-	-	-
Grand Total	\$ 15,100,054	\$ 16,202,779	\$ 18,367,164	\$ 19,199,115	\$ 831,951
FTEs	184.75	190.25	195.75	195.75	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the Tax Office increased by \$831,951 from the FY 2024 Adopted Budget. This is a 4.5 percent increase. The majority of the increase in the personnel budget was due to FY 2024 compensation that was originally budgeted in the compensation reserve. There is a small increase in the operating budget due to travel and training cut restoration funds added.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 18,312,624	\$ 54,540	\$ -	\$ 18,367,164	195.75	\$ -
Target Budget Changes						
Programmatic	-	(54,540)	-	(54,540)	-	-
Compensation & Benefits	577,550	-	-	577,550	-	-
Total Target Budget Changes	\$ 577,550	\$ (54,540)	\$ -	\$ 523,010	-	\$ -
FY 2025 Target Budget	\$ 18,890,174	\$ -	\$ -	\$ 18,890,174	195.75	\$ -
Budget Submission	\$ 18,890,174	\$ -	\$ -	\$ 18,890,174	195.75	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
HB 718 Earmark	-	-	-	-	-	415,151
Satellite Office	-	8,000	-	8,000	-	-
Increase	20,000	-	-	20,000	-	-
Knowinc Maintenance Fee Increase	8,000	-	-	8,000	-	-
Adobe Software Licenses	6,577	-	-	6,577	-	-
Real Auction Commissions	9,000	-	-	9,000	-	-
100K for temp-Overtime Staff HB718	-	100,000	-	100,000	-	-
PID onetime transfer	-	9,437	-	9,437	-	-
Programmatic Total	\$ 43,577	\$ 117,437	\$ -	\$ 161,014	-	\$ 415,151
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	104,050	-	-	104,050	-	-
Compensation & Benefits Total	\$ 104,050	\$ -	\$ -	\$ 104,050	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	43,877	-	-	43,877	-	-
Administrative & Other Total	\$ 43,877	\$ -	\$ -	\$ 43,877	-	\$ -
Grand Total	\$ 191,504	\$ 117,437	\$ -	\$ 308,941	-	\$ 415,151
FY 2025 Preliminary Budget	\$ 19,081,678	\$ 117,437	\$ -	\$ 19,199,115	195.75	\$ 415,151
Change from FY 2025 Target	\$ 191,504	\$ 117,437	\$ -	\$ 308,941	-	\$ 415,151
Change from FY 2024 Adopted	\$ 769,054	\$ 62,897	\$ -	\$ 831,951	-	\$ 415,151

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Tax Office includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$54,540 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget; and

The FY 2025 Preliminary Budget for Tax Office includes the following increases:

Programmatic Recommendations	One-Time	Ongoing	Total	FTEs
QTrac (Queuing System) Texting Fees Increase	\$ -	\$20,000	\$20,000	-
KNOWiNK Maintenance Fee Increase	-	8,000	8,000	-
Data Projections AV Pflugerville Satellite Office	8,000	-	8,000	-
Adobe Software Licenses	-	6,577	6,577	-
Real Auction Commission	-	9,000	9,000	-
Total Programmatic Recommendations	\$8,000	\$43,577	\$51,577	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Tax Office includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Travel and Training cut Restoration	\$-	\$43,877	\$43,877	-
Total Administrative and Other Funding Changes	\$-	\$43,877	\$43,877	-

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$43,877 in ongoing operating resources for Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Tax Office includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$568,364	\$568,364
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	1,506	1,506
Resources for Elected Official salary adjustments approved in by the Commissioners Court in FY 2024.	-	7,680	7,680
Resources for health insurance cost increases for FY 2025.	-	104,050	104,050
Total Compensation Changes	\$-	\$681,600	\$681,600

Compensation adjustments for FY 2024 were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments is found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Office’s budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
HB 718 Compliance Expenses	\$415,151
Total Allocated Reserve Earmarks	\$415,151

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for the Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, the Tax Office charges 87 fees and manages six revenue-generating contracts. Of those, none of the fees or contracts are being proposed by the Office for adjustment in FY 2025.

VACANT POSITIONS

The Office currently has 14 total vacancies, of which five positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Business Analyst II	30000241	1.00	270	Vacant, expected to be filled as part of current job posting.
Tax Supervisor	30051632	1.00	265	The candidate withdrew acceptance of the offer. The job is posted.
Tax Specialist II	30000198	1.00	180	Vacant, expected to be filled as part of current job posting.
Tax Specialist II	30050183	1.00	178	Vacant, expected to be filled as part of current job posting.
Tax Supervisor	30052953	1.00	129	Vacant, expected to be filled as part of current job posting.

The Office has five positions vacant for 129 days up to 270 days. These positions have been vacant for less than a year and the Office states they are expected to be filled in the coming job recruitment process.

FUTURE CONSIDERATIONS

The Tax Assessor-Collector is facing persistent challenges due to the escalating population, the complexity of transactions, and the surge in demand for its services. This demand sometimes exceeds the Office's capacity, adversely impacting the services' quality and timeliness, particularly in the motor vehicle division. The Tax Office has implemented a new electronic queuing system to address this. This system is fully operational and is expected to significantly enhance the Office's data collection capabilities, particularly regarding the quality and timeliness of its services. This data will be instrumental in guiding the Office and PBO in their ongoing and committed efforts to meet the increased demand.

Since FY 2022, the Tax Office has collaborated with Information Technology Services to shift its payment system to a new payment processor vendor. This project, which is still ongoing, has yet to have a final cost. As such, the FY 2025 Preliminary Budget does not include a request related to these costs. However, the Tax Office will include requests for ongoing resources as part of the FY 2026 budget process, ensuring stakeholders are fully informed about the financial implications and future resource needs.

Since 2020, the Tax Office has been collecting PID-related fees and has been reimbursed for the associated expenditures. The PID revenue for FY 2025 is projected to be \$21,616. Of this, \$12,179 has been allocated as ongoing funding in the Office's budget. To cover the remaining expenses related to PID fee collection, the PBO recommends adding one-time funding of \$9,437 to the Office's budget in FY 2025. The revenue will be reviewed during the FY 2026 budget process and funding will be adjusted as necessary.

<i>Fiscal Year</i>	<i>Ongoing</i>	<i>One-time</i>
2020	\$6,725	\$-
2021	1,821	-
2022	-	-
2023	3,633	3,000
2024	-	4,540
Base Budget Total	12,179	7,540
2025 PID revenue	21,616	-
Difference	\$9,437	\$-

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: HB 718 EARMARK

<i>Program:</i>	Motor Vehicle (108)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	5.00	-	-	-
Personnel	395,101	-	-	-
Operating	6,500	-	-	-
Subtotal	\$ 401,601	\$ -	\$ -	\$ -
Capital	13,550	-	-	-
Dpt Total	\$ 415,151	\$ -	\$ -	\$ -
Earmark Allocated	-	415,151	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 415,151	\$ -	\$ -
Dpt Total + Earmarks	\$ 415,151	\$ 415,151	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Tax Office requests funding to comply with House Bill 718, which mandates the transition to metal dealer and temporary plates and the use of the webDEALER system for title transfers. This funding will support the necessary increase in staffing to maintain efficient vehicle registration and titling services in alignment with new state requirements.

The Tax Office advised in response to the enactment of House Bill 718, it is essential to secure funding for five new Tax Specialist III FTEs. This request stems from the bill's requirement for all temporary and dealer plates to be metal and for all dealers to participate in the webDEALER system. These changes necessitate significant adjustments in the Tax Office's operations, including handling increased metal plate inventory and processing a higher volume of webDEALER transactions.

Based on the extra responsibilities related to managing the expanded metal plate inventory, the Office has identified a need for one Inventory Control Tax Specialist III. This role is critical as the preliminary information from the DMV suggests that while tax assessor-collector's offices are not responsible for auditing plate inventory once received by dealers, if this provision changes, additional auditing tasks could become necessary. Currently, the Office handles inventory management for 572 dealers, only 60 of whom carry inventory plates. With the new requirements, the Office will allocate plates to an additional 512 dealers, representing an 853 percent increase in dealers managing inventory.

Additionally, the Tax Office requests two webDealer/Back Row Tax Specialist III positions because of anticipated increase in webDEALER transactions, which are expected to rise from approximately 98,236 to 225,000 annually. This team is crucial for processing and approving these transactions, which are set to increase significantly due to the legislative changes. The Office also sees the need for one Contract/Title Service/FSD Tax Specialist III to manage the increased contractual requirements and bonds for all 572 dealers in Travis County, a significant increase from the current 60 dealers with such agreements.

Lastly, one Title Review Team Tax Specialist III is necessary to enhance the capacity of the Title Review and NMVTIS Team. This team audits all title work processed by the full-service deputies and a significant portion of transactions handled by tax office employees. The increase in transactions due to HB 718 will require more robust oversight to detect and prevent fraud and to ensure compliance with title processing standards.

The Tax Office emphasizes that these positions are critical to adapt to the increased demands and complex changes brought about by HB 718. It further states without these roles, the ability to effectively manage the new requirements and maintain high service standards for Travis County residents could be compromised.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Customers Served-main office	N/A	234,003	245,703	257,988	257,988	270,877
Dealers/Fleets-main office	N/A	98,236	108,060	223,965	223,965	235,163
<i>New Measures</i>						
Inventory disbursement	N/A	6,880	7,224	8,000	8,000	8,400

PBO RECOMMENDATION

PBO recommends an earmark of \$415,151 on the Allocated Reserve for HB 718 compliance expenses. HB 718 mandates the transition to metal dealers and temporary plates and requires all dealers to utilize the webDEALER system for title transfers. Additional funding supports the necessary increase in staffing to ensure the Tax Office can maintain efficient vehicle registration and titling services in compliance with state mandates.

Tax Office's proposal in response to the anticipated operational demands brought by House Bill 718 is as follows:

<i>Title</i>	<i>Description</i>	<i>FTEs</i>	<i>Cost</i>
Inventory Control Tax Specialist III	To manage the increased inventory of metal plates effectively.	1.00	\$79,020
WebDealer/Back Row Tax Specialist III	To accommodate the expected rise in webDEALER transactions, projected to increase from approximately 98,236 to 225,000 annually.	2.00	158,041
Contract/Title Service/FSD Tax Specialist III	To manage the increased requirement for contracts and bonds as all 572 Travis County dealers transition.	1.00	79,020
Title Review Team Tax Specialist III	To support the existing team in auditing title work	1.00	79,020
Capital	Computing equipment	N/A	13,550
Operating Cost	Office supplies and startup costs	N/A	6,500
Total		5.00	\$415,151

The Office is currently assessing the implications of House Bill 718 on its operations. This legislation mandates that all automobile dealers transition to webDealer by July 1, 2025. As part of current business model, the Office partners with three deputized, for-profit entities to process motor vehicle transactions, including title processing for many dealerships.

Per the Tax Office, the passage of HB 718 introduces uncertainty regarding the financial viability of these entities. The Office advises that it is possible that the new requirements under HB 718 may not provide sufficient incentive for these businesses

to continue their current services. Consequently, the responsibilities currently being performed by these entities may need to be shifted to tax office personnel. There are currently 41 workstations assigned to these entities.

PBO recommends the Office collaborate closely with the DMV to monitor developments and adjust the funding request as needed to meet operational requirements before the implementation date of July 1, 2025.

REQUEST #2: TRAINING AND TRAVEL

<i>Program:</i>	Information Technology Division (108)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	22,995	-	-	-
Subtotal	\$ 22,995	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 22,995	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 22,995	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Tax Office requests an additional \$22,995 in ongoing funding to support essential training and travel for its personnel. Per the Office, funding is vital for maintaining necessary certifications such as CPA, CFE, CIA, PCC, CTOP, SHRM, CERA, and NEO, which are crucial for the effective operation of the Tax Office. Tax Office divisions requiring this increase include Administration, Accounting, and IT, which house roles essential for the functioning of county services and compliance with professional standards.

The request for additional funding is driven by the need to ensure that staff members, including a new Tax Assessor-Collector who will assume office on January 1, 2025, receive the requisite training to perform their duties effectively. The Office states that the training is necessary not only for maintaining certifications but also for keeping abreast of current technologies and best practices within their fields.

The Office faced challenges due to budget cuts, particularly those imposed following COVID-19, which significantly reduced the travel and training budget by about 25 percent. This reduction forced the office to reallocate funds from other critical areas, impacting overall operation efficiency and effectiveness. The proposed funding will restore the capacity to attend in-person training sessions, which have become more expensive but are essential for comprehensive professional development.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
CPA, CFE certifications	0	0	0	0	5	5
IT continuing education	0	0	0	0	32	32
Admin - HR	0	0	0	0	2	2

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Admin - Operations	0	0	0	0	2	2

PBO RECOMMENDATION

As conditions suppressing travel and training budget usage during the COVID-19 pandemic continue to wane and more conferences and training are reinstated and expanded in-person events, PBO has revisited the issue of enhancing internal training capabilities within the Tax Office, as requested. The FY 2025 Preliminary Budget includes a 50 percent restoration of training budget reductions approved by the Commissioners Court as part of the FY 2021 Adopted budget. These cuts were implemented to stabilize the county budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Funding includes \$43,877 in ongoing operating resources for the Tax Office. PBO will continue to work with offices and departments to understand their travel and training needs throughout FY 2025 and future budget processes.

REQUEST #3: MOTOR VEHICLE WALL

<i>Program:</i>	Motor Vehicle (108)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	25,000	-	-	-
Subtotal	\$ 25,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 25,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 25,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Tax Office is requesting \$25,000 in one-time funding to build office space for Supervisors and Tax Specialist IV at the Tax Office located in the Ridgepoint motor vehicle work area. The Office states this expansion is crucial to accommodate the increased leadership and training demands, providing each mentor and trainer a dedicated space. Per the Office, currently, the lack of sufficient office space is a significant bottleneck, preventing effective supervision, mentoring, and training of staff, which is essential to meet our growing operational needs.

This request enhances the training and mentoring of staff involved in motor vehicle transactions, which will increase transaction accuracy and efficiency. Providing immediate, on-site feedback from supervisors to employees during transaction processing will minimize errors and rejections. The additional office space will also enable Supervisors and Tax Specialist IV to work closely with employees in a dedicated, distraction-free environment, aligning with the department’s service goals and the broader objectives of the County.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Customers Served-main office	234,003	237,000	245,703	257,988	257,988	270,877
Electronic transactions-main office	0	98,236	108,560	224,490	224,490	235,814

PBO RECOMMENDATION

PBO recommends \$25,000 in one-time funds for the Motor Vehicle wall and recommends for this amount to be budgeted centrally within FMD's FY 2025 Capital Acquisition Resources (CAR) budget. In addition, PBO will be sharing this recommendation with FMD if additional input or cost revisions is needed before the recommendation is finalized.

REQUEST #4: ADOBE SOFTWARE

<i>Program:</i>	Administration (108)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	6,577	6,577	6,577	6,577
Subtotal	\$ 6,577	\$ 6,577	\$ 6,577	\$ 6,577
Capital	-	-	-	-
Dpt Total	\$ 6,577	\$ 6,577	\$ 6,577	\$ 6,577
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 6,577	\$ 6,577	\$ 6,577	\$ 6,577

DEPT. SUMMARY OF REQUEST

The Tax Office requests funding for Adobe Acrobat DC and Adobe Creative Cloud All Apps licenses for seven employees each, totaling \$6,577. Per Office, this investment is critical for FY 2025 to enhance training, mentoring, and professional communication with external partners. The request states the software will enable employees to access work files remotely and produce high-quality, professional materials, which is essential for the technical advancement and efficiency of the Office. The Office advises these tools are particularly crucial for developing effective training materials and facilitating robust communication between employees and their trainers, leading to more accurate transaction processing and increased credibility with Travis County taxpayers.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of reports input	26	26	26	26	26	26

PBO RECOMMENDATION

PBO recommends Tax Office's request for \$6,577 in ongoing funding for Adobe Acrobat DC and Adobe Creative Cloud All Apps licenses. This funding is crucial to enhance the ability of staff to access work files remotely, produce high-quality materials, and improve professional communications with external partners.

REQUEST #5: DATA PROJECTIONS AV PFLUGERVILLE OFFICE

<i>Program:</i>	Motor Vehicle (108)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	8,000	8,000	-	-
Subtotal	\$ 8,000	\$ 8,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 8,000	\$ 8,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 8,000	\$ 8,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Tax Office is requesting \$8,000 in one-time funding to implement audio and visual technology essential for the new queuing system for the Pflugerville substation, which is undergoing significant renovations. This request is aligned with the department's goals to enhance efficiency and customer service. According to the Office, the substation lacks the technology required, which impedes achieving desired service levels. The data projections will equip the office with the necessary audio and visual components to ensure the queuing system functions effectively.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Customers Served-main office	N/A	234,000	237,320	244,440	244,440	251,773

PBO RECOMMENDATION

PBO is recommending the Tax Office's request for \$8,000 in one-time funding to implement audio and visual technology for the new queuing system at the Pflugerville substation, currently under significant renovation. The office has indicated a lack of necessary technology, which hinders achieving desired service levels.

REQUEST #6: NEW TAX ASSESSOR FURNITURE

<i>Program:</i>	Administration (108)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	15,000	-	-	-
Subtotal	\$ 15,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 15,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 15,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Tax Office is requesting \$15,000 in one-time funding for new furniture for the incoming Tax Assessor-Collector. The current pieces are over 30 years old and below County standards. This update is crucial for maintaining a professional and efficient office environment.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of resources (FTEs)	1.00	1.00	1.00	1.00	1.00	1.00

PBO RECOMMENDATION

PBO recommends \$15,000 of one-time funding for new furniture for the incoming Tax Assessor-Collector and recommends for this amount to be budgeted centrally within FMD’s FY 2025 Capital Acquisition Resources (CAR) budget. This funding will allow for the purchase of furniture for the incoming Tax Assessor- Collector to maintain a professional and efficient office environment.

REQUEST #7: QTRAC (QUEUEING SYSTEM) TEXTING FEES

<i>Program:</i>	Motor Vehicle (108)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	20,000	20,000	20,000	20,000
Subtotal	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Capital	-	-	-	-
Dpt Total	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000

DEPT. SUMMARY OF REQUEST

The Tax Office is requesting an additional \$20,000 in ongoing funds for Qtrac (Queuing System) Texting Fees. This increase is due to a 50 percent increase in texting fees for the Qtrac queuing system, raising the total funding need from \$40,000 in FY 2024 to \$60,000 in FY 2025. The Department states this increase supports the crucial texting service managing customer notifications and queue placements, enhancing operational efficiency and reducing the need for additional staff.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
In person Transactions- main office	234,003	237,000	244,440	252,000	253,000	257,000

PBO RECOMMENDATION

PBO recommends \$20,000 in ongoing funding for the Qtrac queuing system texting fees. Per the Office, this funding supports the texting service that efficiently manages customer notifications and queue placements, thereby reducing the need for additional staff. PBO is supportive of the Tax Office’s efforts to use technology to manage increased in person visits and encourages the Office to continue to seek ways to reduce in person traffic where appropriate.

REQUEST #8: KNOWINC MAINTENANCE FEE INCREASE

<i>Program:</i>	Voter Registration Division (108)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	8,000	8,000	8,000	8,000
Subtotal	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Capital	-	-	-	-
Dpt Total	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000

DEPT. SUMMARY OF REQUEST

The Tax Office requests \$8,000 in on-going funds to cover a three percent increase in the annual maintenance fee for the KNOWiNK system, used by the Voter Registration Division to manage Voter Registration Data. Per the Office, this increase, not accounted for in last year's budget, is essential to maintain the system's reliability and security and supporting mandated voter registration operations. The Office advises this funding ensures the system continues to meet the County's goals of accurate and secure voter data management, facilitates ongoing improvements and the integration of services with the Elections Division.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# Total Registered Voters	875,659	895,713	9,000,000	1,051,973	1,051,973	1,104,572

PBO RECOMMENDATION

PBO recommends \$8,000 in ongoing funding to cover the three percent increase in the annual maintenance fee for the KNOWiNK system. The Office advises this funding is crucial for maintaining the integrity and functionality of the Voter Registration Division's data management system, ensuring it remains up-to-date and secure.

REQUEST #9: COMMUNICATIONS AND TRAINING SUPERVISOR

<i>Program:</i>	Communications & Training (108)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	86,487	-	-	-
Operating	3,525	-	-	-
Subtotal	\$ 90,012	\$ -	\$ -	\$ -
Capital	2,940	-	-	-
Dpt Total	\$ 92,952	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 92,952	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Tax Office requests \$92,952 in ongoing funding for the addition of a Tax Supervisor FTE to address the current challenges of managing an excessive number of direct reports per supervisor. The Office states each supervisor currently manages eight direct reports, which is three above what HRMD recommends. By adding another supervisor, the Office advises it can reduce the span of control to six direct reports per supervisor, aligning with HRMD's guidelines and enhancing managerial effectiveness.

This addition is crucial for improving operational efficiency, as it facilitates more flexible teleworking arrangements and better supervision. The Office notes current restrictions on teleworking for supervisors—due to the need for on-site presence—limit the department's ability to offer flexible work setups, negatively impacting staff morale and productivity.

The Office explains the new supervisor will help achieve strategic priorities such as improved human resource management, enhanced staff development and superior customer service. This includes ensuring the timely completion of performance evaluations and providing more effective training, coaching and performance monitoring. The Office emphasizes this role is essential for addressing the needs of both teleworking and non-teleworking employees, especially those who are new or require additional support due to performance issues.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Service Demand	210,739	192,087	200,000	190,000	190,000	200,000
Service Demand Met	165,487	152,505	170,000	167,200	167,200	176,000
Abandoned Calls	45,110	39,453	30,000	22,800	22,800	24,000

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Abandoned Percent	21%	21%	19%	15%	12%	12%

PBO RECOMMENDATION

PBO does not recommend the addition of a Tax Supervisor FTE. PBO recognizes the importance of the Tax Office's request for an additional Tax Supervisor to manage increased supervisory demands and enhance teleworking capabilities. However, PBO is unable to include funding for this request in the FY 2025 Preliminary Budget due to financial constraints. Typically, additional revenue becomes available for Budget Markup in early September as opposed to what is projected in late July. However, discussions with the Travis County Appraisal District (TCAD) and the Revenue Estimation Unit within the County Auditor's Office indicate significant additional revenues beyond those already anticipated for FY 2025 are unlikely.

REQUEST #10: REAL AUCTION COMMISSIONS

<i>Program:</i>	Property Tax Collections (108)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	9,000	9,000	9,000	9,000
Subtotal	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Capital	-	-	-	-
Dpt Total	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000

DEPT. SUMMARY OF REQUEST

The Tax Office requests \$9,000 in ongoing funding for Real Auction’s commissions. The Tax Office is moving Tax Sales online, conducted by a vendor and transitioning from the previous in-person sale practice at the Courthouse steps. The vendor, REAL AUCTION, will charge a \$150 commission fee per settled sale, paid by the buyer and managed by the Tax Office. The commission collected by the Tax Office on behalf of the Online Tax Sale vendor will be paid to the vendor via General Fund disbursement.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of demand letters	11,559	13,959	14,000	14,250	14,250	14,500

PBO RECOMMENDATION

PBO recommends \$9,000 in ongoing funding for Real Auction's commissions. The Tax Office advises this funding is necessary for moving Tax Sales online, conducted by a vendor and transitioning from the previous in-person sale practice at the Courthouse steps. In addition, PBO advises further discussion is necessary between the PBO, the Auditor's Office, and the Tax Office to ensure all parties have a clear understanding and agreement on the transition to online tax sales and the financial and process implications of receiving and paying out commission fees.

Transportation and Natural Resources (149)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	4
Programs & Performance Management	5
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	21
FY 2025 Preliminary Budget Recommendations Summary	23
Additional Information	27
FY 2025 Budget Request Analysis	30
Request #01: Hazardous Duty – Imminent Danger Pay	30
Request #02: Additional Fleet Staffing	32
Request #03: Additional Engineering Inspectors – Development Services	34
Request #16: Additional Engineering Inspectors – Public Works	34
Request #04: Parks Facilities Maintenance Management	37
Request #28: Park Infrastructure Reinvestment Initiative – Turf Rehab.....	37
Request #32: Park Operations - Ballfield Fence Replacement and Repair.....	37
Request #34: Park Light Pole Repair.....	37
Request #46: Parks Concrete Hike and Bike Trail Upgrade	37
Request #56: Parks Roads Rehabilitation	37
Request #05: BCP Visitor Center	44
Request #06: Planner II - Active Transportation – Public Engagement.....	46
Request #08: Special Events Coordinator Position.....	48
Request #11: Land Management - Wildland Fire Operations and Maintenance.....	50
Request #24: Park Land Stewardship - Land Resource Management Phase I.....	50
Request #45: Park Forestry Maintenance and Operations - Phase II.....	50
Request #51: Throckmorton Research and Monitoring	50
Request #12: Substandard Roads.....	57
Request #13: Environmental Program Manager - Water Quality	59
Request #14: Rangers Additional Personnel and Equipment.....	61
Request #15: Surveying Equipment Replacement	63
Request #17: High Accident Location Safety Improvements	65
Request #18: Rangers Move to BCP Building	66
Request #19: SW Travis County GCD External Request	68

Request #20: Parks Seasonal Employee Budget..... 70

Request #27: Park Operations Specialists 70

Request #44: Park Supervisors 70

Request #21: NREQ Intern Budget 74

Request #22: Transit Development Plan (TDP) FY25 Service Cost Increase..... 76

Request #23: Park Planning - Planner II 78

Request #50: Parks Master Planning - New Acquisitions- RGK - Reimers - Hamilton Pool 78

Request #25: Fleet Electrification Infrastructure, Year 3 80

Request #26: All Terrain Vehicles-Trailer-Equipment 83

Request #29: Environmental Quality Education & Public Outreach 84

Request #30: Sustainable Jail FTE..... 86

Request #33: TC Parks Foundation Contract - Stewardship & Volunteer Program..... 88

Request #35: Onion Creek Greenway Maintenance Facility 90

Request #48: Gilleland Creek Greenway Phase 1..... 90

Request #49: Historic Moore's Bridge at Richard Moya Park Preservation and Restoration Project 90

Request #36: Park Ranger Residence Housing at Southeast Metro Park..... 93

Request #37: Workforce Development Program 94

Request #38: Bee Creek Sports Complex Phase II..... 96

Request #53: East Metro Park Group Building Operations 96

Request #39: Parks Septic System Evaluation and Conditions Report..... 100

Request #40: Park Land Stewardship – Demolition 102

Request #54: Dam Assessments and Design Phase I..... 102

Request #41: RGK Park Casa Blanca House - Furnishings..... 105

Request #42: Prescribed Fire Equipment and Uniforms 106

Request #43: Timber Creek Park - USACE Contract Cancel - Buyout 107

Request #47: Park Signage Replacement Year 2 108

Request #52: Portable Stage 109

Request #55: Parks Brochure and Map Updates..... 110

Request #57: Park Visitation Software 110

Request #58: HMAC Overlay - Alternate Paving Treatments 112

Request #59: Roadway Recycling 112

Request #61: Sidewalk Repairs..... 112

Request #62: Engineer Sr and Planning PM Reclassifications – Dev. Svc..... 115

Request #65: Environmental Specialist - Reclassification – NREQ 115

Request #66: Park Foreman Positions - Reclassifications115
Request #67: Maintenance of Current Effort - Additional Fuel Usage.....117
Request #68: Nuisance Abatement and Assistance Program119
Request #69: Administrative Technology Needs: Temporary Laptops and Multi-Function Devices121
Request #70: Continuation of Development Services Review Consultants Earmark.....122
Request #71: Continuation of Failing Vehicles Earmark.....125
Request #72: 290 Landfill Remediation.....126

MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Travis County Transportation and Natural Resources (TNR) Department is to provide citizens living in the unincorporated areas of the County with comprehensive transportation, natural resources management, and public service systems in order to promote public safety, health and welfare in compliance with Texas laws and mandates of the Travis County Commissioners Court.

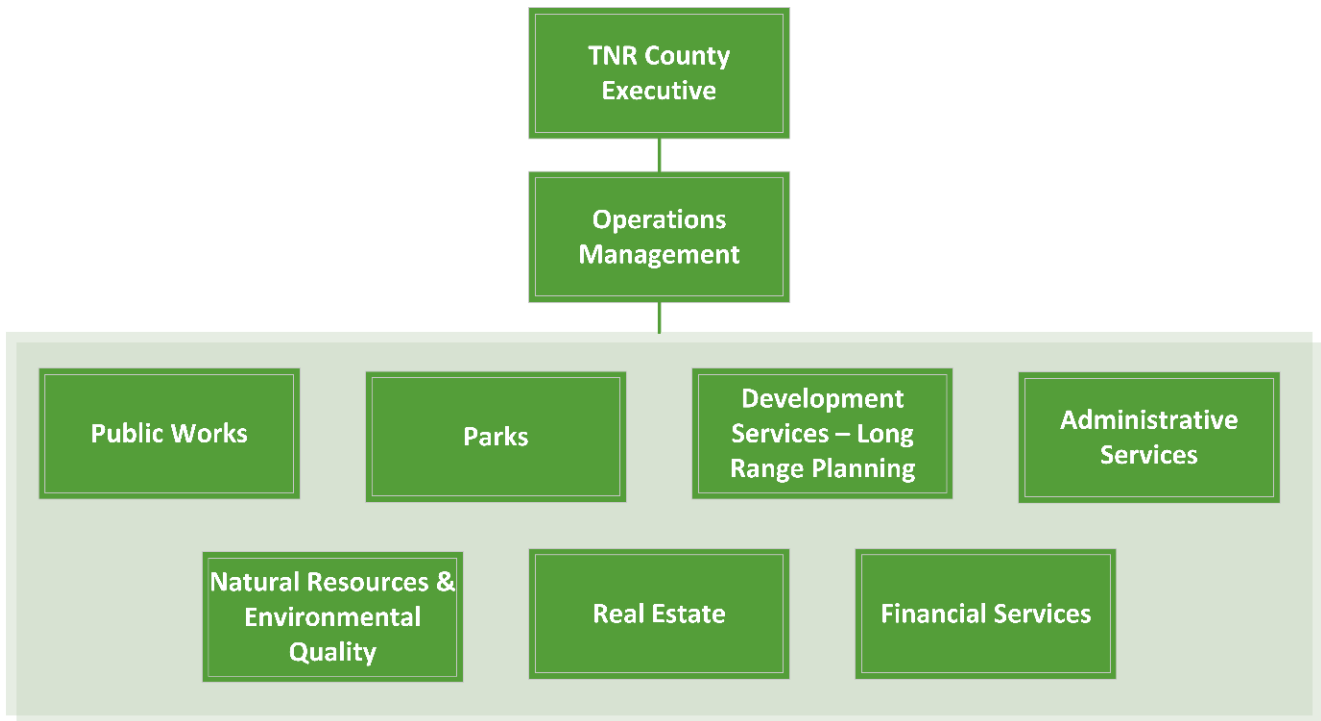
The Department has identified the following strategic goals:

- Provide a cost-effective, efficient and safe transportation system;
- Provide a sustainable system of signature parks and nature preserves;
- Protect the quality of the natural environment;
- Manage and maintain a county fleet of vehicles and county equipment;
- Enhance the effectiveness and efficiency of TNR by improved leadership and management practices; and
- Protect persons and property from storm water flooding.

The Department is budgeted in the following Functional Areas:

- Infrastructure and Environmental Services;
- Community and Economic Development;
- Public Safety; and
- General Government.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides various programs and services mandated by the state and/or federal government. Most County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable.

CUSTOMER SERVICE:

The Customer Service program was formerly linked to the County Goal of, “Foster transportation mobility and accessibility” and is now linked to the County Goal of, “Assure mobility that is timely, predictable, and safe.”

The Department states this program offers various services to Travis County residents and other county departments. Services provided include after-hours response, maintenance at two cemeteries, and town hall rental space. The program also supports coordinating outreach services for alternative human resources for probationers and community service individuals. The Work Order/Dispatch Operations Center and all other Administrative Support functions are assigned to this Program.

The Customer Service Program aims to “Support the Department’s strategic plan of providing a cost-efficient, effective, and safe transportation system.” The program's objective is to provide a central point of contact for all internal and external requests for services and distribute those requests to the appropriate division within the Department.

While many services are not listed as mandated, this program area also partners with the Health and Human Services Department to provide indigent burial services to the County. This service is mandated under the Texas Health and Safety Code Chapter 711.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of CSR responses completed	163	217	350	350	350
# of after-hours responses	266	421	125	125	125
# of indigent Burials	262	249	180	180	180

The Customer Service after-hours responses have been significantly greater in FY 2022 and FY 2023 than the projections for the next several years, likely due to the number of cold weather events in the County. The number of Community Service Restitution (CSR) litter responses is based on the availability of probationers from Adult Probation, which the Department reports is returning to baseline after the CSR program was paused due to COVID-19 protocols.

DEVELOPMENT SERVICES AND LONG-RANGE PLANNING:

The Development Services and Long-Range Planning program was formerly linked to the County Goal, “Foster transportation mobility and accessibility,” but is now linked to the County Goal, “Achieve environmental sustainability and prepare for major climate disruption.”

Within the Development Services and Long-Range Planning Division, the Department reports subdivision plats, development permits, driveway permits, and utility permits, which are reviewed to ensure that development within the county's unincorporated regions is done in compliance with county, state, and federal regulations and standards. The review evaluates the impacts of the proposed development on transportation, drainage, facilities, and floodplain systems and ensures any impacts are adequately addressed. This program also provides the public with a procedure for removing from their land

portions of, or all, public utility easements, drainage easements, and right-of-way easements from their land that are not necessary. Reviewing development permits, driveway permits, and utility permits protects the safety and well-being of the public for all construction located in the unincorporated areas of the county and requires verifiable compliance with County regulations for flood plain management.

This program also includes an enforcement group investigating constituent complaints (and complaints forwarded from the inspection and permitting staff) on land development, floodplain and septic issues. The enforcement group issues and processes Notice of Violations as appropriate referring to gain voluntary compliance or referring cases to the County Attorney’s office for prosecution. Additionally, this program ensures an appropriate amount of fiscal security is posted and maintained until construction of streets and drainage, utility cuts, etc., is satisfactorily completed and warranty bonds are in place.

The services provided by this program have been influenced by the passage of legislation which requires, generally, that municipalities and the County have similar rules within areas of overlapping jurisdictions. An interlocal agreement with the City of Austin establishes a Single Office and a consolidated development code through which development applications are reviewed. The work of this division is mandated through the following statutes: Development Review, Permitting and Floodplain Management: Subchapter A, Chapter 232, Local Government Code; Subchapter E, Chapter 232, Local Government Code; Section 242.001(d)(4), Local Government Code; Subchapter I, Chapter 16, Water Code; Section 35.019 Water Code; Sections 16.3145 and 16.315 Water Code; Americans With Disabilities Act, 42 U.S.C. Section 12101; Chapter 469 Texas Government Code; Section 251.003, Transportation Code.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# Subdivision Preliminary/Updated Plans reviewed (not approved)	140	145	135	135	140
# of Fiscal Accounts Established for New Subdivisions	25	30	35	35	40
# Of Long-form plats / Updates reviewed (not approved)	375	425	439	450	450
# of cases dev Enforcement Group referred to Cty Atty	2	1	3	5	5
# of complaints development Enforcement Group investigated	250	330	400	300	300
# of driveway permits reviewed	2,200	2,300	2,500	3,000	3,000
# of street acceptance requests process	16	20	25	25	25
# of subdivision inspections	2,050	2,230	2,500	1,900	1,900
# of utility permits reviewed	330	350	350	325	350
# of vacations processed	20	25	20	20	20
% of Amended Plats reviewed within 15 / 5 days	95%	95%	95%	85%	95%
% of Fiscal Accounts established within 10 days	100%	100%	100%	100%	100%
% of Type "A" res dev permits comments issued w/i 10 working days; Type "B" w/i 21 working days	80%	97%	100%	95%	95%
% of complaints DE Group investigated w/i 2 working days	90%	90%	90%	95%	95%
% of driveway permits comments issued w/i 21 working days of receiving a completed application	90%	100%	100%	95%	95%

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of subdivision inspections done within a 5-day time frame	95%	100%	100%	95%	95%
% of subdivision streets submitted for acceptance to Court w/i 45 calendar days of completion of Required Document items	100%	100%	100%	100%	100%
% of vacations processed & submitted for court action w/i 60 calendar days of receiving completed application	100%	100%	115%	100%	100%

Many of the outcome measures reported by this division are based on timeliness goals for review processes. These metrics were all between 95 percent and 100 percent for FY 2023. The entire development process is also being studied to increase efficiency, with external consultants evaluating deeper process improvements, and changes to the fee structure. These process improvements will include the Traffic Impact Analysis components and environmental portions of the review.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/ Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Development Services Engineering Associate	\$97,101	1.00/1.00	Funding was included for an Engineering Associate FTE to assist with the increased number of On-Site Sewage Facilities (OSSF) review applications being received by the Department. The Department indicates the position has been filled.
<i>FY 2023</i>			
Development Services Additional Staff and Consultant	\$1,459,783	9.00 /8.00	Funding was included for additional staff and consultants in Development Services. The Department reports an OSSF review, and six of the approved positions have been filled. One position is for an engineer to do an OSSF review, which is a niche role and is difficult to hire. Due to the inability to fill positions, having the funds for the consultant to supplement staff reviews has been critical.

ENVIRONMENTAL QUALITY:

The Environmental Quality program was formerly linked to the County Goal, “Preserve and protect our environment and natural resources through responsible land stewardship” and is now linked to the County Goal, “Achieve environmental sustainability and prepare for major climate disruption.”

The services in the Environmental Quality Division are a mix of mandated and non-mandated services. The tasks related to the Storm Water Management Program (SWMP) and other quality programs have been reported as mandated under state and federal laws.

The Department states, “Travis County is responsible for full compliance in carrying out the SWMP and other duties specified in the MS4 permit or else face enforcement for violation of Chapter 26 of the Texas Water Code and Section 402 of the federal Clean Water Act.” The division is also responsible for the post-closure care of landfills – specifically the 290 East Landfill.

Discretionary, or non-mandated services in this program include the Tree Mitigation Program, the Ozone Advance Program – a regional ozone action collaboration – and countywide recycling and waste management, Water quality monitoring is also

performed in support of the mandated activities of this division. This division also managed the Low-Income Vehicle Repair Assistance, Retrofit, and Accelerated Vehicle Retirement Program (LIRAP), which was discontinued after ongoing funding for the program was vetoed by the Governor in 2017.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Annual revenue generated by County recycling program	\$24,699	\$19,311	\$28,000	\$32,000	\$32,000
Average CapMetro rides taken by County employees	752	775	800	800	850
Average number of County employee CapMetro riders/month	35	36	75	100	100
CIPs audited & County PWQCs inspected.	444	466	500	525	550
Days/year when ozone standards are not met	33	21	15	18	15
Development & CIP projects reviewed for SWP3 and ESC	450	601	700	800	850
Number of illicit discharges inspected	27	32	30	30	30
Private development projects & PWQC inspected	907	548	900	650	950

The “Annual revenue generated by County recycling program,” which had taken a dip to \$15,368 in FY 2020, increased for FY 2022 and is projected to increase in the next several fiscal years. Capital projects audited and inspected are projected to remain steady over the next several fiscal years.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Water Quality/Storm Water Monitoring	\$273,636	2.00/1.00	Funding was included for one Environmental Project Manager to create, implement, and manage a surface water quality program. The Department indicates the position has been filled since February. Funding was also provided one Environmental Specialist Sr to perform duties essential to the newly established program. That position is currently posted.
SWMP Environmental Plan Review Consulting Services	\$175,399	N/A	Funding was included in FY 2024 for consulting services. The division is coordinating with Development Services and others regarding integration of SWMP plan reviews into a 3rd party review program and discussions are ongoing.
<i>FY 2023</i>			
Additional staffing for Storm Water Management Program plan review and inspection	\$246,068	2.00/2.00	Funding was authorized for one Environmental Specialist and one Environmental Specialist Sr position in the Environmental Quality division to manage the significant, ongoing increase in workload associated with mandated plan review of environmental impacts and stormwater management for private (non-CIP) development projects; and to perform mandated construction phase stormwater inspections for private (non-CIP) development projects. The Department indicates both positions filled and performing. Funding was authorized for two heavy duty pickup trucks. One has been received and the other is in the procurement queue.

FLEET SERVICES:

The Fleet Services program was formerly linked to the County Goal, “Supports All Other County-wide Goals” and is now linked to the County Goal, “Be a trusted and well-run county.”

The Fleet Services division exists to establish efficient and effective County Fleet Services by providing customer Departments and other agencies with safe, reliable, economically-sound transportation and related support services (maintenance and fuel) that are responsive to the needs of customer groups. The program is not mandated.

Fleet Management reports Telematics will give Fleet Management a new opportunity to find efficiency to save the County money and provide better accountability of vehicles. The outcome of the new system will be the accountability to the whereabouts of vehicles, fuel savings, operator safety, and fewer miles and hours on the vehicles and equipment. The Department notes electric and hybrid vehicles are being purchased in situations where the work of the office or department is conducive to an alternative fuel vehicle or equipment. The Fleet division is also collaborating on the project to install the needed charging infrastructure to support the EV units, which will take a few years to complete.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# Of Completed Jobs	23,218	24,264	27,000	27,500	37,720
% Of Direct Labor vs. Indirect Labor	76%	80%	90%	90%	85%
% Of Preventive Maintenance work orders over Repair work orders	44%	45%	50%	50%	55%
% Rework of vehicles	0%	0%	0%	1%	1%

The Fleet Services division projects the number of completed jobs will increase slightly over the next several fiscal years, keeping pace with the growth of the County Fleet. The percentage of Preventive Maintenance work orders over Repair work orders shows a similar trend, with a gradual rise over the next four fiscal years.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Central Fleet/Fuel	\$889,652	N/A	Funding was included to increase the budget of the standalone central Fleet Services division within TNR and to budget fuel and maintenance for new vehicles. Due to inflationary pressures, the fleet maintenance and fuel budgets lack sufficient funds to operate at total capacity and meet countywide operations' needs. The Department notes vehicle and equipment units are still being sent to external vendors for service and repair work. There is a heavy workload and not enough techs to promptly get the units back to the customer, and the Department notes there are still concerns about the spend rate for the Fleet division.

NATURAL RESOURCES PROGRAM:

The Natural Resources program was formerly linked to the County Goal, “Preserve and protect our environment and natural resources through responsible land stewardship,” and is now linked to the County Goal, “Achieve environmental sustainability and prepare for major climate disruption.”

The Natural Resources Program administers the Public Participation Process for the Balcones Canyonlands Conservation Plan (BCCP), issuing take permits to developers and landowners. Participation in the BCCP is voluntary, providing a streamlined and less expensive alternative to obtaining take permits through the U.S. Fish and Wildlife Service (USFWS). The permit holders may amend or renew the permit to continue offering take permits for development after the current permit expires in 2026, to add additional listed species, or to provide additional mitigation needed to offset development. Participation certificates can be offered if sufficient mitigation credits, or acres of land, are preserved to offset the commensurate habitat loss.

Natural Resources coordinates the bond-funded conservation easement program with other land conservation and open space programs managed by Parks. Bond elections in 2011 and 2017 funded the purchase conservation easements that protect cultural/historical resources, wildlife habitat, native ecosystems, and water resources on private lands. In this program, the county purchases conservation easements (CEs) directly or matches contributions from private, non-profit, state, and federal entities towards the purchase of CEs. Each easement is negotiated individually to allow continued use of the property while restricting future development and conserving natural resources. All easements purchased through this program must be monitored in perpetuity by county staff and other easement holders, such as land trusts or the federal government, to ensure that CE terms are kept. If violations occur, legal action may be necessary to enforce CE restrictions.

A new program for climate resilience over the BCP landscape began in FY 2023, with the hire of a new Environmental Project Manager for Climate Resilience. The initial focus of this program has been evaluating anticipated effects of climate change, identifying locations on the BCP where resilience projects are recommended, and planning projects to protect the preserve.

The Natural Resources Program has the following program goals:

- Natural Resources Consultation and Management: Provide subject-matter expertise to elected officials, County agencies, TNR divisions, and public on natural resources issues;
- Implement Balcones Canyonlands Conservation Plan: Administer Public Participation; Acquire habitat; Manage BCP lands; Monitor County compliance; Monitor and report on status;
- Manage Conservation Easement Bond Program: Work with private landowners to create partnerships conservation open space, agricultural lands and significant natural/cultural resources; and
- Manage grants and contracts for Natural Resources, Parks and Environmental Quality Projects.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of BCP acres managed by Travis County	13,146	13,219	13,271	13,421	13,571
Number of BCCP caves managed by Travis County	25	25	25	26	26
Number of conservation easements completed in the Conservation Easement Program (non-parkland)	11	11	13	13	13
Number of education or outreach events held	27	34	50	50	75
Number of hours surveying BCVI	263	289	225	225	225
Number of hours surveying GCWA	1,123	1,107	1,124	1,124	1,124
Number of hours surveying karst features	11,250	1,125	1,125	1,170	1,170
Number of participation certificates issued by Travis County BCCP for endangered species taken during development	20	20	25	25	26

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number volunteer hours	1,849	1,802	2,200	2,200	2,500
Value of Grants Administered	\$5,390,890	\$5,039,089	\$4,789,089	\$4,514,089	\$4,514,089

The Department notes there have been no changes to statutorily required or mandated services, and that work related to the Federal Permit for the BCCP, such as species monitoring, preserve management, and BCCP take permit issuance, was carried out during the previous fiscal year. Overall program measures have held steady over the past two fiscal years and are expected to continue at prior year levels, with a small projected increase in the number of BCP acres managed by Travis County.

Of note, in 2019 the County purchased a building and 94 acres of land for use as a BCP Visitor Center. The Department states education and outreach efforts are mandated under the BCCP and Permit, however the method of delivering these services is not dictated. As the County is in year 26 of the 30-year permit, Natural Resources is implementing the plan developed at the outset of the BCCP to prioritize land acquisition and BCCP permit administration in the early years of the plan and to ramp up education and outreach in the latter years.

ON-SITE WASTEWATER:

The On-Site Wastewater program was formerly linked to the County Goal, “Foster transportation mobility and accessibility” and is now linked to the County Goal, “Achieve environmental sustainability and prepare for major climate disruption.”

The On-Site Sewage Facilities (OSSF) program provides protection for public health, safety, and the environment by ensuring that on-site sewage facilities within the unincorporated areas of the County are in compliance with the State and County regulations. The Department reports the on-site wastewater inspection staff also provides support to the Development Services Program by completing floodplain and driveway inspections.

As stated by the Department, this program is not mandated, but Travis County is an Authorized Agent of the State for On-Site Wastewater. The State mandates that review times for OSSF permits are 30 days or less and that subdivisions must be reviewed within 45 days. Although not required by the State, TNR provides next-day construction inspections, and complaints are investigated within two days. These timeframes are standard practice among the other Authorized Agents for OSSF in the area, and TNR customers have come to expect this level of service.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of Complaint Responses and Enforcement Issues	325	340	315	250	250
# of Driveway Inspections Completed	700	700	700	700	700
# of OSSF permit reviews	930	1,015	1,310	1,250	1,250
# of OSSF verifications (for Development Permits)	250	220	230	230	230
# of Subdivision Plans	24	20	25	30	30
% of OSSF Permits reviewed with 30-days	100%	100%	90%	100%	100%
% of Complaint Responses & Enforcement Issues responded to in 2 days	95%	100%	100%	95%	95%
% of Construction Inspections completed the next day	95%	100%	100%	95%	95%
% of Driveway Inspections Completed the next day	95%	100%	100%	95%	95%
% of Subdivision Plans reviewed in 45 days	100%	100%	100%	100%	100%

The Department tracks five outcome measures for this program, including the rates of OSSF Permits reviewed within 30 days, Complaint Response & Enforcement Issues responded to in two days, Construction Inspections completed the next day, Driveway Inspections completed the next day, and Subdivision Plans reviewed within 45 days. All these metrics are expected to stay within current outcome levels, between 95 percent or 100 percent.

PARK SERVICES:

The Park Services program was formerly linked to the County Goal, “Preserve and protect our environment and natural resources through responsible land stewardship,” and is now linked to the County Goal, “Achieve environmental sustainability and prepare for major climate disruption.” The program is non-mandated. The Park Services Program has the following program goals:

- Provide safe, comfortable, and well-maintained parks for a diverse population to enjoy;
- Manage natural areas to preserve or improve ecological conditions and natural functions; and
- Optimize use of resources allocated to TC Parks for the benefits of taxpayers and the local economy.

The program supports the health and wellbeing of the Travis County residents by:

- Providing diverse recreational opportunities;
- Providing clean, safe, comfortable parks;
- Providing access to natural areas; and
- Supporting multi-modal transportation for all ages and abilities.

The program protects natural and cultural resources by:

- Designing and maintaining environmentally sustainable parks and facilities;
- Managing land to achieve greatest ecological value;
- Balancing recreational and ecological needs; and
- Preserving cultural resources and ecological diversity.

The program utilizes Travis County resources responsibly by:

- Using cost-effective operation and maintenance practices;
- Leveraging resources through partnerships that promote conservation and recreational opportunities;
- Promoting local and regional use of County parks;
- Minimizing natural hazards;
- Engaging the public to identify recreational preferences; and
- Constructing parks to the planned aesthetic and performance standard.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of Native Trees Planted	8	150	2,500	75	75
Number of Priority 1 Hazardous Trees Removed or Pruned	1,169	1,440	2,300	900	900
Number of Social Media Followers	6,930	6,944	7,500	8,000	8,500

The Division reported the number of Priority 1 hazardous trees removed or pruned saw an increase in FY 2022 and FY 2023, with more removal projected for FY 2024 as well. The baseline estimate for tree pruning is 900 per year. The Number of Social Media Followers has held steady over the past two fiscal years and are expected to continue at prior year levels.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/ Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Park Security Systems Update and Installation	\$1,050,00	N/A	Funding was approved in the FY 2024 Adopted Budget for a multiyear project to update security systems in parks. The project’s purpose is to protect park property, including buildings, equipment, and vehicles, against theft, vandalism, and criminal activity. The Department states that the implementation process has taken a little longer than expected but is starting to pick up.
Parks Water Wells Inspections	\$245,220	N/A	Funding was included for water well locations at several Travis County Parks. These wells need to be inspected on a semi-annual schedule for preventative maintenance and to maintain a constant water source. The Department reports water well inspections are underway with four of them completed. Some repairs and additional equipment will be needed.
Land Resource Manager (Program Manager)	\$124,459	1.00 /1.00	Funding was approved in the FY 2024 Adopted Budget for Land Resource Program Manager position to guide and coordinate the efforts of the Land Management Program. The position has now been filled.
Parks Facilities Master Electrician	\$110,862	1.00 /1.00	Funding was included in the FY 2024 Adopted Budget for an in-house master electrician to perform electrical tasks. The proposal would allow the Department to manage in-house electrical repairs and oversight as it relates to electrical needs within the Travis County Parks system. The Department states the position has been filled.
Forestry and Land Stewardship Operations - Stewardship - 1st Phase	\$99,623	1.00 /1.00	The FY 2024 Adopted Budget approved one natural resources specialist senior position and one truck. The position has been filled and is successfully on track to support the growth of the Stewardship Program. One truck was ordered, but it has not arrived.
Forestry and Land Stewardship Operations - Forestry - 1st Phase	\$99,623	1.00/1.00	Funding was approved for one Natural Resources Specialist Senior position. The Department states the position has been fulfilled and is successfully on track to support the growth of the Forestry Program. One truck was ordered but it has not yet arrived.
Park Land Management – Wildland Fire - 1st Phase	\$97,956	1.00/1.00	Funding was included for a Park Land Management Technician position as Phase I of a Park Land Management – Wildland Fire Program. The Department states the hiring process proceeded as expected; the related vehicle has been ordered but not yet arrived.

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/ Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Arkansas Bend Park Ranger	\$257,426	1.00/0.00	Funding was included for an additional Park Ranger for Arkansas Bend Park to augment the previously approved Park Ranger for Arkansas Bend Park. The request states the hiring process for the position has taken longer than expected and that there were lingering supply-chain delays obtaining equipment; specifically, vehicles. Completion is expected in a matter of months and hiring is in progress.
Timber Creek Park Operations and Ranger	\$1,557,489	6.00/0.00	Funding was included for staffing, operating and capital expenditures associated with the development of the Timber Creek neighborhood into a park. The request states the hiring process for these positions has taken longer than expected and that there were lingering supply-chain delays obtaining equipment; specifically, vehicles. Completion is expected in a matter of months and hiring is in progress.

PLANNING AND GEOGRAPHIC INFORMATION SYSTEMS (GIS):

The Planning and Geographic Information Systems program was formerly linked to the County Goal, “Foster transportation mobility and accessibility,” and is now linked to the County Goal, “Assure mobility that is timely, predictable, and safe.”

The Department states in addition to transportation planning, planners within this program work with other TNR divisions, other county departments, and other local, state, and federal jurisdictions to develop natural resource conservation plans, hazard mitigation plans, affordable housing plans, resiliency plans, recreation plans, public health plans, etc. The Department states that the TNR Long Range Planning team has been managing, drafting, and producing a county transportation plan in-house, for the most part, relying on Travis County infrastructure and US Census data, one of the few counties in the state with the professional staff capabilities to do so. The Department states this program is not mandated, but in order to receive state and federal funding for transportation infrastructure, the county is required to be a member of the Capital Area Metropolitan Planning Organization (CAMPO) and participate as members of the Transportation Policy Board, at a minimum, in their regional long and short-range planning processes.

The TNR Long Range Planning team has been managing, drafting and producing a county transportation plan in-house, for the most part, relying on Travis County infrastructure and US Census data, one of the few counties in the state with the professional staff capabilities to do so. While the program will still rely on some assistance from external consultants to ensure a transit plan for the unincorporated areas and traffic modeling, for example, is completed by subject experts, the long-range planning program staff will have a very active role in developing a draft transportation plan for the county.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# Of 1-1 meetings attended	90	95	95	95	95
# Of alternative public engagement efforts completed	12	12	12	12	12
# Of interim committees monitored	3	-	3	-	4
# Of regional group meetings/conf calls attended	68	70	70	68	68
% Completed - Develop Vision, Goals, Objectives, and Policies	70%	75%	100%	25%	75%
% Completed - Develop Draft County Multi-modal Plan	75%	75%	75%	75%	75%
Average data maintenance turnaround time	5	5	5	5	5

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Average project timeline development	5	5	5	5	5

This division is responsible for developing the County’s multi-modal transportation system plan and is projecting this work will be 75 percent complete in FY 2024. The division plans to complete the Vision, Goals, Objectives, and Policies for the Travis County Transportation Blueprint in FY 2024.

PUBLIC WORKS-CIP:

The Public Works Capital Improvement program was formerly linked to the County Goal, “Foster transportation mobility and accessibility,” and is now linked to the County Goal, “Assure mobility that is timely, predictable, and safe.”

The Department states the duties of this program include public works projects, “such as roadway safety or capacity improvements, bridge replacements, drainage improvements, park improvements, and pedestrian/bike facilities are typically accomplished through contracts with private engineering firms to prepare construction plans, specifications, estimates, environmental documents, construction documents, and coordination of utility relocation. This program is used widely in government agencies for implementation of Capital Improvements projects.”

The Department reports significant progress on the implementation of the Capital Improvement Program (CIP). The workload for managing projects with staff has stabilized as most of the 2011 and 2017 bond program projects are either under construction or close to the final stage of plan, specification and estimate preparation. In November of 2023, Travis County voters approved the 2023 Bond Program, valued at \$509 Million. In order to manage such a large workload, TNR has solicited the use of a Program Management Consultant (PMC) to help manage and track project deliverables and schedules. TNR may also extend the use of the General Engineering Consultant (GEC) and an interlocal agreement with the Central Texas Regional Mobility Authority (CTRMA) for projects as needed based upon the workload of the additional 2023 Bond Package. Project Management performance for all in-house project managers as well as the GEC and CTRMA, are being closely monitored with the help of the PMC, which is also helping the CIP division create and monitor measurable performance-based metrics to help achieve the most effective and efficient project implementation.

Construction inspectors continue to obtain environmental training in order to stay current with the most current environmental regulations. Contractors often underestimate the traffic control requirements, overlook erosion/sedimentation control details, and fall short on the job site maintenance expectation. Pre-construction meetings/training and weekly progress meetings are held to make contractors aware of issues and requirements.

More ponds are being added to the County maintained drainage system. Inspection and maintenance of these new ponds require significant manpower from the environmental quality program. Project Managers continue to take initiatives to improve performance on meeting schedules and budgets. To minimize construction delay claims attributed to unresolved utility conflicts, TNR will hold off the bidding of projects until necessary utility relocations are well coordinated and committed. Additional coordination with AT&T and other utilities will continue to improve timelines on current and future construction projects that may require utility adjustments or relocation.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of Projects on schedule & under budget - Added roadway capacity	80%	80%	80%	80%	80%

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
% of Projects on schedule & under budget - Bridge replacement/rehab	80%	80%	80%	80%	80%
% of Projects on schedule & under budget - Drainage Improvement	80%	80%	80%	80%	80%
% of Projects on schedule & under budget - Park Improvements	80%	80%	80%	80%	80%
% of Projects on schedule & under budget - Roadway safety/reconstruction	80%	80%	80%	80%	80%
% of Projects on schedule & under budget - Sidewalk & trail projects	80%	80%	80%	80%	80%
% of Projects on schedule & under budget - Substandard Road	80%	80%	80%	80%	80%
% of Bridges with sufficiency ratings below 60	3%	3%	3%	3%	3%

The Department reports Park projects are moving along very well in accordance with Park’s master plan. Funds for substandard road program continues to be spent in sync with the planned bond issuance schedule. Overall, schedule deadlines are being met and 90 percent of all projects are being completed on time and under budget.

Staff in this area track outcomes related to the percentage of projects on schedule and under budget, under the following project categories: Added roadway capacity, Bridge replacement/rehabilitation, Drainage Improvement, Park Improvements, Roadway safety/reconstruction, sidewalk and trail projects, and substandard roads. For all project types, the Department is projecting 80 percent of projects will meet the goal. Overall, schedule deadlines are being met and 80 percent of all projects are being completed on time and under budget.

PUBLIC WORKS-SURVEY:

The Public Works-Survey program was formerly linked to the County Goal, “Foster transportation mobility and accessibility” and is now linked to the County Goal, “Assure mobility that is timely, predictable, and safe.”

The Department reports the Survey Program supplies the public with benchmark information for floodplain issues and supplies the public with right-of-way information for county roads. Staff seeks to provide accurate land surveying services within a timeframe acceptable to its customers, which include multiple County Divisions, including Public Works, Road & Bridge, Parks, Development Services, Natural Resources, and Facilities Management, along with the public, consultants, and other entities.

The Department states survey workload increases along with the increase in Open Space acquisitions, Flood Plain Buyouts, and in-house design activity. This Division has provided a large amount of support for the BCP and Open Space programs and the in-house design program. The Department reports survey resources will continue to be utilized to support the Community Development Block Grant Program, roadway projects and Substandard Road Program projects that can be requested at any time during the year. In addition, because of the recent floods in past years, the survey group is experiencing increased requests for in-house drainage surveys.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of right-of-way or easement acquisition documents prepared	-	11	40	40	40
Number of in-house drainage project surveys	3	9	13	13	13
Number of Parks and other county property surveys	6	15	22	22	22
Number of road improvement/topo surveys	3	12	30	30	30
Number of surveys by outside survey companies managed.	-	-	15	15	15
Total number of survey work orders, requests, questions addressed	120	250	300	320	320

TNR reports the workload measures were affected through FY 2022 due to a long-term vacancy but will remain level and may improve in FY 2024 and beyond, considering the hire of a Registered Professional Land Surveyor and additional crew member. As noted in the statement above, the measures show a projected increase in the number of road improvements or topographical surveys from three in FY 2023 to 30 in FY 2024. The remainder of the metrics are projected to reflect similar increases and remain steady in next several fiscal years.

ROAD & BRIDGE:

The Road & Bridge program was formerly linked to the County Goal, “Foster transportation mobility and accessibility,” and is now linked to the County Goal, “Assure mobility that is timely, predictable, and safe.”

The purpose of this program is to manage and provide services for scheduled and direct responses on routine and preventative maintenance operations on accepted Travis County roads and rights-of-way. Staff seeks to provide a quality and safe travel for the County’s Road users and to protect and enhance the environmental aesthetic qualities of the County. The Commissioners Court set policy that all roads are to be maintained at 75 percent Good to Fair condition for arterials and 70 percent for all other roadways within Travis County. The Department states the Road Maintenance program provides resources that are dedicated to maintaining over 1,347 centerline miles of county accepted roads and rights-of-way, 140 bridges, numerous culverts and secondary drainage structures and thousands of traffic control devices. The program provides an appropriate response to work requests for emergency service on all county-maintained roadways.

The Department reports, “The county roadway network is growing at a significantly faster rate than prior to the passing of Senate Bill 6 regarding annexation of roads and/or subdivisions. Since the passage of this Senate Bill, the Travis County roadway network has increased to 1,347 miles. Currently, there are another 90 miles of new subdivisions roads that are approved and under construction with the anticipation of becoming part of the Travis County network in the next few years. This trend is anticipated to continue for the foreseeable future.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# linear feet of Pedestrian Way sidewalks/curb ramps	2,008	1,945	3,000	3,000	3,000
# of Litter Response	444	387	500	500	500
# of miles Brush Removal	31	58	100	100	100
# of miles Mowed	1,549	1,423	2,700	2,700	2,700
# of miles of Pothole Patching	87	78	125	125	125
# of miles of Rd Recycling /Edge Maint	22	19	30	30	30

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of miles of Rehabilitation	7	9	14	14	14
# of miles of Surface Treatments	40	37	80	80	80
# of miles Roadway Striping	116	199	450	450	450
# of Secondary Drainage Project (< 500 Man-hours)	108	71	325	325	325
# of Secondary Drainage Project (> 500 Man-hours)	6	5	5	5	5
# of Traffic Signs Maintained	5,929	6,302	6,500	6,500	6,500

The division projects the number of miles of Surface Treatments and the number of miles Roadway Striping will more than double in FY 2024. The Department states Travis County has been using more frequent maintenance overlay projects, to address the problems of cracking, heaving, and distortions on the aging County network rather than full reconstruction.

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Road and Bridge Career Ladder	\$440,527	N/A	Funding was included for a career ladder in Road and Bridge (R&B). The Department is still in the early stages of implementing the Career Ladder. Currently R&B leadership is allowing current staff to test-out of any required training courses within the Career Ladder if the employee can demonstrate that their skill level meet standards. Due to seasonal programs, the test-out period is set to end in June. After June, employees will begin electing any needed courses and applying for promotion within the Career Ladder. The R&B vacancy rate as of March 1, 2024, is 9.94 percent which is down from 23 percent when this budget item was submitted. While the vacancy rate has been lowered, it is too early to gauge the retention of employees and any impact to the longevity and retention of R&B employees due to the implementation of the Career Ladder.
Traffic (TIA) Review Consultant Contract	\$478,000	N/A	Funding was included for a third-party review consultant to help Travis County TNR team with Traffic Impact Analysis (TIA) reviews. Due to legislative actions, TNR has revised its program to now require Traffic Analysis in fewer instances. The program has also been successful in filling many of its vacancies, providing for less reliance on the review consultant. However, the intent of the contract is to level out peaks and supplemental internal staff reviews. A portion of the funds will be used to review some of the lengthier reviews allowing staff to continue work on a criteria manual.
<i>FY 2023</i>			
R&B Engineering Additional Staff	\$681,045	4.00/4.00	Funding was included for four new positions in Road and Bridge Engineering. With the addition of new staff, TNR engineering division was able to address requests from public such as speeding on roadways, no parking on certain roadways, intersection safety issues, school safety issues along with pedestrian safety concerns in a timely manner. Staff was able to review and respond several traffic control plans. Staff was able to address several concerns by developers in site inspections and reviewing permits. Staff was able to complete several HMAC projects in a timely fashion including updating the GIS database.

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
Development Related (Traffic) Additional Staff and Consultant	\$344,575	1.00/1.00	Funding was included for a third-party review consultant to help Travis County TNR team with Traffic Impact Analysis (TIA) reviews. The consultant works with staff promptly, coordinates with other jurisdictions such as TXDOT for joint scope TIA reviews and always adheres to Travis County standards while performing the review within the allocated budget. The Engineer Sr position has been filled.

SIGN SHOP SERVICES:

The Sign Shop Services program was formerly linked to the County Goal, “Foster transportation mobility and accessibility” and is now linked to the County Goal, “Assure mobility that is timely, predictable, and safe.”

The Department states the 2011 Texas Manual of Uniform Traffic Control Devices sets the standards for design and type of sign to be fabricated.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of signs fabricated	4,645	6,641	6,500	6,500	6,500
% Customer rating good or excellent	94%	96%	95%	95%	95%

The primary output measure is the number of signs fabricated, which saw a 17 percent increase from FY 2021 to FY 2022 and a 42 percent increase from FY 2022 to FY 2023. The outcome measure for the division, percentage of good or excellent customer ratings, is holding rather steady between 94 and 96 percent for the near future.

TNR-HUMAN RESOURCES:

The TNR-Human Resources program was formerly linked to the County Goal, “Supports All Other County-wide Goals,” and is now linked to the County Goal, “Be a trusted and well-run county.”

The services provided by the Human Resources program include:

- To recruit, retain and develop a quality and diverse workforce committed to continuous improvement and fosters a healthy, safe and productive work environment for employees;
- To Hire and retain qualified employees;
- To mitigate the number of employee complaints and claims; and
- To enhance the workplace through training and development and improve employee morale and productivity.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# of Promotions per Calendar Year	71	82	75	75	60
Average years of Service as of 4/1 of Each Year	10	8	7	8	8

The Department projects 82 promotions were achieved in FY 2024, and this number will hold steady over the next few years. and the high rate of positive reviews (99 percent) will continue for the next several fiscal years. The average years of service is projected to continue between eight and 10 years as the Department retains employees.

TNR-ADMINISTRATIVE SUPPORT:

The TNR-Administrative Support program was formerly linked to the County Goal, "Supports All Other County-wide Goals" and is now linked to the County Goal, "Be a trusted and well-run county."

STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Financial Analyst Sr.	\$79,172	1.00/1.00	Funding was included for a Financial Analyst position for Financial Services to maintain current effort and support increased activity/volume and services required by the various departmental functions including Development Services, Parks, Road and Bridge, Fleet, Natural Resources and Environmental Quality. This position has been filled and is now supporting Development Services along with Road and Bridge divisions within TNR. As vacancies are filled, this position will be solely dedicated to supporting Development Services in all financial and procurement areas.

TNR-RECORDS MANAGEMENT:

The TNR-Records Management program was formerly linked to the County Goal, "Supports All Other County-wide Goals," and is now linked to the County Goal, "Be a trusted and well-run county."

The Department states the purpose of Records Management program is to manage the creation, use, maintenance, retention, preservation, and destruction of records for the purpose of improving the efficiency of record keeping. The division provides:

- Compliance with the Public Information Act & Local Government Records Act;
- Availability of records to meet business need; and
- Preservation of records valued as historical, and records assigned as permanent retention.

One ongoing project is to convert TNR’s permanent retention paper records to digital format and make them available for TNR business operations. The Department states currently only paper copies are available to meet the needs of TNR programs and the public information requests. Scanning and indexing these pages will also serve as a preservation effort for these plan drawings valued as permanent retention and historical.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Annual contracted services to digitize permanent retention records	\$0	\$0	\$0	\$0	\$0
Large-format pages scanned by contracted service	-	-	500	250	250
Number of Plan sets digitized (revised)	-	211	50	50	50
Pages per year scanned, indexed and linked to records system by internal staffing	37,202	22,240	15,000	15,000	15,000

TNR-SAFETY:

The TNR-Safety program was formerly linked to the County Goal, "Supports All Other County-wide Goals" and is now linked to the County Goal, "Be a trusted and well-run county."

The Department reports that the Safety program is mandated by the Texas Workers Compensation Act, Texas Department of State Health Services, Texas Department of Transportation, Occupational Safety and Health Administration (29.CFR.1910 and 1926), Federal Motor Carrier Safety Regulations, Consumer Products Safety Commission, and American Standards and Testing Association. The Department did not provide specific citations for these statutes.

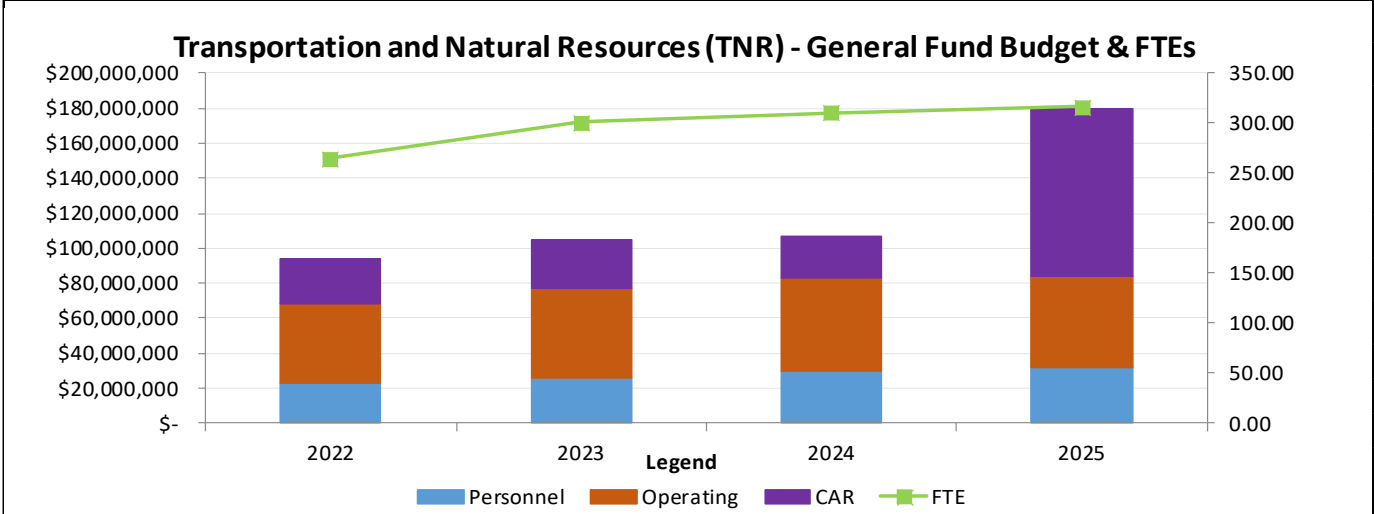
Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure	Projected FY 2026 Measure
Average Hours spent per claim	2	5	2	2	5
Number of Property Loss Claims	99	116	120	115	110
Percent of reduction in preventable collisions	30%	5%	5%	5%	5%
Percent of staff hours investigating property loss incidents	4%	5%	5%	5%	5%

The Department tracks one outcome measure: the percentage of reduction in preventable collisions, which is projected to remain at five percent for the next few fiscal years.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	22,866,685	26,432,189	30,065,349	32,065,461	2,000,112
Operating	45,643,408	50,361,404	52,874,575	51,814,575	(1,060,000)
Total (Per&Op)	\$ 68,510,093	\$ 76,793,593	\$ 82,939,924	\$ 83,880,036	\$ 940,112
CAR*	25,109,001	27,789,778	23,384,035	95,470,858	72,086,823
Grand Total	\$ 93,619,094	\$ 104,583,371	\$ 106,323,959	\$ 179,350,894	\$ 73,026,935
FTEs	264.40	301.00	310.70	316.90	6.20

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Transportation and Natural Resources increased by \$73,026,935 from the FY 2024 Adopted Budget. This is a 68.7 percent increase. There was a decrease in the operating budget, related to a reduction to the General Fund Transfer to the Road and Bridge Fund. There was an increase in the capital budget, related to a few large construction projects such as a planned renovation of a Visitor Center and roadway improvement projects.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 79,845,389	\$ 3,094,535	\$ 23,384,035	\$ 106,323,959	310.70	\$ -
Target Budget Changes						
Programmatic	-	(3,094,535)	(23,384,035)	(26,478,570)	0.20	-
Compensation & Benefits	1,158,200	-	-	1,158,200	-	-
Administrative & Other	-	-	-	-	-	-
Total Target Budget Changes	\$ 1,158,200	\$ (3,094,535)	\$ (23,384,035)	\$ (25,320,370)	0.20	\$ -
FY 2025 Target Budget	\$ 81,003,589	\$ -	\$ -	\$ 81,003,589	310.90	\$ -
Budget Submission	\$ 81,003,589	\$ -	\$ -	\$ 81,003,589	310.90	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Flood Related Resources	-	-	1,000,000	1,000,000	-	-
Parks Concrete Hike and Bike Trail Upgrade	-	-	573,984	573,984	-	-
Replacement Vehicles and Heavy Equipment	-	-	10,063,512	10,063,512	-	-
SW Travis County GCD External Request	-	-	-	-	-	200,000
Additional Fleet Staffing	163,738	52,620	22,000	238,358	2.00	-
Parks Facilities Maintenance Management	-	755,024	-	755,024	-	-
BCP Visitor Center	-	-	32,000,000	32,000,000	-	-
Substandard Roads	-	-	10,000,000	10,000,000	-	-
Rangers Additional Personnel and Equipment	322,750	292,320	233,076	848,146	2.00	-
Surveying Equipment Replacement	-	-	118,000	118,000	-	-
Parks Seasonal Employee Budget	127,530	-	-	127,530	-	-
Park Land Stewardship - Land Resource Management Phase	-	50,000	875,000	925,000	-	-
Fleet Electrification Infrastructure, Year 3	-	-	1,200,000	1,200,000	-	-
All Terrain Vehicles-Trailer-Equipment	-	41,000	44,000	85,000	-	-
Park Infrastructure Reinvestment Initiative – Turf Rehab	-	1,050,000	-	1,050,000	-	-
Environmental Quality Education & Public Outreach	-	27,200	-	27,200	-	-
Park Operations - Ballfield Fence Replacement and Repair	-	525,000	-	525,000	-	-
Park Ranger Residence Housing at Southeast Metro Park	-	-	100,000	100,000	-	-
Bee Creek Sports Complex Phase II	-	-	59,000	59,000	-	-
Parks Septic System Evaluation and Conditions Report	-	450,000	-	450,000	-	-
Park Land Stewardship - Demolition	-	-	165,000	165,000	-	-
Prescribed Fire Equipment and Uniforms	-	50,000	-	50,000	-	-
Park Forestry Maintenance and Operations - Phase II	-	95,000	-	95,000	-	-
Park Signage Replacement Year 2	-	-	645,000	645,000	-	-
Parks Master Planning - New Acquisitions- RGK - Reimers -	-	250,000	-	250,000	-	-
Dam Assessments and Design Phase I	-	-	626,686	626,686	-	-
Parks Roads Rehabilitation	-	-	750,000	750,000	-	-
HMAC Overlay - Alternate Paving Treatments	-	-	18,000,000	18,000,000	-	-
Roadway Recycling	-	-	10,000,000	10,000,000	-	-
Sidewalk Repairs	-	-	4,000,000	4,000,000	-	-
Administrative Technology Needs	-	-	28,600	28,600	-	-
Continuation of Development Services Review Consultants	-	-	-	-	-	1,130,000
Planner II - Active Transportation-Public Engagement	110,768	750	2,600	114,118	1.00	-
Environmental Program Manager - Water Quality	114,756	750	2,600	118,106	1.00	-
High Accident Location Safety Improvements	-	-	5,000,000	5,000,000	-	-
Park Light Pole Repair	-	-	-	-	-	90,000
Parks Brochure and Map Updates	-	65,000	-	65,000	-	-
Countywide Fuel	-	-	-	-	-	250,000
Continuation of Failing Vehicles Earmark	-	-	-	-	-	200,000
290 Landfill Remediation	-	-	-	-	-	2,600,000
Central Operating (All Departments)	58,780	14,820	-	73,600	-	-
TC Parks Foundation Contract - Stewardship & Volunteer	-	-	-	-	-	50,000
Programmatic Total	\$ 898,322	\$ 3,719,484	\$ 95,509,058	\$ 100,126,864	6.00	\$ 4,520,000
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	165,259	-	-	165,259	-	-
Compensation & Benefits Total	\$ 165,259	\$ -	\$ -	\$ 165,259	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Reduce Road and Bridge Transfer	(2,000,000)	-	-	(2,000,000)	-	-
Travel and Training Cut Restoration	93,382	-	-	93,382	-	-
Administrative & Other Total	\$ (1,906,618)	\$ -	\$ -	\$ (1,906,618)	-	\$ -
Grand Total	\$ (843,037)	\$ 3,719,484	\$ 95,509,058	\$ 98,385,505	6.00	\$ 4,520,000
FY 2025 Preliminary Budget	\$ 80,160,552	\$ 3,719,484	\$ 95,509,058	\$ 179,389,094	316.90	\$ 4,520,000
Change from FY 2025 Target	\$ (843,037)	\$ 3,719,484	\$ 95,509,058	\$ 98,385,505	6.00	\$ 4,520,000
Change from FY 2024 Adopted	\$ 315,163	\$ 624,949	\$ 72,125,023	\$ 73,065,135	6.20	\$ 4,520,000

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Transportation and Natural Resources includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$3,094,535 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.
- A portion of split-funded positions 30005068, 30057178, 30004616, 30004781, a net 0.2 FTE, was removed from the General Fund to better align the positions to their assignments.

The FY 2025 Preliminary Budget for Transportation and Natural Resources includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Resources for turf rehabilitation as part of the Park Infrastructure Reinvestment Initiative	\$1,050,000	\$ -	\$1,050,000	-
Resources for Parks facilities maintenance management including water wells, residence maintenance and Electrician equipment	755,024	-	755,024	-
Resources for two Park Rangers, along with associated vehicles, radios and computing equipment	292,320	322,750	615,070	2.00
Resources to repair and replace ballfield fences at Parks	525,000	-	525,000	-
Resources for a Parks septic system evaluation and conditions report	450,000	-	450,000	-
Resources for Parks master planning for new land acquisitions in southwest Travis County	250,000	-	250,000	-
Resources for two Mechanic Equipment positions in the Fleet division	52,620	163,738	216,358	2.00
Resources to fund an additional 5,000 work hours in the Parks Seasonal employee budget	-	127,530	127,530	-
Resources to fund an Environmental Program Manager position to support Water Quality programming	750	114,756	115,506	1.00
Resources to fund a Planner II for Active Transportation and Public Engagement	750	110,768	111,518	1.00
Resources to update the Park Forestry plan	95,000	-	95,000	-
Resources for Central Fleet, such as fuel and maintenance costs related to new vehicles funded countywide	14,820	58,780	73,600	
Resources to fund updated brochures and maps for county parks	65,000	-	65,000	
Resources for safety equipment and uniforms for Prescribed Fire	50,000	-	50,000	-
Resources for wildfire management as part of Park Land Stewardship - Land Resource Management	50,000	-	50,000	-
Resources for a trailer and equipment related to All-Terrain Vehicles	41,000	-	41,000	-
Resources for Environmental Quality Education & Public Outreach	27,200	-	27,200	-
Total Programmatic Recommendations	\$3,719,484	\$898,322	\$4,617,806	6.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Transportation and Natural Resources includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
A reduction to the General Fund transfer to the Road and Bridge Fund, based on an increase of ongoing revenue in the Fund.	\$ -	(\$2,000,000)	(\$2,000,000)	-
Travel and Training Restoration		93,382	93,382	
Total Administrative and Other Funding Changes	\$ -	(\$1,906,618)	(\$1,906,618)	-

Included in the FY 2025 Preliminary Budget is a 50 percent restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$93,382 in ongoing operating resources for the Department. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Transportation and Natural Resources includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$893,163	\$893,163
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	3,620	3,620
Resources for adjustments to the Peace Officer Pay Scale (POPS) in FY 2024.	-	207,012	207,012
Resources for the annual POPS Step Increase for eligible employees in FY 2024.	-	54,405	54,405
Resources for health insurance cost increases for FY 2025.	-	165,259	165,259
Total Compensation Changes	\$-	\$1,323,459	\$1,323,459

Compensation adjustments for FY 2024 were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. The Preliminary Budget Volume I document contains a complete description of all compensation adjustments.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

CAPITAL FUNDING

Capital Acquisition Resources (CAR) funding in the FY 2025 Preliminary Budget totals \$95,509,058 for the Department. There was a reduction of \$23,384,035 to remove one-time prior year financing capital funded projects. This is a net \$72,125,023

increase compared to the amount budgeted in the FY 2024 Adopted Budget. FY 2025 Preliminary Budget recommended CAR funding includes:

<i>Capital Funding Recommendations</i>	<i>Total</i>
BCP Visitor Center	\$32,000,000
HMAC Overlay - Alternate Paving Treatments	18,000,000
Replacement Vehicles and Heavy Equipment	10,063,512
Substandard Roads	10,000,000
Roadway Recycling	10,000,000
High Accident Location Safety Improvements	5,000,000
Sidewalk Repairs	4,000,000
Fleet Electrification Infrastructure, Year 3	1,200,000
Flood-Related Resources	1,000,000
Park Land Stewardship - Land Resource Management Phase I	875,000
Parks Roads Rehabilitation	750,000
Park Signage Replacement Year 2	645,000
Dam Assessments and Design Phase I	626,686
Parks Concrete Hike and Bike Trail Upgrade	573,984
Rangers Additional Personnel and Equipment	233,076
Park Land Stewardship - Demolition	165,000
Surveying Equipment Replacement	118,000
Park Ranger Residence Housing at Southeast Metro Park	100,000
Bee Creek Sports Complex Phase II	59,000
All-Terrain Vehicles-Trailer-Equipment	44,000
Administrative Technology Needs	28,600
Additional Fleet Staffing	22,000
Planner II - Active Transportation-Public Engagement	2,600
Environmental Program Manager - Water Quality	2,600
Total Capital Funding Recommendations	\$95,509,058

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Department's budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Development Services Review Consultants	\$1,130,000
Central Fuel Budget	250,000
SW Travis County Groundwater Conservation District	200,000
TC Parks Foundation Contract - Stewardship & Volunteer Program	50,000
Total Allocated Reserve Earmarks	\$1,630,000

<i>Recommended CAR Reserve Earmarks</i>	<i>Total</i>
290 Landfill Remediation	\$2,600,000
Continuation of Failing Vehicles Earmark	200,000
Park Light Pole Repair	90,000
Total CAR Reserve Earmarks	\$2,890,000

<i>Interlocal Reserve</i>	<i>Total</i>
CapMetro Interlocal Agreement/Transit Development Plan (TDP)	\$529,579
Total Interlocal Reserve Allocation	\$529,579

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with service costs. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15 percent increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, TNR has more than 200 fees it charges and more than 30 revenue generating contracts it manages. Many fees related to permit review will be considered for adjustment in FY 2025, and Parks fee schedules will also be reviewed during the summer for potential adjustment. None of the contracts are being proposed by the Department for adjustment in FY 2025.

Any proposed adjustment(s) will be reviewed by PBO and the County Auditor's Office. PBO and the Auditor's Office will coordinate presenting the recommended changes to the Commissioners Court. Fee adjustments required to be approved by the Commissioners Court will be presented in September prior to the adoption of the FY 2025 Budget. Recommended changes to any revenue contracts will be presented to the Commissioners Court at the next contract renewal or according to the terms of the contract.

VACANT POSITIONS

The Department currently has 119 total vacancies, out of which the following six positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Environmental Specialist Sr	30066613	1.00	204.00	Posted
Park Ranger Sr	30004781	0.25	174.00	Actively Interviewing
Engineering Tech	30058208	1.00	163.00	Posted
Engineer	30004730	1.00	163.00	Posted
Accountant Assoc	30004667	0.50	129.00	Actively Interviewing

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Financial Analyst Sr	30004661	0.50	128.00	Actively Interviewing

All positions in this category are in the hiring process, whether posted or in the interview process. The Department has reported that Engineering positions are difficult to fill and continually seeks different recruitment methods.

The following four positions have been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Training Education Coord II	30005068	0.40	991.00	Hiring process has started
Engineering Tech	30065160	1.00	569.00	Posted
Park Ranger Sr	30004784	1.00	560.00	Actively Interviewing
Right Of Way Agent	30004685	1.00	446.00	Posted

The Training Education Coordinator position, the longest vacancy in the list, was formerly a long-term vacant Equipment Operator II position that was reclassified to this prioritized purpose in January 2024. The Department indicates the hiring process has started. The remaining positions include Engineering Tech and Right-of-Way Agent, which the Department has reported are difficult to fill.

FUTURE CONSIDERATIONS

The TNR Development Services division, along with other divisions involved in permit and plan review, reports facing ongoing challenges resulting from process and code changes that were made to ensure compliance with HB 3167 which was passed by the Texas Legislature in 2019. TNR Development Services underwent a long-term program and operational review by a consulting firm and has informed the Court that future staffing and consultant funding requests would be necessary to build capacity throughout the Department and to implement desired process improvements.

During 88th legislative session, Senate Bill 2038 was passed which allowed for the landowners to voluntarily petition for release from a municipality's Extra Territorial Jurisdiction (ETJ). These ETJ releases represent unfunded legislative mandates on Travis County services. The ETJ releases represent everything from raw un-developed tracts of land, single lots in established subdivisions, unapproved subdivisions, and subdivisions and commercial site plans that are currently under review, and recorded subdivisions that are now solely in Travis County's jurisdiction. The Department is working with the County Attorney and other collaborators on plans for the ETJ release issue. The Department reports between September 1, 2023, when this legislation became into law, and March 15, 2024, there have been 234 releases from the City of Austin ETJ, representing only one of 22 municipal jurisdictions who have ETJs in Travis County.

On November 7, 2023, Travis County approved the largest bond package in the county's history, at \$509 million in Road and Permanent Improvement Bonds. The Road Bonds total \$233 million to pay for improvements, construction and acquisition of land for roads, bike lanes, sidewalks and bridges. The Permanent Improvement Bonds allocate more than \$276 million to improve county parks and buy land to build future parks. A long-term challenge related to the 2023 Bond will be the ongoing operations and maintenance costs of the projects and how these can be incorporated into annual decision-making and how those costs can be accounted for in forecasting future Travis County budgets.

TNR assists with emergency response for County roadways and rights-of-way, and also collaborates with other departments and local jurisdictions on wildfire preparedness. Local winter emergency events such as Winter Storms Mara and Uri have

caused additional workload and expenditures for the Department. As extreme weather events like this occur in the future, the Department will be a part of discussions around preparing for potential costs.

TNR provided the following information regarding areas in the Road and Bridge and Parks Services divisions that will need capital investment over the next five years:

<i>Request Name</i>	<i>FY 2026</i>	<i>FY 2027</i>	<i>FY 2028</i>	<i>FY 2029</i>	<i>FY 2030</i>
HMAC and Alternate Paving	25,000,000	29,000,000	33,000,000	38,000,000	42,000,000
Roadway Recycling	9,000,000	7,000,000	5,000,000	5,000,000	5,000,000
Substandard Roads	10,000,000	10,000,000	10,000,000	10,000,000	-
High Accident Location Safety Improvements	5,000,000	-	-	-	-
Sidewalk Repairs	5,000,000	5,000,000	5,000,000	5,000,000	5,000,000
Flashing Beacon Traffic Signal (upgrade) Various Locations	1,000,000	1,200,000	1,500,000	1,800,000	1,800,000
Park Signage Replacement	381,000	200,000	-	-	-
Parks Road Rehabilitation	750,000	750,000	750,000	750,000	750,000
Grand Total	\$56,131,000	\$53,150,000	\$55,250,000	\$60,550,000	\$54,550,000

The Department reports the county roadway network is growing at faster rate than it did prior to the passing of Senate Bill 6 in the 85th Legislative Session, which ended historical methods of municipal annexation. This action means that subdivision roadways remain the responsibility of the County, when prior to the legislation, subdivisions in a municipal ETJ had a high likelihood of being annexed and becoming the responsibility of the municipality. Since late 2017, when the bill became effective, the Travis County roadway network has increased to 1,347 miles, with roads being added to the County’s maintenance at a rate faster than experienced in prior years. The Department states there are another 90 miles of new subdivisions roads that are approved and under construction with the anticipation of becoming part of the Travis County network in the next few years. This trend is anticipated to continue for the foreseeable future.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #01: HAZARDOUS DUTY – IMMINENT DANGER PAY

<i>Program:</i>	Road & Bridge (149)			
<i>Fund/Fund#:</i>	Road and Bridge Fund (0145)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	62,732	-	-	-
Operating	-	-	-	-
Subtotal	\$ 62,732	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 62,732	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 62,732	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting ongoing funding to provide additional pay to employees who volunteer to work when conditions dictate an imminent danger exists to residents/travelers on Travis County roads and bridges.

Road and Bridge employees volunteer to participate in the After-Hours Response Team (ART). These teams comprise four employees and two supervisors who serve on ART for a week rotating. ART members are on-call from 4 pm – 6 am, Monday through Friday, and 24 hours on Saturdays, Sundays and Holidays. Regular requests were made to the ART Team to replace/repair downed stop signs, remove trees and other barriers across roadways and bridges, and repair obstacles potholes. Employees are paid two hours at their regular hourly rate each day they are on call and are paid callback time at their overtime hourly rate when dispatched while on ART for hours worked with a minimum of two hours of callback time.

An imminent hazard is a situation that poses an immediate danger to people, animals, or the environment and has a substantial likelihood of causing serious injury, death or other harm. Whenever an imminent hazard is anticipated, the Assistant Director, Public Works, requests and recommends additional ART volunteers. The County Executive or their designee approves the request for additional ART volunteers. In the past, the trigger for additional ART volunteers have been imminent hazards such as flooding, ice storms, wildfires, thunderstorms and tornados.

Road and Bridge and Fleet employees are needed to work during imminent hazard events as part of the ART team, and employees may be asked to sleep at the Service Centers when a catastrophic event is anticipated. During Winter Storm Uri, 16 employees and four supervisors worked 12-hour shifts during the five-day weather event. ART employee response included treating and clearing roadways in unprecedented freezing weather and through snow and ice. Fleet personnel are required to ensure the equipment remains operational throughout the event. The Department has submitted this request to provide additional compensation to employees performing work during imminent hazard situations. The Department notes the job descriptions for Road and Bridge and Fleet employees do not require employees to report to work during imminent hazard situations, and employees are asked to volunteer to perform these duties.

Should additional pay for imminent hazard situations be approved, employees would receive additional pay during the imminent hazard event. In that case, TNR intends to provide this additional pay upon recommendation of the Assistant

Director, Public Works and as approved by the County Executive or their designee. During imminent hazard events, TV/Radio/Travis County Public Information Office typically urges residents to stay home and off the roads. TNR would work with the Human Resources Management Department (HRMD) to propose specific parameters and define procedures for Imminent Danger/Hazardous Pay.

BUDGET REQUEST PERFORMANCE MEASURES

The Department reports the ability to have enough employees to respond during Imminent Danger Events cannot be measured. However, it is incumbent upon TNR employees to respond quickly so first responders can freely move throughout Travis County on County roads and bridges.

PBO RECOMMENDATION

PBO does not recommend funding for this additional pay in the FY 2025 Preliminary Budget but recommends that TNR work with the Human Resources Management Department (HRMD) on this initiative. HRMD is collaborating with other offices and departments to create a Disaster Pay Policy that will address worker pay during declared emergencies or disasters. These specific position types, duties related to emergency events, and other parameters may be able to be addressed within a countywide policy.

REQUEST #02: ADDITIONAL FLEET STAFFING

<i>Program:</i>	Fleet Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	8.00	2.00	2.00	2.00
Personnel	632,683	159,209	159,209	159,209
Operating	228,595	57,149	4,529	4,529
Subtotal	\$ 861,278	\$ 216,358	\$ 163,738	\$ 163,738
Capital	44,000	11,000	-	-
Dpt Total	\$ 905,278	\$ 227,358	\$ 163,738	\$ 163,738
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 905,278	\$ 227,358	\$ 163,738	\$ 163,738

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources requests eight additional positions for the Fleet Services division. This includes four Automotive Technicians, two Heavy Equipment Technicians, and two Make-Ready Specialists. The positions would be responsible for maintaining and repairing Travis County vehicles and equipment. Tasks in this division include all preventative maintenance, major repairs, in-field repairs on Heavy Equipment, processing new vehicles into the fleet, and preparing vehicles for decommissioning. In addition, Fleet division employees provide emergency response to critical equipment during emergency events and after-hours response.

An internal audit performed by the Auditor’s Office included a vehicle equivalent (VE) calculation that computes the level of effort in work hours required to maintain the Travis County fleet annually. Based on this calculation, the Travis County central fleet would require 26 technicians to maintain vehicles and heavy equipment.

The request states that repairs for non-law enforcement units require an average of 30 to 45 days to complete. The Department sends higher-priority vehicles, such as law enforcement vehicles, to external vendors to decrease the turnaround time and get the units back in service faster. The average wait time for Law Enforcement major repairs is seven to 10 working days. The external repairs are completed at a rate of \$80 per labor hour for light vehicles and \$225 per hour for heavy vehicles, along with an additional retail cost for parts. The Department states that bringing the unit repairs back in-house will save the County the cost of labor and will allow the Department to get wholesale pricing for the parts. The request states, “Furthermore, by bringing the work back in house it will allow us to do a thorough check on the units to find items and potential items (predictive maintenance) that need to be addressed to prevent future break downs. By doing this we will reduce the amount of down time.”

With additional technicians, the Department states the additional make-ready technicians can address lower-level tasks while freeing higher-skilled and higher-paid technicians to address fleet repairs in a more efficient and timely manner. The Fleet Division hopes to reduce the time vehicles are out of service based on a restructured division of labor between different types of technicians.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of Completed Jobs	23,218	24,264	27,500	27,500	28,000	23,218
# Of vehicles & equip per mechanic slot	96	92	75	88	78	96

PBO RECOMMENDATION

PBO recommends funding \$163,738 ongoing and \$63,620 one-time for two Mechanic Equipment positions in the FY 2025 Preliminary Budget. An additional two positions are recommended in the Road and Bridge Fund, described in that Fund’s writeup. The Fleet division provides a crucial service of maintaining the County’s fleet at a lower cost than outsourcing the same duties. These two positions are representative of two equivalent positions that were eliminated in FY 2021, a process described in more detail in the following paragraph. Historically, the Fleet Division has had numerous long-term vacancies. However, the Department reports based on salary increases made in FY 2023, the Fleet Division has been able to recruit more qualified Technicians. Indeed, currently, there are only two Mechanic Equipment positions that have been vacant for more than 120 days, one that has been vacant for approximately 130 days and another that has been vacant for approximately 400 days. The Department is actively recruiting for these positions.

During the FY 2021 budget process, prepared early in the COVID-19 Pandemic, PBO worked with offices and departments to minimize expenditures where appropriate and recommended targeted cuts to long-term vacant positions to provide budget flexibility considering economic concerns at the time. As a part of that effort, two Mechanic positions had been vacant for nearly three years were recommended for removal and were eliminated beginning in FY 2021. The Department submitted an FY 2022 budget request to reinstate the two Mechanic positions, however, there were several long-term vacancies in the Fleet division, so an Allocated Reserve earmark was funded to allow time for the Department to work with PBO and HRMD to evaluate the personnel needs of TNR Fleet Services and work on an ongoing plan for addressing the long-term vacancies. In May 2022, TNR drew on this earmark to fund compensation adjustments for Mechanics, which were determined to be the priority strategy to improve recruitment and retention in this division. The remaining \$99,631 needed for the annualized cost of the compensation adjustments was added to the TNR budget during the FY 2023 budget process.

PBO notes the request was for a total of eight positions; however, due to the fiscal constraints faced by the County based on revenue caps, it is likely that a phased approach will be necessary to fully implement the growth requested by the Fleet division. In addition, PBO recommends evaluating the staffing of the Fleet Division alongside discussions about the vehicle replacement policy.

REQUEST #03: ADDITIONAL ENGINEERING INSPECTORS – DEVELOPMENT SERVICES

REQUEST #16: ADDITIONAL ENGINEERING INSPECTORS – PUBLIC WORKS

<i>Program:</i>	Development Services and Long Range Planning (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	7.00	-	-	-
Personnel	614,982	-	-	-
Operating	31,990	-	-	-
Subtotal	\$ 646,972	\$ -	\$ -	\$ -
Capital	593,559	-	-	-
Dpt Total	\$ 1,240,531	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,240,531	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Request #03: Additional Engineering Inspectors – Development Services: \$551,390

Transportation and Natural Resources requests funding for three additional Engineering Inspector positions for On-Site Sewage Facilities (OSSF) and Development Services. This includes a request for two additional OSSF Inspectors to help meet the requirements of new TCEQ regulations related to the inspection of all OSSF systems in designated impaired watersheds within Travis County. There is also a request for one additional Construction Inspector for construction inspection and enforcement inspection duties related to land released from local municipalities' extraterritorial jurisdictions (ETJs).

The request states in August 2024, the Texas Commission on Environmental Quality will adopt new regulations directly affecting the OSSF group’s compliance with the new regulations at current staffing levels. Currently, the OSSF program investigates all failing OSSFs on a complaint-driven basis. The OSSF program will have increased responsibility for identifying 100 percent of OSSFs and inspecting, reporting, tracking and reporting failing septic systems in the designated impaired watersheds.

During the 88th Regular Legislative Session, SB 2038 (HB 5217) passed, which allowed landowners to voluntarily petition for release from a municipality’s Extra Territorial Jurisdiction (ETJ). These ETJ releases represent unfunded legislative mandates on Travis County services. However, the releases are a fluid and evolving situation. The Department states with the steady increase in development, added ETJ releases, and associated development in those areas, the number of inspections will increase at a rate that will quickly eclipse the capability of current staff. The Construction Inspector staffing level remained static for at least the past 15 years, and during that time, the Department reports the number of inspections associated with non-residential development increased at least 62 percent and the number of completed pre-construction inspections increased at least 74 percent.

Request #16: Additional Engineering Inspectors – Public Works: \$689,141

Transportation and Natural Resources requests funding for Engineering Inspector positions to inspect small to medium construction projects outside of the Capital Improvement Project (CIP) scope of work. These include small to medium

maintenance/construction projects such as final inspection of new subdivision related to subdivision construction, oversight of third-party inspections for roadway construction, HMAC overlay projects, drainage projects, full depth recycling contracts and sidewalk/ADA compliance projects.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures – Request #03: Additional Engineering Inspectors – Development Services</i>						
% of Construction Inspections completed the next day	95%	95%	95%	95%	95%	95%
# of Construction Inspections	1,600	3,200	3,000	3,500	3,500	3,500
<i>New Measures – Request #03: Additional Engineering Inspectors – Development Services</i>						
% of Septic system inventory identified in Travis County	N/A	N/A	N/A	0%	65%	85%
% of septic system inventory in Travis County that is maintained in a database	N/A	N/A	N/A	0%	65%	85%
# of inspections in impaired watersheds	N/A	N/A	N/A	0	125	155

PBO RECOMMENDATION

Request #03: Additional Engineering Inspectors – Development Services

Request #16: Additional Engineering Inspectors – Public Works

PBO does not recommend funding for additional Engineering Inspector positions in Development Services and Public Works in the FY 2025 Preliminary Budget.

At this time, the TNR development review schedule has not been updated to a) increase the cost recovery rate for services, and b) propose new fees – both for services currently performed with no fee and for a new third-party expedited review process. The Auditor’s Office reviews any approved increases or new fees to determine whether any additional revenue can be included in the Projected Revenue for FY 2025. TNR does plan to get direction from the Commissioners Court on the proposed fee increases and undertake a public input process with stakeholders. At this time, TNR staff is recommending a 141 percent fee adjustment to the current fee schedule along with adopting new fees for several services that have previously been uncharged to provide an 85 percent cost recovery rate.

The budgets for the Development Services, Onsite Sewage Facilities, Stormwater Management, and Road and Bridge Maintenance divisions, which totaled \$11.7 million in the FY 2022 Adopted Budget, increased by approximately \$4.5 million, or 29 percent, in the FY 2025 Target Budget due to the increases related to Development Services Review over the past three fiscal years. In FY 2023 and FY 2024, twelve positions were added for Development Services in permit review, Onsite Sewage Facilities, and Stormwater Management, and five positions were added for Road and Bridge Engineering and Traffic review.

The initial ongoing funding increases for Development Services in FY 2023 were recommended by PBO based on the understanding that the Department would increase permitting fees to move towards a higher cost recovery rate, therefore

increasing revenue in kind. Development review fees remained unchanged since October 2016, and TNR notes since then, the reviews increased in complexity due to a variety of factors, including overall growth and urbanization across Travis County. The Department recently underwent a long-term program and operational review in 2019, highlighting key critical areas of need and recommending process improvements. A cost-of-service analysis and fee assessment completed as part of that review reported a 34 percent cost recovery rate and based on FY 2023 certified revenues and budgeted expenditures, the cost recovery rate has decreased to 20 percent cost recovery. The Department has reported that, at this rate, Travis County is subsidizing the development services review activity significantly, \$6.5 million in FY 2023, and likely at a much more significant amount today.

As the volume of development increases, inflation rises, and new regulations are introduced, costs will increase, resulting in a further decrease in the overall cost recovery rate. The workload in this area has increased significantly due to growth in the County. While the Travis County population grew 11 percent from 2016 to 2020, from 1,209,415 to 1,339,103, during that same period, the number of permits increased by 54 percent, from 5,494 to 8,442. High demand and statutory timeliness requirements have presented additional challenges for TNR staff. Development-services-related requests were TNR's highest priority for FY 2023 and FY 2024 and are among the highest priorities for FY 2025. As additional funding is added for these services, it is imperative their fees be increased to support the added costs of providing services. If fees are increased in FY 2025, PBO recommends the Department resubmit proposals for such positions for consideration in the FY 2026 budget process.

REQUEST #04: PARKS FACILITIES MAINTENANCE MANAGEMENT

REQUEST #28: PARK INFRASTRUCTURE REINVESTMENT INITIATIVE – TURF REHAB

REQUEST #32: PARK OPERATIONS - BALLFIELD FENCE REPLACEMENT AND REPAIR

REQUEST #34: PARK LIGHT POLE REPAIR

REQUEST #46: PARKS CONCRETE HIKE AND BIKE TRAIL UPGRADE

REQUEST #56: PARKS ROADS REHABILITATION

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	5.00	-	-	-
Personnel	400,640	-	-	-
Operating	2,393,524	2,330,024	-	-
Subtotal	\$ 2,794,164	\$ 2,330,024	\$ -	\$ -
Capital	1,823,792	1,323,984	-	-
Dpt Total	\$ 4,617,956	\$ 3,654,008	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	90,000	-	-
Total Earmarks	\$ -	\$ 90,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 4,617,956	\$ 3,744,008	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Request #04: Parks Facilities Maintenance Management: \$755,024

Transportation and Natural Resources is requesting funding to establish a new Parks Facilities Maintenance team whose responsibilities include operating, service, and maintenance management of Travis County Parks buildings and facilities. The stated intent for establishing this new program is to preserve Parks assets, enhance visitor experience, and mitigate safety and liability. The proposal includes five positions (one Park Facilities Maintenance Supervisor, two Maintenance Workers and two Engineering Specialists) along with operating and capital costs.

The request states:

“Historically, Travis County Parks (TCP) Operation and Management (O&M) and Facilities Management Department (FMD) have been responsible for the operations, service and maintenance of the park’s buildings and facilities. However, in 2017, FMD informed Parks that, due to lack of funding, FMD could no longer provide repair/maintenance services.

Parks has managed repairs out of its Operating budget and been dependent on the district managers to handle the O&M of the park office and staff maintenance buildings, various parkland property houses, community buildings and other facilities as needed. We also have identified an anticipated \$4,000,000 of deferred maintenance projects that staff continues to struggle to address. With the additional needs for existing park facilities and new facilities

coming online with bond, it is imperative that TNR Parks begins to establish a system-wide approach and prioritization of the maintenance management of the park buildings and facilities.”

The Park Facilities Maintenance Supervisor position will manage Park facilities maintenance and repairs and supervise staff, including the already-existing Parks Master Electrician position. The proposed Building Maintenance Worker Sr. positions will perform a variety of complex preventive maintenance tasks, repairs, and additions to Parks buildings, facilities, and equipment, with skills including carpentry, painting, plastering, masonry, plumbing, installations and machine servicing.

The two requested Engineering Specialist positions would be under the Parks Project Management team under the supervision of the Parks Facilities Project Manager. Tasks for these positions would include engineering design and analysis, contract and construction management, and inspection of small, less-complex parks public works projects. These projects include park development projects managed by TNR Public Works or Parks District Managers and park development projects or renovation projects identified by staff or are a result of the Park Master Plan update.

The request also includes ongoing funding to increase the total annual investment in park infrastructure maintenance. The Department based its costing on reports from the AuditMate system, the life expectancies of various facility components, the observed condition of park facilities and the current budget. The Department states Travis County Parks' infrastructure, developed in the 1980s and 1990s, needs repair and replacement as it has reached the end of its lifespan. As per the Department, the facility AuditMate program is used to assess park buildings and determine maintenance needs. The budget request focuses on facility infrastructure, excluding sports fields and playgrounds. Based on AuditMate reports, additional funding is required to address projected maintenance needs, with an average of \$1,864,777 annually for the next five years. Currently, the Department is spending an average of \$1,519,753 annually for facility maintenance and is requesting an additional \$345,024 for deferred maintenance projects.

Arkansas Bend Park, Reimers Ranch, Pace Bend, Bee Creek, Southeast Metro Park, East Metro Park, and Hamilton Pool Park locations have water wells that need to be inspected semiannually for preventative maintenance and to maintain a constant water source. TNR is requesting funding for water well repairs and to provide additional storage to supply the public's demand for potable water. The request states that Pace Bend and Southeast Metro need additional wells drilled.

The request also includes funding for maintenance for Park Ranger residences, based on an estimated number of projects occurring in FY 2025.

Lastly, the budget request includes funding related to the Parks Master Electrician, which was approved in FY 2024. The electrician will evaluate existing park facilities to observe if any preventative maintenance and measures need to be taken. The Department requests additional funding to supply materials, tools, and other needs related to the position and its work.

The Department states that if these positions and funds are not funded, Park structures and buildings throughout the park system will continue to lack preventative maintenance, safety, and maintenance oversight over the park assets. In addition, Parks Management staff require more assistance from other department personnel to perform these tasks. In addition, based on AuditMate calculations, if projects and tasks only remediate \$1,000,000 worth of deferred maintenance annually, the deferred maintenance projects are anticipated to increase to almost \$8,400,000 by FY 2032.

Request #28: Park Infrastructure Reinvestment Initiative – Turf Rehab: \$1,050,000

Transportation and Natural Resources requests an ongoing annual increase of \$1,050,000 to protect the County's investment in high-quality sports fields. The Department states due to rising material costs and deferred field maintenance, additional funding is needed to ensure the health, safety and playability of the fields. Per the request, based on current use patterns and statistical data from the Facility AuditMate program, funds are necessary to protect the County's investment in high-

quality sports fields. The request includes funding for herbicide treatment, major field restoration, and potential conversions of natural grass fields to synthetic turf, which offer increased playability and revenue opportunities. The Department states overall prices for maintaining grounds continued to rise into FY 2024. The herbicide contract prices increased by \$50,000 to an estimated \$250,000 per year. The cost to oversee the fields increased 44 percent from last year. Similarly, the sports field rehabilitation prices have quadrupled, with field rehabilitation increasing from \$50,000 to \$200,000 due to labor, sod and soil amendment costs. To address four fields a year, an additional \$800,000 ongoing is needed.

Request #32: Park Operations – Ballfield Fence Replacement and Repair: \$525,000

Transportation and Natural Resources is requests \$525,000, including \$475,000 in one-time funding and \$50,000 in ongoing funding to replace and maintain interior and sports field fencing needs within parks. The request states park fences require mending on a frequent basis due to shifting ground, and damage from the public, weather and mowing. In addition, the overall fence structure is failing, and mending is no longer adequately repairing the fences, which creates safety hazards and means the fence is not providing the necessary boundary. The safety hazards created by aging infrastructure can create additional liability for the County. The budget request will allow for the replacement of the main areas of need, such as the Northeast Metro and Southeast Metro baseball fields, as well as fencing around septic enclosures and electric panels. The request states the ongoing funding is intended to provide resources for ongoing upkeep throughout the year. To help prevent damage to the fences from mowing, replacement fencing will have a plastic barrier strip along the fence preventing mowers from getting close to the fence and reducing line-trimming needs.

Request #34: Park Light Pole Repair: \$90,000

Transportation and Natural Resources is requesting funding for an earmark to provide funding to allow the Department to be able to complete repairs of critical issues arising from the most recent light pole inspection. The Department states to maintain park visitor safety and the integrity of park infrastructure all light poles in the parks should be inspected every five years. The request reports \$82,000 is remaining from the funds allocated for the most recent light pole inspection and repair cycle, and staff is currently working on contracting to address the report. The amount already encumbered is anticipated to be adequate to address the critical issues identified immediately but may not be sufficient to rectify all the recommendations included in the report. The additional earmark is intended to allow for the remaining items in the report to be addressed to prevent future degradation of the light poles, maintain safety in the parks, and reduce preventative maintenance costs for the future.

Request #46: Parks Concrete Hike and Bike Trail Upgrade: \$573,984

Transportation and Natural Resources is requesting one-time funding to continue to upgrade the concrete hike and bike trails in Travis County parks. Many of the concrete hike and bike trails, specifically in eastern Travis County, have become safety hazards due to the uneven surfaces of these damaged trails. The request states over the last decade, Parks has incrementally addressed many of the worst sections of concrete trail at the parks. Over the past years sections of the sidewalks have become uneven in some areas due to the impact of weather and time. Trip hazards have caused park visitor injuries and, in some cases, have rendered the sidewalk unusable. The trails shift overtime due to erosion and expansion/contraction of the soil depending on the soil composition in the area and require replacement upgrades in order to be safe and withstand future environmental impacts. The identified areas of concern on the concrete trails will be upgraded to accommodate vehicles (for maintenance and emergency access purposes) and to hold up under the expansive soil conditions that predominate eastern Travis County.

Request #56: Parks Roads Rehabilitation: \$750,000

Transportation and Natural Resources is requesting funding to maintain park roads and parking lots on Travis County Parks property. The request states the park roads and surfaces require additional maintenance due to the demand and traffic seen at parks, along with the highly expansive clay in the eastern half of the county. The updated 2021 countywide pavement management survey included the county park roadways and parking lots, and funding for this project was received in FY 2023 (\$650,000) and FY 2024 (\$750,000). The request states the funding received only addresses a small portion of the needed and ongoing rehabilitation of the park road surfacing.

Parks has begun addressing the priority areas in the parks and will require additional funds to complete essential areas that the road is failing. In addition, a contract was recently approved that will allow park roads surfacing to be rejuvenated which will help extend the lifespan of the surface.

BUDGET REQUEST PERFORMANCE MEASURES

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure at Base Level	Projected FY 2025 Measure with Added Funding	Projected FY 2026 Measure with Added Funding
<i>Existing Measures – Request #04: Parks Facilities Maintenance Management</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%".	2	2	3	3	3	2
<i>Existing Measures – Request #28: Park Infrastructure Reinvestment Initiative – Turf Rehab</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%".	2	2	2	3	2	2
<i>Existing Measures – Request #32: Park Operations - Ballfield Fence Replacement and Repair</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%".	3	3	4	4	1	1

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures – Request #34: Park Light Pole Repair</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%".	3	3	4	4	2	2
<i>Existing Measures – Request #46: Parks Concrete Hike and Bike Trail Upgrade</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%".	2	3	3	3	2	2
<i>Existing Measures – Request #56: Parks Roads Rehabilitation</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%".	3	3	3	3	2	2

PBO RECOMMENDATION

Request #04: Parks Facilities Maintenance Management: \$755,024

PBO recommends one-time funding to cover deferred maintenance projects, necessary repairs at ranger residences, well repair and services, and electrical work. PBO recognizes that additional investment to maintain the Parks infrastructure is required to prevent future degradation and expense. The components are shown in the table below.

<i>Budget Request</i>	<i>Amount Requested</i>	<i>Amount Recommended</i>
Park Infrastructure Reinvestment Initiative – Deferred Maintenance: Additional funding to increase base infrastructure maintenance budget to a level indicated from AuditMate software	\$345,024 One-time Funds GF	\$345,024 One-time Funds GF
Parks Water Well Repair and Service: Well repairs, storage and additional drilling for Arkansas Bend Park, Reimers Ranch, Pace Bend, Bee Creek, Southeast Metro Park, East Metro Park and	\$20,000 Ongoing Funds and \$250,000 One-time Funds GF	\$270,000 One-time Funds GF

Hamilton Pool, a one-time amount for well inspections		
Park Ranger Residences maintenance: Repairs and maintenance for Park Ranger residences	\$60,000 Ongoing Funds GF	\$60,000 One-time Funds GF
TCP Electrical Work: Materials, tools, and other needs for Parks Electrician	\$50,000 One-time Funds and \$30,000 Ongoing Funds GF	\$80,000 One-time Funds GF
Park Facilities Maintenance Supervisor position, two Building Maintenance Worker Sr. positions, two Engineering Specialists	\$467,930 One-time Funds and \$406,018 Ongoing Funds GF	\$0 GF
Total		\$755,024 One-time Funds GF

The ongoing portions of the budget request including the Park Facilities Maintenance Supervisor, the two Building Maintenance Worker Sr positions, and the two Engineering Specialist positions are not recommended for the FY 2025 Preliminary Budget. PBO notes the Parks Project Management team of two FTEs (a Parks Project Manager position and an Engineering Specialist position) was first funded in FY 2022 and was expanded in FY 2024 with a Parks Electrician position. This Parks Facilities Maintenance team of an additional five FTEs represents an expansion that is unlikely to be able to be funded in a single fiscal year.

Request #28: Park Infrastructure Reinvestment Initiative – Turf Rehab: \$1,050,000

<i>Budget Request</i>	<i>Amount Requested</i>	<i>Amount Recommended</i>
Park Infrastructure Reinvestment – Turf Rehab	\$1,050,000 Ongoing Funds GF	\$1,050,000 One-time Funds GF

PBO recommends one-time funding of \$1,050,000 in the FY 2025 Preliminary Budget to allow the Department to address critical turf rehabilitation infrastructure needs. PBO recognizes that additional investment to maintain the Parks infrastructure is required and that it is crucial to allocate the requested funds to protect the County's investment in high-quality sports fields and maintain industry standards for field maintenance. Ongoing funding is not recommended for FY 2025 as ongoing resources are limited.

Request #32: Park Operations - Ballfield Fence Replacement and Repair: \$525,000

<i>Budget Request</i>	<i>Amount Requested</i>	<i>Amount Recommended</i>
Park Ops – Ballfield Fence Replacement & Repair	\$475,000 One-time Funds and \$50,000 Ongoing Funds GF	\$525,000 One Time Funds GF

PBO recommends one-time funding of \$525,000 for fencing needs in the FY 2025 Preliminary Budget to allow the Department to address fencing needs. PBO recognizes that additional investment to maintain the Parks infrastructure is required and that it is crucial to allocate the requested funds to protect the County's investment in high-quality sports fields, ensuring the safety and enjoyment of park users while maintaining industry standards for field maintenance. Ongoing funding is not recommended for FY 2025 as ongoing resources are limited countywide. PBO has employed the strategy of recommending one-time funding for infrastructure needs such as fencing, turf, and infrastructure deferred maintenance in recent years as ongoing funding increases have been constrained.

Request #34: Park Light Pole Repair: Earmark

<i>Budget Request</i>	<i>Amount Requested</i>	<i>Amount Recommended</i>
Park Light Pole Repair	\$90,000 One-time Funds GF	\$90,000 Earmark on CAR Reserve

PBO recommends an earmark of \$90,000 on the CAR Reserve to provide funding for repairs to light poles in Travis County Parks. The most recent light pole inspection uncovered issues that have not yet been repaired, and to maintain safe facilities

and infrastructure, these fixtures should be repaired. An earmark will provide additional time for the Department to address the critical issues identified by the light pole report and determine what additional repairs are needed before requesting funds from the earmark.

Request #46: Parks Concrete Hike and Bike Trail Upgrade: \$573,984

<i>Budget Request</i>	<i>Amount Requested</i>	<i>Amount Recommended</i>
Parks Concrete Hike and Bike Trail Upgrade	\$573,984 One-time Funds GF	\$573,984 One-time Funds GF

PBO recommends one-time funding of \$573,984 for the Parks concrete hike and bike trail upgrade in the FY 2025 Preliminary Budget. As some of these repairs are intended to bring the sidewalks into ADA compliance, PBO recommends the Department coordinate with County Risk to ensure these projects are properly tracked within the ADA improvements project that is currently underway.

Request #56: Parks Roads Rehabilitation: \$750,000

<i>Budget Request</i>	<i>Amount Requested</i>	<i>Amount Recommended</i>
Parks Roads Rehabilitation	\$750,000 One-time Funds GF	\$750,000 One-time Funds GF

PBO recommends one-time funding of \$750,000 to rehabilitate park roads in the FY 2025 Preliminary Budget. PBO notes similar requests have been approved in the FY 2023 and FY 2024 budget processes, and at that time the Department indicated there were multiple years of work needed. Much like the remainder of the County roadways, these roadways and parking lots must be maintained and become more costly to maintain if they are allowed to degrade significantly.

REQUEST #05: BCP VISITOR CENTER

<i>Program:</i>	Natural Resources Program (149)			
<i>Fund/Fund#:</i>	Balcones Canyonlands Preservation Fund (0115)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	32,000,000	-	-	-
Subtotal	\$ 32,000,000	\$ -	\$ -	\$ -
Capital	-	32,000,000	-	-
Dpt Total	\$ 32,000,000	\$ 32,000,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 32,000,000	\$ 32,000,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding for the construction phase of the Balcones Canyonland Preserve (BCP) Visitor Center and office building. The cost estimate includes \$30,000,000 for the first floor (visitors center) and \$2,000,000 for the 3rd floor (office spaces). The Wilson Parke building is intended to serve as the future BCP Visitor Center. Structural and roof repairs for the building were funded in FY 2021, and the design phase was initially funded midyear in FY 2022. TNR, in collaboration with FMD, as the Project Manager, is now requesting funding for the construction phase of the project.

The BCP Visitor Center is intended to increase opportunities for the public to access the BCP and learn about the Preserve, the Balcones Canyonlands Conservation Plan (BCCP), endangered species, and natural resources topics.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this budget request.

PBO RECOMMENDATION

PBO recommends including \$32,000,000 for the renovation phase of the BCP Visitor Center in the planned list of projects to be funded from certificates of obligation (COs) in the FY 2025 Preliminary Budget. In addition, PBO recommends that the debt service for the project should be paid from the BCP Fund, to allow the investment to be spread over multiple years while the lessening the impact the proposed new debt will have on the County's debt service tax rate. This construction project fits within the statute regarding the allowable uses of COs since it is a renovation of an existing County-owned building. Using debt financing for the Visitor Center project will preserve the majority of the BCP Fund's Reserve to be used for land acquisition and operations and maintenance for the Preserve rather than depleting it in one year for the project. The future debt service for the project from the BCP Fund is estimated to be approximately \$7,100,000 annually for five years. PBO will recommend a transfer directly to the debt service fund from the BCP Fund as part of the annual budget process after the debt is issued.

The project has been contemplated since FY 2017, and the project is able to be funded using the BCP Fund's Reserve as a funding source. The BCP Fund has historically been prioritized for land acquisition and operations and maintenance for the

Preserve, however the Visitor Center is a priority project for the Department. PBO notes the Fund's Reserve has grown to \$61.8M in the FY 2024 Adopted Budget, with a potential to increase to approximately \$80.5M for FY 2025 given the General Fund transfer of \$19.9M annually. PBO may recommend the project be included in a Reimbursement Resolution in FY 2025, to allow the greatest flexibility for either debt financing or cash financing the project.

PBO notes there are also financial implications regarding the future potential tenants of the facility. If a programmatic area with a non-BCP focus is housed in the Wilson Parke facility, those costs will likely need to be accounted for outside of the BCP Fund. PBO and TNR will need to work with the County Attorney and County Auditor's Office to ensure all proposals are legally, technically, and financially feasible before going forward with a final tenant slate for the facility.

REQUEST #06: PLANNER II - ACTIVE TRANSPORTATION – PUBLIC ENGAGEMENT

<i>Program:</i>	Development Services and Long Range Planning (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	1.00	1.00	1.00
Personnel	108,358	108,358	108,358	108,358
Operating	3,160	3,160	2,410	2,410
Subtotal	\$ 111,518	\$ 111,518	\$ 110,768	\$ 110,768
Capital	2,600	2,600	-	-
Dpt Total	\$ 114,118	\$ 114,118	\$ 110,768	\$ 110,768
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 114,118	\$ 114,118	\$ 110,768	\$ 110,768

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding for a Planner II position in the Long-Range Planning and GIS Program. This position is proposed to have an Active Transportation Planning and Public Engagement emphasis to coordinate bicycle and pedestrian planning and conduct public engagement activities in the planning and capital improvement project development process. The position would support the development and updates to an Active Transportation Plan, coordination and outreach with stakeholder groups, and technical assistance on the planning and implementation of bicycle and pedestrian projects. The request states the need for this type of position has increased as witnessed by the effects of increasing population growth in the unincorporated areas of the County and recommendations from stakeholders, committees, and the Commissioners Court to increase active transportation and public engagement staff capacity.

This Active Transportation Planning expertise will help TNR planning staff to plan comprehensively for all modes in its Transportation Blueprint and develop new strategies to promote active transportation options. The position would also coordinate and conduct public engagement early in the project planning process so that public input is incorporated into project development. The Department states the need for increased public engagement in project development has been voiced by members of the Commissioners Court in response to cancelations on previously funded projects. This position will help provide for increased and earlier public engagement to adequately involve the public in project development, allowing the County to ensure that projects better reflect the needs and aspirations of County residents and that the proposed solutions are publicly supported.

The request cites several instances of documented support for this new position including various committees, groups, and advocates, including the 2016 Bicycle Advisory Task Force, the 2023 Citizens Bond Advisory Committee, a subcommittee of Austin Outside, and members of Commissioners Court at various voting sessions.

The Department indicates currently, there is no program or position that is dedicated to this type of work at TNR, and that due to staff capacity and workload, tasks that are proposed to be taken on under this position are either unable to be accomplished or done minimally.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
% Completed - Develop Draft County Multi-modal Plan	NA	NA	NA	0	25%	100%
<i>New Measures</i>						
# of LRP public engagement initiatives	NA	NA	NA	0	1	3
# of responses to public engagement initiatives	NA	NA	NA	0	varies	varies
# of hits on active transportation webpage	NA	NA	NA	0	unknown baseline	unknown baseline
% of Active Transportation Plan completed	NA	NA	NA	0	25%	100%

PBO RECOMMENDATION

PBO recommends ongoing funding of \$110,768, one-time funding of \$750 and \$2,600 for computing equipment for the new position for the Planner II position in the FY 2025 Preliminary Budget. This additional position will expand the Department’s capacity for planning and community engagement, especially in light of new funding approved by voters in the 2023 Bond Election. This funding increase is an ongoing investment to support the \$15 million of funding for Active Transportation projects included Proposition A of the 2023 Bond Election. The work of this position will support the development of and updates to the Active Transportation Plan and will ensure that the projects that are finally recommended best align with the current County road network and maintenance plan.

REQUEST #08: SPECIAL EVENTS COORDINATOR POSITION

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	87,603	-	-	-
Operating	78,260	-	-	-
Subtotal	\$ 165,863	\$ -	\$ -	\$ -
Capital	2,600	-	-	-
Dpt Total	\$ 168,463	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 168,463	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Transportation and Natural Resources Department is requesting funding for a Parks Special Events Coordinator position to coordinate marketing, communications, special events, license agreements, manage the Parks Reservation Office, and coordinate website and social media promotions for Travis County Parks. This position is proposed to develop, plan and implement marketing strategies, research and develop marketing opportunities for Travis County Parks, and oversee the preparation and distribution of informational publications for county parks in print and through social media platforms. This position will also manage the Travis County Parks Reservations Office and coordinate special events with staff, law enforcement, user groups, and other organizations.

The Department states this position will help increase public awareness of Travis County Parks and help ensure that the current level of service is maintained cost effectively and according to park users’ needs. In FY 2022, Travis County Parks contracted with Hahn, Texas, to develop a Parks Marketing and Communications plan, including use of social media, to increase public awareness and future use of Travis County Parks by developing a brand for Travis County Parks. Hahn determined that the following would be achieved – increased knowledge of individual park amenities, increased knowledge of individual parks, and increased knowledge of Travis County Parks as a whole and as a network distinct from other area park systems. Hahn provided a new template for the Travis County Parks website, and also recommended several other actions: Research and Development, message consistency, Park signage, Brochures/Posters, Media, social media, community presentations, park tours, and park videos.

The request notes that as the park system continues to become more popular, and communities near the parks continue to develop, the number of events held at county parks will increase. The Department believes this position will help ensure that organizers’ needs are met, that events are managed consistently, and that users meet their obligations for successful implementation of events.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this request.

PBO RECOMMENDATION

PBO does not recommend funding for the Parks Marketing and Event Manager in the FY 2025 Preliminary Budget. This proposal was not included in the cost drivers, and the FY 2025 budget submission includes several Park Services budget requests related to operations and maintenance at park facilities, programmatic expansions, and new initiatives. While the Travis County Parks system is a much-beloved aspect of County services provided to residents and visitors to the County, the parks are not a state-mandated service. With limited available resources to expand services, some of these enhancements cannot be recommended by PBO in the Preliminary Budget. Many of these requests will require additional discussions with the Department and Commissioners Court to determine which, if any investments can be prioritized in this and future budget process. It is likely that a phased approach will be necessary to implement programmatic investments requested by the Parks Division, and PBO will need to work closely with the Department to analyze the most critical needs and determine what can be added to the cost drivers for future budget processes. In the FY 2025 Preliminary Budget for Parks, PBO has recommended one-time projects, funding to complete projects in progress, and ongoing funding to address compensation of seasonal employees.

Due to the fiscal constraints faced by the County based on revenue caps, PBO recommends TNR have discussions with Commissioners Court regarding the level of ongoing resources required related to operate and maintain Travis County Parks, and to begin to prioritization within these projects since the full level of service initially envisioned may not be feasible in this fiscal environment. As in prior years, PBO requests TNR continue to discuss with PBO and the Commissioners Court the potential ongoing operating costs of future capital projects.

Much of the recent growth in the Park Services Division relates to the expansion of the Parks system through 2005, 2011, and 2017 Voter Approved Bond projects, a mix of land acquisition, greenway improvements, and new park openings. The 2023 bond authorization included significant investments for strategic parkland acquisition, along with future phases of parks constructed in prior authorizations. It is imperative for ongoing Parks needs affecting the TNR operating budget be clearly explained to PBO and to Commissioners Court to illuminate these future needs and help provide guidance for future funding in a fiscally constrained environment.

The Parks ongoing base, or Target Budget, has increased from \$12,941,845 in the FY 2020 Target Budget to \$21,384,265 in the FY 2025 Target Budget. This is an increase of \$8,442,420, or 65 percent. When the historic compensation increase approved in FY 2023 is excluded, the increase shrinks slightly to \$6,610,782, or 51 percent.

REQUEST #11: LAND MANAGEMENT - WILDLAND FIRE OPERATIONS AND MAINTENANCE

REQUEST #24: PARK LAND STEWARDSHIP - LAND RESOURCE MANAGEMENT PHASE I

REQUEST #45: PARK FORESTRY MAINTENANCE AND OPERATIONS - PHASE II

REQUEST #51: THROCKMORTON RESEARCH AND MONITORING

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	13.00	-	-	-
Personnel	1,119,128	-	-	-
Operating	2,740,570	145,000	-	-
Subtotal	\$ 3,859,698	\$ 145,000	\$ -	\$ -
Capital	1,383,466	875,000	-	-
Dpt Total	\$ 5,243,164	\$ 1,020,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 5,243,164	\$ 1,020,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Request #11: Land Management - Wildland Fire Operations and Maintenance: \$1,975,374

Transportation and Natural Resources is requesting funding for 11 positions including eight Park Land Management Technician positions to serve as crewmembers and three Natural Resources Specialist positions and to increase the operational capacity and staffing for the Land Management Wildland Fire Program. The request states that the current staffing level of seven full-time employees provides capacity for hazardous fuel reduction on five percent of parkland, which falls short of the desired 20 percent target for mitigating wildfire risks and enhancing public safety, while improving ecosystem health. The FY 2025 request includes eight Park Land Management Technician positions, who would serve as crewmembers, and three Natural Resources Specialist positions, who would serve as Wildland Fire Squad Leaders.

Along with the personnel, the request includes one-time funding for four crew trucks to provide for the transportation of crew members to project locations and an additional Type 6 Engine (Brush Truck) to provide for safer prescribed fire, wildfire, fire mitigation, and all-hazard response needs.

The request states the Land Management Program directly manages 2,876 acres of public land and supports the management of another 8,061 acres of developed park land. Additionally, this program has direct involvement in the management and oversight of the 18,820-acre Travis County School Lands, located in Throckmorton County. In addition, through the strategic park land acquisition funded in the 2023 voter approved bond, the scope will continue to grow with the addition of 1,980 acres in western Travis County and land assets will continue to increase exponentially in the coming years, as additional parcels are acquired to fulfill the bond land acquisition priorities. The request states without this investment, the value of land assets will deteriorate, the cost of fire mitigation will increase, and the risk to public safety will increase.

The request states:

The proposed allocation of new positions and equipment within the Park Land Management Program aims to address critical deficiencies in staffing and resources, particularly within the Fire Management sub-program, and still supports two other sub-programs: land stewardship and forestry. Currently, the program operates with insufficient staffing and equipment levels, hindering its ability to effectively implement prescribed burns, suppression, fire mitigation activities, along with sufficiently supporting the forestry and land stewardship sub-programs. This inadequacy not only limits the frequency of operations but also compromises worker safety and the program's responsiveness to changing needs.

The Department states an increase in resources would allow the program to better meet its maintenance needs, allow for the planning and implementation of projects that improve the ecological condition of all Park properties, and ensure that new properties are appropriately managed before they are converted to parklands. The request states deferring the land management requests will reduce the value of the properties as recreational or natural areas and would add to the burden on Park resources as they are transferred to parklands. Conversely, an increase in resources would ensure the program is less dependent on partners in the implementation of prescribed burns and would improve readiness in the event of a wildfire or other "all risk" incidents that impact the park or other county resources.

Request #24: Park Land Stewardship - Land Resource Management Phase I: \$2,221,197

Transportation and Natural Resources is requesting funding for additional staff and equipment for the Park Land Management Stewardship Program to provide routine operations, maintenance, and restoration of park properties, including costs associated with the acquisition of the RGK Ranch (Kozmetsky) and Castletop properties. This includes onetime operating and capital funding and ongoing funding for staff, equipment, and funding for contracted services. The request states this will provide capacity for proactive land management including natural resource asset mapping, management planning, and land restoration treatments to increase ecological function and resilience of park lands. Land restoration is the process of rehabilitating land to increase the ecosystem services that it can provide. Ecosystem services of park lands include heat mitigation, flood risk reduction, carbon storage, and improved habitat for threatened species of wildlife. In addition, restoration practices (treatments) will increase the resilience of park land to shocks and stressors such as drought, flood, and heat.

The TNR Parks Land Management Program manages 2,876 acres of public land and supports the management of 8,061 acres of developed park land. The request notes in 2024 the scope will grow by 20% with the addition of 1,980 acres in western Travis County that were purchased with voter approved park bond funds. Land assets will continue to increase in the coming years as additional parcels are acquired to fulfill the bond land acquisition priorities. The Department reports without investment and the implementation of proactive land management practices, the value of land assets will deteriorate, the cost of land restoration will increase, and the risk to public safety will increase.

The ongoing portion of the request includes funding for one full time employee and two graduate student interns (\$118,918), supplies (\$50,000) and contracted services (\$850,000) including \$150,000 for boundary maintenance, \$350,000 for land restoration treatments, \$250,000 for trail and road repairs and maintenance, \$50,000 for wildlife management, and \$50,000 for maintaining the newly acquired Casa Blanca facility on the Kozmetsky property.

The one-time funding request includes resources for equipment and capital (\$310,538), and operating expenses including boundary maintenance (\$125,000), road and trail improvements (\$150,000), erosion mitigation (\$350,000), and land restoration (\$250,000) on 2,000 acres of new park land in western Travis County. These properties are in the Edward's Aquifer Recharge Zone, and surface water flows contribute to Bee Creek, Lick Creek and Hamilton Creek.

The Department is requesting a multi-phase plan to increase investment in Park Land Management. For FY 2025, the Department is including the following personnel and equipment.

1. New Positions

- Natural Resources Specialist–Senior (1) - This position will scope and implement restoration projects on park lands. Work will be completed in partnership with wildfire tech crews, contractors, volunteers, and workforce development partners. Projects will include data collection & natural resources monitoring, maintenance projects including road and trail maintenance, boundary maintenance, and habitat restoration.
- Graduate Student –Interns (2) - These positions will implement stewardship projects including: natural resource monitoring, land restoration projects, GIS mapping and analysis, and natural resource interpretation.

2. Vehicles

- One pickup with service bed is requested for the new position.

3. Equipment

- Tractor & attachments – One tractor with various attachments is needed to support stewardship projects including re-seeding with native plants, mowing, discing, and maintaining roads.
- Kubota UTV’s (2) are requested. These will be used to access park land, and land managed by TC Parks in Throckmorton County.
- Herbicide spray attachment for use with a UTV.
- Cell Phones and radios are requested for all permanent staff who regularly travel to the field to work outdoors. In addition to aiding in communication, staff also use cell phones to navigate and to collect data while in the field through apps such as *Avenza* and *ESRI Field Maps*.

The Department plans to request three additional positions, along with two vehicles and other equipment, in the FY 2026 budget process. The Department has requested the positions be budgeted at midpoint rather than at entry, noting that most candidates for Park Land Management positions have experience well beyond entry level and budgeting at a higher level allows the Department to hire more competitively.

Request #45: Park Forestry Maintenance and Operations - Phase II: \$635,716

Transportation and Natural Resources is requesting funding to enhance the Land Management Forestry Program's operational capacity, increasing proactive forestry practices across the park's expanding portfolio, through added staffing, equipment, and resources. The request states these resources are necessary to meet the goals set out in the current Forest Management Plan, which enhances the overall health of Park Forests and public safety.

This budget request includes \$150,000 to increase the ongoing funding for contracted forestry services to mitigate hazard trees in high use areas of Travis County parks, keeping pace with shocks and stressors to trees such as recurring droughts, ice storms and heat waves. The request states the ongoing funding level available for Forestry has not increased in eight years, which the cost for contractors to provide services has increased and park land acreage and park usage has increased. More funding is requested so that technical or high-volume tree care projects can be completed efficiently by a contractor.

The request includes funding for a Natural Resource Specialist Sr. position and related and supplies and equipment. This position will support work planning and tracking to develop a cyclical pruning plan for trees in high use areas of public parks which are identified in the Forest Management Plan from 2014. Additionally, this position will develop an inspection and documentation process to identify and mitigate tree risk, and will develop scopes of work for pruning, removal, and planting projects. The request includes funding for a pickup truck with service lift, along with a UTV and trailer for planting, pruning and removal projects in remote park areas.

Lastly, the request includes \$95,000 to update the Forest Management Plan. The 2014 plan was intended to be a five-year plan to address and prioritize 9,329 trees in high use areas of TC parks. An update is requested to reflect current conditions in developed parks, and to incorporate the forested areas throughout the park system. Updated information is necessary to appropriately plan, prioritize, and budget work. This will mitigate hazards to park visitors, buildings, and other park assets and help Travis County Parks realize the co-benefits of well managed forested areas including heat mitigation, flood mitigation, and wildlife habitat.

Request #51: Throckmorton Research and Monitoring: \$410,877

Program to manage the 18,820 acres of Travis County School Lands in Throckmorton County. The request states more than 200 oil and gas wells are located on the Travis County School Lands. In 2023, TNR became responsible for monitoring the Grazing, Hunting, and Oil and Gas Leases maintained by the County on this property. Historically the leases have not been monitored in the field by Travis County and most require cleanup and restoration. The request includes the following elements, totaling \$60,877 in on-going costs and \$350,000 in one-time costs.

- Ongoing funding of \$60,877 for annual biological monitoring to guide wildlife management and other land management practices. This would include funding to develop one graduate intern position per year to assist with natural resource monitoring.
- One-time funding of \$300,000 for an environmental assessment to determine the scope and cost of oil and gas remediation.
- One-time funding of \$25,000 for an archaeological assessment to understand the cultural and historic resources that may exist on the Travis County School Lands. This information will help determine where renewable resource opportunities may or may not occur.
- One-time funding of \$25,000 for high-resolution aerial imagery. High quality imagery is not widely available for remote areas. This data is needed to better understand current conditions, and to plan for future restoration projects.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures – Request #11: Land Management - Wildland Fire Operations and Maintenance & Request #24: Park Land Stewardship - Land Resource Management Phase I</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%"	Fair	Fair	Fair	Fair	Fair	Good

<i>Existing Measures – Request #51: Throckmorton Research and Monitoring</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%"	Poor	Poor	Poor	Poor	Poor	Fair
<i>New Measures – Request #11: Land Management - Wildland Fire Operations and Maintenance</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%"	0	1	1	2	1	1
<i>New Measures – Request #24: Park Land Stewardship - Land Resource Management Phase I; Request #45: Park Forestry Maintenance and Operations - Phase II & Request #51: Throckmorton Research and Monitoring</i>						
Percent of park parcels with assets mapped	0%	1%	1%	2%	5%	10%

Additional Measurement Information:

Request #11: Land Management - Wildland Fire Operations and Maintenance

The request includes the following key performance indicators that will be used to measured and evaluated this proposal:

- Annual implementation of prescribed fire and other land management activities to reduce wildfire risks and improve ecosystem health across parkland, measured by the total acres treated and percentage of park/managed acres receiving treatment.
- Capability and expertise of the program to effectively respond to all-hazard incidents and wildland fires impacting park land property, assessed through staffing levels, training certifications, and successful completion of prescribed burn and other fuel mitigation projects.
- Qualitative feedback from internal and external cooperators on collaboration and coordination efforts, indicating the program's ability to leverage resources and work effectively with partners to enhance NWCG and ICS training and address wildfire threats.

While they are not currently tracked, the request states the number of prescribed burns, and the number of land management treatments (non-prescribed burn) are important performance measures because they measure the amount of work that is being done beyond routine maintenance. Prescribed burning is a relatively inexpensive broad scale treatment that will vary greatly each year due to weather conditions while the land management treatment acres are generally more localized, more expensive, and less likely to vary each year.

In addition, the number of treatment acres related to the total number of park acres is a measure of the overall impact of the Park Land Management Program across the entire Park system. Land management treatments are important for the maintenance of the properties can stand in as a coarse measure of program effectiveness over time. It is estimated that if 10 percent of the landscape is treated each year, then it would be expected that a large portion of the park system would have

some level of treatment within 10 years, and if 20 percent is treated each year, then a large portion would have treatment within five years.

Currently the program attempts to implement 12 projects each year and has averaged 10 projects each year over the past five years.

Request #24: Park Land Stewardship - Land Resource Management Phase I

Along with the measures above, the Department has provided the following measures that could be tracked in future, “Percent of park parcels with management plans,” “Number of restoration treatments,” “Acres of restoration treatments,” and “Miles of boundary maintained.”

Request #51: Throckmorton Research and Monitoring

Along with the performance measures provided above, the Department has provided the following measures that could be tracked in the future, including “Number of restoration treatments,” “Acres of restoration treatments,” “Miles of boundary maintained.”

PBO RECOMMENDATION

The FY 2025 budget submission includes several Park Services budget requests related to operations and maintenance at park facilities, programmatic expansions, and new initiatives. While the Travis County Parks system is a much-beloved aspect of County services provided to residents and visitors to the County, the parks are not a state-mandated service. With limited available resources to expand services, some of these enhancements cannot be recommended by PBO in the Preliminary Budget. Many of these requests will require additional discussions with the Department and Commissioners Court to determine which, if any investments can be prioritized in this and future budget process. It is likely that a phased approach will be necessary to fully implement the programmatic investments requested by the Parks division, and PBO will need to work closely with the Department to analyze the most critical needs and determine what can be added to the cost drivers for future budget processes. In the FY 2025 Preliminary Budget for Parks, PBO has recommended one-time projects, funding to complete projects in progress, and ongoing funding to address compensation of seasonal employees.

Request #11: Land Management - Wildland Fire Operations and Maintenance

PBO does not recommend funding for the expansion of the Wildland Fire Operations and Maintenance program in the FY 2025 Preliminary Budget.

Request #24: Park Land Stewardship - Land Resource Management Phase I: \$925,000

PBO recommends one-time funding of \$925,000 to provide funding for operating needs, land management needs, and additional funds to support parkland acquired through the 2023 bond program. The funding will be allocated as requested:

- 125,000 for Boundary Maintenance
- 150,000 for Road and Trail Improvements
- 350,000 for Erosion Mitigation
- 250,000 for Land Restoration; and
- 50,000 for Wildlife Management.

Request #45: Park Forestry Maintenance and Operations - Phase II: \$95,000

PBO recommends \$95,000 of one-time funding to update the Park Forestry plan, which was last updated in 2014. PBO does not recommend the ongoing components of this budget request, due to limited resources.

Request #51: Throckmorton Research and Monitoring

PBO does not recommend funding for additional resources at the Travis County School Lands in the FY 2025 Preliminary Budget. This proposal represents a significant program expansion, related to properties geographically outside of Travis County. Before additional research and expenditures are dedicated to this project, PBO recommends the Department seek direction from Commissioner Court on whether an investment of this size and magnitude is to be prioritized alongside many other County needs. It is likely that the future ongoing costs related to the Throckmorton County land will continue to increase over time, and due to the fiscal constraints faced by the County based on revenue caps, it will be important to evaluate the level of service the County will sustain.

REQUEST #12: SUBSTANDARD ROADS

<i>Program:</i>	Public Works – CIP (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	10,000,000	10,000,000	-	-
Dpt Total	\$ 10,000,000	\$ 10,000,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 10,000,000	\$ 10,000,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding to upgrade a portion of the 112 miles of substandard roads in the County to Chapter 384 Standards, which will allow the roads to be accepted into the Travis County Road network.

The Substandard Road Task Force was created at the request of the Commissioners Court to address an objective process to select and improve the substandard roads in Travis County. Substandard Roads are existing roadways that were constructed by others but never passed inspection by County staff and thus were never accepted by the County for maintenance. The request states these roads continue to degrade without the benefit of continued maintenance and create barriers to safe and affective access for residents, emergency services, school bus services, as well as other services such as mail/package delivery and trash pickup.

The Task Force met weekly from January through May 2024, and on May 21, 2024, they presented their findings to Commissioners Court. This included a summary report, an initial list of selected projects based on results from a ranking model created by the task force, and proposed changes to the Substandard Roads process, which includes proposed changes to Chapter 384. Some of the high-level changes will include the removal of cost participation from local community members, well defined design parameters, a scoring matrix for prioritizing projects and a first-year group of projects to kick off the program under the updated process.

The Department states design on the first group of suggested projects is scheduled to begin in July of 2024, using funds that are already identified. This FY 2025 budget request will fund the remaining cost to construct the first group of projects and begin design on more projects identified in the scoring matrix with an approach to address each project in order of priority utilizing funds approved through the yearly budget process. There are currently over 112 miles of substandard roads at an approximate cost of \$100 million in needs. The proposed approach is to address all substandard roads over the next 10-20 years with the ultimate goal of upgrading and accepting all substandard roadways into the County maintenance system.

Travis County is working with the Substandard Road Task Force to develop the substandard road evaluation matrix, which utilizes multiple criteria to objectively determine which of the substandard roads to improve each year. The request states the matrix will be reevaluated every five years to ensure it stays current and objective for selecting remaining substandard roads for improvement.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this request.

PBO RECOMMENDATION

PBO recommends including a planning figure of \$10,000,000 for substandard roads in the FY 2025 certificates of obligation project list. This planned funding amount will provide a placeholder for this priority project but will also allow additional time for proposed changes to the County's substandard road policies to be approved, and for the initial substandard road projects identified by the Substandard Road Task Force to commence and for progress and capacity to be evaluated before the debt issuance is finalized. PBO may recommend lowering this figure depending on the results of this evaluation. PBO recognizes that this is a priority project area for Commissioners Court, and the \$10M figure is intended to fund approximately 10 percent of the total project. However, it is not yet clear whether there is capacity to execute \$10M of projects annually, alongside the 2023 Voter Approved Bond projects, the routine HMAC, Roadway Rejuvenation and Sidewalk improvement projects, and myriad other road maintenance projects for which TNR is responsible.

In the FY 2024 Adopted Budget, a \$10,000,000 allocation for the substandard road program was included on the proposed Certificates of Obligation list to represent a meaningful commitment to the multiyear project of rehabilitating more than 100 miles of substandard roadways across the County. After budget adoption, PBO worked with TNR staff to identify \$6.3M of previously issued funds from Certificates of Obligation and 2011 bond funds that could be applied to the initial substandard road projects identified by the Substandard Road Task Force. On May 21, 2024, Commissioners Court approved the initial list of 17 miles of road recommended by the Substandard Road Task Force and directed that staff and the Task Force return to the Commissioners Court with the draft changes to the Chapter 384 of the code for the Court to review and approve. The motion included language that directed additional project information such as costing to be presented as well.

REQUEST #13: ENVIRONMENTAL PROGRAM MANAGER - WATER QUALITY

<i>Program:</i>	Environmental Quality (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	1.00	1.00	1.00
Personnel	108,646	108,646	108,646	108,646
Operating	6,860	6,860	6,110	6,110
Subtotal	\$ 115,506	\$ 115,506	\$ 114,756	\$ 114,756
Capital	2,600	2,600	-	-
Dpt Total	\$ 118,106	\$ 118,106	\$ 114,756	\$ 114,756
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 118,106	\$ 118,106	\$ 114,756	\$ 114,756

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding for an Environmental Program Manager position for the Environmental Quality Program, to manage the three water programs under the Natural Resources and Environmental Quality (NREQ) Division.

The request states currently the Environmental Quality Program Manager within NREQ oversees two Project Managers that manage projects involving water quality testing/monitoring and implementing the Stormwater Management Plan according to the county’s TCEQ MS4 Stormwater Permit. The Hydrogeologist Sr. position formerly housed in the Development Services division was moved to NREQ to bring all “water programing” under one division more robust. The NREQ division now has a stormwater program, water quality program and ground water program all working to protect water quality and conserve water in Travis County. The current Program Manager is also responsible for the oversight and management of three additional programs related to sustainability and climate change: Air Quality, Sustainability, and Environmental Resiliency.

This budget request proposes to separate the water programs from the sustainability/climate programs to make the workload manageable for the relative Environmental Quality Program Manager. This proposal would result in two Environmental Program Managers with manageable workloads who would possess the relevant skill sets for each program. The request states it has been difficult to find candidates with experience in all project areas and the desired outcome is to improve organizational structure and effectiveness by separating the current Program Manager’s responsibilities into two distinct issue areas.

The Department states the duties of the Environmental Quality (EQ) Program have expanded due to requests from the Commissioners Court over the past seven years to enhance staff’s understanding of the current state of the environment in Travis County and to work to reduce human impacts on the climate. As a result, EQ has expanded the Sustainability Program (containing three FTEs) to include conducting greenhouse gas inventories and to oversee an operational Climate Action Plan. In FY 2022, the EQ Program was approved to create an Environmental Resiliency Program (two FTEs) and, in FY 2024, approval to create a Water Quality Program (two FTEs) was granted. In FY 2024, the Hydrologist Sr. position was moved to EQ as well.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Percent of water bodies fishable and swimmable	93%	93%	93%	93%	93%	93%

PBO RECOMMENDATION

PBO recommends \$118,106 in funding for the Environmental Program Manager position, including \$114,756 in ongoing funding, \$750 in one-time funding, and \$2,600 for computing equipment for the new position. The duties of the Environmental Quality program have grown in the areas of stormwater, water quality, and ground water, and the additional position would improve workload manageability by separate the water programs in Environmental Quality from the sustainability/climate programs. There are also an increasing number of state mandates and legislative changes that affect water and water quality, such as new requirements from TCEQ under the new MS4 permit, requirements for watersheds that are not up to standards, and new challenges related to legislation that allows landowners to voluntarily petition for release from a municipality’s Extra Territorial Jurisdiction (ETJ).

Since many of the initiatives, proposals, and mandates around environmental policy and subsequent resolutions and policies adopted by Commissioners Court have staffing and budget ramifications, additional discussions regarding how to phase in future new program areas and initiatives may need to occur with the full Commissioners Court.

REQUEST #14: RANGERS ADDITIONAL PERSONNEL AND EQUIPMENT

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	4.00	2.00	2.00	2.00
Personnel	394,223	191,730	191,730	191,730
Operating	629,540	346,184	131,020	131,020
Subtotal	\$ 1,023,763	\$ 537,914	\$ 322,750	\$ 322,750
Capital	619,430	233,076	-	-
Dpt Total	\$ 1,643,193	\$ 770,990	\$ 322,750	\$ 322,750
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,643,193	\$ 770,990	\$ 322,750	\$ 322,750

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding for a Park Ranger Supervisor (Sergeant) position, two Park Ranger positions, and a Law Enforcement Support Specialist position, along with additional equipment. The additional law enforcement positions are intended to increase capacity for overnight scheduling. The requested equipment includes a mobile observation trailer, digital message boards, electric police bikes, medical and search and rescue training and equipment, and semi-auto rifles. The requests are intended to better position rangers to protect parks and preserves which will improve the park experience for visitors and better protect our natural resources.

The request states Park Rangers currently work a schedule consisting of four 10-hour shifts each week, and staff is separated into four sergeant areas: two west and two east. The shifts are staggered beginning at 7am and the last shifts conclude at either 11pm or midnight depending on the day of the week. This schedule leaves about eight or nine hours each night with no coverage over parks, park property, greenways, and visitors in parks open overnight. Shifting personnel to work overnight hours would create coverage shortfalls during other hours.

The Department states many crimes occur overnight, often resulting in thousands of dollars in damage and downtime to repair or replace equipment. Based on available information, Thursday night through Sunday night are the most prevalent times for crimes to occur in parks which is when these personnel would work. Currently, if a public safety call occurs overnight in a park, another EMS or law enforcement agency handles the call.

Call data for calendar year 2023 indicated there were approximately 12,441 calls in the park system that year. Park Rangers handled about 12,240 calls and the remaining were handled by other agencies. The request states while it is difficult to determine the call times, it is reasonable to assume many of these occurred overnight when Park Ranger personnel were not on-duty, otherwise they would have handled them.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of Self-initiated Park Ranger Patrols	7,782	10,802	8,000	TBD	TBD	TBD

PBO RECOMMENDATION

PBO recommends funding for two Park Rangers and associated vehicle, radio, and computing equipment in the FY 2025 Preliminary Budget. This consists of \$332,750 in ongoing funding and \$292,320 in one-time funding, along with \$243,220 in capital funding. PBO recognizes that as additional park land is purchased and new park phases come online, additional Ranger staff will be needed to patrol and support increasing duties created by the additional acreage. The current supervision ratio used by Travis County law enforcement is six non-supervisory positions (Deputies, Corporals, and Investigators) to one Sergeant position, and with the current configuration, TNR has 26 non-supervisory positions to five Park Ranger Supervisors. With two additional Ranger positions, there will be 28 non-supervisory positions to five Park Ranger Supervisors, still within the 6:1 ratio. If additional Ranger positions are added in future, the supervisory staffing component would need to be considered to keep the Department within established ratios.

PBO does not recommend funding for all the equipment requested in the FY 2025 Preliminary Budget, including digital message boards and the mobile observation tower. Funding for two digital message boards was approved in the FY 2024 Adopted Budget. Based on significant financial challenges forecasted for FY 2025, PBO is not able to recommend all requests, even those for one-time items, and has prioritized one-time funding for projects in progress, parks infrastructure, and critical safety equipment, along with ongoing funds for Ranger staffing, Fleet staffing and Park seasonal funding.

REQUEST #15: SURVEYING EQUIPMENT REPLACEMENT

<i>Program:</i>	Public Works – CIP (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	118,000	118,000	-	-
Dpt Total	\$ 118,000	\$ 118,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 118,000	\$ 118,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding to replace field crew surveying equipment that is technically obsolete and is no longer supported by the manufacturer. The request states the typical useful life of surveying equipment is five years. By FY 2025, the survey instruments, or total stations, and GPS equipment will be beyond their typical useful life. The current total stations are more than 19 years old as they were purchased in 2006, while the GPS receivers are 14 and six years old. In addition, the request includes funding to update the software for the data collectors that are used in conjunction with the survey equipment.

The Department states if the equipment were to fail and require replacement parts, particularly internal electronic parts, it is likely that said parts may not be available due to the age of the products. An emergency equipment replacement would be necessary. The replacement of the aging surveying equipment would allow the department to continue providing services to multiple county departments, including TNR (Road and Bridge, Public Works, Parks, Development Services, Natural Resources, and Real Estate) as well as Facilities Management.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of in-house drainage project surveys.	3	9	13	13	13	13
Number of Parks and other county property surveys.	6	15	22	22	22	22
Number of right-of-way or easement acquisition documents prepared	0	11	40	40	40	40
Number of road improvement/topo surveys	3	12	30	30	30	30

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Total number of survey work orders, requests, questions addressed	120	250	300	320	320	320

PBO RECOMMENDATION

PBO recommends one-time funding of \$118,000 in the FY 2025 Preliminary Budget to replace obsolete field crew surveying equipment including total stations and GPS equipment. The replacement of the equipment will ensure the Survey Division can continue to provide services to other TNR divisions and external county departments.

REQUEST #17: HIGH ACCIDENT LOCATION SAFETY IMPROVEMENTS

<i>Program:</i>	Public Works – CIP (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	5,000,000	5,000,000	-	-
Dpt Total	\$ 5,000,000	\$ 5,000,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 5,000,000	\$ 5,000,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding for road projects that would address High Accident roadway locations throughout the County. The list of potential projects is the result of a study recently completed by Kimley-Horn and Associates which has identified the 10 highest accident locations in the County along with suggested safety improvements meant to reduce the occurrence of collisions. The request states the ultimate measure of this program is to reduce or eliminate motor vehicle related crashes and the resulting fatalities and serious injuries. Based on the safety study, the top 10 high accident locations will be further evaluated/ designed to implement counter measures identified in the safety study. Staff states the proposed countermeasures can be either a systemic or physical improvement to enhance the safety at an intersection level and/or corridor level. The improvements may include modifying the existing traffic signals or modifying existing geometry (i.e.: adding lanes) to enhance safety and the operational Level of Service at both intersection and corridor level. Other improvements could include signage, striping and guardrail improvements. The improvements will be implemented in the next few years and will be reviewed for their effectiveness.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this budget request.

PBO RECOMMENDATION

PBO recommends including \$5,000,000 for roadway repairs related to the High Accident Location study in the planned list of projects to be funded from certificates of obligation (COs) in the FY 2025 Preliminary Budget. This study, which was funded in FY 2023, provided TNR with the information needed to address and correct roadway deficiencies and improve safety along County-maintained roadways. Placing the funds in an earmark will allow the projects to move through the design phase and into the construction phase, and funding can be transferred to the Department once procurement is at the appropriate stage. In addition, depending on the individual projects, it may be advantageous to debt-fund rather than cash-fund these projects, preserving flexibility in cash. PBO may consider adding the project to a future reimbursement resolution or the certificates of obligation project list in future.

REQUEST #18: RANGERS MOVE TO BCP BUILDING

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	475,000	-	-	-
Subtotal	\$ 475,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 475,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 475,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding to renovate the Wilson Parke BCP building to accommodate Park Rangers, allowing them to move from their current offices at Parks West to new offices within the BCP building. The request states this would free up current offices for other staff and more strategically position the Park Ranger program to operate more effectively and efficiently.

The request states Park Rangers currently use five offices at Parks West shared by a chief, lieutenant, five sergeants, two detectives, two corporals, and an office manager. The Department states this type of arrangement does not afford supervisors to have discrete one on one conversations amongst themselves and with staff which can impact operations. Given the responsibilities and duties of the command staff and investigators, having offices for each is necessary. To operate more effectively, the Department proposes creating eight offices, along with a training/conference room, command center room, evidence room, and supply room to be more consistent with duties and responsibilities.

The new BCP facility has room on the third floor to accommodate the needs of command/investigative staff, and the request states given the close working relationship between BCP and Park Rangers efficiencies could be gained by officing in the same building. The proposed Wilson Parke location would also provide an office location more central than the southwest corner of the County where Parks West is located, which could incur cost savings based on the proximity to places that are frequently visited.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not provide performance measures for this request.

PBO RECOMMENDATION

PBO’s recommendation related to space allocation for General Fund programs at the Wilson Parke building is pending additional discussions with the County Attorney and County Auditor’s Office to better understand the ramifications of allowing programs that are not related to the Preserve to be housed in the building, as there are taxing and financial issues that must be addressed before going forward with a final tenant slate for the facility.

In addition, PBO notes the Architectural and Engineering design phase to complete site plans and phase one building design for the Park West facility is funded in the Facilities Management Department, with a plan that includes space for TNR Parks, Parkland Management, and Park Rangers. Before this move is recommended, PBO would like to better understand the implications of this change relating to the already-approved Parks West design, including the cost-difference between the two proposals. Facilities has indicated these discussions are forthcoming, but not yet complete.

REQUEST #19: SW TRAVIS COUNTY GCD EXTERNAL REQUEST

<i>Program:</i>	Environmental Quality (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	200,000	-	-	-
Subtotal	\$ 200,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 200,000	\$ -	\$ -	\$ -
Earmark Allocated	-	200,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 200,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 200,000	\$ 200,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources has submitted an external budget request from the Southwestern Travis County Groundwater Conservation District (District), requesting \$200,000 to support expenses related to groundwater management for the District in FY 2025 related to groundwater management. related to groundwater management. The District has requested that Travis County commit to funding of the District at the base level of \$200,000 which reflects an additional \$25,000 over previous years for District staff costs, groundwater monitoring and scientific studies, and other operating expenses.

The request states to date, the District has worked with only a part time employee to perform basic permitting duties and research, however with an increased workload in terms of complexity and number of permits submitted, more staff time is needed to adequately address permitting in a timely manner. The request states that without adequate staff and with current and future legislative actions continuing to shorten permitting processing time, the District could be left in a position to possibly issue permits without as comprehensive a review. This in turn could reduce the effectiveness of the District’s groundwater management capabilities, resulting in harm to the health and safety of Travis County residents from inadequate water supplies.

Specifically, the funding will be used to sustain essential operational activities including:

- \$50,000 to be used for scientific investigations in collaboration with Travis County, UT Bureau of Economic Geology (BEG), and other groundwater conservation districts; technical consulting to support the District’s regulatory and science programs; and additional technical staff and equipment needed to maintain and expand the District’s groundwater monitoring network.
- \$125,000 to be used for personnel expenses including the general manager/hydrogeologist, permitting support staff, and other District employees needed to successfully implement District programs.
- \$25,000 for other expenses including the development of enhanced rules to protect aquifers and springs; legal fees related to permitting and contested case hearings; public education and outreach; regional groundwater planning; groundwater conferences and meetings; District website, email accounts, and office supplies; accounting and audit services; additional professional consulting services; and insurance for the District and Board of Directors.

The District was created by the Legislature via House Bill 4345 to provide effective management of groundwater resources in southwestern Travis County, and per statute was confirmed by voters in November 2019.

The southwestern portion of Travis County is highly dependent on groundwater and was identified as part of a Primary Groundwater Management Area (PGMA) in the State of Texas. PGMA's are delineated and designated by the Texas Commission on Environmental Quality (TCEQ) and are defined as areas that are experiencing or expected to experience critical groundwater problems in the future that may severely limit supplies of both groundwater and surface water. Southwestern Travis County lies within the PGMA designated area and within the jurisdictional boundary of the Southwestern Travis County GCD and shares responsibility for groundwater management with the District.

The request further acknowledges although this type of groundwater conservation district is the State's preferred method of groundwater management, there is not state or local funding source for start-up expenses or operating costs which has severely limited the effectiveness of the District. A rule and fee structure has been implemented; however, the District reports the funding level is not sufficient to continue effective operation. The request states although the District has goals of becoming self-sufficient, it is more likely that continued funding will be needed for the foreseeable future, and self-sufficiency would require the District to collect fees in an amount that covers all expenses and allows for some level of budgeting for future unforeseen expenses.

BUDGET REQUEST PERFORMANCE MEASURES

The District did not submit performance measures for this request.

PBO RECOMMENDATION

PBO recommends an earmark of \$200,000 on the Allocated Reserve for the Southwestern Travis County Groundwater Conservation District. This amount is lower than the FY 2023 amount, but \$25,000 higher than the base amounts funded in FY 2021 and FY 2022. This interlocal agreement (ILA) has been funded annually, using one-time funds, since FY 2019. The following table shows the funding history for the District.

<i>Purpose</i>	<i>Fiscal Year</i>	<i>Base Amount</i>	<i>One-Time Amounts</i>	<i>Total ILA</i>
Pre-election operating costs	FY 2019	\$15,000	\$0	\$15,000
General operating costs	FY 2020	100,000	0	100,000
General operating costs and "rollover" savings from previous year	FY 2021	150,000	35,215	185,215
General operating costs and "rollover" savings from previous year	FY 2022	150,000	7,357	157,357
General operating costs and special projects (3D hydrostratigraphic model & installation of monitoring well)	FY 2023	150,000	100,000	250,000
General operating costs and "rollover" savings from previous year	FY 2024	175,000	66,513	241,513
General operating costs	FY 2025	200,000	0	200,000
Total Funding		\$940,000	\$209,085	\$1,149,085

REQUEST #20: PARKS SEASONAL EMPLOYEE BUDGET

REQUEST #27: PARK OPERATIONS SPECIALISTS

REQUEST #44: PARK SUPERVISORS

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	8.00	-	-	-
Personnel	1,058,787	127,530	127,530	127,530
Operating	50,210	-	-	-
Subtotal	\$ 1,108,997	\$ 127,530	\$ 127,530	\$ 127,530
Capital	346,972	-	-	-
Dpt Total	\$ 1,455,969	\$ 127,530	\$ 127,530	\$ 127,530
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,455,969	\$ 127,530	\$ 127,530	\$ 127,530

DEPT. SUMMARY OF REQUEST

Request #20: Parks Seasonal Employee Budget: \$376,380

Transportation and Natural Resources is requesting funding to increase the Parks temporary employee salaries budget based on the increase in the county minimum wage. The request states the current FY 2024 budget for Travis County Parks seasonal staff is \$1,015,384, and an increase of \$376,380 in salary and benefits would cover the increase in county minimum wage. The request notes in FY 2023, the minimum wage was increased from \$15 an hour to \$20 an hour, however this increase was not included in the Parks seasonal staff budget in FY 2023 or FY 2024. The Department states increasing the seasonal parks budget would allow for Parks to staff parks at the optimal level. Without these additional funds fewer staff could be hired during the busiest time of the year, March through October. Seasonal employees work to support park operations, customer service, and light maintenance.

Request #27: Park Operations Specialists: \$333,140

Transportation and Natural Resources is requesting funding for four full-time Park Operations Specialist positions. The Department states these positions are needed to collect and reconcile revenue and to provide staffing coverage at parks that are open daily, to improve safety and customer service experiences for visitors, and to meet minimum staffing goals for current shift schedules. The Department states the 12 customer service parks, and 11 fee-collecting parks are currently operated by 17 full time staff and 25 to 40 temporary seasonal Park Technicians and that the additional staffing would provide sufficient full-time staff to cover shifts at each fee-collecting park each day.

The Department supplied the following information regarding revenue collected at some of the parks, stating, in 2022 Mansfield Dam and Loop 360 parks sold 160,073 permits generating \$448,000 in revenue. The Comanche Trail district (Bob Wentz Park and Hippie Hollow Park) sold 144,000 permits generating \$887,000.

The request states, "Parks are continuously short staffed. It has been difficult to hire enough seasonal staff to keep parks open and running. We hire constantly but there's little interest in the seasonal position because it has a 6-month term, offers no benefits, earns no sick or vacation, and works weekends and holidays with no extra pay for either."

The Department states having four more Operation Specialist positions would make TNR able to meet its staffing needs and goals, which would help improve services for constituents and other park visitors, increase park revenues, and improve staff and visitor safety.

The request states the lack of enough full-time Parks Operation Specialist positions has several negative impacts, including staff turnover because of the temporary nature of the Park Seasonal job, crowd control difficulties, requirements of maintenance and supervisory staff to provide coverage in times of staff shortages, impacts to customer service, and uncollected revenue.

Request #44: Park Supervisors: \$746,449

Transportation and Natural Resources is requesting funding for four full-time Park Supervisor positions to cover each park with supervisory oversight. The request states Park districts are open 365 days a year and four districts currently have only one supervisor. Supervisors train seasonal staff, oversee cash deposits, coordinate rentals and special events, and lead full time maintenance staff. The Department reports this role is critical for Travis County Parks to meet its safety and customer service goals.

The Mansfield Dam Park District (Mansfield Dam Park, Loop 360 Boat Ramp Park, Mary Quinlan Park, Fritz Hughes Park), the Comanche Trail District (Bob Wentz Park, Hippie Hollow Park, Allen Park, Cypress Creek Park, and Tom Hughes), Pace Bend Park, and East Metro Park are all being run by one supervisor per district. These parks are open to the public every day of the year, from 10 hours to 24 hours a day, depending on the park and time of year. The request states these parks experience heavy visitation from March to October, especially on weekends and holidays. They have considerable visitation during the remainder of the year, again especially on holidays and weekends, but also for special events, camping, and reservations.

In addition, many of these parks generate revenue and the Department states demand for park services is at an all-time high. In 2022, Mansfield Dam and Loop 360 parks sold 160,073 permits generating \$448,000 in revenue. The Comanche Trail District (Bob Wentz Park and Hippie Hollow Park) sold 144,000 permits generating \$887,000. Pace Bend Park has over 140 campsites and they are already selling out in the spring of 2024. East Metro Park is heavily impacted by the growth of city of Manor and neighboring area, which experienced a population increase of 67 percent from 2010 to 2020 and an expected increase of 87 percent by 2030. The number of special events in East Metro Park has grown by 50 percent over the past five years and the request states the construction of a special event pavilion will extend the hours of the park, number of staff, and how the park is used daily.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this request.

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure at Base Level	Projected FY 2025 Measure with Added Funding	Projected FY 2026 Measure with Added Funding
<i>Existing Measures – Request #27: Park Operations Specialists & Request #44: Park Supervisors</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%"	2	2	2	3	2	1

PBO RECOMMENDATION

Request #20: Parks Seasonal Employee Budget: \$127,530

PBO recommends ongoing funding of \$127,530 increase the Parks temporary employee salaries budget. This is calculated to fund 5,000 additional work hours at a rate of \$20.33 per hour. That pay rate represents the average hourly pay for Park Seasonal employees in FY 2023. This number of hours is a 10 percent increase over the number of hours paid in FY 2023. The FY 2023 compensation increase did not include funding for temporary employees, and the recommendation from PBO has been for Departments to attempt to internally fund temporary compensation wherever possible. PBO notes until FY 2023, the Department was not expending the full Parks temporary employee budget, as shown below, and also leaving salary savings in the Regular Employee Salaries budget as well, so there is likely flexibility to fund the minimum wage increase without adding a great deal of additional funding at this time. As many of the long-term vacancies in the Department have been filled over the past fiscal year, some of the flexibility from temporary salary savings has been reduced. This ongoing recommended amount will allow the Department to plan for some additional staff hours for summer staffing while also recognizing the Department’s historical ability to cover temporary salary expenditures internally. The table below displays expenditure history for the Temporary Employee salary line item.

<i>Temporary Employees Expenditure History</i>				
Fiscal Year	Revised Budget	Total Expenditure	Remainder	Percent Spent
FY 2021	903,833	656,368	247,464	73%
FY 2022	980,933	672,286	308,647	69%
FY 2023	1,041,694	1,041,694	-	100%

Request #27: Park Operations Specialists

Request #44: Park Supervisors

PBO does not recommend ongoing funding for additional Park Operations Specialists or Park Supervisor positions in the FY 2025 Preliminary Budget. The FY 2025 budget submission includes several Park Services budget requests related to operations and maintenance at park facilities, programmatic expansions, and new initiatives. While the Travis County Parks system is a much-beloved aspect of County services provided to residents and visitors to the County, the parks are not a state-mandated service. With limited available resources to expand services, some of these enhancements cannot be recommended by PBO in the Preliminary Budget. Many of these requests will require additional discussions with the

Department and Commissioners Court to determine which, if any investments can be prioritized in this and future budget process. It is likely that a phased approach will be necessary to fully implement the programmatic investments requested by the Parks division, and PBO will need to work closely with the Department to analyze the most critical needs and determine what can be added to the cost drivers for future budget processes. In the FY 2025 Preliminary Budget for Parks, PBO has recommended one-time projects, funding to complete projects in progress, and ongoing funding to address compensation of seasonal employees.

Due to the fiscal constraints faced by the County based on revenue caps, PBO recommends TNR have discussions with Commissioners Court regarding the level of ongoing resources required related to operate and maintain Travis County Parks, and to begin to prioritization within these projects since the full level of service initially envisioned may not be feasible in this fiscal environment. As in prior years, PBO requests TNR continue to discuss with PBO and the Commissioners Court the potential ongoing operating costs of future capital projects.

Much of the recent growth in the Park Services division relates to the expansion of the Parks system through 2005, 2011, and 2017 Voter Approved Bond projects, a mix of land acquisition, greenway improvements, and new park openings. The 2023 bond authorization included significant investments for strategic parkland acquisition, along with future phases of parks constructed in prior authorizations. It is imperative for ongoing Parks needs affecting the TNR operating budget be clearly explained to PBO and to Commissioners Court to illuminate these future needs and help provide guidance for future funding in a fiscally constrained environment.

The Parks ongoing base, or Target Budget, has increased from \$12,941,845 in the FY 2020 Target Budget to \$21,384,265 in the FY 2025 Target Budget. This is an increase of \$8,442,420, or 65 percent. When the historic compensation increase approved in FY 2023 is excluded, the increase shrinks slightly to \$6,610,782, or 51 percent, since FY 2020.

REQUEST #21: NREQ INTERN BUDGET

<i>Program:</i>	Natural Resources Program (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	14,208	-	-	-
Operating	-	-	-	-
Subtotal	\$ 14,208	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 14,208	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 14,208	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding to increase the intern budget for the Natural Resources Environmental Quality (NREQ) Division, to cover recent compensation increases and provide adequate funding for up to four interns per year.

The request notes in December 2023, Commissioners Court approved to increase the minimum pay scale for undergraduate interns from \$13.59 - \$19.70 per hour to \$20.80 - \$23.99 per hour. Similarly, the pay scale for graduate interns was raised from \$15.55 - \$22.55 per hour to \$24.00 - \$26.00 per hour. The request would increase the budget to align with this revised pay structure and to accommodate more interns to support NREQ’s growing programs. The new annual budget of \$51,029 would support four undergraduate or graduate interns working 40 hours per week for 12 weeks.

The request states for many years, the NREQ division has benefited from hiring student interns, allowing them to take on discrete projects and entry-level tasks. The internships provide interns with valuable experience, while freeing up full-time employees to pursue work that requires more experience or is longer-term in nature. Interns’ recent academic experience also enables them to bring new technologies, methodologies, and approaches to addressing environmental challenges in Travis County. The Department has also had a long-standing relationship with TCEQ’s Mickey Leland Internship Program (MLEIP) which encourages participation among minorities, women, and economically disadvantaged college students to get experience in environmental issues and policies. While historically TNR has hired two MLEIP interns per year, the additional funding would enable two additional interns to be hired.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not provide performance measures for this request.

PBO RECOMMENDATION

PBO does not recommend additional funding for NREQ interns in the FY 2025 Preliminary Budget. The Department has consistently left a personnel balance sufficient to fund this need on an ad hoc basis, and. While the temporary salary savings in the division has fluctuated over the years, on average a remainder of approximately \$46,000 remains annually. It appears

there is budget flexibility to fund this internship program on an ad hoc basis. Should the budget flexibility be reduced demonstrably, PBO may reconsider this recommendation in a future fiscal year.

<i>Fiscal Year</i>	<i>Revised Budget</i>	<i>Actuals</i>	<i>Remaining Budget</i>	<i>Percent Remaining</i>
FY 2019	335,676.30	274,678.14	60,998.16	18.2%
FY 2020	344,267.00	303,175.82	41,091.18	11.9%
FY 2021	350,316.00	301,344.91	48,971.09	14.0%
FY 2022	478,948.00	374,785.81	104,162.19	21.7%
FY 2023	532,012.00	497,109.58	34,902.42	6.6%

REQUEST #22: TRANSIT DEVELOPMENT PLAN (TDP) FY25 SERVICE COST INCREASE

<i>Program:</i>	Development Services and Long Range Planning (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	281,216	-	-	-
Subtotal	\$ 281,216	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 281,216	\$ -	\$ -	\$ -
Earmark Allocated	-	Interlocal Reserve	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 281,216	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting ongoing funding for cost increases to the interlocal agreement with CapMetro that establishes a Transit Development Plan (TDP) for the County. Through the Plan, originally adopted in July 2018 and updated in October 2023, Travis County can collect and leverage additional Federal Transit Administration (FTA) funding for transit services partially or wholly within the unincorporated areas of the County.

This request is a placeholder for the expected FY 2025 increase in cost of existing transit services and may be refined as better information becomes available. The Department’s Long Range Planning staff are currently engaged with CapMetro to update the County’s costs based on the costs of the services. The Department states the estimated increase is based on the services described in the County’s updated TDP. The cost increase is primarily due to new transit services that are included in the updated TDP, in addition to the continuation of existing TDP services. The request also factors in increased operating costs for vehicles, fuel, and drivers.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Total Annual Ridership (# of Boardings)	84,881	150,362	164,367	170,000	255,000	265,000

PBO RECOMMENDATION

For the FY 2025 Preliminary Budget, PBO recommends \$529,579 in the Interlocal Reserve to cover the increase to the interlocal agreement with CapMetro. Staff has indicated that there may be incremental increases to the cost of the bus routes that could affect the Travis County required match, and the Federal Transit Administration Section 5307 funding, which offsets the cost of the agreement is not yet final. In addition, the route and operation changes that could cause an increase to the agreement are not final. The table below lays out the proposed route costs as known at the time of budget submission.

Aerin-Renee Pfaffenberger, FY 2025 Preliminary Budget

Transportation and Natural Resources

The County and CapMetro will continue to finalize the proposed projects and the ILA. If the ILA is signed during the budget process, PBO will work with the Department to adjust the budget accordingly so that the correct amount is applied to the agreement. If the ILA is finalized in FY 2025, the Department will need to go to Commissioners Court to request to have the funding moved to the Department’s operating budget.

<i>Travis County Cost Estimates without Section 5307 Funding</i>	<i>FY 2025</i>	<i>FY 2026</i>	<i>FY 2027</i>
Capital			
Bluff Springs Stop Upgrades	\$46,539	\$0	\$0
Operating			
Route 233/237	164,083	167,556	170,929
Decker Pickup	612,981	600,150	612,068
Route 271	98,582	100,666	102,695
Route 318	98,735	100,822	102,849
Manor Pickup	567,126	581,102	595,428
Subtotal	\$1,588,046	\$1,550,296	\$1,583,969
Federal Transit Administration Section 5307 Funding	319,976	319,976	319,976
Total	\$1,268,070	\$1,230,320	\$1,263,993
Base Budget for Transit Services	986,854	986,854	986,854
Additional Funds Needed	\$281,216	\$243,466	\$277,139

REQUEST #23: PARK PLANNING - PLANNER II

REQUEST #50: PARKS MASTER PLANNING - NEW ACQUISITIONS- RGK - REIMERS - HAMILTON POOL

Program:	Park Services (149)			
Fund/Fund#:	General Fund (0001)		Mandated Program:	No
	FY 2025 Request	FY 2025 Recommendation	FY 2026 Cost	FY 2027 Cost
FTEs	1.00	-	-	-
Personnel	89,402	-	-	-
Operating	260,060	250,000	-	-
Subtotal	\$ 349,462	\$ 250,000	\$ -	\$ -
Capital	2,600	-	-	-
Dpt Total	\$ 352,062	\$ 250,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 352,062	\$ 250,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Request #23: Park Planning - Planner II: \$102,063

Transportation and Natural Resources is requesting funding for a Planner II position in the Park Services division. The request states an additional planning position is needed to help coordinate planning efforts including a robust community engagement effort for the upcoming Comprehensive Parks Plan, land acquisition efforts for greenways in the current master plan, as well as to complete planning efforts for newly acquired park properties, being acquired with 2023 Bond monies, so these properties can be prepared and open to the public on a reasonable timeline.

The request states current planning efforts in Travis County Parks includes oversight of 2023 Bond project planning, park needs including planning for Menchaca Gardens, Pace Bend and Wilbarger Greenway, coordination of Travis County Parks Foundation projects and events, coordination of grant opportunities, project management oversight of park development projects including Onion Creek Greenway, Timber Creek Park, Gilleland Creek Greenway (Phase 1 and planning of Phase 2), park signage projects and inter-departmental planning projects like the Land, Water and Transportation update and Palm School Steering Committee selection team. Additional responsibilities include taking the lead on Parkland acquisition in collaboration with TNR Real Estate staff and the Texas Nature Conservancy, and parkland dedication work with developers including land dedications and/or in lieu fees. The Planner II position is proposed to support these efforts and will allow for some depth in the park planning area of TC Parks.

Request #50: Parks Master Planning - New Acquisitions- RGK - Reimers - Hamilton Pool: \$250,000

Transportation and Natural Resources is requesting \$250,000 to develop master plans to guide future improvements and development at the newly acquired RGK Park, Reimers Ranch Park including the newly acquired 400 acres, and Hamilton Pool Preserve. The request states prior to opening newly acquired park land to the public, a master plan is needed to guide basic improvements for safety, and to identify future improvements.

RGK Park is a newly acquired 1,500-acre park on the west side of the County. An additional 475 acres has been acquired adjacent to the Reimers Ranch Park, expanding it to a 2,900-acre park located in southwest Travis County along the Pedernales River adjacent to the Hamilton Pool Preserve, which consists of 232 acres.

An initial Reimers Ranch Park Master Plan was adopted by the Commissioners Court on August 14, 2007. This plan contains background on Reimers Ranch and presented a three-phase development program. The request states since the Reimers Ranch Park Plan is more than 15 years old, and the park has grown considerably in size, a new plan needs to be developed based on the current park configuration and the surrounding development. This master plan will also include neighboring Hamilton Pool Preserve and evaluate that park based on its current use and conditions.

This proposed Master Plan will include an inventory of existing assets and their condition and an assessment of current needs in the area, taking into consideration the conservation easements, land, and development in the surrounding area, and will include community input. The Master Plan update is intended to be conducted by a landscape architecture consultant, under the direction of Parks planning staff.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this request.

PBO RECOMMENDATION

The FY 2025 budget submission includes several Park Services budget requests related to operations and maintenance at park facilities, programmatic expansions, and new initiatives. While the Travis County Parks system is a much-beloved aspect of County services provided to residents and visitors to the County, the parks are not a state-mandated service. With limited available resources to expand services, some of these enhancements cannot be recommended by PBO in the Preliminary Budget. Many of these requests will require additional discussions with the Department and Commissioners Court to determine which, if any investments can be prioritized in this and future budget process. It is likely that a phased approach will be necessary to fully implement the programmatic investments requested by the Parks division, and PBO will need to work closely with the Department to analyze the most critical needs and determine what can be added to the cost drivers for future budget processes. In the FY 2025 Preliminary Budget for Parks, PBO has prioritized one-time funding for projects in progress, parks infrastructure, and critical safety equipment.

Request #23: Park Planning - Planner II

PBO does not recommend funding for the Planner II position in the FY 2025 Preliminary Budget, based on limited resources.

Request #50: Parks Master Planning - New Acquisitions- RGK - Reimers - Hamilton Pool

PBO recommends \$250,000 of one-time funding for the plans to guide future improvements and development at RGK Park, Reimers Ranch Park, and Hamilton Pool Preserve in the FY 2025 Preliminary Budget. These plans will guide development and gather public input for the appropriate use of the new park land acquisitions funded through the 2023 voter approved bonds, parks in southwest Travis County parks.

REQUEST #25: FLEET ELECTRIFICATION INFRASTRUCTURE, YEAR 3

Program:	Fleet Services (149)			
Fund/Fund#:	General Fund (0001)		Mandated Program:	No
	FY 2025 Request	FY 2025 Recommendation	FY 2026 Cost	FY 2027 Cost
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	20,000	-	-	-
Subtotal	\$ 20,000	\$ -	\$ -	\$ -
Capital	1,290,000	1,200,000	-	-
Dpt Total	\$ 1,310,000	\$ 1,200,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,310,000	\$ 1,200,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding to carry out the third phase of implementation of a fleet electrification plan for Travis County. On June 15, 2021, Commissioners Court adopted a resolution creating this plan. This year three implementation request focuses on the necessary charging stations in prioritized areas. The goal is to prepare for the transition to electric vehicles (EVs) by establishing the necessary charging infrastructure. The Department states that a total of 22 sites have been identified where 78 chargers could be placed. The prioritization of the charging sites included several factors such as the potential number of EVs that could be housed at that location, availability of electricity on site and willingness of the office or department to embrace an EV. The Department reports during the first two years of implementation, significant progress has been made.

Below are the planned phases, locations, and project timing provided by the Department:

- Year 1 / Phase 1 locations include Lavaca, Southeast Metro Park, Northeast Metro Park, East Service Center, West Service Center, Del Valle Softball and Del Valle Fuel Station. The construction is almost completed but the service contracts have not yet been executed. The first contract is expected to be executed by July 2024 around the same time as construction will be 100 percent complete.
- Year 2 / Phase 2 locations currently in development include Constable 2 Office, NW Travis County Tax Office, Pflugerville Community Center, Bee Creek Sports Complex, Bob Wentz Park, Onion Creek Greenway Trailhead, Mansfield Dam Park and Webberville Park. These are in the design phase and will quickly move to construction with the lessons learned from Year 1. Most, if not all, of these stations will be completed by early spring 2025.
- Year 3 / Phase 3 locations include Del Valle Correctional Complex, Reimers Ranch Park, TCSO East and West Commands, East Metro Park, Parks West, Arkansas Bend Park, Pace Bend Park, Nootsie Field House, and Wilson Parke Building (if construction schedule allows).

The phase three request includes two mobile solar chargers to increase emergency preparedness and energy resiliency related to EV charging. These are proposed to add flexibility to the plan and accommodate severe weather or other large events. The mobile chargers can charge up to six vehicles at a time and would be used in areas where it is difficult or cost prohibitive to install hardwired charging infrastructure.

The chargers selected are a mixture of non-networked and networked Level 2 chargers. The non-networked chargers are not intended to be public-facing and are for Travis County Fleet use only. Where there is the potential for public use, a networked charger is installed. The first year's implementation faced challenges due to high demand for electricians and supply chain issues. In addition, staff spent significant time with research and coordination related to siting, installation and device selection. Several chargers have now been installed and the procurement process is underway for the year two prioritized list.

The table below displays the hybrid and electric vehicle and equipment units purchased since FY 2022. The Department reports an additional 100 hybrid units are in the fleet with model years prior to FY 2022.

Type	FY 2022	FY 2023	FY 2024	FY 2025 (requested)	Total
Forklifts, EV	-	2	-	2	4
Mowers, EV	-	10	7	2	19
Utility Carts, EV	-	6	2	2	10
Pickup, EV	1	12	9	-	21
SUV, EV	-	-	2	2	4
Pickup, Hybrid	7	8	-	-	8
SUV, Hybrid	24	1	55	32	88
Transit van, EV	-	-	1	-	1
Total	32	39	76	40	155

The Department continues to seek available grant opportunities, and notes that several grant applications have been submitted to various agencies, but no funds have been awarded to date. The Department is working with the Facilities Management Department on the necessary preparation and installation of the charging stations at County facilities. For public-facing charging stations, staff is analyzing the appropriate fee structure and rates at which to set these units. Once the equipment is installed, the vendor's service contracts will be used to maintain the units with minimal downtime. Information Technology Services will be engaged to ensure any chargers and associated software are approved and PCI compliant if accepting credit cards.

BUDGET REQUEST PERFORMANCE MEASURES

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure at Base Level	Projected FY 2025 Measure with Added Funding	Projected FY 2026 Measure with Added Funding
<i>New Measures</i>						
Number of chargers installed on time and on budget	N/A	N/A	19	17	47	-
Percent of time chargers are below industry-acceptable downtimes annually	N/A	N/A	N/A	2%	2%	-

PBO RECOMMENDATION

PBO recommends funding of \$1,200,000 for 30 requested hard-wired chargers and one mobile solar charger. As the chargers come online and are utilized, the ongoing costs of \$20,000 related to the charger management software and service will be

required. Since it is not likely that the entire network of chargers will be fully online in FY 2025, PBO recommends that the Department internally fund the initial costs in FY 2025, but that the ongoing costs of the program should be a part of the discussion around the fees that will be charged for the public-facing chargers. It may be that the revenue generated by the public chargers offsets the ongoing costs of this initiative to some degree. The ongoing costs for charger management software and service can once be considered in FY 2026, once there is more information regarding the program, charger usage.

PBO recommends one mobile charger to allow the Department to pilot the efficacy of stationing the equipment at temporary locations, facilities where hard-wiring chargers is not feasible, or deploying the equipment in case of emergency. While the mobile chargers may fill a necessary gap for the County's electric charging infrastructure, it would be prudent to allow for some additional time and experience to help the Department better understand the best deployment and utilization of such equipment.

REQUEST #26: ALL TERRAIN VEHICLES-TRAILER-EQUIPMENT

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	41,000	41,000	-	-
Subtotal	\$ 41,000	\$ 41,000	\$ -	\$ -
Capital	44,000	44,000	-	-
Dpt Total	\$ 85,000	\$ 85,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 85,000	\$ 85,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding for two all-terrain vehicles (ATVs) for routine Park Ranger patrol in parks. The request states at present, Park Rangers use one repurposed ATV, purchased in 2007 and previously assigned to TCSO. The proposed equipment would be used for general park patrol and for use at special events and for quick response to park emergencies. The request also includes funding for an enclosed trailer, equipment for storage and movement of the ATVs, along with a generator, lighting and equipment for the trailer, and barricades, traffic cones and signage. This trailer would serve a dual purpose and would also be used to move emergency equipment while at the same time protecting it from the weather and offering more security.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of Events Where Signs Deployed	-	-	-	TBD	TBD	TBD

PBO RECOMMENDATION

PBO recommends one-time funding of \$44,000 in capital for the two ATVs and related trailers for Park Rangers, and one-time operating funding of \$41,000 for the associated equipment for the ATVs. The new equipment will allow Park Rangers to patrol parks and remote areas more effectively and would allow the older equipment to be retired from the central Fleet.

REQUEST #29: ENVIRONMENTAL QUALITY EDUCATION & PUBLIC OUTREACH

<i>Program:</i>	Environmental Quality (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	27,200	27,200	-	-
Subtotal	\$ 27,200	\$ 27,200	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 27,200	\$ 27,200	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 27,200	\$ 27,200	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding for public outreach including presentation materials, translation services, printing materials, radio ads for public service announcements (PSAs) and promotions, and other supplies to support Environmental Quality’s Sustainability and Environmental Resiliency programs. This consists of one-time funding of \$12,000 for presentation materials and \$15,000 in ongoing funding to support translation services, printing materials, radio ads for PSAs and promotions, and other supplies. The request states there are new mandates from TCEQ related to new requirements under an update to the County’s Municipal Separate Storm Sewer System (MS4) permit. The permit, which is updated with updated five years, is slated for a new adaptation in August 2024. The draft version, which is not expected to change before the August implementation, includes new initiatives for public education, outreach, and participation to be implemented by Travis County over the next five years as part of the approved Stormwater Management Plan. The County’s Stormwater program does not currently have funding dedicated to education and outreach activities.

The request lists the following new education and outreach tasks must be implemented in the next permit term.

- Conduct residential education requirements in watersheds of the County that are affected by a bacteria impairment. (Gilleland and Walnut Creek watersheds)
- Each year, implement one additional Best Management Practice (BMP) from the Minimum Control Measure (MCM) 1: Public Education and Outreach menu
- Each year, implement one additional BMP is implemented from a list of options in MCM 1: focus on pollutants of concern
- Promote, host, or develop at least educational meetings, seminar, or trainings annually
- Create fact sheets/brochures on topics that are group specific and address activities or pollutants of concern defined by TCEQ
- Install permanent stormwater related signage, placed in a location where the message is relevant, and highly visible to target audience
- Media/advertising campaign/public service announcements that must be active for a minimum of three weeks each year
- Social media posts and social media campaign posted a minimum of four times each year on at least one social media platform

- Create and maintain an MS4 operator’s website with current and accurate information and working links

The request states for watersheds impaired by bacteria such as Gilleland or Walnut Creek(s), the new regulations are more prescriptive and will require greater effort year upon year to maintain compliance. In these areas of the County, one additional BMP from MCM 1: Public Education and Outreach must be added from the approved list, with the goal being that by the end of the five-year term, there are five BMPS activity focused on these specific areas.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Annual revenue generated by County recycling program.	\$19,311	25,000	32,000	32,000	35,000	\$19,311
<i>New Measures</i>						
Total number of public outreach and participation events that were held, hosted, or promoted annually.	5	2	2	3	-	2

PBO RECOMMENDATION

PBO recommends one-time funding of \$27,200 to allow the Department to create educational materials for public outreach related to new mandates from TCEQ related to updated requirements under the County’s Municipal Separate Storm Sewer System (MS4) permit. This includes one-time funding for translation services, materials, and promotional services for the outset of the program. As FY 2025 will be the first year operating under the updated requirements, PBO recommends the Department track the initial program and resubmit a budget request in FY 2026 that captures any yet-unknown needs.

REQUEST #30: SUSTAINABLE JAIL FTE

<i>Program:</i>	Environmental Quality (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	89,402	-	-	-
Operating	11,960	-	-	-
Subtotal	\$ 101,362	\$ -	\$ -	\$ -
Capital	72,080	-	-	-
Dpt Total	\$ 173,442	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 173,442	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding for an Environmental Specialist Senior position to develop and implement sustainability initiatives in collaboration with TCSO and the Gardner-Betts Juvenile Detention Center. The proposed Environmental Specialist Sr. position would develop and implement sustainability initiatives in collaboration with TCSO and Juvenile Detention. The request states these initiatives support the goals in the County Climate Action Plan, the Travis County draft Sustainable Jail Plan, and a developing sustainability program at Gardner-Betts.

Currently, three FTEs work on the County’s sustainability plan, assisting County departments with recycling, waste diversion initiatives, and other efforts laid out in the Climate Action Plan. This team works with staff in the Travis County Correctional Center (TCCC) and at the Gardner Betts Detention Center, however the request notes the correctional facilities are unique in their operations since they house inmates and are operational 24/7/365.

The Department states prior to 2020, the sustainability team was engaged in many projects at the jail including a farm where inmates can spend time outside growing and harvesting food, an aquaponics system set up to grow food in a greenhouse, and a composting area where food waste can be diverted from the landfill. The jail has also put a large emphasis on reuse, energy savings, as well as recycling and other methods of waste diversion. Prior to 2020, the sustainability team worked to draft a plan that would be a road map to significantly reduce the cost of operating the County jails while protecting the environment, promoting social equity, and enhancing the wellbeing of inmates and TCCC staff. The initiatives above were part of this draft plan.

The request states some of these initiatives could work in conjunction with the jail’s Marketable Skills Program. This program promotes workforce development and was designed for inmates to obtain skills that can be used to help find employment once released from the jail.

Staff the Gardner Betts Detention Center are also working towards sustainable initiatives. Gardner Betts has an established composting program and staff is working to expand on waste diversion efforts. They have also been working towards developing a garden for residents to grow and harvest food, as well as participating in a ‘Good Foods’ program to improve the quality of their meals. The request states additionally, Gardner-Betts is intent on broadening educational pathways and vocational plans for their students. There are many job opportunities in the environmental field that may be open to these students if properly guided. The Sustainability Team has already started to develop a certification program called the

'Sustainability Leader' which would allow both Gardner-Betts students and TCCC inmates to obtain a certification in sustainability practices.

The request states a position that focuses on the County's correctional facilities would work on the projects that have been put on hold or need more attention to reach their full potential. This position would also work on an educational program for the correction officers, inmates, and detention residents.

This request is intended to help ensure the County achieves goals stated in the Climate Action Plan. The TCCC is one of the County's largest facilities, therefore, reducing the environmental impact at the TCCC will help the County reduce its overall greenhouse gas inventory, while simultaneously improving the wellbeing and quality of life of inmates and TCCC staff.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Annual revenue generated by County recycling program.	\$24,699	\$19,311	\$25,000	\$32,000	\$32,000	\$35,000

PBO RECOMMENDATION

PBO does not recommend funding for Environmental Specialist Senior in the FY 2025 Preliminary Budget. While the sustainability efforts related to the Travis County Correctional Complex and the Gardner Betts Facility are in line with departmental and Commissioners Court goals, due to existing revenue limitations, PBO is not recommending program expansions at this time. Both facilities are currently involved with planning efforts for facilities and programming that will require extensive one-time and ongoing investments, and those efforts are currently being prioritized in the FY 2025 Preliminary Budget.

REQUEST #33: TC PARKS FOUNDATION CONTRACT - STEWARDSHIP & VOLUNTEER PROGRAM

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	100,000	-	-	-
Subtotal	\$ 100,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 100,000	\$ -	\$ -	\$ -
Earmark Allocated	-	50,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 50,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 100,000	\$ 50,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding to contract with the Travis County Parks Foundation (TCPF) to provide volunteer coordination and public programming in Travis County Parks. The proposal includes a plan for the TCPF to develop a program to:

- Identify the unique needs and opportunities at each of the parks,
- Identify, plan and coordinate volunteer projects and events in order to build a community of volunteers and engage them on a regular basis to meet these needs,
- Host (or co-host) regular free public programs with a focus on nature-based and interpretive programming, and
- Build relationships and partnerships with nonprofits, volunteers and other community groups.

Additionally, this program will work to establish a Park Stewards Program that will build a community of volunteers to be stewardship, conservation, and nature learning ambassadors for Travis County Parks and to lay the foundation for a robust Park Stewards Program. This program aims to build public engagement opportunities and community support for the parks. The Foundation will identify and partner with businesses, nonprofit organizations, schools and individuals to serve as ongoing stewards of their favorite local Travis County Park. The Foundation will link their skills and time with the critical needs of the parks as identified by Travis County Parks staff. The stewards will commit to regular volunteer activities, ranging from trail maintenance and trash pickup to educational programs. The proposed Park Stewards program is intended to begin as a pilot in at least two parks within the Travis County Parks system with the intent of expanding this program to all 27 Travis County Parks. During the first year of this program, TCPF will: 1) establish a system for linking park needs with available volunteer capacity, 2) build a community of volunteers and identify immediate and future park stewards, and 3) work with pilot stewards to organize in-person family-friendly volunteer activities and programming at their parks.

BUDGET REQUEST PERFORMANCE MEASURES

The Department provided the following list of potential measures related to the proposal:

- # of volunteer events;
- # of participants at volunteer events;
- # of public events;
- # of participants at public programs;

- Social media metrics - engagement, reach, etc. ; and
- Specific event metrics - Pounds of trash collected, mulch spread, etc.

PBO RECOMMENDATION

PBO recommends funding for a \$50,000 earmark intended to match resources fundraised by the Travis County Parks Foundation. The total funding of \$100,000 (\$50,000 from the earmark and \$50,000 from the Foundation) will fund a contract with the Travis County Parks Foundation (TCPF) for volunteer coordination and a Park Stewards Program

Future requests of this nature will require additional discussions with the Department and Commissioners Court to determine which, if any investments can be prioritized in this and future budget process. It is likely that a phased approach will be necessary to fully implement the programmatic investments requested by the Parks division, and PBO will need to work closely with the Department to analyze the most critical needs and determine what can be added to the cost drivers for future budget processes.

REQUEST #35: ONION CREEK GREENWAY MAINTENANCE FACILITY

REQUEST #48: GILLELAND CREEK GREENWAY PHASE 1

REQUEST #49: HISTORIC MOORE'S BRIDGE AT RICHARD MOYA PARK PRESERVATION AND RESTORATION PROJECT

Program:	Park Services (149)			
Fund/Fund#:	General Fund (0001)		Mandated Program:	No
	FY 2025 Request	FY 2025 Recommendation	FY 2026 Cost	FY 2027 Cost
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	17,800,000	-	-	-
Dpt Total	\$ 17,800,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 17,800,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Request #35: Onion Creek Greenway Maintenance Facility: \$2,500,000

Transportation and Natural Resources is requesting funding a centralized maintenance facility to support the growing staff and equipment that maintain the parks linked by the Onion Creek Greenway parks system. The Onion Creek Greenway trail system is comprised of Richard Moya Park, Barkley Meadows Park, the future park at Timber Creek, the future trailhead at the confluence of Onion Creek and the Colorado River, the future trail head at Satellite 4 and Southeast Metropolitan Park.

The request states currently twelve staff report to the old 1,500 sq ft office located at the old Road and Bridge Satellite 4 facility. In FY 2023, an additional four staff joined this team, and a new maintenance facility is needed to accommodate this work group and to house the maintenance equipment. The Satellite 4 complex is a temporary home for staff and equipment, as this location will be developed into a trailhead, and the existing office will be removed. This future event will add even more staff and equipment with less office space.

The Onion Creek Greenway Improvements Project is a capital improvement project approved by voters in the 2011, 2017, and 2023 Travis County bond elections. Funding approved in the Bond Order is for the design and construction of a major shared-use trail, recreational facilities and support infrastructure on Travis County-owned land from McKinney Falls Parkway to the confluence of Onion Creek with the Colorado River. This project was based on the 2010 Concept Plan for the Onion Creek Greenway and will transform and make publicly accessible the largely undeveloped parklands purchased with the 2005 park bond funds. The Onion Creek Greenway Project will address both the environmental and community needs of this area.

Design and permitting of the Onion Creek Greenway trails are underway and will be in construction soon. The maintenance and operation of the greenway will become increasingly important once the trails are open. The Department has located a new site appropriate for a new dedicated maintenance barn at Southeast Metropolitan Park. The Department reports this

site best meets the needs to be outside of the Onion Creek Greenway floodplain but still near the Onion Creek Greenway trails to provide quick and efficient response to maintenance needs.

Request #48: Gilleland Creek Greenway Phase 1: \$12,800,000

Transportation and Natural Resources is requesting additional funding for the construction of the Gilleland Creek Greenway, Phase I from Northeast Metropolitan Park to and including Ben E Fisher Park. The request states the Gilleland Creek Greenway Phase I construction project was included in the 2023 Travis County Bond election. With plans 90 percent complete, the Engineer’s estimate is now \$32,200,000. With additional amounts for inflation, contingency, and project management cost included the project cost estimate increases to \$42,800,000. The project timeline indicates the project will be ready for bidding late spring or early summer 2025. The following table lays out the proposal/estimates for funding the project in its entirety.

<i>Category</i>	<i>Amount</i>
Current cost estimate	\$32,200,000
5% Inflation	1,610,000
15% Contingency	5,100,000
10% PMC	3,890,000
Total	\$42,800,000
Bond Funds Approved	-30,000,000
Shortfall Estimate	\$12,800,000

Request #49: Historic Moore's Bridge at Richard Moya Park Preservation and Restoration Project: \$2,500,000

Transportation and Natural Resources is requesting funding to make modifications to the historic Moore’s Bridge at Richard Moya Park to ensure its preservation, and utilization for the Onion Creek Greenway Project. A portion of the funding is for \$500,000 for professional services to design and engineer reinforcements to the bridge against potential flood damage and further weathering. Part of the scope is to ensure that all modifications adhere to relevant preservation guidelines and regulations, preserving the historical integrity and character of the bridge while enhancing its resilience to environmental hazards. In addition, \$2,000,000 is requested for the construction phase of the project.

The historic Moore’s Bridge at Richard Moya Park is a listed Texas Historic Landmark, constructed in 1915 from three of the six spans from the 1884 iron Congress Avenue Bridge. The structure is sited roughly where settlers used to cross Onion Creek. The bridge was destroyed by a flood and washed away the year it was constructed but was reinforced with concrete piers in 1922. The County changed the bridge to a pedestrian crossing in 1980, due to increasing destabilization caused by age. Over time, flooding and weathering has caused the aging bridge to be closed due to safety concerns. The County commissioned a condition report to investigate the condition of the bridge, and the findings are anticipated to provide guidance on repairs, modifications, and recommendations to this historic structure. The request states the bridge must be brought up to pass National Bridge Inspection Standards and properly maintained before it can be used as part of the Onion Creek Greenway. The request states the bridge serves as an essential physical and symbolic link of the lives and aspirations of Travis County’s original pioneers.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures – Request #35: Onion Creek Greenway Maintenance Facility</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%"	2	2	2	2	2	2
<i>Existing Measures – Request #49: Historic Moore's Bridge at Richard Moya Park Preservation and Restoration Project</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%"	4	4	4	4	2	-

PBO RECOMMENDATION

- Request #35: Onion Creek Greenway Maintenance Facility**
- Request #48: Gilleland Creek Greenway Phase 1**
- Request #49: Historic Moore's Bridge at Richard Moya Park Preservation and Restoration Project**

PBO does not recommend funding for the Onion Creek Greenway Maintenance Facility, the Gilleland Creek Greenway Phase 1 cost shortfall, or the Historic Moore's Bridge at Richard Moya Park Preservation and Restoration Project in the FY 2025 Preliminary Budget. PBO would like to discuss a plan for prioritization among these projects with the Department before proceeding with a funding plan.

Travis County has a large portfolio of debt-funded projects in progress, and several of these projects are facing projected and realized budget overruns. With the number of projects in process, the amount of unspent debt funds continues to grow. The various capital needs cannot be completely covered with existing funding sources, and it is important to prioritize among the various funding challenges alongside requests for new projects. For the Gilleland Creek Greenway Phase 1 project specifically, PBO recommends that the Department brief Commissioners Court on the estimated increased cost of this project, which was presented to the voters as part of the 2023 bond program.

REQUEST #36: PARK RANGER RESIDENCE HOUSING AT SOUTHEAST METRO PARK

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	100,000	100,000	-	-
Dpt Total	\$ 100,000	\$ 100,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 100,000	\$ 100,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding to complete the new ranger residence at Southeast Metro Park following the demolishing of the original structure. The new ranger residence at Southeast Metro Park will meet the minimum design requirements set at the new ranger residences with the Travis County Park systems. Funding was approved in FY 2024 for \$515,000 towards this project. It is now anticipated that additional funds may be needed to complete the project.

The ranger residence at Southeast Metro was the original house on the property. The property was purchased in the 1990s as part of the overall purchase of Southeast Metro Park, and the house appears to have been constructed in the 1960s or 1970s. Minor improvements were made to the house in the mid-2000s. The request states the house has continued to age and become dilapidated over time. In addition, the existing residence is a two-bedroom, one bath and less than 1,200 square feet, and new ranger residences design standards are three bedrooms, two bath and a living square footage of 1,500 square feet. The proposed funding would be used to demolish the existing house, structure, and associated elements, then construct a new residence and other improvements that will be comparable to the other recently constructed ranger residences. The request notes as with other Ranger residence projects the construction of this residence would be coordinated with American Youthworks. This partnership allows Travis County Parks to utilize their construction services for projects and provides training opportunities for program participants to learn skillsets and trades.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this request.

PBO RECOMMENDATION

PBO recommends additional funding of \$100,000 for a new ranger residence at Southeast Metro Park in the FY 2025 Preliminary Budget, to allow a new ranger residence structure to be completed under more current design standards of the other ranger residences.

REQUEST #37: WORKFORCE DEVELOPMENT PROGRAM

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	150,000	-	-	-
Subtotal	\$ 150,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 150,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 150,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting \$150,000 in ongoing funding to restore historic service levels with American YouthWorks (AYW) for workforce development projects in Travis County Parks. The cost of (AYW) crews has steadily risen and the workforce development contract funding provided by Health and Human Services (HHS) has remained static, therefore, the outputs have steadily declined. When HHS and Parks developed this partnership with AYW in 2004 the allocated funding of \$100,000 provided approximately 90 crew days. Today’s costs provide for approximately 43 crew days.

The request states park land assets have increased with park land acquisitions and there are increased needs for land restoration treatments. The partnership with (AYW) provides a unique opportunity to prepare future leaders in natural resource management, meet land restoration services needed by parks, and provide a pipeline of talent into Travis County jobs. The additional funding will allow the program to maintain the original output of 90 crew workdays, provide land restoration on Travis County park lands, and provide workforce development training and experience for American YouthWorks crew members.

Park land managers have a wide variety of technical projects to manage including trail maintenance, fire line maintenance, tree pruning, erosion mitigation, soil boundary maintenance, and data collection. Parks does not have sufficient full-time employees or contract funding to implement all the needed restoration projects. The AYW partnership provides a critical training ground for AYW members to gain skills with land restoration projects, and to fulfill restoration projects that are needed by parks. In addition, many of the AYW members are recruited into TC Parks for full time employment following their service.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%"	Fair	Fair	Fair	Fair	Fair	Good
<i>New Measures</i>						
Percent of park parcels with assets mapped	0%	1%	1%	2%	5%	10%

The Department has also submitted the following potential future measures that could be used in the future to measure the effectiveness of this proposal:

- number of restoration treatments;
- acres of restoration treatments; and
- miles of boundary maintained

PBO RECOMMENDATION

PBO does not recommend ongoing funding to increase the contract with American YouthWorks (AYW) in the FY 2025 Preliminary Budget. Given the significant financial constraints faced by the County for FY 2025 and other large-scale investments currently under consideration by the Commissioners Court, it is challenging to allocate ongoing funds for this issue area. As this is an HHS contract, PBO recommends this program be included with that Department’s discussions with Commissioners Court to determine which social services contract issue areas, if any, should be prioritized for increases in funding moving forward on an ongoing basis.

REQUEST #38: BEE CREEK SPORTS COMPLEX PHASE II

REQUEST #53: EAST METRO PARK GROUP BUILDING OPERATIONS

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	4.00	-	-	-
Personnel	406,227	-	-	-
Operating	276,060	-	-	-
Subtotal	\$ 682,287	\$ -	\$ -	\$ -
Capital	195,385	59,000	-	-
Dpt Total	\$ 877,672	\$ 59,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 877,672	\$ 59,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Request #38: Bee Creek Sports Complex Phase II: \$289,994

Transportation and Natural Resources is requesting funding for additional employees, equipment, and supplies to support the addition of two new synthetic turf fields and a group building being built at Bee Creek Sports Complex. The new amenities are being funded by the 2023 voter-approved bond. Construction of the Bee Creek Sports Complex, a 2017 bond project, was completed in May of 2023. The original park design included seven synthetic turf fields and a group building. Due to lack of funds, two of the turf fields and the group building were not constructed during the original build. The current staffing plan for the Bee Creek Complex was developed to cover the maintenance needed for a park with five synthetic fields and no group building.

The 2023 voter-approved bond is funding the construction of two additional synthetic soccer fields with lighting, a group building or pavilion with restrooms, and all the associated infrastructure. To cover the maintenance and operation of these additional facilities, Travis County Parks is requesting funding for a Park Maintenance Worker position and a Park Operation Specialist position to help the existing crew can keep up with the ongoing maintenance and operations of the entire facility. The request states the Maintenance Worker would be responsible for the upkeep of the new fields and facilities, and the Park Operation Specialist will be responsible for handling customer service issues at heavy use times in the evenings and on weekends.

Along with the personnel, the request includes funding for equipment and supplies, including a blower to tow behind a UTV, field grooming attachments to tow with a UTV, and a field striping robot to increase the efficiency of field lining. Supplies needed include soccer and lacrosse goals, bleachers, benches, field paint and on-going maintenance supplies. Services include software needs for the striping robot and for monitored lighting. A field lining robot can line a soccer field in 30 minutes, contrasted with the four hours it takes three staff members to string and paint a field. A field groomer and a sweeper, which are pulled behind a UTV to clean the fields, would allow staff to groom two fields in the time it takes to do one currently. A pull-behind blower could blow off miles of sidewalk and the 300-car parking lot in a sixth of the time it takes a person to walk all the areas with a backpack blower. The additional equipment would greatly increase task efficiency, allowing the crew to work more efficiently than they do now.

Aerin-Renee Pfaffenberger, FY 2025 Preliminary Budget

Transportation and Natural Resources

The request states if no funding is received, the upkeep needed for the new fields and building will be added to the duties of the existing park maintenance crew. The Bee Creek crew consists of two Senior Maintenance Workers and five Park Maintenance Workers. According to the Travis County Parks labor matrix, the appropriate number of maintenance personnel for the fully developed facility is nine. Adding one maintenance worker will bring the total up to eight, and the efforts of these employees, combined with a field striping robot and the additional support of the one existing and one requested Park Operation Specialist would do enough work to substitute the ninth maintenance worker.

Request #53: East Metro Park Group Building Operations: \$587,678

Transportation and Natural Resources is requesting funding to operate the new group building at East Metropolitan Park, once construction is completed. The request states that the design phase for a new group building at East Metro Park is near completion and construction is slated to begin by the end of 2024, with completion planned for 2025. The Department is requesting additional funding for staffing, contract services, and supplies.

Originally, the East Metropolitan Park Pavilion was a popular site to reserve for weddings, birthday parties, and other family events upon its opening in 2007. Its open-air design, view of the surrounding park and pond, plus its affordable rate created high demand from the public. The request states the original pavilion was reserved 90 percent of the weekends even though it had limited amenities. Due to structural issues, the building was removed in 2022 and funding was received to design and construct a new building.

Park staff and the design team reviewed use of the previous building as well as customer expectations for event centers and incorporated these ideas to develop a new facility that will accommodate a wide array of events. The site will be able to host work-related events such as team-building retreats and meetings in addition to family group events such as weddings, concerts, birthdays, and concerts. The original building was an open-air concept with no climatization and no audio/visual capabilities. The new building will ability to heat and cool, an attached kitchen prep area, restrooms, changing room, audio/visual capabilities, and a variety of seating/table arrangements making it a versatile event space inside. Outside, the building will include a covered patio and amphitheater seating along with a stage.

Due to the expanded capabilities of the building and extended hours of the building, the Department is requesting funds for additional staff, contract services, and supplies. Due to expected demand for the facility, a Park Operations Specialist will be needed to coordinate requests to tour the facility, coordinate reservations, and manage the needs of the building and customers. Funding for contract services is also included to meet tight turnaround times between events to ensure that the facility is prepared before each event. In addition to operational needs, daily maintenance and preventative maintenance of the building will be paramount to keeping the building in pristine condition to extend the life of the facility and limit conflicts with reservations. Maintenance staffing will be needed to maintain the building and possess knowledge of how to care for the unique features of the site.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures – Request #53: East Metro Park Group Building Operations</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%"	-	-	-	1	1	1

PBO RECOMMENDATION

The FY 2025 budget submission includes several Park Services budget requests related to operations and maintenance at park facilities, programmatic expansions, and new initiatives. While the Travis County Parks system is a much-beloved aspect of County services provided to residents and visitors to the County, the parks are not a state-mandated service. With limited available resources to expand services, some of these enhancements cannot be recommended by PBO in the Preliminary Budget. Many of these requests will require additional discussions with the Department and Commissioners Court to determine which, if any investments can be prioritized in this and future budget process. It is likely that a phased approach will be necessary to fully implement the programmatic investments requested by the Parks division, and PBO will need to work closely with the Department to analyze the most critical needs and determine what can be added to the cost drivers for future budget processes. In the FY 2025 Preliminary Budget for Parks, PBO has recommended one-time projects, funding to complete projects in progress, and ongoing funding to address compensation of seasonal employees.

PBO recommends TNR have discussions with Commissioners Court regarding the level of ongoing resources required related to operate and maintain Travis County Parks, and to begin to prioritization within these projects since the full level of service initially envisioned may not be feasible in this fiscal environment. As in prior years, PBO requests TNR continue to discuss with PBO and the Commissioners Court the potential ongoing operating costs of future capital projects.

Much of the recent growth in the Park Services division relates to the expansion of the Parks system through 2005, 2011, and 2017 Voter Approved Bond projects, a mix of land acquisition, greenway improvements, and new park openings. The 2023 bond authorization included significant investments for strategic parkland acquisition, along with future phases of parks constructed in prior authorizations. It is imperative for ongoing Parks needs affecting the TNR operating budget be clearly explained to PBO and to Commissioners Court to illuminate these future needs and help provide guidance for future funding in a fiscally constrained environment.

The Parks ongoing base, or Target Budget, has increased from \$12,941,845 in the FY 2020 Target Budget to \$21,384,265 in the FY 2025 Target Budget. This is an increase of \$8,442,420, or 65 percent. When the historic compensation increase approved in FY 2023 is excluded, the increase shrinks slightly to \$6,610,782, or 51 percent over the past five fiscal years.

Request #38: Bee Creek Sports Complex Phase II: \$59,000

PBO recommends one-time capital funding of \$59,000 for the equipment needed to maintain the two new synthetic turf fields at the Bee Creek Sports Complex. This includes \$10,000 for the pull-behind blower, \$6,000 for the Turf Groomer, \$10,000 for the Turf Sweeper, and \$33,000 for the robot line marker. The ongoing portions of this budget request are not recommended due to fiscal constraints.

Request #53: East Metro Park Group Building Operations

PBO does not recommend funding for additional staffing for East Metro Park group building operations in the FY 2025 Preliminary Budget, due to the current fiscal constraints.

REQUEST #39: PARKS SEPTIC SYSTEM EVALUATION AND CONDITIONS REPORT

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	450,000	450,000	-	-
Subtotal	\$ 450,000	\$ 450,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 450,000	\$ 450,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 450,000	\$ 450,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding to have all septic systems and lift stations within the Travis County Parks System inspected, evaluated, and assessed to determine the condition, providing recommendation of corrective actions, providing an inventory of each system, and provide standard operating procedures and training to continue compliance with all regulatory requirements.

The request states due to the limited access to sewer systems, many of the parks have been designed with unique On-Site Sewage Facilities, and there are many different types of septic removal/treatment systems throughout the parks, dependent on location, access to municipal infrastructure, and other factors such as space, location, and proximity to bodies of water. When a septic system fails, it cripples the ability for park staff and visitors to use the park as the associated public restroom or office cannot be used because all the sinks, toilets, and showers flow to the septic system. In addition, septic system failure requires the rental of portable toilets. On a busy day at the larger parks up to 5,000 people could require access to the restrooms per day.

The proposed funding will allow the Department to work with a vendor to conduct on-site inspections of septic and lift station systems to assess their condition, including tanks, distribution boxes, pipes, and drain fields, control panels and all associated apparatuses and utilities. Identify any signs of damage, leaks, blockages and deficiencies within the system. Evaluate the overall functionality and efficiency of the septic systems and report its findings. Further, the vendor will prepare detailed reports for each evaluated septic and lift station systems, documenting the findings, observations, and recommendations, and will provide maps and data of each septic system including types, components and location that could be used by Parks Staff to utilize for inventory purposes and asset management. The evaluation will also ensure that the septic systems meet the regulatory requirements of Travis County Parks, LCRA, and any other regulatory agencies that the systems would need to comply with and identify any violations or areas of non-compliance and provide recommendations for rectification. The scope includes a comparison of the current infrastructure condition to historical trends, and for each type of system, provision of a Standard Operating Procedures for operating and maintaining the system that can be used by the Travis County Parks Staff.

The Department notes funding was provided in FY 2023 to repair septic system issues, however as issues continue to arise, it was quickly realized that a comprehensive approach to evaluating the approximate 60 septic systems and 16 lift stations that

are servicing County parks was needed to determine exactly the conditions of these systems and allow documentation and evidence for future budget needs.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%"	3	3	3	3	2	N/A

PBO RECOMMENDATION

PBO recommends \$450,000 of one-time funding for the septic system inspection, evaluation, and assessment in the FY 2025 Preliminary Budget. This investment will help ensure the wastewater in Parks systems is properly managed and the infrastructure is usable.

REQUEST #40: PARK LAND STEWARDSHIP – DEMOLITION

REQUEST #54: DAM ASSESSMENTS AND DESIGN PHASE I

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	165,000	-	-	-
Subtotal	\$ 165,000	\$ -	\$ -	\$ -
Capital	626,686	791,686	-	-
Dpt Total	\$ 791,686	\$ 791,686	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 791,686	\$ 791,686	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Request #40: Park Land Stewardship – Demolition: \$165,000

Transportation and Natural Resources is requesting \$165,000 in one-time funding in the Park Land Management Stewardship Program to remove safety hazards from Travis County park lands such as deteriorating buildings and hazardous materials. Many of the new parcels the County is acquiring include materials that need to be demolished or removed from the sites including dilapidated structures, interior fences, dumped debris and hazardous materials. The request states this funding investment will reduce public safety threats and enhance the capacity for land restoration treatments. Sites that have demolition and hazardous removal needs include Castletop, Kozmetsky, Hackett, East Metropolitan Park, Pearce Lane, Pruitt, and Southeast Metropolitan Park.

Request #54: Dam Assessments and Design Phase I: \$626,686

Transportation and Natural Resources is requesting \$626,686 in one-time funding for assessment, engineering, design, and bid-ready construction plans for improvements to the dam and spillway at Hancock Ranchlands. This represents Phase 1 of, consisting of various work products under a Professional Services Agreement with a Qualified Dam Engineer for work at the Hancock Ranchlands dam.

The request states Travis County Parks has 16 known water impoundments that provide for public recreation, wildlife habitat, wildfire mitigation, stormwater retention or detention, and/or flood mitigation. Four of these ponds were constructed by Travis County, and the remaining ponds were inherited when Travis County acquired the land and were constructed by a previous landowner. Their purpose is assumed to be for agricultural, water quality, and/or wildlife. Each water impoundment has unique repair and maintenance needs that are required to comply with Texas Commission on Environmental Quality (TCEQ), Travis County, and EPA requirements.

This budget request for Phase 1 includes the following work for the Hancock Ranchlands dam and spillway:

Complete bid-ready construction plans for the Hancock Ranchlands dam and spillway. The Hancock Ranchlands property is part of the Wilbarger Creek Greenway. It includes an 11-acre pond that was constructed by a previous landowner. The dam is failing, and the spillway has severe erosion. The pond has wetland features and is in the 100-year floodplain. These repairs will be engineered to convey the peak maximum flood event (PMF). A long-term solution will be designed and budgeted for during the Wilbarger Creek Greenway Development.

Emergency maintenance was completed at Hancock Ranchlands in 2023 to stabilize severe erosion at the dam. A professional services agreement has been awarded to a qualified dam engineering firm. The thirty percent designs are in progress and scheduled for completion in 2024. This onetime funding request will provide the resources to complete the short-term design and provide bid-ready construction documents.

The Department has indicated an intent to submit a second phase budget request in the FY 2026 budget process. This proposal includes an assessment at 15 other water impoundments including an assessment of the regulatory compliance and reporting needs, maintenance and operation needs, and required repairs, cost estimates, and a prioritization plan. This Department states this proposal is necessary to provide for public safety, wildlife, wildfire mitigation, and flood mitigation, and to maintain assets owned by Travis County Parks.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures– Request #40: Park Land Stewardship – Demolition</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%"	Fair	Fair	Fair	Fair	Fair	Good
<i>Existing Measures – Request #54: Dam Assessments and Design Phase I</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%"	Poor	Poor	Poor	Poor	Poor	Fair
<i>New Measures – Request #40: Park Land Stewardship – Demolition & Request #54: Dam Assessments and Design Phase I</i>						
Percent of park parcels with assets mapped	0%	1%	1%	2%	5%	10%

Additional Performance Information: Request #54: Dam Assessments and Design Phase I

Along with the measures listed above, the Department has provided additional items that could be tracked in future, including, “percent of park parcels with management plans,” “number of restoration treatments,” “acres of restoration treatments,” and “miles of boundary maintained.”

PBO RECOMMENDATION

Request #40: Park Land Stewardship – Demolition: \$165,000

PBO recommends one-time funding of \$165,000 for the demolition and cleanup of buildings on the newly acquired parks parcels to allow the properties to appropriately cleared so they can be fully integrated into the parks system.

Request #54: Dam Assessments and Design Phase I: \$626,686

PBO recommends one-time funding of \$626,686 for assessment, engineering, design, and bid-ready construction plans for improvements to the dam and spillway at Hancock Ranchlands. The Department has noted that there are additional water impoundments that have other repair and maintenance needs that are required to bring them into compliance with Texas Commission on Environmental Quality (TCEQ), Travis County, and EPA requirements.

REQUEST #41: RGK PARK CASA BLANCA HOUSE - FURNISHINGS

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	95,000	-	-	-
Subtotal	\$ 95,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 95,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 95,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding to contract with a professional interior designer or space planner to furnish the Casa Blanca residence at the newly acquired RGK tract. The request states the 1,400-acre RGK Park is being acquired with 2023 bond funds and includes a 5,000 square foot residence built in 1996. The residence will require proper interior design and furnishings suitable for various events including both the interior of the home as well as the surrounding grounds.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this request.

PBO RECOMMENDATION

PBO does not recommend funding to furnish the Casa Blanca residence at the RGK tract. PBO recommends the Department seek internal funding for this request, such as Park Donation revenue, Park License Fees, or Parkland Dedication funds.

REQUEST #42: PRESCRIBED FIRE EQUIPMENT AND UNIFORMS

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	100,000	50,000	-	-
Subtotal	\$ 100,000	\$ 50,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 100,000	\$ 50,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 100,000	\$ 50,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding to replace worn and outdated prescribed fire equipment and uniforms. Over time, the equipment and uniforms deteriorate due to age and/or wear and tear or become outdated. Funding for new equipment and uniforms would not only help with job retention but it would also better protect park staff performing these duties.

The Department states the Park Land Management program was created in 2015 to manage undeveloped, natural area parklands, and in response to the devastating wildfires that impacted County parks back in 2011. The program uses prescribed fire as a management strategy, and the Department adopted the standards established by the National Wildfire Coordinating Group (NWCG) for staff. Part of the critical training standards is the knowledge and ability to work in both prescribed fire and suppression efforts. Properly functioning equipment contributes greatly to having the ability to engage in prescribed fire and suppression efforts.

The Department state the number and size of prescribed fires conducted each year has grown since the inception of the program. The request states Park Land Management staff and other Parks staff assist with prescribed fires. The equipment and uniforms needed to perform these duties is expensive and occasionally needs to be replaced due to age, wear and tear, or it is outdated because of technological advancements. The request states if necessary, funding for this request could be spread over a two-year period to lessen the impact.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this request.

PBO RECOMMENDATION

PBO recommends \$50,000 of one-time funding to replace half of the needed prescribed fire equipment and uniforms. Funding the equipment will allow staff to have proper gear for this high-risk work, and spreading the cost over a two-year period will lessen the cost impact to the County.

REQUEST #43: TIMBER CREEK PARK - USACE CONTRACT CANCEL - BUYOUT

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	500,000	-	-	-
Subtotal	\$ 500,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 500,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 500,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding for the cancellation or buyout of the Timber Creek Park US Army Corps of Engineers (USACE) agreement. The request states Travis County has been working for 10 years with the Army Corps of Engineers to develop a recreational component on the Timber Creek subdivision flood buyout properties. Currently neither the USACE nor the County have the funding available to move forward to construction of this park under the agreement, this request will provide the necessary funding to terminate the agreement and compensate the USACE for completed design plans which will be provided for use by the County. This proposal will move the project management and construction of Timber Creek Park away from the USACE and into the control of Travis County Parks allowing for funding to be found and providing for the construction of Timber Creek Park in the next few years. The cancellation of the agreement is currently underway with USACE, and the Department anticipates the termination of the agreement will be complete early in FY 2024.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this request.

PBO RECOMMENDATION

PBO does not recommend additional funding for the cancellation of the Timber Creek Park US Army Corps of Engineers (USACE) agreement but recommends that existing voter approved bond savings should be used to fund this need. PBO has worked with the Auditor’s Office to determine that the Timber Creek Park plans can be capitalized and therefore bond funds can be used for this purpose. The Timber Creek Flood Buy-out Project was initiated in 1998 in order to mitigate flood impacts to the community. Federal and County funds were used to acquire 131 residential properties over the past 20 years and the County entered a partnership with the US Army Corps of Engineers (USACE) to convert the area into a public park. The US Army Corps of Engineers originally funded the first phase of the park design and construction. In the original plan, Travis County was to be responsible for the preparation of the site prior to construction and then opening the park to the public. Preparation includes the removal of utilities, miscellaneous infrastructure and debris, and vegetation and debris that restrict water flow in the drainages. The site preparation was funded in FY 2019. The FY 2023 Adopted Budget included funding for Park Ranger and Park Operation positions for the future Timber Creek.

REQUEST #47: PARK SIGNAGE REPLACEMENT YEAR 2

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	645,000	645,000	-	-
Dpt Total	\$ 645,000	\$ 645,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 645,000	\$ 645,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting \$645,000 to fund a second year of a multiyear project to replace and upgrade park entry signage, directional signage, and wayfinding signage in Travis County Parks. The request states, “The recent Travis County Parks Strategic Marketing Plan included a logo and branding update. As a part of the implementation of the branding update, a park signage manual has been created establishing entry, directional and wayfinding signage standards for use throughout the park system to establish a consistent identity which will help Travis County Parks.”

Funding for year one of the project, approved in FY 2024, is being used to update signs at Hamilton Pool Preserve, Reimers Ranch, and Northeast Metro Park. Southeast Metro Park was originally planned to be included in the first phase; however, the cost of the signage project is higher than originally estimated. The FY 2025 phase is planned to fund signs at Arkansas Bend Park, Mansfield Dam, Southeast Metro Park, and East Metro Park.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Entry, Directional and wayfinding signs are replaced and upgraded at selected parks	-	-	-	0%	100%	-

PBO RECOMMENDATION

PBO recommends \$645,000 in one-time funding for the second phase of the signage upgrade project, which includes the highest priority signage projects at Arkansas Bend Park, Mansfield Dam, Southeast Metro Park, and East Metro Park. This phased project will provide consistent and recognizable wayfinding throughout County parks.

REQUEST #52: PORTABLE STAGE

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	27,150	-	-	-
Subtotal	\$ 27,150	\$ -	\$ -	\$ -
Capital	112,590	-	-	-
Dpt Total	\$ 139,740	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 139,740	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding for a portable stage that can be towed to events hosted by Travis County Parks or the County. The request states the ability to provide improved public events will strengthen public interest in the parks. The proposed equipment can be condensed into a unit that can be transported to the event location and then expanded to convert into a full stage that meets fire and safety code.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of Social Media Followers	6,930	7,500	8,000	8,000	8,500	9,000

PBO RECOMMENDATION

PBO does not recommend funding for the portable stage in the FY 2025 Preliminary Budget. Based on significant financial challenges forecasted for FY 2025, PBO is not able to recommend all requests, even those for one-time items, and has prioritized one-time funding for projects in progress, parks infrastructure, and critical safety equipment.

REQUEST #55: PARKS BROCHURE AND MAP UPDATES

REQUEST #57: PARK VISITATION SOFTWARE

<i>Program:</i>	Park Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	110,000	65,000	-	-
Subtotal	\$ 110,000	\$ 65,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 110,000	\$ 65,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 110,000	\$ 65,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Request #55: Parks Brochure and Map Updates: \$65,000

Transportation and Natural Resources is requesting \$65,000 to contract with Hahn Agency to update four existing parks brochures, create one new greenway brochure and 12 park maps consistent with current Travis County Parks branding. The request states the Travis County Parks Strategic Marketing Plan initially included the development and printing of four brochures including Family of Parks, Metro Parks, Lake Parks and Reimers Ranch and Hamilton Pool Preserve. Since the original printing, the parks system has expanded and now the brochures need to be updated and reprinted. In addition, the request states the planning and development of the Onion Creek, Gilleland Creek and Wilbarger Creek greenways are gaining momentum with the support of the Travis County Parks Foundation and the need for a greenways brochure has become evident.

The Department reports currently, individual park maps are made by Park Supervisors and printed on copy machines, and these maps are not consistent in information or branding. The proposed updated park maps would also include consistent branding and amenity icons, to guide and promote public wayfinding when visiting Travis County Parks. This proposal includes printing of brochures and maps as well as production of both in electronic formats suitable to be used on the Parks website.

Request #57: Park Visitation Software: \$45,000

Transportation and Natural Resources is requesting funding to purchase software to help the Department use technology to better understand visitation trends in the parks. Travis County Parks operations and maintenance centers around the number of park visitors using the parks. The request states with a more accurate understanding of visitation trends, Parks can better allocate staff, budget for preventative maintenance, and manage visitor safety.

Some of the examples of how insights into customer trends including real-time visitation of geographic locations can be used include the following:

- The ability to view most visited parks;
- The ability to view visitation trends by day, specific times during the day, etc;
- The ability to use aggregated data to determine where visitors are coming from and departing to; and
- The ability to run reports showing historic hotspots on a holiday weekend and better position staff/park police.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures – Request #57: Park Visitation Software</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%"	2	2	2	3	2	2

PBO RECOMMENDATION

Request #55: Parks Brochure and Map Updates: \$65,000

PBO recommends one-time funding of \$65,000 in the FY 2025 Preliminary Budget to allow TNR to update brochures and maps updates for County parks.

Request #57: Park Visitation Software

PBO recognizes the interest of the Parks division regarding visitor attendance tracking at Parks. However, based on significant financial challenges forecasted for FY 2025, PBO does not recommend this ongoing funding request for Parks Visitation software. While PBO believes the request may merit additional consideration in the future, based on currently available revenue, PBO is unable to include funding for this request in the FY 2025 Preliminary Budget.

REQUEST #58: HMAC OVERLAY - ALTERNATE PAVING TREATMENTS

REQUEST #59: ROADWAY RECYCLING

REQUEST #61: SIDEWALK REPAIRS

Program:	Road & Bridge (149)			
Fund/Fund#:	General Fund (0001)		Mandated Program:	No
	FY 2025 Request	FY 2025 Recommendation	FY 2026 Cost	FY 2027 Cost
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	42,000,000	32,000,000	-	-
Dpt Total	\$ 42,000,000	\$ 32,000,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 42,000,000	\$ 32,000,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Request #58: HMAC Overlay - Alternate Paving Treatments: \$18,000,000

Transportation and Natural Resources is requesting funding HMAC overlay, alternative paving, and associated sidewalk repairs to maintain ADA compliance with American Disabilities Act (ADA) as required by federal law and as outlined in the Travis County’s Sidewalk Transition Plan. Per the Department, the goal is to achieve a 70 percent of roadways in a good to fair rating condition and 75 percent of arterials and collectors in a good to fair condition as directed by the Commissioner’s Court. The Department proposes to provide approximately 70 miles of asphalt paving, 6 miles of thin surface treatments, 10 miles of asphalt rejuvenation, and 10 miles of Alternate Thin Surface Treatments, as determined from the Pavement Management Model. This includes the necessary repairs to curbs, gutters, sidewalks, and ADA ramps, and roadway striping. The request states without increased funding, this pavement degradation trend will continue and will have significant financial implications when roadways require complete reconstruction.

Request #59: Roadway Recycling: \$10,000,000

Transportation and Natural Resources is requesting funding to provide roadway recycling for approximately 15 miles of failing roads. These projects are determined using the road condition survey data and engineering reviews of the existing road conditions and surrounding subgrade soil types. This funding is required to maintain the roadways to the goal of 70 percent of roadways in a good to fair rating condition and 75 percent of arterials and collectors in a good to fair condition mandated by the Commissioner’s Court.

The request states Travis County Road Maintenance is currently maintaining 79.34 percent of the road network in fair or better condition, which exceeds the Commissioners Court goal of keeping 70 percent of roadways in a good to fair rating condition and 75 percent of arterials and collectors in a good to fair condition. However, the Department notes this is misleading due to the significant number of new subdivision roads that were included in the survey data and presents a

significant difference from previous data provided. The request states 193 miles of the County roadway network remains in “poor” to “very poor” condition. TNR reports while Travis County does have an in-house roadway recycling program, the number of miles that the in-house crews can do each year was limited in the past due to the 34 percent maintained in Road and Bridge Maintenance field personnel for a few years. The request states that recent changes to hiring practices and the implementation of a career ladder have reduced the vacancy rate to only nine percent this current year, but a backlog of “poor” to “very poor” roads has increased and must be addressed through both contract work and in-house crews to reach a more acceptable level.

Request #61: Sidewalk Repairs: \$4,000,000

Transportation and Natural Resources is requesting funding to repair sidewalks and/or provide ADA improvements for the 590 miles of sidewalks in Travis County. The request states many of these sidewalks were built 20 to 30 years ago, and there are various maintenance needs such as settlement cracks and tripping hazards. Furthermore, due to settlement and movement of the sidewalks on high clay soils, many of the sidewalks are no longer ADA compliant. The Department states the quantity of sidewalks needing repair and improvements have greatly exceeded the resources available using in-house road maintenance crews.

The Department provided the following information regarding how the additional funding will enhance safety, improve accessibility, preserve infrastructure, and provide economic benefits.

Safety Enhancement

Sidewalks in disrepair pose a serious safety hazard to pedestrians, including children, the elderly, and individuals with disabilities. Cracks, uneven surfaces, and debris accumulation can lead to trips, falls, and injuries. By allocating funds for sidewalk repairs, we prioritize the safety of our residents and visitors, reducing the risk of accidents and potential liability claims against the County.

Accessibility Improvement

Accessible ADA compliant sidewalks are crucial for individuals with disabilities, including those using wheelchairs, walkers, or other mobility aids. Damaged or inaccessible sidewalks restrict their ability to move freely within the community, thus limiting their access to essential services and amenities. Investing in sidewalk repairs ensures that our county remains inclusive and accessible to all residents, promoting equality and dignity for individuals with disabilities.

Infrastructure Preservation

Timely repairs and maintenance help extend the lifespan of sidewalks, preventing further deterioration and minimizing the need for costly replacements in the future. Neglecting repairs can lead to more extensive damage, requiring substantial resources for reconstruction. By proactively addressing sidewalk issues, we demonstrate responsible stewardship of public infrastructure and effectively manage long-term maintenance costs.

Economic Benefits

Well-maintained sidewalks contribute to the overall attractiveness and livability of our communities, enhancing property values and attracting businesses, residents, and tourists. Investing in sidewalk repairs supports local economic development by creating safer and more walkable neighborhoods, encouraging pedestrian traffic, and fostering a vibrant urban environment conducive to commerce and social interaction.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for these budget requests.

PBO RECOMMENDATION

Request #58: HMAC Overlay - Alternate Paving Treatments: \$18,000,000

PBO recommends \$18,000,000 of one-time funding for HMAC Overlay and Alternative Paving Treatments as it is crucial for Travis County to maintain legal compliance with the ADA, meet mandated road condition targets, and address the deteriorating state of its road network. As per the Department, with rapid population growth and increasing development, failing to allocate funds for HMAC Overlay, alternative paving, and sidewalk repairs would result in further deterioration, safety hazards, and potential legal liabilities. By recommending this request, the County would not only fulfill legal obligations and meet citizen expectations for well-maintained roads but also ensure the county's infrastructure keeps pace with the demands of a growing community.

PBO notes this amount is less than the \$22,000,000 requested by the Department, however it represents a \$6,000,000 or 50 percent increase over the FY 2024 Adopted Budget amount. Historic funding allocations were informed by the Department's spending rate year over year, however this division has filled many vacancies and expenditure trends in FY 2024 thus far seem to indicate that the division has the capacity to execute more roadwork. PBO will continue to monitor the progress of the HMAC, Roadway Recycling and Sidewalk repair contracts, to determine whether expenditure patterns merit future budget increases.

Request #59: Roadway Recycling: \$10,000,000

PBO recommends \$10,000,000 of one-time funding for the Roadway Recycling contract, to allow the Department to tackle the prioritized road miles that have experienced the most severe degradation. It is PBO's understanding that this contract can be run concurrent with the HMAC funds already in the Department and establishing this funding level will prevent further backlogs. The FY 2023 Adopted Budget included \$5,000,000 for this purpose, and those funds are still encumbered and unspent in the Department as of the end of May 2024. With the additional \$10,000,000, the Department will be able to apply \$15,000,000 of funding to failing roads in the County.

Request #61: Sidewalk Repairs: \$4,000,000

PBO recommends \$4,000,000 of one-time funding to repair sidewalks and/or provide ADA improvements throughout the County. The FY 2023 Adopted Budget included \$1,000,000 for this purpose, and those funds are still encumbered and unspent in the Department as of the end of May 2024. With the additional \$4,000,000, the Department will be able to apply a total of \$5,000,000 of funding to failing or inaccessible sidewalks in the County over the next fiscal year. PBO recommends the Department coordinate with County Risk to ensure these projects are properly tracked within the ADA improvements project that is currently underway.

REQUEST #62: ENGINEER SR AND PLANNING PM RECLASSIFICATIONS – DEV. SRVC.

REQUEST #65: ENVIRONMENTAL SPECIALIST - RECLASSIFICATION – NREQ

REQUEST #66: PARK FOREMAN POSITIONS - RECLASSIFICATIONS

<i>Program:</i>	Various			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	66,271	-	-	-
Operating	7,500	-	-	-
Subtotal	\$ 73,771	\$ -	\$ -	\$ -
Capital	422,783	-	-	-
Dpt Total	\$ 496,554	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 496,554	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding to reclassify several positions across the Development Services, Parks Services, Natural Resources, and Environmental Quality divisions.

Request #62: Engineer Sr and Planning Project Manager Reclassifications – Development Services: \$37,322

Development Services is proposing to reclassify two Engineer positions to Engineer Senior and the Planner Senior position to a Planning Project Manager.

Request #65: Environmental Specialist - Reclassification - NREQ: \$10,883

Environmental Quality is proposing to reclassify the current Environmental Technician position in the Sustainability Program to an Environmental Specialist which better represents the duties and responsibilities needed for the program.

Request #66: Park Foreman Positions - Reclassifications: \$448,349

Parks Services is proposing to reclassify six full-time Park Foreman positions. These positions are needed for daily coordination of maintenance operations in the field.

BUDGET REQUEST PERFORMANCE MEASURES

Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Projected FY 2024 Measure	Projected FY 2025 Measure at Base Level	Projected FY 2025 Measure with Added Funding	Projected FY 2026 Measure with Added Funding
<i>Existing Measures Request #65: Environmental Specialist - Reclassification - NREQ</i>						
Annual revenue generated by County recycling program.	\$19,311	\$25,000	\$32,000	\$32,000	\$35,000	\$19,311
<i>Existing Measures Request #66: Park Foreman Positions - Reclassifications</i>						
"Average Facility Condition Index (Good=1; Fair=2; Poor=3; Critical=4) Good = less than 5%, Fair = 5 - 10%, Poor = greater than 10 – 30%, and Critical + greater than 30%"	2	2	2	3	2	1

PBO RECOMMENDATION

Request #62: Engineer Sr and Planning Project Manager Reclassifications – Development Services

Request #65: Environmental Specialist - Reclassification - NREQ

Request #66: Park Foreman Positions - Reclassifications

PBO does not recommend funding for the various TNR reclassifications. Historically, Commissioners Court has directed departments to redirect savings from resources within their Target Budget to internally fund pay increases, including for promotions. PBO generally works with departments to look within their resources to fund such requests and recommends that any upcoming retirement or vacancy savings should be prioritized to fund reclassifications. These proposals were not included in the cost drivers, and there are insufficient resources to cover these and many other personnel-related requests across the County

REQUEST #67: MAINTENANCE OF CURRENT EFFORT - ADDITIONAL FUEL USAGE

<i>Program:</i>	Fleet Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
TEs	-	-	-	-
ersonnel	-	-	-	-
perating	455,000	-	-	-
ubtotal	\$ 455,000	\$ -	\$ -	\$ -
apital	-	-	-	-
pt Total	\$ 455,000	\$ -	\$ -	\$ -
armark Allocated	-	250,000	-	-
armark CAR	-	-	-	-
otal Earmarks	\$ -	\$ 250,000	\$ -	\$ -
pt Total + Earmarks	\$ 455,000	\$ 250,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding for the central fuel budget to address a shortage in fuel funding due to the increase in fuel usage and fuel prices. The requests notes over the past few years, the fuel usage across Travis County has increased, resulting in increased costs related to TNR Fleet Services fuel budget. In FY 2023, Fleet Services experienced similar issues related to fuel costs and usage and requested a midyear transfer from the Allocated Reserve to cover projected shortfalls related to fuel costs for TNR’s Fleet Division.

The request states as of April 2024, 41.2 percent, or \$1.53 million of the \$3.72 million budget amount for the fuel budget has been spent. This includes both Fund 0001 and Fund 0145 fuel budgets. Based on a forecasted average monthly spend from May to September 2024 with 20 percent inflation to account for increased usage in the summer months, the total projected fuel costs for FY 2024 are approximately \$4.17 million, which would exceed the combined Adopted Budget amount by approximately \$455,000.

In addition to the state and nationwide increases in fuel costs, in April 2024 TNR Fleet Services received notice that fuel prices on Contract 4400005914 with Fikes Wholesale, Inc. are increasing by the amounts listed in the table below:

<i>Category</i>	<i>Number of Gallons</i>	<i>Current Price</i>	<i>New Price</i>
Unleaded Fuel	greater than 7,000 gallons	\$0.0425	\$0.0935
	less than 7,000 gallons7000	\$0.0600	\$0.1100
Diesel	greater than 7,000 gallons	\$0.0328	\$0.0848
	less than 7,000 gallons7000	\$0.0503	\$0.0110

A recent AAA article shows the national average price of fuel, per gallon, has increased to 3.56 per gallon, which is 21 cents higher than a month ago and six since more than this time last year. An Austin American Statesmen article shows Texas residents pay an average of \$3.21 per gallon and Travis County residents pay an average of \$3.14 per gallon.

Travis County is dependent on fuel to support the needs of various services that utilize vehicles and other equipment to perform their essential job functions. If fuel shortages become a concern, there will be a negative impact to the ability of the County to fulfill its needs and provide the necessary services to county residents as expected.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not provide performance measures for this request.

PBO RECOMMENDATION

PBO recommends a one-time earmark of \$250,000 on the Allocated Reserve to be used to supplement the Central Fuel budget if FY 2025 expenditures exceed budget. The FY 2024 Adopted Budget included an ongoing \$3,060,613 for fuel, an increase of \$592,405 from the FY 2023 Adopted Budget. Funding was added to the Fuel account based on the midyear transfers occurring in FY 2022 and FY 2023. While it is clear that the costs of fuel are increasing and the County's fleet continues to grow, PBO notes the FY 2024 projected expenditures are only \$86,015 greater than the FY 2024 Revised Budget.

The ongoing fuel budget was reduced by a net of \$51,274 after FY 2020, factoring in increases of \$199,924 and decreases of \$251,198 made as a part of the County's actions to mitigate the impact of the COVID-19 pandemic. An earmark of \$251,198 was included in the FY 2021 Adopted Budget in the event it was needed. Ultimately, the Department did not need to access this earmark in FY 2021. In FY 2022, the earmark was increased to \$500,000, and TNR utilized this earmark midyear in June during FY 2022. In addition, in August 2022, an additional \$600,000 from salary savings was transferred to the fuel budget because of higher-than-expected summer expenditures. In FY 2023, \$600,000 was transferred to the fuel budget midyear, and the FY 2024 Adopted Budget was increased by \$500,000 based on this midyear transfer and the ongoing need to support fuel increases.

PBO will continue to monitor the Central Fuel budget in collaboration with TNR, to examine whether any additional costs can be handled through the Road and Bridge Fund, and to determine whether additional transfers for Fuel may be needed before the end of the fiscal year.

REQUEST #68: NUISANCE ABATEMENT AND ASSISTANCE PROGRAM

<i>Program:</i>	Administration			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	89,414	-	-	-
Operating	129,510	-	-	-
Subtotal	\$ 218,924	\$ -	\$ -	\$ -
Capital	83,203	-	-	-
Dpt Total	\$ 302,127	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 302,127	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding to create a nuisance abatement and assistance program by contracting for clean-up services and creating a position to manage, facilitate, and coordinate interactions between the community, property owners, and the County to bring problem properties into compliance with public health and safety laws and codes. Examples of neighborhood nuisances include accumulated rubbish, standing water, conditions that harbor insects and rodents, abandoned swimming pools, high weeds and dilapidated structures.

The request states the Texas Health and Safety Code, Ch. 343, Subchapter B addresses public nuisances in unincorporated areas of Texas and provides the County with some remedies for failure to comply, including in civil action or criminal prosecution. Currently TNR, along with Travis County Health and Human Services and Austin Public Health, investigate complaints of public nuisances. Under statute, following an investigation that results in a nuisance notification, a property owner or occupant has thirty days to eliminate the nuisance.

This proposed nuisance abatement and assistance program is intended to better coordinate investigation and abatement efforts by working with property owners to reach compliance. Current enforcement staff is limited and are not able to provide the level of ongoing contact with property owners and interdepartmental/inter-agency coordination required to reach compliance in a timely manner. A new Coordinator position would be responsible for this ongoing work with property owners. In addition, funding of \$125,000 for contracted services would be used to provide clean up services to those property owners that can demonstrate financial hardship, and therefore do not have the resources to pay for clean-up services. The intended outcome is to ensure public health concerns are addressed, providing assistance to those in need.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this budget request.

PBO RECOMMENDATION

PBO does not recommend funding for the nuisance abatement and assistance program in the FY 2025 Preliminary Budget. This proposal represents an expansion into a new program area. PBO recommends the Department seek direction from

Commissioner Court on whether this program should be prioritized alongside many other County needs. It would be helpful to understand how the proposal compares to programs in other counties, along with the roles and responsibilities of the collaborating offices and departments and the City of Austin. Due to the fiscal constraints faced by the County based on revenue caps, it will be important to evaluate the level of service and potential workload the County will sustain with such a program.

REQUEST #69: ADMINISTRATIVE TECHNOLOGY NEEDS: TEMPORARY LAPTOPS AND MULTI-FUNCTION DEVICES

<i>Program:</i>	TNR-Administrative Support (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	16,000	-	-	-
Subtotal	\$ 16,000	\$ -	\$ -	\$ -
Capital	28,600	28,600	-	-
Dpt Total	\$ 44,600	\$ 28,600	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 44,600	\$ 28,600	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding for 11 laptop computers and ten new multi-function devices to provide technology equipment to interns, seasonal staff and field offices. The request states that a consequence of the COVID-19 pandemic, the County has moved to laptop computers for those who are able to telework for a portion of their time. At the same time, the rule that each employee should have only one device assigned to them has eliminated the availability of floater or loaner laptops that were previously used by departments for temporary and seasonal employees.

The request includes computing equipment for interns, and seasonal positions in Parks, Environmental Quality, and Natural Resources (BCP). The Department states laptop computers for these positions are requested instead of desktop units as their work sites vary during their tenure and can also vary daily. Additionally, work is sometimes required to be completed in the field instead of an office environment.

Transportation and Natural Resources is requesting ten new multi-function devices through the Information Technology Services Records Management division for several field locations after analysis of efficiency needs. Two new Xerox VersaLink C7120T devices are being requested at the West and East Service Centers. Eight devices are being requested at the following park locations: Reimers Ranch Park, Bob Wentz Park, Mansfield Dam Park, Arkansas Bend, Southeast Metro, Kaiser.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this budget request.

PBO RECOMMENDATION

PBO recommends funding 11 additional loaner computers totaling \$28,600 in the Information Technology Services loaner program, rather than adding more devices to TNR that are not allocated to individual staff members. These devices are being added to ensure the ITS-preferred mechanism of medium- to long-term temp devices being maintained centrally is continued while also ensuring there are sufficient devices for the many needs of County offices and departments.

PBO also confirms funding is included in ITS for ten multi-function devices across Parks and Fleet locations, to increase efficiency and provide the necessary printing capabilities for these divisions.

REQUEST #70: CONTINUATION OF DEVELOPMENT SERVICES REVIEW CONSULTANTS EARMARK

<i>Program:</i>	Development Services and Long Range Planning (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	1,130,000	1,130,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 1,130,000	\$ 1,130,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,130,000	\$ 1,130,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting to continue the \$1,130,000 earmark on the Allocated Reserve for development review consultants. This amount includes \$905,000 to continue the services of a third-party review consultant, as well as \$225,000 one-time for additional program management consultant costs.

Since FY 2022, Development Services has been working to reduce review times and increase efficiencies in a number of ways. Part of that formula is the use of third-party review consultants to supplement internal staff reviews when demand spikes. It also includes the continued use of the program management consultant who is helping the department remain focused on fee analysis, level of effort studies and the introduction of an expedited third-party review.

The Department underwent a long-term program and operational review by a consulting firm and made a presentation to Commissioners Court on January 11, 2022, highlighting key areas of need and planned next steps for implementing the recommended process improvements. The request states, “Some of these process improvements include adding measures such as enhanced guidance on our website, public outreach for education on our review standards, creating review checklists and adding staff to review submittals and resubmittals for completeness before they are routed to our reviewers. These measures are designed to reduce the amount of review iterations to three or less iterations.”

The Department requested several new FTEs for the Development Services division to meet the needs of constituents, and to facilitate getting much needed new housing on the ground. The request states although TNR has been able to fill many of those positions, six positions remain vacant and additional engineering reviewers are needed to meet the HB 3167 requirements as well as to prioritize the review of affordable multifamily apartment complexes. Based on the estimate from a current third-party reviewer, it will cost approximately \$11,500 for a consultant to review a project through three rounds of comments. In order to have a third-party review of 90 site plans (nine rounds of 10 site plans being reviewed every six weeks), the Department is requesting an earmark of \$905,000 for consulting fees.

Funds were also approved for a Program Manager Consultant (PMC) starting midyear FY 2022, and this external consultant has assisted with improving the review process and systems and new employee onboarding. The request notes achievements now also include more reliable data from the review and permitting system of record, MyGovernmentOnline (MGO). This data is being used to analyze the current fees and is expected to be presented to court before the end of the summer. To

institutionalize this effort and continue the system improvements necessary and updates to the website as the county changes to a new platform, TNR is requesting continued funds for the PMC.

This budget request is designed to increase the Development Services division's review bandwidth so staff can continue to prioritize commercial site plans for affordable multifamily housing projects. Through this proposal, the Department also hopes to be able to provide the Court and development community more robust data, reports and a dashboard indicating turnaround times and application volumes. The Department states an agenda item requesting fee increases will be presented this summer and should offset some of the costs of these development review requests.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit measures for this budget request but provided the potential measures:

- # of driveway permits reviewed
- # of utility permits reviewed
- % of subdivision inspections done within a 5-day time frame

PBO RECOMMENDATION

PBO recommends a one-time earmark of \$1,130,000 for Development Services Review Consultants, which consists of \$905,000 for a third-party review consultant, along with \$225,000 for program management consultant costs. A similar earmark was approved in FY 2024, however, PBO recommended that an update to the development review fee schedule should be considered before that earmark was accessed. Since fee changes have not yet been reviewed and approved by Commissioners Court, this recommendation is repeated for FY 2025. It is likely that TNR will present updated fees to Commissioners Court midyear in FY 2024. PBO notes that it may be reasonable to gradually increase the fees, beginning with at least a 15 percent increase in FY 2024 per direction of the Commissioners Court as part of the adopted FY 2024 Budget Guidelines. Under this approach, it will take some time for the County to achieve full cost recovery for these fees, but a phased approach will lessen the impact to developer clients. The Auditor's Office will review any approved increases or new fees to determine whether any additional revenue can be included in the Projected Revenue for FY 2025.

The budgets for the Development Services, Onsite Sewage Facilities, Stormwater Management, and Road and Bridge Maintenance divisions, which totaled \$11.7 million in the FY 2022 Adopted Budget, have increased by approximately \$4.5 million, or 29 percent over the past three years to \$16.2 million in the FY 2025 Target Budget due to the increases related to Development Services Review over the past three fiscal years.

These funding increases were recommended by PBO based on the understanding that the Department would increase permitting fees to move towards a higher cost recovery rate, therefore increasing revenue in kind. Development review fees have remained unchanged since October 2016, and TNR notes since that time, the reviews have increased in complexity due to a variety of factors, including overall growth and urbanization across Travis County. Historic guidance from the County Auditor's Office has stated that fees should be updated annually with comprehensive reviews conducted every three to five years.

The Department recently underwent a long-term program and operational review in 2019, which highlighted key areas of need, along with recommended process improvements. A cost-of-service analysis and fee assessment completed as part of that review reported a 34 percent cost recovery rate and based on FY 2023 certified revenues and budgeted expenditures, the cost recovery rate has decreased to 20 percent cost recovery. The Department has reported at this rate, Travis County was subsidizing this activity by approximately \$6.5 million annually. This cost recovery rate has decreased, and the subsidy increased as the base budget has increased. As the volume of development increases, inflation rises, and new regulations are

introduced, costs will increase resulting in a further decrease in the overall cost recovery rate. As additional funding is added for these services, it is imperative that their fees be increased to support the added costs of providing those services.

REQUEST #71: CONTINUATION OF FAILING VEHICLES EARMARK

<i>Program:</i>	Fleet Services (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	200,000	200,000	-	-
Total Earmarks	\$ 200,000	\$ 200,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 200,000	\$ 200,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting to continue the Capital Acquisition Resources Reserve Failing Vehicles earmark in the amount of \$200,000. The request states the availability of this earmark will allow the Department to replace failing vehicles or equipment as needed during FY 2025. Although this amount is not needed every budget year, it has been used in four of the past six years to replace units that were not eligible for replacement via the County’s policy, but they were not prudent to repair due to the amount of the expense and age or condition of the units. The Department states having the flexibility of the earmark allows Central Fleet to quickly put in an order to replace the unit which would not have been prioritized during the replacement process. This ensures the user department will have minimal downtime and disruption to their core functions.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit measures for this budget request but provided the potential measure “% of Preventive Maintenance work orders over Repair work orders.”

PBO RECOMMENDATION

PBO recommends continuation of an earmark of \$200,000 on the CAR Reserve for Failing Vehicles. The Department can utilize these funds throughout the fiscal year to replace vehicles and equipment that are not eligible for replacement under the replacement policy and are not total loss replacement covered by Risk, but that are too costly to replace.

REQUEST #72: 290 LANDFILL REMEDIATION

<i>Program:</i>	(blank) (149)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	2,600,000	-	-	-
Subtotal	\$ 2,600,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 2,600,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	2,600,000	-	-
Total Earmarks	\$ -	\$ 2,600,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 2,600,000	\$ 2,600,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting to continue the \$2,600,000 earmark on the CAR Reserve for a Potential Landfill Purchase and repurpose the funding to perform necessary remediation activities for the closed Travis County Landfill located at 9500 E. Highway 290. Travis County is obligated under its landfill permit through Texas Commission on Environmental Quality (TCEQ) to maintain the landfill to comply with closed landfill regulations, and to remediate issues such as leachate, subsidence, and gas emissions. since closure, the landfill has produced significant quantities of leachate. This is most likely the result of the inappropriate siting of the landfill atop areas of natural groundwater seepage and storm water infiltration through the compacted clay cap. An active business, the Austin Country Flea Market, includes numerous structures and rooftops surrounded by an asphalt parking lot atop the landfill cap. A significant portion of the flea market storm water runoff is conveyed off the cap. TNR manages an ongoing leachate collection system and pumps leachate into the City of Austin’s sewer system to prevent surface seepage and unauthorized discharges to surface waters.

In March 2024, the County received a Notice of Violation (NOV) from TCEQ regarding this site. This Notice included the following findings:

- Subsidence, ponding, and erosion in the asphalt parking lot of the flea market, in front of the flea market, and along the access road leading into the facility;
- Numerous trees potentially penetrating the integrity of the cap;
- Clogged drainage chutes; and
- Leaks at several leachate extraction wells.

The request states TNR has begun the remediation of the more minor items but will need to engage a third-party environmental services consultant to do in-depth investigation as to the causes of the subsidence and leaks of the leachate extraction wells. Funding is needed to do the in-depth investigation, as well as work with the environmental services consultant to design and implement corrective actions. Because it likely that any remediation solution will be reach into the millions of dollars, TNR proposes to repurpose the funding originally earmarked for the potential purchase of the landfill site to be used for remediation purposes.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this request.

PBO RECOMMENDATION

PBO recommends continuation of an earmark of \$2,600,000 on the CAR Reserve for needs arising from the 290 Landfill. The process of managing and mitigating the landfill is costly and puts the County at risk of citations or Notices of Violation from TCEQ for environmental violations related to the condition of the landfill cap and its leachate discharge, and the County must continue to mitigate the landfill under TCEQ permit. As this is an evolving issue, PBO will continue to work with the Department to finalize the amount as some of the funds might be used midyear in FY 2024. PBO recommends the Department present to Commissioners Court the need for this investment along with any projected ongoing costs to manage the site, so that the full picture can be discussed and evaluated before proceeding.

Veterans Services Office (116)

CONTENTS

Mission Statement, Strategic Goals, and Functional Area	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	5
FY 2025 Preliminary Budget Recommendations Summary	6
Additional Information	7
FY 2025 Budget Request Analysis	9
Request 01: Veterans Service Officer I	9
Request 02: Recommendations from Organizational Study	11
Request 03: Business Analyst I	14
Request 04: Temporary Employee Funding	16
Request 05: Overtime Funding.....	18

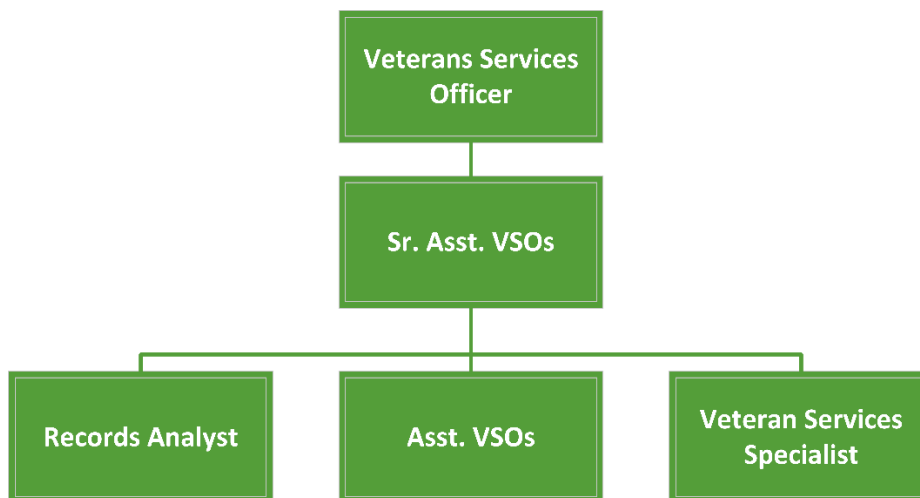
MISSION STATEMENT, STRATEGIC GOALS, AND FUNCTIONAL AREA

The mission of the Veterans Services Office (VSO) is to ensure that Travis County veterans and their dependents receive all rights and entitlements afforded through federal and state laws. The Travis County Veterans Services Office is the advocate for veterans, their families, and their survivors.

The Office has identified the departmental goal as “To ensure that Travis County veterans and their families receive all Federal, State, and local benefits through direct client services, community partnerships, advocacy, and outreach.” This aligns with the new County goal “Be a trusted and well-run County.”

The Office is budgeted in the Health and Human Services Functional Area.

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with Offices and Departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Promote the well-being of our residents through social, economic, and health and safety initiatives” and are now linked to the County Goal, “Be a trusted and well-run County.”

VETERANS SERVICES:

The Veteran Services Department is mandated and operates under the Sec. 434.031–434.033 of the Texas Government Code, Title 38 of the U.S. Code of Federal Regulations (“Pension, Bonuses and Veterans’ Relief”) and the Department of Veterans Affairs Rules and Regulations Manuals. The Office was created by this statute to assist veterans with the claim’s submission and retrieval process.

The Office notes that “the anticipated outcome is to have the Office fully staffed with qualified (accredited) Assistant VSOs to manage the increasing number of veterans seeking assistance. This aims to reduce the number of homeless veterans. Travis County veterans have access to various federal, state, and local entities providing VA accredited services officers who aid veterans and their dependents in filing benefits. TCVSO goal is to educate and assist our county veterans and dependents in navigating through the federal and state Veteran Affairs bureaucracies.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# Veterans and Dependents Seen	-	228	1,587	2,000	2,500
# of Referrals	-	38	60	57	63
# of Customer Satisfaction Surveys Distributed	-	201	270	300	350
# of Customer Satisfaction Surveys Returned	-	151	270	250	300
% of Customers with Overall Satisfaction based on Customer Survey Results	-	95	95	95	95
Total # Office visits	-	69	727	800	900
Unique # of phone calls	-	4,791	5,580	6,000	6,500
Actual total # of phone calls	-	3,860	5,814	6,000	6,500
# of Travis County VSO Events Sponsored	1	4	4	4	4
# of Travis County VSO Women's Events Sponsored or Attended	-	4	4	6	7
# of Congressional/Legislative Activities	2	2	2	2	2
# of Active MOU's With Internal and External Partners	5	5	5	5	5
# of Total Trainings Attended per year	11	8	11	12	14
# of Women and LGBTQ+ Veterans and Dependents Seen	-	243	237	170	188
# of VA claims Submitted	1,041	240	267	180	200
# of new VA claims	-	158	113	75	90
# of new clients	-	307	192	75	90
# of completed VA Claims	-	38	120	180	200
# of Incarcerated veterans assisted	15	15	15	24	25

As of FY 2022, the Office began to track multiple new measures. This was done as a means to better track the work and performance of the work the Office does in order to better demonstrate its increased workload as well as better communicate its overall mission and goals to Travis County residents and stakeholders. PBO looks forward to working with the Office throughout FY 2025 and beyond to better refine performance measurement data for the Office.

The Veterans Services Office is anticipating a continued increase in both the number of veterans and dependents seen and total number of phone calls completed. The Office notes that they are continuing to experience a surge of requests for appointments resulting from the Department of Veterans Affairs adding nine new presumptive conditions for Veterans that served in Vietnam and the Gulf War.

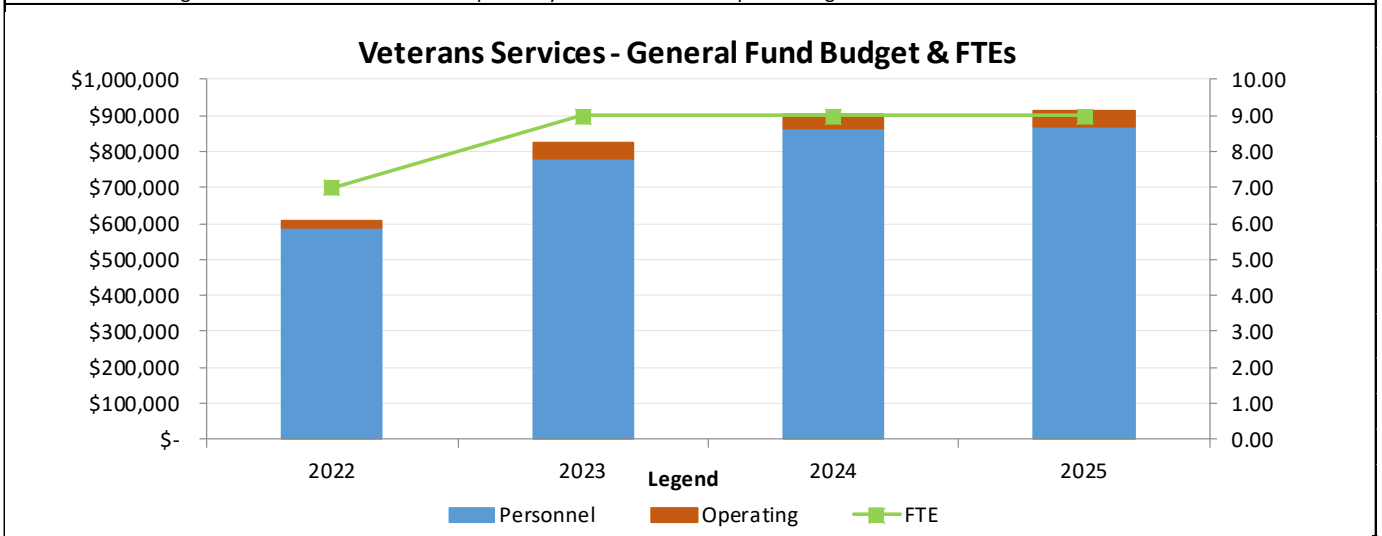
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2023</i>			
Administrative Assistant	\$72,933	1.00/1.00	The Records specialist is now also assisting the front desk with call phone duties, visitor reception, and mail. Increased numbers of calls and appointments have been able to be addressed with the addition this position. Further, the Administrative Assistant allows staff more time and flexibility to complete, process, and submit claims.
Temporary Staff	30,000	N/A	The Veterans Service Office has yet to spend any of the temporary employee resources included in the FY 2024 Adopted Budget. Medical leave was not needed in FY 2024 but is still anticipated to be needed in FY 2025. The Office notes that employee leave is variable yet always needed, as staff members may require to take a medical leave and even losing one staff member would severely impact productivity and other staff member workloads.
Veterans Services Officer Assistant	74,418	1.00/1.00	Due to workload, the position was filled after creation and has had an immediate impact on Office operations. The incumbent has helped addressing increased workload, yet the Office states that the workload continues to increase. The McMillion Organizational study has concluded and recommends the hiring of additional staff to address increases in workload.
Women and LGBTQ+ Programming	5,000	N/A	Several events were attended by staff to promote the Office's services and intends to continue establishing partnerships with surrounding communities to further assist claims and securing benefits from VA. The Office also plans on utilizing these funds to host annual events tailored to women and LGBTQ+ veterans throughout Travis County.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025-2024
Personnel	588,804	781,310	863,498	869,985	6,487
Operating	21,233	42,802	37,447	41,898	4,451
Total (Per&Op)	\$ 610,037	\$ 824,112	\$ 900,945	\$ 911,883	\$ 10,938
CAR*	-	-	-	-	-
Grand Total	\$ 610,037	\$ 824,112	\$ 900,945	\$ 911,883	\$ 10,938
FTEs	7.00	9.00	9.00	9.00	-

*Capital funding for FY 2025 may include Capital Acquisition Resources (CAR) budgeted in the office or department, funding budgeted in a central department, or potential Certificates of Obligation (COs). The allocation between CAR projects and COs is still being finalized. Certificate of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for Veterans Services Office increase by \$10,938 from the FY 2024 Adopted Budget. This is a 1.2 percent increase. The majority of the increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 863,307	\$ 37,638	\$ -	\$ 900,945	9.00	\$ -
Target Budget Changes						
Programmatic	-	(37,638)	-	(37,638)	-	-
Compensation & Benefits	30,064	-	-	30,064	-	-
Total Target Budget Changes	\$ 30,064	\$ (37,638)	\$ -	\$ (7,574)	-	\$ -
FY 2025 Target Budget	\$ 893,371	\$ -	\$ -	\$ 893,371	9.00	\$ -
Budget Submission	\$ 893,371	\$ -	\$ -	\$ 893,371	9.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Recommendations from Organizational Study	-	-	-	-	-	200,000
Temporary Employee Funding	-	-	-	-	-	37,638
Overtime Funding	-	9,283	-	9,283	-	-
Programmatic Total	\$ -	\$ 9,283	\$ -	\$ 9,283	-	\$ 237,638
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	4,778	-	-	4,778	-	-
Compensation & Benefits Total	\$ 4,778	\$ -	\$ -	\$ 4,778	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Travel and Training Cut Restoration	4,451	-	-	4,451	-	-
Administrative & Other Total	\$ 4,451	\$ -	\$ -	\$ 4,451	-	\$ -
Grand Total	\$ 9,229	\$ 9,283	\$ -	\$ 18,512	-	\$ 237,638
FY 2025 Preliminary Budget	\$ 902,600	\$ 9,283	\$ -	\$ 911,883	9.00	\$ 237,638
Change from FY 2025 Target	\$ 9,229	\$ 9,283	\$ -	\$ 18,512	-	\$ 237,638
Change from FY 2024 Adopted	\$ 39,293	\$ (28,355)	\$ -	\$ 10,938	-	\$ 237,638

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Veterans Services Office includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$37,638 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for Veterans Services Office includes the following increases:

<i>Programmatic Recommendations</i>	One-Time	Ongoing	Total	FTEs
Additional funding for anticipated overtime that may be incurred by employees meeting the diverse needs of clients	\$9,283	\$-	\$9,283	-
Total Programmatic Recommendations	\$9,283	\$-	\$9,283	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

Included in the FY 2025 Preliminary Budget is a 50% restoration of the travel and training budget reductions that were needed to balance the FY 2021 Adopted budget. Reductions were implemented to stabilize the County's budget in response to revenue uncertainty at the outset of the COVID-19 Pandemic. Restored funding for travel and training includes \$4,451 in ongoing operating resources for the Office. Given the constraints of SB2, it may not be possible to make any further restorations in future budgets. Offices and Departments will continue to need to prioritize their travel and training needs within their budget.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Veterans Services Office includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$28,120	\$28,120
Resources for health insurance cost increases for FY 2025.	-	4,778	4,668
Longevity/Rounding for FY 2025 Target	-	1,944	1,944
Total Compensation Changes	\$-	\$34,842	\$34,842

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

EARMARKS

In addition to the funding above, the following Earmarks are included in the FY 2025 Preliminary Budget. These amounts are not included in the Office’s budget at this time and will require additional Commissioners Court consideration before approval. FY 2025 Preliminary Budget recommended Earmarks include:

<i>Recommended Allocated Reserve Earmarks</i>	<i>Total</i>
Recommendations from Organizational Study	\$200,000
Temporary Employee Funding	37,638
Total Allocated Reserve Earmarks	\$237,638

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same

direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions.

FUTURE CONSIDERATIONS

The Veterans Services Subcommittee has instructed the Veterans Services Office (VSO) to partner with The McMillion Group to conduct a study of operational, structural and/or personnel challenges that the Office is currently facing. Commissioners Court approved this agreement on May 9, 2023, during the Commissioners Court Voting Session. The McMillion Group notes that they will provide input, suggestions, guidance, and/or recommendations, and, if necessary, training to the Veteran Services Officer, Travis County Veterans Services Office. The McMillion Group's study has since concluded and recommendations from this study are actively being discussed by the Veterans Services Subcommittee to determine which recommendations to move forward with.

Travis County is also currently conducting a countywide compensation study which could result in personnel and/or structural changes for VSO. It is the desire of the Veterans Services Subcommittee that The McMillion Group take into consideration the findings of the compensation study and incorporate these findings into their own recommendations, if applicable.

Based on initial meetings and discussions with the Office, The McMillion Group estimates that recommendations and findings could result in personnel, structural and/or organizational changes totaling approximately \$505,373. PBO will continue to review the study in conjunction with the Office and Veterans Services Subcommittee. In addition, PBO has informed the McMillion Group and the Office that any findings and/or recommendations may need to be implemented over the course of multiple fiscal years depending on available resources and the direction of the Commissioners Court.

Given that the initial recommendations from the McMillion Group could total \$505,373 and must be considered alongside all the other countywide needs competing for limited resources, PBO is recommending continuation of the ongoing Earmark against the Allocated Reserve for the most critical recommendations or findings from the organizational study. Final implementation of any recommendations made by the McMillion Group will be first evaluated by HRMD and the Veterans Services Subcommittee, at which point PBO will bring an item forward to Commissioners Court requesting the necessary funding from the earmark against the allocated reserve for the recommendations.

PBO acknowledges that due to very limited ongoing resources, implementation of all recommendations made by the McMillion Group will require a phased approach over many years as the initial findings could result in personnel, structural, and organizational changes totaling approximately \$505,373; the Veterans Services Office concurs with this approach. Additionally, PBO will work with VSO, the VSO subcommittee and HRMD in drafting a proposal to implement any recommendations either in FY 2024 or FY 2025, cognizant of County-wide recommendations made by the Segal Group as they may impact the Veterans Services Office. Considering the ongoing discussions being held and the quickly approaching adoption of the FY 2025 Budget, PBO recommends continuing the ongoing earmark and increasing the amount from \$100,000 to \$200,000 in the FY 2025 Preliminary Budget assuming none of the \$100,000 earmark in FY 2024 will be committed. Should part of this be committed in FY 2024, then the remaining earmark will be reduced for FY 2025. Should the Commissioners Court or the VSO Subcommittee desire a different approach then they should raise it later in the budget process.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST 01: VETERANS SERVICE OFFICER I

<i>Program:</i>	Veterans Services (116)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	81,931	-	-	-
Operating	-	-	-	-
Subtotal	\$ 81,931	\$ -	\$ -	\$ -
Capital	2,600	-	-	-
Dpt Total	\$ 84,531	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 84,531	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Veterans Services Office is requesting a Veterans Service Officer I position, which the Office states has been prompted by an increase in claims and services resulting from the Sergeant First Class (SFC) Health Robinson Honoring our Promise to Address Comprehensive Toxics (PACT) Act, signed into law on August 10, 2022, and recommendations made in an organizational study conducted by the McMillion Group in FY 2024. The intended result of the proposal is to increase the Office’s capacity with the addition of a Veteran Services Officer I position, thereby effectively addressing the anticipated surge in workload associated with claims processing. Despite the current efforts of the Office, which fielded approximately 4,000 phone calls in FY 2023, the existing staffing levels are insufficient to meet the growing demand. Each claim is unique, requiring personalized attention and varying lengths of time for processing, which the Office states leads to a strain on resources and delays in service delivery. By increasing the department's workforce, particularly in the area of claims assistance, the desired outcome is to enhance efficiency, reduce backlogs, and provide more timely and tailored support to veterans and their dependents.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Total # Office visits	15	69	85	100	115	130
# Veterans and Dependents Seen	54	228	300	359	400	450
Actual total # of phone calls	3,232	3,860	5,814	6,494	7,175	7,480
# of Referrals	32	28	54	60	65	65
# of VA claims Submitted	27	240	267	306	346	346
# of new VA claims	53	158	113	115	117	117

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
# of completed VA Claims	79	38	120	138	156	156
# of new clients	44	307	192	196	201	201
<i>New Measures</i>						
Amount of Annual pay to Veterans	770,919	1,395,259	595,805	600,000	625,000	471,268
Amount of retro pay to Veterans	435,732	291,783	400,000	450,000	432,134	447,236

PBO RECOMMENDATION

PBO’s recommendation for the requested position of a Veteran Services Officer I is pending further analysis by HRMD and discussion with the Office and Veterans Services Subcommittee. As part of the FY 2024 Adopted Budget, an ongoing earmark against the Allocated Reserve totaling \$100,000 was recommended for the Veterans Services Office for implementation of recommendations made by the organizational study conducted by the McMillion Group. The earmark is intended to be used to fund the most critical recommendations from the McMillion Group and VSO has identified the addition of a Veteran Services Officer I position, recommended by the McMillion Group, as being the Office’s highest priority recommendation for implementation. PBO, VSO, HRMD, and the Veterans Services Subcommittee will continue to discuss the recommendations made by the McMillion Group and determine the most appropriate/impactful recommendations to move forward with.

Additionally, the Office is anticipating a continual rise in total number of office visits, number of veterans and dependents seen, total number of phone calls completed, and number of completed VA claims. The Office notes that the increase in claims related workload can be attributed to the PACT Act, signed into law on August 10, 2022. The PACT Act expands and extends eligibility for VA health care for Veterans with toxic exposures and Veterans of Vietnam, Gulf War, and post-9/11 eras. Further, the PACT Act adds more than 20 presumptive conditions for burn pits, Agent Orange, and radiation. With the expansion of eligibility for VA health care and addition of more than 20 presumptive conditions, the Office noticed an increase in claims related workload. To help address increases in workload as a result of the PACT Act, a Veterans Services Officer Assistant position was included in the FY 2023 Adopted Budget, which processes claims and meets with veterans and dependents, along with assisting other Office operations.

PBO will work with VSO, the VSO Subcommittee and HRMD to draft a proposal to implement any recommendations and present this proposal to Commissioners Court for consideration and direction, of which may include the Veteran Services Officer I position. Further, PBO will continue to plan for implementation in FY 2025 and beyond should final recommendations not be completed prior to the adoption of the FY 2025 Budget.

REQUEST 02: RECOMMENDATIONS FROM ORGANIZATIONAL STUDY

<i>Program:</i>	Veterans Services (116)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ -	\$ -	\$ -	\$ -
Earmark Allocated	100,000	200,000	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ 100,000	\$ 200,000	\$ -	\$ -
Dpt Total + Earmarks	\$ 100,000	\$ 200,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Veteran Services Office is requesting continuation of an ongoing Earmark of \$100,000 that was included as part of the FY 2024 Adopted Budget related to an ongoing organizational study. The McMillion Group conducted a formal Organizational Study for the Veterans Services Department and recommended the County should allocate \$505,373 for FY 2024 to address areas of improvement, such as the implementation of a VSO career ladder, preparations for attrition, planned improvement in service efficiency, increase in pay grades, and the creation of new positions. As a result of this formal Organizational Study, an ongoing Earmark of \$100,000 was included as part of the FY 2024 Adopted Budget. Pending final recommendation implementations in FY 2024, the Office proposes the continuance of this earmark in FY 2025 to ensure sustained progress in meeting the evolving needs of the Veterans Service Office, local veterans, and their families.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Total # Office visits	15	69	85	100	115	130
# Veterans and Dependents Seen	54	228	300	359	400	450
Actual total # of phone calls	3,232	3,860	5,814	6,494	7,175	7,480
# of Referrals	32	28	54	60	65	65
# of VA claims Submitted	27	240	267	306	346	346
# of new VA claims	53	158	113	115	117	117
# of completed VA Claims	79	38	120	138	156	156
# of new clients	44	307	192	196	201	201
<i>New Measures</i>						
Amount of Annual pay to Veterans	770,919	1,395,259	595,805	600,000	625,000	471,268

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Amount of Retro pay to Veterans	435,732	291,783	400,000	450,000	432,134	447,236

PBO RECOMMENDATION

The Veteran Services Office and Veterans Services Subcommittee are currently in the process of reviewing and deliberating recommendations made by the McMillion Group regarding the Office’s organizational structure. The study conducted by the McMillion Group aimed at achieving the following outcomes:

- Implementation of a VSO (Veterans Service Officer) career ladder to incentivize professional development and advancement within the department.
- Preparation for attrition by developing succession plans and workforce development initiatives to ensure continuity of services.
- Planned improvements in service efficiency to streamline processes and reduce wait times for veterans seeking assistance.
- Increase in pay grades to attract and retain qualified staff, ensuring the department can deliver high-quality services.
- Creation of new positions to address emerging needs and enhance the department's capacity to serve a growing veteran population.

Final implementation of any recommendations made by the McMillion Group will be first evaluated by HRMD and the Veterans Services Subcommittee, at which point PBO will bring an item forward to Commissioners Court requesting the necessary funding from the earmark against the allocated reserve for the recommendations. Below is a table highlighting the proposed position changes included in the McMillion Group’s study:

<i>Proposed Title*</i>	<i>Paygrade</i>
Director of Veterans Services (formerly Veterans Services Officer)	C19
Assistant Director of Veterans Services (new position)	C17
Business Analyst II (new position)	C14
Veterans Services Officer, Sr. (formerly Veterans Services Assistant, Sr.)	C15
Community Liaison (formerly Veterans Services Specialist)	C13
Veterans Services Officer, II (new position to create the career ladder and replaces Veterans Services Assistant)	C13
Veterans Services Officer, II (new position to create the career ladder and replaces Veterans Services Assistant)	C13
Veterans Services Officer, I (new position to create the career ladder and replaces Veterans Services Assistant)	C11
Veterans Services Intake Specialist (formerly the Administrative Associate)	C7

**The position changes listed in the table above are only proposed changes and final implementation will be phased and after consideration between the VSO subcommittee, VSO, PBO, and HRMD.*

PBO acknowledges that due to very limited ongoing resources, implementation of all recommendations made by the McMillion Group will require a phased approach over many years as the initial findings could result in personnel, structural, and organizational changes totaling approximately \$505,373; the Veterans Services Office concurs with this approach.

Additionally, PBO will work with VSO, the VSO subcommittee and HRMD in drafting a proposal to implement any recommendations either in FY 2024 or FY 2025, cognizant of County-wide recommendations made by the Segal Group as they may impact the Veterans Services Office. Considering the ongoing discussions being held and the quickly approaching adoption of the FY 2025 Budget, PBO recommends continuing the ongoing earmark and increasing the amount from \$100,000 to \$200,000 in the FY 2025 Preliminary Budget assuming none of the \$100,000 earmark in FY 2024 will be committed. Should part of this be committed in FY 2024, then the remaining earmark will be reduced for FY 2025. Should the Commissioners Court or the VSO Subcommittee desire a different approach then they should raise it later in the budget process.

REQUEST 03: BUSINESS ANALYST I

<i>Program:</i>	Veterans Services (116)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	-	-	-
Personnel	89,931	-	-	-
Operating	-	-	-	-
Subtotal	\$ 89,931	\$ -	\$ -	\$ -
Capital	2,600	-	-	-
Dpt Total	\$ 92,531	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 92,531	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Veteran Services Office is requesting a Business Analyst I position at a total cost of \$92,531, comprised of \$89,931 in ongoing personnel costs and \$2,900 in ITS equipment. The desired outcome of this request is primarily to improve the efficiency of the Veteran Services Office by allowing the Office to focus solely on assisting veterans with medical disability claims. The request states with dedicated administrative staff handling administrative tasks, VSOs can streamline their workflow and allocate more time and resources to providing personalized support to veterans.

Another desired outcome is the improvement in data management capabilities within VSO. Adequate administrative staff would enable the collection, analysis, and graphical representation of statistical data from various software sources. This enhanced data management capacity would facilitate informed decision-making, resource allocation, and performance monitoring within the organization.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Total # Office visits	15	69	85	100	115	130
# Veterans and Dependents Seen	54	228	300	359	400	450
Actual total # of phone calls	3,232	3,860	5,814	6,494	7,175	7,480
# of Referrals	32	28	54	60	65	65
# of VA claims Submitted	27	240	267	306	346	346
# of new VA claims	53	158	113	115	117	117
# of completed VA Claims	79	38	120	138	156	156
# of new clients	44	307	192	196	201	201

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Amount of Annual pay to Veterans	770,919	1,395,259	595,805	600,000	625,000	471,268
Amount of retro pay to Veterans	435,732	291,783	400,000	450,000	432,134	447,236

PBO RECOMMENDATION

PBO’s recommendation for the requested position of a Business Analyst I position is pending further HRMD analysis and discussion with the Office and Veterans Services Subcommittee. Similar to the aforementioned Veteran Services Officer I, the requested Business Analyst I position was recommended as part of an organizational study conducted by the McMillion Group. Additionally, VSO sought out an assessment by Information Technology Services (ITS) on the feasibility/benefit of adding a Business Analyst position to the Office. ITS concluded that VSO would benefit from the addition of a Business Analyst position as this individual would be able to gather information to enhance the Offices business operations, analyze where the Office could serve veterans and dependents, and preparation of reports on disability awards, annual client statistics, and communications reports.

As previously mentioned, this position is still pending final recommendation as discussions between PBO, VSO, the VSO Subcommittee, HRMD continue to occur. In addition to understanding final recommendations from the McMillion study, PBO has questions regarding the workload associated with this position and whether some of these functions might be fulfilled using existing software or another service. Additionally, included in the assessment from ITS is the recommendation of further education to staff by the VetPro vendor to enhance VSO’s reporting capabilities. VetPro is a claims software used by VSO staff to track veteran claims data; although PBO notes this is not the only software/proprietary secured system VSO uses.

Final implementation of any recommendations made by the McMillion Group will be first evaluated by HRMD and the Veterans Services Subcommittee, at which point PBO will bring an item forward to Commissioners Court requesting the necessary funding from the earmark against the allocated reserve for the recommendations.

REQUEST 04: TEMPORARY EMPLOYEE FUNDING

<i>Program:</i>	Veterans Services (116)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	37,638	-	-	-
Operating	-	-	-	-
Subtotal	\$ 37,638	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 37,638	\$ -	\$ -	\$ -
Earmark Allocated	-	37,638	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ 37,638	\$ -	\$ -
Dpt Total + Earmarks	\$ 37,638	\$ 37,638	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Veterans Services Office is requesting \$37,638 of temporary employee funding, which consist of \$30,000 for temporary employee salaries and \$7,638 for the associated benefits. The Office states there will be a need for temporary staff services in the coming year with several employees taking FMLA for various medical reasons.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Total # Office visits	15	69	85	100	115	130
# Veterans and Dependents Seen	54	228	300	359	400	450
Actual total # of phone calls	3,232	3,860	5,814	6,494	7,175	7,480
# of Referrals	32	28	54	60	65	65
# of VA claims Submitted	27	240	267	306	346	346
# of new VA claims	53	158	113	115	117	117
# of completed VA Claims	79	38	120	138	156	156
# of new clients	44	307	192	196	201	201
<i>New Measures</i>						
Amount of Annual pay to Veterans	770,919	1,395,259	595,805	600,000	625,000	471,268
Amount of Retro pay to Veterans	435,732	291,783	400,000	450,000	432,134	447,236

PBO RECOMMENDATION

Due to the Office’s protected environment and unique nature of staff that may need to utilize medical leave on a more frequent basis, PBO recommends the inclusion of a one-time earmark of \$37,638 which consist of \$30,000 for temporary employee salaries and \$7,638 for the associated benefits to allow the Department to utilize temporary staff for anticipated medical absences in FY 2025.

The Office also continues to experience an increase in workload related to an influx of claims due to new presumptive conditions. Due to the Office’s limited number of staff, the Office notes that missing even one staff member for a short period of time can drastically increase the workload for remaining staff and severely hamper normal operations.

<i>Year</i>	<i>Salaries-Temporary Employee Adopted Budget**</i>	<i>Actual Expenditures</i>	<i>Percent of Budget Spent</i>
FY 2024	\$31,091	\$0	0.0%*
FY 2023	26,012	12,230	71.5%
FY 2022	21,008	3,715	17.7%
FY 2021	\$27,114	\$0	0.0%

*As of June 10, 2024.

**These amounts do not include associated benefits.

As seen in the chart above, the Veterans Service Office has yet to spend any of the temporary employee resources included in the FY 2024 Adopted Budget. Temporary staffing was not needed in FY 2024 but is still anticipated to be needed in FY 2025. The Office notes that temporary staffing is variable yet always needed, and even losing one staff member would severely impact productivity and other staff member workloads.

The recommendation of a one-time earmark includes a total of \$30,000 for temporary employee salaries, which is in-line with the amount budgeted within the Office’s FY 2024 Adopted Budgeted for temporary employee salaries funds. The additional funding amount included in this earmark would allow the Office to hire a temporary Veterans Services Officer Assistant for up to six months that the Office can utilize while staff is out on medical leave. PBO will work with the Department to further evaluate the need for one-time or ongoing temporary employee salary resources. This amount is not included in the Office’s budget at this time and will require additional Commissioners Court consideration before approval.

REQUEST 05: OVERTIME FUNDING

<i>Program:</i>	Veterans Services (116)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	6,274	9,283	-	-
Operating	-	-	-	-
Subtotal	\$ 6,274	\$ 9,283	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 6,274	\$ 9,283	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 6,274	\$ 9,283	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Veterans Services Office is requesting \$6,274 in one-time resources for overtime expenses. This is comprised of \$5,000 of overtime funding and \$1,274 for associated benefits. VSO states that these resources are needed due to the unpredictability of workload fluctuations, emergence of urgent projects, and the imperative to meet deadlines within the Office. These factors highlight the essential role of overtime in maintaining operational efficiency and upholding the quality of the services provided by VSO.

The intended results of the proposal are to enhance the accessibility and quality of services provided by the Office to veterans, particularly those who may face challenges with technology or time constraints during the week. Currently, VSO operates within standard service and funding levels, but states that these are insufficient to address the diverse needs of their clientele. Further, the Office requires additional resources as a means to adequately assist older veterans who are not proficient with technology, accommodate clients who can only meet on weekends, or extend outreach efforts to community meetings and presentations. Overtime funding ensures that the Office’s staff have the flexibility and capacity to meet the aforementioned demands effectively, thereby aligning with our department's mission to serve veterans and supporting broader County objectives of community engagement and assistance.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Total # Office visits	15	69	85	100	115	130
# Veterans and Dependents Seen	54	228	300	359	400	450
Actual total # of phone calls	3,232	3,860	5,814	6,494	7,175	7,480
# of Referrals	32	28	54	60	65	65
# of VA claims Submitted	27	240	267	306	346	346
# of new VA claims	53	158	113	115	117	117

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
# of completed VA Claims	79	38	120	138	156	156
# of new clients	44	307	192	196	201	201
<i>New Measures</i>						
Amount of Annual pay to Veterans	770,919	1,395,259	595,805	600,000	625,000	471,268
Amount of Retro pay to Veterans	435,732	291,783	400,000	450,000	432,134	447,236

PBO RECOMMENDATION

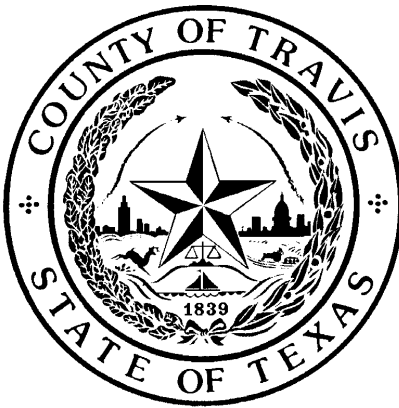
PBO recommends one-time funding of \$9,283 for overtime expenses that may be incurred in FY 2025. This is comprised of \$7,399 in overtime funding and \$1,884 in associated benefits. Staff members within the Veterans Services Office routinely work overtime hours, usually done as a way to meet their clients’ diverse needs. Historically, the Office has not had an adopted budget allocation specifically for overtime, yet PBO recognizes that adjustments have been made to the revised budget using internal resources in previous fiscal years to meet the Office’s needs for overtime expenses. The table below displays the expenditure trend.

	<i>FY 2021</i>	<i>FY 2022</i>	<i>FY 2023</i>	<i>FY 2024</i>
Overtime Expenditures*	\$1,926	\$1,664	\$8,866	\$7,399

*These amounts do not include resources for associated benefits.

**PBO’s expenditure estimate is a straight-line projection based on expenditures as of June 6, 2024.

In FY 2024 the office has spent \$5,605 and is projected to total \$7,399. PBO notes that this is a simple straight-line projection that assumes a linear trend, which may not be representative of actual FY 2024 spending, yet offers insight based on current data. The department has utilized overtime since 2021, and as seen in the chart above, the Office’s overtime expenditures have increased as PBO has worked with the office in recent years to better track and document overtime expenses. PBO recommends that the Office continue to follow all the Fair Labor Standards Act (FLSA) regarding overtime, provide training on filling out timesheets, proper documentation of overtime, and claiming mileage reimbursement for all applicable staff. PBO continues to support the Office to ensure that staff are adequately paid, and resources are available for overtime expenses that may be incurred.



FISCAL YEAR 2025 PRELIMINARY BUDGET
SECTION II – SPECIAL FUND PRELIMINARY BUDGET
RECOMMENDATIONS

Afterschool Youth Enrichment Services Fund (0149)

Health and Human Services (158)

CONTENTS

Purpose2

Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....3

FY 2025 Preliminary Budget Recommendations Summary.....4

PURPOSE

This special fund was created to consolidate funding for a grant through the OneStar Foundation for the Travis County CAPITAL AmeriCorps Project. This project provides afterschool programming at schools throughout Travis County.

FUNDING SOURCE

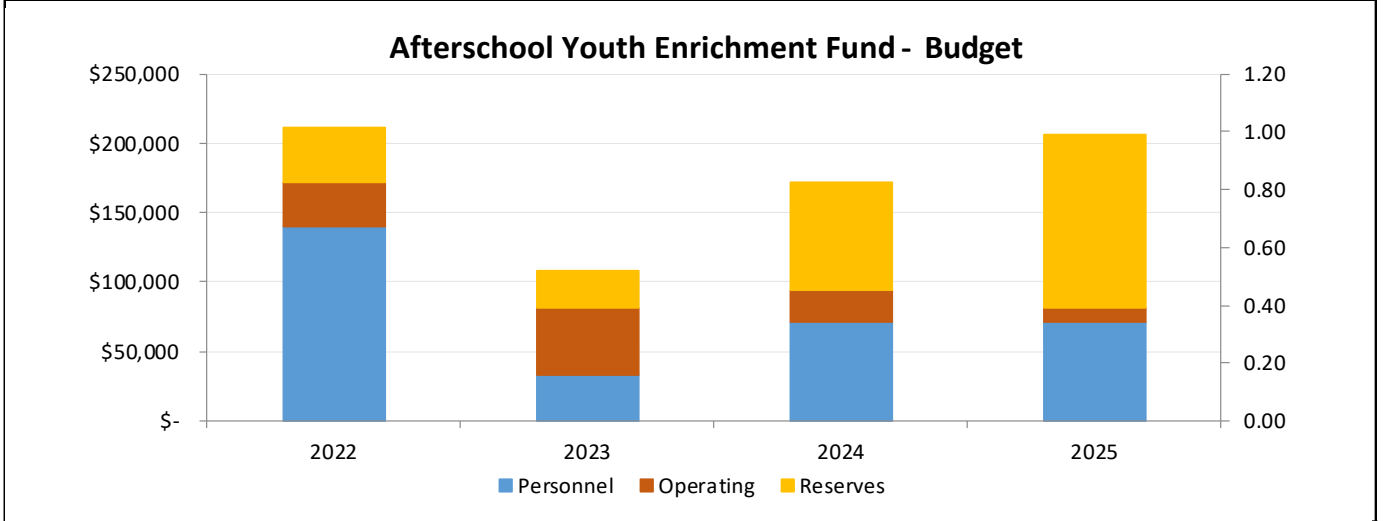
The Afterschool Youth Enrichment Fund derives its income from contracts with such entities as the Austin Independent School District. Revenue estimated for the FY 2025 Preliminary Budget for the Afterschool Youth Enrichment Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from contracts	\$45,000
Beginning fund balance	161,715
Total Resources	\$206,715

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	139,951	32,806	71,477	71,477	-
Operating	31,464	48,239	22,523	9,568	(12,955)
Total (Per&Op)	\$ 171,415	\$ 81,045	\$ 94,000	\$ 81,045	\$ (12,955)
Capital*	-	-	-	-	-
Reserves	40,606	27,429	77,269	125,670	48,401
Grand Total	\$ 212,021	\$ 108,474	\$ 171,269	\$ 206,715	\$ 35,446
FTEs	-	-	-	-	-

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Afterschool Youth Enrichment Fund increase by \$35,446 from the FY 2024 Adopted Budget. This is a 20.7 percent increase. The increase was largely in the reserve due to a larger beginning fund balance.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 81,045	\$ 100,483	\$ -	\$ 181,528	-	\$ -
Target Budget Changes						
Administrative & Other	-	(100,483)	-	(100,483)	-	-
Total Target Budget Changes	\$ -	\$ (100,483)	\$ -	\$ (100,483)	-	\$ -
FY 2025 Target Budget	\$ 81,045	\$ -	\$ -	\$ 81,045	-	\$ -
Budget Submission	\$ 81,045	\$ -	\$ -	\$ 81,045	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Tie 0149 to RE2	-	125,644	-	125,644	-	-
Tie 0149 to RE3	-	26	-	26	-	-
Administrative & Other Total	\$ -	\$ 125,670	\$ -	\$ 125,670	-	\$ -
Grand Total	\$ -	\$ 125,670	\$ -	\$ 125,670	-	\$ -
FY 2025 Preliminary Budget	\$ 81,045	\$ 125,670	\$ -	\$ 206,715	-	\$ -
Change from FY 2025 Target	\$ -	\$ 125,670	\$ -	\$ 125,670	-	\$ -
Change from FY 2024 Adopted	\$ -	\$ 25,187	\$ -	\$ 25,187	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Afterschool Youth Enrichment Fund includes the following changes related to Administrative and Other Funding Changes:

Administrative and Other Funding Changes	One-Time	Ongoing	Total	FTEs
Tie Fund 0149 to the Revenue Estimate	\$125,670	\$-	\$125,670	-
Total Administrative and Other Funding Changes	\$125,670	\$-	\$125,670	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Afterschool Youth Enrichment Fund, totaling \$100,483. The Allocated Reserve for FY 2025 is \$125,670, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$48,401 from the FY 2024 amount.

Balcones Canyonlands Preservation Fund (0115)

Transportation and Natural Resources (149) & Facilities Maintenance Department (114)

CONTENTS

Mission Statement & Strategic Goals	2
Programs & Performance Management	3
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	5
FY 2025 Preliminary Budget Recommendations Summary	5
Additional Information	7
FY 2025 Budget Request Analysis	8
Request #05: BCP Visitor Center	8
Request #07: BCCP Permit Renewal Consultant	10
Request #10: BCP O&M Omnibus – Additional Natural Resource Specialists.....	12
Request #64: BCP O&M Omnibus – Reclassifications	15
Request #63: BCP Outreach - Additional Staff and Reclassifications	17

MISSION STATEMENT & STRATEGIC GOALS

The Balcones Canyonlands Preservation Program is housed within the Natural Resources Program of the Transportation and Natural Resources Department.

The Balcones Canyonlands Conservation Plan (BCCP) is a regional Habitat Conservation Plan (HCP) for the Balcones Canyonlands Preserve (BCP). It provides a streamlined approach to land development in endangered species habitat and sets out mitigation requirements for take authorized under the plan. The 30-year permit was issued by the U.S. Fish & Wildlife Service in 1996 to Travis County and the City of Austin.

The Natural Resources Program is responsible for the implementation of the Balcones Canyonlands Conservation Plan (BCCP) as well as the management and administration of the regional Endangered Species Act Section 10(a) permit TE-788841-2 (the Permit) for the Balcones Canyonlands Conservation Plan.

The Program has reported the following goals:

- Natural Resources Consultation and Management: Provide subject-matter expertise to elected officials, County agencies, TNR divisions, and public on natural resources issues;
- Implement Balcones Canyonlands Conservation Plan: Administer Public Participation; Acquire habitat; Manage BCP lands; Monitor County compliance; Monitor and report on status; and
- Manage Conservation Easement Bond Program: Work with private landowners to create partnerships conserving open space, agricultural lands and significant natural/cultural resources.

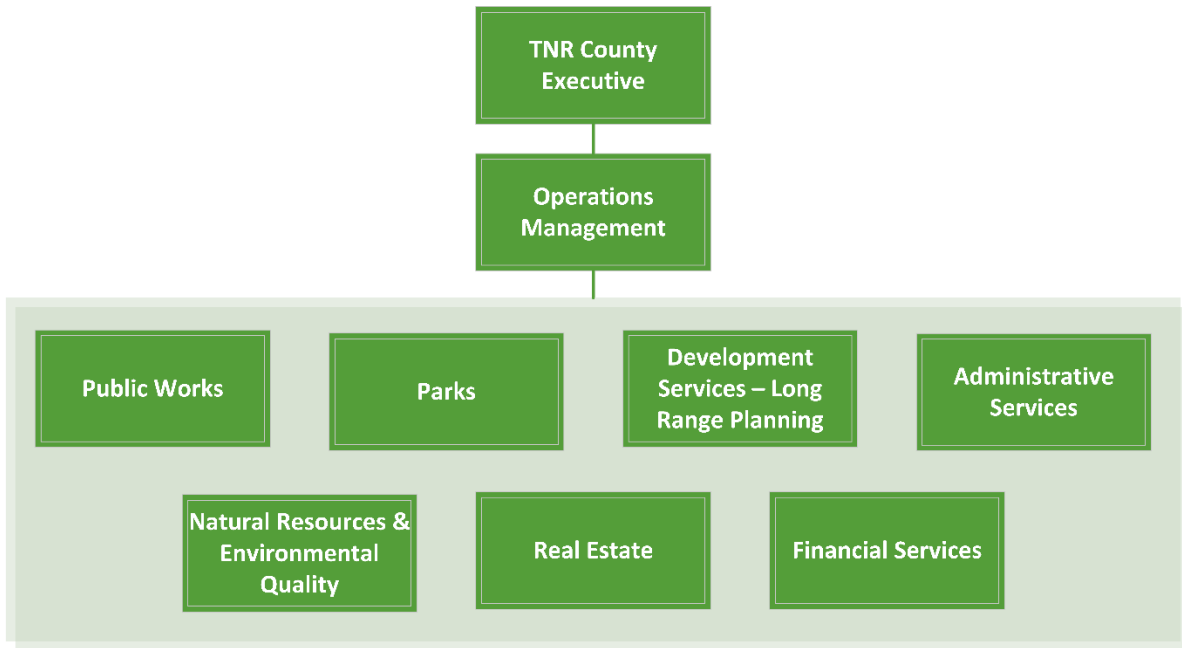
FUNDING SOURCE

A special fund was established for the Balcones Canyonlands Preservation (BCP) in FY 1998 that derives its income from 50 percent of the revenue produced from the issuance of participation certificates under the BCCP permit and from revenue generated by new construction on BCP land. The City of Austin also receives 50 percent of the revenue to provide operating funds for habitat lands. In addition, the City had a successful bond election in 1992 where the citizens of Austin voted to approve \$22 million to be spent “in the acquisition and improvement of land to protect water quality, conserve endangered species...and providing open space for passive public use...” This funding allowed the City of Austin to complete their land acquisition requirements, while Travis County has continued to acquire land using a combination of funding sources such as Participation Certificate fees, Developer Operations and Maintenance fees, Tax Benefit Financing revenue, and conservation easements. The County has spent in excess of \$100 million on land acquisition.

Revenue estimated for the FY 2025 Preliminary Budget for the BCP Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from 50 percent of the revenue produced from the issuance of participation certificates under the BCCP permit and from revenue generated by new construction on BCP land	\$ 351,474
Investment income	1,676,599
Beginning fund balance	64,306,331
A General Fund transfer to the BCP Fund	19,880,147
Total Resources	\$ 86,214,551

ORGANIZATIONAL CHART



PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with offices and departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Preserve and protect our environment and natural resources through responsible land stewardship" and is now linked to the County Goal, "Achieve environmental sustainability and prepare for major climate disruption."

NATURAL RESOURCES PROGRAM:

The Natural Resources program was formerly linked to the County Goal, "Preserve and protect our environment and natural resources through responsible land stewardship," and is now linked to the County Goal, "Achieve environmental sustainability and prepare for major climate disruption."

The Natural Resources Program administers the Public Participation Process for the Balcones Canyonlands Conservation Plan (BCCP), issuing take permits to developers and landowners. Participation in the BCCP is voluntary, providing a streamlined and less expensive alternative to obtaining take permits through the U.S. Fish and Wildlife Service (USFWS). The permit holders may amend or renew the permit to continue offering take permits for development after the current permit expires in 2026, to add additional listed species, or to provide additional mitigation needed to offset development. Participation certificates can be offered if sufficient mitigation credits, or acres of land, are preserved to offset the commensurate habitat loss.

Natural Resources coordinates the bond-funded conservation easement program with other land conservation and open space programs managed by Parks. Bond elections in 2011 and 2017 funded the purchase conservation easements that protect cultural/historical resources, wildlife habitat, native ecosystems, and water resources on private lands. In this program, the county purchases conservation easements (CEs) directly or matches contributions from private, non-profit, state, and federal entities towards the purchase of CEs. Each easement is negotiated individually to allow continued use of the property while restricting future development and conserving natural resources. All easements purchased through this program must be monitored in perpetuity by county staff and other easement holders, such as land trusts or the federal government, to ensure that CE terms are kept. If violations occur, legal action may be necessary to enforce CE restrictions.

A new program for climate resilience over the BCP landscape began in FY 2023, with the hire of a new Environmental Project Manager for Climate Resilience. The initial focus of this program has been evaluating anticipated effects of climate change, identifying locations on the BCP where resilience projects are recommended, and planning projects to protect the preserve.

The Natural Resources Program has the following program goals:

- Natural Resources Consultation and Management: Provide subject-matter expertise to elected officials, County agencies, TNR divisions, and public on natural resources issues;
- Implement Balcones Canyonlands Conservation Plan: Administer Public Participation; Acquire habitat; Manage BCP lands; Monitor County compliance; Monitor and report on status;
- Manage Conservation Easement Bond Program: Work with private landowners to create partnerships conservation open space, agricultural lands and significant natural/cultural resources; and
- Manage grants and contracts for Natural Resources, Parks and Environmental Quality Projects.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Revised FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of BCP acres managed by Travis County	13,146	13,219	13,271	13,421	13,571
Number of BCCP caves managed by Travis County	25	25	25	26	26
Number of conservation easements completed in the Conservation Easement Program (non-parkland)	11	11	13	13	13
Number of education or outreach events held	27	34	50	50	75
Number of hours surveying BCVI	263	289	225	225	225
Number of hours surveying GCWA	1,123	1,107	1,124	1,124	1,124
Number of hours surveying karst features	11,250	1,125	1,125	1,170	1,170
Number of participation certificates issued by Travis County BCCP for endangered species taken during development	20	20	25	25	26
Number volunteer hours	1,849	1,802	2,200	2,200	2,500
Value of Grants Administered	\$5,390,890	\$5,039,089	\$4,789,089	\$4,514,089	\$4,514,089

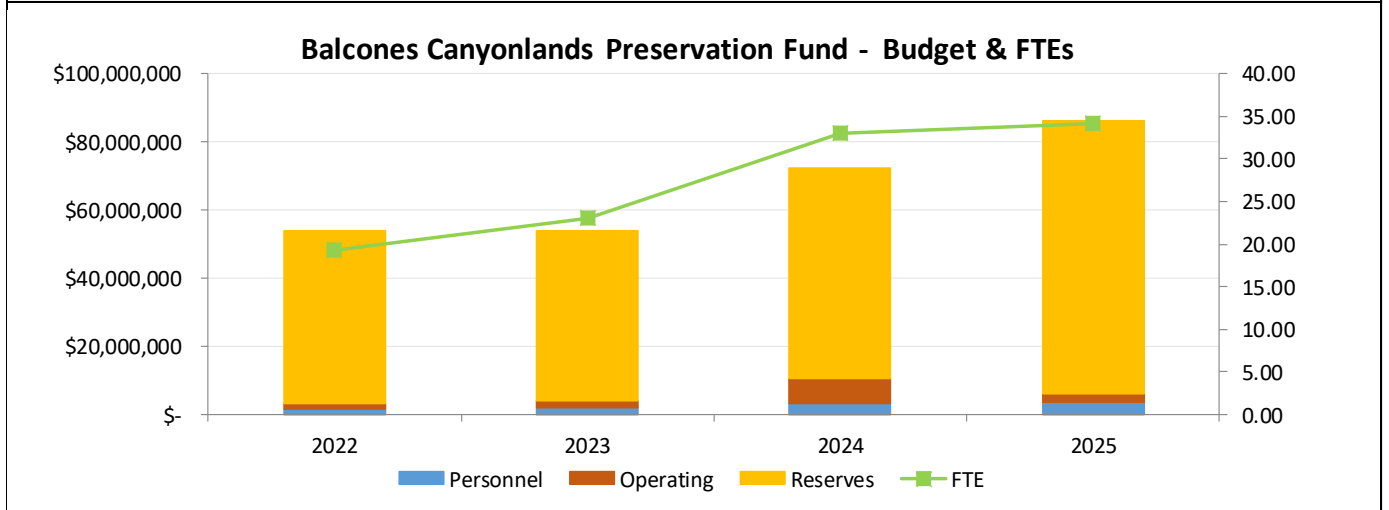
The Department notes there have been no changes to statutorily required or mandated services, and that work related to the Federal Permit for the BCCP, such as species monitoring, preserve management, and BCCP take permit issuance, was carried out during the previous fiscal year. Overall program measures have held steady over the past two fiscal years and are expected to continue at prior year levels, with a small projected increase in the number of BCP acres managed by Travis County.

Of note, in 2019 the County purchased a building and 94 acres of land for use as a BCP Visitor Center. The Department states education and outreach efforts are mandated under the BCCP and Permit, however the method of delivering these services is not dictated. As the County is in year 26 of the 30-year permit, Natural Resources is implementing the plan developed at the outset of the BCCP to prioritize land acquisition and BCCP permit administration in the early years of the plan and to ramp up education and outreach in the latter years.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	1,650,989	1,916,815	3,384,525	3,662,975	278,450
Operating	1,567,076	1,946,933	7,118,739	2,514,870	(4,603,869)
Total (Per&Op)	\$ 3,218,065	\$ 3,863,748	\$ 10,503,264	\$ 6,177,845	\$ (4,325,419)
Capital*	-	-	-	-	-
Reserves	50,604,844	50,080,777	61,833,967	80,036,706	18,202,739
Grand Total	\$ 53,822,909	\$ 53,944,525	\$ 72,337,231	\$ 86,214,551	\$ 13,877,320
FTEs	19.25	22.95	32.95	34.20	1.25

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the BCP Fund increased by \$13,877,320 from the FY 2024 Adopted Budget. This is a 19.2 percent increase. There was a decrease in the operating budget based on the removal of one-time funding included in the FY 2024 Adopted Budget. There was also an increase in the Fund’s Reserve, due to an increasing fund balance.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the BCP Fund includes the following increases:

Programmatic Recommendations	One-Time	Ongoing	Total	FTEs
Resources to hire a consulting firm in partnership with the City of Austin to assist with extending and modernizing the permit with the United States Fish and Wildlife Service (USFWS) for the BCCP.	\$ 650,000	\$-	\$650,000	-

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
BCP O&M Omnibus - Additional Natural Resource Specialists	251,654	175,298	426,952	2.00
Total Programmatic Recommendations	\$901,654	\$175,298	\$1,076,952	2.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the BCP Fund includes the following administrative change occurring after the adoption of the FY 2024 Adopted Budget:

- A portion of split-funded position 30004781, 0.75 FTE, was removed from the Fund to better align the position to their work assignments.

The FY 2025 Preliminary Budget for the BCP Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Resources to balance the Fund to the Second Revenue Estimate	\$79,951,636	\$-	\$79,951,636	-
Resources to balance the Fund to the Third Revenue Estimate	\$85,070	-	\$85,070	-
Total Administrative and Other Funding Changes	\$80,036,706	\$-	\$80,036,706	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the BCP Fund, totaling \$61,833,967. The Allocated Reserve for FY 2025 is \$80,036,706, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$18,202,739 from the FY 2024 amount.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the BCP Fund includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.		\$-	\$83,906
Resources for the annual POPS Step Increase for eligible employees in FY 2024.		-	6,026
Resources for health insurance cost increases for FY 2025.		-	17,625
Total Compensation Changes		\$-	\$107,557

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

ADDITIONAL INFORMATION

VACANT POSITIONS

The Fund currently has 119 total vacancies, out of which the following five positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Environmental Specialist Sr	30066737	1.00	204	Posted
Park Ranger	30066741	1.00	204	Actively Interviewing
Park Ranger Corporal	30066742	1.00	204	Job Description was recently revised, and recruitment has begun
Park Ranger	30066744	1.00	204	Actively Interviewing

All positions in this category are in the hiring process, whether posted or in the interview process.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #05: BCP VISITOR CENTER

<i>Program:</i>	Natural Resources Program (149)			
<i>Fund/Fund#:</i>	Balcones Canyonlands Preservation Fund (0115)	<i>Mandated Program:</i>	No	
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	32,000,000	-	-	-
Subtotal	\$ 32,000,000	\$ -	\$ -	\$ -
Capital	-	32,000,000	-	-
Dpt Total	\$ 32,000,000	\$ 32,000,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 32,000,000	\$ 32,000,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding for the construction phase of the Balcones Canyonland Preserve (BCP) Visitor Center and office building. The cost estimate includes \$30,000,000 for the first floor (visitors center) and \$2,000,000 for the 3rd floor (office spaces). The Wilson Parke building is intended to serve as the future BCP Visitor Center. Structural and roof repairs for the building were funded in FY 2021, and the design phase was initially funded midyear in FY 2022. TNR, in collaboration with FMD, as the Project Manager, is now requesting funding for the construction phase of the project.

The BCP Visitor Center is intended to increase opportunities for the public to access the BCP and learn about the Preserve, the Balcones Canyonlands Conservation Plan (BCCP), endangered species, and natural resources topics.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this budget request.

PBO RECOMMENDATION

PBO recommends including \$32,000,000 for the renovation phase of the BCP Visitor Center in the planned list of projects to be funded from certificates of obligation (COs) in the FY 2025 Preliminary Budget. In addition, PBO recommends that the debt service for the project should be paid from the BCP Fund, to allow the investment to be spread over multiple years while lessening the impact the proposed new debt will have on the County's debt service tax rate. This construction project fits within the statute regarding the allowable uses of COs since it is a renovation of an existing County-owned building. Using debt financing for the Visitor Center project will preserve the majority of the BCP Fund's Reserve to be used for land acquisition and operations and maintenance for the Preserve rather than depleting it in one year for the project. The future debt service for the project from the BCP Fund is estimated to be approximately \$7,100,000 annually for five years. PBO will recommend a transfer directly to the debt service fund from the BCP Fund as part of the annual budget process after the debt is issued.

The project has been contemplated since FY 2017, and the project is able to be funded using the BCP Fund's Reserve as a funding source. The BCP Fund has historically been prioritized for land acquisition and operations and maintenance for the Preserve, however the Visitor Center is a priority project for the Department. PBO notes the Fund's Reserve has grown to \$61.8M in the FY 2024 Adopted Budget, with a potential to increase to approximately \$80.5M for FY 2025 given the General Fund transfer of \$19.9M annually. PBO may recommend the project be included in a Reimbursement Resolution in FY 2025, to allow the greatest flexibility for either debt financing or cash financing the project.

PBO notes there are also financial implications regarding the future potential tenants of the facility. If a programmatic area with a non-BCP focus is housed in the Wilson Parke facility, those costs will likely need to be accounted for outside of the BCP Fund. PBO and TNR will need to work with the County Attorney and County Auditor's Office to ensure all proposals are legally, technically, and financially feasible before going forward with a final tenant slate for the facility.

REQUEST #07: BCCP PERMIT RENEWAL CONSULTANT

<i>Program:</i>	Natural Resources Program (149)			
<i>Fund/Fund#:</i>	Balcones Canyonlands Preservation Fund (0115)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	650,000	650,000	-	-
Subtotal	\$ 650,000	\$ 650,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 650,000	\$ 650,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 650,000	\$ 650,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Transportation and Natural Resources Department is requesting funding to hire a consulting firm in partnership with the City of Austin to assist with extending and modernizing the permit with the United States Fish and Wildlife Service (USFWS). The USFWS issued a joint Endangered Species Act Section 10(a)(1)(B) Incidental Take permit to the City of Austin (COA) and Travis County on May 2, 1996. The Regional Permit was reissued on August 5, 2013, and is now set to expire in May 2026. In September 2023, both Commissioners Court and the City Council approved a proposal to move forward with a 15-year extension to the Permit and an updated interlocal agreement (ILA) between the City and County. The contract, which will be split-funded between the City and County, is estimated to cost \$1.3 million.

The work includes to update and modernize the Balcones Canyonland Habitat Conservation Plan (see attached proposal) and separate out the Habitat Conservation Plan from the Environmental Impact Statement (EIS). Currently the two are interwoven in one document, making it convoluted to read and understand the individual components of each document.

The request states a consultant is being requested for this work as current staff does not have the time or expertise to perform this technical work, which is tedious and must be completed in a specific manner that does not trigger an amendment to our permit with the USFWS, which is not preferred.

The scope of work for the permit extension effort provided by the Department is as follows:

- Advise the permittees (Travis County and City of Austin) on a strategy to extend or renew the incidental take permit from the U.S. Fish and Wildlife Service;
- Consider existing and proposed U.S. Fish and Wildlife Service regulations and policy for issuing incidental take permits under Section 10 of the Endangered Species Act (ESA) and perform the necessary studies and provide documentation for any NEPA requirements;
- Evaluate the potential for take to listed species and species likely to be listed (seven other species) that are not currently covered by the BCCP and recommend ESA compliance strategies for these species;
- Assess authorized take remaining on the BCCP incidental take permit and determine if it is enough to meet the permittees take authorization needs for a 15-year permit extension, through 2041;
- Advise the permittees on options for a new permit duration, based on the take analysis, the changes proposed to the BCCP, the certainty or uncertainty in biological outcomes, and the regulatory justification;

- Create a stand-alone BCCP document (separated from the EIS) that is suitable for on-screen viewing, searching, and is also accessible according to current standards;
- Prepare a climate change adaptation strategy for the BCCP to support the requested permit term extension;
- Assess the availability of golden-cheeked warbler habitat to support an expanded preserve system to address additional incidental take and the predicted effects of climate change;
- Create an online dashboard to support BCCP public engagement, Balcones Canyonlands Preserve (BCP) management, and compliance reporting activities;
- Develop recommendations to standardize and streamline BCP management reporting;
- Prepare the necessary documents, as determined by the U.S. Fish and Wildlife Service, for the agency to meet its requirements under the National Environmental Policy Act for issuance of an incidental take permit amendment under Section 10 of the ESA; and
- Provide a cave substitution analysis – this is part of the agreement for issuing take.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
BCP acres managed by Travis County	13,146	13,167	13,167	13,186	13,186	13,186
Number of acres acquired/protected by TC for the BCP	N/A	N/A	150	150	150	150

PBO RECOMMENDATION

PBO recommends one-time funding of \$650,000 for the BCCP consultant within the BCP Fund. This amount will be included in the planning figures for this special revenue fund until the revenue estimates are finalized. The Planning and Budget Office has been in ongoing discussions with TNR about how to effectively plan for the ongoing management of the BCP and adherence to the regional Section 10(a) permit issued to Travis County and the City of Austin in 1996 by the U.S. Fish and Wildlife Service under the Endangered Species Act. This proposal represents the next necessary step to identify long-term strategies for the completion of Plan requirements as well as appropriate protection of current BCP properties. On October 9, 2019, the BCP Coordinating Committee voted to extend the permit past 2026 and to make administrative changes to update the Plan and the associated interlocal agreement with the City of Austin. The Commissioners Court approved this same approach in November 2019.

On September 12, 2023, Commissioners Court approved updates to the BCCP ILA with the City of Austin which was updated to remove startup language that is no longer relevant at this stage. Updates have been made to clarify the roles of the BCCP Secretary/Officer, BCCP Coordinating Committee, advisory committees, and to align terms with modern industry standards for habitat conservation plans. Language about funding the BCCP has been revised to provide greater flexibility but continues to acknowledge the ongoing commitment made by the city and county to fund BCCP implementation.

REQUEST #10: BCP O&M OMNIBUS – ADDITIONAL NATURAL RESOURCE SPECIALISTS

<i>Program:</i>	Natural Resources Program (149)			
<i>Fund/Fund#:</i>	Balcones Canyonlands Preservation Fund (0115)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	2.00	2.00	2.00
Personnel	169,508	169,508	169,508	169,508
Operating	25,780	257,444	5,790	5,790
Subtotal	\$ 195,288	\$ 426,952	\$ 175,298	\$ 175,298
Capital	231,664	-	-	-
Dpt Total	\$ 426,952	\$ 426,952	\$ 175,298	\$ 175,298
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 426,952	\$ 426,952	\$ 175,298	\$ 175,298

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding for the operation and maintenance of 13,219 acres of Balcones Canyonlands Preserve (BCP) lands acquired to fulfill the terms of Regional Permit No. TE-788841-2 (Permit) for the Balcones Canyonlands Conservation Plan (BCCP). The request includes a request for two Natural Resources Specialist positions, vehicles, and other equipment. The Department is requesting the new positions be budgeted at midpoint to allow them to be more competitive in attracting and hiring the most qualified candidates, stating that they prefer to hire individuals with experience in the field.

One Natural Resources Specialist position is proposed to focus on wildlife and will conduct a variety of wildlife and land management activities on the BCP under the supervision of the Natural Resources Supervisor (Wildlife). The new position will help monitor and manage wildlife on the additional acreage, as well as assist with patrolling and land management activities.

The other Natural Resources Specialist position is proposed to be focused on preserve resiliency and to assist the Environmental Project Manager for Climate Resilience with field implementation, monitoring, and maintenance of climate resilience projects on the BCP. The position will assist with restoration, conservation, and long-term protection of degraded or vulnerable areas throughout the BCP. This position is field based; performing maintenance and monitoring of planting and erosion control. This position will also oversee much of the new greenhouse and plant propagation.

The request also includes several pieces of equipment for the BCP staff, listed below.

- A Hybrid or Electric Crew Cab 4X4 Truck is requested for the new positions.
- A F-450 Crew Cab 4x4, 3-Yard Dump Truck is requested for various restoration and monitoring projects on the BCP that require the movement and transport large quantities of plants, mulch, compost, soil, rock, road base and other bulky materials to project sites across the BCP where a traditional heavy-duty trailer or bobtail delivery is not feasible. A F-450 Crew Cab 4x4 Dump Truck will allow BCP staff the ability safely and efficiently transport large quantities of these bulky materials, while saving significant time manually loading and unloading these heavy materials by hand.
- A Gooseneck Trailer is requested to haul heavy equipment, specifically a Cat 299-D2 track loader and attachments. This loader requires a trailer with a payload rating over 15,322 pounds, which Natural Resources currently does not have.

- A Utility Trailer for hauling equipment such as UTVs, ATVs, mowers, tractors, and attachments. Natural Resources currently does not own a suitable trailer and relies on borrowing from another department.
- Four Elevated Deer Blinds for deer management activities on the BCP. These types of blinds are a safer, more comfortable, and effective alternative to using tripod or tree stands for deer harvesting. Natural Resources currently has three elevated box blinds for nine employees who participate in deer management activities and the additional blinds would provide more coverage.
- Five laptop computers for Seasonal Techs and Interns to supplement the three computers that are available for seasonal techs. No laptops are currently available for interns. The request states each year this division hires six seasonal techs, three each in the spring/summer and fall/winter seasons. However, there is typically a period of overlap when all six techs are on staff, which creates a computer shortage. In addition, there are sometimes two interns working concurrently who also require computer use. Having enough computers for temporary staff will allow for uninterrupted workflow.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of BCCP caves managed by Travis County	25	25	25	25	25	26
BCP acres managed by Travis County	13,146	13,219	13,271	13,421	13,421	13,571
Number of hours surveying BCVI	263	289	225	225	250	250
Number of hours surveying GCWA	1,123	1,107	1,100	1,100	1,125	1,125
Number of hours surveying karst features	1,125	1,125	1,125	1,125	1,125	1,170
# plants or trees planted	0	70	600	700	1000	1,250
# linear feet of soil and water conservation projects completed	0	275	1,000	1,250	1,500	1,500

PBO RECOMMENDATION

PBO recommends \$426,952 in funding for Balcones Canyon Preserve Operations and Maintenance costs in the FY 2025 Preliminary Budget. This amount will be included in the planning figures for this special revenue fund until the revenue estimates are finalized. This includes \$175,298 in ongoing funding, with two Natural Resources Specialist positions for wildlife and resilience. PBO notes the Department has requested the positions at levels above entry, to allow for ease of recruitment. As is PBO’s long-standing practice, the positions have been funded entry level of the paygrade; however, PBO notes Commissioners Court may wish to support the Department’s proposal to fund the positions at a higher level and may direct this later in the budget process. One-time funding of \$251,654 for the requested vehicles, equipment, and operating is recommended, however, PBO is working with ITS to fund sufficient loaner computers in the Information Technology Services loaner program to cover the needs of TNR’s short-term employees, rather than adding more devices to TNR that are not assigned to individual staff members. These devices are being added to ensure the ITS-preferred mechanism of short- to medium-term temp devices being maintained centrally is continued while also ensuring there are sufficient devices for the many needs of County offices and departments.

Aerin-Renee Pfaffenberger, FY 2025 Preliminary Budget

BCP Fund

As the Department has noted, the County has steadily acquired land for the BCP since 1996, and the management responsibilities increase as the number of acres increases. For the six-year period between FY 2013 and FY 2018, the number of acres increased by 4,679, or more than 60 percent, while the staffing level remained static. In 2009, there was one staff for each 778 acres, and by 2018, there was one staff member per 1,202 acres. Beginning in FY 2019, PBO has worked with BCP to level out the ratio of personnel to acreage and has recommended incremental additional FTEs to adequately staff the Preserve, and by FY 2021, the staffing ratio had returned to one FTE per 722 acres.

The Department has continued to request and justify additional staffing for the BCP based on the ongoing needs of the program, to bring the ongoing operations and maintenance program to a level deemed sufficient to maintain the Preserve. TNR is currently in the process of developing a longer-term plan for the management of BCP and preparing for the future Visitor Center, and these staffing levels take into account the ways in which plans for the Preserve have evolved to include plans for sustainability and resiliency, public access and for a visitor center. In addition, the level of development occurring in western Travis County has increased significantly over time with additional property owners with whom to collaborate, incidents to manage, and research to complete.

REQUEST #64: BCP O&M OMNIBUS – RECLASSIFICATIONS

<i>Program:</i>	Natural Resources Program			
<i>Fund/Fund#:</i>	Balcones Canyonlands Preservation Fund (0115)	<i>Mandated Program:</i>	No	
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	98,588	-	-	-
Operating	-	-	-	-
Subtotal	\$ 98,588	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 98,588	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 98,588	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding to reclassify one Park Land Manager to Environmental Project Manager, five Natural Resources Specialists to Natural Resources Specialist Sr. and seven Natural Resources Technicians to Natural Resources Specialists.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Number of BCCP caves managed by Travis County	25	25	25	25	25	26
BCP acres managed by Travis County	13,146	13,219	13,271	13,421	13,421	13,571
Number of hours surveying BCVI	263	289	225	225	250	250
Number of hours surveying GCWA	1,123	1,107	1,100	1,100	1,125	1,125
Number of hours surveying karst features	1,125	1,125	1,125	1,125	1,125	1,170
# plants or trees planted	0	70	600	700	1000	1,250
# linear feet of soil and water conservation projects completed	0	275	1,000	1,250	1,500	1,500

PBO RECOMMENDATION

PBO does not recommend additional funding for the various TNR reclassifications. Historically, Commissioners Court has directed departments to redirect savings from resources within their Target Budget to internally fund pay increases, including

for promotions. PBO generally works with departments to look within their resources to fund such requests and recommends that any upcoming retirement or vacancy savings should be prioritized to fund reclassifications. These proposals were not included in the cost drivers, and there are insufficient resources to cover these and many other personnel-related requests across the County

REQUEST #63: BCP OUTREACH - ADDITIONAL STAFF AND RECLASSIFICATIONS

<i>Program:</i>	Natural Resources Program (149)			
<i>Fund/Fund#:</i>	Balcones Canyonlands Preservation Fund (0115)	<i>Mandated Program:</i>	No	
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	-	-	-
Personnel	231,404	-	-	-
Operating	23,860	-	-	-
Subtotal	\$ 255,264	\$ -	\$ -	\$ -
Capital	87,664	-	-	-
Dpt Total	\$ 342,928	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 342,928	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding in the Natural Resources Program to support essential outreach activities for the Balcones Canyonlands Conservation Plan (BCCP), Balcones Canyonlands Preserve (BCP), and Balcones Canyonlands Preserve Visitor Center (BCPVC). Requests include new staff positions and reclassifications, vehicles, equipment, and supplies.

The request states public support is critical to the ultimate success of the Balcones Canyonlands Conservation Plan (BCCP), and the Natural Resources public outreach program is essential to developing and maintaining public support for the BCP and Visitor Center. The outreach program provides vital information on the Preserve and the Conservation Plan, protected species and Central Texas ecology, the importance of land conservation, wildfire risk and mitigation, coexisting with the Preserve, and avenues for community involvement.

The proposal includes two new positions, a Volunteer Coordinator and a Natural Resources Specialist – Interpretive Guide position. The Volunteer Coordinator will assist in organizing volunteer workdays, service projects, citizen science projects, and educational outreach events on more than 13,000 acres of County lands within the BCP and the BCPVC. The Natural Resources Specialist – Interpretive Guide will conduct outreach and education activities at the BCP and BCPVC, will lead guided hikes and tours, and serve as an in-house guide and information source for guests at the BCPVC.

The request includes one new electric or hybrid pickup truck for Outreach Program staff. Currently, the Natural Resources outreach program has one dedicated vehicle in the Natural Resources fleet that is shared among six staff members. The full-size pickup is being requested to be used for transporting supplies, equipment, materials, and staff to worksites during volunteer and outreach events.

The request also includes the four reclassification requests below:

- Reclassify one BCP Visitor Center Manager (C13) to Environmental Project Manager (C15). This job description better fits the need of the position. Not only will this person manage the visitor center, but they will also manage all the volunteer and outreach programs;

- Reclassify one Environmental Specialist Sr (C12) position to Natural Resources Supervisor (C13): This position will supervise the Volunteer Coordinator and oversee all volunteer workdays, service projects, and citizen science projects on the BCP as well as the volunteer docent program at the BCPVC;
- Reclassify one Environmental Specialist (C11) to Natural Resources Supervisor (C13): This position will supervise the two Natural Resources specialists: Interpretive Guides—and oversee all public guided hikes, cave tours, programs, special events, and classes at the BCPVC. It will also oversee the volunteer hike guide program and public guided hike program on the BCP; and
- Reclassify one Natural Resources Technician (C07)- Interpretive Guide to Natural Resources Specialist (C10) – Interpretive Guide: This position conducts outreach and education activities at the BCP and BCPVC. It provides information on a wide variety of natural resources topics, including the terms and conditions of the federal Endangered Species Act permit for the BCCP, wildlife management, local ecology, wildfire mitigation, climate change, and other natural resources topics. It will lead guided hikes at the BCP Visitor Center and other BCP tracts; conducts tours, regular programs, special events, and classes; and serve as an in-house guide and information source for guests at the BCPVC.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of education or outreach events held	27	34	50	50	75	75
Number volunteer hours	1,852	1,802	2,200	2,200	2,500	2,500

PBO RECOMMENDATION

PBO does not recommend funding for the BCP Outreach Program staffing proposal in the FY 2025 Preliminary Budget. PBO recommends the Department have pending additional discussions with Commissioners Court regarding the BCP Visitor Center and that significant capital investment, and again lay out the long-term plan for the Preserve and the related interlocal agreement with the City of Austin. For the FY 2025 Preliminary Budget for the BCP Fund, PBO has prioritized ongoing staffing and equipment allocations for maintenance and operations of the BCP, has recommended funding for a consultant to work on BCCP Plan completion, and has also recommended a planning figure of \$32,000,000 to be added to the FY 2025 Certificates of Obligation project list.

The Planning and Budget Office has been in ongoing discussions with TNR about how to effectively plan for the ongoing management of the BCP and adherence to the regional Section 10(a) permit issued to Travis County and the City of Austin in 1996 by the U.S. Fish and Wildlife Service under the Endangered Species Act. This proposal represents the next necessary step to identify long-term strategies for the completion of Plan requirements as well as appropriate protection of current BCP properties. On October 9, 2019, the BCP Coordinating Committee voted to extend the permit past 2026 and to make administrative changes to update the Plan and the associated interlocal agreement with the City of Austin. The Commissioners Court approved this same approach in November 2019. On September 12, 2023, Commissioners Court approved updates to the BCCP ILA with the City of Austin which was updated to remove startup language that is no longer relevant at this stage. Updates have been made to clarify the roles of the BCCP Secretary/Officer, BCCP Coordinating Committee, advisory committees, and to align terms with modern industry standards for habitat conservation plans. Language about funding the BCCP has been revised to provide greater flexibility but continues to acknowledge the ongoing commitment made by the city and county to fund BCCP implementation.

Efforts are underway to identify long-term strategies for the completion of Plan requirements as well as appropriate protection of current BCP properties. TNR is currently in the process of developing a longer-term plan for the management of BCP and preparing for the future Visitor Center, and these staffing levels represent an evolution from operations and maintenance to include plans for sustainability and resiliency, public access and for a visitor center.

Child Abuse Prevention Fund (0135)

Health and Human Services (158)

CONTENTS

Purpose2

Programs & Performance Management2

Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....3

FY 2025 Preliminary Budget Recommendations Summary.....4

PURPOSE

The 79th Texas Legislature approved the imposition of a fee of \$100 paid upon conviction of certain child sexual assault and related offenses. The Code of Criminal Procedure, Art. 102.0186 states such costs will be deposited into a county Child Abuse Prevention Fund. This fund is designated to be used only to fund child abuse prevention programs in the county where the court is located.

FUNDING SOURCE

The Child Abuse Prevention Fund derives its income from a \$100 fee paid on conviction of certain child sexual assault and related offenses. Revenue estimated for the FY 2025 Preliminary Budget for the Child Abuse Prevention Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from fees	\$5,515
Investment income	122
Beginning fund balance	45,094
Total Resources	\$50,731

PROGRAMS & PERFORMANCE MANAGEMENT

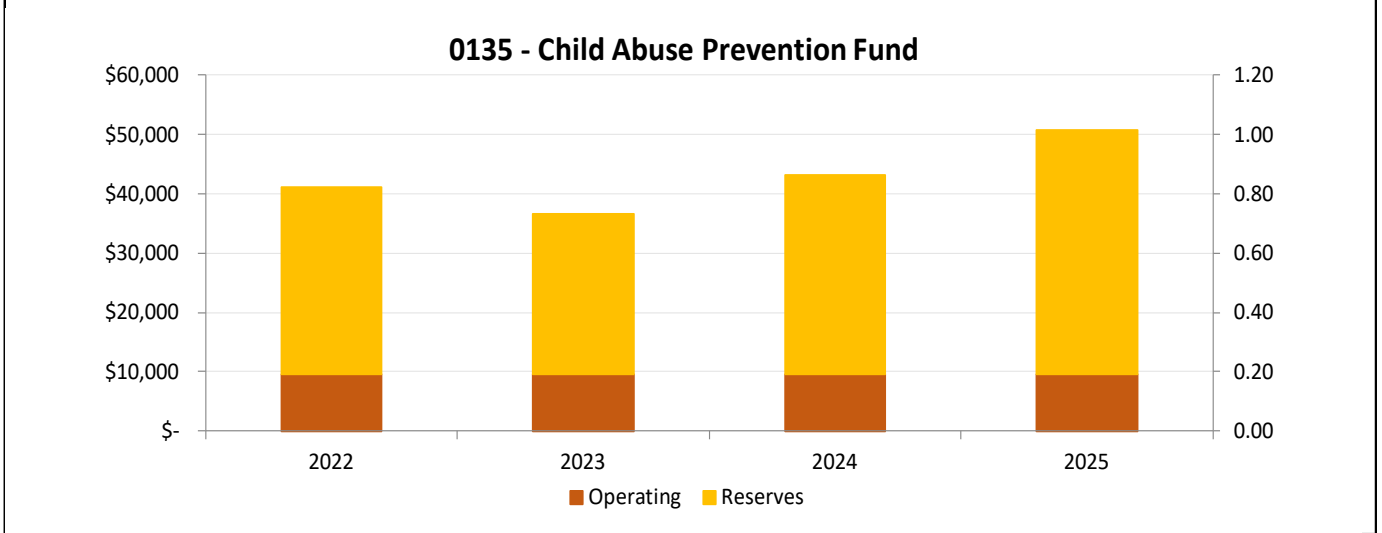
KEY PROGRAM MEASURES

HHS does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the child abuse prevention programs. Performance measures are discussed within the Health and Human Services General Fund budget document.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	-	-	-
Operating	9,500	9,500	9,500	9,500	-
Total (Per&Op)	\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ -
Capital*	-	-	-	-	-
Reserves	31,596	27,170	33,714	41,231	7,517
Grand Total	\$ 41,096	\$ 36,670	\$ 43,214	\$ 50,731	\$ 7,517
FTEs	-	-	-	-	-

Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Child Abuse Prevention Fund increased by \$7,517 from the FY 2024 Adopted Budget. This is a 17.4 percent increase, with all of the increase in the Reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 9,500	\$ 35,357	\$ -	\$ 44,857	-	\$ -
Target Budget Changes						
Administrative & Other	-	(35,357)	-	(35,357)	-	-
Total Target Budget Changes	\$ -	\$ (35,357)	\$ -	\$ (35,357)	-	\$ -
FY 2025 Target Budget	\$ 9,500	\$ -	\$ -	\$ 9,500	-	\$ -
Budget Submission	\$ 9,500	\$ -	\$ -	\$ 9,500	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Tie 0135 to RE2	-	43,229	-	43,229	-	-
Tie 0135 to RE3	-	(1,998)	-	(1,998)	-	-
Administrative & Other Total	\$ -	\$ 41,231	\$ -	\$ 41,231	-	\$ -
Grand Total	\$ -	\$ 41,231	\$ -	\$ 41,231	-	\$ -
FY 2025 Preliminary Budget	\$ 9,500	\$ 41,231	\$ -	\$ 50,731	-	\$ -
Change from FY 2025 Target	\$ -	\$ 41,231	\$ -	\$ 41,231	-	\$ -
Change from FY 2024 Adopted	\$ -	\$ 5,874	\$ -	\$ 5,874	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Child Abuse Prevention Fund includes the following changes related to Administrative and Other Funding Changes:

Administrative and Other Funding Changes	One-Time	Ongoing	Total	FTEs
Tie to Revenue Estimate	\$41,231	\$-	\$41,231	-
Total Administrative and Other Funding Changes	\$41,231	\$-	\$41,231	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Child Abuse Prevention Fund, totaling \$35,357. The Allocated Reserve for FY 2025 is \$41,231, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$7,517 from the FY 2024 amount.

Child Welfare Juror Donations Fund (0155)

Health and Human Services (158)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	3

PURPOSE

The Texas Government Code allows that those reporting for jury duty may donate all or a portion of their daily reimbursement for jury service to certain designated programs. Section 61.003 of the Code indicates that funds received from jury duty fee donations for the Child Welfare Board should be budgeted in a “fund established by the county to be used by the child welfare board in a manner authorized by the Commissioners Court of the county.” Prior to FY 2019, all juror donation funds were captured in the General Fund, but midyear in FY 2019, Commissioners Court approved the creation of a new Special Revenue Fund to allow the revenue that comes in from this funding source to be tracked and be specifically earmarked for the Travis County Child Welfare Board.

FUNDING SOURCE

The Child Welfare Juror Donations Fund derives its income from jury duty fee donation revenue that is designated to be directed to the Travis County Child Welfare Board. Revenue estimated for the FY 2025 Preliminary Budget for the Child Welfare Juror Donations Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from jury fee donations	\$34,123
Beginning fund balance	36,947
Total Resources	\$71,070

PROGRAMS & PERFORMANCE MANAGEMENT

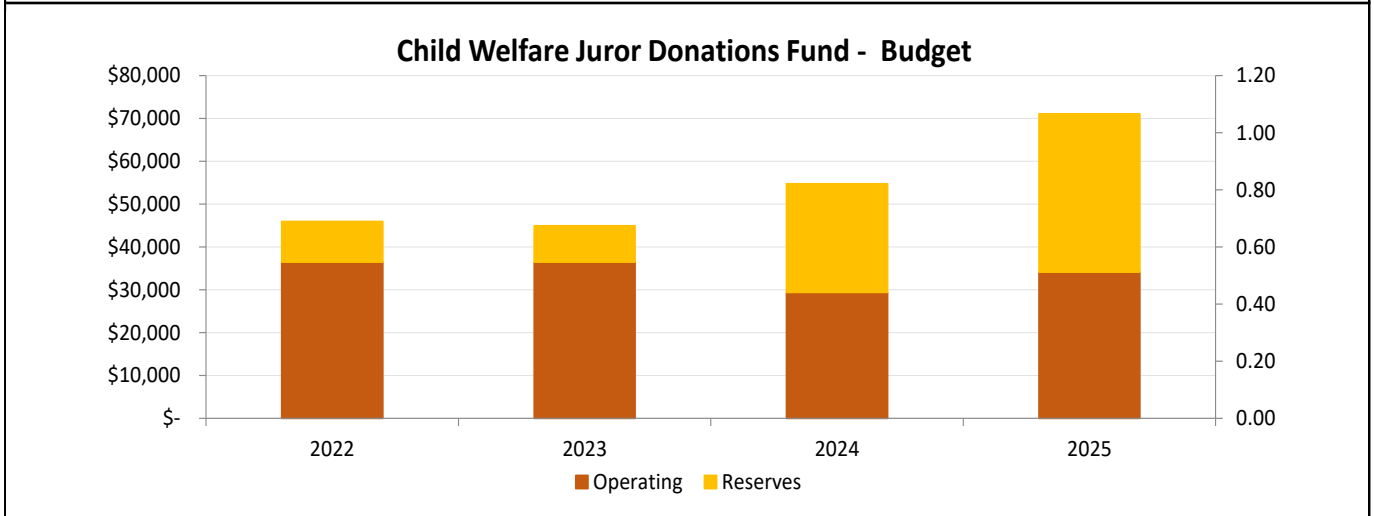
KEY PROGRAM MEASURES

Health and Human Services does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the Travis County Child Welfare Board. Performance measures are discussed within the Health and Human Services General Fund budget document.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	-	-	-
Operating	36,438	36,438	29,362	34,123	4,761
Total (Per&Op)	\$ 36,438	\$ 36,438	\$ 29,362	\$ 34,123	\$ 4,761
Capital*	-	-	-	-	-
Reserves	9,501	8,469	25,373	36,947	11,574
Grand Total	\$ 45,939	\$ 44,907	\$ 54,735	\$ 71,070	\$ 16,335
FTEs	-	-	-	-	-

Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Child Welfare Juror Donations Fund increased by \$16,335 from the FY 2024 Adopted Budget. This is a 29.9 percent increase. The majority of the increase was in the reserve due to a large beginning fund balance.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 29,362	\$ 25,373	\$ -	\$ 54,735	-	\$ -
Target Budget Changes						
Administrative & Other	-	(25,373)	-	(25,373)	-	-
Total Target Budget Changes	\$ -	\$ (25,373)	\$ -	\$ (25,373)	-	\$ -
FY 2025 Target Budget	\$ 29,362	\$ -	\$ -	\$ 29,362	-	\$ -
Budget Submission	\$ 29,362	\$ -	\$ -	\$ 29,362	-	\$ -
Dept Budget Requests	<i>Ongoing</i>	<i>One-Time</i>	<i>Capital</i>	<i>Total</i>	<i>FTEs</i>	<i>Earmarks</i>
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Tie 0155 to RE3	-	42,923	-	42,923	-	-
Tie 0155 to RE3	-	(1,215)	-	(1,215)	-	-
Administrative & Other Total	\$ -	\$ 41,708	\$ -	\$ 41,708	-	\$ -
Grand Total	\$ -	\$ 41,708	\$ -	\$ 41,708	-	\$ -
FY 2025 Preliminary Budget	\$ 29,362	\$ 41,708	\$ -	\$ 71,070	-	\$ -
Change from FY 2025 Target	\$ -	\$ 41,708	\$ -	\$ 41,708	-	\$ -
Change from FY 2024 Adopted	\$ -	\$ 16,335	\$ -	\$ 16,335	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Child Welfare Juror Donations Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Tie to the Revenue Estimate	\$41,708	\$-	\$41,708	-
Total Administrative and Other Funding Changes	\$41,708	\$-	\$41,708	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Child Welfare Juror Donations Fund, totaling \$25,373. The Allocated Reserve for FY 2025 is \$71,070, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$11,574 from the FY 2024 amount.

County Clerk Archival Fund (0004)

County Clerk (120)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	6
FY 2025 Preliminary Budget Recommendations Summary	7
FY 2025 Budget Request Analysis	10
Request 15: Training Education Coord II (1.0 FTE) - Records Team (Fund 0108 & 0004)	10
Request 29: Split Fund Position 30062458 (Fund 0004 & 0108).....	13
Request 33: Permanent Records Preservation Project (Fund 0004)	14
Request 34: Records Management CARS Request (Fund 0004).....	17

PURPOSE

The County Clerk Archival Fund supports the County's preservation and restoration services performed by the County Clerk in connection with maintaining a records archive. A records archive is defined by statute to mean public documents filed with the County Clerk before January 1, 1990.

FUNDING SOURCE

The County Clerk Archival Fund derives its income from a records archive fee charged when a person, excluding a state agency, presents a public document to the County Clerk's Office for recording or filing. Revenue estimated for the FY 2025 Preliminary Budget for the County Clerk Archival Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from the records archive fee	\$1,435,600
Investment income	334,230
Beginning fund balance	13,773,915
Total Resources	\$15,543,745

PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with offices and departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes," and are now linked to the County Goal, "Be a trusted and well-run county."

RECORDING:

The County Clerk is the county official designated by law to accept and file all documents pertaining to real property records for Travis County (including deeds, deeds of trust, warranty deeds, liens against property from court judgments, federal and state tax liens, UCC liens against personal property, and plats), issuing and recording marriage licenses, filing assumed names for businesses (DBAs), indexing all documents recorded, and providing a system for retrieving these documents for public use. These services are provided through the Recording Division. Presently fees are charged for all mandated services.

The Recording Division also supports mandated functions of other divisions within the Office by managing the Clerk's Office's mail process (opening, sorting, logging, and disseminating mail to each Division of the Office). The Recording Division operates the Main Call Center to answer and research basic questions related to all divisions of the Clerk's Office excluding the Elections Division. The Call Center Operators often process payments for copies for the Recording Division.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Assumed Names recorded	4,792	4,567	5,000	5,500	5,600

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Calls received	80,860	80,954	85,000	90,000	90,000
Calls Transferred	28,443	15,100	20,000	29,200	40,000
Copies made by Copy Center (more images available online)	38,064	42,178	20,000	20,000	20,000
Customers served in person	25,905	36,540	38,000	40,000	40,000
Electronic Data compiled by Copy Center/Staff	2,499	1,460	1,500	1,500	1,500
Emails received and handled by Staff	11,240	18,405	19,000	5,000	5,000
eRecording documents received	183,886	191,957	200,000	252,700	252,800
Foreclosures filed	613	927	1,000	1,000	1,000
Images reviewed for indexing	2,166,760	1,109,106	2,346,000	3,800,100	3,800,100
Images scanned by staff	398,543	152,976	160,000	940,500	940,500
Logged Mail forwarded to other Divisions/Departments	20,041	19,700	15,000	3,300	3,000
Logged Mail going to Recording for processing	40,809	21,600	20,000	21,250	21,000
Mail logged in and tracked daily	253	160	150	150	150
Marriage licenses issued	10,456	11,059	11,200	11,200	12,000
Meeting notices filed and posted	1,280	1,000	1,000	1,800	1,800
Payments for copy orders processed	30,064	18,434	12,000	12,000	12,000
Percent of Total Real Property Records Filed	90	93	95	90	90
Searches	18,500	23,641	20,000	21,000	20,000
Total documents processed	398,591	366,890	360,000	355,300	300,000
Total Mail received (Elections now has their own PO Box)	60,850	43,200	35,000	34,250	30,000
Total Real Property documents recorded	200,283	174,933	200,000	383,200	379,990
Transactions by cashiers	301,863	381,230	325,000	325,000	325,000

The Office reports that certain workloads decreased for the Recording Division during the COVID-19 pandemic but anticipates that multiple measures will rebound in the post-pandemic environment. However, the Recording Division workload is largely driven by real property market activity. During the pandemic, roughly from FY 2021 through FY 2022, the Travis County housing market heated up dramatically as low housing stock met high demand and drove housing prices to record highs. This trend began to cool off around the start of FY 2023, influenced, in part, by consecutive interest rate increases enacted by the U.S. Federal Reserve to target high inflation. The Division notes that, with the slowing growth in Travis County relative to observed highs during the pandemic, its submitted performance measures are consistent with an economy that has at best slowed or, at worst, plateaued. The Office asserts that any significant economic developments over the next year will directly impact the Division's workload.

RECORDS MANAGEMENT:

The County Clerk is the county official designated by law to maintain the records of the County Courts at Law, the Statutory Probate Court, official public records, and to manage elections in Travis County. The Records Management Division of the Travis County Clerk's Office is responsible for managing and preserving the official records of the County Clerk's Office as set

forth in the Texas Local Government Records Act and providing an efficient record retrieval service for staff members, the courts, and the public. In addition to performing required daily records management tasks, the Division works on developing and implementing records, preservation, archival, and automation projects performed after the filing and recording of documents.

Responsibilities include managing circulation of onsite court case files; managing circulation of offsite records; managing the identification of, staging of, preparation for, and transfer of records to offsite storage; managing courthouse public research areas in two locations; filing documents into case file folders; responding to customer records requests; tracking, updating, and purging records inventory in the GAIN record tracking system; planning and executing a variety of records management and archival projects; and supporting the records needs of all County Clerk divisions.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Accounting Division Boxes Moved Offsite	12	30	20	20	20
Case Files Entered into GAIN Civil	176	489	300	300	300
Case Files Entered into GAIN Misdemeanor	16,120	16,707	16,000	16,000	16,000
Case Files Entered into GAIN Probate	1,924	1,892	2,000	2,000	2,000
Case Files Recalled Civil	154	181	150	150	150
Case Files Recalled Misdemeanor	7,551	5,052	7,000	6,500	6,000
Case Files Recalled Probate	627	563	600	600	600
Certified Copies	3,491	4,111	4,500	5,000	5,500
Comm. Ct. Division Boxes Moved Offsite	-	-	5	-	5
Court Runs	1,116	1,188	1,100	1,100	1,100
Documents Filed Civil	401	1,468	500	500	500
Documents Filed Misdemeanor	186,925	207,318	200,000	150,000	100,000
Documents Filed Probate	3,078	3,027	4,500	5,000	5,500
Elections Division Boxes Moved Offsite	464	101	600	900	700
Email Requests Onsite Library Counter	4,761	4,394	4,500	4,400	4,300
Email Requests Research Area	2,327	2,276	2,400	2,500	2,600
Folders Requested by County Clerk Staff Civil	84	146	120	120	120
Folders Requested by County Clerk Staff Misdemeanor	22,890	16,705	14,000	12,000	10,000
Folders Requested by County Clerk Staff Probate	49	44	40	40	40
Folders Requested by Cust Misd Fm Docket Sheets w/o add-ons	85,471	80,392	82,000	80,000	80,000
Folders Requested by Customers Civil	33	79	40	40	40
Folders Requested by Customers Misdemeanor Other	5,513	4,251	4,000	3,500	3,000
Folders Requested by Customers Probate	3,295	3,282	3,300	3,300	3,300
In-Person Customers Onsite Library Counter	1,284	1,256	1,200	1,200	1,200
In-Person Customers Research Area	2,169	2,351	2,000	2,000	2,000
Mental Health Division Boxes Moved Offsite	22	18	30	30	30

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Onsite Files Purged to Offsite Civil	3,847	1,920	-	-	-
Onsite Files Purged to Offsite Misdemeanor	6,458	-	10,000	15,000	-
Onsite Files Purged to Offsite Probate	-	-	250	5,000	-
Phone Customers Onsite Library Counter	64	57	-	-	-
Phone Customers Research Area	1,027	1,272	1,200	1,300	1,400
Recording Division Boxes Moved Offsite	110	44	75	75	75

The trend towards digital access to records remains the primary driver for workloads within the Records Management Division and informs the type of work performed by staff. The Office notes that the Division continues to transition away from paper record management and towards electronic record management with the full implementation of a new Case Management System (CMS) which has significantly reduced reliance on paper-records and increased requests to digitize aging paper files associated with unresolved cases. The Division notes that these trends are reflected in the Documents File categories for performance measures above. Meanwhile, the Office remains committed to prioritizing best service practices during this ongoing transition for both internal and external customers.

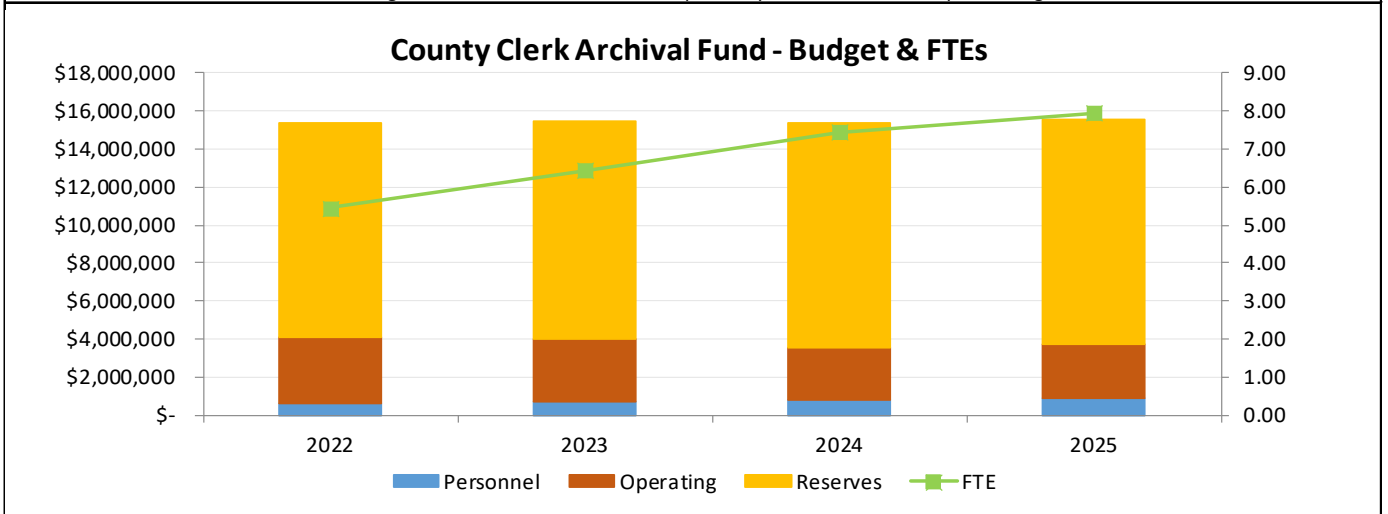
The Office states that additional collection-related projects in the Civil/Probate Division are increasing needs related to offsite file storage. In addition, the Division reports growing rates for files recalled for misdemeanor cases resulting from continued efforts of the County Attorney’s Office and Sheriff’s Office to process dismissal backlogs. Meanwhile, in-person and telephonic requests for service continue to decrease, as predicted previously by the Office, due to customers increasing reliance on the expanding digital access to records provided by the County Clerk’s Office.

The Records Management Division continues to coordinate with other Travis County Departments to gauge impacts from the recent move to the Probate Courthouse, to the new Civil and Family Courthouse, and the location of the County Clerk’s Misdemeanor Records Division at HMS. The Division notes that staffing and coverage are ongoing challenges to maintaining adequate service levels for the management and digitization of records across these facilities.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	609,418	697,797	769,775	881,945	112,170
Operating	3,503,019	3,258,019	2,802,678	2,803,478	800
Total (Per&Op)	\$ 4,112,437	\$ 3,955,816	\$ 3,572,453	\$ 3,685,423	\$ 112,970
Capital*	-	-	-	-	-
Reserves	11,216,312	11,551,919	11,798,725	11,858,322	59,597
Grand Total	\$ 15,328,749	\$ 15,507,735	\$ 15,371,178	\$ 15,543,745	\$ 172,567
FTEs	5.44	6.44	7.44	7.94	0.50

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the County Clerk Archival Fund increased by \$172,567 from the FY 2024 Adopted Budget. This is an 1.1% increase. The majority of the increase was in the personnel budget related due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 1,261,753	\$ 14,109,425	\$ -	\$ 15,371,178	7.44	\$ -
Target Budget Changes						
Compensation & Benefits	25,528	-	-	25,528	-	-
Administrative & Other	-	(14,109,425)	-	(14,109,425)	-	-
Total Target Budget Changes	\$ 25,528	\$ (14,109,425)	\$ -	\$ (14,083,897)	-	\$ -
FY 2025 Target Budget	\$ 1,287,281	\$ -	\$ -	\$ 1,287,281	7.44	\$ -
Budget Submission	\$ 1,287,281	\$ -	\$ -	\$ 1,287,281	7.44	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Permanent Records Preservation Project (Fund 0004)	-	2,300,000	-	2,300,000	-	-
Records Management CARS Request (Fund 0004)	-	11,500	-	11,500	-	-
Programmatic Total	\$ -	\$ 2,311,500	\$ -	\$ 2,311,500	-	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	3,950	-	-	3,950	-	-
Compensation & Benefits Total	\$ 3,950	\$ -	\$ -	\$ 3,950	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Split Fund Position 30062458 (Fund 0004 & 0108)	82,692	-	-	82,692	0.50	-
Balance to RE2 - 0004 - County Clerk Archival Fund	-	11,881,310	-	11,881,310	-	-
Balance to 3rd Revenue Estimate - (0004)	-	(22,988)	-	(22,988)	-	-
Administrative & Other Total	\$ 82,692	\$ 11,858,322	\$ -	\$ 11,941,014	0.50	\$ -
Grand Total	\$ 86,642	\$ 14,169,822	\$ -	\$ 14,256,464	0.50	\$ -
FY 2025 Preliminary Budget	\$ 1,373,923	\$ 14,169,822	\$ -	\$ 15,543,745	7.94	\$ -
Change from FY 2025 Target	\$ 86,642	\$ 14,169,822	\$ -	\$ 14,256,464	0.50	\$ -
Change from FY 2024 Adopted	\$ 112,170	\$ 60,397	\$ -	\$ 172,567	0.50	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the County Clerk Archival Fund includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$14,109,425 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for the County Clerk Archival Fund includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Records Management Permanent Preservation Project through Phase IV.	\$2,300,000	\$-	\$2,300,000	-

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
One-time operating resources including \$6,500 related to annual storage and retrieval costs for Travis County Archives and \$5,000 to maintain OnBase Database credentials for applicable CARS Staff provides imaging assistance to the County Clerk Records Management Division.	11,500	-	11,500	-
Total Programmatic Recommendations	\$2,311,500	\$-	\$2,311,500	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the County Clerk Archival Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Ongoing costs related to split funding position 30062458 (County Clerk Chief Deputy) between the County Clerk Records Management and Preservation Fund (0108) and County Clerk Archival Fund (0004)	-	\$82,692	\$82,692	0.5
Total Administrative and Other Funding Changes	\$-	\$82,692	\$82,692	0.5

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the County Clerk Archival Fund, totaling \$11,896,419. The Allocated Reserve for FY 2025 is \$11,858,322, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$59,597 from the FY 2024 amount.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the County Clerk Archival Fund includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$24,981	\$24,981
Resources for health insurance cost increases for FY 2025.	-	3,950	3,950
Resources for longevity increases for FY 2025.		547	547
Total Compensation Changes	\$-	\$29,478	\$29,478

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

During FY 2022, the County Clerk Archival Fund changed from Fund 0129 to Fund 0004 to reflect the statutory requirement that the fund is restricted in the general fund, as opposed to a special revenue fund.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST 15: TRAINING EDUCATION COORD II (1.0 FTE) - RECORDS TEAM (FUND 0108 & 0004)

<i>Program:</i>	Recording Division (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	41,842	-	-	-
Operating	1,287	-	-	-
Subtotal	\$ 43,129	\$ -	\$ -	\$ -
Capital	5,440	-	-	-
Dpt Total	\$ 48,569	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 48,569	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office is requesting the use of additional resources in the Archival Fund (0004) and Records Management Fund (0108) related to the creation of a Training Coordinator II position (1.0 FTE) to serve the Records Team. This would increase the FTE count for both the Archival (0004) and Records Management Fund (0108) by 0.5 FTE respectively.

The Office asserts that employees must learn hundreds of processes when they enter one of the above divisions and properly training employees is essential to fulfilling statutorily mandated tasks. The Training Coordinator II position would train new employees through a variety of modalities, provide cross training, update procedures, migrate procedures to a web-based program called Knowledge Owl, track required skills for each employee, and determine gaps in training processes.

The Office notes that, when the County Clerk’s Office was small, supervisors or division directors were able to train staff, but this is no longer feasible. Managers currently report being pulled in so many directions that they are not able to focus on managerial tasks such as strategic planning, managing personnel, advising mid-level managers, building a positive atmosphere, and working with external partners to solve problems through collaboration. Without a dedicated trainer many of these functions go by the wayside for more immediate needs such as training. The Office believes that dedicated training staff is imperative to build a strong organization that can withstand normal turnover, help employees grow professionally, manage change, and be equipped to build more efficient processes.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Training Completion Rate for New Hires per task (months)	N/A	N/A	N/A	9	6	5
Days Spent Training New Hires	N/A	N/A	N/A	300	200	100
Days Spent Training New Legislative Processes to Employees	N/A	N/A	N/A	100	80	60
Time Spent on Employee Feedback for Training	N/A	N/A	N/A	100	80	60
Days Spent Updating Training Manuals/Training Tools	N/A	N/A	N/A	200	150	100
Number of Knowledge Owl Articles Accessed	N/A	N/A	N/A	100	500	600
Number of Trainings Completed	N/A	N/A	N/A	500	750	1,000

PBO RECOMMENDATION

PBO does not recommend additional resources in the County Clerk’s Records Management and Preservation Fund (0108) and County Clerk’s Archival Fund (0004) related to the creation of a Training Education Coordinator II position (1.0 FTE) to be split funded across both special funds based on limited ongoing resources in Fund 0108 to support the proposed position.

Based on the Auditor’s Office third revenue estimate for FY 2025, the Archival Fund (0004) is projected to have \$1,769,830 in ongoing revenue relative to \$1,373,923 in estimated ongoing expenditures. Meanwhile, the Records Management and Preservation Fund (0108) is projected to have \$1,901,566 in ongoing revenue relative to \$2,957,419 in estimated ongoing expenditures.

PBO estimates the that the total cost to create the requested Training Education Coord II position in FY 2025 to be \$91,724, including \$83,684 in ongoing personnel, \$1,525 in one-time operating, \$1,075 in ongoing operating and \$5,440 in centrally budgeted resources related to computer, phone and printer equipment related to the requested position. Based on the requested split funding of 50% in either fund, PBO estimates that the cost for the requested position would be an additional \$43,141, including \$41,842 in ongoing personnel, \$762 in one-time operating and \$537 in ongoing operating resources in the Records Management Fund (0108) and an additional \$43,143, including \$41,842 in ongoing personnel, \$763 in one-time operating and \$538 in ongoing operating resources in the Archival Fund (0004), if approved.

PBO concurs that investing in dedicated training staff would be beneficial for the County Clerk’s Records Management and Recording Divisions, especially in light of statutorily mandated requirements to ensure full compliance with constantly evolving standards and record protocols routinely updated by the Texas Legislature. Retaining sufficient personnel capacity dedicated to training would help ensure that statutorily mandated requirements, onboarding processes for new staff, and rollouts of new projects/resources/protocols are handled in a standardized and centralized manner for all staff across both

divisions. However, while such an investment would be beneficial, the Records Management Fund (0108) does not currently maintains sufficient ongoing revenue to support this reasonable yet discretionary expansion of personnel capacity without further increasing the spend down rate for that fund.

REQUEST 29: SPLIT FUND POSITION 30062458 (FUND 0004 & 0108)

<i>Program:</i>	Recording Division (120)			
<i>Fund/Fund#:</i>	Cnty Clerk Archival Fd (GF) (0004)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	0.50	0.50	-	-
Personnel	82,692	82,692	-	-
Operating	-	-	-	-
Subtotal	\$ 82,692	\$ 82,692	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 82,692	\$ 82,692	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 82,692	\$ 82,692	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office is requesting to split fund position 30062458. The current job title is County Clerk Assistant Division Director; however, the Office has also related a reclassification request during the FY 2025 Budget Process to reclassify the title from a County Clerk Assistant Chief Deputy (paygrade C20) to County Clerk Chief Deputy (paygrade C22). The Office notes that split funding this position will better reflect its duties and responsibilities as this role manages both the Recording and Records Management Divisions, with half of the position to be funded out of the County Clerk Records Management and Preservation Fund (0108) and the other half to be funded out of the County Clerk Archival Fund (0004).

BUDGET REQUEST PERFORMANCE MEASURES

The County Clerk’s Office did not submit performance measures related to this request.

PBO RECOMMENDATION

PBO recommends split funding this position across the Records Management Fund (0108) and County Clerk Archival Fund (0004) as intended by the Office in its request for reclasses to better align the positions proposed duties across the Recording and Records Management Division as approved by Commissioners Court on March 5, 2024, under Personnel Amendments be included in the FY 2025 Preliminary Budget.

The split funding of this position (County Clerk Assistant Division Director - 30062458) was intended in the County Clerk’s Office request for reclasses submitted to the Commissioners Court through HRMD on March 5, 2024, under Personnel Amendments. However, the Personnel Amendments item is not the mechanism by which budget allocations and FTE counts for County departments and/or special funds may be altered by. Therefore, the County Clerk’s Office has related this FY 2025 Budget Request to fulfill the intention of their reclass submissions.

This will increase ongoing personnel expenditures in the Archival Fund (0004) by \$82,692 and the FTE count by 0.5 FTE and will decrease ongoing personnel expenditures in the Records Management Fund (0108) by \$82,692 and 0.5 FTE.

REQUEST 33: PERMANENT RECORDS PRESERVATION PROJECT (FUND 0004)

<i>Program:</i>	Records Management (120)			
<i>Fund/Fund#:</i>	Cnty Clerk Archival Fd (GF) (0004)	<i>Mandated Program:</i>	Yes	
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	2,300,000	2,300,000	-	-
Subtotal	\$ 2,300,000	\$ 2,300,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 2,300,000	\$ 2,300,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 2,300,000	\$ 2,300,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office is requesting an additional year of one-time operating resources related to the Permanent Records Preservation Project, an ongoing multi-year project that utilizes the County Clerk’s Records Archive Fund to reduce preservation risks to fragile historic County Clerk records.

The County Clerk’s Records Management Permanent Records Preservation Project aims to reduce handling and thus lengthen the lifespan of records by digitizing, indexing, and making them available online in a digital format, followed by physical conservation intervention as necessary. The Permanent Records Preservation Project is being executed according to a four-part, multi-year plan:

- **Phase I** is to digitize and index records of historical value and permanent retention;
- **Phase II** is to ensure preservation of digital surrogates and make them available online via Preservica software;
- **Phase III** is to expand the scope of digital preservation efforts to include contents of County Clerk databases; and
- **Phase IV** is to physically conserve most at-risk historical records.

The total cost of the four-phase project is estimated at \$6,050,000 over several years.

The County Clerk is mandated by law to maintain and preserve a large volume of permanent and long-term public records dating back to 1837. Due to their age and frequent reference over the years, many of the Clerk’s oldest and most used records are in poor preservation condition and at risk of damage and information loss with each subsequent handling. The County Clerk’s Digital Preservation Project aims to reduce handling and thus lengthen the lifespan of these valuable records by digitizing, indexing, and making them available online in a digital format, followed by physical conservation intervention as necessary.

The Office reports the following current phase progress, updates, and remaining needs:

- **Phase I – Digitize and index records of historical value and permanent retention:**
 - Funds requested: no current additional budget needs.

- The real property microfilm digitization and indexing component of this project was completed by the Records Management Division’s contracted vendor during FY 2021. Real property records digitized and indexed as this part of the project are in the process of becoming accessible online through recording software. Over the last eight years, as part of this permanent records preservation project, temporary employees funded by the County Clerk’s Records Archive Fund and overseen by the Travis County Archives have digitized over 1,400 record books, and the Office anticipates scanning at least 400 more over the next two to four years. Since these funds are allocated to a different Travis County department for staffing, expenses for the remaining portion of this part of the ongoing project are covered in a separate budget request entitled “Records Management CARS Request (Fund 0004)”.
- **Phase II - Ensure preservation of digital surrogates and make them available online via Preservica software:**
 - Funds requested: \$200,000.
 - Active preservation of the digital surrogates being generated by this project is essential for ensuring the time and money expended on digitization doesn’t go to waste in the future as software and hardware formats become obsolete. The Office contracted Preservica for digital preservation and online public access software following a request for proposals in FY 2021. Phase II expenses are comprised of this fiscal year’s annual Preservica licensing fees. During FY 2023, Records Management Division staff ingested 150 record books (totaling about 20 TB). In FY 2024, the Division is on track to ingest 600 more books (approximately 60 additional TB). The team will also be working in FY 2024 to ingest over 600 GB of Travis County Commissioners Court records into the system for permanent digital preservation. In October of 2023, the Division initiated a soft launch of the Preservica Universal Access online public access catalog. As of January 2024, over 300 record books are available to the public online. For FY 2024, the Division anticipates initiating a hard launch of the site by linking to it directly from the County Clerk’s website, which will increase traffic from the public.
- **Phase III – Expand the scope of digital preservation efforts to include contents of County Clerk databases:**
 - Funds requested: \$100,000.
 - The County Clerk’s Office states that once the Division has established digital preservation workflows and online access for the digitized historic records and born digital Commissioners Court records, it will expand the scope of digital preservation efforts to include more of the County Clerk’s Office’s body of permanent born digital records. Initial expansion efforts will focus on recorded official public records that exist only in digital format. Those records are currently managed, and will continue to be managed, within a separate recording software system, but they will also be ingested into the Preservica system for dispersed storage, preservation migration, and proactive management of obsolescence risks. As it expands use of the Preservica system, the Division anticipates that annual licensing fees will increase based on Preservica representative programming hours and increased storage volume on Preservica servers. Phase III expenses reflect these anticipated cost increases.
- **Phase IV – Physically conserve most at-risk volumes:**
 - Funds requested: \$2,000,000.
 - The County Clerk’s Office states that beyond initial steps to preserve historical bound record books by digitizing them to reduce handling, the Division also plans to have those valuable historic artifacts evaluated by a conservator who will note each record book’s condition and recommend necessary preservation action, if any, for each. Based on the conservator’s findings, the Division will issue a request for proposals to conserve the records which are of the greatest historical value or at greatest risk. Conservation actions can vary broadly in scope and price based on the preservation condition of each book, from simple binding reinforcement to full rebinding or even page-level damage remediation and archival encapsulation. Phase IV expenses reflect these anticipated costs.

Funding for this project is made available through the County Clerk Archival Special Revenue Fund (0004), which is funded by the \$10 Records Archive fee assessed for each document recorded by the County Clerk’s Recording Division. The Archival Fund, outlined in Local Government Code Section 118.025, states that the fee for “Records Archive” is for “the preservation and restoration services performed by the county clerk in connection with maintaining a county clerk’s records archive.”

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Historical records books digitized	140	196	150	150	150	150
<i>New Measures</i>						
Total volume of digital records preserved in Preservica at fiscal year end (TB)	7.5	43	95	130	130	145
Volume of digital records ingested into Preservica (TB)	7.5	35.5	60	40	40	15
Number of permanent record assets available for online search and viewing in Preservica Universal Access system.	N/A	N/A	900	1,200	1,200	1,500

PBO RECOMMENDATION

PBO recommends funding of \$2,300,000 for Phase IV of the County Clerk’s Digital Preservation Project. Based on the Auditor’s Office projected revenue, the Office can fund these costs using its beginning fund balance of \$13,774,476. PBO approved funding for Phase I of the project in FY 2021, funding for Phase II of the project in FY 2022, funding for Phase III of the project in FY 2023, and funding for Phase IV of the project in FY 2024.

REQUEST 34: RECORDS MANAGEMENT CARS REQUEST (FUND 0004)

<i>Program:</i>	Records Management (120)			
<i>Fund/Fund#:</i>	Cnty Clerk Archival Fd (GF) (0004)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	11,500	11,500	-	-
Subtotal	\$ 11,500	\$ 11,500	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 11,500	\$ 11,500	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 11,500	\$ 11,500	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office is requesting an additional year of one-time operating funding expenditures in the County Clerk Archival Fund (0004) related to Communication and Records Services (CARS) operations. The County Clerk’s Office and CARS collaborate on several initiatives that benefit the management of permanent County Clerk records. Any unused funds will return to the Archival Fund’s (0004) reserve at the end of the fiscal year.

The County Clerk is mandated by law to maintain and preserve a large volume of historic records which originated in paper format and persist in a wide range of preservation conditions. These vital public records are regularly referenced by the Travis County community, but repeated handling of these fragile records over many decades has taken a toll on the condition of the records. Since 2015, utilizing the County Clerk Archival Fund (0004) – then known as the Records Archive Fund (0129), the County Clerk’s Office has funded a joint project with Communications and Records Services (CARS) wherein the Travis County Archives manages the large-scale digitization of historic Travis County Clerk record books, in order to provide enhanced digital access to the records while also reducing handling and extending the life of the original records.

This budget request includes \$6,500 for annual storage and retrieval costs for Travis County Archives to maintain fragile historical records on behalf of the County Clerk’s Office, and \$5,000 to maintain necessary OnBase Document Management System credentials for CARS staff.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Historical records books digitized	140	196	150	150	150	150

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Volume of paper records stored at Travis County Archives at FYE (cubic ft)	784	890	965	1,040	1,040	1,105

PBO RECOMMENDATION

PBO recommends \$11,500 in additional one-time expenditures, including \$6,500 related to annual storage and retrieval costs for Travis County Archives and \$5,000 to maintain OnBase Database credentials for applicable staff be included in the Archival Fund's (0004) FY 2025 Preliminary Budget. Based on the Auditor's Office projected revenue, the Office can fund these costs using its beginning fund balance of \$13,774,476.

The County Clerk's Office has funded a joint archive project with CARS for the last several years, where CARS provides imaging assistance to the County Clerk. In previous fiscal years, PBO had recommended this recurring request be funded with one-time resources. PBO will continue to observe subsequent revenue projections and adjust its recommendation accordingly.

Elections Contract Fund (0128)

County Clerk (120)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	7
FY 2025 Preliminary Budget Recommendations Summary.....	8
FY 2025 Budget Request Analysis	9
Request #02: Elections FY25 Temporary Increase (Fund 0128)	9

PURPOSE

The purpose of the Elections Contract Fund is to fund expenditures related to election services contracts where the County is not a party on the ballot. In 2003, the County entered into an agreement with the City of Austin whereby the County Clerk's Office administers the City of Austin's elections. The County currently has contracts with over 130 municipalities including Austin Community College and the Austin Independent School District. The County recaptures the cost of the election in this fund at 100 percent. Election contracts and election code allows for an administrative fee of 10 percent for all election contracts. This revenue source is deposited into this account and its use must follow specific guidelines set by the Secretary of State.

FUNDING SOURCE

The Elections Contract Fund derives its income from the reimbursement of election services provided by the County to other jurisdictions and an administrative fee, which, by statute, is charged to those entities for whom the County is providing election services. Revenue estimated for the FY 2025 Preliminary Budget for the Elections Contract Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from contract election cost recovery and administrative fee	\$1,845,000
Investment income	12,818
Beginning fund balance	702,384
Total Resources	\$2,560,202

PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with offices and departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Empower the public through civic engagement and collaboration" and are now linked to the County Goal, "Be a trusted and well-run county."

ELECTIONS:

The Elections Division of the County Clerk's Office is a mandated program which conducts election day and early voting operations on behalf of Travis County for mandated general and special elections, and early voting for primary elections. The Elections Division also contracts with other entities for the use of County resources and election equipment for Primary Election Day and other entity elections. Additionally, the Elections Division provides election administration consultation and services. This includes purchasing, maintaining, and updating election software and equipment; recruiting, training, and managing elections day temporary workers; establishing and managing polling locations; handling election day procedures and providing support to voters by telephone; securing voting materials and reporting results; and coordinating the accounting of expenses and revenue for the elections.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Days in the Early Voting in Person period	75	30	47	36	47
Hours. inspect and prepare, deliver & pick up equip & materials	25,320	8,450	2,800	32,000	23,000
Number of Annual calls excluding EV/ED	20,268	12,600	9,451	46,000	25,000
Number of C&E reports received and processed	250	275	180	220	200
Number of contracts to track and maintain for goods and services.	180	165	166	166	167
Number of customers assisted	3,700	3,649	4,200	3,700	4,200
Number of ED poll workers recruited, assigned and confirmed	3,380	1,680	4,000	2,300	3,500
Number of ED vote centers	588	357	600	450	650
Number of ED voters	229,185	198,540	260,000	110,000	265,000
Number of ED workers trained	3,420	1,546	3,700	2,500	4,550
Number of EV and ED calls	48,922	35,074	22,647	42,000	38,000
Number of EV location (permanent)	120	79	126	120	150
Number of EV poll workers recruited, assigned, and confirmed	1,441	893	2,000	850	1,700
Number of EV voters	245,870	421,505	250,000	650,000	225,000
Number of EV workers trained	1,500	611	977	950	1,700
Number of financial statements processed and published	70	70	70	70	70
Number of FPCA apps received and processed	552	1,818	700	10,000	2,200
Number of FPCA ballots mailed, received and processed	833	2,627	1,100	5,000	1,100
Number of hours between polls closing and release of results (average)	4	4	4	4	4
Number of hours spent devoted to voter education	2,650	2,750	2,800	3,000	3,000
Number of hours spent in developing election database including ballot programing	1,460	500	800	850	900
Number of hours spent monitoring and troubleshooting laptops on Election Day	250	200	300	350	350
Number of hours spent on EV and ED vote history verification	1,375	971	1,300	1,800	2,000
Number of hours spent prep ED training materials	2,874	660	1,000	1,500	2,500
Number of hours spent prep ED voting materials	7,208	3,650	3,600	3,500	3,600
Number of hours spent preparing statistical reports required by statute or public request	425	385	325	375	350
Number of hours spent preparing training materials	1,382	720	800	850	1,400

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of hours spent preparing voting materials	7,208	3,600	3,800	5,300	3,900
Number of hours spent to identify, contract and confirm availability with EV and ED sites.	3,102	1,920	1,900	1,925	2,800
Number of hours spent with EV/EDAY Laptop prep	950	738	800	950	875
Number of hours spent, monitoring and troubleshooting laptops during Early Voting	1,600	900	1,200	1,800	1,500
Number of hours to configure, troubleshoot and maintain voting equipment	5,852	2,050	5,000	2,500	5,000
Number of Mail apps received and processed	24,000	28,581	25,000	135,000	90,000
Number of Mail ballots received and processed	41,000	34,208	50,000	94,500	63,000
Number of mandated elections held	5	1	3	3	1
Number of PAFs submitted	1,150	1,258	1,155	1,200	1,100
Number of precincts in Travis county	287	287	287	287	287
Number of precincts involved in elections	1,174	805	1,250	775	1,250
Number of Reg voters in Travis County	874,110	887,000	900,000	915,000	930,000
Number of timesheets submitted and paychecks processed	6,819	3,893	9,000	8,000	7,000
Number of total Ballots processed	516,336	653,543	550,000	1,050,000	890,000
Other elections held	49	45	55	54	50

The County Clerk's Office Elections Program notes that FY 2020 featured above average voter turnout and predicts that FY 2025 elections will, too. The Office projects increases across most metrics due to significant interest in the upcoming Presidential election and is therefore proposing an Election Plan focusing on greater availability of polling places to reduce wait times. Owing to the increased number of polling places, the Elections Team has presented a staffing model which anticipates greater need for personnel to facilitate upcoming elections, which in turn drives up costs.

The Office notes that unusually high voter turnout in FY 2021 was a result of a hotly contested Presidential election within a highly polarized national political landscape. Increased turnout projections are driving up estimates for Election Division performance measures, including Ballot by Mail (BBM) utilization, early voting and election day turnout, time spent preparing for elections, number of persons employed during early voting and election day, and more. The Election Division has observed continued increases in the use of early voting in recently held elections, including well over 60% of voters voting during the early voting period, while also noting an increase in the overall number of election day voters. The Office anticipates that these metrics will continue to rise in FY 2025.

The Elections Division continues to adapt to changes in voter behavior resulting from the COVID-19 pandemic. The Office reports that voter registration and turnout across Travis County have trended upward in recent years, with a sharp increase in FY 2020 that has continued. However, the increase in Ballot by Mail usage that the Office saw in FY 2021 decreased in FY 2022. It is possible that voters have begun to resume in-person voting as the COVID-19 pandemic has waned, but this data will be monitored. According to the Elections Division latest performance measures the number of mail ballots received and processed decreased from FY 2022 to FY 2023 but is expected to rebound through FY 2024.

The Election Division continues to evaluate the effects of SB 1 on Ballot by Mail procedures. This legislation, passed during the second special session of the 87th Texas Legislature, is an omnibus elections bill that mandates various changes to voter registration, the authority of poll watchers, BBM review, and voter eligibility, among other provisions. SB 1 also adds new responsibilities, including the mandatory internet streaming of certain election processes (Signature Verification, Ballot Board, and Central Count Station), increased reporting requirements, the development and implementation of a post-election Risk-limiting audit, and the requirement to post a licensed peace officer throughout the period of tabulation at the Central Counting Station. The recent 88th Texas Legislature featured several bills with the potential to impact the administration of elections in Travis County, including further restrictions on mobile early voting.

Conducting elections on a contract basis for entities is a discretionary service provided by the Elections Division of the County Clerk's Office, which helps offset the costs of conducting elections in Travis County. The Elections Division notes that many jurisdictions, including the City of Austin, Austin ISD, and Austin Community College have moved their local elections to the November General Election date during even-numbered election years. This change in date has shifted the cost reimbursements from the Election Fund (0128) (for May elections where there are no County races) to the General Fund for November elections where there are County races. This reduces the net General Fund cost of the November election to the County. However, this also results in a reduction in revenue generated by equipment rental and administrative fees. Equipment rental revenue has historically been used to offset the cost of the maintenance of the election equipment in the general fund. The administrative fees are deposited to the Election Fund and fund election equipment, supplies, consultants, and training as allowed by the Election Code. The principal objective of the Elections Division is to conduct elections that fairly and accurately articulate the will of the voters, in such a manner that registered voters are conveniently and easily able to make their voice heard at the polls.

The Office notes that continued use and development of the electronic Election System, coupled with the increased hardware and software to process mail ballots, and the recent statutory requirements, enhances security to the election process in Travis County, something that voters have been seeking, and something that is very necessary in order to maintain voter confidence in the democratic process. Lastly, citing these increases in the number of registered voters, election security and ongoing legislative changes, the Office has related requests for additional elections staff in FY 2025 to support the legally required duties of the Elections Division.

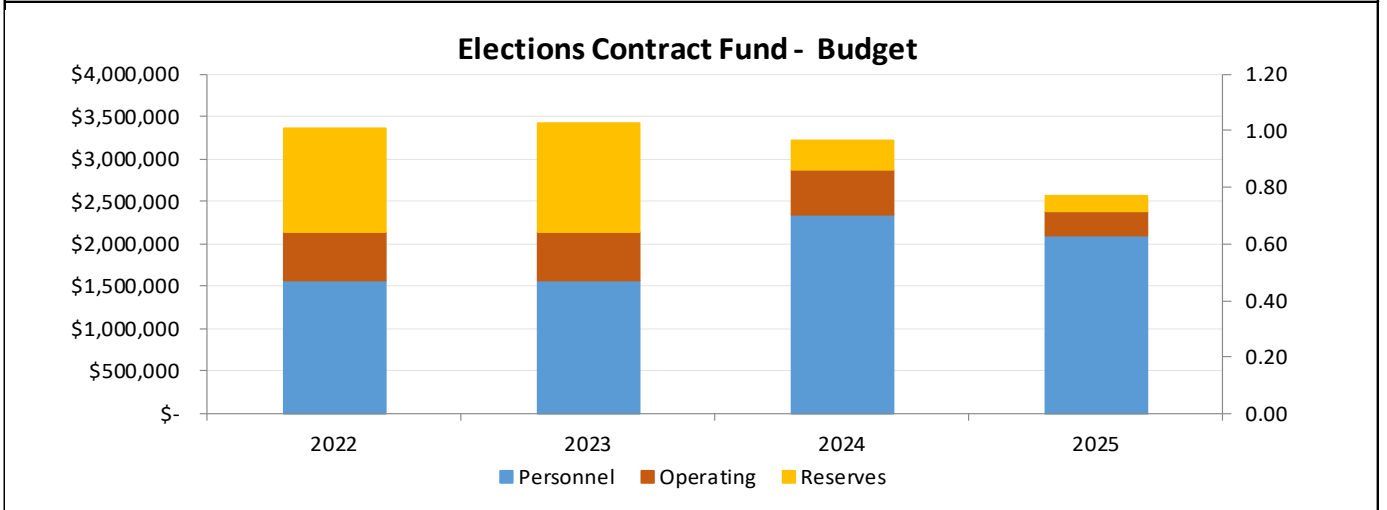
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved/ Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Elections FY24 Temporary Budget Increase	\$1,978,207	n/a	The FY 2024 Adopted Budget included \$905,813 in ongoing and \$1,072,393 in one-time resources be included in the County Clerk’s Office Elections Division FY 2024 Preliminary Budget to cover estimated incremental costs for the 2023 General Election (G23) and 2023 Primary Election (P23). In addition, PBO recommended a \$1,255,759 Earmark Against the Allocated Reserve for FY 2024 Additional Election Costs to cover anticipated expenses related to the 2023 Primary Runoff (PR23) and 2024 General Election start-up costs expected to occur in FY 2024. As of May 2024, the Elections Division has come forward to access \$587,569 of these earmarked funds and expects to request a portion of the remaining \$668,190 in earmarked resources for the run up to the November Presidential election.
Vehicles for Elections	\$127,020	n/a	The FY 2024 Adopted Budget included \$121,220 in one-time capital resources for the purchase of two sedan or SUV class vehicles for use by the County Clerk’s Office Elections Division and \$5,800 ongoing operating resources for fuel and maintenance costs related to these vehicles. The Office reports that it is in the process to purchase these vehicles but have encountered the usual delays with vehicle procurement.
<i>FY 2023</i>			
ADA Compliance SPWs Renewal	\$299,710	4.0/2.0 (SPWs)	The FY 2024 Adopted Budget included resources for the continuation of four SPWs, as approved by Commissioners Court, so that the Office may continue its assessment of polling locations for ADA compliance. FY 2024 represents the final year for the four SPW positions as approved by Commissioners Court on January 18th, 2022. The Office reports that these positions continue to support general operations in the Elections Division and is requesting ongoing funding for these positions in FY 2025.
BBM and BBM Sites 2-yr SPWs	\$152,181	2.0/2.0 (SPWs)	The FY 2024 Adopted Budget included resources for the second year of one Election Coordinator Sr. SPW to assist with increased Ballot by Mail usage, and one Elections Coordinator SPW to help identify new polling locations in compliance with DOJ standards, approved for a two-year period in the FY 2023 Adopted Budget. These funds serve to ensure continued support Ballot by Mail and BBM Site operations in the County Clerk’s Office Elections Division and represent the final year of the two fiscal year period approved in the FY 2023 Adopted Budget. The Office reports that these positions continue to support general operations in the Elections Division and is requesting ongoing funding for these positions in FY 2025.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	1,572,899	1,572,899	2,350,116	2,093,156	(256,960)
Operating	565,122	565,122	526,080	288,350	(237,730)
Total (Per&Op)	\$ 2,138,021	\$ 2,138,021	\$ 2,876,196	\$ 2,381,506	\$ (494,690)
Capital*	-	-	-	-	-
Reserves	1,226,007	1,280,047	332,972	178,696	(154,276)
Grand Total	\$ 3,364,028	\$ 3,418,068	\$ 3,209,168	\$ 2,560,202	\$ (648,966)
FTEs	-	-	-	-	-

Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Elections Contract Fund decreased by \$648,966 from the FY 2024 Adopted Budget. This is an 20.2% decrease. The majority of the decrease was in the personnel budget related to the removal of one-time personnel resources related to anticipated contract elections in FY 2024.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 1,157,929	\$ 2,051,239	\$ -	\$ 3,209,168	-	\$ -
Target Budget Changes						
Compensation & Benefits	10,695	(1,718,267)	-	(1,707,572)	-	-
Administrative & Other	-	(332,972)	-	(332,972)	-	-
Total Target Budget Changes	\$ 10,695	\$ (2,051,239)	\$ -	\$ (2,040,544)	-	\$ -
FY 2025 Target Budget	\$ 1,168,624	\$ -	\$ -	\$ 1,168,624	-	\$ -
Budget Submission	\$ 1,168,624	\$ -	\$ -	\$ 1,168,624	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Elections FY25 Temporary Increase (Fund 0128)	-	1,212,882	-	1,212,882	-	-
Programmatic Total	\$ -	\$ 1,212,882	\$ -	\$ 1,212,882	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to RE2 - 0128 - Elections Contract Fund	-	688,270	-	688,270	-	-
Balance to 3rd Revenue Estimate - (0128)	-	(509,574)	-	(509,574)	-	-
Administrative & Other Total	\$ -	\$ 178,696	\$ -	\$ 178,696	-	\$ -
Grand Total	\$ -	\$ 1,391,578	\$ -	\$ 1,391,578	-	\$ -
FY 2025 Preliminary Budget	\$ 1,168,624	\$ 1,391,578	\$ -	\$ 2,560,202	-	\$ -
Change from FY 2025 Target	\$ -	\$ 1,391,578	\$ -	\$ 1,391,578	-	\$ -
Change from FY 2024 Adopted	\$ 10,695	\$ (659,661)	\$ -	\$ (648,966)	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Elections Contract Fund includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$2,051,239 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for the Elections Contract Fund includes the following increases:

Programmatic Recommendations	One-Time	Ongoing	Total	FTEs
Elections FY 2024 Temporary Budget Increase	\$1,212,881	\$-	\$1,212,881	-
Total Programmatic Recommendations	\$1,212,881	\$-	\$1,212,881	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Elections Contract Fund, totaling \$332,972. The Allocated Reserve for FY 2025 is \$178,696, which is balanced to the Auditor’s Office projected revenue. This is a decrease of \$154,276 from the FY 2024 amount.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #02: ELECTIONS FY25 TEMPORARY INCREASE (FUND 0128)

<i>Program:</i>	Elections Division (120)			
<i>Fund/Fund#:</i>	Elections Contract Fund (0128)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	1,253,794	1,253,794	-	-
Operating	(40,912)	(40,912)	-	-
Subtotal	\$ 1,212,882	\$ 1,212,882	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 1,212,882	\$ 1,212,882	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 1,212,882	\$ 1,212,882	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office requests a one-time increase of \$1,212,882 in the Elections Contract Fund (0128) expenditure budget to maintain timeliness of election funding related to the December Runoff, May Local and local Runoff Elections anticipated to take place during FY 2025.

Typically, the November/December runoff election is a city/countywide election, which is expensive and utilizes the Elections Contract Fund. The Elections Contract Fund derives its funding from the reimbursement of election services provided by the County to other jurisdictions and an administrative fee, which, by statute, is charged to those entities for whom the County is providing election services. To finance the election, the Elections Division uses the available budget that is historically developed for the May election. Due to budget rules, the expenditure budget cannot be increased until the revenue is certified, which is done after the completion of related expenses. The reimbursement timing causes issues as the two elections are overlapping, potentially depleting the expenditure budget before it can be reimbursed. Contract Election Fund cost centers have a net zero effect on fund balance as reimbursement revenues are based on expenses. This request seeks to ensure adequate resources are available for contract election expenditures without causing delays in obtaining services or paying for goods/services.

This proposal is submitted to address a variety of areas, including: potential Legislative requirements that are likely to add increased complexity to existing workflows, additional staffing necessary for voter education due to the Ballot by Mail processes mandated by SB1 to reduce the overall BBM rejection rate, bi-annual increases due to additional elections, equipment and sites needed to hold elections, significant increased cost of ballot cardstock, paper goods, printing, and mailing due to ongoing supply chain disruptions and shortages, increase in personnel costs for staffing of sites, ADA compliance costs, substantial increase in Public Information Requests (PIRs) for election related documents, high probability of a Secretary of State (SOS) mandated forensic audit which would require additional staff to gather, record and manage a vast array of election records, and the anticipated increase of local jurisdictions having runoff elections due to changes in several charters which mandate candidates must win by majority rather than plurality.

The County will receive 100% reimbursement for the total costs from those entities contracting with the County Clerk’s Office Election Division for their portion of the election. The Office notes that if adequate resources in the Elections Contract Fund are not allocated in full at the beginning of FY 2025 for anticipated contract elections, general fund resources may need to be utilized until related revenues are certified and the appropriate funding source is approved.

These \$1,212,881 of requested one-time additional expenditure resources are broken down by anticipated contract elections in the following cost table:

<i>Incremental Cost Amounts for Anticipated FY 2025 Contract Elections Relative to the FY 2025 Elections Contract Fund FY 2025 Target Budget</i>	
<i>Description</i>	<i>One-Time FY 2025 Elections Contract Fund Budget Increase*</i>
Incremental Cost for Presidential election Runoff, 2024	(\$233,576)
Incremental Cost for Local Election, 2025	1,234,785
Incremental Cost for Local Election Runoff, 2025	211,673
Total	\$1,212,882

* Does not include the Base Budget for the Elections Contract Fund included in the FY 2025 Target Budget of \$1,168,624.

The Elections Division notes that costs continue to increase due to rising rates for renting sites, security, paper ballots, mailing, printing, fuel costs, temporary personnel, and other services. The 2025 fiscal year is expected to hold three large elections in the Elections Contract Fund. In addition, the Elections Division anticipates costs to increase related to delivery of voting equipment, which is due to the expanded footprint of the equipment, changes to the transportation mechanism, inflated fuel costs, and security measures required for the new voting equipment. Accordingly, the Office states that it will have to increase the number of staff hired to perform this function, which is reflected in the costing estimates provided above.

The projected cost includes the ongoing expansion of the Ballot by Mail program, in response to the requirements added by SB1 and increased program complexity. Additional ongoing responsibilities added by SB 1 include the mandatory internet streaming of certain election processes (Signature Verification, Ballot Board, and Central Count Station), increased reporting requirements, the development and implementation of a post-election risk-limiting audit, and the requirement to post a licensed peace officer throughout the period of tabulation at the Central Counting Station. Costs related to the increased complexity of the Ballot by Mail program include larger numbers of phone calls made to and from the call center, mail application processing, application review, ballot returns, and general processing. The Elections Division states, due to these workload increases, it remains unable to efficiently process the volume of in-house ballot printing. In addition, an agreement with DOJ required all polling locations within the county to be surveyed for ADA compliance and steps taken for remediation if sites are not in compliance. Site surveys, remediation steps, and required staff training must occur in every election and represent a significant workload increase. Finally, the Elections Division reports significant cost increases for elections due to the countywide minimum wage increase to \$20 per hour approved in the FY 2023 Adopted Budget.

The Office notes that operating costs for elections now reflect the added expense of additional polling locations as many public schools are no longer available due to changes in Texas Education Code, increased numbers of poll workers (extended training schedules, increased printing costs, and background check costs), and the increased cost of voting system deployment (rental of specialized rental trucks), which will impact the FY 2025 elections. New election equipment also requires the purchase of ballot cardstock and envelopes for ballot by mail voters. Due to the increase of voters requesting to vote by mail in previous fiscal years, the Division reports that the time and effort to produce in-house printed ballots became too cumbersome, time consuming, and costly, so an outside vendor was located to produce the ballots. With the increase of

Ballot by Mail, there are also increases to costs for incoming and outgoing mail as well as increased costs due to supply chain disruptions.

Lastly, the County Clerk’s Office Elections Division notes that increased need for runoff elections to be immediately available after general elections may increase the cost of contract elections. Given statutory mandates, runoffs must be held within a compressed window after the General Election and require funding to be immediately available to quickly begin runoff preparation. The Elections Division asserts that the time required to generate a funding request and seek Commissioners Court approval for a runoff election is not feasible in the short timeframe required. The Elections Division therefore requests prior approval for funding of these runoff elections. The Office anticipates that, if this temporary increase in election funds for runoff elections is not approved, the Elections Division will need to request use of general fund resources to cover the costs in the interim until election funds are approved and allocated.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Number of Mail apps received and processed	24,000	28,581	25,000	135,000	135,000	90,000
Number of Mail ballots received and processed	41,000	34,208	50,000	94,500	94,500	63,000
Number of hours spent preparing voting materials	7,208	3,600	3,800	5,300	5,300	3,900
Number of EV workers trained	1,500	611	977	950	950	1,700
Number of EV location (permanent)	120	79	126	120	120	150
Number of ED poll workers recruited, assigned and confirmed	3,380	1,680	4,000	2,300	2,300	3,500
Number of hours spent to identify, contract and confirm availability with EV and ED sites.	3,102	1,920	1,900	1,925	1,925	2,800
Number of ED vote centers	588	357	600	450	450	650
Number of EV poll workers recruited, assigned and confirmed	1,441	893	2,000	850	850	1,700
Number of ED workers trained	3,420	1,546	3,700	2,500	2,500	4,550
Number of hours spent prep ED training materials	2,874	660	1,000	1,500	1,500	2,500
Hours. inspect and prepare, deliver & pick up equip & materials	25,320	8,450	2,800	32,000	32,000	23,000
Number of Reg voters in Travis County	874,110	887,000	900,000	915,000	915,000	930,000

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Number of total Ballots processed	516,336	653,543	550,000	1,050,000	1,050,000	890,000
Number of hours spent in developing election database including ballot programing	1,460	500	800	850	850	900
Number of hours to configure, troubleshoot and maintain voting equipment	5,852	2,050	5,000	2,500	2,500	5,000
Number of EV and ED calls	48,922	35,074	22,647	42,000	42,000	38,000
Number of customer assisted	3,700	3,649	4,200	3,700	3,700	4,200
Number of Annual calls excluding EV/ED	20,268	12,600	9,451	46,000	46,000	43,000
Number of hours spent, monitoring and troubleshooting laptops during Early Voting	1,600	900	1,200	1,800	1,800	1,500
Number of hours spent monitoring and troubleshooting laptops on Election Day	250	200	300	350	350	350
Number of contracts negotiated for elections services and/or equipment with entities	25,320	8,450	27,900	3,200	32,000	23,000
Number of mandated elections held	5	1	3	3	3	1
Other elections held	49	45	55	54	54	50

PBO RECOMMENDATION

PBO recommends an additional \$1,212,882 in one-time resources be included in the County Clerk Elections Contract Fund’s FY 2025 Preliminary Budget and recommends that the Office submit this request again next fiscal year. The Elections Contract Fund is specifically established to fund expenditures related to election services contracts where the County is not a party on the ballot. The County recaptures the cost of elections in this fund at 100 percent. However, due to the nature of the reimbursement function for these specific elections, the expense budget may become depleted throughout the fiscal year because of multiple and overlapping elections. In such cases, the expense budget cannot be set unless and until new revenue is received, which can cause delays in obtaining election goods and services.

County Clerk Records Management and Preservation

Fund (0108)

County Clerk (120)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	5
FY 2025 Preliminary Budget Recommendations Summary.....	6
FY 2025 Budget Request Analysis	9
Request 11: Records Management Software Replacement (Fund 0108)	9
Request 15: Training Education Coord II (1.0 FTE) - Records Team (Fund 0108 & 0004)	12
Request 17: Reclass Records Analyst Associate to REcords Analyst (Fund 0108)	14
Request 26: Records Analyst Assistant SPW Renewal (5.0 SPW) – Rec Man Div (Fund 0108)	16
Request 27: Records Analyst Associate SPW Renewal (1.0 SPW) - Rec Man Div (Fund 0108)	18
Request 28: Misdemeanor Records Dismissal Court Clerk I SPWs (5.0 SPWs) Renewal (Fund 0108)	20
Request 29: Split Fund Position 30062458 (Fund 0004 & 0108)	23
Request 41: Placeholder County Clerk Records Center (Special Fund 0108)	25

PURPOSE

This fund is for “records management and preservation services performed by the County Clerk after the filing and recording of a document in the records of the office of the clerk” (Section 118.025 of the Texas Local Government Code).

FUNDING SOURCE

The County Clerk Records Management and Preservation Fund derives its income from fees placed on certain court cases and recording transactions. Revenue estimated for the FY 2025 Preliminary Budget for the County Clerk Records Management and Preservation Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from fees	\$1,712,130
Investment income	189,436
Beginning fund balance	8,694,156
Total Resources	\$10,595,722

PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with offices and departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes,” and are now linked to the County Goal, “Be a trusted and well-run county.”

RECORDING:

The County Clerk is the county official designated by law to accept and file all documents pertaining to real property records for Travis County (including deeds, deeds of trust, warranty deeds, liens against property from court judgments, federal and state tax liens, UCC liens against personal property, and plats), issuing and recording marriage licenses, filing assumed names for businesses (DBAs), indexing all documents recorded, and providing a system for retrieving these documents for public use. These services are provided through the Recording Division. Presently fees are charged for all mandated services.

The Recording Division also supports mandated functions of other divisions within the Office by managing the Clerk’s Office’s mail process (opening, sorting, logging, and disseminating mail to each Division of the Office). The Recording Division operates the Main Call Center to answer and research basic questions related to all divisions of the Clerk’s Office excluding the Elections Division. The Call Center Operators often process payments for copies for the Recording Division.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Assumed Names recorded	4,792	4,567	5,000	5,500	5,600
Calls received	80,860	80,954	85,000	90,000	90,000

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Calls Transferred	28,443	15,100	20,000	29,200	40,000
Copies made by Copy Center (more images available online)	38,064	42,178	20,000	20,000	20,000
Customers served in person	25,905	36,540	38,000	40,000	40,000
Electronic Data compiled by Copy Center/Staff	2,499	1,460	1,500	1,500	1,500
Emails received and handled by Staff	11,240	18,405	19,000	5,000	5,000
eRecording documents received	183,886	191,957	200,000	252,700	252,800
Foreclosures filed	613	927	1,000	1,000	1,000
Images reviewed for indexing	2,166,760	1,109,106	2,346,000	3,800,100	3,800,100
Images scanned by staff	398,543	152,976	160,000	940,500	940,500
Logged Mail forwarded to other Divisions/Departments	20,041	19,700	15,000	3,300	3,000
Logged Mail going to Recording for processing	40,809	21,600	20,000	21,250	21,000
Mail logged in and tracked daily	253	160	150	150	150
Marriage licenses issued	10,456	11,059	11,200	11,200	12,000
Meeting notices filed and posted	1,280	1,000	1,000	1,800	1,800
Payments for copy orders processed	30,064	18,434	12,000	12,000	12,000
Percent of Total Real Property Records Filed	90%	93%	95%	90%	90%
Searches	18,500	23,641	20,000	21,000	20,000
Total documents processed	398,591	366,890	360,000	355,300	300,000
Total Mail received (Elections now has their own PO Box)	60,850	43,200	35,000	34,250	30,000
Total Real Property documents recorded	200,283	174,933	200,000	383,200	379,990
Transactions by cashiers	301,863	381,230	325,000	325,000	325,000

The Office reports that certain workloads decreased for the Recording Division during the COVID-19 pandemic but anticipates that multiple measures will rebound in the post-pandemic environment. However, the Recording Division workload is largely driven by real property market activity. During the pandemic, roughly from FY 2021 through FY 2022, the Travis County housing market heated up dramatically as low housing stock met high demand and drove housing prices to record highs. This trend began to cool off around the start of FY 2023, influenced, in part, by consecutive interest rate increases enacted by the U.S. Federal Reserve to target high inflation. The Division notes that, with the slowing growth in Travis County relative to observed highs during the pandemic, its submitted performance measures are consistent with an economy that has at best slowed or, at worst, plateaued. The Office asserts that any significant economic developments over the next year will directly impact the Division's workload.

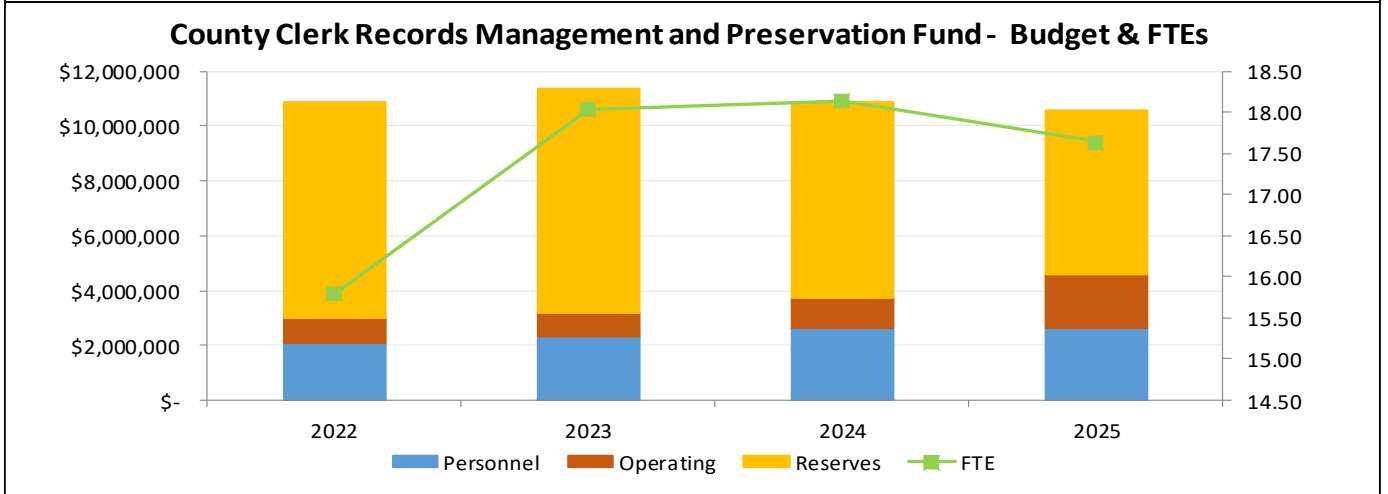
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Records Management SPW Renewal	\$350,390	3.00/5.00 (SPWs)	The FY 2024 Adopted budget included one-time resources related to the renewal of five Records Analyst Associate Special Project Workers (5.0 SPWs) in the Records Management Division to support daily operations and digitization initiatives. The Office notes that these positions serve to expand the Division’s service areas: Offsite Records Management Records Analyst Assistant (1.0 SPW) who coordinates the circulation of records stored offsite at two vendors; and two Misdemeanor Court Services RA Assistants (2.0 SPWs) who manage the onsite library of Misdemeanor case files and facilitate court access to those files. The two remaining RA Assistant positions, which will focus on Misdemeanor case file digitization, are currently posted for hiring before summer 2024.
Misdemeanor Records SPW Renewal	\$350,390	2.00/5.00 (SPWs)	The FY 2024 Adopted Budget included one-time resources related to the renewal of five Court Clerk I Special Project Workers in the Misdemeanor Records Division in order to continue to process dismissal backlogs as part of a pilot program plan. The Division reports that the Dismissal Project is on hold and the focus of these positions has shifted to entering CJIS submissions. However, the Dismissal project may start up at any time.
Recording Division New System Ongoing Costs	\$301,405	-/-	The FY 2024 Adopted Budget includes ongoing resources for increased estimated annual maintenance costs associated with the purchase of a new Document Recording System (DRS).
<i>FY 2023</i>			
Records Management Records Analyst Associate SPW (2-year duration)	\$73,845	1.00/1.00 (SPW)	The FY 2023 Adopted Budget included one-time resources related to the creation of a Records Analyst Associate Special Project Worker (1.0 SPW) for a two-year duration to support the Records Management Division. This position was originally approved through FY 2024. The Office notes that this position is filled and serving as a Digitization RA Associate developing a microfilm inventory for digitization project planning.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	2,078,158	2,304,993	2,615,336	2,652,052	36,716
Operating	944,253	857,098	1,129,924	1,929,771	799,847
Total (Per&Op)	\$ 3,022,411	\$ 3,162,091	\$ 3,745,260	\$ 4,581,823	\$ 836,563
Capital*	-	-	-	-	-
Reserves	7,861,758	8,192,065	7,134,540	6,013,899	(1,120,641)
Grand Total	\$ 10,884,169	\$ 11,354,156	\$ 10,879,800	\$ 10,595,722	\$ (284,078)
FTEs	15.80	18.04	18.14	17.64	(0.50)

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the County Clerk Records Management and Preservation Fund decreased by \$284,078 from the FY 2024 Adopted Budget. This is a 2.6% decrease. The majority of the decrease was in the reserves budget.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 2,970,481	\$ 7,909,319	\$ -	\$ 10,879,800	18.14	\$ -
Target Budget Changes						
Compensation & Benefits	60,000	(350,390)	-	(290,390)	-	-
Administrative & Other	-	(7,558,929)	-	(7,558,929)	-	-
Total Target Budget Changes	\$ 60,000	\$ (7,909,319)	\$ -	\$ (7,849,319)	-	\$ -
FY 2025 Target Budget	\$ 3,030,481	\$ -	\$ -	\$ 3,030,481	18.14	\$ -
Budget Submission	\$ 3,030,481	\$ -	\$ -	\$ 3,030,481	18.14	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Records Management Software Replacement (Fund 0108)	-	800,000	-	800,000	-	-
Records Analyst Assistant SPW Renewal (5.0 SPW) - Rec Man Div (Fund 0108)	-	369,183	-	369,183	-	-
Records Analyst Associate SPW Renewal (1.0 SPW) - Rec Man Div (Fund 0108)	-	86,645	-	86,645	-	-
Misdemeanor Records Dismissal Court Clerk I SPWs (5.0 SPWs) Renewal (Fund 0108)	-	368,576	-	368,576	-	-
Programmatic Total	\$ -	\$ 1,624,404	\$ -	\$ 1,624,404	-	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	9,630	-	-	9,630	-	-
Compensation & Benefits Total	\$ 9,630	\$ -	\$ -	\$ 9,630	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Split Fund Position 30062458 (Fund 0004 & 0108)	(82,692)	-	-	(82,692)	(0.50)	-
Balance to RE2 - 0108 - County Clerk Records Management & Preservation Fund	-	7,629,542	-	7,629,542	-	-
Balance to 3rd Revenue Estimate - (0108)	-	(1,615,643)	-	(1,615,643)	-	-
Administrative & Other Total	\$ (82,692)	\$ 6,013,899	\$ -	\$ 5,931,207	(0.50)	\$ -
Grand Total	\$ (73,062)	\$ 7,638,303	\$ -	\$ 7,565,241	(0.50)	\$ -
FY 2025 Preliminary Budget	\$ 2,957,419	\$ 7,638,303	\$ -	\$ 10,595,722	17.64	\$ -
Change from FY 2025 Target	\$ (73,062)	\$ 7,638,303	\$ -	\$ 7,565,241	(0.50)	\$ -
Change from FY 2024 Adopted	\$ (13,062)	\$ (271,016)	\$ -	\$ (284,078)	(0.50)	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for County Clerk Records Management and Preservation Fund includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$7,909,319 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for County Clerk Records Management and Preservation Fund includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Additional one-time resources to initiate a Records Management Software Replacement Project.	\$800,000	\$-	\$800,000	-
Resources to continue five Records Analyst Assistant Special Project Workers (5.0 SPWs) in the Records Management Division for an extended period of two fiscal years.	369,183	-	369,183	-
Resources to continue five Court Clerk I Special Project Workers (5.0 SPWs) in the Misdemeanor Records Division to support the ongoing dismissal backlog project and workloads related to CJIS submissions while continuing to provide vital support for the daily records processing operations for two additional fiscal years.	368,576	-	368,576	-
Resources to continue a Records Analyst Associate Special Project Worker (1.0 SPW) in the Records Management Division for two additional fiscal years.	86,645	-	86,645	-
Total Programmatic Recommendations	\$1,624,404	\$-	\$1,624,404	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for County Clerk Records Management and Preservation Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Reduction of ongoing resources and FTE count related to split funding Position 30062458 between the County Clerk Records Management and Preservation Fund (0108) and the County Clerk Archival Fund (0004)	\$-	(\$82,692)	(\$82,692)	(0.50)
Total Administrative and Other Funding Changes	\$-	(\$82,692)	(\$82,692)	(0.50)

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the County Clerk Records Management and Preservation Fund, totaling \$7,134,540. The Allocated Reserve for FY 2025 is \$6,013,899, which is balanced to the Auditor’s Office projected revenue. This is a decrease of \$1,120,641 from the FY 2024 amount.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for County Clerk Records Management and Preservation Fund includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.		\$-	\$60,000
Resources for health insurance cost increases for FY 2025.		-	9,630
Total Compensation Changes		\$-	\$69,630

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

Throughout FY 2024, the County Clerk’s Office has internally funded numerous position reclassifications, including 15 position reclasses submitted for Commissioners Court approval on March 5, 2024, which were unanimously approved. The County Clerk’s Office has noted that these reclasses were requested and completed as part of a larger effort to move away from a vertical hierarchy organizational model which funneled many critical duties and oversight responsibilities through a handful of key positions, towards a more horizontal organizational model which seeks to spread out responsibilities across a wider range of key leadership positions. The Office has also related that these reclassifications were intended to reorganize duties within the Office to create efficiencies, expand services, and align divisions with long-term County Clerk strategies of democracy, sustainability, and equity.

One change in the County Clerk Records Management and Preservation Fund resulting from these changes was the decision to split fund position 30062458 (County Clerk Assistant Division Director) to better align the position’s proposed duties across the Recording and Records Management Division. This position was formerly funded entirely in the County Clerk Records Management and Preservation Fund.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST 11: RECORDS MANAGEMENT SOFTWARE REPLACEMENT (FUND 0108)

<i>Program:</i>	Records Management (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	800,000	800,000	-	-
Subtotal	\$ 800,000	\$ 800,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 800,000	\$ 800,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 800,000	\$ 800,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Records Management Division is requesting ongoing and one-time resources from the Records Management Fund (0108) to replace the legacy records tracking software with a more modern enterprise records management product that has a wider range of capabilities for the current hybrid paper/electronic records environment. The original system was implemented from 2004-2005 and no longer integrates well with other software utilized by the Office. The Office plans to prepare and release a request for proposals in FY 2024 for contract and launch in FY 2025.

The County Clerk is mandated by law to maintain and preserve a large volume of permanent and long-term Official Public Records, court case files, and business records, all of which now exist in a mix of paper, electronic, and microfilm format. The Clerk’s Records Management Division is responsible for managing these records and providing an efficient record access and retrieval service for County Clerk staff members, the courts, and the public. Currently, the Office manages records circulation using a legacy record-tracking software that is outdated and limited to tracking physical files and boxes of paper records. Since the Clerk’s records now exist and must be managed in both hard copy and electronic format, the Office states that an upgrade to a more complex records management system is needed.

A modern enterprise records management (ERM) software solution will allow the Records Management Division to manage the full lifecycle of paper and electronic records simultaneously and identically, regardless of record format. Beyond keeping an inventory and tracking records location, a modern ERM software product will also have tools for digitization project management, handling records requests, records analysis reporting, and defensible disposition workflows. All these technology tools will help the Records Management Division provide records services more efficiently and expand the capacity for complex records compliance tasks that support the work of the County Clerk’s Office and the information needs of Travis County residents.

The Records Management Division has proposed the following timeline for implementation of a new ERM software system:

- Mar – Jun 2024: Write request for proposals (RFP);

- Jul – Aug 2024: Purchasing required Funds Pre-Commitment reservation for cost of system. Release RFP. Receive and review proposals;
- By Jun 2025: Enter into contract for new enterprise records management software;
- Jan – Jun 2025: Migrate data from existing system to new system;
- Jul 2025: Launch new system for daily Records Management Division use; and
- FY 2026: Expand use of software to other areas of County Clerk operations, including electronic records tracking and records retention and disposition management.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Case Files Recalled Civil	154	181	150	150	150	150
Case Files Recalled Misdemeanor	7,551	5052	7,000	6,500	6,500	6,000
Case Files Recalled Probate	627	563	600	600	600	600
Folders Requested by Customers Misdemeanor Other	5,513	4,251	4,000	3,500	3,500	3,000
Folders Requested by Customers Probate	3,295	3,282	3,300	3,300	3,300	3,300
<i>New Measures</i>						
Volume of paper records securely destroyed in accordance with the records retention schedule (cubic ft)	0	0	0	0	500	1,500
Volume of electronic records securely destroyed in accordance with the records retention schedule (GB)	N/A	N/A	N/A	N/A	0	150
Number of electronic records classified and indexed by retention schedule record type and retention period	0	0	0	0	0	10,000

PBO RECOMMENDATION

PBO recommends \$800,000 in additional one-time operating resources be included in the County Clerk Records Management and Preservation Fund (0108) FY 2025 Preliminary Budget to ensure that the County Clerk’s Office retains the resources necessary to move forward with its proposed software replacement project. The Records Management and Preservation

Fund can fund these costs on a one-time basis with its beginning fund balance of \$8,694,156. These funds serve to assist the Records Management Division's efforts to facilitate improved court and public access to electronic court case records.

REQUEST 15: TRAINING EDUCATION COORD II (1.0 FTE) - RECORDS TEAM (FUND 0108 & 0004)

<i>Program:</i>	Recording Division (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation	<i>Mandated Program:</i>		Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	41,842	-	-	-
Operating	1,287	-	-	-
Subtotal	\$ 43,129	\$ -	\$ -	\$ -
Capital	5,440	-	-	-
Dpt Total	\$ 48,569	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 48,569	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office is requesting the use of additional resources in the Archival Fund (0004) and Records Management Fund (0108) related to the creation of a Training Coordinator II position (1.0 FTE) to serve the Records Team. This would increase the FTE count for both the Archival (0004) and Records Management Fund (0108) by 0.5 FTE respectively.

The Office asserts that employees must learn hundreds of processes when they enter one of the above divisions and properly training employees is essential to fulfilling statutorily mandated tasks. The Training Coordinator II position would train new employees through a variety of modalities, provide cross training, update procedures, migrate procedures to a web-based program called Knowledge Owl, track required skills for each employee, and determine gaps in training processes.

The Office notes that, when the County Clerk’s Office was small, supervisors or division directors were able to train staff, but this is no longer feasible. Managers currently report being pulled in so many directions that they are not able to focus on managerial tasks such as strategic planning, managing personnel, advising mid-level managers, building a positive atmosphere, and working with external partners to solve problems through collaboration. Without a dedicated trainer many of these functions go by the wayside for more immediate needs such as training. The Office believes that dedicated training staff is imperative to build a strong organization that can withstand normal turnover, help employees grow professionally, manage change, and be equipped to build more efficient processes.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Training Completion Rate for New Hires per task (months)	N/A	N/A	N/A	9	6	5

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Days Spent Training New Hires	N/A	N/A	N/A	300	200	100
Days Spent Training New Legislative Processes to Employees	N/A	N/A	N/A	100	80	60
Time Spent on Employee Feedback for Training	N/A	N/A	N/A	100	80	60
Days Spent Updating Training Manuals/Training Tools	N/A	N/A	N/A	200	150	100
Number of Knowledge Owl Articles Accessed	N/A	N/A	N/A	100	500	600
Number of Trainings Completed	N/A	N/A	N/A	500	750	1,000

PBO RECOMMENDATION

PBO does not recommend additional resources in the County Clerk’s Records Management and Preservation Fund (0108) and County Clerk’s Archival Fund (0004) related to the creation of a Training Education Coordinator II position (1.0 FTE) to be split funded across both special funds based on limited ongoing revenue in Fund 0108 to support the proposed position.

Based on the Auditor’s Office third revenue estimate for FY 2025, the Archival Fund (0004) is projected to have \$1,769,830 in ongoing revenue relative to \$1,373,923 in estimated ongoing expenditures. Meanwhile, the Records Management and Preservation Fund (0108) is projected to have \$1,901,566 in ongoing revenue relative to \$2,957,419 in estimated ongoing expenditures.

PBO estimates the that the total cost to create the requested Training Education Coord II position in FY 2025 to be \$91,724, including \$83,684 in ongoing personnel, \$1,525 in one-time operating, \$1,075 in ongoing operating and \$5,440 in centrally budgeted resources related to computer, phone and printer equipment related to the requested position. Based on the requested split funding of 50% in either fund, PBO estimates that the cost for the requested position would be an additional \$43,141, including \$41,842 in ongoing personnel, \$762 in one-time operating and \$537 in ongoing operating resources in the Records Management Fund (0108) and an additional \$43,143, including \$41,842 in ongoing personnel, \$763 in one-time operating and \$538 in ongoing operating resources in the Archival Fund (0004), if approved.

PBO concurs that investing in dedicated training staff would be beneficial for the County Clerk’s Records Management and Recording Divisions, especially in light of statutorily mandated requirements to ensure full compliance with constantly evolving standards and record protocols routinely updated by the Texas Legislature. Retaining sufficient personnel capacity dedicated to training would help ensure that statutorily mandated requirements, onboarding processes for new staff, and rollouts of new projects/resources/protocols are handled in a standardized and centralized manner for all staff across both divisions. However, while such an investment would be beneficial, the Records Management Fund (0108) does not currently maintains sufficient ongoing revenue to support this reasonable, yet discretionary expansion of personnel capacity without further increasing the spend down rate for that fund.

REQUEST 17: RECLASS RECORDS ANALYST ASSOCIATE TO RECORDS ANALYST (FUND 0108)

<i>Program:</i>	Recording Division (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	9,127	-	-	-
Operating	-	-	-	-
Subtotal	\$ 9,127	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 9,127	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 9,127	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk is requesting the use of additional ongoing resources to reclass position # 30001018 from a Records Analyst Associate (paygrade C07) to a Records Analyst (paygrade C10) position. The Office notes that the External Affairs section of the Administration Division is responsible for processing Public Information Requests (PIR) and needs a dedicated Records Analyst to properly conduct research, review, and dissemination of records requests.

The County Clerk has made a concerted effort to expand duties related to external communication efforts into an External Affairs team, which includes an External Affairs Assistant Director, Community Liaison Planner Sr, Office Assistant, and Public Information Specialist (PIS). The Office reports that, while this team has been able to improve community outreach and manage some social media efforts, capacity issues remain related to the Public Information Specialist role.

The Office asserts that the Public Information Specialist’s duties related to processing public information requests has limited the position’s capacity to address provision of vital County Clerk information to the public. In order to make sure the Public Information Specialist can focus on external communications and to relieve the strain of PIRs, the County Clerk’s Office is requesting funding to reclassify a Records Analyst Associate to a Records Analyst. Due to the legal requirements of a public information request, the Office believes that a Records Analyst is a more appropriate job title for the level of responsibility. Chapter 552 of the Texas Government Code contains the requirements the County Clerk’s Office must follow to comply with the Public Information Act. The Records Analyst role would require independent judgment with highly complex duties, as well as serving as liaison between the Office and various other departments, agencies, private companies, and the public.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of Public Information Requests Received	N/A	139	200	140	140	175
Number of Public Information Requests Processed	N/A	139	200	140	140	175
Number of Public Information Requests Completed within 10-day time frame	N/A	139	200	140	140	175
Number of emails received/referred	N/A	139	250	160	160	200
Number of consultations with County Attorney regarding PIR	N/A	139	176	110	110	125
Number of Public Information Requests referred to Attorney General office	N/A	139	121	90	90	110
Hours spent redacting private information	N/A	139	50	30	30	40
Hours spent managing media requests, coordinating public appearances, creating press releases and responding to public inquiries	N/A	N/A	125	75	150	175
Number of engagement by public on X, Facebook, Instagram and other social media platforms	N/A	N/A	318,823	275,000	300,000	310,000

PBO RECOMMENDATION

PBO does not recommend additional ongoing resources related to the proposed reclass of position number 30001018 from a Records Analyst Associate to a Records Analyst be included in the FY 2025 Preliminary Budget based on limited ongoing resources in Fund 0108 to support the proposed reclass.

Based on the Auditor’s Office third revenue estimate for FY 2025, the Archival Fund (0004) is projected to have \$1,769,830 in ongoing revenue relative to \$1,373,923 in estimated ongoing expenditures. Meanwhile, the Records Management and Preservation Fund (0108) is projected to have \$1,901,566 in ongoing revenue relative to \$2,957,419 in estimated ongoing expenditures. Therefore, the Records Management Fund (0108) does not currently maintain sufficient ongoing revenue to support this reclass without further increasing the spend down rate for that fund.

REQUEST 26: RECORDS ANALYST ASSISTANT SPW RENEWAL (5.0 SPW) – REC MAN DIV (FUND 0108)

<i>Program:</i>	Records Management (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation	<i>Mandated Program:</i>		Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	369,183	369,183	369,183	-
Operating	-	-	-	-
Subtotal	\$ 369,183	\$ 369,183	\$ 369,183	\$ -
Capital	-	-	-	-
Dpt Total	\$ 369,183	\$ 369,183	\$ 369,183	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 369,183	\$ 369,183	\$ 369,183	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk's Office is requesting an additional year of one-time funding in the Records Management Fund (0108) to continue five Records Analyst Assistant Special Project Workers (5.0 SPW) in the Records Management Division to provide vital support for the daily operations of the Records Management Division's misdemeanor court services and carry out digitization initiatives.

In FY 2023, these five SPW positions were approved for renewal and reclassified from Office Specialists SPWs to Records Analyst Assistant SPWs to reflect job duties and requirements more accurately.

The Records Management Division of the County Clerk's Office is responsible for managing and preserving the official records of the County Clerk's Office and providing an efficient record retrieval service for County Clerk staff members, the courts, and the public. The Office is requesting the continuation of five Special Project Worker Records Analyst Assistant positions which are responsible for performing tasks that support the Records Management Division's misdemeanor court services during especially busy times. As the Records Management Division strives to support the courts with increased digital access to case documents filed prior to the launch of the Odyssey case management system, these positions would also assist with new court records digitization initiatives. Daily duties on this project would include scanning paper court records that are not yet digitized, adding them to Odyssey, and keeping detailed records of the completeness of each digitized file. Other daily duties include pulling files for court dockets; filing documents into case file folders; using the record tracking system; transporting files and documents between the Records Management Division, Misdemeanor Records Division, and the Courts; and re-shelving case file folders.

The current Records Analyst Assistant SPWs related to this request are represented by the following position numbers:

- 30001015;
- 30001016;
- 30001025;
- 30001051; and
- 30001061.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Case Files Recalled Misdemeanor	7,551	5,052	7,000	6,500	6,500	6,000
Certified Copies	3,491	4,111	4,500	5,000	5,000	5,500
Folders Requested by County Clerk Staff Misdemeanor	22,890	16,705	14,000	12,000	12,000	10,000
Email Requests Onsite Library Counter	4,761	4,394	4,500	4,400	4,400	4,300
<i>New Measures</i>						
Average turnaround time for on- demand offsite records imaging requests (hours)	N/A	N/A	N/A	N/A	96	48
Number of paper and microfilm court documents digitized and made available online in Odyssey	0	0	1,000	2,000	4,000	6,000

PBO RECOMMENDATION

PBO recommends \$369,183 in additional one-time operating resources be included in the County Clerk Records Management and Preservation Fund (0108) FY 2025 Preliminary Budget to continue these five Records Analyst Assistant SPWs (5.0 SPWs – position numbers 30001015, 30001016, 30001025, 30001051, and 30001061) for an additional two-year duration through FY 2026. The Records Management and Preservation Fund can fund these costs on a one-time basis with its beginning fund balance of \$8,694,156.

In FY 2022, the County Clerk’s Office requested the renewal of these five Office Specialist Special Project Worker positions in the Records Management and Preservation Fund. In FY 2023, the Office again requested renewal of these five SPWs and, in addition, requested a reclassification for these positions from Office Specialists SPWs to Records Analyst Associate SPWs. In both instances, PBO recommended one-time funding for the requests, and that the Office consider whether these positions should instead be requested as FTEs. In FY 2024, the positions were again renewed as one-time SPWs. However, the Office has struggled to fill the positions due to the COVID-19 pandemic’s effect on the courts.

These five SPW positions were created to address issues related to high turnover and an inability to retain well-qualified temporary employees in this role. The positions had been vacant for the majority of the last four fiscal years due to the COVID-19 pandemic’s effect on the courts. As there had been no jury trials for an extended period, there had been a lower demand for high-volume, time-sensitive court records support, and therefore positions remained largely unfilled. The Records Management Division anticipated a significant increase in court activity that would warrant greater use of these positions in FY 2023 and FY 2024. Should court activities become and remain elevated, it is possible that there may be a need for these positions on an ongoing basis.

REQUEST 27: RECORDS ANALYST ASSOCIATE SPW RENEWAL (1.0 SPW) - REC MAN DIV (FUND 0108)

<i>Program:</i>	Records Management (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation	<i>Mandated Program:</i>		Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	86,645	86,645	86,645	-
Operating	-	-	-	-
Subtotal	\$ 86,645	\$ 86,645	\$ 86,645	\$ -
Capital	-	-	-	-
Dpt Total	\$ 86,645	\$ 86,645	\$ 86,645	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 86,645	\$ 86,645	\$ 86,645	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk's Office is requesting two additional years of one-time funding in the Records Management Fund (0108) to continue a Records Analyst Associate Special Project Worker (1.0 SPW, Position number: 30065254) in the Records Management Division originally approved for a two fiscal year duration in the FY 2023 Adopted Budget. The Records Management Division notes that it will be requesting this position be converted to a permanent FTE in the FY 2027 budget process.

The Office reports that, over the next few years, the Records Management Division will transition to facilitating increasing court and public access to electronic court case records. To do so, the Division plans to undertake initiatives to digitize onsite, paper-based, active case files; coordinate the digitization of court minutes on microfilm; and coordinate the on-demand digitization and digital delivery of offsite paper case files. The Division asserts that it will need a dedicated digital projects team member to ensure the success of these initiatives and that renewing a Collections Management Records Analyst Associate position will provide the opportunity to develop a records manager with the knowledge and skills to create and oversee new digitization and digital delivery projects.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Average turnaround time for on-demand offsite records imaging requests (hours)	N/A	N/A	72	72	72	60
Number of new implementation projects in progress	3	5	5	6	7	7

Number of on-demand court records imaging requests fulfilled for courts and County Clerk staff	0	0	0	0	2,500	5,000
Rolls of permanent microfilm records maintained	N/A	N/A	N/A	N/A	15,000	15,000

PBO RECOMMENDATION

PBO recommends \$86,645 in additional one-time operating resources be included in the County Clerk Records Management and Preservation Fund (0108) FY 2025 Preliminary Budget to continue this Records Analyst Associate SPW (1.0 SPW – position number 30065254) for an additional two-year duration through FY 2026. The Records Management and Preservation Fund can fund these costs on a one-time basis with its beginning fund balance of \$8,694,156.

In FY 2023, the Office noted issues with hiring for this position due, in part, to both COVID-19 pandemic factors creating a challenging hiring market and internal reallocations of supervisory staff delaying full development and implementation of this team. This Records Analyst Associate SPW was filled on July 31, 2023, after remaining vacant for a total of 302 days, or approximately 83 percent of FY 2023.

Since then, the Records Management Division reports that this SPW has moved digitization initiatives forward significantly. They are currently engaged in a project to inventory Travis County’s holdings of County Clerk microfilm for the purpose of digitization project planning. In the first six months of the project, they developed a database structure, set project specifications, and inventoried all Civil and Misdemeanor microfilm. Remaining steps include inventorying the remaining Probate, Recording, and Commissioners Court microfilm, and developing a microfilm digitization project plan using the resulting inventory information. The Office anticipates that these additional steps will take at least two more fiscal years.

The estimated FY 2025 cost for this position is \$86,645, which represents an approximate 17.3 percent increase from PBO’s original FY 2025 cost estimate of \$73,846 provided during the FY 2024 Budget Process. The increased costs are due to the Office’s offer of a salary above minimum for the paygrade, County-wide across the board salary increases included in the FY 2024 Adopted Budget and updates to benefit calculations in FY 2025.

REQUEST 28: MISDEMEANOR RECORDS DISMISSAL COURT CLERK I SPWS (5.0 SPWS) RENEWAL (FUND 0108)

<i>Program:</i>	Misdemeanor Records Division (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	368,576	368,576	368,576	-
Operating	-	-	-	-
Subtotal	\$ 368,576	\$ 368,576	\$ 368,576	\$ -
Capital	-	-	-	-
Dpt Total	\$ 368,576	\$ 368,576	\$ 368,576	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 368,576	\$ 368,576	\$ 368,576	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk's Office is requesting an additional year of one-time funding in the Records Management Fund (0108) to continue five Court Clerk I Special Project Workers (5.0 SPWs) in the Misdemeanor Records Division. The Office notes that the dismissal backlog project is on hold and that the focus of these SPWs has shifted to entering CJIS submissions while continuing to provide vital support for the daily operations of records processing within the Misdemeanor Division.

In January 2021, the County Clerk's Office, in coordination with the County Attorney's Office, identified an immediate need to initiate an Old Warrant Dismissal and Clean-up Project involving approximately 18,000 cases from 1974-1999 that still have outstanding warrants. These warrant dismissals require a significant amount of time to process and require extensive review. To address this workload, the County Clerk's Office requested additional staffing, five Court Clerk I SPW (5.0 SPW) positions to process the dismissals in the statutorily mandated times. Initial funding for these SPW positions began on January 1, 2021, and ended on September 30, 2023, and these positions were renewed on a one-time basis in FY 2024 through September 30, 2024.

The Office notes that approximately 16,590 dismissals have been processed to date, including all dismissals prior to 2000, and that, for FY 2024, the County Attorney's Office (CAO) was going to begin dismissing selected charges in groups from 2000 forward. The Clerk's Office then requested and were approved for a renewal of this pilot program funding for the five Court Clerk I SPW (5.0 SPW) positions to continue efforts to process dismissals beyond the original 1974 through 1999 timeframe for the project in FY 2024. However, the Office reported that, at the end of 2023, the CAO paused the initiative to review the dismissal process. With the dismissal project on hold, the Misdemeanor division shifted these SPWs to work on another large project created by the new Case Management System, Odyssey.

The current Court Clerk I SPWs related to this request are represented by the following position numbers:

- 30061853;
- 30061854;
- 30061855;
- 30061856; and
- 30061857.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Cases Disposed with Charging Instruments	20,661	17,793	18,000	18,000	18,000	18,000
<i>New Measures</i>						
Redactions	N/A	233,797	274,427	225,000	225,000	225,000

PBO RECOMMENDATION

PBO recommends \$368,576 in additional one-time operating resources be included in the County Clerk Records Management and Preservation Fund (0108) FY 2025 Preliminary Budget to continue these five Court Clerk I SPWs (5.0 SPWs – position numbers 30068153, 30068154, 30068155, 30068156, and 30068157) in the Misdemeanor Records Division for an additional two-year duration through FY 2026. The Records Management and Preservation Fund can fund these costs on a one-time basis with its beginning fund balance of \$8,694,156

On January 12, 2021, Commissioners Court approved a pilot program for the dismissal of old warrants, including five Court Clerk I Special Project Workers approved from January 12, 2021, through September 30, 2022. The pilot program was approved for the County Clerk’s Office, though the Office worked with the County Attorney’s Office and the Criminal Courts at Law to identify approximately 16,500 cases from 1974-1999 that still have outstanding warrants. At the time, the County Clerk’s Office anticipated that this number of cases might increase.

Per the memo PBO sent to Commissioners Court on January 12, 2021:

Stakeholders anticipate a gradual increase of the number of old warrants being processed on a weekly basis as new staff are trained and become more efficient. In addition, stakeholders anticipate the continuation of this project following the completion of the 1974-1999 outstanding warrants to include those cases starting in 2000. Phase I project may take longer than the proposed pilot period depending on the complexity of the work. If an extension is needed, then PBO will work with the County Clerk’s Office on a future budget request.

Following the approval of this pilot program, the Misdemeanor Records Division noted that most dismissal cases had outstanding warrants that required significant research and recall efforts. Initially it was believed that the Office would be able to dispose of a higher number of cases, but the significant number of cases lacking a Department of Public Safety (DPS) tracking number, which makes reporting easier, increased the research required and slowed the process immensely. The

Office states that running criminal histories for each case is time consuming, as each must be run and tracked by a supervisor for each individual searched. These obstacles delayed progress for the pilot program, and these SPWs were subsequently reapproved on a one-time basis in the FY 2023 Adopted Budget to continue the project.

In FY 2023, the County Clerk's Office Misdemeanor Records Division reported that the Old Warrant Dismissal and Clean-up Project to process dismissal case backlogs were implemented effectively and fulfilled the project's original scope with the completion of warrant dismissals dated from 1974 through 1999. Having completed this phase, the project looked to expand in scope – as anticipated in the referenced memo above – as stakeholders readied to proceed with addressing dismissals dated from 2000 and beyond. This development indicated a need to continue these SPWs into FY 2024 to continue assisting this project.

In FY 2024, these five Court Clerk I SPWs were renewed to continue efforts to process dismissals beyond the original 1974 through 1999 timeframe for the original dismissals project. However, as noted above, the Office reported that, at the end of 2023, the CAO paused the initiative to review the dismissal process. With the dismissal project on hold, the Misdemeanor division shifted these SPWs to work on another large project created by the new Case Management System, Odyssey.

The Division has since shifted the requested SPW positions to focus on researching and reporting to CJIS. The Misdemeanor Division is required by Article 66.252 (d) of the Texas Code of Criminal Procedure to report criminal history information to the Criminal Justice Information System (CJIS). Submitting information to CJIS requires staff to research and verify arrest information for all dispositions in Odyssey and verify the disposition. Subsequent dispositions such as Amending Probations/Discharges and Community Supervision Revocations must be entered manually. The Office asserts that workloads related to CJIS reporting, in combination with redaction operations that these positions currently support on an as needed basis, warrant the continuation of these five SPW positions in FY 2025 to properly manage.

REQUEST 29: SPLIT FUND POSITION 30062458 (FUND 0004 & 0108)

<i>Program:</i>	Recording Division (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	(0.50)	(0.50)	-	-
Personnel	(82,692)	(82,692)	-	-
Operating	-	-	-	-
Subtotal	\$ (82,692)	\$ (82,692)	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ (82,692)	\$ (82,692)	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ (82,692)	\$ (82,692)	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office is requesting to split fund position 30062458. The current job title is County Clerk Assistant Division Director; however, the Office has also related a reclassification request during the FY 2025 Budget Process to reclassify the title from a County Clerk Assistant Chief Deputy (paygrade C20) to County Clerk Chief Deputy (paygrade C22). The Office notes that split funding this position will better reflect its duties and responsibilities as this role manages both the Recording and Records Management Divisions, with half of the position to be funded out of the County Clerk Records Management and Preservation Fund (0108) and the other half to be funded out of the County Clerk Archival Fund (0004).

BUDGET REQUEST PERFORMANCE MEASURES

The County Clerk’s Office did not submit performance measures related to this request.

PBO RECOMMENDATION

PBO recommends split funding this position across the Records Management Fund (0108) and County Clerk Archival Fund (0004) as intended by the Office in its request for reclasses to better align the positions proposed duties across the Recording and Records Management Division as approved by Commissioners Court on March 5, 2024, under Personnel Amendments be included in the FY 2025 Preliminary Budget.

The split funding of this position (County Clerk Assistant Division Director - 30062458) was intended in the County Clerk’s Office request for reclasses submitted to the Commissioners Court through HRMD on March 5, 2024, under Personnel Amendments. However, the Personnel Amendments item is not the mechanism by which budget allocations and FTE counts

for County departments and/or special funds may be altered by. Therefore, the County Clerk's Office has related this FY 2025 Budget Request to fulfill the intention of their reclass submissions.

This will increase ongoing personnel expenditures in the Archival Fund (0004) by \$82,692 and the FTE count by 0.5 FTE and will decrease ongoing personnel expenditures in the Records Management Fund (0108) by \$82,692 and 0.5 FTE.

REQUEST 41: PLACEHOLDER COUNTY CLERK RECORDS CENTER (SPECIAL FUND 0108)

<i>Program:</i>	Records Management (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation Fund (0108)	<i>Mandated Program:</i>	Yes	
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	5,000,000	-	-	-
Subtotal	\$ 5,000,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 5,000,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 5,000,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office is requesting the use of one-time operating resources in the Records Management Fund (0108) for a proposed records center warehouse to house all permanent and long-term physical records which the County Clerk’s Office is mandated by law to maintain. The County Clerk’s Records Center would replace the current use of an offsite storage vendor, which causes delays in how quickly the Office is able to access records, and limits which types of records and materials it is able to store offsite. The proposed Records Center will also include a digitization lab for imaging paper and microfilm records to facilitate their access in digital format, and a reading room for the public to view and obtain copies of County Clerk records. The Office notes that all these project components will enhance the public’s access to Travis County Clerk records and help to improve government transparency.

The County Clerk’s Office proposes the following eight-phase timeline to begin in FY 2026 and finish in FY 2030 for this project:

- **FY 2026 – Phase I:** Purchase or lease warehouse space;
- **FY 2027 – Phase II:** Make necessary building upgrades to accommodate permanent records storage needs;
- **FY 2028 – Phase III:** Outfit building with shelving/equipment required for records storage, records circulation, and general officing;
- **FY 2029 – Phase IV:** Move records from vendor storage to County Clerk Records Center;
 - **Phase V:** Begin providing records circulation services from Records Center;
- **FY 2030 – Phase VI:** Outfit building for digitization lab and research services;
 - **Phase VII:** Begin large-scale onsite digitization project work in digitization lab; and
 - **Phase VIII:** Begin reference and research services from Records Center reading room.

With the completion of Phase VIII in FY 2030, the Records Center would be fully operational.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Case Files Recalled Civil	154	181	150	150	150	150
Case Files Recalled Misdemeanor	7,551	5052	7,000	6,500	6,500	6,000
Case Files Recalled Probate	627	563	600	600	600	600
<i>New Measures</i>						
Volume of paper records stored at Travis County Archives at FYE (cubic ft)	784	890	965	1,040	1,040	1,105
Volume of paper records inventory maintained in offsite storage at FYE (cu. Ft.)	33,836	34,652	33,500	31,000	31,000	30,000
Average turnaround time for on-demand offsite records imaging requests (hours)	N/A	N/A	72	72	72	60
Volume of paper records inventory maintained onsite at FYE (cu. Ft.)	2,100	2,385	2,600	3,500	3,500	4,500
Number of on-demand court records imaging requests fulfilled for courts and County Clerk staff	0	0	0	0	2,500	5,000

PBO RECOMMENDATION

PBO does not recommend funding this one-time request in the County Clerk Records Management and Preservation Fund’s FY 2024 Preliminary Budget. This is a recurring request first submitted for the FY 2023 Budget Process.

PBO recognizes the value in centrally managing historical records at a County facility. However, there are many outstanding questions needing to be resolved regarding this records center before PBO can consider funding the request. PBO also recognizes that the Office’s current use of third-party, state-funded facilities to service these records storage and retrieval needs is vulnerable to fluctuations in state funding priorities and creates process delays that prevent the Office from retrieving requested records efficiently. PBO recommends the Office work with the Purchasing Department to see if the third-party contract needs to be renegotiated or altered to account for this uncertainty and delayed record retrieval issue. If the Office continues to experience issues with the stability or quality of service from the vendor, then perhaps there are alternative contract structures or vendors that the Office should consider. Following this, PBO would need more information regarding the logistics and financial obligations of the County to operate the facility. This information includes the size and location of the facility, important details considering the \$5,000,000 projected building cost. The Office will also need to consider the personnel costs required to operate the facility.

PBO recommends that the Office work on this request alongside the County's comprehensive facility plan. Travis County is in the middle of determining a long-term strategy for its facilities and how County offices and departments can work collaboratively to build County infrastructure in the long-term. PBO believes that this request is best considered alongside other departments' and offices' efforts to digitize documents and house documents.

County Clerk Records Management and Preservation

Fund (0108)

County Clerk (120)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	5
FY 2025 Preliminary Budget Recommendations Summary.....	6
FY 2025 Budget Request Analysis	9
Request 11: Records Management Software Replacement (Fund 0108)	9
Request 15: Training Education Coord II (1.0 FTE) - Records Team (Fund 0108 & 0004)	12
Request 17: Reclass Records Analyst Associate to REcords Analyst (Fund 0108)	14
Request 26: Records Analyst Assistant SPW Renewal (5.0 SPW) – Rec Man Div (Fund 0108)	16
Request 27: Records Analyst Associate SPW Renewal (1.0 SPW) - Rec Man Div (Fund 0108)	18
Request 28: Misdemeanor Records Dismissal Court Clerk I SPWs (5.0 SPWs) Renewal (Fund 0108)	20
Request 29: Split Fund Position 30062458 (Fund 0004 & 0108)	23
Request 41: Placeholder County Clerk Records Center (Special Fund 0108)	25

PURPOSE

This fund is for “records management and preservation services performed by the County Clerk after the filing and recording of a document in the records of the office of the clerk” (Section 118.025 of the Texas Local Government Code).

FUNDING SOURCE

The County Clerk Records Management and Preservation Fund derives its income from fees placed on certain court cases and recording transactions. Revenue estimated for the FY 2025 Preliminary Budget for the County Clerk Records Management and Preservation Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from fees	\$1,712,130
Investment income	189,436
Beginning fund balance	8,694,156
Total Resources	\$10,595,722

PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with offices and departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, “Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes,” and are now linked to the County Goal, “Be a trusted and well-run county.”

RECORDING:

The County Clerk is the county official designated by law to accept and file all documents pertaining to real property records for Travis County (including deeds, deeds of trust, warranty deeds, liens against property from court judgments, federal and state tax liens, UCC liens against personal property, and plats), issuing and recording marriage licenses, filing assumed names for businesses (DBAs), indexing all documents recorded, and providing a system for retrieving these documents for public use. These services are provided through the Recording Division. Presently fees are charged for all mandated services.

The Recording Division also supports mandated functions of other divisions within the Office by managing the Clerk’s Office’s mail process (opening, sorting, logging, and disseminating mail to each Division of the Office). The Recording Division operates the Main Call Center to answer and research basic questions related to all divisions of the Clerk’s Office excluding the Elections Division. The Call Center Operators often process payments for copies for the Recording Division.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Assumed Names recorded	4,792	4,567	5,000	5,500	5,600
Calls received	80,860	80,954	85,000	90,000	90,000

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Calls Transferred	28,443	15,100	20,000	29,200	40,000
Copies made by Copy Center (more images available online)	38,064	42,178	20,000	20,000	20,000
Customers served in person	25,905	36,540	38,000	40,000	40,000
Electronic Data compiled by Copy Center/Staff	2,499	1,460	1,500	1,500	1,500
Emails received and handled by Staff	11,240	18,405	19,000	5,000	5,000
eRecording documents received	183,886	191,957	200,000	252,700	252,800
Foreclosures filed	613	927	1,000	1,000	1,000
Images reviewed for indexing	2,166,760	1,109,106	2,346,000	3,800,100	3,800,100
Images scanned by staff	398,543	152,976	160,000	940,500	940,500
Logged Mail forwarded to other Divisions/Departments	20,041	19,700	15,000	3,300	3,000
Logged Mail going to Recording for processing	40,809	21,600	20,000	21,250	21,000
Mail logged in and tracked daily	253	160	150	150	150
Marriage licenses issued	10,456	11,059	11,200	11,200	12,000
Meeting notices filed and posted	1,280	1,000	1,000	1,800	1,800
Payments for copy orders processed	30,064	18,434	12,000	12,000	12,000
Percent of Total Real Property Records Filed	90%	93%	95%	90%	90%
Searches	18,500	23,641	20,000	21,000	20,000
Total documents processed	398,591	366,890	360,000	355,300	300,000
Total Mail received (Elections now has their own PO Box)	60,850	43,200	35,000	34,250	30,000
Total Real Property documents recorded	200,283	174,933	200,000	383,200	379,990
Transactions by cashiers	301,863	381,230	325,000	325,000	325,000

The Office reports that certain workloads decreased for the Recording Division during the COVID-19 pandemic but anticipates that multiple measures will rebound in the post-pandemic environment. However, the Recording Division workload is largely driven by real property market activity. During the pandemic, roughly from FY 2021 through FY 2022, the Travis County housing market heated up dramatically as low housing stock met high demand and drove housing prices to record highs. This trend began to cool off around the start of FY 2023, influenced, in part, by consecutive interest rate increases enacted by the U.S. Federal Reserve to target high inflation. The Division notes that, with the slowing growth in Travis County relative to observed highs during the pandemic, its submitted performance measures are consistent with an economy that has at best slowed or, at worst, plateaued. The Office asserts that any significant economic developments over the next year will directly impact the Division's workload.

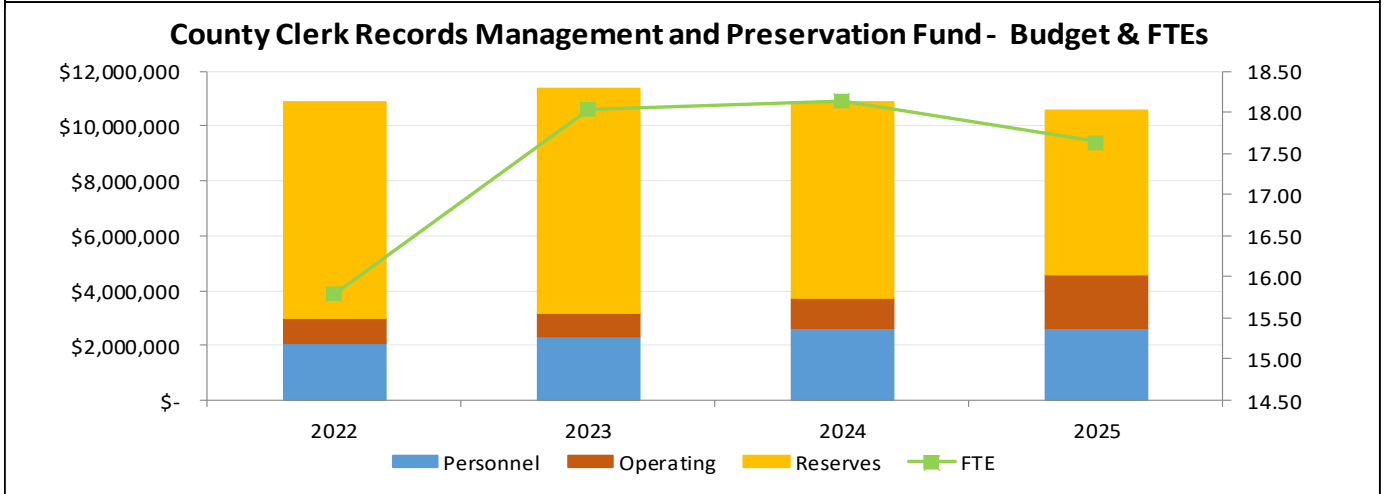
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Records Management SPW Renewal	\$350,390	3.00/5.00 (SPWs)	The FY 2024 Adopted budget included one-time resources related to the renewal of five Records Analyst Associate Special Project Workers (5.0 SPWs) in the Records Management Division to support daily operations and digitization initiatives. The Office notes that these positions serve to expand the Division’s service areas: Offsite Records Management Records Analyst Assistant (1.0 SPW) who coordinates the circulation of records stored offsite at two vendors; and two Misdemeanor Court Services RA Assistants (2.0 SPWs) who manage the onsite library of Misdemeanor case files and facilitate court access to those files. The two remaining RA Assistant positions, which will focus on Misdemeanor case file digitization, are currently posted for hiring before summer 2024.
Misdemeanor Records SPW Renewal	\$350,390	2.00/5.00 (SPWs)	The FY 2024 Adopted Budget included one-time resources related to the renewal of five Court Clerk I Special Project Workers in the Misdemeanor Records Division in order to continue to process dismissal backlogs as part of a pilot program plan. The Division reports that the Dismissal Project is on hold and the focus of these positions has shifted to entering CJIS submissions. However, the Dismissal project may start up at any time.
Recording Division New System Ongoing Costs	\$301,405	-/-	The FY 2024 Adopted Budget includes ongoing resources for increased estimated annual maintenance costs associated with the purchase of a new Document Recording System (DRS).
<i>FY 2023</i>			
Records Management Records Analyst Associate SPW (2-year duration)	\$73,845	1.00/1.00 (SPW)	The FY 2023 Adopted Budget included one-time resources related to the creation of a Records Analyst Associate Special Project Worker (1.0 SPW) for a two-year duration to support the Records Management Division. This position was originally approved through FY 2024. The Office notes that this position is filled and serving as a Digitization RA Associate developing a microfilm inventory for digitization project planning.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	2,078,158	2,304,993	2,615,336	2,652,052	36,716
Operating	944,253	857,098	1,129,924	1,929,771	799,847
Total (Per&Op)	\$ 3,022,411	\$ 3,162,091	\$ 3,745,260	\$ 4,581,823	\$ 836,563
Capital*	-	-	-	-	-
Reserves	7,861,758	8,192,065	7,134,540	6,013,899	(1,120,641)
Grand Total	\$ 10,884,169	\$ 11,354,156	\$ 10,879,800	\$ 10,595,722	\$ (284,078)
FTEs	15.80	18.04	18.14	17.64	(0.50)

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the County Clerk Records Management and Preservation Fund decreased by \$284,078 from the FY 2024 Adopted Budget. This is a 2.6% decrease. The majority of the decrease was in the reserves budget.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 2,970,481	\$ 7,909,319	\$ -	\$ 10,879,800	18.14	\$ -
Target Budget Changes						
Compensation & Benefits	60,000	(350,390)	-	(290,390)	-	-
Administrative & Other	-	(7,558,929)	-	(7,558,929)	-	-
Total Target Budget Changes	\$ 60,000	\$ (7,909,319)	\$ -	\$ (7,849,319)	-	\$ -
FY 2025 Target Budget	\$ 3,030,481	\$ -	\$ -	\$ 3,030,481	18.14	\$ -
Budget Submission	\$ 3,030,481	\$ -	\$ -	\$ 3,030,481	18.14	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Records Management Software Replacement (Fund 0108)	-	800,000	-	800,000	-	-
Records Analyst Assistant SPW Renewal (5.0 SPW) - Rec Man Div (Fund 0108)	-	369,183	-	369,183	-	-
Records Analyst Associate SPW Renewal (1.0 SPW) - Rec Man Div (Fund 0108)	-	86,645	-	86,645	-	-
Misdemeanor Records Dismissal Court Clerk I SPWs (5.0 SPWs) Renewal (Fund 0108)	-	368,576	-	368,576	-	-
Programmatic Total	\$ -	\$ 1,624,404	\$ -	\$ 1,624,404	-	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY2025 Health Increase 4.10%	9,630	-	-	9,630	-	-
Compensation & Benefits Total	\$ 9,630	\$ -	\$ -	\$ 9,630	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Split Fund Position 30062458 (Fund 0004 & 0108)	(82,692)	-	-	(82,692)	(0.50)	-
Balance to RE2 - 0108 - County Clerk Records Management & Preservation Fund	-	7,629,542	-	7,629,542	-	-
Balance to 3rd Revenue Estimate - (0108)	-	(1,615,643)	-	(1,615,643)	-	-
Administrative & Other Total	\$ (82,692)	\$ 6,013,899	\$ -	\$ 5,931,207	(0.50)	\$ -
Grand Total	\$ (73,062)	\$ 7,638,303	\$ -	\$ 7,565,241	(0.50)	\$ -
FY 2025 Preliminary Budget	\$ 2,957,419	\$ 7,638,303	\$ -	\$ 10,595,722	17.64	\$ -
Change from FY 2025 Target	\$ (73,062)	\$ 7,638,303	\$ -	\$ 7,565,241	(0.50)	\$ -
Change from FY 2024 Adopted	\$ (13,062)	\$ (271,016)	\$ -	\$ (284,078)	(0.50)	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for County Clerk Records Management and Preservation Fund includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$7,909,319 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for County Clerk Records Management and Preservation Fund includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Additional one-time resources to initiate a Records Management Software Replacement Project.	\$800,000	\$-	\$800,000	-
Resources to continue five Records Analyst Assistant Special Project Workers (5.0 SPWs) in the Records Management Division for an extended period of two fiscal years.	369,183	-	369,183	-
Resources to continue five Court Clerk I Special Project Workers (5.0 SPWs) in the Misdemeanor Records Division to support the ongoing dismissal backlog project and workloads related to CJIS submissions while continuing to provide vital support for the daily records processing operations for two additional fiscal years.	368,576	-	368,576	-
Resources to continue a Records Analyst Associate Special Project Worker (1.0 SPW) in the Records Management Division for two additional fiscal years.	86,645	-	86,645	-
Total Programmatic Recommendations	\$1,624,404	\$-	\$1,624,404	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for County Clerk Records Management and Preservation Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Reduction of ongoing resources and FTE count related to split funding Position 30062458 between the County Clerk Records Management and Preservation Fund (0108) and the County Clerk Archival Fund (0004)	\$-	(\$82,692)	(\$82,692)	(0.50)
Total Administrative and Other Funding Changes	\$-	(\$82,692)	(\$82,692)	(0.50)

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the County Clerk Records Management and Preservation Fund, totaling \$7,134,540. The Allocated Reserve for FY 2025 is \$6,013,899, which is balanced to the Auditor’s Office projected revenue. This is a decrease of \$1,120,641 from the FY 2024 amount.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for County Clerk Records Management and Preservation Fund includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.		\$-	\$60,000
Resources for health insurance cost increases for FY 2025.		-	9,630
Total Compensation Changes		\$-	\$69,630

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

INTERNAL REALLOCATIONS

Throughout FY 2024, the County Clerk's Office has internally funded numerous position reclassifications, including 15 position reclasses submitted for Commissioners Court approval on March 5, 2024, which were unanimously approved. The County Clerk's Office has noted that these reclasses were requested and completed as part of a larger effort to move away from a vertical hierarchy organizational model which funneled many critical duties and oversight responsibilities through a handful of key positions, towards a more horizontal organizational model which seeks to spread out responsibilities across a wider range of key leadership positions. The Office has also related that these reclassifications were intended to reorganize duties within the Office to create efficiencies, expand services, and align divisions with long-term County Clerk strategies of democracy, sustainability, and equity.

One change in the County Clerk Records Management and Preservation Fund resulting from these changes was the decision to split fund position 30062458 (County Clerk Assistant Division Director) to better align the position's proposed duties across the Recording and Records Management Division. This position was formerly funded entirely in the County Clerk Records Management and Preservation Fund.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST 11: RECORDS MANAGEMENT SOFTWARE REPLACEMENT (FUND 0108)

<i>Program:</i>	Records Management (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	800,000	800,000	-	-
Subtotal	\$ 800,000	\$ 800,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 800,000	\$ 800,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 800,000	\$ 800,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Records Management Division is requesting ongoing and one-time resources from the Records Management Fund (0108) to replace the legacy records tracking software with a more modern enterprise records management product that has a wider range of capabilities for the current hybrid paper/electronic records environment. The original system was implemented from 2004-2005 and no longer integrates well with other software utilized by the Office. The Office plans to prepare and release a request for proposals in FY 2024 for contract and launch in FY 2025.

The County Clerk is mandated by law to maintain and preserve a large volume of permanent and long-term Official Public Records, court case files, and business records, all of which now exist in a mix of paper, electronic, and microfilm format. The Clerk’s Records Management Division is responsible for managing these records and providing an efficient record access and retrieval service for County Clerk staff members, the courts, and the public. Currently, the Office manages records circulation using a legacy record-tracking software that is outdated and limited to tracking physical files and boxes of paper records. Since the Clerk’s records now exist and must be managed in both hard copy and electronic format, the Office states that an upgrade to a more complex records management system is needed.

A modern enterprise records management (ERM) software solution will allow the Records Management Division to manage the full lifecycle of paper and electronic records simultaneously and identically, regardless of record format. Beyond keeping an inventory and tracking records location, a modern ERM software product will also have tools for digitization project management, handling records requests, records analysis reporting, and defensible disposition workflows. All these technology tools will help the Records Management Division provide records services more efficiently and expand the capacity for complex records compliance tasks that support the work of the County Clerk’s Office and the information needs of Travis County residents.

The Records Management Division has proposed the following timeline for implementation of a new ERM software system:

- Mar – Jun 2024: Write request for proposals (RFP);

- Jul – Aug 2024: Purchasing required Funds Pre-Commitment reservation for cost of system. Release RFP. Receive and review proposals;
- By Jun 2025: Enter into contract for new enterprise records management software;
- Jan – Jun 2025: Migrate data from existing system to new system;
- Jul 2025: Launch new system for daily Records Management Division use; and
- FY 2026: Expand use of software to other areas of County Clerk operations, including electronic records tracking and records retention and disposition management.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Case Files Recalled Civil	154	181	150	150	150	150
Case Files Recalled Misdemeanor	7,551	5052	7,000	6,500	6,500	6,000
Case Files Recalled Probate	627	563	600	600	600	600
Folders Requested by Customers Misdemeanor Other	5,513	4,251	4,000	3,500	3,500	3,000
Folders Requested by Customers Probate	3,295	3,282	3,300	3,300	3,300	3,300
<i>New Measures</i>						
Volume of paper records securely destroyed in accordance with the records retention schedule (cubic ft)	0	0	0	0	500	1,500
Volume of electronic records securely destroyed in accordance with the records retention schedule (GB)	N/A	N/A	N/A	N/A	0	150
Number of electronic records classified and indexed by retention schedule record type and retention period	0	0	0	0	0	10,000

PBO RECOMMENDATION

PBO recommends \$800,000 in additional one-time operating resources be included in the County Clerk Records Management and Preservation Fund (0108) FY 2025 Preliminary Budget to ensure that the County Clerk’s Office retains the resources necessary to move forward with its proposed software replacement project. The Records Management and Preservation

Fund can fund these costs on a one-time basis with its beginning fund balance of \$8,694,156. These funds serve to assist the Records Management Division's efforts to facilitate improved court and public access to electronic court case records.

REQUEST 15: TRAINING EDUCATION COORD II (1.0 FTE) - RECORDS TEAM (FUND 0108 & 0004)

<i>Program:</i>	Recording Division (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation	<i>Mandated Program:</i>	Yes	
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	41,842	-	-	-
Operating	1,287	-	-	-
Subtotal	\$ 43,129	\$ -	\$ -	\$ -
Capital	5,440	-	-	-
Dpt Total	\$ 48,569	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 48,569	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office is requesting the use of additional resources in the Archival Fund (0004) and Records Management Fund (0108) related to the creation of a Training Coordinator II position (1.0 FTE) to serve the Records Team. This would increase the FTE count for both the Archival (0004) and Records Management Fund (0108) by 0.5 FTE respectively.

The Office asserts that employees must learn hundreds of processes when they enter one of the above divisions and properly training employees is essential to fulfilling statutorily mandated tasks. The Training Coordinator II position would train new employees through a variety of modalities, provide cross training, update procedures, migrate procedures to a web-based program called Knowledge Owl, track required skills for each employee, and determine gaps in training processes.

The Office notes that, when the County Clerk’s Office was small, supervisors or division directors were able to train staff, but this is no longer feasible. Managers currently report being pulled in so many directions that they are not able to focus on managerial tasks such as strategic planning, managing personnel, advising mid-level managers, building a positive atmosphere, and working with external partners to solve problems through collaboration. Without a dedicated trainer many of these functions go by the wayside for more immediate needs such as training. The Office believes that dedicated training staff is imperative to build a strong organization that can withstand normal turnover, help employees grow professionally, manage change, and be equipped to build more efficient processes.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Training Completion Rate for New Hires per task (months)	N/A	N/A	N/A	9	6	5

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
Days Spent Training New Hires	N/A	N/A	N/A	300	200	100
Days Spent Training New Legislative Processes to Employees	N/A	N/A	N/A	100	80	60
Time Spent on Employee Feedback for Training	N/A	N/A	N/A	100	80	60
Days Spent Updating Training Manuals/Training Tools	N/A	N/A	N/A	200	150	100
Number of Knowledge Owl Articles Accessed	N/A	N/A	N/A	100	500	600
Number of Trainings Completed	N/A	N/A	N/A	500	750	1,000

PBO RECOMMENDATION

PBO does not recommend additional resources in the County Clerk’s Records Management and Preservation Fund (0108) and County Clerk’s Archival Fund (0004) related to the creation of a Training Education Coordinator II position (1.0 FTE) to be split funded across both special funds based on limited ongoing revenue in Fund 0108 to support the proposed position.

Based on the Auditor’s Office third revenue estimate for FY 2025, the Archival Fund (0004) is projected to have \$1,769,830 in ongoing revenue relative to \$1,373,923 in estimated ongoing expenditures. Meanwhile, the Records Management and Preservation Fund (0108) is projected to have \$1,901,566 in ongoing revenue relative to \$2,957,419 in estimated ongoing expenditures.

PBO estimates the that the total cost to create the requested Training Education Coord II position in FY 2025 to be \$91,724, including \$83,684 in ongoing personnel, \$1,525 in one-time operating, \$1,075 in ongoing operating and \$5,440 in centrally budgeted resources related to computer, phone and printer equipment related to the requested position. Based on the requested split funding of 50% in either fund, PBO estimates that the cost for the requested position would be an additional \$43,141, including \$41,842 in ongoing personnel, \$762 in one-time operating and \$537 in ongoing operating resources in the Records Management Fund (0108) and an additional \$43,143, including \$41,842 in ongoing personnel, \$763 in one-time operating and \$538 in ongoing operating resources in the Archival Fund (0004), if approved.

PBO concurs that investing in dedicated training staff would be beneficial for the County Clerk’s Records Management and Recording Divisions, especially in light of statutorily mandated requirements to ensure full compliance with constantly evolving standards and record protocols routinely updated by the Texas Legislature. Retaining sufficient personnel capacity dedicated to training would help ensure that statutorily mandated requirements, onboarding processes for new staff, and rollouts of new projects/resources/protocols are handled in a standardized and centralized manner for all staff across both divisions. However, while such an investment would be beneficial, the Records Management Fund (0108) does not currently maintains sufficient ongoing revenue to support this reasonable, yet discretionary expansion of personnel capacity without further increasing the spend down rate for that fund.

REQUEST 17: RECLASS RECORDS ANALYST ASSOCIATE TO RECORDS ANALYST (FUND 0108)

<i>Program:</i>	Recording Division (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	9,127	-	-	-
Operating	-	-	-	-
Subtotal	\$ 9,127	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 9,127	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 9,127	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk is requesting the use of additional ongoing resources to reclass position # 30001018 from a Records Analyst Associate (paygrade C07) to a Records Analyst (paygrade C10) position. The Office notes that the External Affairs section of the Administration Division is responsible for processing Public Information Requests (PIR) and needs a dedicated Records Analyst to properly conduct research, review, and dissemination of records requests.

The County Clerk has made a concerted effort to expand duties related to external communication efforts into an External Affairs team, which includes an External Affairs Assistant Director, Community Liaison Planner Sr, Office Assistant, and Public Information Specialist (PIS). The Office reports that, while this team has been able to improve community outreach and manage some social media efforts, capacity issues remain related to the Public Information Specialist role.

The Office asserts that the Public Information Specialist’s duties related to processing public information requests has limited the position’s capacity to address provision of vital County Clerk information to the public. In order to make sure the Public Information Specialist can focus on external communications and to relieve the strain of PIRs, the County Clerk’s Office is requesting funding to reclassify a Records Analyst Associate to a Records Analyst. Due to the legal requirements of a public information request, the Office believes that a Records Analyst is a more appropriate job title for the level of responsibility. Chapter 552 of the Texas Government Code contains the requirements the County Clerk’s Office must follow to comply with the Public Information Act. The Records Analyst role would require independent judgment with highly complex duties, as well as serving as liaison between the Office and various other departments, agencies, private companies, and the public.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of Public Information Requests Received	N/A	139	200	140	140	175
Number of Public Information Requests Processed	N/A	139	200	140	140	175
Number of Public Information Requests Completed within 10-day time frame	N/A	139	200	140	140	175
Number of emails received/referred	N/A	139	250	160	160	200
Number of consultations with County Attorney regarding PIR	N/A	139	176	110	110	125
Number of Public Information Requests referred to Attorney General office	N/A	139	121	90	90	110
Hours spent redacting private information	N/A	139	50	30	30	40
Hours spent managing media requests, coordinating public appearances, creating press releases and responding to public inquiries	N/A	N/A	125	75	150	175
Number of engagement by public on X, Facebook, Instagram and other social media platforms	N/A	N/A	318,823	275,000	300,000	310,000

PBO RECOMMENDATION

PBO does not recommend additional ongoing resources related to the proposed reclass of position number 30001018 from a Records Analyst Associate to a Records Analyst be included in the FY 2025 Preliminary Budget based on limited ongoing resources in Fund 0108 to support the proposed reclass.

Based on the Auditor’s Office third revenue estimate for FY 2025, the Archival Fund (0004) is projected to have \$1,769,830 in ongoing revenue relative to \$1,373,923 in estimated ongoing expenditures. Meanwhile, the Records Management and Preservation Fund (0108) is projected to have \$1,901,566 in ongoing revenue relative to \$2,957,419 in estimated ongoing expenditures. Therefore, the Records Management Fund (0108) does not currently maintain sufficient ongoing revenue to support this reclass without further increasing the spend down rate for that fund.

REQUEST 26: RECORDS ANALYST ASSISTANT SPW RENEWAL (5.0 SPW) – REC MAN DIV (FUND 0108)

<i>Program:</i>	Records Management (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation	<i>Mandated Program:</i>		Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	369,183	369,183	369,183	-
Operating	-	-	-	-
Subtotal	\$ 369,183	\$ 369,183	\$ 369,183	\$ -
Capital	-	-	-	-
Dpt Total	\$ 369,183	\$ 369,183	\$ 369,183	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 369,183	\$ 369,183	\$ 369,183	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk's Office is requesting an additional year of one-time funding in the Records Management Fund (0108) to continue five Records Analyst Assistant Special Project Workers (5.0 SPW) in the Records Management Division to provide vital support for the daily operations of the Records Management Division's misdemeanor court services and carry out digitization initiatives.

In FY 2023, these five SPW positions were approved for renewal and reclassified from Office Specialists SPWs to Records Analyst Assistant SPWs to reflect job duties and requirements more accurately.

The Records Management Division of the County Clerk's Office is responsible for managing and preserving the official records of the County Clerk's Office and providing an efficient record retrieval service for County Clerk staff members, the courts, and the public. The Office is requesting the continuation of five Special Project Worker Records Analyst Assistant positions which are responsible for performing tasks that support the Records Management Division's misdemeanor court services during especially busy times. As the Records Management Division strives to support the courts with increased digital access to case documents filed prior to the launch of the Odyssey case management system, these positions would also assist with new court records digitization initiatives. Daily duties on this project would include scanning paper court records that are not yet digitized, adding them to Odyssey, and keeping detailed records of the completeness of each digitized file. Other daily duties include pulling files for court dockets; filing documents into case file folders; using the record tracking system; transporting files and documents between the Records Management Division, Misdemeanor Records Division, and the Courts; and re-shelving case file folders.

The current Records Analyst Assistant SPWs related to this request are represented by the following position numbers:

- 30001015;
- 30001016;
- 30001025;
- 30001051; and
- 30001061.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Case Files Recalled Misdemeanor	7,551	5,052	7,000	6,500	6,500	6,000
Certified Copies	3,491	4,111	4,500	5,000	5,000	5,500
Folders Requested by County Clerk Staff Misdemeanor	22,890	16,705	14,000	12,000	12,000	10,000
Email Requests Onsite Library Counter	4,761	4,394	4,500	4,400	4,400	4,300
<i>New Measures</i>						
Average turnaround time for on-demand offsite records imaging requests (hours)	N/A	N/A	N/A	N/A	96	48
Number of paper and microfilm court documents digitized and made available online in Odyssey	0	0	1,000	2,000	4,000	6,000

PBO RECOMMENDATION

PBO recommends \$369,183 in additional one-time operating resources be included in the County Clerk Records Management and Preservation Fund (0108) FY 2025 Preliminary Budget to continue these five Records Analyst Assistant SPWs (5.0 SPWs – position numbers 30001015, 30001016, 30001025, 30001051, and 30001061) for an additional two-year duration through FY 2026. The Records Management and Preservation Fund can fund these costs on a one-time basis with its beginning fund balance of \$8,694,156.

In FY 2022, the County Clerk’s Office requested the renewal of these five Office Specialist Special Project Worker positions in the Records Management and Preservation Fund. In FY 2023, the Office again requested renewal of these five SPWs and, in addition, requested a reclassification for these positions from Office Specialists SPWs to Records Analyst Associate SPWs. In both instances, PBO recommended one-time funding for the requests, and that the Office consider whether these positions should instead be requested as FTEs. In FY 2024, the positions were again renewed as one-time SPWs. However, the Office has struggled to fill the positions due to the COVID-19 pandemic’s effect on the courts.

These five SPW positions were created to address issues related to high turnover and an inability to retain well-qualified temporary employees in this role. The positions had been vacant for the majority of the last four fiscal years due to the COVID-19 pandemic’s effect on the courts. As there had been no jury trials for an extended period, there had been a lower demand for high-volume, time-sensitive court records support, and therefore positions remained largely unfilled. The Records Management Division anticipated a significant increase in court activity that would warrant greater use of these positions in FY 2023 and FY 2024. Should court activities become and remain elevated, it is possible that there may be a need for these positions on an ongoing basis.

REQUEST 27: RECORDS ANALYST ASSOCIATE SPW RENEWAL (1.0 SPW) - REC MAN DIV (FUND 0108)

<i>Program:</i>	Records Management (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation	<i>Mandated Program:</i>		Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	86,645	86,645	86,645	-
Operating	-	-	-	-
Subtotal	\$ 86,645	\$ 86,645	\$ 86,645	\$ -
Capital	-	-	-	-
Dpt Total	\$ 86,645	\$ 86,645	\$ 86,645	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 86,645	\$ 86,645	\$ 86,645	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk's Office is requesting two additional years of one-time funding in the Records Management Fund (0108) to continue a Records Analyst Associate Special Project Worker (1.0 SPW, Position number: 30065254) in the Records Management Division originally approved for a two fiscal year duration in the FY 2023 Adopted Budget. The Records Management Division notes that it will be requesting this position be converted to a permanent FTE in the FY 2027 budget process.

The Office reports that, over the next few years, the Records Management Division will transition to facilitating increasing court and public access to electronic court case records. To do so, the Division plans to undertake initiatives to digitize onsite, paper-based, active case files; coordinate the digitization of court minutes on microfilm; and coordinate the on-demand digitization and digital delivery of offsite paper case files. The Division asserts that it will need a dedicated digital projects team member to ensure the success of these initiatives and that renewing a Collections Management Records Analyst Associate position will provide the opportunity to develop a records manager with the knowledge and skills to create and oversee new digitization and digital delivery projects.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Average turnaround time for on-demand offsite records imaging requests (hours)	N/A	N/A	72	72	72	60
Number of new implementation projects in progress	3	5	5	6	7	7

Number of on-demand court records imaging requests fulfilled for courts and County Clerk staff	0	0	0	0	2,500	5,000
Rolls of permanent microfilm records maintained	N/A	N/A	N/A	N/A	15,000	15,000

PBO RECOMMENDATION

PBO recommends \$86,645 in additional one-time operating resources be included in the County Clerk Records Management and Preservation Fund (0108) FY 2025 Preliminary Budget to continue this Records Analyst Associate SPW (1.0 SPW – position number 30065254) for an additional two-year duration through FY 2026. The Records Management and Preservation Fund can fund these costs on a one-time basis with its beginning fund balance of \$8,694,156.

In FY 2023, the Office noted issues with hiring for this position due, in part, to both COVID-19 pandemic factors creating a challenging hiring market and internal reallocations of supervisory staff delaying full development and implementation of this team. This Records Analyst Associate SPW was filled on July 31, 2023, after remaining vacant for a total of 302 days, or approximately 83 percent of FY 2023.

Since then, the Records Management Division reports that this SPW has moved digitization initiatives forward significantly. They are currently engaged in a project to inventory Travis County’s holdings of County Clerk microfilm for the purpose of digitization project planning. In the first six months of the project, they developed a database structure, set project specifications, and inventoried all Civil and Misdemeanor microfilm. Remaining steps include inventorying the remaining Probate, Recording, and Commissioners Court microfilm, and developing a microfilm digitization project plan using the resulting inventory information. The Office anticipates that these additional steps will take at least two more fiscal years.

The estimated FY 2025 cost for this position is \$86,645, which represents an approximate 17.3 percent increase from PBO’s original FY 2025 cost estimate of \$73,846 provided during the FY 2024 Budget Process. The increased costs are due to the Office’s offer of a salary above minimum for the paygrade, County-wide across the board salary increases included in the FY 2024 Adopted Budget and updates to benefit calculations in FY 2025.

REQUEST 28: MISDEMEANOR RECORDS DISMISSAL COURT CLERK I SPWS (5.0 SPWS) RENEWAL (FUND 0108)

<i>Program:</i>	Misdemeanor Records Division (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	368,576	368,576	368,576	-
Operating	-	-	-	-
Subtotal	\$ 368,576	\$ 368,576	\$ 368,576	\$ -
Capital	-	-	-	-
Dpt Total	\$ 368,576	\$ 368,576	\$ 368,576	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 368,576	\$ 368,576	\$ 368,576	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk's Office is requesting an additional year of one-time funding in the Records Management Fund (0108) to continue five Court Clerk I Special Project Workers (5.0 SPWs) in the Misdemeanor Records Division. The Office notes that the dismissal backlog project is on hold and that the focus of these SPWs has shifted to entering CJIS submissions while continuing to provide vital support for the daily operations of records processing within the Misdemeanor Division.

In January 2021, the County Clerk's Office, in coordination with the County Attorney's Office, identified an immediate need to initiate an Old Warrant Dismissal and Clean-up Project involving approximately 18,000 cases from 1974-1999 that still have outstanding warrants. These warrant dismissals require a significant amount of time to process and require extensive review. To address this workload, the County Clerk's Office requested additional staffing, five Court Clerk I SPW (5.0 SPW) positions to process the dismissals in the statutorily mandated times. Initial funding for these SPW positions began on January 1, 2021, and ended on September 30, 2023, and these positions were renewed on a one-time basis in FY 2024 through September 30, 2024.

The Office notes that approximately 16,590 dismissals have been processed to date, including all dismissals prior to 2000, and that, for FY 2024, the County Attorney's Office (CAO) was going to begin dismissing selected charges in groups from 2000 forward. The Clerk's Office then requested and were approved for a renewal of this pilot program funding for the five Court Clerk I SPW (5.0 SPW) positions to continue efforts to process dismissals beyond the original 1974 through 1999 timeframe for the project in FY 2024. However, the Office reported that, at the end of 2023, the CAO paused the initiative to review the dismissal process. With the dismissal project on hold, the Misdemeanor division shifted these SPWs to work on another large project created by the new Case Management System, Odyssey.

The current Court Clerk I SPWs related to this request are represented by the following position numbers:

- 30061853;
- 30061854;
- 30061855;
- 30061856; and
- 30061857.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Cases Disposed with Charging Instruments	20,661	17,793	18,000	18,000	18,000	18,000
<i>New Measures</i>						
Redactions	N/A	233,797	274,427	225,000	225,000	225,000

PBO RECOMMENDATION

PBO recommends \$368,576 in additional one-time operating resources be included in the County Clerk Records Management and Preservation Fund (0108) FY 2025 Preliminary Budget to continue these five Court Clerk I SPWs (5.0 SPWs – position numbers 30068153, 30068154, 30068155, 30068156, and 30068157) in the Misdemeanor Records Division for an additional two-year duration through FY 2026. The Records Management and Preservation Fund can fund these costs on a one-time basis with its beginning fund balance of \$8,694,156

On January 12, 2021, Commissioners Court approved a pilot program for the dismissal of old warrants, including five Court Clerk I Special Project Workers approved from January 12, 2021, through September 30, 2022. The pilot program was approved for the County Clerk’s Office, though the Office worked with the County Attorney’s Office and the Criminal Courts at Law to identify approximately 16,500 cases from 1974-1999 that still have outstanding warrants. At the time, the County Clerk’s Office anticipated that this number of cases might increase.

Per the memo PBO sent to Commissioners Court on January 12, 2021:

Stakeholders anticipate a gradual increase of the number of old warrants being processed on a weekly basis as new staff are trained and become more efficient. In addition, stakeholders anticipate the continuation of this project following the completion of the 1974-1999 outstanding warrants to include those cases starting in 2000. Phase I project may take longer than the proposed pilot period depending on the complexity of the work. If an extension is needed, then PBO will work with the County Clerk’s Office on a future budget request.

Following the approval of this pilot program, the Misdemeanor Records Division noted that most dismissal cases had outstanding warrants that required significant research and recall efforts. Initially it was believed that the Office would be able to dispose of a higher number of cases, but the significant number of cases lacking a Department of Public Safety (DPS) tracking number, which makes reporting easier, increased the research required and slowed the process immensely. The

Office states that running criminal histories for each case is time consuming, as each must be run and tracked by a supervisor for each individual searched. These obstacles delayed progress for the pilot program, and these SPWs were subsequently reapproved on a one-time basis in the FY 2023 Adopted Budget to continue the project.

In FY 2023, the County Clerk's Office Misdemeanor Records Division reported that the Old Warrant Dismissal and Clean-up Project to process dismissal case backlogs were implemented effectively and fulfilled the project's original scope with the completion of warrant dismissals dated from 1974 through 1999. Having completed this phase, the project looked to expand in scope – as anticipated in the referenced memo above – as stakeholders readied to proceed with addressing dismissals dated from 2000 and beyond. This development indicated a need to continue these SPWs into FY 2024 to continue assisting this project.

In FY 2024, these five Court Clerk I SPWs were renewed to continue efforts to process dismissals beyond the original 1974 through 1999 timeframe for the original dismissals project. However, as noted above, the Office reported that, at the end of 2023, the CAO paused the initiative to review the dismissal process. With the dismissal project on hold, the Misdemeanor division shifted these SPWs to work on another large project created by the new Case Management System, Odyssey.

The Division has since shifted the requested SPW positions to focus on researching and reporting to CJIS. The Misdemeanor Division is required by Article 66.252 (d) of the Texas Code of Criminal Procedure to report criminal history information to the Criminal Justice Information System (CJIS). Submitting information to CJIS requires staff to research and verify arrest information for all dispositions in Odyssey and verify the disposition. Subsequent dispositions such as Amending Probations/Discharges and Community Supervision Revocations must be entered manually. The Office asserts that workloads related to CJIS reporting, in combination with redaction operations that these positions currently support on an as needed basis, warrant the continuation of these five SPW positions in FY 2025 to properly manage.

REQUEST 29: SPLIT FUND POSITION 30062458 (FUND 0004 & 0108)

<i>Program:</i>	Recording Division (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation	<i>Mandated Program:</i>	Yes	
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	(0.50)	(0.50)	-	-
Personnel	(82,692)	(82,692)	-	-
Operating	-	-	-	-
Subtotal	\$ (82,692)	\$ (82,692)	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ (82,692)	\$ (82,692)	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ (82,692)	\$ (82,692)	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office is requesting to split fund position 30062458. The current job title is County Clerk Assistant Division Director; however, the Office has also related a reclassification request during the FY 2025 Budget Process to reclassify the title from a County Clerk Assistant Chief Deputy (paygrade C20) to County Clerk Chief Deputy (paygrade C22). The Office notes that split funding this position will better reflect its duties and responsibilities as this role manages both the Recording and Records Management Divisions, with half of the position to be funded out of the County Clerk Records Management and Preservation Fund (0108) and the other half to be funded out of the County Clerk Archival Fund (0004).

BUDGET REQUEST PERFORMANCE MEASURES

The County Clerk’s Office did not submit performance measures related to this request.

PBO RECOMMENDATION

PBO recommends split funding this position across the Records Management Fund (0108) and County Clerk Archival Fund (0004) as intended by the Office in its request for reclasses to better align the positions proposed duties across the Recording and Records Management Division as approved by Commissioners Court on March 5, 2024, under Personnel Amendments be included in the FY 2025 Preliminary Budget.

The split funding of this position (County Clerk Assistant Division Director - 30062458) was intended in the County Clerk’s Office request for reclasses submitted to the Commissioners Court through HRMD on March 5, 2024, under Personnel Amendments. However, the Personnel Amendments item is not the mechanism by which budget allocations and FTE counts

for County departments and/or special funds may be altered by. Therefore, the County Clerk's Office has related this FY 2025 Budget Request to fulfill the intention of their reclass submissions.

This will increase ongoing personnel expenditures in the Archival Fund (0004) by \$82,692 and the FTE count by 0.5 FTE and will decrease ongoing personnel expenditures in the Records Management Fund (0108) by \$82,692 and 0.5 FTE.

REQUEST 41: PLACEHOLDER COUNTY CLERK RECORDS CENTER (SPECIAL FUND 0108)

<i>Program:</i>	Records Management (120)			
<i>Fund/Fund#:</i>	County Clerk Records Management and Preservation Fund (0108)	<i>Mandated Program:</i>	Yes	
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	5,000,000	-	-	-
Subtotal	\$ 5,000,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 5,000,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 5,000,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The County Clerk’s Office is requesting the use of one-time operating resources in the Records Management Fund (0108) for a proposed records center warehouse to house all permanent and long-term physical records which the County Clerk’s Office is mandated by law to maintain. The County Clerk’s Records Center would replace the current use of an offsite storage vendor, which causes delays in how quickly the Office is able to access records, and limits which types of records and materials it is able to store offsite. The proposed Records Center will also include a digitization lab for imaging paper and microfilm records to facilitate their access in digital format, and a reading room for the public to view and obtain copies of County Clerk records. The Office notes that all these project components will enhance the public’s access to Travis County Clerk records and help to improve government transparency.

The County Clerk’s Office proposes the following eight-phase timeline to begin in FY 2025 and finish in FY 2029 for this project:

- **FY 2026 – Phase I:** Purchase or lease warehouse space;
- **FY 2027 – Phase II:** Make necessary building upgrades to accommodate permanent records storage needs;
- **FY 2028 – Phase III:** Outfit building with shelving/equipment required for records storage, records circulation, and general officing;
- **FY 2029 – Phase IV:** Move records from vendor storage to County Clerk Records Center;
 - **Phase V:** Begin providing records circulation services from Records Center;
- **FY 2030 – Phase VI:** Outfit building for digitization lab and research services;
 - **Phase VII:** Begin large-scale onsite digitization project work in digitization lab; and
 - **Phase VIII:** Begin reference and research services from Records Center reading room.

With the completion of Phase VIII in FY 2029, the Records Center would be fully operational.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Case Files Recalled Civil	154	181	150	150	150	150
Case Files Recalled Misdemeanor	7,551	5052	7,000	6,500	6,500	6,000
Case Files Recalled Probate	627	563	600	600	600	600
<i>New Measures</i>						
Volume of paper records stored at Travis County Archives at FYE (cubic ft)	784	890	965	1,040	1,040	1,105
Volume of paper records inventory maintained in offsite storage at FYE (cu. Ft.)	33,836	34,652	33,500	31,000	31,000	30,000
Average turnaround time for on-demand offsite records imaging requests (hours)	N/A	N/A	72	72	72	60
Volume of paper records inventory maintained onsite at FYE (cu. Ft.)	2,100	2,385	2,600	3,500	3,500	4,500
Number of on-demand court records imaging requests fulfilled for courts and County Clerk staff	0	0	0	0	2,500	5,000

PBO RECOMMENDATION

PBO does not recommend funding this one-time request in the County Clerk Records Management and Preservation Fund’s FY 2024 Preliminary Budget. This is a recurring request first submitted for the FY 2023 Budget Process.

PBO recognizes the value in centrally managing historical records at a County facility. However, there are many outstanding questions needing to be resolved regarding this records center before PBO can consider funding the request. PBO also recognizes that the Office’s current use of third-party, state-funded facilities to service these records storage and retrieval needs is vulnerable to fluctuations in state funding priorities and creates process delays that prevent the Office from retrieving requested records efficiently. PBO recommends the Office work with the Purchasing Department to see if the third-party contract needs to be renegotiated or altered to account for this uncertainty and delayed record retrieval issue. If the Office continues to experience issues with the stability or quality of service from the vendor, then perhaps there are alternative contract structures or vendors that the Office should consider. Following this, PBO would need more information regarding the logistics and financial obligations of the County to operate the facility. This information includes the size and location of the facility, important details considering the \$5,000,000 projected building cost. The Office will also need to consider the personnel costs required to operate the facility.

PBO recommends that the Office work on this request alongside the County's comprehensive facility plan. Travis County is in the middle of determining a long-term strategy for its facilities and how County offices and departments can work collaboratively to build County infrastructure in the long-term. PBO believes that this request is best considered alongside other departments' and offices' efforts to digitize documents and house documents.

Court Reporter Service Fund (0113)

Civil Courts (122)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	4

PURPOSE

The Court Reporter Service Fund partially supports the County's court reporting functions in the Civil, District and County Courts to assist in the payment of court reporter related services.

FUNDING SOURCE

The Court Reporter Service Fund derives its income from a \$15 fee assessed on each civil case filed with the County and District Clerk. Revenue estimated for the FY 2025 Preliminary Budget for the Court Reporter Service Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from the civil case filing fees	\$557,515
Investment income	10,483
Beginning fund balance	499,017
Total Resources	\$1,067,015

PROGRAMS & PERFORMANCE MANAGEMENT

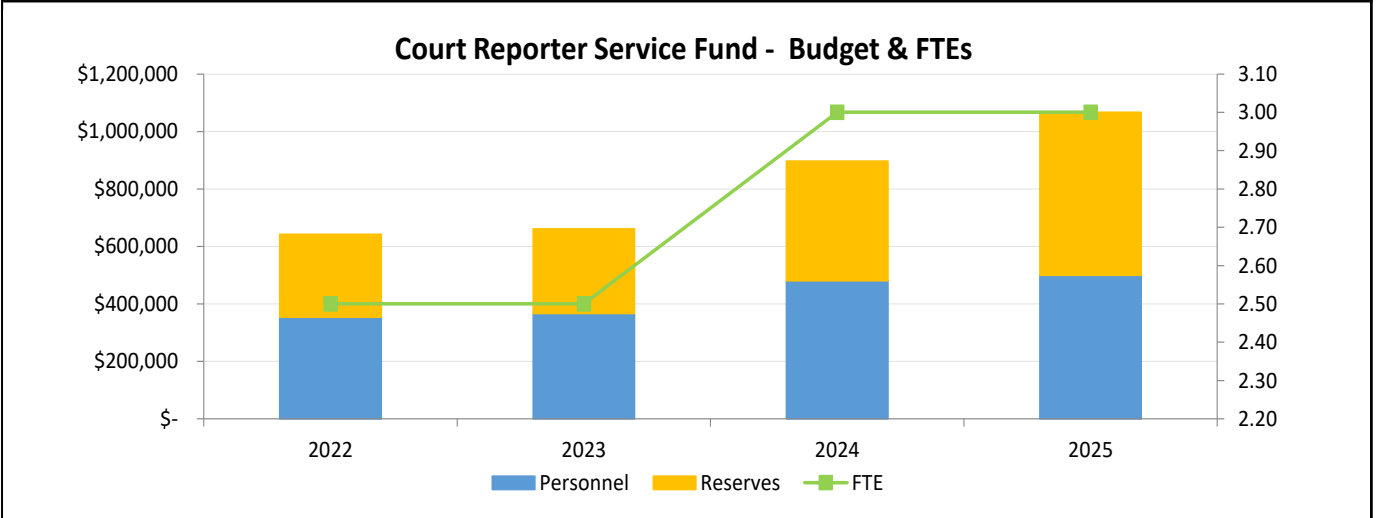
KEY PROGRAM MEASURES

The Civil Courts do not keep separate performance measures for this special revenue fund. The revenue of this Fund supports 3.0 full-time Court Reporter FTEs. Performance measures are discussed within the Civil Court's General Fund budget document.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	354,242	366,788	480,603	499,433	18,830
Operating	-	-	-	-	-
Total (Per&Op)	\$ 354,242	\$ 366,788	\$ 480,603	\$ 499,433	\$ 18,830
Capital*	-	-	-	-	-
Reserves	287,324	294,332	416,490	567,582	151,092
Grand Total	\$ 641,566	\$ 661,120	\$ 897,093	\$ 1,067,015	\$ 169,922
FTEs	2.50	2.50	3.00	3.00	-

Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Court Reporter Service Fund increased by \$169,922 from the FY 2024 Adopted Budget. This is a 15.9 percent increase. The majority of the increase was in the reserves due to increase in civil case filing fee revenue.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 480,603	\$ 416,490	\$ -	\$ 897,093	3.00	\$ -
Target Budget Changes						
Compensation & Benefits	17,504	-	-	17,504	-	-
Administrative & Other	-	(416,490)	-	(416,490)	-	-
Total Target Budget Changes	\$ 17,504	\$ (416,490)	\$ -	\$ (398,986)	-	\$ -
FY 2025 Target Budget	\$ 498,107	\$ -	\$ -	\$ 498,107	3.00	\$ -
Budget Submission	\$ 497,840	\$ -	\$ -	\$ 497,840	3.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Balance to 3rd Revenue Estimate - Court Reporter Service Fund (0113)	-	(5,573)	-	(5,573)	-	-
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	1,593	-	-	1,593	-	-
Compensation & Benefits Total	\$ 1,593	\$ -	\$ -	\$ 1,593	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to 2nd Revenue Estimate - Court Reporter Service Fund (0113)	-	573,155	-	573,155	-	-
Administrative & Other Total	\$ -	\$ 573,155	\$ -	\$ 573,155	-	\$ -
Grand Total	\$ 1,593	\$ 567,582	\$ -	\$ 569,175	-	\$ -
FY 2025 Preliminary Budget	\$ 499,433	\$ 567,582	\$ -	\$ 1,067,015	3.00	\$ -
Change from FY 2025 Target	\$ 1,326	\$ 567,582	\$ -	\$ 568,908	-	\$ -
Change from FY 2024 Adopted	\$ 18,830	\$ 151,092	\$ -	\$ 169,922	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Court Reporter Service Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	One-Time	Ongoing	Total	FTEs
FY 2025 budgeted reserve for the Court Reporter Service Fund	\$567,582	\$-	\$-	-
Total Administrative and Other Funding Changes	\$567,582	\$-	\$-	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Court Reporter Service Fund, totaling \$416,490. The Allocated Reserve for FY 2025 is \$567,582, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$151,092 from the FY 2024 amount.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Court Reporter Service Fund includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	One-Time	Ongoing	Total
Resources for health insurance cost increases for FY 2025.	-	1,593	-
Total Compensation Changes	\$-	\$1,593	\$1,593

FY 2024 compensation adjustments were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

Courthouse Security Fund (0111)

Sheriff (137)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	4

PURPOSE

The Courthouse Security Fund is used to account for revenue and expenditures associated with security services in buildings that house a district or county court.

FUNDING SOURCE

The Courthouse Security Fund derives its income from court cost fees. Revenue estimated for the FY 2025 Preliminary Budget for the Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from the court cost fees	\$577,716
Beginning fund balance	620,942
Total Resources	\$1,198,658

PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

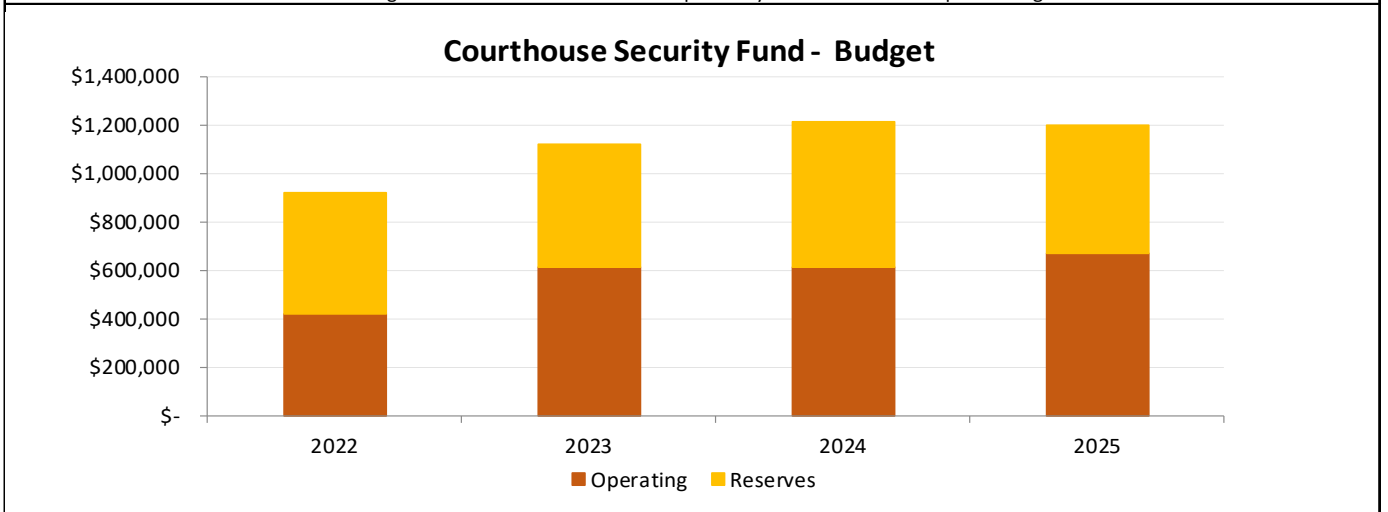
The Travis County Sheriff's Office does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the Courthouse Security program. Performance measures are discussed within the Sheriff's Office General Fund budget document.

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with offices and departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes" and are now linked to the County Goal, "Provide services that support the safety of people in the community."

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	-	-	-
Operating	420,000	613,063	614,266	669,216	54,950
Total (Per&Op)	\$ 420,000	\$ 613,063	\$ 614,266	\$ 669,216	\$ 54,950
Capital*	-	-	-	-	-
Reserves	499,447	508,930	598,461	529,442	(69,019)
Grand Total	\$ 919,447	\$ 1,121,993	\$ 1,212,727	\$ 1,198,658	\$ (14,069)
FTEs	-	-	-	-	-

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Courthouse Security Fund decreased by \$14,069 from the FY 2024 Adopted Budget. This is a 1.2% decrease. The decrease was in the reserve due to using some of the Fund’s balance to purchase new security equipment.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 609,170	\$ 603,557	\$ -	\$ 1,212,727	-	\$ -
Target Budget Changes						
Administrative & Other	-	(603,557)	-	(603,557)	-	-
Total Target Budget Changes	\$ -	\$ (603,557)	\$ -	\$ (603,557)	-	\$ -
FY 2025 Target Budget	\$ 609,170	\$ -	\$ -	\$ 609,170	-	\$ -
Budget Submission	\$ 609,170	\$ -	\$ -	\$ 609,170	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Increase Transfer OT for X-Ray Equipment	-	91,500	-	91,500	-	-
Programmatic Total	\$ -	\$ 91,500	\$ -	\$ 91,500	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Reduce Transfer to Balance to Ongoing Revenue - RE3	(8,857)	-	-	(8,857)	-	-
Reduce Transfer to Balance to Ongoing Revenue - RE2	(22,597)	-	-	(22,597)	-	-
Balance Reserves to 3rd RE - 0111	-	(14,291)	-	(14,291)	-	-
Balance Reserves to 2nd RE - 0111	-	543,733	-	543,733	-	-
Administrative & Other Total	\$ (31,454)	\$ 529,442	\$ -	\$ 497,988	-	\$ -
Grand Total	\$ (31,454)	\$ 620,942	\$ -	\$ 589,488	-	\$ -
FY 2025 Preliminary Budget	\$ 577,716	\$ 620,942	\$ -	\$ 1,198,658	-	\$ -
Change from FY 2025 Target	\$ (31,454)	\$ 620,942	\$ -	\$ 589,488	-	\$ -
Change from FY 2024 Adopted	\$ (31,454)	\$ 17,385	\$ -	\$ (14,069)	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Courthouse Security Fund includes the following increases:

<i>Programmatic Recommendations</i>	One-Time	Ongoing	Total	FTEs
Replacement X-Ray Equipment	\$91,500	\$-	\$91,500	-
Total Programmatic Recommendations	\$91,500	\$-	\$91,500	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Courthouse Security Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	One-Time	Ongoing	Total	FTEs
Reduce Ongoing Revenue Based on 2 nd Revenue Estimate	\$-	(\$22,597)	(\$22,597)	-
Reduce Ongoing Revenue Based on 3 rd Revenue Estimate	-	-8,857	-8,857	-
Total Administrative and Other Funding Changes	\$-	(\$31,454)	(\$31,454)	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Courthouse Security Fund, totaling \$603,557. The Allocated Reserve for FY 2025 is \$529,442, which is balanced to the Auditor’s Office projected revenue. This is a decrease of \$74,115 from the FY 2024 amount.

Debt Service Fund (3001)

CONTENTS

Purpose	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	2
FY 2025 Preliminary Budget Recommendations Summary.....	3

PURPOSE

The Debt Service Fund is used to account for financial resources set aside for the payment of principal and interest on the County's tax-exempt debt obligations, such as long-term general obligation bonds and certificates of obligation.

FUNDING SOURCE

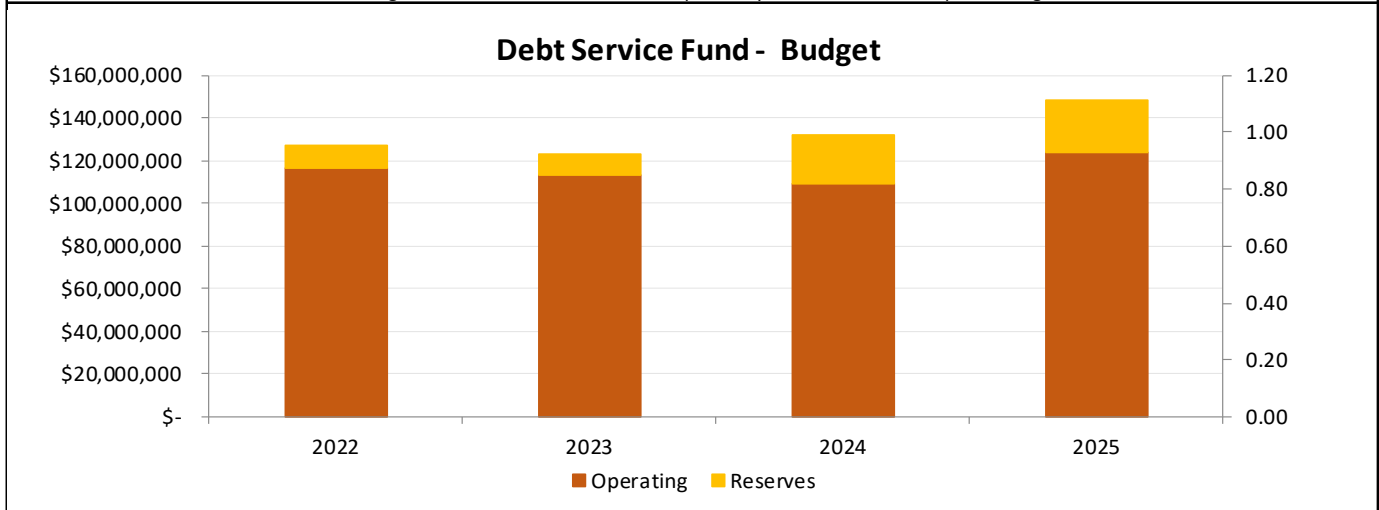
The Debt Service Fund derives its income from property taxes and fund transfers. Revenue estimated for the FY 2025 Preliminary Budget for the Debt Service Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from property taxes	\$118,821,083
Investment income	2,350,239
Beginning fund balance	26,342,249
Transfer from the Civil Courts Facility Fund	463,724
Total Resources	\$147,977,295

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	-	-	-
Operating	116,829,920	113,332,693	109,380,268	124,198,095	14,817,827
Total (Per&Op)	\$ 116,829,920	\$ 113,332,693	\$ 109,380,268	\$ 124,198,095	\$ 14,817,827
Capital*	-	-	-	-	-
Reserves	9,956,936	9,521,131	22,795,804	23,779,200	983,396
Grand Total	\$ 126,786,856	\$ 122,853,824	\$ 132,176,072	\$ 147,977,295	\$ 15,801,223
FTEs	-	-	-	-	-

*Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2025 Adopted Budget.



The FY 2025 Preliminary Budget for the Debt Service Fund increased by \$15,801,223 from the FY 2024 Adopted Budget. This is a 12.0 percent increase. The majority of the increase was in the operating budget based on the amount needed for FY 2025 debt service payments.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 109,380,268	\$ 22,795,804	\$ -	\$ 132,176,072	-	\$ -
Target Budget Changes						
Administrative & Other	-	(22,795,804)	-	(22,795,804)	-	-
Total Target Budget Changes	\$ -	\$ (22,795,804)	\$ -	\$ (22,795,804)	-	\$ -
FY 2025 Target Budget	\$ 109,380,268	\$ -	\$ -	\$ 109,380,268	-	\$ -
Budget Submission	\$ 109,380,268	\$ -	\$ -	\$ 109,380,268	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to RE3 - Debt Service Fund	23,779,200	14,817,827	-	38,597,027	-	-
Administrative & Other Total	\$ 23,779,200	\$ 14,817,827	\$ -	\$ 38,597,027	-	\$ -
Grand Total	\$ 23,779,200	\$ 14,817,827	\$ -	\$ 38,597,027	-	\$ -
FY 2025 Preliminary Budget	\$ 133,159,468	\$ 14,817,827	\$ -	\$ 147,977,295	-	\$ -
Change from FY 2025 Target	\$ 23,779,200	\$ 14,817,827	\$ -	\$ 38,597,027	-	\$ -
Change from FY 2024 Adopted	\$ 23,779,200	\$ (7,977,977)	\$ -	\$ 15,801,223	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Debt Service Fund includes the following changes related to Administrative and Other Funding Changes:

Administrative and Other Funding Changes	One-Time	Ongoing	Total	FTEs
Resources to balance the Debt Service Fund to the Third Revenue Estimate	\$14,817,827	\$23,779,200	\$38,597,027	-
Total Administrative and Other Funding Changes	\$14,817,827	\$23,779,200	\$38,597,027	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Debt Service Fund, totaling \$22,795,804. The Allocated Reserve for FY 2025 is \$23,779,200, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$983,396 from the FY 2024 amount.

Dispute Resolution Fund (0104)

Dispute Resolution Center (136)

CONTENTS

Mission Statement & Strategic Goals.....	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	4
FY 2025 Preliminary Budget Recommendations Summary.....	5
Additional Information.....	5

MISSION STATEMENT & STRATEGIC GOALS

The Dispute Resolution Center (DRC) is an independent, nonprofit organization that provides and promotes accessible, high-quality dispute resolution services for all people in the Travis County area.

The Department has identified the following strategic goals for the DRC:

- Provide high quality, accessible mediation utilizing community volunteer mediators;
- Serve the diverse population of Travis County and develop an organization that reflects this diversity;
- Provide the mediation training, continuing education, and professional development for DRC mediators and staff;
- Promote public awareness of DRC programs and accomplishments;
- Develop and maintain positive relationships with the Commissioners Court, County agencies and departments, referral resources, and related organizations;
- Provide community education in dispute resolution;
- Ensure funding for the DRC program and responsibly manage its resources; and
- Regularly evaluate the effectiveness of the DRC program.

FUNDING SOURCE

The Dispute Resolution Fund derives its income from the Alternative Dispute Resolution (ADR) fee that is charged in certain civil cases filed in the Travis County Court System. Revenue estimated for the FY 2025 Preliminary Budget for the Dispute Resolution Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from the ADR Fee	\$417,358
Beginning fund balance	162,311
Investment income	5,620
Miscellaneous income	1,382
Total Resources	\$586,671

PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with offices and departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs are linked to the County Goal, "Provide services that support the safety of people in the community."

DISPUTE RESOLUTION CENTER:

The Dispute Resolution Center serves all Travis County citizens who contact the DRC seeking dispute resolution-related services.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Revised FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Percent of Cases Diverted from Court	74%	79%	72%	72%	72%
Percent Clients Satisfied with Mediation	97%	97%	97%	97%	97%
Percent of Court Related Referrals	58%	51%	65%	65%	65%
Capitol Area Better Business Bureau rating (A+=1,A=2,...)	1	1	1	1	1
Estimated Savings to Travis County Through Diverted Court Cases	\$1,857,600	\$1,840,700	\$2,000,000	\$3,000,000	\$3,000,000
Number of ADR Services	258	233	250	400	400
Number of people served: ADR Services	2,186	2,333	1,500	2,500	2,500
Number of people served: Training Services	177	108	110	400	400
Value of Contributed Services	\$162,825	\$176,875	\$180,000	\$210,000	\$210,000

The ADR fee is mandated in the Civil Practice and Remedies Code, Title 7, Chapter 154. The Dispute Resolution Center meets the service level requirement for the mandated alternative dispute resolution services and training.

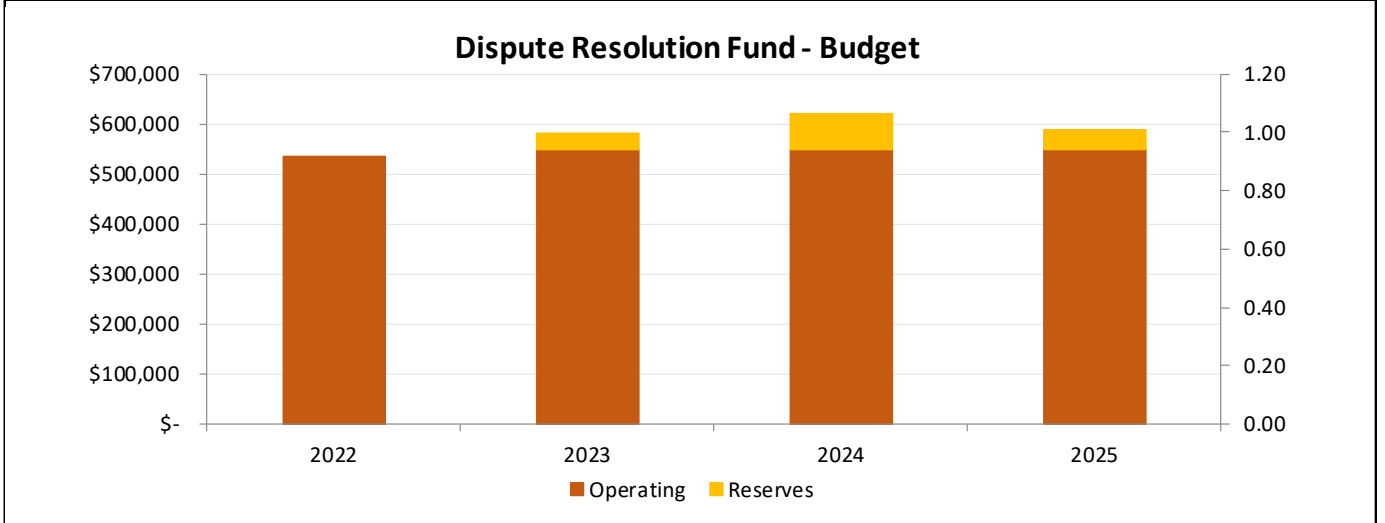
The Dispute Resolution Center serves all Travis County citizens who contact the DRC seeking dispute resolution related services. DRC reports that it has maintained a small staff while handling more inquiries and more diversified requests from a population that has doubled during the Center's 40 years in operation. The outcomes of percentages of cases diverted from Court, and the percentage of clients satisfied with the mediation are both derived from evaluations that all clients complete at the end of the mediation sessions. As a 501c3, the DRC is an external program and the only public mediation service available in Travis County. While there are eighteen more similar services throughout Texas, by state statute, these services/centers are designed to meet the individualistic nature of the specific communities they serve.

The DRC has based its projects on several underlying trends. First, that the percentage of public (including court) referred cases is, and will continue to be, high. Second, continued efforts to waive client fees for Travis County indigents has reduced projected client fee revenues for the DRC. Third, as the DRC and other private sources continue to train mediators, the DRC aims to increase the number of private resources available for those who can pay for mediation. Lastly, along with increased population in the area served by the DRC, the Center expects to see an increased reliance on publicly available mediation services relative to insignificant capacity private industry to meet demand. The DRC expects this trend will affect the number of people served and trained as well as its independent revenue generation.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	-	-	-
Operating	533,503	550,226	550,226	550,226	-
Total (Per&Op)	\$ 533,503	\$ 550,226	\$ 550,226	\$ 550,226	\$ -
Capital*	-	-	-	-	-
Reserves	-	29,684	70,305	36,445	(33,860)
Grand Total	\$ 533,503	\$ 579,910	\$ 620,531	\$ 586,671	\$ (33,860)
FTEs	-	-	-	-	-

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Dispute Resolution Fund (0104) decreased by \$33,860 from the FY 2024 Adopted Budget. This is an 5.7% decrease. The majority of the decrease was in the reserves budget.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 550,226	\$ 70,305	\$ -	\$ 620,531	-	\$ -
Target Budget Changes						
Administrative & Other	-	(70,305)	-	(70,305)	-	-
Total Target Budget Changes	\$ -	\$ (70,305)	\$ -	\$ (70,305)	-	\$ -
FY 2025 Target Budget	\$ 550,226	\$ -	\$ -	\$ 550,226	-	\$ -
Budget Submission	\$ 550,226	\$ -	\$ -	\$ 550,226	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to RE2 - 0104 - Dispute Resolution Fund	-	35,100	-	35,100	-	-
Balance to 3rd Revenue Estimate - (0104)	-	1,345	-	1,345	-	-
Administrative & Other Total	\$ -	\$ 36,445	\$ -	\$ 36,445	-	\$ -
Grand Total	\$ -	\$ 36,445	\$ -	\$ 36,445	-	\$ -
FY 2025 Preliminary Budget	\$ 550,226	\$ 36,445	\$ -	\$ 586,671	-	\$ -
Change from FY 2025 Target	\$ -	\$ 36,445	\$ -	\$ 36,445	-	\$ -
Change from FY 2024 Adopted	\$ -	\$ (33,860)	\$ -	\$ (33,860)	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Dispute Resolution Fund totaling \$70,305. The Allocated Reserve for FY 2025 is \$36,445, which is balanced to the Auditor’s Office projected revenue. This is a decrease of \$33,860 from the FY 2024 amount.

The revenue of the Dispute Resolution Center receives from the County is based on the Alternative Dispute Resolution (ADR) fee that is charged in certain civil cases filed in the Travis County Court system. The fund has also received a general fund transfer since FY 2005 in order to fully fund the mission of the Center.

The ongoing General Fund transfer was historically budgeted at \$116,036 within IJPA (155), then the Justice Planning Department, and is now budgeted under Community Legal Services (141) as a part of the Reorganization of Justice Planning approved during the FY 2024 Budget Process. This General Fund transfer was reduced to \$93,812 in FY 2024 on an ongoing basis based on projected revenues for the fund. For FY 2025, PBO is recommending a further one-time reduction of \$93,812 of this General Fund transfer based on the Auditor’s Office estimated revenues for FY 2025. The transfer will be re-evaluated in the FY 2026 Budget Process.

The Dispute Resolution Fund’s expenditure budget remains fixed since FY 2023 but should have sufficient revenue to operate through the year.

ADDITIONAL INFORMATION

FUTURE CONSIDERATIONS

The DRC notes that it is moving forward with an increase to its mediation fees at the start of FY 2025. This may increase annual revenue by up to an estimated \$50,000 and may allow the Department to explore bringing on additional staff.

Meanwhile, the Department continues to apply for grant resources to address operating needs related to technological tools, such as laptops and desktops.

Additionally, DRC anticipates that costs related to rent expenses will likely increase due to the ending of the Department's lease term, as the current rental agreement ends February 2026. The DRC is considering alternative office spaces and is in consultation with real estate brokers to assess options, including the possibility of relocating to county offices at 700 Lavaca with several county staff members. Any proposed change to the DRC's rental agreement or physical office space will likely have significant cost implications.

Lastly, the DRC is seeking to expand the volunteer mediator pool with the goal of 10 new mediators in FY 2024. The DRC anticipates that expanding volunteer mediator capacity will allow staff to complete mediations within two weeks after intake and may affect future operations.

District Clerk Records Management Fund (0127)

District Clerk (121)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	4
FY 2025 Budget Request Analysis	6
Request #04: Court Clerk Asst (1.0 FTE) – Criminal Division (Fund 0127)	6

PURPOSE

The District Clerk Records Management Fund was established in 2004 based on House Bill 1905 passed by the 78th Texas Legislature. This fund is supported by a \$5 fee for records management and preservation that became effective on January 1, 2004. The fund is dedicated to records management and preservation services performed by the District Clerk after documents are filed in the District Clerk's Office.

The District Clerk Records Management Fund is budgeted in the General Government Functional Area.

FUNDING SOURCE

The Records Management Fund derives its income from fees placed on certain documents filed in the District Clerk's Office. Revenue estimated for the FY 2025 Preliminary Budget for the Records Management Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from fees	\$458,182
Investment income	8,089
Beginning fund balance	595,861
Total Resources	\$1,062,132

PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

District Clerk's Office does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the District Clerk's programs. Performance measures are discussed within the District Clerk General Fund budget document.

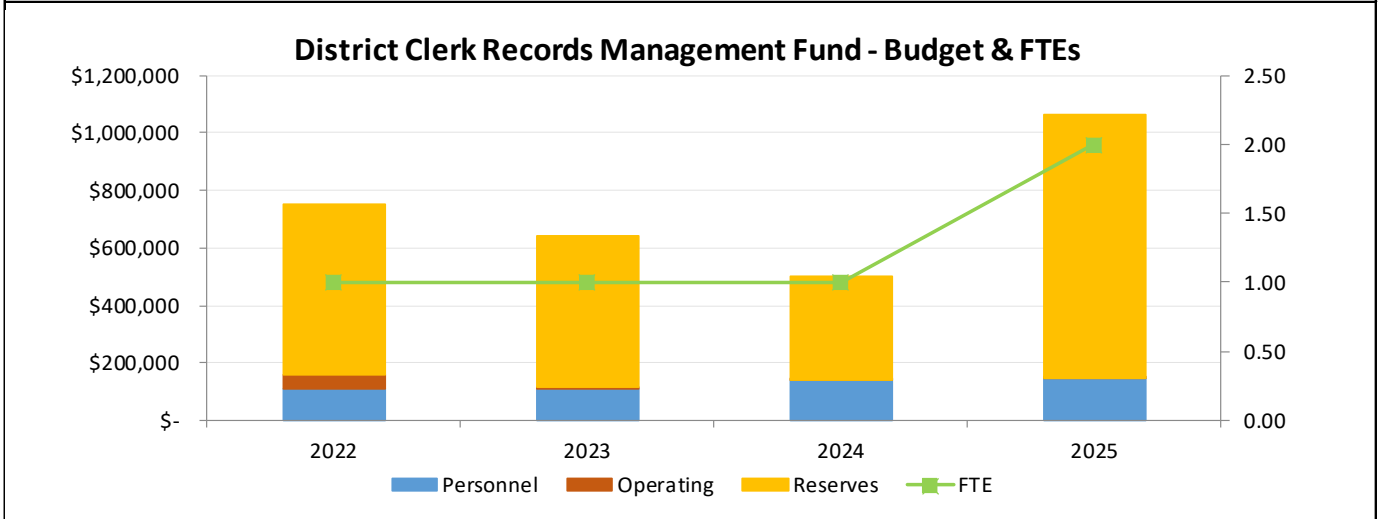
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Court Clerk Assistant for Criminal Division	\$68,416	1.00/1.00 (SPW)	The FY 2024 Adopted Budget included additional one-time personnel expenditures in the District Clerk Records Management Fund (0127) related to the continuation of the Court Clerk Assistant position (1.0 SPW) in the Criminal Division for an additional year. The Office notes a continued need for this position and has related an associated FY 2025 budget request to continue the SPW.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	109,969	110,134	138,492	145,419	6,927
Operating	50,000	3,840	379	315	(64)
Total (Per&Op)	\$ 159,969	\$ 113,974	\$ 138,871	\$ 145,734	\$ 6,863
Capital*	-	-	-	-	-
Reserves	594,419	524,849	364,140	916,398	552,258
Grand Total	\$ 754,388	\$ 638,823	\$ 503,011	\$ 1,062,132	\$ 559,121
FTEs	1.00	1.00	1.00	2.00	1.00

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Records Management Fund increased by \$559,121 from the FY 2024 Adopted Budget. This is a 111.2 % increase. The majority of the increase was in the reserves budget due to legislative changes effective in FY 2024 which increased the fee revenues deposited in this fund.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 138,871	\$ 234,561	\$ -	\$ 373,432	1.00	\$ -
Target Budget Changes						
Compensation & Benefits	2,280	-	-	2,280	-	-
Administrative & Other	(68,416)	(234,561)	-	(302,977)	-	-
Total Target Budget Changes	\$ (66,136)	\$ (234,561)	\$ -	\$ (300,697)	-	\$ -
FY 2025 Target Budget	\$ 72,735	\$ -	\$ -	\$ 72,735	1.00	\$ -
Budget Submission	\$ 72,735	\$ -	\$ -	\$ 72,735	1.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Court Clerk Asst (1.0 FTE) - Criminal Division (Fund 0127)	72,468	-	-	72,468	1.00	-
Programmatic Total	\$ 72,468	\$ -	\$ -	\$ 72,468	1.00	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	531	-	-	531	-	-
Compensation & Benefits Total	\$ 531	\$ -	\$ -	\$ 531	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to RE2 - 0127 - District Clerk Records Management Fund	-	927,984	-	927,984	-	-
Balance to 3rd Revenue Estimate - (0127)	-	(11,586)	-	(11,586)	-	-
Administrative & Other Total	\$ -	\$ 916,398	\$ -	\$ 916,398	-	\$ -
Grand Total	\$ 72,999	\$ 916,398	\$ -	\$ 989,397	1.00	\$ -
FY 2025 Preliminary Budget	\$ 145,734	\$ 916,398	\$ -	\$ 1,062,132	2.00	\$ -
Change from FY 2025 Target	\$ 72,999	\$ 916,398	\$ -	\$ 989,397	1.00	\$ -
Change from FY 2024 Adopted	\$ 6,863	\$ 681,837	\$ -	\$ 688,700	1.00	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Records Management Fund includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$68,416 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for Records Management Fund includes the following increases:

Programmatic Recommendations	One-Time	Ongoing	Total	FTEs
Resources added to the budget related to the continuation and conversion of a Court Clerk Assistant SPW (position number: 30061180) on an ongoing basis to a full FTE (1.0 FTE) to support records management, preservation, and scanning for the Criminal Division in the Records Management Special Fund.	\$-	\$72,468	\$72,468	1.00
Total Programmatic Recommendations	\$-	\$72,468	\$72,468	1.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Records Management Fund, totaling \$234,561. The Allocated Reserve for FY 2025 is \$916,398, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$552,258 from the FY 2024 amount.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Records Management Fund includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$2,280	\$2,280
Resources for health insurance cost increases for FY 2025.	-	531	531
Total Compensation Changes	\$-	\$2,811	\$2,811

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #04: COURT CLERK ASST (1.0 FTE) – CRIMINAL DIVISION (FUND 0127)

<i>Program:</i>	Criminal Division (121)			
<i>Fund/Fund#:</i>	District Clerk Records Management Fund (0127)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	1.00	1.00	1.00
Personnel	72,468	72,468	72,468	72,468
Operating	-	-	-	-
Subtotal	\$ 72,468	\$ 72,468	\$ 72,468	\$ 72,468
Capital	-	-	-	-
Dpt Total	\$ 72,468	\$ 72,468	\$ 72,468	\$ 72,468
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 72,468	\$ 72,468	\$ 72,468	\$ 72,468

DEPT. SUMMARY OF REQUEST

The District Clerk is requesting an additional year of one-time personnel expenditures in the District Clerk Records Management Fund (0127) for the continuation of a Court Clerk Assistant Special Project Worker position (1.0 SPW – position number: 30061180) in the Criminal Division to support records management, preservation, and scanning operations.

The Office relates that there is a continuing need to bolster records management processes to support the ongoing shift to hybrid court operations. This Special Fund is often used for file processing, review, preservation, and storage. The Office anticipates a busy year ahead for workloads supported by this SPW as the nine district judges, magistrate and auxiliary Judge continue to work through the pandemic backlog and present caseload. The position will also support the Office’s efforts to scan and convert historical court files to on-line records and contribute to the goal of supporting a quality judicial system and will help provide accurate and efficient case file management in support of the courts.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>New Measures</i>						
Number of new or reopened Criminal Division cases files	12,747	14,441	12,500	12,000	12,000	12,500

PBO RECOMMENDATION

PBO recommends \$72,468 in additional ongoing expenditures be included in the District Clerk Records Management Fund's (0127) FY 2025 Preliminary Budget related to the continuation of the Court Clerk Assistant SPW on an ongoing basis as a full FTE (1.0 FTE) to assist with records management, preservation, and scanning. Based on the Auditor's Office projected revenue for FY 2025, the District Clerk Records Management Fund maintains sufficient ongoing revenues to support this additional FTE on an ongoing basis. This will increase the District Clerk Records Management Fund's FTE count by 1.0 FTE.

The total estimated FY 2025 cost for this position based on the Office's FY 2025 Budget Workbook Submission is \$72,468. Based on the Auditor's Office projected revenue, the District Clerk Records Management Fund maintains sufficient ongoing resources to fund this position on an ongoing basis with \$466,289 in projected ongoing revenue relative to \$72,735 in anticipated ongoing expenditures. PBO will continue to monitor the District Clerk Records Management Fund's projected ongoing revenues based on the Auditor's Office revenue projections to be updated in July 2024.

This is the fifth consecutive fiscal year that the District Clerk has requested a Court Clerk Assistant position to support the Criminal Division in the Records Management Special Fund. PBO has recommended this position for the last four fiscal years on a one-time basis to assist with records management, preservation, and scanning. The District Clerk projects a decrease of approximately four percent in the number of new or reopened criminal cases filed in FY 2025, projecting that these filings will decline from an anticipated 12,500 in FY 2024 to 12,000 in FY 2025. However, the actual number of new or reopened Criminal Division case files has exceeded the Office's previous projections. During the FY 2024 Budget Process, the Office anticipated that the number of new or reopened case files would top out at 11,500 for FY 2023. The actual number of cases in the Criminal Division exceeded this projection by approximately 25.6 percent, totaling 14,441 for FY 2023. The continued elevated observed workloads in the Criminal Division, alongside the continued efforts to support hybrid court operations and record digitization, suggests that the Office may need to continue this position to support ongoing operations.

District Court Records Technology Fund (0139)

District Clerk (121)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	4
FY 2025 Budget Request Analysis	6
Request #05: i-Plow Collection Software (Fund 0139) – Finance Division	6

PURPOSE

The District Court Records Technology Fund was established in 2009 by the 81st Texas Legislature with the passage of Senate Bill 1685. The Fund is supported by a \$5 fee from the filing of a suit in the District Courts. Section 51.305(d) of the Texas Government Code requires the authorized fee to be used for “the preservation and restoration services of the district court records archive.”

FUNDING SOURCE

The District Court Records Technology Fund derives its income from fees placed on certain documents filed in the District Clerk’s Office. Revenue estimated for the FY 2025 Preliminary Budget for the District Court Records Technology Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from the fees	\$-
Investment income	3,023
Beginning fund balance	262,153
Total Resources	\$265,176

PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

The District Clerk does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the District Clerk’s programs. Performance measures are discussed within the District Clerk General Fund budget document.

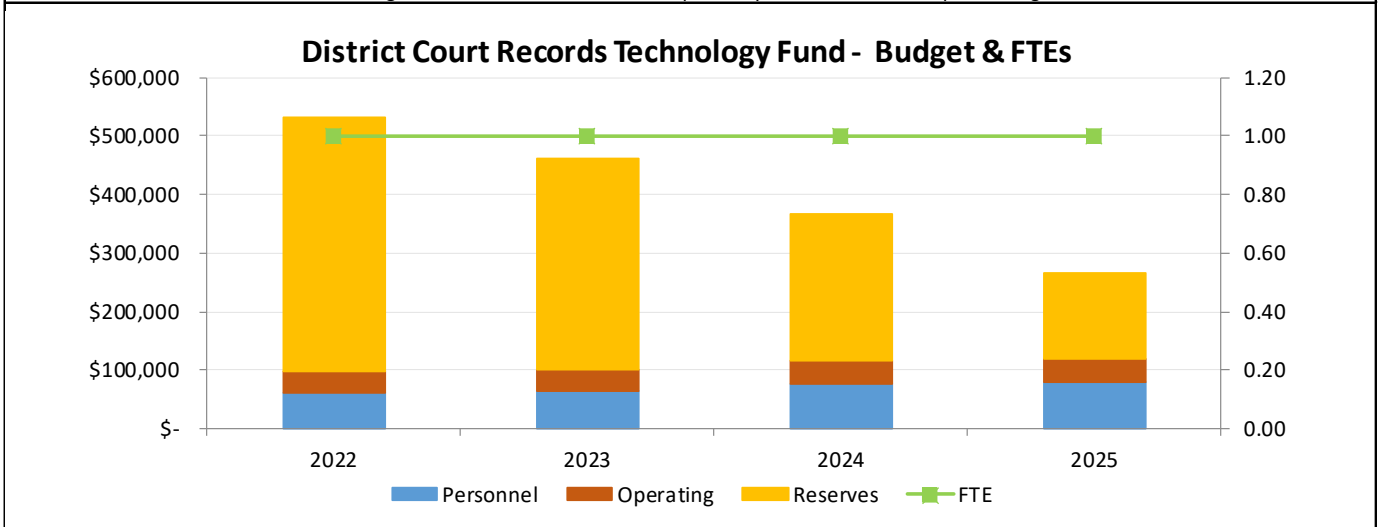
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
i-Plow Collection Software	\$36,000	N/A	I-Plow continues to be a critical support to the District Clerk’s overall collection work and bill tracking. During the pandemic, the Office temporarily stopped collections outreach and issues with Odyssey not being able to send Attorney General bills in accordance with best practices has further reduced collections. The Office expects to increase efforts (and anticipated revenue collections) going forward and retroactively bill outstanding accounts once the Odyssey matter is resolved. The i-Plow software contains all current billing information and historical data, making it difficult to shift to another system.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	61,584	63,836	77,403	80,214	2,811
Operating	37,540	37,540	37,540	37,540	-
Total (Per&Op)	\$ 99,124	\$ 101,376	\$ 114,943	\$ 117,754	\$ 2,811
Capital*	-	-	-	-	-
Reserves	433,672	359,854	251,401	147,422	(103,979)
Grand Total	\$ 532,796	\$ 461,230	\$ 366,344	\$ 265,176	\$ (101,168)
FTEs	1.00	1.00	1.00	1.00	-

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the District Court Records Technology Fund decreased by \$101,168 from the FY 2024 Adopted Budget. This is a 27.6% decrease. The majority of the decrease was in the reserves budget.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 78,943	\$ 287,401	\$ -	\$ 366,344	1.00	\$ -
Target Budget Changes						
Compensation & Benefits	2,280	-	-	2,280	-	-
Administrative & Other	-	(287,401)	-	(287,401)	-	-
Total Target Budget Changes	\$ 2,280	\$ (287,401)	\$ -	\$ (285,121)	-	\$ -
FY 2025 Target Budget	\$ 81,223	\$ -	\$ -	\$ 81,223	1.00	\$ -
Budget Submission	\$ 81,223	\$ -	\$ -	\$ 81,223	1.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
i-Plow Collection Software (Fund 0139) - Finance Division	-	36,000	-	36,000	-	-
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	531	-	-	531	-	-
Compensation & Benefits Total	\$ 531	\$ -	\$ -	\$ 531	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to RE2 - 0139 - District Court Records Technology Fund	-	147,511	-	147,511	-	-
Balance to 3rd Revenue Estimate - (0139)	-	(89)	-	(89)	-	-
Administrative & Other Total	\$ -	\$ 147,422	\$ -	\$ 147,422	-	\$ -
Grand Total	\$ 531	\$ 183,422	\$ -	\$ 183,953	-	\$ -
FY 2025 Preliminary Budget	\$ 81,754	\$ 183,422	\$ -	\$ 265,176	1.00	\$ -
Change from FY 2025 Target	\$ 531	\$ 183,422	\$ -	\$ 183,953	-	\$ -
Change from FY 2024 Adopted	\$ 2,811	\$ (103,979)	\$ -	\$ (101,168)	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for District Court Records Technology Fund includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$287,401 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

The FY 2025 Preliminary Budget for District Court Records Technology Fund includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Continuation of I-Plow Collections Software services for the collection of delinquent court costs.	\$36,000	\$-	\$36,000	-
Total Programmatic Recommendations	\$36,000	\$-	\$36,000	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the District Court Records Technology Fund, totaling \$251,401. The Allocated Reserve for FY 2025 is \$147,422, which is balanced to the Auditor’s Office projected revenue. This is a decrease of \$103,979 from the FY 2024 amount.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for District Court Records Technology Fund includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$2,280	\$2,280
Resources for health insurance cost increases for FY 2025.	-	531	531
Total Compensation Changes	\$-	\$2,811	\$2,811

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #05: I-PLOW COLLECTION SOFTWARE (FUND 0139) – FINANCE DIVISION

<i>Program:</i>	Accounting Division (121)			
<i>Fund/Fund#:</i>	District Court Records Technology Fund (0139)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	36,000	36,000	-	-
Subtotal	\$ 36,000	\$ 36,000	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 36,000	\$ 36,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 36,000	\$ 36,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The District Clerk's Office is requesting the use of one-time additional operating resources in the Records Technology Fund (0139) to cover the purchase of i-Plow collections software to assist with overall collection tracking activities. i-Plow, with an annual renewal cost of \$36,000, has been an essential software that the Office uses to manage collections related activities.

I-Plow supports current collections activities by providing a modern, efficient, and responsive tracking system. The software allows the Office to rely on technological solutions and increases overall productivity and accuracy of collection efforts. In coordination with the Tax Office's Collections division, the District Clerk's internal collection efforts support the County goal of resolving, collecting, and reducing the large amount of funds owed to Travis County.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
\$ Amount of Delinquent court costs collected	\$125,668	\$93,674	\$120,000	\$120,000	\$150,000	\$150,000

PBO RECOMMENDATION

PBO recommends \$36,000 in one-time operating funding be included in the District Clerk Records Technology Fund's FY 2025 Preliminary Budget for the continued use of i-Plow software for collection of delinquent court costs. Based on the Auditor's

Office initial projected revenue, the Office can fund these costs on a one-time basis using its beginning fund balance of \$261,709.

The District Clerk's Office has relied on I-Plow for collecting funds related to delinquent court costs for the last few years. The Finance Division reported lower collections during the pandemic as the Office aimed to more equitably collect delinquent fees based on defendants' ability to pay, and that the Office-wide transition to the new court management system, Odyssey, had redirected staff away from collections efforts.

To date, this software helps bring in more revenue related to collections efforts than it costs to operate. However, it is notable that collections have fluctuated in recent fiscal years. During the FY 2023 Budget Process, the Office anticipated collecting \$200,000 in delinquent court costs for FY 2022. The actual amount of delinquent court costs collected in FY 2022 was \$125,668, representing a 37.2 percent decrease (\$74,332) from the Office's original projections. For FY 2023, total delinquent court costs collections declined to \$93,674, representing a 25.5 percent decrease from FY 2022. The Office projects that total delinquent court costs collections will increase to \$120,000 through FY 2024, which would be an approximate 28.1 percent increase. PBO will continue to monitor projected and actual delinquent court cost collections in relation to anticipated future fiscal year requests for continued utilization of this software.

PBO notes that there remains a need for a County-wide official, centralized payment method within PCI Compliance. PBO recommends that the District Clerk's Office continue to coordinate with the Tax Office and Auditor's Office to explore more permanent solutions for these payment collection needs.

Drug Court Program Fund (0131)

Pretrial Services (142)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	4

PURPOSE

The Drug Court Program Fund is a fund to be used only for a drug court program. A fee on certain criminal convictions was effective in FY 2007. A portion of this fee is directed to the use of only the drug court program. In addition, existing Drug Court participant payments under Section 469 of the Health & Safety Code go to this fund.

FUNDING SOURCE

The Drug Court Program Fund derives its income from a fee on certain criminal convictions as well as Drug Court participant payments. Revenue estimated for the FY 2025 Preliminary Budget for the Drug Court Program Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from fees and payments	\$15,517
Investment income	8,244
Beginning fund balance	397,246
Total Resources	\$421,007

PROGRAMS & PERFORMANCE MANAGEMENT

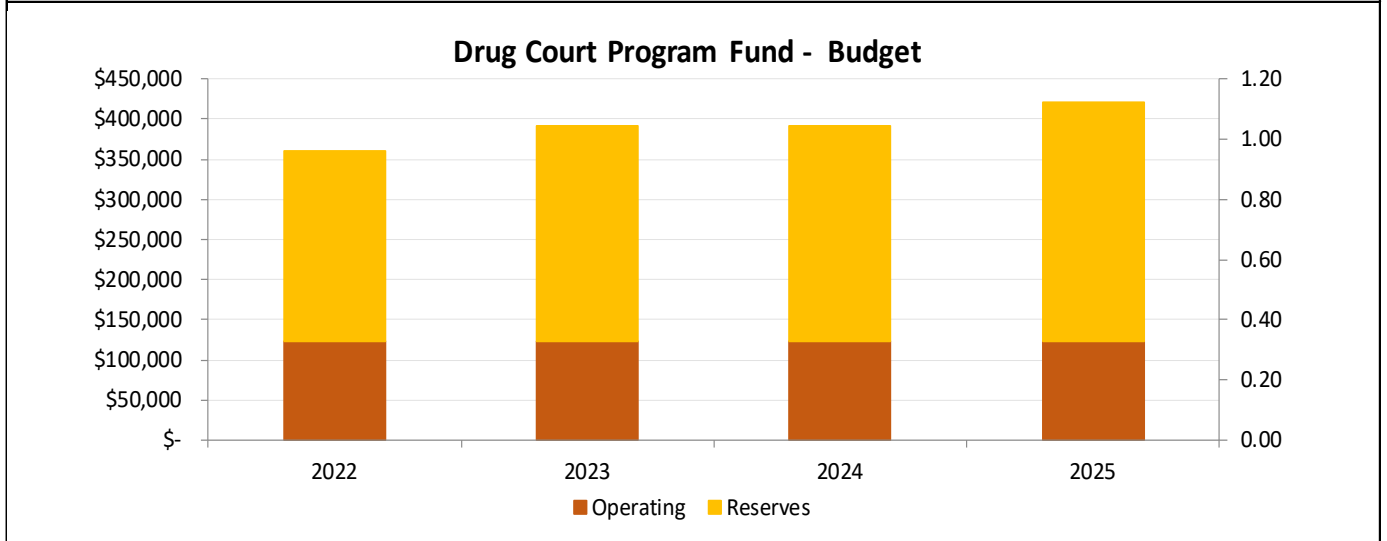
KEY PROGRAM MEASURES

Pretrial Services does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the Drug Court Program. Performance measures are discussed within the Pretrial Services General Fund budget document.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	-	-	-
Operating	123,962	123,962	123,962	123,962	-
Total (Per&Op)	\$ 123,962	\$ 123,962	\$ 123,962	\$ 123,962	\$ -
Capital*	-	-	-	-	-
Reserves	236,577	267,711	267,903	297,045	29,142
Grand Total	\$ 360,539	\$ 391,673	\$ 391,865	\$ 421,007	\$ 29,142
FTEs	-	-	-	-	-

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Drug Court Fund increased by \$29,142 from the FY 2024 Adopted Budget. This is an 7.4% increase. The increase was in the reserves budget.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 123,962	\$ 269,519	\$ -	\$ 393,481	-	\$ -
Target Budget Changes						
Administrative & Other	-	(269,519)	-	(269,519)	-	-
Total Target Budget Changes	\$ -	\$ (269,519)	\$ -	\$ (269,519)	-	\$ -
FY 2025 Target Budget	\$ 123,962	\$ -	\$ -	\$ 123,962	-	\$ -
Budget Submission	\$ 123,962	\$ -	\$ -	\$ 123,962	-	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to RE2 - 0131 - Drug Court Fund	-	297,807	-	297,807	-	-
Balance to 3rd Revenue Estimate - (0131)	-	(762)	-	(762)	-	-
Administrative & Other Total	\$ -	\$ 297,045	\$ -	\$ 297,045	-	\$ -
Grand Total	\$ -	\$ 297,045	\$ -	\$ 297,045	-	\$ -
FY 2025 Preliminary Budget	\$ 123,962	\$ 297,045	\$ -	\$ 421,007	-	\$ -
Change from FY 2025 Target	\$ -	\$ 297,045	\$ -	\$ 297,045	-	\$ -
Change from FY 2024 Adopted	\$ -	\$ 27,526	\$ -	\$ 27,526	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Drug Court Fund includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$269,519 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

ADMINISTRATIVE AND OTHER FUNDING CHANGES

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Drug Court Program Fund, totaling \$267,903. The Allocated Reserve for FY 2025 is \$297,045, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$29,142 from the FY 2024 amount.

INTERNAL REALLOCATIONS

Pretrial Services moved operating funds across line items in the FY 2025 Budget Submission for this fund to better align current resources with anticipated expenditures.

Employee Health Benefit Fund (8956)

Human Resources Management Department (111)

CONTENTS

Mission Statement & Strategic Goals.....2

Programs & Performance Management2

Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....3

FY 2025 Preliminary Budget Recommendations Summary.....4

Additional Information5

FY 2025 Budget Request Analysis7

 Request #12: REplacement electrocardiogram (EKG) Machines.....7

MISSION STATEMENT & STRATEGIC GOALS

The Employee Health Benefit Fund is an internal service fund used to budget anticipated health benefit expenditures for County employees and retirees, as well as their dependents.

FUNDING SOURCE

The Fund derives its income from premium contributions paid by the County, employees, and retirees, COBRA premiums paid by persons who leave Travis County employment, and investment income. Revenue estimated for the FY 2025 Preliminary Budget for the Employee Health Benefit Fund includes:

<i>Revenue Categories and Sources</i>	<i>Total</i>
Investment income	\$711,268
Beginning fund balance	29,887,098
General Fund transfer	101,329,781
Total Resources	\$131,928,147

PROGRAMS & PERFORMANCE MANAGEMENT

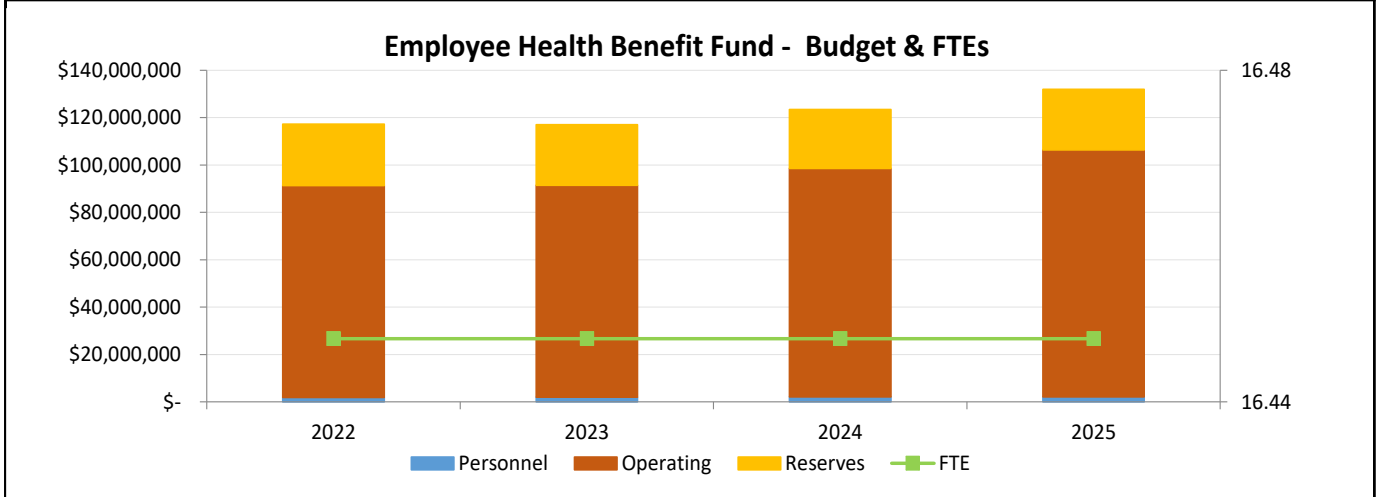
KEY PROGRAM MEASURES

The Human Resources Management Department does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the Employee Health Benefits program and the Employee Health Clinic program. Performance measures are discussed within the Human Resources Management Department General Fund budget document.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	1,869,588	1,944,138	2,056,271	2,136,030	79,759
Operating	89,447,499	89,447,499	96,545,679	104,261,067	7,715,388
Total (Per&Op)	\$ 91,317,087	\$ 91,391,637	\$ 98,601,950	\$ 106,397,097	\$ 7,795,147
Capital*	-	-	-	-	-
Reserves	25,928,891	25,603,944	24,837,929	25,531,050	693,121
Grand Total	\$ 117,245,978	\$ 116,995,581	\$ 123,439,879	\$ 131,928,147	\$ 8,488,268
FTEs	16.45	16.45	16.45	16.45	-

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Employee Health Benefit Fund increased by \$8,488,268 from the FY 2024 Adopted Budget. This is an 6.8% increase. The majority of the increase was in the operating budget.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 98,601,950	\$ 24,837,929	\$ -	\$ 123,439,879	16.45	\$ -
Target Budget Changes						
Compensation & Benefits	71,024	-	-	71,024	-	-
Administrative & Other	-	(24,837,929)	-	(24,837,929)	-	-
Total Target Budget Changes	\$ 71,024	\$ (24,837,929)	\$ -	\$ (24,766,905)	-	\$ -
FY 2025 Target Budget	\$ 98,672,974	\$ -	\$ -	\$ 98,672,974	16.45	\$ -
Budget Submission	\$ 98,672,974	\$ -	\$ -	\$ 98,672,974	16.45	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Replacement Electrocardiogram (EKG) Machines	-	18,320	-	18,320	-	-
Programmatic Total	\$ -	\$ 18,320	\$ -	\$ 18,320	-	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	8,733	-	-	8,733	-	-
Compensation & Benefits Total	\$ 8,733	\$ -	\$ -	\$ 8,733	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Health Insurance Claims Increase	7,697,070	-	-	7,697,070	-	-
8956 Health Fund	-	25,531,050	-	25,531,050	-	-
Administrative & Other Total	\$ 7,697,070	\$ 25,531,050	\$ -	\$ 33,228,120	-	\$ -
Grand Total	\$ 7,705,803	\$ 25,549,370	\$ -	\$ 33,255,173	-	\$ -
FY 2025 Preliminary Budget	\$ 106,378,777	\$ 25,549,370	\$ -	\$ 131,928,147	16.45	\$ -
Change from FY 2025 Target	\$ 7,705,803	\$ 25,549,370	\$ -	\$ 33,255,173	-	\$ -
Change from FY 2024 Adopted	\$ 7,776,827	\$ 711,441	\$ -	\$ 8,488,268	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Employee Health Benefit Fund includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$71,024 was added to the budget related to ongoing costs for FY 2024 Across the Board.

The FY 2025 Preliminary Budget for Employee Health Benefit Fund includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Replacement Electrocardiogram (EKG) Machines	\$18,320	\$-	\$18,320	-
Total Programmatic Recommendations	\$18,320	\$-	\$18,320	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Employee Health Benefit Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Health Insurance Claims Increase	\$-	\$7,697,070	\$7,697,070	-
3 rd Revenue Estimate	25,531,050	-	25,531,050	-
Total Administrative and Other Funding Changes	\$25,531,050	\$7,697,070	\$33,228,120	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Employee Health Benefit Fund, totaling \$24,837,929. The Allocated Reserve for FY 2025 is \$25,531,050, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$693,121 from the FY 2024 amount.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Employee Health Benefit Fund includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$71,024	\$71,024
Resources for health insurance cost increases for FY 2025.	-	8,733	8,733
Total Compensation Changes	\$-	\$79,757	\$79,757

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

ADDITIONAL INFORMATION

VACANT POSITIONS

The Fund currently has two total vacancies, out of which the following position have been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Health & Wellness Program Administrator	30005857	1.00	1,112	The Health & Wellness Program Administrator position has been on hold since the position became vacant. This position is needed for our Health & Wellness program, and is being actively recruited in FY2024.

The Department states the Health & Wellness Program Administrator position has been on hold since the position became vacant. The Department advises this position is needed for their Health & Wellness program, and is being actively recruited in FY2024.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #12: REPLACEMENT ELECTROCARDIOGRAM (EKG) MACHINES

<i>Program:</i>	Travis County Employee Health Clinic (111)			
<i>Fund/Fund#:</i>	Employee Health Benefit Fund (8956)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	18,320	18,320	-	-
Subtotal	\$ 18,320	\$ 18,320	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 18,320	\$ 18,320	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 18,320	\$ 18,320	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The department requests \$18,320 one-time funding to replace three Electrocardiogram (EKG) machines becoming obsolete due to the manufacturer’s discontinuation and compatibility issues with the upcoming Windows 11 IT deployment.

The department reports the three EKG machines currently in use, installed in 2008, will soon be unsupported by the manufacturer. Additionally, these machines will not function with the County’s planned upgrade to Windows 11. Replacing these machines is critical to continuing to provide high-quality healthcare services, as EKGs are essential for patient diagnosis and management.

The current budget does not accommodate the simultaneous replacement of these machines, necessitating additional funding to ensure uninterrupted patient care services. The department will evaluate the new EKG machines based on their operational reliability and integration with other IT systems, ensuring they enhance patient care delivery. The performance of these machines is crucial for maintaining effective patient diagnosis and treatment.

The department emphasizes without the appropriate equipment to perform comprehensive evaluations, there could be significant delays in patient diagnosis and treatment, potentially decreasing patient satisfaction and reducing utilization of the Clinic’s services. The department plans to procure and install the new EKG machines within the current fiscal year or before the deployment of Windows 11. This is to prevent any gap in diagnostic capabilities.

PBO RECOMMENDATION

PBO recommends \$18,320 in one-time funding to replace three outdated Electrocardiogram (EKG) machines. The current machines, installed in 2008, are being phased out and will not be compatible with the upcoming Windows 11 IT upgrade. This replacement is critical to avoid disruptions in patient care and diagnostics, as EKGs are essential for patient management. Immediate funding will ensure that the new machines are operational before the IT upgrade, maintaining uninterrupted healthcare services.

Fire Code Fund (0134)

Emergency Services (147)

CONTENTS

Mission Statement & Strategic Goals.....2

Programs & Performance Management2

Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....3

FY 2025 Preliminary Budget Recommendations Summary.....4

FY 2025 Budget Request Analysis6

 Request #1: Fire Marshal Deputy I SPW To FTE Conversion6

 Request #2: Fire Marshal Deputy II SPW Positions6

MISSION STATEMENT & STRATEGIC GOALS

The mission of the Travis County Fire Marshal's Office is to protect and serve the citizens of Travis County within the constraints of State law and County policy. The Office is charged with fire prevention, which includes enforcing the Travis County Fire Code and Chapter 71 of the Travis County Code, conducting inspections related to citizen complaints, as well as conducting inspections of structures in unincorporated areas of the county and municipalities when requested to do so (e.g., through an interlocal agreement) within a specific time frame. This includes schools, commercial buildings, day care centers, foster and adoptive homes, group homes, assisted living centers, nightclubs, apartments, firework stands, mass gatherings, and many other facilities. Fee revenue from these inspections is placed in the Fire Code Fund to support this activity.

FUNDING SOURCE

The Fire Code Fund derives its income from Fire Service Fees such as fire code inspections adopted by the Commissioners Court in 2005. Revenue estimated for the FY 2025 Preliminary Budget for the Fire Code Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from Fire Service Fees	\$2,603,222
Investment income	149,030
Beginning fund balance	7,271,186
Total Resources	\$10,023,438

PROGRAMS & PERFORMANCE MANAGEMENT

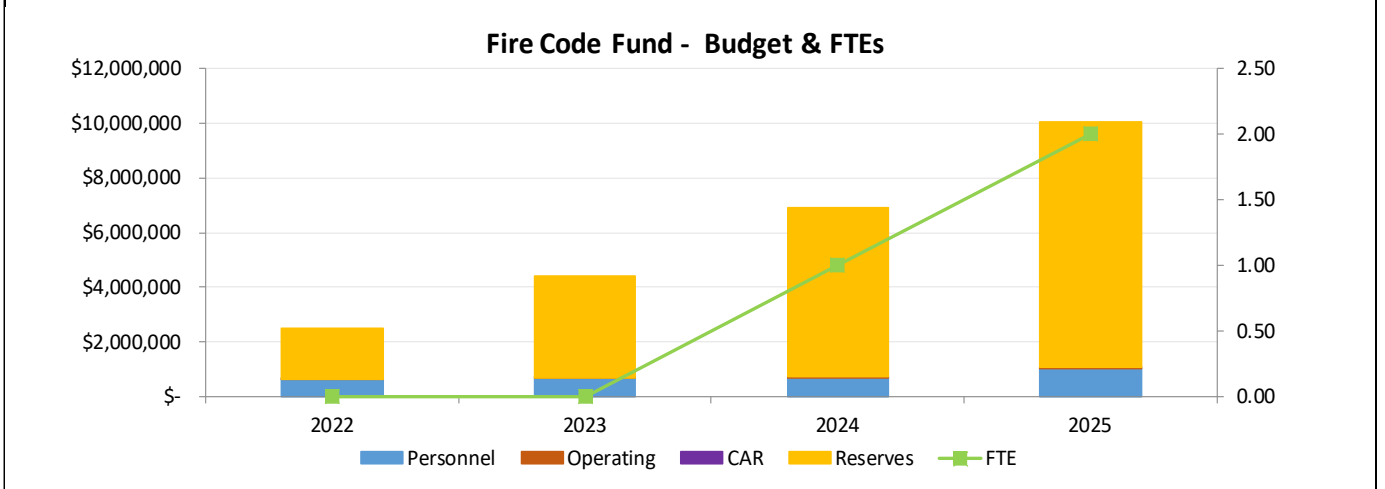
KEY PROGRAM MEASURES

Emergency Services does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the Fire Marshal's Office. Performance measures are discussed within the Emergency Services General Fund budget document.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	641,365	684,029	692,752	1,016,794	324,042
Operating	13,192	20,392	31,392	41,392	10,000
Total (Per&Op)	\$ 654,557	\$ 704,421	\$ 724,144	\$ 1,058,186	\$ 334,042
Capital*	-	-	-	-	-
Reserves	1,837,628	3,692,756	6,174,299	8,965,252	2,790,953
Grand Total	\$ 2,492,185	\$ 4,397,177	\$ 6,898,443	\$ 10,023,438	\$ 3,124,995
FTEs	-	-	1.00	2.00	1.00

*Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Fire Code Fund increased by \$3,215,475 from the FY 2024 Adopted Budget. This is an 45.3% increase. The majority of the increase was in the reserves due to increased fire code fee revenue.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 613,173	\$ 6,285,270	\$ -	\$ 6,898,443	1.00	\$ -
Target Budget Changes						
Programmatic	-	(5,439,937)	-	(5,439,937)	-	-
Administrative & Other	-	(845,333)	-	(845,333)	-	-
Total Target Budget Changes	\$ -	\$ (6,285,270)	\$ -	\$ (6,285,270)	-	\$ -
-	-	-	-	-	-	-
-	-	-	-	-	-	-
FY 2025 Target Budget	\$ 613,173	\$ -	\$ -	\$ 613,173	1.00	\$ -
Budget Submission	\$ 613,173	\$ -	\$ -	\$ 613,173	1.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic Total	\$ 110,700	\$ 332,006	\$ -	\$ 442,706	1.00	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	2,307	-	-	2,307	-	-
Compensation & Benefits Total	\$ 2,307	\$ -	\$ -	\$ 2,307	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to RE 2 - 0134 - Fire Code Fund	-	8,689,435	-	8,689,435	-	-
Tie 0134 to RE 3	-	275,817	-	275,817	-	-
Administrative & Other Total	\$ -	\$ 8,965,252	\$ -	\$ 8,965,252	-	\$ -
Grand Total	\$ 113,007	\$ 9,297,258	\$ -	\$ 9,410,265	1.00	\$ -
FY 2025 Preliminary Budget	\$ 726,180	\$ 9,297,258	\$ -	\$ 10,023,438	2.00	\$ -
Change from FY 2025 Target	\$ 113,007	\$ 9,297,258	\$ -	\$ 9,410,265	1.00	\$ -
Change from FY 2024 Adopted	\$ 113,007	\$ 3,011,988	\$ -	\$ 3,124,995	1.00	\$ -

The FY 2025 Preliminary Budget for The Fire Code Fund includes the following increases:

<i>Programmatic Recommendations</i>	One-Time	Ongoing	Total	FTEs
Fire Marshal Deputy II SPW Positions	\$332,006	-	\$332,006	-
Fire Marshal Deputy I SPW To FTE Conversion	-	110,700	110,700	1.00
Total Programmatic Recommendations	\$332,006	110,700	\$442,706	1.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for The Fire Code includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	One-Time	Ongoing	Total	FTEs
Removal of FY 2024 Budgeted Reserve	\$(6,174,299)	\$-	\$(6,174,299)	-
Addition of FY 2025 Budgeted Reserve	8,965,252		8,965,252	
Total Administrative and Other Funding Changes	\$2,790,953	\$-	\$2,790,953	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Fire Code Fund, totaling \$6,174,299. The Allocated Reserve for FY 2025 is \$8,965,252 which is balanced to the Auditor’s Office projected revenue. This is an increase of \$2,790,953 from the FY 2024 amount.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for The Fire Code Fund includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for health insurance cost increases for FY 2025	-	2,307	2,307
Total Compensation Changes	\$-	\$2,307	\$2,307

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a 4.1 percent healthcare rate increase for FY 2025 on April 30, 2025, and approved on June 18, 2025, with the contribution rate changing from \$1,079 in FY 2024 to \$1,123 for FY 2025.

There is currently no rate increase planned for retirement.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #1: FIRE MARSHAL DEPUTY I SPW TO FTE CONVERSION

REQUEST #2: FIRE MARSHAL DEPUTY II SPW POSITIONS

<i>Program:</i>	Fire Marshal (147)			
<i>Fund/Fund#:</i>	Fire Code Fund (0134)		<i>Mandated Program:</i>	Yes
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	1.00	1.00	1.00	1.00
Personnel	427,206	427,206	109,700	109,700
Operating	15,500	15,500	1,000	1,000
Subtotal	\$ 442,706	\$ 442,706	\$ 110,700	\$ 110,700
Capital	91,620	-	-	-
Dpt Total	\$ 534,326	\$ 442,706	\$ 110,700	\$ 110,700
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 534,326	\$ 442,706	\$ 110,700	\$ 110,700

DEPT. SUMMARY OF REQUEST

FIRE MARSHAL DEPUTY I SPW TO FTE CONVERSION - \$110,700

The Fire Marshal's Office requests funding for and the authorization to convert a previously approved Special Project Worker into a permanent position. The Office states that this position is needed to ensure that it can continue to meet all statutory mandates and required duties and anticipates this request will be cost-neutral due to ongoing permit fees generated and reclassified from fire code-related work.

FIRE MARSHAL DEPUTY II SPW POSITIONS- \$423,626

The Fire Marshal's Office requests funding for and the authorization of three Deputy Fire Marshal II Special Project Workers. These positions are needed to ensure the Office can meet all statutory mandates and required duties. The Office anticipates this request will be cost-neutral due to ongoing permit fees generated and reclassified from fire code-related work. The positions will augment the agency's inspection program by completing inspections of existing buildings, starting a new multi-family inspection program, and assisting with the ongoing inspections at the Colorado River Project.

BUDGET REQUEST PERFORMANCE MEASURES

None provided.

PBO RECOMMENDATION

FIRE MARSHAL DEPUTY I SPW TO FTE CONVERSION - \$110,900

The Fire Marshal’s Office continues to need additional staff capacity for the Colorado River manufacturing facility project. Further, the office is projecting its workload in construction plan review to increase by 16-25 percent each year for the next few fiscal years. As such, PBO recommends one-time funding continuing the exiting Deputy Fire Marshal I SPW in FY 2025 using funding from the Fire Code Fund (0134). As this position’s workload is centered around fire code inspections under local government code 233.065, its work would qualify as an expense for the administration and enforcement of the fire code. PBO does not support converting this position into FTE at this time because of the variability of workload drivers such as the Colorado River Project and new construction in subsequent fiscal years; however, given the increased workload, PBO recommends an additional two-year authorization for this special project worker.

FIRE MARSHAL DEPUTY II SPW POSITIONS - \$423,626

The Fire Marshal’s Office continues to need additional staff capacity for the Colorado River project. The Office states current staff only have the capacity to complete new construction activities and cannot inspect existing buildings or multi-family apartment buildings. The Office states that limited capacity for this work limits the ability to comply with statutory mandates regarding plan reviews, fire inspections, and investigations. The Office intends to use the new Special Project Worker positions to inspect existing buildings and multi-family buildings. As these positions' workload is centered around fire code inspections under local government code 233.065, their work would qualify as an expense for the administration and enforcement of the fire code and be eligible for full funding from the Fire Code Fund (0134). PBO recommends three full-time Fire Marshal Deputy I Special Project Workers authorized for two years funded on a one-time basis from resources in the Fire Code Fund.

Health Food Permits Fund (0138)

Health and Human Services

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	3

PURPOSE

The Texas Legislature authorized counties to require the payment of a fee for issuing or renewing a permit related to the regulation of food service establishments. The Legislature intended that the revenues collected from these fees be used for conducting inspections and issuing permits for food service establishments.

FUNDING SOURCE

The Health Food Permits Fund derives its income from food establishment fees, mobile food establishment permits, and temporary food establishment permits approved by the Commissioners Court. Revenue estimated for the FY 2025 Preliminary Budget for the Health Food Permits Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from food establishment fees	\$228,365
Investment income	27,213
Beginning fund balance	1,157,565
Total Resources	\$1,413,143

PROGRAMS & PERFORMANCE MANAGEMENT

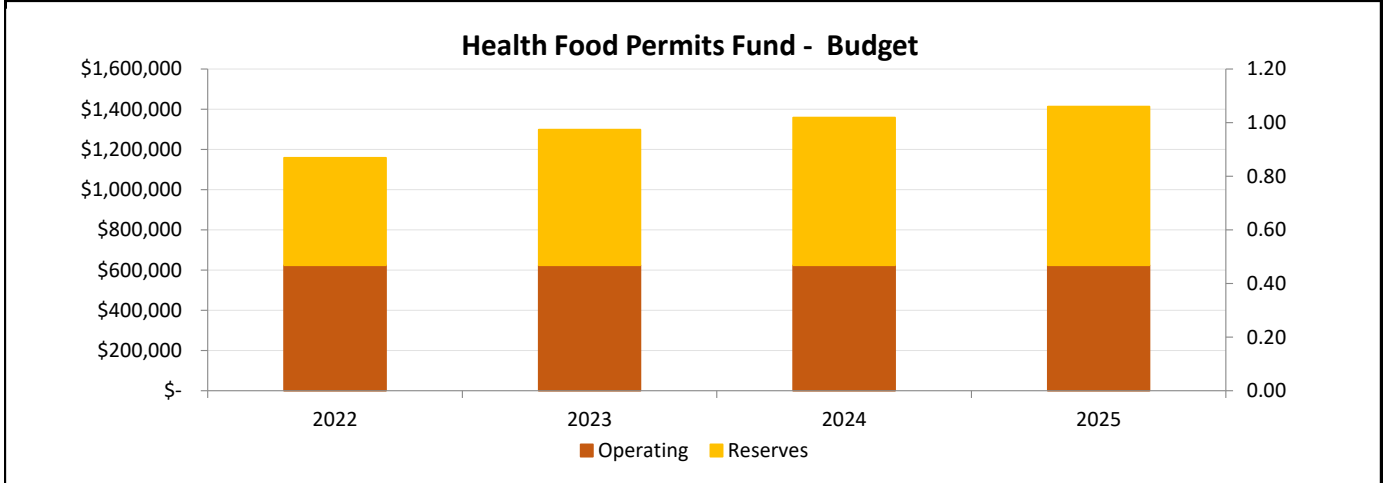
KEY PROGRAM MEASURES

Health and Human Services does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the conducting of inspections and issuing permits for food service establishments. Performance measures are discussed within the Health and Human Services General Fund budget document.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	-	-	-
Operating	623,263	623,263	623,263	623,263	-
Total (Per&Op)	\$ 623,263	\$ 623,263	\$ 623,263	\$ 623,263	\$ -
Capital*	-	-	-	-	-
Reserves	534,741	674,980	735,180	789,880	54,700
Grand Total	\$ 1,158,004	\$ 1,298,243	\$ 1,358,443	\$ 1,413,143	\$ 54,700
FTEs	-	-	-	-	-

Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Health Food Permits Fund increased by \$54,700 from the FY 2024 Adopted Budget. This is a 4.0 percent increase, with all of the increase in the reserve due to a large fund balance.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 623,263	\$ 735,180	\$ -	\$ 1,358,443	-	\$ -
Target Budget Changes						
Administrative & Other	-	(735,180)	-	(735,180)	-	-
Total Target Budget Changes	\$ -	\$ (735,180)	\$ -	\$ (735,180)	-	\$ -
FY 2025 Target Budget	\$ 623,263	\$ -	\$ -	\$ 623,263	-	\$ -
Budget Submission	\$ 623,263	\$ -	\$ -	\$ 623,263	-	\$ -
Dept Budget Requests	<i>Ongoing</i>	<i>One-Time</i>	<i>Capital</i>	<i>Total</i>	<i>FTEs</i>	<i>Earmarks</i>
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Tie 0138 to RE2	-	803,575	-	803,575	-	-
Tie 0138 to RE3	-	(13,695)	-	(13,695)	-	-
Administrative & Other Total	\$ -	\$ 789,880	\$ -	\$ 789,880	-	\$ -
Grand Total	\$ -	\$ 789,880	\$ -	\$ 789,880	-	\$ -
FY 2025 Preliminary Budget	\$ 623,263	\$ 789,880	\$ -	\$ 1,413,143	-	\$ -
Change from FY 2025 Target	\$ -	\$ 789,880	\$ -	\$ 789,880	-	\$ -
Change from FY 2024 Adopted	\$ -	\$ 54,700	\$ -	\$ 54,700	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Health Food Permits Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Tie Fund 0138 to Revenue Estimate	\$789,880	\$-	\$789,880	-
Total Administrative and Other Funding Changes	\$789,880	\$-	\$789,880	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Health Food Permits Fund, totaling \$735,180. The Allocated Reserve for FY 2025 is \$789,880, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$54,700 from the FY 2024 amount.

Judicial Education and Support Fund (0159)

Probate Court (125)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	4

PURPOSE

This special revenue fund was created in FY 2022 to collect probate training fees established as part of the Local Consolidated Civil fee under 135.102(b)(12). As per 135.159, "Money allocated under Section 135.102 to the judicial education and support fund maintained in the county treasury as required by Section 135.151 may be used by a county only to pay:

(1) the continuing education of the judge and staff of the probate court, including the payment of travel and related expenses in attending a continuing judicial education activity of an organization accredited by the supreme court for continuing judicial education; or

(2) the county's contribution to fund the compensation required by Section 25.0022, Government Code, for the presiding judge of the statutory probate court."

FUNDING SOURCE

The Judicial Education and Support Fund derives its income from probate training fees. Revenue estimated for the FY 2025 Preliminary Budget for the Judicial Education and Support Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from the probate training fees	\$18,000
Investment income	-
Beginning fund balance	53,416
Total Resources	\$71,416

PROGRAMS & PERFORMANCE MANAGEMENT

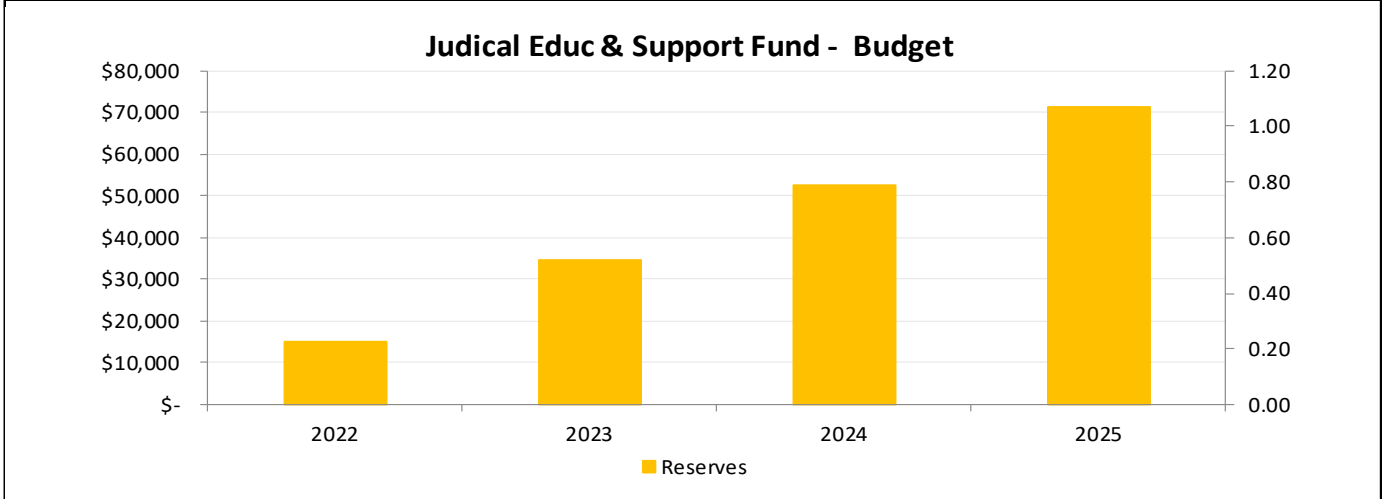
KEY PROGRAM MEASURES

The Probate Court does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the Judicial Education and Support Fund. Performance measures are discussed within the Probate Court's General Fund budget document.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	-	-	-
Operating	-	-	-	-	-
Total (Per&Op)	\$ -	\$ -	\$ -	\$ -	\$ -
Capital*	-	-	-	-	-
Reserves	15,000	34,485	52,531	71,416	18,885
Grand Total	\$ 15,000	\$ 34,485	\$ 52,531	\$ 71,416	\$ 18,885
FTEs	-	-	-	-	-

*Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Judicial Education and Support Fund increased by \$18,885 from the FY 2024 Adopted Budget. This is an 40.0% increase. The increase was in the Fund’s budgeted reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ -	\$ 52,531	\$ -	\$ 52,531	-	\$ -
Target Budget Changes						
Administrative & Other	-	(52,531)	-	(52,531)	-	-
Total Target Budget Changes	\$ -	\$ (52,531)	\$ -	\$ (52,531)	-	\$ -
FY 2025 Target Budget	\$ -	\$ -	\$ -	\$ -	-	\$ -
Budget Submission	\$ -	\$ -	\$ -	\$ -	-	\$ -
Dept Budget Requests						
	<i>Ongoing</i>	<i>One-Time</i>	<i>Capital</i>	<i>Total</i>	<i>FTEs</i>	<i>Earmarks</i>
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to 2nd Revenue Estimate - Judicial Education and Support Fund (1059)	-	70,891	-	70,891	-	-
Balance to 3rd Revenue Estimate - Judicial Education and Support Fund (0159)	-	525	-	525	-	-
Administrative & Other Total	\$ -	\$ 71,416	\$ -	\$ 71,416	-	\$ -
Grand Total	\$ -	\$ 71,416	\$ -	\$ 71,416	-	\$ -
FY 2025 Preliminary Budget	\$ -	\$ 71,416	\$ -	\$ 71,416	-	\$ -
Change from FY 2025 Target	\$ -	\$ 71,416	\$ -	\$ 71,416	-	\$ -
Change from FY 2024 Adopted	\$ -	\$ 18,885	\$ -	\$ 18,885	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Judicial Education and Support Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
FY 2025 budgeted reserve for the Judicial Education and Support Fund	\$71,416	\$-	\$71,416	-
Total Administrative and Other Funding Changes	\$71,416	\$-	\$71,416	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Judicial Education and Support Fund, totaling \$52,531. The Allocated Reserve for FY 2025 is \$71,416 which is balanced to the Auditor’s Office projected revenue. This is an increase of \$18,885 from the FY 2024 amount.

Justice Court Building Security Fund (0136)

Facilities Management Department (114)

CONTENTS

Purpose	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	2
FY 2025 Preliminary Budget Recommendations Summary.....	3

PURPOSE

The 79th Texas Legislature passed HB 1934, which allows for the collection of an additional \$1 security fee as a cost of court that is to be placed in a Justice Court Building Security Fund. The funds are to be used to provide security services for a justice court located in a building that is not the County courthouse.

FUNDING SOURCE

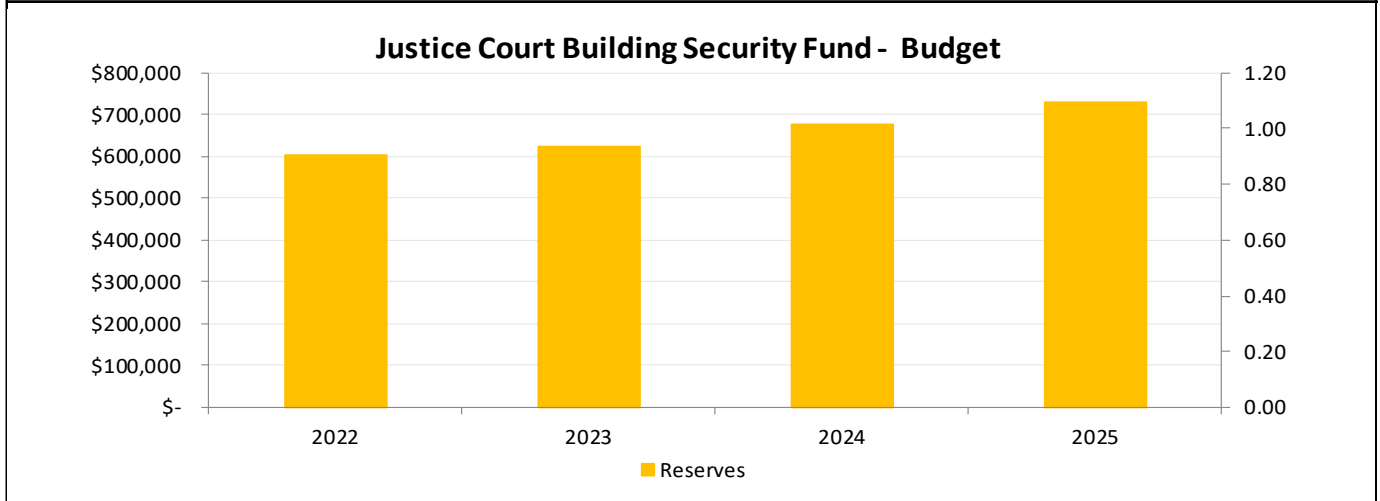
The Justice Court Building Security Fund derives its income from a \$1 security fee as a court cost. Revenue estimated for the FY 2025 Preliminary Budget for the Justice Court Building Security Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from the \$1 security fee	\$21,418
Investment income	14,976
Beginning fund balance	691,537
Total Resources	\$727,931

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	-	-	-
Operating	-	-	-	-	-
Total (Per&Op)	\$ -	\$ -	\$ -	\$ -	\$ -
Capital*	-	-	-	-	-
Reserves	604,371	624,718	675,054	727,931	52,877
Grand Total	\$ 604,371	\$ 624,718	\$ 675,054	\$ 727,931	\$ 52,877
FTEs	-	-	-	-	-

*Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Justice Court Building Security Fund increased by \$52,877 from the FY 2024 Adopted Budget. This is a 7.8% increase. The entirety of the increase was in the reserves.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ -	\$ 675,054	\$ -	\$ 675,054	-	\$ -
Target Budget Changes						
Administrative & Other	-	(675,054)	-	(675,054)	-	-
Total Target Budget Changes	\$ -	\$ (675,054)	\$ -	\$ (675,054)	-	\$ -
FY 2025 Target Budget	\$ -	\$ -	\$ -	\$ -	-	\$ -
Budget Submission	\$ -	\$ -	\$ -	\$ -	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to 2nd Revenue Estimate - Justice Court Security Fund (0136)	-	730,167	-	730,167	-	-
Balance to 3rd Revenue Estimate - Justice Court Security Fund (0136)	-	(2,236)	-	(2,236)	-	-
Administrative & Other Total	\$ -	\$ 727,931	\$ -	\$ 727,931	-	\$ -
Grand Total	\$ -	\$ 727,931	\$ -	\$ 727,931	-	\$ -
FY 2025 Preliminary Budget	\$ -	\$ 727,931	\$ -	\$ 727,931	-	\$ -
Change from FY 2025 Target	\$ -	\$ 727,931	\$ -	\$ 727,931	-	\$ -
Change from FY 2024 Adopted	\$ -	\$ 52,877	\$ -	\$ 52,877	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Justice Court Building Security Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	One-Time	Ongoing	Total	FTEs
Balance to 2nd Revenue Estimate - Justice Court Security Fund (0136)	730,167	-	730,167	-
Balance to 3rd Revenue Estimate - Justice Court Security Fund (0136)	(2,236)	-	(2,236)	-
Total Administrative and Other Funding Changes	\$727,931	\$-	\$727,931	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Justice Court Building Security Fund, totaling \$675,054. The Allocated Reserve for FY 2025 is \$727,931, which is balanced to the Auditor's Office projected revenue. This is an increase of \$52,877 from the FY 2024 amount.

Justice Court Support Fund (0161)

Justices of the Peace, Precincts 1-5 (126-130)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	4

PURPOSE

The Justice Court Support Fund is intended to defray the costs of services provided by a justice court. This fund was established in 2021 by the 87th Texas Legislature to ensure that civil filing fees were only used for costs actually incurred in providing justice court services. Previously, this fee was deposited into the General Fund. Under Section 135.161 the Fund may be used by a county only to defray the costs of services provided by a Justice Court.

FUNDING SOURCE

The Justice Court Support Fund derives its income from civil filing fees. Revenue estimated for the FY 2025 Preliminary Budget for the Justice Court Support Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from civil filing fees	584,762
Investment income	24,807
Beginning fund balance	1,310,689
Total Resources	\$1,920,258

PROGRAMS & PERFORMANCE MANAGEMENT

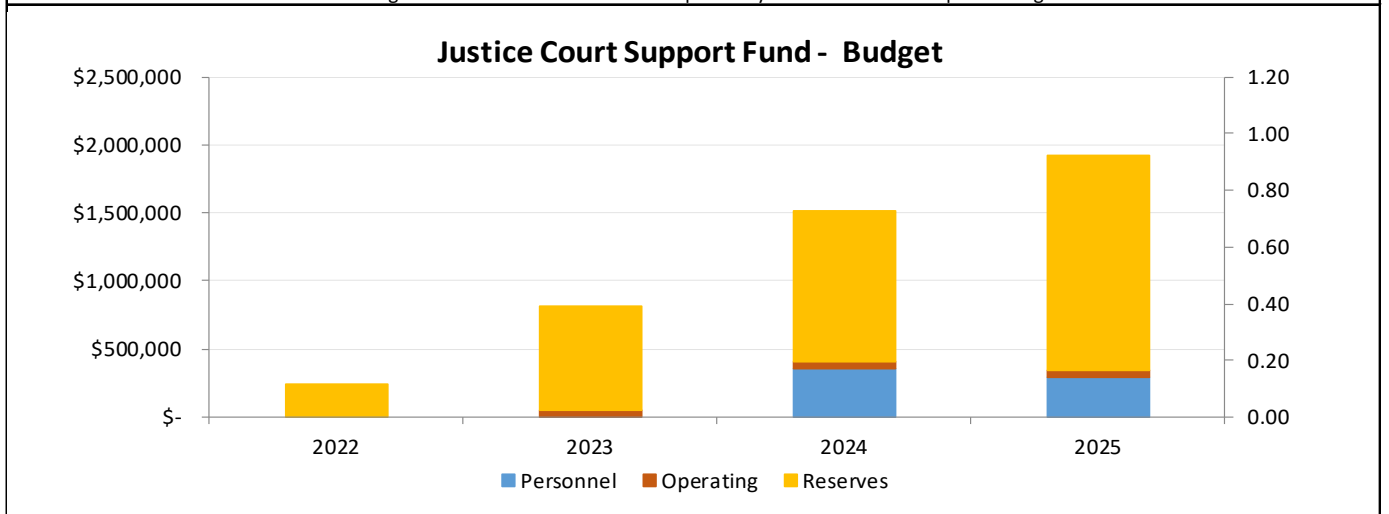
KEY PROGRAM MEASURES

The Justices of the Peace do not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the Civil and Criminal Divisions in all five JPs. Performance measures are discussed within the General Fund budget documents for the JPs.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	350,385	291,564	(58,821)
Operating	-	50,000	54,650	51,000	(3,650)
Total (Per&Op)	\$ -	\$ 50,000	\$ 405,035	\$ 342,564	\$ (62,471)
Capital*	-	-	-	-	-
Reserves	243,414	764,983	1,109,955	1,577,694	467,739
Grand Total	\$ 243,414	\$ 814,983	\$ 1,514,990	\$ 1,920,258	\$ 405,268
FTEs	-	-	-	-	-

*Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Justice Court Support Fund increased by \$405,268 from the FY 2024 Adopted Budget. This is a 26.8% increase. The majority of the increase was in the reserves.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 50,000	\$ 1,464,990	\$ -	\$ 1,514,990	-	\$ -
Target Budget Changes						
Administrative & Other	-	(1,464,990)	-	(1,464,990)	-	-
Total Target Budget Changes	\$ -	\$ (1,464,990)	\$ -	\$ (1,464,990)	-	\$ -
FY 2025 Target Budget	\$ 50,000	\$ -	\$ -	\$ 50,000	-	\$ -
Budget Submission	\$ 50,000	\$ -	\$ -	\$ 50,000	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Criminal Department, Special Project Worker	-	72,891	-	72,891	-	-
PBO Correction - JP4 SPW Yr 2	-	73,141	-	73,141	-	-
PBO Correction - JP1 2 SPWs Yr 2	-	146,532	-	146,532	-	-
Programmatic Total	\$ -	\$ 292,564	\$ -	\$ 292,564	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to 2nd Revenue Estimate - Justice Court Support Fund (0161)	-	1,580,222	-	1,580,222	-	-
Balance to 3rd Revenue Estimate - Justice Court Support Fund (0161)	-	(2,528)	-	(2,528)	-	-
Administrative & Other Total	\$ -	\$ 1,577,694	\$ -	\$ 1,577,694	-	\$ -
Grand Total	\$ -	\$ 1,870,258	\$ -	\$ 1,870,258	-	\$ -
FY 2025 Preliminary Budget	\$ 50,000	\$ 1,870,258	\$ -	\$ 1,920,258	-	\$ -
Change from FY 2025 Target	\$ -	\$ 1,870,258	\$ -	\$ 1,870,258	-	\$ -
Change from FY 2024 Adopted	\$ -	\$ 405,268	\$ -	\$ 405,268	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Justice Court Support Fund includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
PBO Correction - JP1 2 SPWs Yr 2	146,532	-	146,532	-
PBO Correction - JP4 SPW Yr 2	73,141	-	73,141	-
Criminal Department, Special Project Worker	72,891	-	72,891	-
Total Programmatic Recommendations	\$292,564	\$-	\$292,564	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Justice Court Support Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Balance to 2nd Revenue Estimate - Justice Court Support Fund (0161)	1,580,222	-	1,580,222	-
Balance to 2nd Revenue Estimate - Justice Court Support Fund (0161)	(2,528)	-	(2,528)	-
Total Administrative and Other Funding Changes	\$1,577,694	\$-	\$1,577,694	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Justice Court Support Fund, totaling \$1,109,955. The Allocated Reserve for FY 2025 is \$1,577,694, which is balanced to the Auditor's Office projected revenue. This is an increase of \$467,739 from the FY 2024 amount.

Justice Court Technology Fund (0125)

Justices of the Peace – Precincts 1-5 (126-130)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	3

PURPOSE

The Justice Court Technology Fund supports the technology enhancement needs of the Travis County Justice Courts. The Justice Court Technology Fund can be used to pay for the purchase of technological enhancements for a justice court including personnel, computer systems, networks, hardware and software, imaging systems, electronic ticket writers, and docket management systems.

FUNDING SOURCE

The Fund derives its income from a \$4 fee for court costs paid by those charged with misdemeanor offenses. Revenue estimated for the FY 2025 Preliminary Budget for the Justice Court Technology Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from the court fees	\$70,980
Investment income	\$2,455
Beginning fund balance	\$95,419
Total Resources	\$168,854

PROGRAMS & PERFORMANCE MANAGEMENT

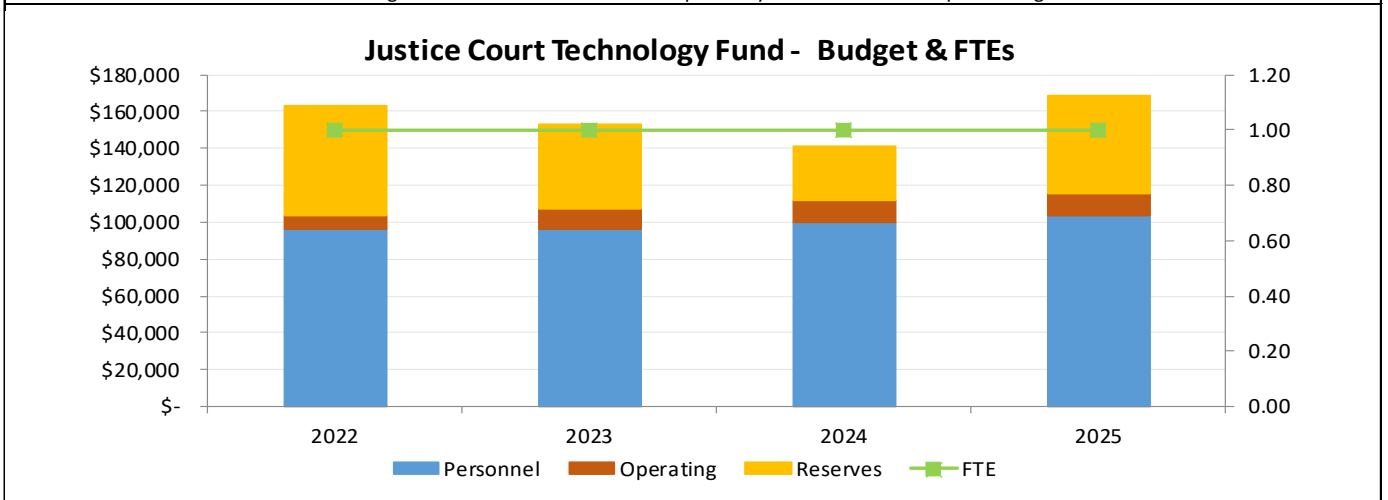
KEY PROGRAM MEASURES

The Justices of the Peace do not keep separate performance measures for this special revenue fund. The revenue of this Fund supports all five of the JPs Civil and Criminal Divisions. Performance measures are discussed within the JPs General Fund budget documents.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	96,492	95,982	99,991	103,801	3,810
Operating	7,300	10,952	11,451	11,476	25
Total (Per&Op)	\$ 103,792	\$ 106,934	\$ 111,442	\$ 115,277	\$ 3,835
Capital*	-	-	-	-	-
Reserves	59,248	46,368	29,872	53,577	23,705
Grand Total	\$ 163,040	\$ 153,302	\$ 141,314	\$ 168,854	\$ 27,540
FTEs	1.00	1.00	1.00	1.00	-

*Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Justice Court Technology Fund increased by \$27,540 from the FY 2024 Adopted Budget. This is a 19.5% increase. The majority of the increase was in the reserves.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 111,442	\$ 29,872	\$ -	\$ 141,314	1.00	\$ -
Target Budget Changes						
Compensation & Benefits	3,304	-	-	3,304	-	-
Administrative & Other	-	(29,872)	-	(29,872)	-	-
Total Target Budget Changes	\$ 3,304	\$ (29,872)	\$ -	\$ (26,568)	-	\$ -
FY 2025 Target Budget	\$ 114,746	\$ -	\$ -	\$ 114,746	1.00	\$ -
Budget Submission	\$ 114,746	\$ -	\$ -	\$ 114,746	1.00	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	531	-	-	531	-	-
Compensation & Benefits Total	\$ 531	\$ -	\$ -	\$ 531	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to 2nd Revenue Estimate - Justice Court Technology Fund (0125)	-	59,435	-	59,435	-	-
Balance to 3rd Revenue Estimate - Justice Court Technology Fund (0125)	-	(5,858)	-	(5,858)	-	-
Administrative & Other Total	\$ -	\$ 53,577	\$ -	\$ 53,577	-	\$ -
Grand Total	\$ 531	\$ 53,577	\$ -	\$ 54,108	-	\$ -
FY 2025 Preliminary Budget	\$ 115,277	\$ 53,577	\$ -	\$ 168,854	1.00	\$ -
Change from FY 2025 Target	\$ 531	\$ 53,577	\$ -	\$ 54,108	-	\$ -
Change from FY 2024 Adopted	\$ 3,835	\$ 23,705	\$ -	\$ 27,540	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Justice Court Technology Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Balance to 2nd Revenue Estimate - Justice Court Technology Fund (0125)	\$59,435	\$-	\$59,435	\$-
Balance to 3rd Revenue Estimate - Justice Court Technology Fund (0125)	(5,858)	-	(5,858)	-
Total Administrative and Other Funding Changes	\$59,435	\$-	\$59,435	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Justice Court Technology Fund, totaling \$29,872. The Allocated Reserve for FY 2025 is \$53,577 which is balanced to the Auditor’s Office projected revenue. This is an increase of \$27,540 from the FY 2024 amount.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Justice Court Technology Fund includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	-	\$3,304	\$3,304
Resources for health insurance cost increases for FY 2025.	-	531	531
Total Compensation Changes	\$-	\$3,835	\$3,835

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a 4.1 percent healthcare rate increase for FY 2025 on April 30, 2025, with scheduled approval on June 11, 2025, and these increases are included in anticipation of approval, with the contribution rate changing from \$1,079 in FY 2024 to \$1,123 for FY 2025.

There is currently no rate increase planned for retirement.

Juvenile Case Manager Program Fund (0152)

Justices of the Peace, Precinct 1-5 (126-130)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	3

PURPOSE

The Juvenile Case Manager Program Fund was created following the passage of Senate Bill 1419 during the 83rd Texas Legislature. The legislation creates an additional \$2 court cost fee and permits the County to retain a portion of the fee for the purposes of operation or establishing a juvenile case manager fund.

FUNDING SOURCE

The Juvenile Case Manager Program Fund derives its income from a \$2 fee as a court cost. Revenue estimated for the FY 2025 Preliminary Budget for the Juvenile Case Manager Program Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from the \$2 fee	\$101,053
Investment income	5,599
Beginning fund balance	115,703
General fund transfer	277,000
Total Resources	\$499,355

PROGRAMS & PERFORMANCE MANAGEMENT

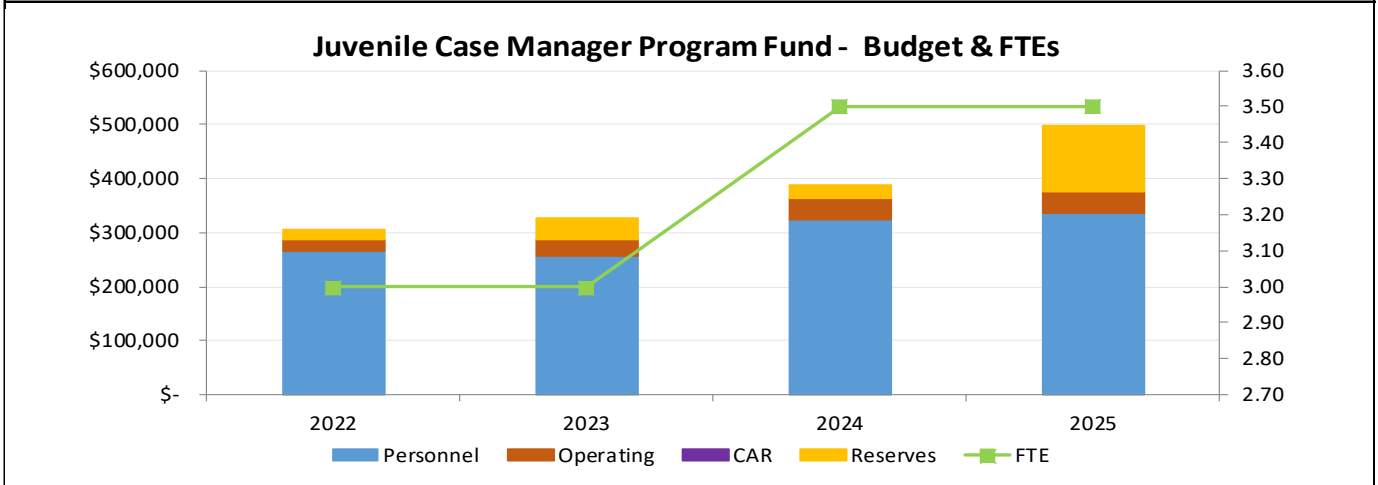
KEY PROGRAM MEASURES

The Justices of the Peace do not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the Juvenile Case Manager programs in JPs 1, 2, 3, and 4. Performance measures are discussed within the General Fund budget documents for those Offices.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	264,713	256,280	324,187	336,164	11,977
Operating	22,980	29,874	37,938	38,894	956
Total (Per&Op)	\$ 287,693	\$ 286,154	\$ 362,125	\$ 375,058	\$ 12,933
Capital*	-	-	-	-	-
Reserves	19,105	39,965	26,419	124,297	97,878
Grand Total	\$ 306,798	\$ 326,119	\$ 388,544	\$ 499,355	\$ 110,811
FTEs	3.00	3.00	3.50	3.50	-

*Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Juvenile Case Manager Program Fund increased by \$117,060 from the FY 2024 Adopted Budget. This is a 28.5% increase. The majority of the increase was in the reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 362,125	\$ 26,419	\$ -	\$ 388,544	3.50	\$ -
Target Budget Changes						
Compensation & Benefits	11,337	-	-	11,337	-	-
Administrative & Other	6	(26,419)	-	(26,413)	-	-
Total Target Budget Changes	\$ 11,343	\$ (26,419)	\$ -	\$ (15,076)	-	\$ -
FY 2025 Target Budget	\$ 373,468	\$ -	\$ -	\$ 373,468	3.50	\$ -
Budget Submission	\$ 373,465	\$ -	\$ -	\$ 373,465	3.50	\$ -
Dept Budget Requests	<i>Ongoing</i>	<i>One-Time</i>	<i>Capital</i>	<i>Total</i>	<i>FTEs</i>	<i>Earmarks</i>
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	1,593	-	-	1,593	-	-
Compensation & Benefits Total	\$ 1,593	\$ -	\$ -	\$ 1,593	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to 2nd Revenue Estimate - Juvenile Case Manager Program Fund (0152)	-	130,546	-	130,546	-	-
Balance to 3rd Revenue Estimate - Juvenile Case Manager Program Fund (0152)	-	(6,249)	-	(6,249)	-	-
Administrative & Other Total	\$ -	\$ 124,297	\$ -	\$ 124,297	-	\$ -
Grand Total	\$ 1,593	\$ 124,297	\$ -	\$ 125,890	-	\$ -
FY 2025 Preliminary Budget	\$ 375,058	\$ 124,297	\$ -	\$ 499,355	3.50	\$ -
Change from FY 2025 Target	\$ 1,590	\$ 124,297	\$ -	\$ 125,887	-	\$ -
Change from FY 2024 Adopted	\$ 12,933	\$ 97,878	\$ -	\$ 110,811	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Juvenile Case Manager Program Fund includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$277,000 from a General Fund transfer to the fund on a one-time basis for the Justices of the Peace to have sufficient revenue to operate juvenile case management programs through FY 2025. This transfer is included in the JP 1 and JP 2 General Fund Preliminary Budgets, with the Departments receiving \$180,000 and \$97,000 respectively to cover the revenue shortfall for these programs.

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Juvenile Case Manager Program Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Balance to 2nd Revenue Estimate - Juvenile Case Manager Program Fund (0152)	130,546	-	130,546	-
Balance to 3rd Revenue Estimate - Juvenile Case Manager Program Fund (0152)	(6,249)	-	(6,249)	-
Total Administrative and Other Funding Changes	\$124,297	\$-	\$124,297	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Juvenile Case Manager Program Fund, totaling \$26,419. The Allocated Reserve for FY 2025 is \$124,297, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$97,878 from the FY 2024 amount.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Juvenile Case Manager Program Fund includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	-	11,049	11,049
Resources for health insurance cost increases for FY 2025.	-	1,593	1,593
Longevity for FY 2025 Target	-	154	154
Longevity/Rounding for FY 2025 Target	-	134	134
Total Compensation Changes	\$-	\$12,930	\$12,930

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

Language Access Fund (0158)

Innovative Justice & Program Analysis (155)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	4

PURPOSE

SB 41, passed during the 87th Legislative Session, amends current law related to collection and disbursement of civil courts costs. This bill looks to consolidate the many civil court filing fees and establish a streamlined system to simplify the consolidation and allocation of state civil court costs. The Language Access Fund derives its income from \$3 collected from court filing fees of any probate, guardianship, or mental health case. These collected funds may be used only to provide language access services for individuals appearing before the court or receiving court services.

FUNDING SOURCE

The Language Access Fund its income from \$3 collected from court filing fees of any probate, guardianship, or mental health case. Revenue estimated for the FY 2025 Preliminary Budget for the Language Access Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from the filing fees	\$139,217
Investment income	3,085
Beginning fund balance	389,618
Total Resources	\$531,920

PROGRAMS & PERFORMANCE MANAGEMENT

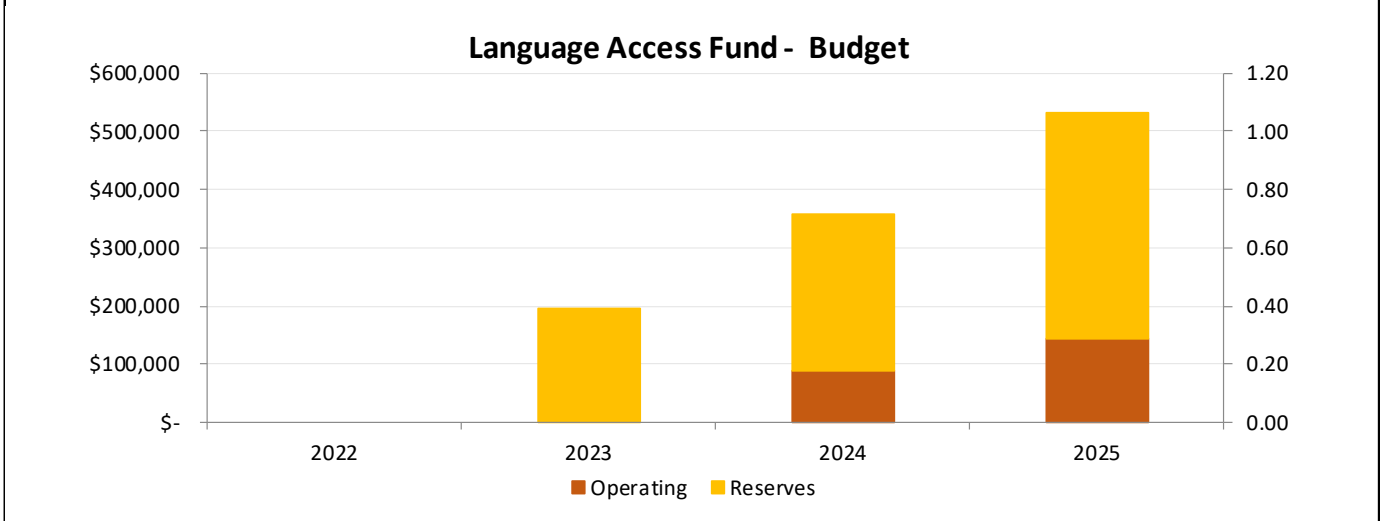
KEY PROGRAM MEASURES

The Department of Innovative Justice & Program Analysis (IJPA) does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports language access services for individuals appearing before the court or receiving court services.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	-	-	-
Operating	-	-	90,000	142,302	52,302
Total (Per&Op)	\$ -	\$ -	\$ 90,000	\$ 142,302	\$ 52,302
Capital*	-	-	-	-	-
Reserves	-	194,783	268,107	389,618	121,511
Grand Total	\$ -	\$ 194,783	\$ 358,107	\$ 531,920	\$ 173,813
FTEs	-	-	-	-	-

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Language Access Fund increased by \$173,813 from the FY 2024 Adopted Budget. This is a 48.5% increase. The majority of the increase was in the reserves budget.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ -	\$ 358,107	\$ -	\$ 358,107	-	\$ -
Target Budget Changes						
Administrative & Other	90,000	(358,107)	-	(268,107)	-	-
Total Target Budget Changes	\$ 90,000	\$ (358,107)	\$ -	\$ (268,107)	-	\$ -
FY 2025 Target Budget	\$ 90,000	\$ -	\$ -	\$ 90,000	-	\$ -
Budget Submission	\$ 90,000	\$ -	\$ -	\$ 90,000	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to RE2 - (0158) Language Access Fund	52,528	-	-	52,528	-	-
Balance to RE2 - 0158 - Language Access Fund	-	389,973	-	389,973	-	-
Balance to RE3 - (0158) Language Access Fund Operating Budget	(226)	-	-	(226)	-	-
Balance to 3rd Revenue Estimate - (0158)	-	(355)	-	(355)	-	-
Administrative & Other Total	\$ 52,302	\$ 389,618	\$ -	\$ 441,920	-	\$ -
Grand Total	\$ 52,302	\$ 389,618	\$ -	\$ 441,920	-	\$ -
FY 2025 Preliminary Budget	\$ 142,302	\$ 389,618	\$ -	\$ 531,920	-	\$ -
Change from FY 2025 Target	\$ 52,302	\$ 389,618	\$ -	\$ 441,920	-	\$ -
Change from FY 2024 Adopted	\$ 142,302	\$ 31,511	\$ -	\$ 173,813	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Language Access Fund includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

The FY 2025 Preliminary Budget for the Language Access Fund includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Increased expenditure budget based Auditor’s Office Second Revenue Estimate of ongoing revenues for FY 2025	\$-	\$52,528	\$52,528	-
Adjusted expenditure budget based Auditor’s Office Third Revenue Estimate of ongoing revenues for FY 2025	-	(226)	(226)	-
Total Programmatic Recommendations	\$-	\$52,302	\$52,302	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Language Access Fund, totaling \$268,107. The Allocated Reserve for FY 2025 is \$389,618, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$121,511 from the FY 2024 amount.

Law Library Fund (0100)

Community Legal Services (141)

CONTENTS

Mission Statement & Strategic Goals.....	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	5
FY 2025 Preliminary Budget Recommendations Summary.....	6
Additional Information.....	7

MISSION STATEMENT & STRATEGIC GOALS

The Travis County Law Library & Self-Help Center facilitates the resolution of litigation by providing accessible, relevant, accurate, and current legal information to all patrons. Patrons include self-represented litigants, judges, private attorneys, and county-employed legal staff who interact with the Travis County courts.

The Law Library provides the information with the following services:

- One-on-one assistance by reference librarians and reference attorneys;
- Books and online database access;
- Kits (forms and brochures) produced by the reference attorney;
- Manage the Community Information Exchange email list;
- Producing content for the library, Travis County, and TexasLawHelp web sites; and
- Codification of ordinances and regulation passed by Travis County Commissioners Court.

FUNDING SOURCE

The Law Library Fund derives its income from fees placed on civil court filings. Revenue estimated for the FY 2025 Preliminary Budget for the Law Library Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from the fees	\$753,699
Investment income	10,317
Beginning fund balance	330,539
One-time General Fund transfer	104,011
Total Resources	\$1,198,566

PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with offices and departments to quantify and measure their programs' performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following programs were formerly linked to the County Goal, "Ensure the public safety and the equitable and humane resolution of conflicts through an evolving justice system and other public processes" and are now linked to the County Goal, "Protect and provide opportunity for those most vulnerable and underrepresented."

LAW LIBRARY:

The Travis County Law Library & Self-Help Center facilitates the resolution of litigation by providing accessible, relevant, accurate, and current legal information to all patrons. Patrons include self-represented litigants, judges, private attorneys, and county-employed legal staff who interact with the Travis County courts. Law Library services include reference services, access to reference attorneys, and technical services.

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Revised FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Number of forms, brochures, web pages created, updated, or translated into Spanish	51	155	58	27	27
Number of patrons assisted	28,192	31,566	30,944	30,944	30,944
Number of patrons assisted by driver's license reference attorneys	712	782	722	700	700
Number of patrons assisted by family law reference attorneys	4,680	5,467	5,204	1,400	1,000
Pages of forms, brochures, web pages created or updated in English	256	99	78	50	20
Percentage of reference & research requests completed on day of inquiry	99%	100%	100%	100%	100%

COVID-19 necessitated the Law Library's move to remote services during FY 2020. At that time, the Law Library implemented online reference, chat, fillable forms, remote Case Review, and email docket submission procedures that it continues to support, except for the chat service. The Law Library resumed in-person services in April 2022. The Division reports that observed elevated rates in email and phone call reference contacts have continued despite in-person activity not returning to pre-COVID levels. The Law Library also notes that walk in visits have increased after February 28, 2023, following the relocation into the Civil Family Courthouse Facility (CFCF), which has contributed to the increase in *Number of Patrons Assisted* in the second half of FY 2023 and in the first half of FY 2024. Meanwhile, the Law Library reports that a vacancy and an extended leave reduced the number of reference attorney staff hours in Family Law Case Review.

The Law Library notes that the civil district courts made necessary, safety-conscious changes to court procedures in response to the pandemic in FY 2020. One such change by the Civil District Court was to replace the pre-COVID uncontested docket process with the e-mail submission process. Prior to COVID-19, self-represented litigants (SRLs) moved their cases from filing to case review, and then to the in-person docket themselves. This process often did not often require additional assistance from Law Library staff. However, with suspension of the in-person uncontested docket and the implementation of virtual submission processes for uncontested cases, SRLs are now relying on the Law Library to move case files through the court's uncontested process. This has resulted in additional workloads for Law Library staff that it did not have with uncontested docket. The Law Library now electronically files post-petition forms; stores, reviews, and revises forms via email with the litigant; hold's TEAMS appointments; gets signatures from both parties; and then submits cases to the judge.

The Law Library reports that these additional duties are staff intensive, and the increase to workloads appears to be ongoing. The Law Library notes that the alternative to this workload burden would be to rely on SRLs to prepare their own forms and set their cases for hearing. The Division expects that this would shift the workload burden from the Law Library to the Civil Courts in the form of more hearings with unprepared self-represented litigants who have un-reviewed proposed orders.

The Law Library also notes that its programs are unique to Travis County. There are other self-help programs in the nation but no similar programs in Texas. Self-help programs in other major US counties began with family law, as Travis County's did. Similar programs tend to expand to provide attorney help with mediation, expunction, and landlord/tenant services as well as family law. However, the Law Library does not provide direct help with mediation or landlord/tenant services. The Law Library reports that there are two movements in self-help services that the Division is watching closely. One is early resolution of contested family law cases through settlements mediated through services offered by the self-help center. The other is legal navigator programs. Multiple jurisdictions in the US use non-attorneys too as limited, neutral case managers who help self-represented litigants move their contested cases through the court process.

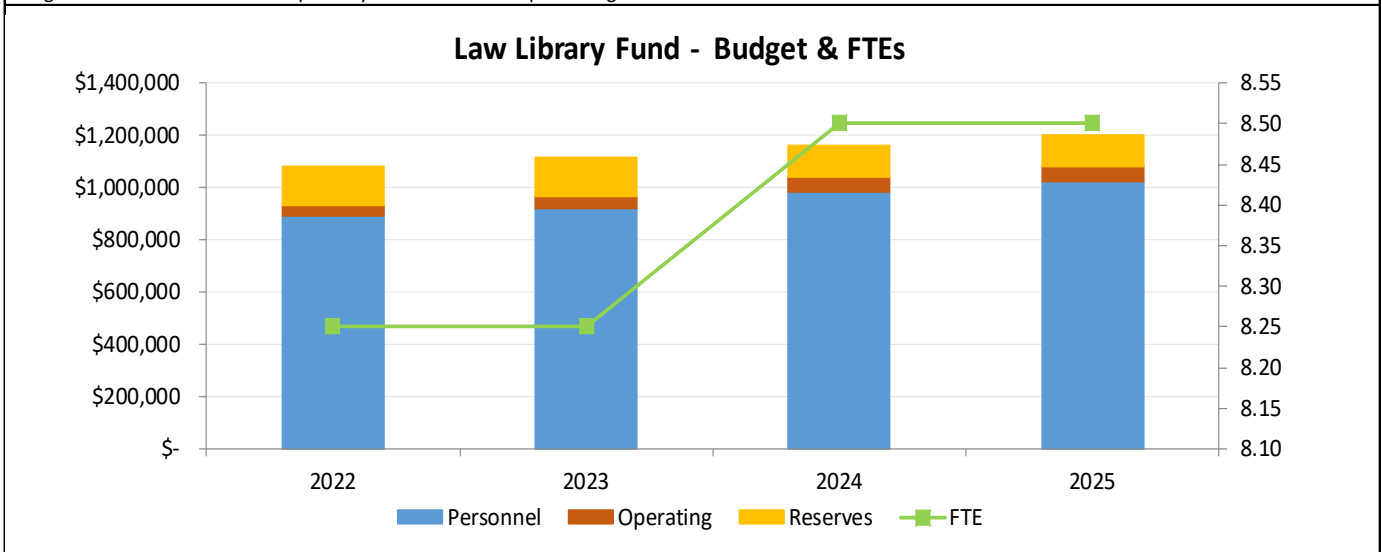
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Law Library Fund – Temporary Support for Case Review	\$146,149	2.75/2.00 (SPWs)	The FY 2024 Adopted Budget includes the conversion of three half-time temp positions from the Law Library Fund (Positions #30059997, 30059998, and 30053128) to Special Project Workers (1.75 SPWs) and the creation of a Paralegal SPW (1.0 SPW) funded through the LFRF. The Attorney III positions are family law attorneys who support the Case Review Program in the Law Library and have been funded out of the LFRF since March 1, 2022. These positions have managed to exceed expectations and submit more cases (2,319) than predicted (2,319). The Law Library anticipates filling the one vacancy in May 2024.
Law Library Research CMS Replacement	\$48,900	N/A	The FY 2024 Adopted Budget includes a project to replace the Law Library’s multiple manual Access databases with a single case management system through use of Local Fiscal Recover Funds (LFRF). The Law Library reports that the CMS was purchased in January 2024, and system configuration is expected to be completed throughout the summer of FY 2024.
<i>FY 2023</i>			
Midyear Transfer to Law Library Fund	(FY23) \$362,120 (FY24) \$214,544	N/A	The Law Library Fund is funded through civil filing fees. Prior to March 2020, the fund was sustainable and had reserves. Expenditures have exceeded revenue since this time and the Law Library Fund cannot support new initiatives. The Law Library Fund is stressed from the four years of suppressed revenue, decreased reserves, and increased personnel costs. Most of the expenditures in the Law Library Fund are personnel related. In recent fiscal years, Justice Planning’s budget included resources for transfers into the Law Library Fund to stabilize operations in the face of suppressed revenues. Current estimates project that an additional transfer will be required in FY 2025 to maintain the fund’s fund balance. Any subsequent transfers would be allocated in CLS’ budget.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	891,482	922,683	984,191	1,022,077	37,886
Operating	42,253	42,253	59,130	58,625	(505)
Total (Per&Op)	\$ 933,735	\$ 964,936	\$ 1,043,321	\$ 1,080,702	\$ 37,381
Capital*	-	-	-	-	-
Reserves	146,784	150,161	116,543	117,864	1,321
Grand Total	\$ 1,080,519	\$ 1,115,097	\$ 1,159,864	\$ 1,198,566	\$ 38,702
FTEs	8.25	8.25	8.50	8.50	-

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Law Library Fund increased by \$38,702 from the FY 2024 Adopted Budget. This is an 3.2% increase. The majority of the increase was in the personnel budget due to FY 2024 compensation that was originally budgeted in the compensation reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 1,043,321	\$ 162,618	\$ -	\$ 1,205,939	8.50	\$ -
Target Budget Changes						
Compensation & Benefits	32,736	-	-	32,736	-	-
Administrative & Other	-	(162,618)	-	(162,618)	-	-
Total Target Budget Changes	\$ 32,736	\$ (162,618)	\$ -	\$ (129,882)	-	\$ -
FY 2025 Target Budget	\$ 1,076,057	\$ -	\$ -	\$ 1,076,057	8.50	\$ -
Budget Submission	\$ 1,076,057	\$ -	\$ -	\$ 1,076,057	8.50	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	4,645	-	-	4,645	-	-
Compensation & Benefits Total	\$ 4,645	\$ -	\$ -	\$ 4,645	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to RE2 - 0100 - Law Library Fund	-	107,320	-	107,320	-	-
Balance to 3rd Revenue Estimate - (0100)	-	10,544	-	10,544	-	-
Administrative & Other Total	\$ -	\$ 117,864	\$ -	\$ 117,864	-	\$ -
Grand Total	\$ 4,645	\$ 117,864	\$ -	\$ 122,509	-	\$ -
FY 2025 Preliminary Budget	\$ 1,080,702	\$ 117,864	\$ -	\$ 1,198,566	8.50	\$ -
Change from FY 2025 Target	\$ 4,645	\$ 117,864	\$ -	\$ 122,509	-	\$ -
Change from FY 2024 Adopted	\$ 37,381	\$ (44,754)	\$ -	\$ (7,373)	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Law Library Fund includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$162,618 was removed from the budget related to one-time operating costs for items approved in the FY 2024 Adopted Budget.

ADMINISTRATIVE AND OTHER FUNDING CHANGES

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Law Library Fund, totaling \$116,543. The Allocated Reserve for FY 2025 is \$117,864, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$1,321 from the FY 2024 amount.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Law Library Fund includes the following changes related to compensation and benefits:

Compensation Changes	One-Time	Ongoing	Total
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$32,076	\$32,076

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for health insurance cost increases for FY 2025.	-	4,645	4,654
Resources for longevity increases for FY 2025.	-	660	660
Total Compensation Changes	\$-	\$37,381	\$37,381

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. The Preliminary Budget Volume I document contains a full description of all compensation adjustments.

On April 30, 2024, the Commissioners Court was presented with a proposed 4.1 percent healthcare rate increase for FY 2025, which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

ADDITIONAL INFORMATION

FUTURE CONSIDERATIONS

The Law Library also notes that its programs are unique to Travis County. There are other self-help programs in the nation but no similar programs in Texas. Self-help programs in other major US counties began with family law, as Travis County's did. Similar programs tend to expand to provide attorney help with mediation, expunction, and landlord/tenant services as well as family law. However, the Law Library does not provide direct help with mediation or landlord/tenant services. The Law Library reports that there are two movements in self-help services that the Division is watching closely. One is early resolution of contested family law cases through settlements mediated through services offered by the self-help center. The other is legal navigator programs. Multiple jurisdictions in the US use non-attorneys too as limited, neutral case managers who help self-represented litigants move their contested cases through the court process.

The Law Library Special Fund is impacted by five years of suppressed revenue following the pandemic, largely brought on by a decrease in civil filing fees, the main source of revenue for the Fund. This revenue increased slightly in FY 2021 but has otherwise failed to return to pre-pandemic levels. Expenditures have exceeded revenue since this time and the Law Library Fund cannot support new initiatives. The Law Library Fund is stressed from the five years of suppressed revenue, decreased reserves, and increased personnel costs. Most of the expenditures in the Law Library Fund are personnel related. In recent fiscal years, the Department of Innovative Justice & Program Analysis' (IJPA - 155) - formerly known as Justice Planning - budget included resources for transfers into the Law Library Fund to stabilize operations in the face of suppressed revenues. These resources were reallocated IJPA to the newly formed Community Legal Services (CLS -141) following the reorganization of Justice Planning during FY 2024. Based on current revenue estimates, an additional transfer will be required in FY 2025 to maintain the fund's fund balance.

FUTURE CONSIDERATIONS

<i>Recommendations from LFRF Direct Response Funding</i>	<i>Total</i>
Continuation of Law Library Family Law Case Review Temporary Staff	\$225,743
Total Recommendation from LFRF Direct Response	\$225,743

LCRA - Travis County Parks CIP Fund (0109)

Transportation and Natural Resources (149)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	3

PURPOSE

The Lower Colorado River Authority/Travis County Capital Improvements Project (LCRA/TC CIP) Fund provides for the design and construction of capital improvements in accordance with the schedule for construction in the approved Parks Master Plan. It also provides for major repair and replacement due to those occurrences described in Article VII, Paragraph F of the LCRA/Travis County Park Lease Agreement. Fund 0109 is used for capital improvements as approved by LCRA.

FUNDING SOURCE

The funding source for the LCRA/TC CIP Fund is the day-use fees charged to visitors of the LCRA-owned, county-managed parks. According to the lease agreement, no less than 15 percent of park revenues and no more than 50 percent of all park revenues may be put into this fund (Travis County currently deposits 15 percent of park revenues into the fund). Revenue estimated for the FY 2025 Preliminary Budget for the LCRA/TC CIP Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from day-use fees charged to visitors of the LCRA-owned, county-managed parks	\$175,632
Investment income	71,735
Beginning fund balance	2,985,203
Total Resources	\$3,232,570

PROGRAMS & PERFORMANCE MANAGEMENT

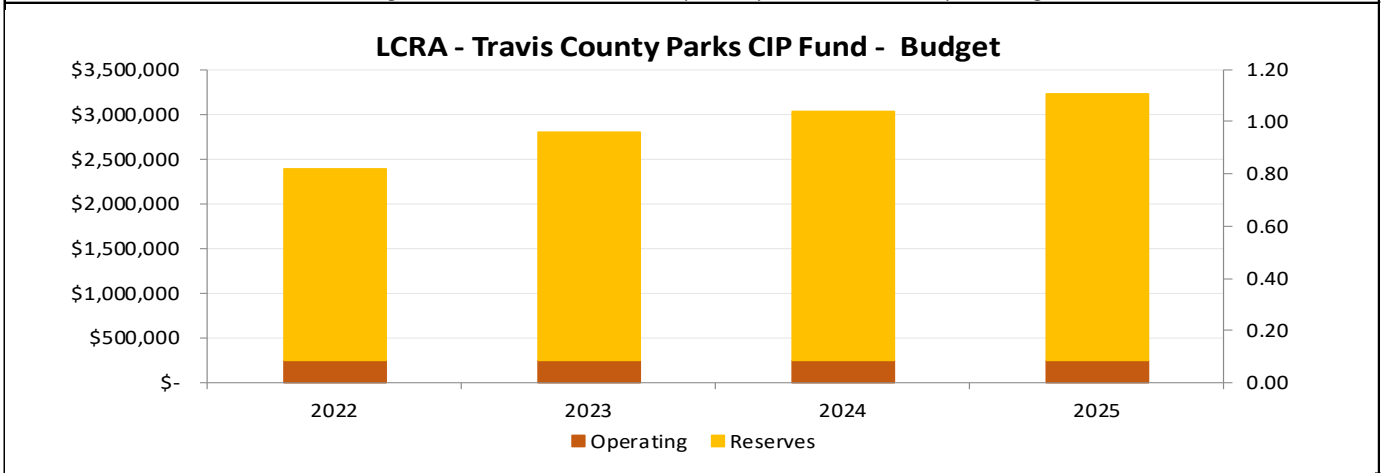
KEY PROGRAM MEASURES

Transportation and Natural Resources does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports Parks Services. Performance measures are discussed within the Transportation and Natural Resources General Fund budget document.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	-	-	-
Operating	256,576	256,576	256,576	256,576	-
Total (Per&Op)	\$ 256,576	\$ 256,576	\$ 256,576	\$ 256,576	\$ -
Capital*	-	-	-	-	-
Reserves	2,133,027	2,537,529	2,773,654	2,975,994	202,340
Grand Total	\$ 2,389,603	\$ 2,794,105	\$ 3,030,230	\$ 3,232,570	\$ 202,340
FTEs	-	-	-	-	-

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the LCRA/TC CIP Fund increased by \$202,340 from the FY 2024 Adopted Budget. This is a 6.7 percent increase. The majority of the increase was in the Fund’s Reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 256,576	\$ 2,773,654	\$ -	\$ 3,030,230	-	\$ -
Target Budget Changes						
Administrative & Other	-	(2,773,654)	-	(2,773,654)	-	-
Total Target Budget Changes	\$ -	\$ (2,773,654)	\$ -	\$ (2,773,654)	-	\$ -
FY 2025 Target Budget	\$ 256,576	\$ -	\$ -	\$ 256,576	-	\$ -
Budget Submission	\$ 256,576	\$ -	\$ -	\$ 256,576	-	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to RE2 - LCRA Parks Fund, 0109	-	2,977,942	-	2,977,942	-	-
Balance to RE3 - LCRA Parks Fund, 0109	-	(1,948)	-	(1,948)	-	-
Administrative & Other Total	\$ -	\$ 2,975,994	\$ -	\$ 2,975,994	-	\$ -
Grand Total	\$ -	\$ 2,975,994	\$ -	\$ 2,975,994	-	\$ -
FY 2025 Preliminary Budget	\$ 256,576	\$ 2,975,994	\$ -	\$ 3,232,570	-	\$ -
Change from FY 2025 Target	\$ -	\$ 2,975,994	\$ -	\$ 2,975,994	-	\$ -
Change from FY 2024 Adopted	\$ -	\$ 202,340	\$ -	\$ 202,340	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the LCRA/TC CIP Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Balance to RE2	\$2,977,942	\$-	\$2,977,942	-
Balance to RE 3	(1,948)	-	(1,948)	-
Total Administrative and Other Funding Changes	\$2,975,994	\$-	\$2,975,994	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the LCRA/TC CIP Fund, totaling \$2,773,654. The Allocated Reserve for FY 2025 is \$2,975,994, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$202,340 from the FY 2024 amount.

Probate Guardianship Fee Fund (0132)

Probate Court (125)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	3

PURPOSE

The Guardianship Fee Fund is a fund that can be used to supplement, but not replace, other County funds in support of the judiciary in guardianships initiated under Section 683 of the Texas Probate Code.

FUNDING SOURCE

The Probate Guardianship Fee Fund derives its income from supplemental court-initiated guardianship fees. Revenue estimated for the FY 2025 Preliminary Budget for the Probate Guardianship Fee Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from court-initiated guardianship fees	\$109,500
Investment income	2,337
Beginning fund balance	67,312
Total Resources	\$179,149

PROGRAMS & PERFORMANCE MANAGEMENT

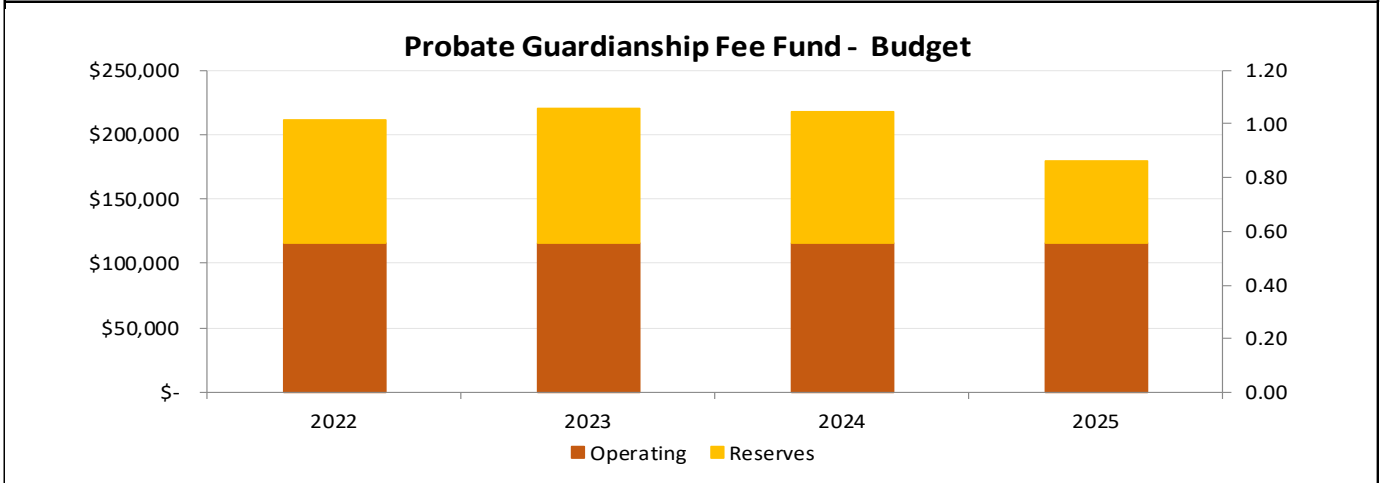
KEY PROGRAM MEASURES

The Probate Court does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the Family Eldercare Guardianship Program. Performance measures are discussed within the Probate Court's General Fund budget document.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	-	-	-
Operating	115,226	115,226	115,226	115,226	-
Total (Per&Op)	\$ 115,226	\$ 115,226	\$ 115,226	\$ 115,226	\$ -
Capital*	-	-	-	-	-
Reserves	96,271	104,897	102,387	63,923	(38,464)
Grand Total	\$ 211,497	\$ 220,123	\$ 217,613	\$ 179,149	\$ (38,464)
FTEs	-	-	-	-	-

*Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Probate Guardianship Fee Fund decreased by \$38,464 from the FY 2024 Adopted Budget. This is an 21.5 percent decrease. This decrease was in the Fund’s budgeted reserve.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 115,226	\$ 102,387	\$ -	\$ 217,613	-	\$ -
Target Budget Changes						
Administrative & Other	-	(102,387)	-	(102,387)	-	-
Total Target Budget Changes	\$ -	\$ (102,387)	\$ -	\$ (102,387)	-	\$ -
FY 2025 Target Budget	\$ 115,226	\$ -	\$ -	\$ 115,226	-	\$ -
Budget Submission	\$ 115,226	\$ -	\$ -	\$ 115,226	-	\$ -
Dept Budget Requests	<i>Ongoing</i>	<i>One-Time</i>	<i>Capital</i>	<i>Total</i>	<i>FTEs</i>	<i>Earmarks</i>
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to 2nd Revenue Estimate - Probate Guardianship Fee Fund (0132)	-	103,878	-	103,878	-	-
Balance to 3rd Revenue Estimate - Guardianship Fee Fund (0132)	-	(39,955)	-	(39,955)	-	-
Administrative & Other Total	\$ -	\$ 63,923	\$ -	\$ 63,923	-	\$ -
FY 2025 Preliminary Budget	\$ 115,226	\$ 63,923	\$ -	\$ 179,149	-	\$ -
Change from FY 2025 Target	\$ -	\$ 63,923	\$ -	\$ 63,923	-	\$ -
Change from FY 2024 Adopted	\$ -	\$ (38,464)	\$ -	\$ (38,464)	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Probate Guardianship Fee Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
FY 2025 budgeted reserve for the Probate Guardianship Fee Fund	\$63,923	\$-	\$63,923	-
Total Administrative and Other Funding Changes	\$63,923	\$-	\$63,923	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Probate Guardianship Fee Fund, totaling \$102,387. The Allocated Reserve for FY 2025 is \$63,923, which is balanced to the Auditor’s Office projected revenue. This is a decrease of \$38,464 from the FY 2024 amount.

Probate Judiciary Fee Fund (0124)

Probate Court (125)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	4

PURPOSE

The Probate Judiciary Fee Fund supports the statutory Travis County Probate Court and may be used only for court-related purposes. In Travis County, the Judiciary Fee Fund pays for a Social Worker 1.0 FTE, a Paralegal 1.0 FTE and provides resources for temporary employees to work on guardianship cases.

FUNDING SOURCE

The Probate Judiciary Fee Fund derives its income from \$84,000 for each statutory probate judge and \$5,000 for the presiding Probate Judge according to Texas Government Code sections 25.00211 and 25.0022(e). The Fund also receives any excess revenue remitted by the State proportionately to each County that deposited a greater amount than statutorily required into the judicial fund under Texas Government Code Section 25.00212. Revenue estimated for the FY 2025 Preliminary Budget for the Probate Judiciary Fee Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from filing fees	\$173,000
Investment income	-
Beginning fund balance	7,521
Transfer from the General Fund	9,600
Total Resources	\$190,121

PROGRAMS & PERFORMANCE MANAGEMENT

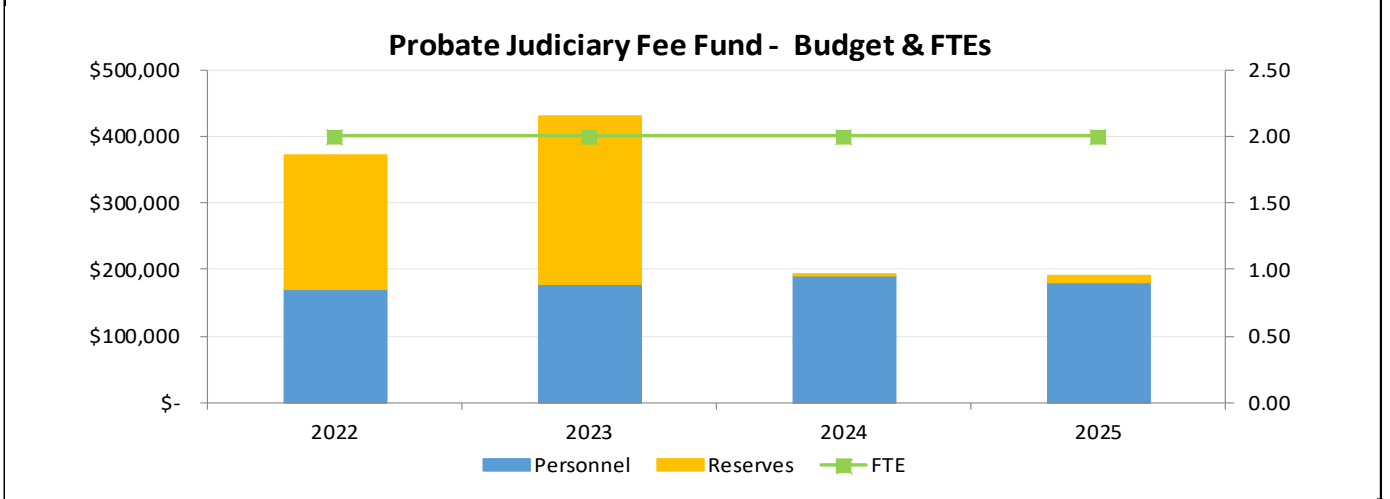
KEY PROGRAM MEASURES

The Probate Court does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports a Social Worker, a Paralegal and provides resources for temporary employees to work on guardianship cases. Performance measures are discussed within the Probate Court's General Fund budget document.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	171,559	177,348	191,492	180,455	(11,037)
Operating	-	-	-	-	-
Total (Per&Op)	\$ 171,559	\$ 177,348	\$ 191,492	\$ 180,455	\$ (11,037)
Capital*	-	-	-	-	-
Reserves	199,626	252,372	2,602	9,666	7,064
Grand Total	\$ 371,185	\$ 429,720	\$ 194,094	\$ 190,121	\$ (3,973)
FTEs	2.00	2.00	2.00	2.00	-

*Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Probate Judiciary Fee Fund decreased by \$3,973 from the FY 2024 Adopted Budget. This is a 2.0 percent increase. The majority of the increase was in the personnel budget due to issues with fund remittance at the State level.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 191,492	\$ 2,602	\$ -	\$ 194,094	2.00	\$ -
Target Budget Changes						
Compensation & Benefits	6,135	-	-	6,135	-	-
Administrative & Other	-	(2,602)	-	(2,602)	-	-
Total Target Budget Changes	\$ 6,135	\$ (2,602)	\$ -	\$ 3,533	-	\$ -
FY 2025 Target Budget	\$ 197,627	\$ -	\$ -	\$ 197,627	2.00	\$ -
Budget Submission	\$ 182,508	\$ -	\$ -	\$ 182,508	2.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Balance to 2nd Revenue Estimate - Probate						
Judiciary Fee Fund (0124)	-	(3,115)	-	(3,115)	-	-
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	1,062	-	-	1,062	-	-
Compensation & Benefits Total	\$ 1,062	\$ -	\$ -	\$ 1,062	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to 3rd Revenue Estimate - Probate						
Judiciary Fee Fund (0124)	-	9,666	-	9,666	-	-
Administrative & Other Total	\$ -	\$ 9,666	\$ -	\$ 9,666	-	\$ -
Grand Total	\$ 1,062	\$ 6,551	\$ -	\$ 7,613	-	\$ -
FY 2025 Preliminary Budget	\$ 183,570	\$ 6,551	\$ -	\$ 190,121	2.00	\$ -
Change from FY 2025 Target	\$ (14,057)	\$ 6,551	\$ -	\$ (7,506)	-	\$ -
Change from FY 2024 Adopted	\$ (7,922)	\$ 3,949	\$ -	\$ (3,973)	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Probate Judiciary Fee Fund includes the following changes related to Administrative and Other Funding Changes:

Administrative and Other Funding Changes	One-Time	Ongoing	Total	FTEs
FY 2025 budgeted reserve for the Probate Judiciary Fee Fund	\$6,551	\$-	\$6,551	-
Total Administrative and Other Funding Changes	\$6,551	\$-	\$6,551	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Probate Judiciary Fee Fund, totaling \$2,602. The Allocated Reserve for FY 2025 is \$6,551 which is balanced to the Auditor’s Office projected revenue. This is an increase of \$3,949 from the FY 2024 amount. The fund’s projected expenditure includes a transfer of \$9,600 from the General Fund to the Probate Judiciary Fee Fund in anticipation of decisions regarding compensation to be approved by Commissioners Court later in the FY 2025 budget process. PBO will complete any budget transfers from the funds reserve to the personnel budget that may be needed for these costs once they are finalized.

The Probate Judiciary Fee Fund supports the statutory Travis County Probate Court by providing resources for a Social Worker 1.0 FTE, a Paralegal 1.0 FTE, and resources for temporary employees to work on guardianship cases. This fund receives \$84,000 for each statutory probate judge and \$5,000 for the presiding Probate Judge according to Texas Government Code sections 25.00211 and 25.0022(e). The fund also receives any excess revenue remitted by the State proportionately to each county that deposited a greater amount than statutorily required into the judicial fund under Texas Government Code Section 25.00212.

PBO will continue to work with the County Auditor’s Office and the Probate Court to gain a better understanding of how recent changes at the State level may impact the revenue of the Probate Judiciary Fee Fund for the remainder of FY 2024 and future fiscal years.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Probate Judiciary Fee Fund includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for health insurance cost increases for FY 2025.	-	\$1,062	\$1,062
Total Compensation Changes	\$-	\$1,062	\$1,062

FY 2024 compensation adjustments were distributed to Office and Department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

Professional Prosecutors Fund (0122)

County Attorney (119)

CONTENTS

Purpose2

Programs & Performance Management2

Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....3

FY 2025 Preliminary Budget Recommendations Summary.....4

PURPOSE

The Professional Prosecutor Fund supports the prosecution of misdemeanors in the Travis County Attorney's Office.

FUNDING SOURCE

The Professional Prosecutor Fund derives its income from an annual payment from the State of Texas for supplemental salary compensation for the County Attorney, or if waived, for expenses of the County Attorney's Office. Revenue estimated for the FY 2025 Preliminary Budget for the Professional Prosecutor Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from the State	\$70,000
Investment income	-
Beginning fund balance	262,958
Total Resources	\$332,958

PROGRAMS & PERFORMANCE MANAGEMENT

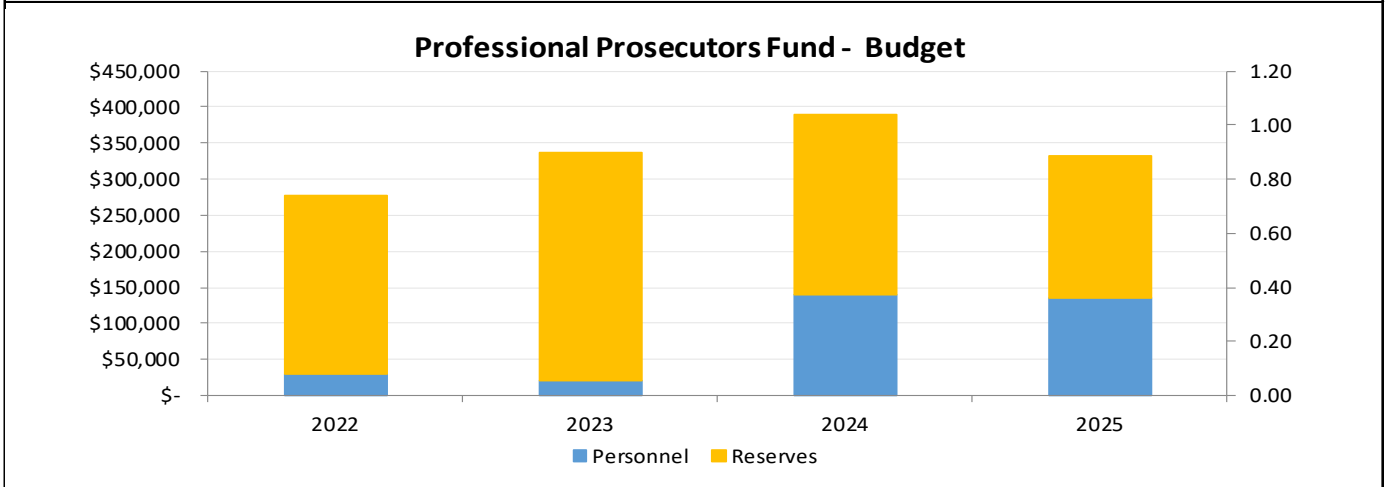
KEY PROGRAM MEASURES

The County Attorney's Office does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the Professional Prosecutor Fund. Performance measures are discussed within the County Attorney Office's General Fund budget document.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	30,257	20,000	140,487	136,122	(4,365)
Operating	-	-	-	-	-
Total (Per&Op)	\$ 30,257	\$ 20,000	\$ 140,487	\$ 136,122	\$ (4,365)
Capital*	-	-	-	-	-
Reserves	246,469	317,394	248,764	196,836	(51,928)
Grand Total	\$ 276,726	\$ 337,394	\$ 389,251	\$ 332,958	\$ (56,293)
FTEs	-	-	-	-	-

*Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Professional Prosecutor Fund decreased by \$56,293 from the FY 2024 Adopted Budget. This is a 14.5 percent decrease. The majority of the decrease was in the reserves.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 20,079	\$ 369,172	\$ -	\$ 389,251	-	\$ -
Target Budget Changes						
Programmatic	-	(98,482)	-	(98,482)	-	-
Administrative & Other	-	(270,690)	-	(270,690)	-	-
Total Target Budget Changes	\$ -	\$ (369,172)	\$ -	\$ (369,172)	-	\$ -
FY 2025 Target Budget	\$ 20,079	\$ -	\$ -	\$ 20,079	-	\$ -
Budget Submission	\$ 20,079	\$ -	\$ -	\$ 20,079	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to 2nd Revenue Estimate - Professional Prosecutor Fund (0122)	-	245,198	-	245,198	-	-
Balancing to 2nd Revenue Estimate - Professional Prosecutor Fund (0122)	49,921	-	-	49,921	-	-
Balancing to 3rd Revenue Estimate - Professional Prosecutor Fund (0122)	-	66,122	-	66,122	-	-
Balance to 3rd Revenue Estimate - Professional Prosecutor Fund (0122)	-	(48,362)	-	(48,362)	-	-
Administrative & Other Total	\$ 49,921	\$ 262,958	\$ -	\$ 312,879	-	\$ -
Grand Total	\$ 49,921	\$ 262,958	\$ -	\$ 312,879	-	\$ -
FY 2025 Preliminary Budget	\$ 70,000	\$ 262,958	\$ -	\$ 332,958	-	\$ -
Change from FY 2025 Target	\$ 49,921	\$ 262,958	\$ -	\$ 312,879	-	\$ -
Change from FY 2024 Adopted	\$ 49,921	\$ (106,214)	\$ -	\$ (56,293)	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Professional Prosecutor Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	One-Time	Ongoing	Total	FTEs
FY 2025 budgeted reserve for the Professional Prosecutor Fund	\$196,836	\$-	\$196,836	-
Total Administrative and Other Funding Changes	\$196,836	\$-	\$196,836	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Professional Prosecutor Fund, totaling \$248,764. The Allocated Reserve for FY 2025 is \$196,836 which is balanced to the Auditor’s Office projected revenue. This is a decrease of \$51,928 from the FY 2024 amount.

Records Management and Preservation Fund (0110)

Information Technology Services (112)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	3

PURPOSE

The Records Management and Preservation Fund supports the state mandated records management function that Travis County has centralized in the Archives Division of Information Technology Services.

FUNDING SOURCE

The Records Management and Preservation Fund derives its income from fees placed on certain court cases and legal transactions. Revenue estimated for the FY 2025 Preliminary Budget for the Records Management and Preservation Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from the fees	\$570
Beginning fund balance	3,322
Total Resources	\$3,892

PROGRAMS & PERFORMANCE MANAGEMENT

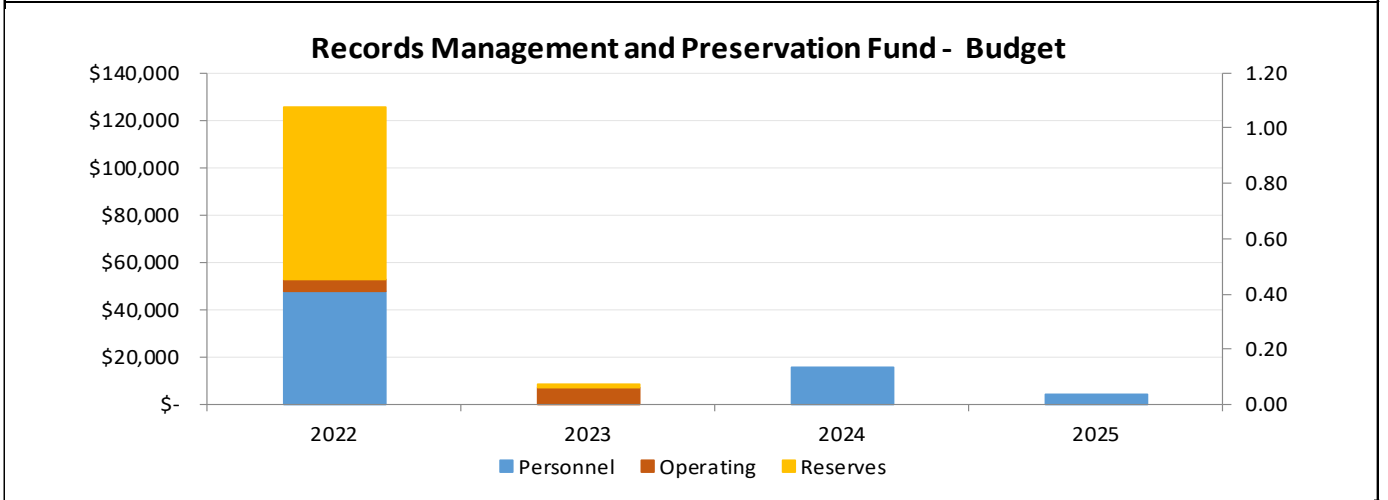
KEY PROGRAM MEASURES

ITS does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the Archives Program. Performance measures are discussed within the ITS General Fund budget document.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	47,613	-	15,478	3,892	(11,586)
Operating	4,850	6,793	-	-	-
Total (Per&Op)	\$ 52,463	\$ 6,793	\$ 15,478	\$ 3,892	\$ (11,586)
Capital*	-	-	-	-	-
Reserves	73,100	1,460	-	-	-
Grand Total	\$ 125,563	\$ 8,253	\$ 15,478	\$ 3,892	\$ (11,586)
FTEs	-	-	-	-	-

*Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Records Management and Preservation Fund decreased by \$11,586 from the FY 2024 Adopted Budget. This is a 74.8 percent decrease.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 6,157	\$ 9,321	\$ -	\$ 15,478	-	\$ -
Target Budget Changes						
Compensation & Benefits	-	(8,292)	-	(8,292)	-	-
Administrative & Other	-	(1,029)	-	(1,029)	-	-
Total Target Budget Changes	\$ -	\$ (9,321)	\$ -	\$ (9,321)	-	\$ -
FY 2025 Target Budget	\$ 6,157	\$ -	\$ -	\$ 6,157	-	\$ -
Budget Submission	\$ 6,157	\$ -	\$ -	\$ 6,157	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Tie 0110 to RE 2	(3,055)	-	-	(3,055)	-	-
Tie 0110 to RE3	-	790	-	790	-	-
Administrative & Other Total	\$ (3,055)	\$ 790	\$ -	\$ (2,265)	-	\$ -
Grand Total	\$ (3,055)	\$ 790	\$ -	\$ (2,265)	-	\$ -
FY 2025 Preliminary Budget	\$ 3,102	\$ 790	\$ -	\$ 3,892	-	\$ -
Change from FY 2025 Target	\$ (3,055)	\$ 790	\$ -	\$ (2,265)	-	\$ -
Change from FY 2024 Adopted	\$ (3,055)	\$ (8,531)	\$ -	\$ (11,586)	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Records Management and Preservation Fund, totaling \$1,029. The estimated one-time increase in FY 2025 is \$790, which is a decrease of \$8,531.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Records Management and Preservation Fund includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Correction related to accurately budgeting compensation	(\$8,292)	\$-	(\$8,292)
Total Compensation Changes	(\$8,292)	\$-	(\$8,292)

Risk Management Fund (8955)

Human Resources Management Department (111)

CONTENTS

Mission Statement & Strategic Goals	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	3
FY 2025 Preliminary Budget Recommendations Summary	4
FY 2025 Budget Request Analysis	6
Request #4a: Workers Comp Insurance Increase.....	6
Request #5A: Property Insurance Increase	6
Request #7A: Aviation Insurance Increase	6
Request #9A: Cybersecurity Insurance Increase	6
Request #6A: Law Enforcement Liability Insurance	8
Request #1A: Risk Safety Specialist SPW to FTE	9

MISSION STATEMENT & STRATEGIC GOALS

The Risk Management Fund is an internal service fund to provide risk coverage for Travis County. Risk Management functions to protect the County from losses due to risk exposure from perils normally identified as insurable under various policies. Self-insuring based on risk tolerance, frequency, and severity of losses and empirical data reduces the cost of using traditional insurance coverage.

FUNDING SOURCE

The Risk Management Fund derives its income from transfers from the General Fund. Revenue estimated for the FY 2025 Preliminary Budget for the Risk Management Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
Investment income	\$441,029
Beginning fund balance	12,971,627
General Fund transfer	17,425,172
Total Resources	\$30,837,828

PROGRAMS & PERFORMANCE MANAGEMENT

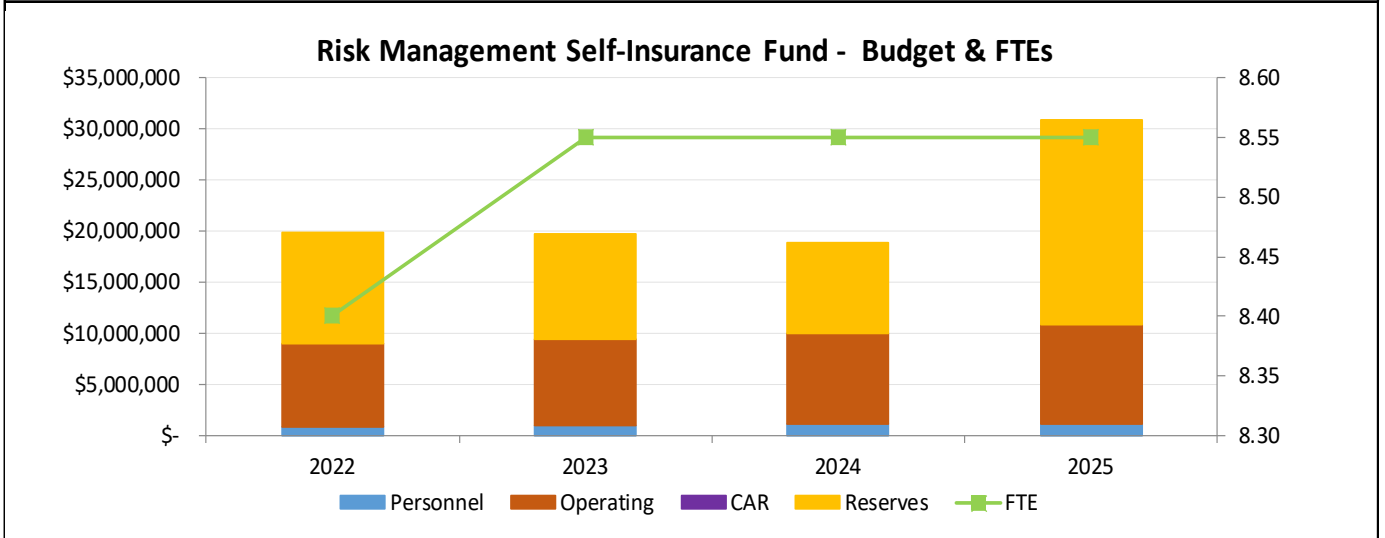
KEY PROGRAM MEASURES

The Human Resources Management Department does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the Risk Management program. Performance measures are discussed within the Human Resources Management Department General Fund budget document.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	917,656	980,674	1,111,453	1,202,925	91,472
Operating	8,079,368	8,383,735	8,852,877	9,597,332	744,455
Total (Per&Op)	\$ 8,997,024	\$ 9,364,409	\$ 9,964,330	\$ 10,800,257	\$ 835,927
Capital*	-	-	-	-	-
Reserves	10,858,498	10,320,281	8,854,013	20,037,571	11,183,558
Grand Total	\$ 19,855,522	\$ 19,684,690	\$ 18,818,343	\$ 30,837,828	\$ 12,019,485
FTEs	8.40	8.55	8.55	8.55	-

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Risk Management Fund increased by \$12,019,485 from the FY 2024 Adopted Budget. This is an 63.9% increase. The majority of the increase was in the reserves and operating budget due to an increase in insurance premiums and reserves.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 9,882,070	\$ 8,936,273	\$ -	\$ 18,818,343	8.55	\$ -
Target Budget Changes						
Compensation & Benefits	35,581	-	-	35,581	-	-
Administrative & Other	-	(8,936,273)	-	(8,936,273)	-	-
Total Target Budget Changes	\$ 35,581	\$ (8,936,273)	\$ -	\$ (8,900,692)	-	\$ -
FY 2025 Target Budget	\$ 9,917,651	\$ -	\$ -	\$ 9,917,651	8.55	\$ -
Budget Submission	\$ 9,917,651	\$ -	\$ -	\$ 9,917,651	8.55	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Risk Analyst Sr. SPW	-	107,674	-	107,674	-	-
Programmatic Total	\$ -	\$ 107,674	\$ -	\$ 107,674	-	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY2025 Health Increase 4.10%	4,539	-	-	4,539	-	-
Compensation & Benefits Total	\$ 4,539	\$ -	\$ -	\$ 4,539	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Property Insurance Increase	432,534	-	-	432,534	-	-
Aviation Insurance Increase	262,994	-	-	262,994	-	-
Workers Comp Insurance Increase	47,433	-	-	47,433	-	-
CyberSecurity Insurance Increase	27,432	-	-	27,432	-	-
8955 Risk Fund	-	20,037,571	-	20,037,571	-	-
Administrative & Other Total	\$ 770,393	\$ 20,037,571	\$ -	\$ 20,807,964	-	\$ -
Grand Total	\$ 774,932	\$ 20,145,245	\$ -	\$ 20,920,177	-	\$ -
FY 2025 Preliminary Budget	\$ 10,692,583	\$ 20,145,245	\$ -	\$ 30,837,828	8.55	\$ -
Change from FY 2025 Target	\$ 774,932	\$ 20,145,245	\$ -	\$ 20,920,177	-	\$ -
Change from FY 2024 Adopted	\$ 810,513	\$ 11,208,972	\$ -	\$ 12,019,485	-	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for Risk Management Fund includes the following programmatic changes occurring after the adoption of the FY 2024 Adopted Budget:

- \$ 82,260 was removed from the budget related to one-time operating and personnel costs for items approved in the FY 2024 Adopted Budget.
- \$35,581 was added to the budget related to ongoing costs for FY 2024 Across the Board.

The FY 2025 Preliminary Budget for Risk Management Fund includes the following increases:

<i>Programmatic Recommendations</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Risk Analyst SPW	\$107,674	\$-	\$107,674	-
Total Programmatic Recommendations	\$107,674	\$-	\$107,674	-

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for Risk Management Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
An increase in operating resources for property insurance premium increases brought about by multiple wind, hail, and winter events.	\$-	\$432,534	\$432,534	-
An increase in operating resources for the increased cost of aviation insurance premiums brought on by extending the service area, aircraft upgrades, and growing liabilities.	-	262,994	262,994	-
An increase in operating resources for the increased cost of cybersecurity insurance premiums.	-	47,433	47,433	-
An increase in operating resources for the increased cost of Workers Comp insurance premiums.	-	27,432	27,432	-
3 rd Revenue Estimate		12,145,245	12,145,245	
Total Administrative and Other Funding Changes	\$-	\$12,915,638	\$12,915,638	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Risk Management Fund, totaling \$8,854,013. The Allocated Reserve for FY 2025 is \$20,037,571, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$11,183,558 from the FY 2024 amount.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Risk Management Fund includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$35,581	\$35,581
Resources for health insurance cost increases for FY 2025.	-	4,539	4,539
Total Compensation Changes	\$-	\$40,120	\$40,120

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025. There is currently no rate increase planned for retirement.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #4A: WORKERS COMP INSURANCE INCREASE

REQUEST #5A: PROPERTY INSURANCE INCREASE

REQUEST #7A: AVIATION INSURANCE INCREASE

REQUEST #9A: CYBERSECURITY INSURANCE INCREASE

<i>Program:</i>	Risk Management Self Insurance Fund (111)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	770,393	770,393	770,393	770,393
Subtotal	\$ 770,393	\$ 770,393	\$ 770,393	\$ 770,393
Capital	-	-	-	-
Dpt Total	\$ 770,393	\$ 770,393	\$ 770,393	\$ 770,393
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 770,393	\$ 770,393	\$ 770,393	\$ 770,393

DEPT. SUMMARY OF REQUEST

WORKERS COMP INSURANCE INCREASE - \$47,433

The Human Resources Management Department (HRMD) requests resources for an increase in the cost of workers comp insurance for Travis County. It is a critical measure to shield against significant financial liabilities stemming from employee injuries or fatalities.

PROPERTY INSURANCE INCREASE - \$432,534

The Human Resources Management Department (HRMD) requests resources for an increase in the cost of property insurance for Travis County. Travis County maintains approximately \$1.5 billion in property, equipment, and contents, so maintaining coverage is a necessary cost to ensure the County can mitigate its risk as much as possible. The Department states that the increase for FY 2023 is due to global catastrophic wind and hail events. Insurance for FY 2021 increased by 23 percent, insurance costs for FY 2022 increased 8 percent, insurance costs for FY 2023 increased 48 percent and the department projects the insurance cost for FY 2024 will increase 25 percent.

AVIATION INSURANCE INCREASE - \$262,994

The Human Resources Management Department (HRMD) requests resources for an increase in the cost of aviation insurance for Travis County. Aviation insurance coverage is a requirement for the County’s STAR Flight operations to continue. The Department states that costs continue to increase due to extended service areas, aircraft upgrades, increased liability from operations, and several years of catastrophic incidents for aircraft requiring significant repairs. Insurance for FY 2021

increased by 19 percent, insurance costs for FY 2022 increased by 9 percent, insurance costs for FY 2023 increased by 15 percent and the Department projects the insurance cost for FY 2024 increased by 31 percent. Additionally, market prices increase due to underwriters' lack of appetite for high risk, high liability operations.

CYBERSECURITY INSURANCE INCREASE - \$27,432

The Human Resources Management Department (HRMD) requests resources for an increase in the cost of maintaining cybersecurity insurance. Cybersecurity risks due to worldwide conflict and increased hacking/ransomware attacks have increased market prices substantially. Travis County can expect this cost to increase over time as the number of cybersecurity threats continues to increase.

PBO RECOMMENDATION

PBO recommends ongoing resources of \$47,433 for the increase to worker comp insurance, \$432,534 for the increase to property insurance costs, \$262,994 for the increase to aviation insurance costs, and \$27,432 for the increase to cybersecurity insurance costs. Travis County continues to see increases to insurance costs driven by external factors outside of the County's control, particularly increases in claims across the insurance market that affect all insurance providers. The resources must be budgeted in the General Fund because funding for the requests is transferred from the General Fund into the Risk Management Fund. There is an identical request and recommendation in the Risk Management Fund (8955) writeup as well.

REQUEST #6A: LAW ENFORCEMENT LIABILITY INSURANCE

<i>Program:</i>	Risk Management Self Insurance Fund (111)			
<i>Fund/Fund#:</i>	General Fund (0001)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	2,200,000	-	-	-
Subtotal	\$ 2,200,000	\$ -	\$ -	\$ -
Capital	-	-	-	-
Dpt Total	\$ 2,200,000	\$ -	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 2,200,000	\$ -	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

The Human Resources Management Department (HRMD) requested on-going funding for law enforcement liability insurance. This request aims to offer enhanced financial protection and risk management for the County against legal claims and lawsuits.

Per Department, Travis County and surrounding law enforcement entities have encountered an increase of lawsuits and cost associated with federal laws. Law enforcement liability insurance is a specialized form of insurance designed to protect law enforcement agencies, their officers, and municipalities from the financial risks associated with claims of wrongful acts committed in the performance of their law enforcement duties.

PBO RECOMMENDATION

PBO understands the importance of HRMD request for \$2,200,000 in ongoing funding for law enforcement liability insurance. however, the significant financial challenges forecast for FY 2025 restrict the possibility of adding the requested funding at this time. While PBO recognizes the potential benefits of these initiatives in reducing financial risk, based on the currently available revenue, PBO is unable to include this funding for the request as part of the FY 2025 Preliminary Budget. Typically, additional revenue is available for Budget Markup in early September compared to the Preliminary Budget in late July. Based on discussions with the Travis County Appraisal District (TCAD) and the Revenue Estimation Unit within the County Auditor’s Office, it is unlikely that there will be significant additional revenues beyond those projected in the FY 2025 Preliminary Budget.

REQUEST #1A: RISK SAFETY SPECIALIST SPW TO FTE

<i>Program:</i>	Risk Management Self Insurance Fund (111)			
<i>Fund/Fund#:</i>	Risk Management Self-Insurance Fund (8955)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	107,674	107,674	107,674	-
Operating	-	-	-	-
Subtotal	\$ 107,674	\$ 107,674	\$ 107,674	\$ -
Capital	-	-	-	-
Dpt Total	\$ 107,674	\$ 107,674	\$ 107,674	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 107,674	\$ 107,674	\$ 107,674	\$ -

DEPT. SUMMARY OF REQUEST

The Human Resources Management Department (HRMD) requested to convert a special project worker into a FTE position to enhance ongoing American Disability Act (ADA) compliance efforts, as outlined by an external consultant in a comprehensive report. The Department advises that this conversion is essential for successful implementation of the outlined multi-year, multimillion-dollar project, ensuring sustained commitment to accessibility and safety standards across the County.

The Department adds that making this position permanent within our risk management framework is crucial to meet state and federal accessibility and safety standards, thereby reducing potential liabilities and reinforcing our commitment to inclusivity. By integrating this role permanently, Department aim to ensure ongoing attention to ADA compliance, which is vital as standards and requirements evolve.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
Average days to close an ER issue investigated by HR Services	22.5	35.21	20	20	18	18

PBO RECOMMENDATION

PBO recommends \$107,674 of onetime funding to extend this SPW for another additional year. PBO recognizes the importance of HRMD's request for ongoing funding to convert a SPW to FTE to enhance the County's ADA compliance. This role is seen as crucial is crucial to meet state and federal accessibility and safety standards, thereby reducing potential liabilities and reinforcing our commitment to inclusivity. However, given the significant financial constraints faced by the

County for FY 2025 and other large-scale investments currently under consideration by the Commissioners Court, it is challenging to allocate funds for this additional position.

PBO suggests this request be discussed further as part of a budget hearing with the Commissioners Court later in the budget process. It is also important to note that there is an outstanding unfunded request of \$686,802 in on going funding for removal of the spit funding of positions in the Risk Fund (8955) and the Health Fund (8956). This is due to reorganization of the Risk fund to the ITS – InfoSec Division, and at the same time cleanup of all positions that have been split funded. This large request will need to be discussed and addressed prior to adding new General Fund resources for new HRMD staff.

It is important to note budget hearings may be limited due to the overall fiscal constraints, and there may not be significant available resources to fund new positions this fiscal year. Given these factors, PBO will work with the Commissioners Court to receive direction on budget hearings, and this direction will be communicated as soon as it is available. For now, HRMD should be prepared to manage within the current staffing levels and consider resubmitting the request for the additional FTE as part of the FY 2026 budget process.

Road and Bridge Fund (0145)

TRANSPORTATION AND NATURAL RESOURCES (149)

CONTENTS

Mission Statement & Strategic Goals	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025	5
FY 2025 Preliminary Budget Recommendations Summary	6
FY 2025 Budget Request Analysis	9
Request #02: Additional Fleet Staffing	9
Request #09: Pavement Impact Analysis	11
Request #31: Traffic Signal - Rowe @ Commons	13
Request #60: Flashing Beacon Traffic Signal (upgrade) Various Locations	14

MISSION STATEMENT & STRATEGIC GOALS

As reported by the Department, programmatic goals for the Road and Bridge Program include:

- To manage and provide services for scheduled and direct responses on routine and preventative operations on accepted Travis County roads and rights-of-way;
- To provide a quality and safe travel way for the County’s road users; and
- To protect and enhance the environmental and aesthetic qualities of the County.
- The Road and Bridge Program is responsible for maintaining over 1,347 centerline miles of county accepted roads and rights-of-way, 140 bridges, numerous culverts and secondary drainage structures and thousands of traffic control devices. The program also provides an appropriate response to work requests for emergency service on all county-maintained roadways.

FUNDING SOURCE

The Road and Bridge Fund derives its income from a \$10 fee on each motor vehicle registration, a portion of the motor vehicle sales tax, and a distribution from the state, county, and road district highway fund based on Travis County’s area, rural population, and road mileage. Revenue estimated for the FY 2025 Preliminary Budget for the Road and Bridge Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New Intergovernmental Revenue	\$236,531
Charges for Services	10,599,663
Fines and forfeits	2,293,972
Investment income	446,362
Beginning fund balance	14,531,677
General Fund transfer to the Road and Bridge Fund	6,557,361
Total Resources	\$34,665,566

PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with offices and departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following program was formerly linked to the County Goal, “Foster transportation mobility and accessibility” and is now linked to the County Goal, “Assure mobility that is timely, predictable, and safe.”

ROAD & BRIDGE:

The Road & Bridge program was formerly linked to the County Goal, “Foster transportation mobility and accessibility,” and is now linked to the County Goal, “Assure mobility that is timely, predictable, and safe.”

The purpose of this program is to manage and provide services for scheduled and direct responses on routine and preventative maintenance operations on accepted Travis County roads and rights-of-way. Staff seeks to provide a quality and

safe travel for the County’s Road users and to protect and enhance the environmental aesthetic qualities of the County. The Commissioners Court set policy that all roads are to be maintained at 75 percent Good to Fair condition for arterials and 70 percent for all other roadways within Travis County. The Department states the Road Maintenance program provides resources that are dedicated to maintaining over 1,347 centerline miles of county accepted roads and rights-of-way, 140 bridges, numerous culverts and secondary drainage structures and thousands of traffic control devices. The program provides an appropriate response to work requests for emergency service on all county-maintained roadways.

The Department reports, “The county roadway network is growing at a significantly faster rate than prior to the passing of Senate Bill 6 regarding annexation of roads and/or subdivisions. Since the passage of this Senate Bill, the Travis County roadway network has increased to 1,347 miles. Currently, there are another 90 miles of new subdivisions roads that are approved and under construction with the anticipation of becoming part of the Travis County network in the next few years. This trend is anticipated to continue for the foreseeable future.”

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Revised FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
# linear feet of Pedestrian Way sidewalks/curb ramps	2,008	1,945	3,000	3,000	3,000
# of Litter Response	444	387	500	500	500
# of miles Brush Removal	31	58	100	100	100
# of miles Mowed	1,549	1,423	2,700	2,700	2,700
# of miles of Pothole Patching	87	78	125	125	125
# of miles of Rd Recycling /Edge Maint.	22	19	30	30	30
# of miles of Rehabilitation	7	9	14	14	14
# of miles of Surface Treatments	40	37	80	80	80
# of miles Roadway Striping	116	199	450	450	450
# of Secondary Drainage Project (< 500 Man-hours)	108	71	325	325	325
# of Secondary Drainage Project (> 500 Man-hours)	6	5	5	5	5
# of Traffic Signs Maintained	5,929	6,302	6,500	6,500	6,500

The division projects the number of miles of Surface Treatments and the number of miles Roadway Striping will more than double in FY 2024. The Department states Travis County has been using more frequent maintenance overlay projects, to address the problems of cracking, heaving, and distortions on the aging County network rather than full reconstruction.

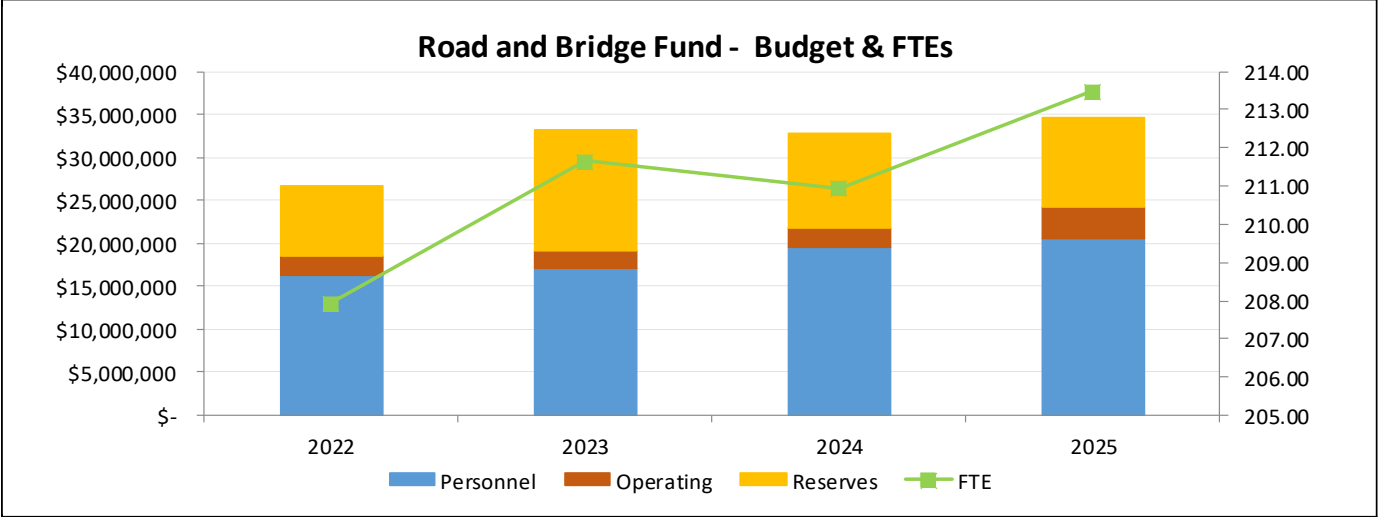
STATUS OF PRIOR YEAR FUNDING OF SELECT BUDGET REQUESTS

<i>Package Name</i>	<i>Approved Amount</i>	<i>FTE Approved /Filled</i>	<i>Program Results</i>
<i>FY 2024</i>			
Road and Bridge Career Ladder	\$440,527	N/A	Funding was included for a career ladder in Road and Bridge (R&B). The Department is still in the early stages of implementing the Career Ladder. Currently R&B leadership is allowing current staff to test-out of any required training courses within the Career Ladder if the employee can demonstrate that their skill level meet standards. Due to seasonal programs, the test-out period is set to end in June. After June, employees will begin electing any needed courses and applying for promotion within the Career Ladder. The R&B vacancy rate as of March 1, 2024, is 9.94 percent which is down from 23 percent when this budget item was submitted. While the vacancy rate has been lowered, it is too early to gauge the retention of employees and any impact to the longevity and retention of R&B employees due to the implementation of the Career Ladder.
Traffic (TIA) Review Consultant Contract	\$478,000	N/A	Funding was included for a third-party review consultant to help Travis County TNR team with Traffic Impact Analysis (TIA) reviews. Due to legislative actions, TNR has revised its program to now require Traffic Analysis in fewer instances. The program has also been successful in filling many of its vacancies, providing for less reliance on the review consultant. However, the intent of the contract is to level out peaks and supplemental internal staff reviews. A portion of the funds will be used to review some of the lengthier reviews allowing staff to continue work on a criteria manual.
<i>FY 2023</i>			
R&B Engineering Additional Staff	\$681,045	4.00/4.00	Funding was included for four new positions in Road and Bridge Engineering. With the addition of new staff, TNR engineering division was able to address requests from public such as speeding on roadways, no parking on certain roadways, intersection safety issues, school safety issues along with pedestrian safety concerns in a timely manner. Staff was able to review and respond several traffic control plans. Staff was able to address several concerns by developers in site inspections and reviewing permits. Staff was able to complete several HMAC projects in a timely fashion including updating the GIS database.
Development Related (Traffic) Additional Staff and Consultant	\$344,575	1.00/1.00	Funding was included for a third-party review consultant to help Travis County TNR team with Traffic Impact Analysis (TIA) reviews. The consultant works with staff promptly, coordinates with other jurisdictions such as TXDOT for joint scope TIA reviews and always adheres to Travis County standards while performing the review within the allocated budget. The Engineer Sr position has been filled.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	16,304,644	17,024,936	19,623,827	20,503,794	879,967
Operating	2,133,433	2,133,433	2,244,233	3,691,382	1,447,149
Total (Per&Op)	\$ 18,438,077	\$ 19,158,369	\$ 21,868,060	\$ 24,195,176	\$ 2,327,116
Capital*	-	-	-	-	-
Reserves	8,187,677	14,042,570	10,979,276	10,470,390	(508,886)
Grand Total	\$ 26,625,754	\$ 33,200,939	\$ 32,847,336	\$ 34,665,566	\$ 1,818,230
FTEs	207.95	211.65	210.95	213.50	2.55

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Road and Bridge Fund increased by \$1,818,230 from the FY 2024 Adopted Budget. This is a 5.5 percent increase. The majority of the increase was in the operating budget due to various projects funded in FY 2025.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 21,868,060	\$ 10,979,276	\$ -	\$ 32,847,336	210.95	\$ -
Target Budget Changes						
Compensation & Benefits	604,386	-	-	604,386	-	-
Administrative & Other	-	(10,979,276)	-	(10,979,276)	0.55	-
Total Target Budget Changes	\$ 604,386	\$ (10,979,276)	\$ -	\$ (10,374,890)	0.55	\$ -
FY 2025 Target Budget	\$ 22,472,446	\$ -	\$ -	\$ 22,472,446	211.50	\$ -
Budget Submission	\$ 22,472,446	\$ -	\$ -	\$ 22,472,446	211.50	\$ -
Dept Budget Requests	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Programmatic	\$ -	\$ -	\$ -	\$ -	-	\$ -
Pavement Impact Analysis	-	800,000	-	800,000	-	-
Traffic Signal - Rowe @ Commons	-	490,000	-	490,000	-	-
Flashing Beacon Traffic Signal (upgrade)	-	-	-	-	-	-
Various Locations	-	100,000	-	100,000	-	-
Additional Fleet Staffing - Road and Bridge Fund	168,362	52,620	-	220,982	2.00	-
Programmatic Total	\$ 168,362	\$ 1,442,620	\$ -	\$ 1,610,982	2.00	\$ -
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	111,748	-	-	111,748	-	-
Compensation & Benefits Total	\$ 111,748	\$ -	\$ -	\$ 111,748	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to RE2 - R&B Fund, 0145	-	11,253,333	-	11,253,333	-	-
Balance to RE3 - R&B Fund, 0145	-	(782,943)	-	(782,943)	-	-
Administrative & Other Total	\$ -	\$ 10,470,390	\$ -	\$ 10,470,390	-	\$ -
Grand Total	\$ 280,110	\$ 11,913,010	\$ -	\$ 12,193,120	2.00	\$ -
FY 2025 Preliminary Budget	\$ 22,752,556	\$ 11,913,010	\$ -	\$ 34,665,566	213.50	\$ -
Change from FY 2025 Target	\$ 280,110	\$ 11,913,010	\$ -	\$ 12,193,120	2.00	\$ -
Change from FY 2024 Adopted	\$ 884,496	\$ 933,734	\$ -	\$ 1,818,230	2.55	\$ -

PROGRAMMATIC FUNDING

The FY 2025 Preliminary Budget for the Road and Bridge Fund includes the following increases:

<i>Programmatic Recommendations</i>	One-Time	Ongoing	Total	FTEs
Resources for a pavement impact analysis	\$800,000	\$-	\$800,000	-
Resources for a new traffic signal along Rowe Lane at Commons Parkway/Treyburn Lane in Precinct One	490,000	-	490,000	-
Resources for additional Fleet Staffing include two Equipment Mechanics	52,620	168,362	220,982	2.00
Resources to upgrade flashing beacon traffic signals at various locations	100,000	-	100,000	-
Total Programmatic Recommendations	\$1,442,620	\$168,362	\$1,610,982	2.00

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Road and Bridge Fund includes the following administrative change occurring after the adoption of the FY 2024 Adopted Budget:

- A portion of three split-funded positions, a net 0.55 FTE, was added to the Fund to better align the positions to their assignments.

The FY 2025 Preliminary Budget for the Road and Bridge Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Resources to balance the Fund to the Second Revenue Estimate	\$11,253,333	\$-	\$11,253,333	-
Resources to balance the Fund to the Third Revenue Estimate	(782,943)	-	(782,943)	-
Total Administrative and Other Funding Changes	\$10,470,390	\$-	\$10,470,390	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Road and Bridge Fund, totaling \$10,979,276. The Allocated Reserve for FY 2025 is \$10,470,390, which is balanced to the Auditor’s Office projected revenue. This is a decrease of \$508,886 from the FY 2024 amount.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for the Road and Bridge Fund includes the following changes related to compensation and benefits:

<i>Compensation Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.		\$-	\$588,307
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	16,079	16,079
Resources for health insurance cost increases for FY 2025.	-	111,748	111,748
Total Compensation Changes	\$-	\$716,134	\$716,134

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a 4.1 percent healthcare rate increase for FY 2025 on April 30, 2025, with approval on June 25, 2025, and these increases are included in anticipation of approval, with the contribution rate changing from \$1,079 in FY 2024 to \$1,123 for FY 2025.

There is currently no rate increase planned for retirement.

VACANT POSITIONS

The Fund currently has 119 total vacancies, out of which the following three positions have been vacant from 120 to 365 days.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Training Education Coord II	30005068	0.60	991.00	Hiring process has started
Equipment Operator III	30005024	1.00	839.00	Posted
Mechanic Equipment	30005114	0.90	378.00	Actively Interviewing

The Training Education Coordinator position, the longest vacancy in the list, was formerly a long-term vacant Equipment Operator II position that was reclassified to this prioritized purpose in January 2024. The Department indicates the hiring process has started. The remaining positions include position types that the Department has reported are difficult to fill.

The following five positions have been vacant for more than one year.

<i>Position Title</i>	<i>Position Number</i>	<i>FTE</i>	<i>Days Vacant (as of April 22, 2024)</i>	<i>Position Notes</i>
Road Maintenance Worker III	30005007	1.00	266.00	Posted
Mechanic Equipment	30005111	1.00	202.00	Actively Interviewing
Road Maintenance Worker III	30005019	1.00	199.00	Posted
Accountant Assoc	30004667	0.50	129.00	Actively Interviewing
Financial Analyst Sr	30004661	0.50	128.00	Actively Interviewing

All positions in this category are in the hiring process, whether posted or in the interview process. The Department has reported that Mechanic Equipment positions are difficult to fill and continually seeks different recruitment methods.

FY 2025 BUDGET REQUEST ANALYSIS

REQUEST #02: ADDITIONAL FLEET STAFFING

<i>Program:</i>	Fleet Services (149)			
<i>Fund/Fund#:</i>	Road and Bridge Fund (0145)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	2.00	2.00	2.00	2.00
Personnel	163,833	163,833	163,833	163,833
Operating	57,149	57,149	4,529	4,529
Subtotal	\$ 220,982	\$ 220,982	\$ 168,362	\$ 168,362
Capital	11,000	11,000	-	-
Dpt Total	\$ 231,982	\$ 231,982	\$ 168,362	\$ 168,362
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 231,982	\$ 231,982	\$ 168,362	\$ 168,362

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources requests eight additional positions for the Fleet Services division. This includes four Automotive Technicians, two Heavy Equipment Technicians, and two Make-Ready Specialists. The positions would be responsible for maintaining and repairing Travis County vehicles and equipment. Tasks in this division include all preventative maintenance, major repairs, in-field repairs on Heavy Equipment, processing new vehicles into the fleet, and preparing vehicles for decommissioning. In addition, Fleet division employees provide emergency response to critical equipment during emergency events and after-hours response.

An internal audit performed by the Auditor’s Office included a vehicle equivalent (VE) calculation that computes the level of effort in work hours required to maintain the Travis County fleet annually. Based on this calculation, the Travis County central fleet would require 26 technicians to maintain vehicles and heavy equipment.

The request states that repairs for non-law enforcement units require an average of 30 to 45 days to complete. The Department sends higher-priority vehicles, such as law enforcement vehicles, to external vendors to decrease the turnaround time and get the units back in service faster. The average wait time for Law Enforcement major repairs is seven to 10 working days. The external repairs are completed at a rate of \$80 per labor hour for light vehicles and \$225 per hour for heavy vehicles, along with an additional retail cost for parts. The Department states that bringing the unit repairs back in-house will save the County the cost of labor and will allow the Department to get wholesale pricing for the parts. The request states, “Furthermore, by bringing the work back in house it will allow us to do a thorough check on the units to find items and potential items (predictive maintenance) that need to be addressed to prevent future break downs. By doing this we will reduce the amount of down time.”

With the addition of additional technicians, the Department states the additional make-ready technicians can address lower-level tasks while freeing higher-skilled and higher-paid technicians to address fleet repairs in a more efficient and timely manner. The Fleet Division hopes to reduce the time vehicles are out of service based on a restructured division of labor between different types of technicians.

BUDGET REQUEST PERFORMANCE MEASURES

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Projected FY 2024 Measure</i>	<i>Projected FY 2025 Measure at Base Level</i>	<i>Projected FY 2025 Measure with Added Funding</i>	<i>Projected FY 2026 Measure with Added Funding</i>
<i>Existing Measures</i>						
# of Completed Jobs	23,218	24,264	27,500	27,500	28,000	23,218
# of vehicles & equip per mechanic slot	96	92	75	88	78	96

PBO RECOMMENDATION

PBO recommends funding \$168,362 ongoing and \$63,620 one-time for two Mechanic Equipment positions in the FY 2025 Preliminary Budget. This division provides a crucial service of maintaining the County’s fleet at a lower cost than outsourcing the same duties. These two positions are representative of two equivalent positions that were eliminated in FY 2021, a process described in more detail in the following paragraph. Historically, the Fleet Division has had numerous long-term vacancies. However, the Department reports based on salary increases made in FY 2023, the Fleet Division has been able to recruit more qualified Technicians. Indeed, currently, there are only two Mechanic Equipment positions that have been vacant for more than 120 days, one that has been vacant for approximately 130 days and another that has been vacant for approximately 400 days. The Department is actively recruiting for these positions.

During the FY 2021 budget process, prepared early in the COVID-19 Pandemic, PBO worked with offices and departments to minimize expenditures where appropriate and recommended targeted cuts to long-term vacant positions to provide budget flexibility considering economic concerns at the time. As a part of that effort, two Mechanic positions had been vacant for nearly three years were recommended for removal and were eliminated beginning in FY 2021. The Department submitted an FY 2022 budget request to reinstate the two Mechanic positions, however, there were several long-term vacancies in the Fleet division, so an Allocated Reserve earmark was funded to allow time for the Department to work with PBO and HRMD to evaluate the personnel needs of TNR Fleet Services and work on an ongoing plan for addressing the long-term vacancies. In May 2022, TNR drew on this earmark to fund compensation adjustments for Mechanics, which were determined to be the priority strategy to improve recruitment and retention in this division. The remaining \$99,631 needed for the annualized cost of the compensation adjustments was added to the TNR budget during the FY 2023 budget process.

PBO notes the request was for a total of eight positions; however, due to the fiscal constraints faced by the County based on revenue caps, it is likely that a phased approach will be necessary to fully implement the growth requested by the Fleet division. In addition, PBO recommends evaluating the staffing of the Fleet Division alongside discussions about the vehicle replacement policy.

REQUEST #09: PAVEMENT IMPACT ANALYSIS

<i>Program:</i>	Public Works – CIP (149)			
<i>Fund/Fund#:</i>	Road and Bridge Fund (0145)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	800,000	-	-
Subtotal	\$ -	\$ 800,000	\$ -	\$ -
Capital	800,000	-	-	-
Dpt Total	\$ 800,000	\$ 800,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 800,000	\$ 800,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting funding for a digitized pavement condition survey of the entire roadway network that is placed in a software format for use in various models for maximizing budget, operations and performance for maintaining the entire County roadway system. This survey will conduct an asset location survey of Curb and Gutter, Sidewalks, Drainage Culverts, Traffic Signs, and Traffic Signals. In addition, the survey will provide a roadway impact analysis to measure the conditions of existing county arterial and collector roads to evaluate the strength of the subgrade soil.

The request states with the survey staff will be able to identify roads in need of immediate treatment, will be able to respond to inquiries regarding their condition and proposed maintenance plans with confidence, and will be able to proactively manage the county’s road network.

The Department states the study, “will provide data for developing deterioration models and road condition rating, allowing us to prioritize different maintenance techniques within our pavement management program (i.e., Asphalt overlay, Full Depth Repair, Seal Coating, Asphalt Rejuvenation, High Density Mineral Bond, and Roadway Recycling) and allocate our yearly budget efficiently to different pavement maintenance projects and create annual workplans. This will allow us to utilize the most cost-effective treatment strategies in order to minimize the deterioration rate of our road network and extend the service life of our infrastructure.”

BUDGET REQUEST PERFORMANCE MEASURES

The Department provided information on the percentage of roads that were in fair condition or better condition from 2019 to 2023, by Commissioners Court precinct. There are over 1,354 centerline miles of roadway in Travis County that the Commissioner’s Court has mandated to be maintained at 75% “Good to Fair” for arterials and 70% “Good to Fair” for all other roadways.

<i>Percent Fair or Better Data for past 5 years</i>					
	2019	2020	2021	2022	2023
Precinct One	68.0%	66.6%	80.2%	81.4%	87.0%
Precinct Two	82.2%	81.0%	93.2%	92.8%	93.8%
Precinct Three	81.8%	83.0%	94.6%	92.0%	93.7%
Precent Four	60.0%	62.4%	80.9%	75.7%	81.6%

<i>Percent Fair or Better Data for past 5 years</i>					
	2019	2020	2021	2022	2023
County-Wide	74.9%	76.1%	84.5%	79.3%	89.1%

PBO RECOMMENDATION

PBO recommends one-time funding of \$800,000 in the Road and Bridge Fund for this critical survey necessary to plan roadwork for the next five years. This amount will be included in the planning figures for this special revenue fund until the revenue estimates are finalized. Pavement Impact Analysis studies have been funded consistently on a four-to-five-year cycle to assist Road and Bridge in ongoing planning efforts for roadway management.

REQUEST #31: TRAFFIC SIGNAL - ROWE @ COMMONS

<i>Program:</i>	Public Works – CIP (149)			
<i>Fund/Fund#:</i>	Road and Bridge Fund (0145)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	490,000	490,000	-	-
Dpt Total	\$ 490,000	\$ 490,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 490,000	\$ 490,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting additional funding to construct a traffic signal along Rowe Lane at Commons Parkway/Treyburn Lane in Precinct One. The request states the Public Works CIP division is currently utilizing a consultant to design the construction plans for this traffic signal with existing funds from other project savings and Traffic Mitigation funds. The estimated engineer’s cost for construction of the signal is \$650,000, and there will be approximately \$160,000 left in the budget for construction once the design phase is complete. This budget request will provide the funding needed for the construction phase.

The request states TNR has received multiple requests from constituents and the City of Pflugerville for a traffic signal at this intersection. Analysis shows that the existing traffic conditions do not provide consistent adequate gaps for southbound minor road traffic to turn left or continue straight in the peak hour. A traffic signal analysis shows this intersection meets warrants as outline in the Texas Manual of Uniform Traffic Control Devices (TxMUTCD).

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this request.

PBO RECOMMENDATION

PBO recommends that the additional construction funds of \$490,000 for the traffic signal along Rowe Lane at Commons Parkway/Treyburn Lane should be funded from the Road and Bridge Fund. This amount will be included in the planning figures for this special revenue fund until the revenue estimates are finalized. Funding from this source will allow the traffic signal that meets warrants to be completed at this intersection and allow some one-time fund balance to be spent from the Reserve.

REQUEST #60: FLASHING BEACON TRAFFIC SIGNAL (UPGRADE) VARIOUS LOCATIONS

<i>Program:</i>	Public Works – CIP			
<i>Fund/Fund#:</i>	Road and Bridge Fund (0145)		<i>Mandated Program:</i>	No
	<i>FY 2025 Request</i>	<i>FY 2025 Recommendation</i>	<i>FY 2026 Cost</i>	<i>FY 2027 Cost</i>
FTEs	-	-	-	-
Personnel	-	-	-	-
Operating	-	-	-	-
Subtotal	\$ -	\$ -	\$ -	\$ -
Capital	100,000	100,000	-	-
Dpt Total	\$ 100,000	\$ 100,000	\$ -	\$ -
Earmark Allocated	-	-	-	-
Earmark CAR	-	-	-	-
Total Earmarks	\$ -	\$ -	\$ -	\$ -
Dpt Total + Earmarks	\$ 100,000	\$ 100,000	\$ -	\$ -

DEPT. SUMMARY OF REQUEST

Transportation and Natural Resources is requesting \$100,000 to upgrade approximately 40 existing flashing beacon traffic signals along various Travis County maintained roads with equipment to support remote monitoring and operation. The request states currently there are no communications to support remote monitoring and operation of flashing beacon traffic signals.

All device trouble concerns currently require field crews to travel to the site in order to observe each beacon and make changes to timing, etc. The County has 30 school zone flashers and 10 hazard flasher beacons. Funding this proposal will allow remote updates to the school zone flasher times, real time updates to status of systems, and alerts for when flasher assemblies might be knocked down or damaged to point of not working anymore. This will allow for much quicker response times to concerns on timing of school zone flashers, repair needs, and diagnostics.

The request states upgrading existing flashing beacon traffic signals is anticipated to provide the following benefits.

1. Facilitate rapid individual and system-wide operational changes for reduced school speed zone flashing beacons;
2. Monitor power load to each individual beacon to determine if it is likely on or not; and
3. Knockdown detection that will provide an alert to a remote monitoring system.

Currently, the TNR Road and Bridge Traffic Program manages an existing agreement for the maintenance of approximately 40 flashing beacon traffic signals. The agreement is with the City of Austin. The one-time upgrade is in addition to the on-going agreed maintenance cost for flashing beacon traffic signals. The agreed on-going maintenance cost does not include an upgrade of this scope.

BUDGET REQUEST PERFORMANCE MEASURES

The Department did not submit performance measures for this request budget included “# of Traffic Signals Maintained” as a measure that could be tracked in the future.

PBO RECOMMENDATION

PBO recommends one-time funding of \$100,000 in the Road and Bridge Fund to upgrade approximately flashing beacon traffic signals throughout the County. This amount will be included in the planning figures for this special revenue fund until the revenue estimates are finalized. This initiative will allow for remote maintenance and provide quicker response times to concerns on timing of school zone flashers, repair needs, and diagnostics.

Travis County Records Management and Preservation Fund (0160)

Information Technology Services (112)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	4

PURPOSE

The Travis County Records Management and Preservation Fund is a new special revenue fund that will combine the expenses and revenue from civil filing fees that previously went to four other records management special revenue funds. This Fund was established by the 87th Texas Legislature in Senate Bill 41. When established, the Fund was intended to be used by a county only to fund records management and preservation services, including automation, performed by the court clerk on approval by the Commissioners Court. The 88th Texas Legislature made further changes that impacted this fund and redirected revenues to other special revenue funds. This fund will no longer be receiving revenues and will be closing after FY 2025.

FUNDING SOURCE

The Travis County Records Management and Preservation Fund derived its income from civil filing fees. These fees have been redirected to other funds, effective January 1, 2024 and this fund is no longer receiving revenue. The fund is comprised of the following in the FY 2025 Preliminary Budget:

<i>Revenue Categories and Sources</i>	<i>Total</i>
Beginning fund balance	\$310,887
General Fund Transfer	252,000
Total Resources	\$562,887

PROGRAMS & PERFORMANCE MANAGEMENT

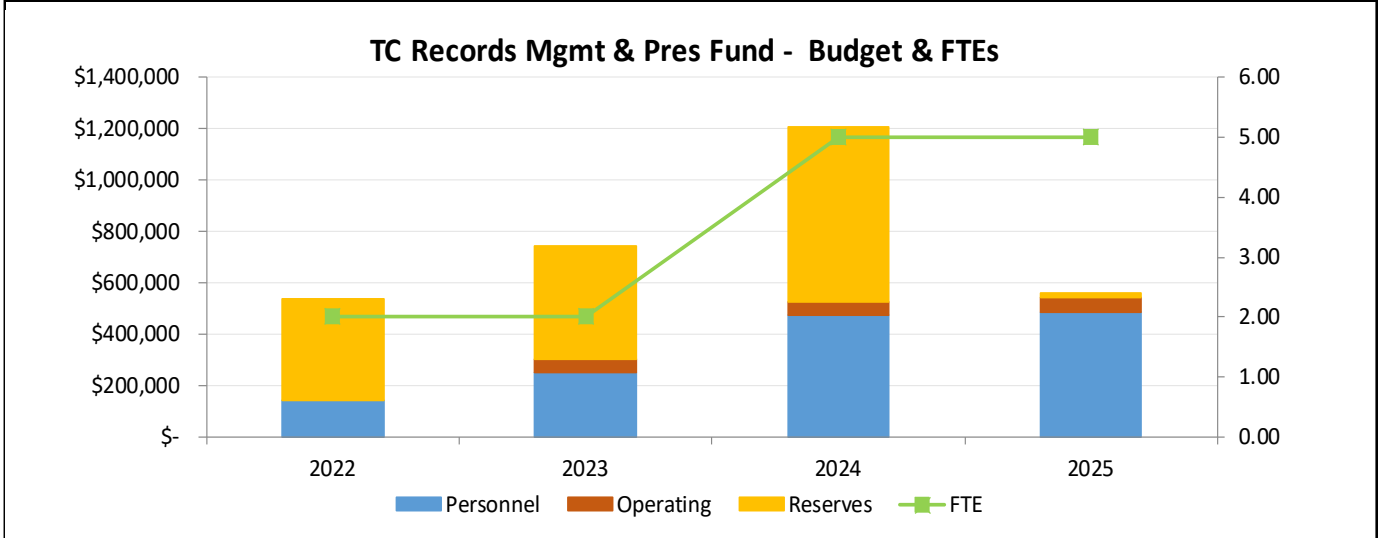
KEY PROGRAM MEASURES

Information Technology Services does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the records keeping and document imaging of County records.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	142,834	249,759	471,578	488,426	16,848
Operating	-	55,905	55,905	55,905	-
Total (Per&Op)	\$ 142,834	\$ 305,664	\$ 527,483	\$ 544,331	\$ 16,848
Capital*	-	-	-	-	-
Reserves	394,664	438,911	677,075	18,556	(658,519)
Grand Total	\$ 537,498	\$ 744,575	\$ 1,204,558	\$ 562,887	\$ (641,671)
FTEs	2.00	2.00	5.00	5.00	-

*Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Travis County Records Management and Preservation Fund decreased by \$641,671 from the FY 2024 Adopted Budget. This is a 53.3 percent decrease. The decrease is due to legislative changes that became effective in 2024 that redirected revenue from this fund to other special revenue funds.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 527,483	\$ 677,075	\$ -	\$ 1,204,558	5.00	\$ -
Target Budget Changes						
Programmatic	-	(677,075)	-	(677,075)	-	-
Compensation & Benefits	14,194	-	-	14,194	-	-
Total Target Budget Changes	\$ 14,194	\$ (677,075)	\$ -	\$ (662,881)	-	\$ -
FY 2025 Target Budget	\$ 541,677	\$ -	\$ -	\$ 541,677	5.00	\$ -
Budget Submission	\$ 541,677	\$ -	\$ -	\$ 541,677	5.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	2,654	-	-	2,654	-	-
Compensation & Benefits Total	\$ 2,654	\$ -	\$ -	\$ 2,654	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Tied 0160 to RE3	-	18,556	-	18,556	-	-
Administrative & Other Total	\$ -	\$ 18,556	\$ -	\$ 18,556	-	\$ -
Grand Total	\$ 2,654	\$ 18,556	\$ -	\$ 21,210	-	\$ -
FY 2025 Preliminary Budget	\$ 544,331	\$ 18,556	\$ -	\$ 562,887	5.00	\$ -
Change from FY 2025 Target	\$ 2,654	\$ 18,556	\$ -	\$ 21,210	-	\$ -
Change from FY 2024 Adopted	\$ 16,848	\$ (658,519)	\$ -	\$ (641,671)	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Travis County Records Management and Preservation Fund, totaling \$677,075. The Allocated Reserve for FY 2025 is \$18,556, which is balanced to the Auditor’s Office projected revenue. This is decrease of \$658,519 from the FY 2024 amount.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Travis County Records Management and Preservation Fund includes the following changes related to compensation and benefits:

Compensation Changes	One-Time	Ongoing	Total
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	\$-	\$14,194	\$14,194
Resources for health insurance cost increases for FY 2025.	-	2,654	2,654
Total Compensation Changes	\$-	\$16,848	\$16,848

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

FUTURE CONSIDERATIONS

Revenue for this fund has been redirected to other Special Revenue Funds and this fund will be closing after FY 2025. PBO will work with ITS to move the positions and operating currently budgeted in this fund to other funds in FY 2026.

Texas Exposition and Heritage Fund (0003)

Facilities Management Department (114)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	4
Additional Information.....	5

PURPOSE

The Exposition Center provides a public service by supporting various governmental agencies, charities, and non-profits with free or substantially reduced terms for staging functions and events. Such usage days along with contractual “City of Austin Use Days” comprise forty-five (45) days of free or deeply discounted rentals. Separately, the Exposition Center devotes forty-four days to Rodeo Austin, allowing usage at significantly reduced rates with Rodeo Austin, retaining 100 percent of the revenue deriving from concessions sold during those dates. During the remaining months, the directive for the Exposition Center is to generate a stream of revenue sufficient to cover costs for the entire fiscal year, while also funding continued capital improvements to the center as a self-sustaining enterprise.

FUNDING SOURCE

The Texas Exposition and Heritage Fund derives its income from usage fees of the Exposition Center. Revenue estimated for the FY 2025 Preliminary Budget for the Texas Exposition and Heritage Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from the usage fees	\$439,374
Investment income	67,937
Beginning fund balance	1,462,139
Total Resources	\$1,969,450

PROGRAMS & PERFORMANCE MANAGEMENT

KEY PROGRAM MEASURES

Travis County provides a variety of programs and services that are mandated by the state and/or federal government. The majority of County programs and services are mandated or support mandated programs. PBO works with offices and departments to quantify and measure their programs’ performance so that resources are directed to the most critical needs. The information below includes program information and discussion, key program measures, and mandated functions, if applicable. The following program was previously linked to the County Goal, “Preserve and protect our environment and natural resources through responsible land stewardship,” and is now linked to the County Goal, “Be a trusted and well-run county.”

EXPOSITION CENTER:

The Exposition Center provides a public service by supporting various governmental agencies, charities, and non-profits with free or substantially reduced terms for staging functions and events. The directive for the Exposition Center is to generate a stream of revenue sufficient to cover costs for the entire fiscal year, while also funding continued capital improvements to the center as a self-sustaining enterprise. The program goals are:

- Ensure that the Exposition Center remains financially solvent; and
- Ensure that the Exposition Center is properly maintained, cleaned and functional for all events

<i>Measure</i>	<i>Actual FY 2022 Measure</i>	<i>Actual FY 2023 Measure</i>	<i>Revised FY 2024 Measure</i>	<i>Projected FY 2025 Measure</i>	<i>Projected FY 2026 Measure</i>
Total Expenditures	\$1,045,962	\$1,100,000	\$900,000	\$900,000	\$900,000

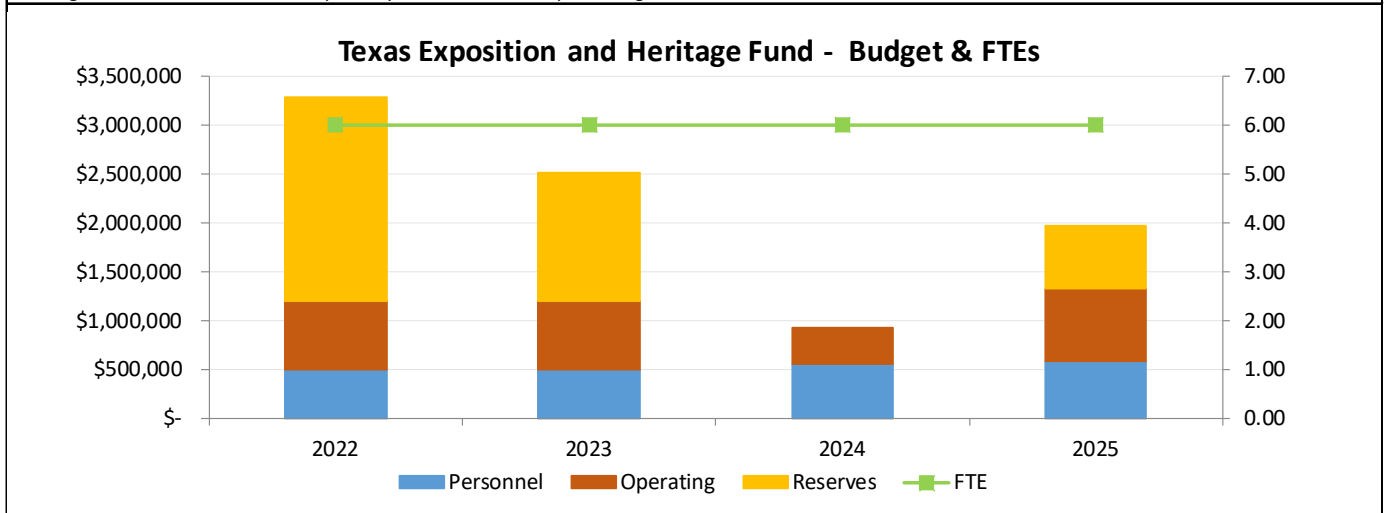
Measure	Actual FY 2022 Measure	Actual FY 2023 Measure	Revised FY 2024 Measure	Projected FY 2025 Measure	Projected FY 2026 Measure
Total Revenues	\$162,090	\$238,345	\$600,000	\$600,000	\$600,000
# of Improvements	3	4	12	12	12
# of events	17	31	45	45	45

The Exposition Center is a non-mandated program. It is expected to generate enough revenue that it is a self-supporting operation. The lack of paid events has severely affected the revenue of the Center, and the Department states some of the deferred maintenance issues at the site must be addressed before the facilities can successfully be rented out with any frequency. The Department has been working to complete deferred maintenance projects and the number of events has begun to increase again after the COVID-19 pandemic.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	494,844	504,991	562,177	581,550	19,373
Operating	698,717	698,717	370,410	741,847	371,437
Total (Per&Op)	\$ 1,193,561	\$ 1,203,708	\$ 932,587	\$ 1,323,397	\$ 390,810
Capital*	-	-	-	-	-
Reserves	2,097,085	1,308,250	-	646,053	646,053
Grand Total	\$ 3,290,646	\$ 2,511,958	\$ 932,587	\$ 1,969,450	\$ 1,036,863
FTEs	6.00	6.00	6.00	6.00	6.00

*Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Texas Exposition and Heritage Fund increased by \$1,036,863 from the FY 2024 Adopted Budget. This is a 111.2 percent increase. The majority of the increase was in the Reserve and is largely related to settlement funds received in FY 2024 and deposited into this fund.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 1,304,024	\$ 371,437	\$ -	\$ 1,675,461	6.00	\$ -
Target Budget Changes						
Compensation & Benefits	16,188	-	-	16,188	-	-
Administrative & Other	-	(371,437)	-	(371,437)	-	-
Total Target Budget Changes	\$ 16,188	\$ (371,437)	\$ -	\$ (355,249)	-	\$ -
FY 2025 Target Budget	\$ 1,320,212	\$ -	\$ -	\$ 1,320,212	6.00	\$ -
Budget Submission	\$ 1,320,212	\$ -	\$ -	\$ 1,320,212	6.00	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Compensation & Benefits	\$ -	\$ -	\$ -	\$ -	-	\$ -
FY 2025 Health Increase 4.10%	3,185	-	-	3,185	-	-
Compensation & Benefits Total	\$ 3,185	\$ -	\$ -	\$ 3,185	-	\$ -
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Tie 0003 to RE3	-	646,053	-	646,053	-	-
Administrative & Other Total	\$ -	\$ 646,053	\$ -	\$ 646,053	-	\$ -
Grand Total	\$ 3,185	\$ 646,053	\$ -	\$ 649,238	-	\$ -
FY 2025 Preliminary Budget	\$ 1,323,397	\$ 646,053	\$ -	\$ 1,969,450	6.00	\$ -
Change from FY 2025 Target	\$ 3,185	\$ 646,053	\$ -	\$ 649,238	-	\$ -
Change from FY 2024 Adopted	\$ 19,373	\$ 274,616	\$ -	\$ 293,989	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

During the FY 2025 Target Budget process, PBO removed one-time resources of \$371,437 from the Texas Exposition and Heritage Fund. The Allocated Reserve for FY 2025 is \$646,053, which is balanced to the Auditor’s Office projected revenue.

COMPENSATION AND BENEFITS FUNDING

The FY 2025 Preliminary Budget for Texas Exposition and Heritage Fund includes the following changes related to compensation and benefits:

Compensation Changes	One-Time	Ongoing	Total
Resources for the 4 percent Across the Board increase for classified employees approved in FY 2024 by the Commissioners Court, including resources for adjustments to the new pay scale created as part of the countywide policy of a \$20.80/hour minimum wage and an increase for employees at the maximum of the existing pay scale (“redlined”) that would otherwise not receive the Across the Board pay increase.	-	16,143	16,143
Resources for health insurance cost increases for FY 2025.	-	3,185	3,185
Incremental cost increase to overtime pay due to other compensation changes approved by the Commissioners Court in FY 2024.	-	45	45
Total Compensation Changes	\$-	\$19,373	\$19,373

FY 2024 compensation adjustments were distributed to office and department budgets after the FY 2024 Budget was approved. The list above includes the amounts added to Target Budgets for FY 2025 to reflect these changes. A full description of all compensation adjustments can be found in the Preliminary Budget Volume I document.

The Commissioners Court was presented a proposed 4.1 percent healthcare rate increase for FY 2025 on April 30, 2024 which was approved on June 25, 2024. This increase is included in the above figures, with the contribution rate changing from \$1,079 per month in FY 2024 to \$1,123 per month for FY 2025.

There is currently no rate increase planned for retirement.

ADDITIONAL INFORMATION

NON-PROPERTY TAX REVENUE

To promote full cost recovery for Commissioners Court approved fees and contracts, the Planning and Budget Office worked with the County Auditor's Office to compile a list of fees charged for services and a list of revenue generating contracts. Some fees and/or contracts have not been adjusted to keep pace with the costs of providing the service. They also fail to consider other factors such as inflation or to include the indirect costs of other supporting departments. PBO will focus on fees that have not been updated in several years. The full cost recovery for revenue generating contracts will be calculated with the assistance of the Planning and Budget Office per GFOA best practices, but the annual increase for FY 2025 will be capped at a 15% increase per direction of the Commissioners Court as part of the adopted FY 2025 Budget Guidelines. This is the same direction provided for FY 2024. This approach will cause the County to take longer to achieve full cost recovery in many of these agreements but will lessen the impact to our partner jurisdictions. In total, Department has 49 fees it charges and 23 revenue generating contracts it manages. None of these fees or contracts are being proposed by the Department for

FUTURE CONSIDERATIONS

The Expo Center has many long-term facilities needs that require attention and millions of dollars of investment and its ongoing revenue is not sufficient at this time to properly maintain the facility. Additional funds of \$9 million are budgeted as an earmark in the General Fund to support the Expo Center in the FY 2025 Preliminary Budget. PBO recommends that FMD and the Commissioners Court discuss the future of this facility to determine how best to manage the property and programming in light of lower usage and significant investment needed to upgrade the space to continue to attract events and usage.

Unclaimed Property Fund (0121)

County Treasurer (107)

CONTENTS

Purpose	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	2
FY 2025 Preliminary Budget Recommendations Summary.....	3

PURPOSE

As mandated in Section 74.602 of the Texas Property Code, the County Treasurer maintains the Unclaimed Property Fund, and uses money within that fund to pay reimbursement claims to citizens establishing ownership of property left unclaimed with the County. The Travis County Commissioners Court established this special fund in 2013.

FUNDING SOURCE

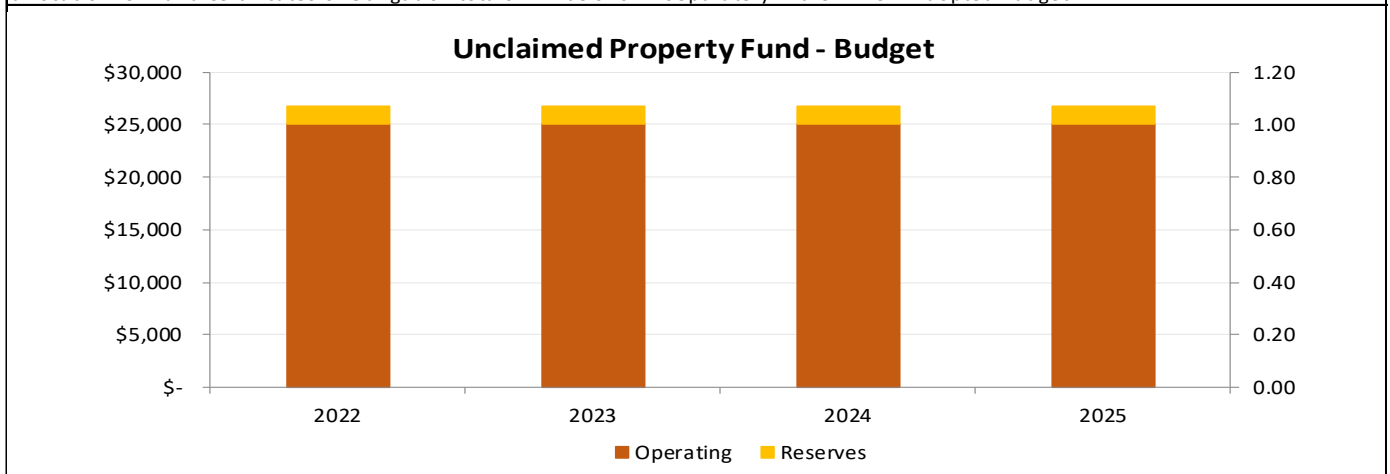
The Unclaimed Property Fund derives its income from property left unclaimed with the County. Revenue estimated for the FY 2025 Preliminary Budget for the Unclaimed Property Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from fines and forfeits	\$25,000
Beginning fund balance	\$1,673
Total Resources	\$26,673

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	-	-	-
Operating	25,000	25,000	25,000	25,000	-
Total (Per&Op)	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
Capital*	-	-	-	-	-
Reserves	1,673	1,673	1,673	1,673	-
Grand Total	\$ 26,673	\$ 26,673	\$ 26,673	\$ 26,673	\$ -
FTEs	-	-	-	-	-

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Unclaimed Property Fund did not increase or decrease from the FY 2024 Adopted Budget.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ -	\$ 26,673	\$ -	\$ 26,673	-	\$ -
Target Budget Changes						
Administrative & Other	-	(26,673)	-	(26,673)	-	-
Total Target Budget Changes	\$ -	\$ (26,673)	\$ -	\$ (26,673)	-	\$ -
FY 2025 Target Budget	\$ -	\$ -	\$ -	\$ -	-	\$ -
Budget Submission	\$ -	\$ -	\$ -	\$ -	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to 2nd Revenue Estimate - Unclaimed Property (0121)	-	1,673	-	1,673	-	-
Balance to 3rd Revenue Estimate - Transfer increased to 25k OT	-	25,000	-	25,000	-	-
Administrative & Other Total	\$ -	\$ 26,673	\$ -	\$ 26,673	-	\$ -
Grand Total	\$ -	\$ 26,673	\$ -	\$ 26,673	-	\$ -
FY 2025 Preliminary Budget	\$ -	\$ 26,673	\$ -	\$ 26,673	-	\$ -
Change from FY 2025 Target	\$ -	\$ 26,673	\$ -	\$ 26,673	-	\$ -
Change from FY 2024 Adopted	\$ -	\$ -	\$ -	\$ -	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Unclaimed Property Fund includes the following changes related to Administrative and Other Funding Changes:

- A one-time transfer to the General Fund in the amount of \$25,000 was removed for the FY 2025 Target Budget. The FY 2025 Preliminary Budget includes a similar one-time transfer to the General Fund for \$25,000.

<i>Administrative and Other Funding Changes</i>	<i>One-Time</i>	<i>Ongoing</i>	<i>Total</i>	<i>FTEs</i>
Balance to 3rd Revenue Estimate - Unclaimed Property (0121)	\$1,673	\$-	\$1,673	-
Balance to 3rd Revenue Estimate - Transfer increased to 25k OT	25,000	-	25,000	-
Total Administrative and Other Funding Changes	\$26,673	\$-	\$26,673	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Unclaimed Property Fund, totaling \$1,673. The Allocated Reserve for FY 2025 is \$1,673, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$0 from the FY 2024 amount.

Veterans Services Juror Contribution Fund (0162)

Veterans Services Office (116)

CONTENTS

Purpose	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	4

PURPOSE

Senate Bill 456, effective September 1, 2021, established the Veterans Services Juror Contribution Fund. These funds may be used only to supplement, rather than supplant, amounts budgeted by the County for the Department.

FUNDING SOURCE

The Veterans Services Juror Contribution Fund derives its income from juror donations. Revenue estimated for the FY 2025 Preliminary Budget for the Veterans Services Juror Contribution Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from juror contributions	\$10,000
Beginning fund balance	9,973
Total Resources	\$19,973

PROGRAMS & PERFORMANCE MANAGEMENT

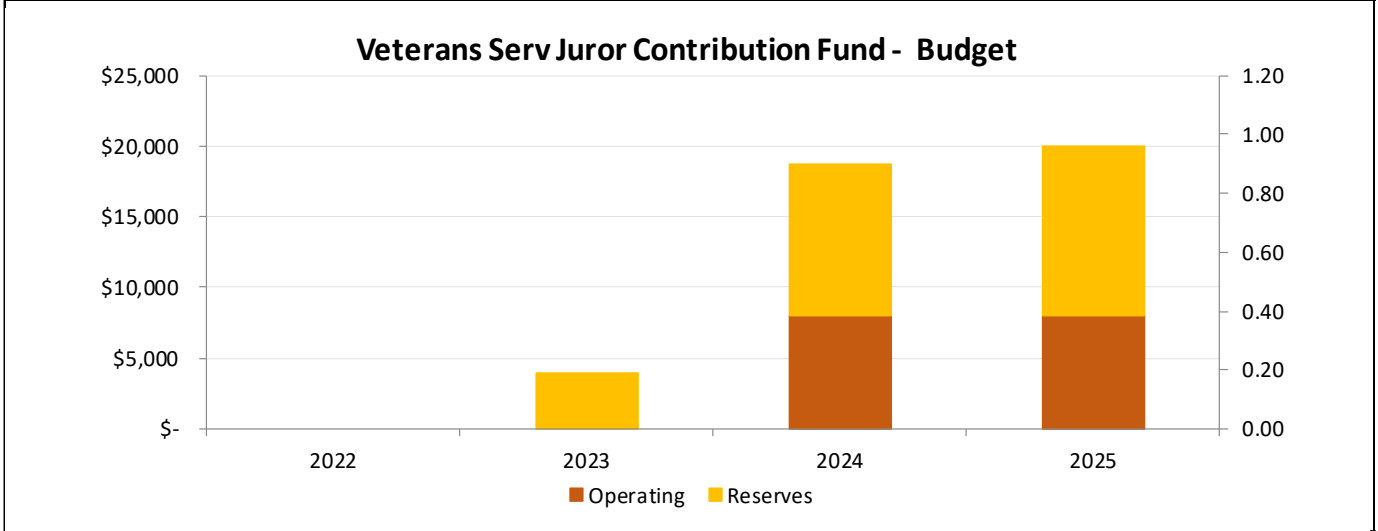
KEY PROGRAM MEASURES

The Veterans Services Juror Contribution Fund does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the various operating expenses in the Department. Performance measures are discussed within the Veterans Services Office's General Fund budget document.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	-	-	-
Operating	-	-	8,000	8,000	-
Total (Per&Op)	\$ -	\$ -	\$ 8,000	\$ 8,000	\$ -
Capital*	-	-	-	-	-
Reserves	-	3,956	10,665	11,973	1,308
Grand Total	\$ -	\$ 3,956	\$ 18,665	\$ 19,973	\$ 1,308
FTEs	-	-	-	-	-

*Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Veterans Services Juror Contribution Fund increased by \$1,308 from the FY 2024 Adopted Budget. This is an 12.3% increase. The majority of the increase was in the reserves.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ -	\$ 18,665	\$ -	\$ 18,665	-	\$ -
Target Budget Changes						
Compensation & Benefits	8,000	-	-	8,000	-	-
Administrative & Other	-	(18,665)	-	(18,665)	-	-
Total Target Budget Changes	\$ 8,000	\$ (18,665)	\$ -	\$ (10,665)	-	\$ -
FY 2025 Target Budget	\$ 8,000	\$ -	\$ -	\$ 8,000	-	\$ -
Budget Submission	\$ 8,000	\$ -	\$ -	\$ 8,000	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to 2nd Revenue Estimate - Veterans Serv Juror Contrib Fund (0162)	-	11,667	-	11,667	-	-
Balance to 3rd Revenue Estimate - Veterans Serv Juror Contrib Fund (0162)	-	306	-	306	-	-
Administrative & Other Total	\$ -	\$ 11,973	\$ -	\$ 11,973	-	\$ -
Grand Total	\$ -	\$ 11,973	\$ -	\$ 11,973	-	\$ -
FY 2025 Preliminary Budget	\$ 8,000	\$ 11,973	\$ -	\$ 19,973	-	\$ -
Change from FY 2025 Target	\$ -	\$ 11,973	\$ -	\$ 11,973	-	\$ -
Change from FY 2024 Adopted	\$ 8,000	\$ (6,692)	\$ -	\$ 1,308	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Veterans Services Juror Contribution Fund includes the following changes related to Administrative and Other Funding Changes:

Administrative and Other Funding Changes	One-Time	Ongoing	Total	FTEs
Balance to 2nd Revenue Estimate - Veterans Serv Juror Contribution Fund (0162)	\$11,667	\$-	\$11,667	-
Balance to 2nd Revenue Estimate - Veterans Serv Juror Contribution Fund (0162)	306	-	306	-
Total Administrative and Other Funding Changes	\$11,973	\$-	\$11,973	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Veterans Services Juror Contribution Fund, totaling \$10,665. The Allocated Reserve for FY 2025 is \$11,973, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$1,308 from the FY 2024 amount.

Vital Statistic Preservation Fund (0133)

Justices of the Peace, Precincts 1-5 (126-130)

CONTENTS

Mission Statement & Strategic Goals (Or Purpose).....	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	2
FY 2025 Preliminary Budget Recommendations Summary.....	3

MISSION STATEMENT & STRATEGIC GOALS

The 78th Texas Legislature passed HB 1353, which established a fee for preserving vital statistics records. The fee is used for the preservation of vital statistics records maintained by the registrar, which in this case, includes Justice Courts.

FUNDING SOURCE

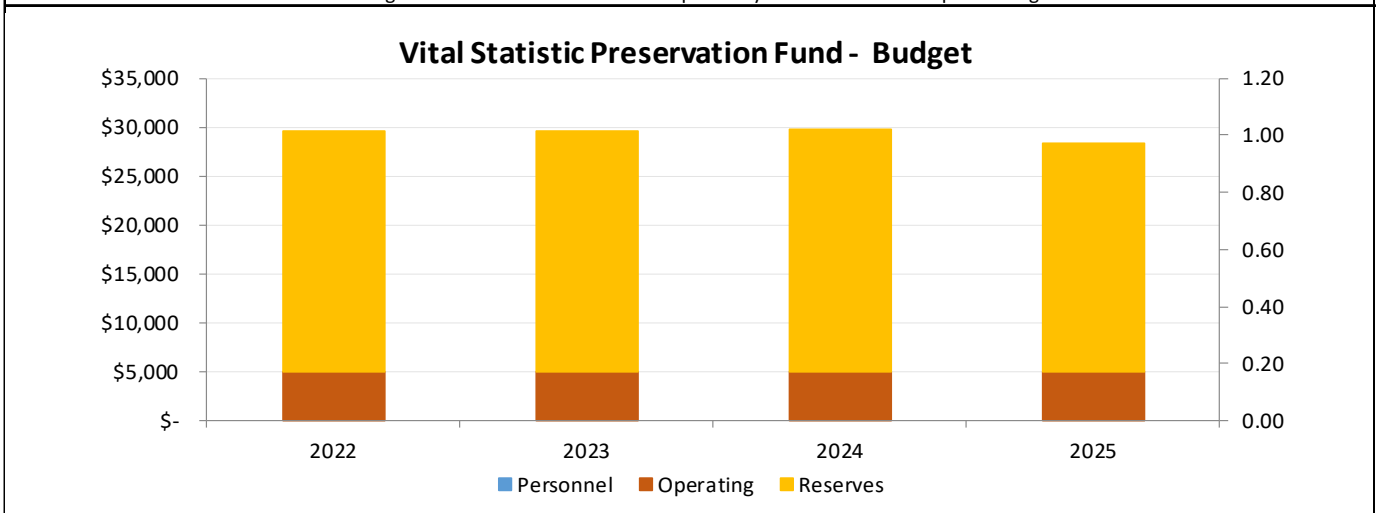
The Vital Statistics Preservation Fund derives its income from a fee for preserving vital statistics records. Revenue estimated for the FY 2025 Preliminary Budget for the Vital Statistics Preservation Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from the court fee	\$152
Investment income	0
Beginning fund balance	28,113
Total Resources	\$28,265

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	-	-	-
Operating	5,000	5,000	5,000	5,000	-
Total (Per&Op)	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Capital*	-	-	-	-	-
Reserves	24,572	24,656	24,755	23,265	(1,490)
Grand Total	\$ 29,572	\$ 29,656	\$ 29,755	\$ 28,265	\$ (1,490)
FTEs	-	-	-	-	-

*Capital funding for FY 2025 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Vital Statistics Preservation Fund decreased by \$1,490 from the FY 2024 Adopted Budget. This is a 5.0% decrease. The entirety of the decrease was in the reserves.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 5,000	\$ 24,755	\$ -	\$ 29,755	-	\$ -
Target Budget Changes						
Administrative & Other	-	(24,755)	-	(24,755)	-	-
Total Target Budget Changes	\$ -	\$ (24,755)	\$ -	\$ (24,755)	-	\$ -
FY 2025 Target Budget	\$ 5,000	\$ -	\$ -	\$ 5,000	-	\$ -
Budget Submission	\$ 5,000	\$ -	\$ -	\$ 5,000	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to 2nd Revenue Estimate - Vital Statistics Preservation Fund (0133)	-	23,248	-	23,248	-	-
Balance to 3rd Revenue Estimate - Vital Statistics Preservation Fund (0133)	-	17	-	17	-	-
Administrative & Other Total	\$ -	\$ 23,265	\$ -	\$ 23,265	-	\$ -
Grand Total	\$ -	\$ 23,265	\$ -	\$ 23,265	-	\$ -
FY 2025 Preliminary Budget	\$ 5,000	\$ 23,265	\$ -	\$ 28,265	-	\$ -
Change from FY 2025 Target	\$ -	\$ 23,265	\$ -	\$ 23,265	-	\$ -
Change from FY 2024 Adopted	\$ -	\$ (1,490)	\$ -	\$ (1,490)	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

The FY 2025 Preliminary Budget for the Vital Statistics Preservation Fund includes the following changes related to Administrative and Other Funding Changes:

<i>Administrative and Other Funding Changes</i>	One-Time	Ongoing	Total	FTEs
Balance to 2nd Revenue Estimate - Vital Statistics Preservation Fund (0133)	23,248	-	23,248	-
Balance to 3rd Revenue Estimate - Vital Statistics Preservation Fund (0133)	17	-	17	-
Total Administrative and Other Funding Changes	\$23,265	\$-	\$23,265	-

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Vital Statistics Preservation Fund, totaling \$24,755. The Allocated Reserve for FY 2025 is \$23,265, which is balanced to the Auditor’s Office projected revenue. This is a decrease of \$1,490 from the FY 2024 amount.

Voter Registration Fund (0105)

Tax Assessor-Collector (108)

CONTENTS

Mission Statement & Strategic Goals.....	2
Programs & Performance Management	2
Adopted Budgets FY 2022-2024, Preliminary Budget FY 2025.....	3
FY 2025 Preliminary Budget Recommendations Summary.....	4

MISSION STATEMENT & STRATEGIC GOALS

Chapter 19 of the Election Code identifies the method for financing voter registration activities. In 2007 the State of Texas changed its method of financing these activities, requiring a Special Fund be established in the county budget. The Travis County Commissioners Court established the Voter Registration Fund in FY 2008 to that end. By State statute, only operating costs are eligible for reimbursement from this special fund. This budget includes funding for contracted employees, software enhancements to the voter registration system, hardware replacements, advertising, training related to voter registration, maintenance agreements and voter registration supplies.

FUNDING SOURCE

The Voter Registration Fund derives its income from state funds disbursed under Chapter 19 of the Election Code. Revenue estimated for the FY 2025 Preliminary Budget for the Voter Registration Fund includes the following:

<i>Revenue Categories and Sources</i>	<i>Total</i>
New revenue from the intergovernmental transfers	\$247,328
Investment income	0
Beginning fund balance	30,398
Total Resources	\$277,726

PROGRAMS & PERFORMANCE MANAGEMENT

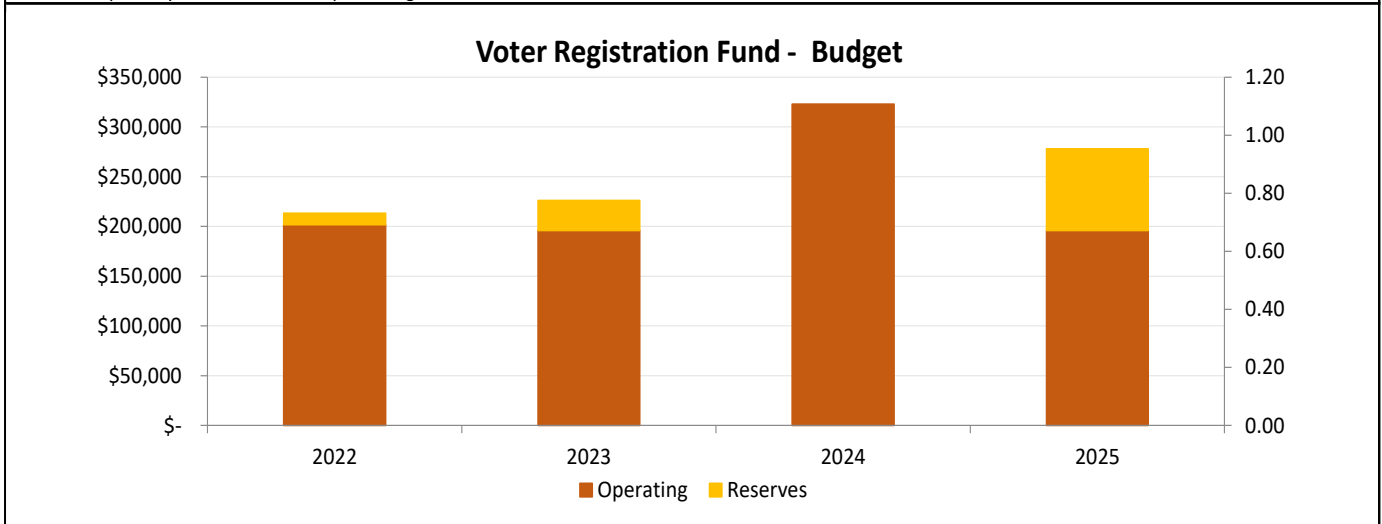
KEY PROGRAM MEASURES

The Tax Assessor-Collector does not keep separate performance measures for this special revenue fund. The revenue of this Fund supports the Voter Registration program. Performance measures are discussed within the Tax Assessor-Collector General Fund budget document.

ADOPTED BUDGETS FY 2022-2024, PRELIMINARY BUDGET FY 2025

	FY 2022	FY 2023	FY 2024	Prelim FY 2025	Diff FY 2025 - 2024
Personnel	-	-	-	-	-
Operating	201,797	195,822	322,796	195,822	(126,974)
Total (Per&Op)	\$ 201,797	\$ 195,822	\$ 322,796	\$ 195,822	\$ (126,974)
Capital*	-	-	-	-	-
Reserves	11,438	30,050	-	81,904	81,904
Grand Total	\$ 213,235	\$ 225,872	\$ 322,796	\$ 277,726	\$ (45,070)
FTEs	-	-	-	-	-

*Capital funding for FY 2024 may also include projects proposed to be funded with Certificates of Obligation. The allocation between CAR projects, CAR Reserve, and Certificates of Obligation are still being finalized. Some CAR projects may be budgeted in reserve with potential allocation. CAR and Certificates of Obligation totals will be shown separately in the FY 2024 Adopted Budget.



The FY 2025 Preliminary Budget for the Voter Registration Fund decreased by \$45,070 from the FY 2024 Adopted Budget. This is an 13.9% decrease. The majority of the decrease was in the operating budget due to expected reimbursements for voter registration efforts during the 2024 presidential election.

FY 2025 PRELIMINARY BUDGET RECOMMENDATIONS SUMMARY

	Ongoing	One-Time	CAR	Total	FTEs	Earmarks
FY 2024 Adopted Budget	\$ 195,822	\$ 126,974	\$ -	\$ 322,796	-	\$ -
Target Budget Changes						
Administrative & Other	-	(126,974)	-	(126,974)	-	-
Total Target Budget Changes	\$ -	\$ (126,974)	\$ -	\$ (126,974)	-	\$ -
FY 2025 Target Budget	\$ 195,822	\$ -	\$ -	\$ 195,822	-	\$ -
Budget Submission	\$ 195,822	\$ -	\$ -	\$ 195,822	-	\$ -
Dept Budget Requests						
	Ongoing	One-Time	Capital	Total	FTEs	Earmarks
Administrative & Other	\$ -	\$ -	\$ -	\$ -	-	\$ -
Balance to 2nd Revenue Estimate -						
0105 Voter Registration Fund	-	127,726	-	127,726	-	-
0105 Voter Registration Fund	-	(45,822)	-	(45,822)	-	-
Administrative & Other Total	\$ -	\$ 81,904	\$ -	\$ 81,904	-	\$ -
FY 2025 Preliminary Budget	\$ 195,822	\$ 81,904	\$ -	\$ 277,726	-	\$ -
Change from FY 2025 Target	\$ -	\$ 81,904	\$ -	\$ 81,904	-	\$ -
Change from FY 2024 Adopted	\$ -	\$ (45,070)	\$ -	\$ (45,070)	-	\$ -

ADMINISTRATIVE AND OTHER FUNDING CHANGES

During the FY 2025 Target Budget process, PBO removed the FY 2024 budgeted reserve for the Voter Registration, totaling \$126,974. The Allocated Reserve for FY 2025 is \$81,904, which is balanced to the Auditor’s Office projected revenue. This is an increase of \$81,904 from the FY 2024 amount.

Other Special Revenue Funds

CIVIL COURTS FACILITIES FUND (FUND 0151)

The Civil Courts Facilities Fund was created in 2013 following the passage of Senate Bill 1891 during the 83rd Texas Legislature. This legislation amends the Government Code to provide funding for the construction, renovation, and improvement of court facilities in Travis County through the assessment of an additional filing fee in certain civil cases. The Civil Courts Facilities Fund derives its income from the collection of a court filing fee of \$15 in certain civil cases filed in a district court, statutory probate court, or county court at law in Travis County. Revenue estimated for the FY 2025 Preliminary Budget for this fund is \$2,875,253 comprised of \$2,410,884 in beginning balance, \$417,152 in charges for services, and \$47,217 in investment income. It includes a one-time transfer to the consolidated debt service fund of \$463,724.

COUNTY AND DISTRICT COURTS TECHNOLOGY FUND (FUND 0140)

This Special Revenue Fund accounts for monies collected as fees from anyone convicted of a criminal offense and is to be used for technology improvements for all Court offices of the County as well as the costs of training and education regarding technological improvements for the County and District Courts. The fee was established by House Bill 3637, passed by the 81st Regular Session of the Texas Legislature in 2009. Revenue estimated for the FY 2025 Preliminary Budget for this fund is \$302,732 comprised of \$288,401 in beginning balance, \$8,445 in charges for services, and \$5,886 in investment income.

COUNTY JURY FUND (0156)

The County Jury Fund is a new fund established by SB346 of the 86th Legislative Session in 2019. This Fund is supported by LGC 134.101 (Felonies), 134.102 (Class A&B Misdemeanors), and 134.103 (Non-jailable Misdemeanors), which is part of the local consolidated fee assessed on criminal convictions. Another revenue source going to the County Jury Fund is excess proceeds from the sale of impounded estray, supported by Agriculture Code Chapter 142.013(d). Revenue estimated for the FY 2025 Preliminary Budget for this Fund is \$867,273 comprised of \$639,570 in beginning balance, \$216,875 in fines, and \$10,828 in investment income.

COUNTY SPECIALTY COURT FUND (0157)

The County Specialty Court Fund is a new fund established by SB346 of the 86th Legislative Session in 2019. This Fund is supported by LGC 134.101 (Felonies), 134.102 (Class A&B Misdemeanors), and 134.103 (Non-jailable Misdemeanors), which is part of the local consolidated fee assessed on criminal convictions. Revenue estimated for the FY 2025 Preliminary Budget for this Fund is \$211,949 comprised of \$168,695 in beginning balance, \$40,476 in fines, and \$2,778 in investment income.

COURT RECORDS PRESERVATION FUND (0141)

The Court Records Preservation Fund (0141) supports the preservation and restoration services performed by Communications and Records Services through a filing fee in each civil case filed. Changes in legislation in 2021 resulted in the revenue for this fund being diverted to other funds and the revenue for this fund is discontinued. The revenue estimated for the FY 2025 Preliminary Budget for this fund is comprised of only the remaining fund balance, \$7,019. This fund will be closing after FY 2025.

JUVENILE DEFFERRED PROSECUTION FUND (FUND 0114)

The Juvenile Deferred Prosecution Fund derives its income from fees placed on juvenile deferred prosecution cases. Traditionally, the Juvenile Probation Department holds the funds as a contingency for any funding cuts at the state level or from the Texas Juvenile Justice Department. In such a situation, the Juvenile Deferred Prosecution Fund could be used for placement or other necessary juvenile services. Revenue estimated for the FY 2025 Preliminary Budget for this Fund is \$120,319, comprised of \$117,864 in beginning fund balance and \$2,455 of investment income.

JUVENILE DELINQUENCY PREVENTION FUND (FUND 0119)

This Special Revenue Fund accounts for funds resulting from a fee charged per person convicted of a graffiti offense. These monies are used to repair damages and provide educational and intervention programs, and for public awards leading to the conviction of such offenders. Revenue estimated for the FY 2025 Preliminary Budget for this Fund is \$1,139, comprised solely of the beginning fund balance.

JUVENILE FEE FUND (FUND 0106)

The Juvenile Fee Fund derives its income from fees placed on court-ordered probation cases. These monies are used to provide services for juvenile probationers, such as sex offender treatment, counseling, or drug abuse treatment. Revenue estimated for the FY 2025 Preliminary Budget for this Fund is \$483,932, comprised of \$473,482 in beginning fund balance and \$10,450 of investment income.

JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM (JJAEP) (FUND 0107)

The Juvenile Justice Alternative Education Program (JJAEP) is a state mandated program that provides alternative education for juveniles in Travis County who have been expelled from the school system. The JJAEP Fund derives its income from participating school districts. Revenue estimated for the FY 2025 Preliminary Budget for this Fund is \$399,595, comprised of \$348,211 in beginning fund balance \$44,422 of intergovernmental revenue, and \$6,962 of investment income.

LEOSE COMMISSIONERS COURT FUND (FUND 0118)

This Special Revenue Fund accounts for monies received from the State Comptroller's pro-rata distribution of funds designated for law enforcement officers' education. Revenue estimated for the FY 2025 Preliminary Budget for the LEOSE Commissioners Court Fund is \$16,396, comprised of \$15,621 in beginning fund balance and \$775 in intergovernmental income.

MARY QUINLAN PARK FUND (FUND 0123)

The Mary Quinlan Park Fund derives its income from a lawsuit settlement related to access to the parkland. Revenue estimated for the FY 2025 Preliminary Budget for the Mary Quinlan Park Fund includes \$356,602 which is comprised of \$12,250 in new revenue and \$344,352 in beginning fund balance.

TRUANCY CIVIL COURT (FUND 0153)

House Bill 2398, passed by the 84th Legislature in 2015 authorized Commissioners Court to accept gifts, grants, donations, bequests, or devise of money or other property that is designated for the account. As noted by HB 2398, the Commissioners Court must adopt the procedures necessary to receive and disburse money from this Fund to assist needy children or families who appear before a county, justice, or municipal court for a criminal offense or truant conduct, as applicable, by providing money for resources and services that eliminate barriers to school attendance or that seek to prevent criminal behavior.

FY 2025 Preliminary Budget

Other Special Revenue Funds

Revenue estimated for the FY 2025 Preliminary Budget for the Truancy Civil Court Fund includes \$8,471 which is comprised of \$650 in new revenue and \$7,821 in beginning fund balance.

UNCLAIMED JUVENILE RESTITUTION FUND (FUND 0144)

In accordance with the Family Code, Section 54.0482, this Special Revenue Fund accounts for restitution payments made by a juvenile defendant and received by the Juvenile Probation Department that remain unclaimed by the victim after five years of the payment's receipt. The funds may only be expended for the same purposes for which the County uses juvenile state aid, such as juvenile probation services and juvenile justice programs. Revenue estimated for the FY 2025 Preliminary Budget for the Unclaimed Juvenile Restitution Fund is \$86,956 comprised of \$83,674 in beginning balance, \$827 in fines and forfeitures, and \$2,455 in estimated interest income.

CA DWI PRE-DIVERSION PROGRAM FUND (FUND 0154)

The CA DWI Pre-Diversion Program Fund was created in FY 2018 to collect the program fees of participants in the DWI Diversion program in the County Attorney's Office. Program fees collected were used to fund a full-time Probation Officer in the Community Supervision and Correction Department to supervise the defendants in the program, all of which were first time DWI offenders. The new County Attorney administration restructured the DWI Diversion program in April 2021. Changes to the program include moving the program in-house to the County Attorney's Office where staff will monitor program participants and participants will no longer pay program fees, resulting in no new revenue since FY 2022. Revenue estimated for the FY 2025 Preliminary Budget for the CA DWI Pre-Diversion Program Fund is \$2,688 comprised only of beginning balance. The Planning and Budget Office will work with the Auditor's Office regarding the remaining balance of this Fund to ensure that resources are expended accordingly.

Travis County Commissioners Court



County Judge
Andy Brown
(512) 854-9555



Commissioner, Precinct 1
Jeffrey W. Travillion, Sr.
(512) 854-9111



Commissioner, Precinct 2
Brigid Shea
(512) 854-9222



Commissioner, Precinct 3
Ann Howard
(512) 854-9333



Commissioner, Precinct 4
Margaret J. Gómez
(512) 854-9444



Watch Commissioners Court

TCTV Channel 17
Or online at <https://countyclerk.traviscountytexas.gov/commissioners.html>

Learn more about Travis County at

<https://www.traviscountytexas.gov/>

County Directory

<https://www.traviscountytexas.gov/departments>

Helpful Local Resources & Phone Numbers

<https://www.traviscountytexas.gov/helpful-numbers>