

Back Up for Budget Hearings August 14, 2008

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Sheriff 1:30 pm – 2:30 pm

Constable Precinct Three 2:30 pm – 3:00 pm

ITS 3:00 pm – 4:00 pm

Facilities & Exposition Center 4:00 pm – 5:00 pm

SHERIFF

AUGUST 14, 2008

1:30 PM – 2:30 PM

Sheriff's Office Work Session Agenda

14 August 2008 – 1:30 p.m.

- Sheriff addresses the Court
- Law Enforcement Five Year Staffing Plan - \$2,687,802
- Corrections Relief Factor - \$3,378,354

FY 2009 BUDGET SUBMISSION BUDGET REQUEST PROPOSAL

Name of Budget Request & Priority #:	Law Enforcement Five Year Staffing Plan - 02
Fund/Department/Division:	3725
Total Amount Requested:	\$2,693,539
Collaborating Departments/Agencies:	
Contact Information (Name/Phone):	Meg Seville – 4-9804

1. Summary Statement: Include one or two sentences to be included in Commissioners Court materials.

16 – Deputy Sheriffs Law Enforcement (POPS) – \$863,957 (\$53,998 ea)* – to move toward appropriate staffing ratio for the Law Enforcement Bureau.

3 – Sergeant Deputy Sheriffs Law Enforcement (POPS) – \$294,090 (\$98,030 ea)* – to provide necessary supervision to oversee additional staff and begin to address other critical supervisory shortages addressed in the five-year plan.

3 – Detectives Law Enforcement (POPS) – \$260,175 (\$86,725 ea)* – to work toward contacting victims in a more timely manner and more manageable case loads.

** (salary & benefits only)*

2. Description of Request: Describe the request, including current issues and how the request relates to the mission and services provided by the department. Include historical information related to the request where relevant.

At the request of and with input from the Planning and Budget Office, the Travis County Sheriff's Office prepared a five-year plan (the plan) for the Law Enforcement Bureau. The plan was presented to the Travis County Commissioners Court in January 2007 and phase one of the plan was funded by the Commissioners Court during the FY08 budget process.

The plan examined staffing models based on population and geography. The plan concluded that an appropriate staffing ratio for the Law Enforcement Bureau was 1.75 officers per 1,000 citizens served. Population estimates provided to the Travis County Sheriff's Office by the Planning and Budget Office suggests that the population of the unincorporated areas of Travis County was 155,239 on 1 April 2006; 165,392 on 1 April 2007; and will be approximately 172,000 on 1 April 2008. Assuming a historic growth rate of 3.6% to 4.0% of the population of the unincorporated areas of Travis County will be approximately 178,500 on 1 April 2009.

When the five-year plan was submitted the Law Enforcement Bureau was authorized 247 sworn positions (excluding School Resource Officers – SRO). Using the population data above, the resulting staffing ration was 1.49 officers per 1,000 citizens served on 1 April 2007. With the addition of the 21 sworn FTEs (in the FY08 budget) the number of sworn positions increased to 268 (excluding SROs) in FY08. The resulting staffing ratio will increase to approximately 1.57 sworn staff/1,000 citizens on 1 June 2008, when the remaining officers authorized in the FY08

budget are hired. This ratio is somewhat lower than the staffing ration of 1.59 officers/1,000 citizens in FY06.

16 – Deputy Sheriffs Law Enforcement (POPS) – the five year plan suggested that 33 additional officers were needed to provide appropriate coverage for the patrol districts based on 2006 data. It is important to note that the 33 officers represented only the deficit of patrol officers and does not impact staff shortages in other functions such as Special Operations, Criminal Investigations and Supervision. The court authorized 17 additional patrol slots for FY08 cutting the deficit for patrol operations to 16 sworn positions. While the five year plan that was originally submitted to the court for consideration emphasized not only patrol deficits but also attempted to address staffing shortages in Special Operations functions, there has been an internal shift in priorities to address the needs for patrol, the core function of the Law Enforcement Bureau, before addressing the critical shortages in the support functions such as traffic enforcement, lake patrol, K-9, narcotics, crime suppression, and similar special operations.

If fully funded, the FY09 budget proposal will allow the Travis County Sheriff's Office to staff the patrol districts to the levels needed in FY07. This funding request may not eliminate the need to add additional patrol officers during the next three years, but it will mitigate the need to add substantial numbers of patrol officers during the next three years; and allow the Law Enforcement Bureau to begin to address support functions during those budget cycles. An additional 16 sworn FTEs are necessary to maintain staffing ratios that are equivalent when compared to the staffing rations for FY06. The Law Enforcement Bureau believes that the service levels will remain somewhat consistent with service levels provided in FY06.

3 – Sergeant Deputy Sheriffs Law Enforcement (POPS) – span of control is often defined as the number of staff that one supervises. However, for a patrol sergeant the span of control must also consider geographic responsibilities. Currently patrol sergeants supervise nine to twelve officers and are responsible for a geographic area of 370 to 415 square miles. The proposed five year plan assigns supervisors to specific geographic regions, i.e. one patrol sergeant per sector per shift. Upon successful completion of the plan, each sergeant would be responsible for a geographic area ranging from 120 to 250 square miles. In addition their span of control would average approximately eight officers. Implementing this model necessitates the addition of eight patrol sergeants and seven operations sergeants by FY12. Three of the eight patrol sergeants were funded for FY08. This package is a continuation of that plan and would fund an additional three patrol sergeants for FY09.

3 – Detectives Law Enforcement (POPS) – an independent study was conducted by a non-profit organization called Envision Central Texas that included "members from the community, social equality organizations, neighborhoods and policy makers who share a goal of addressing growth by considering the interests of the region's existing and future citizens." According to the Envision study the population of Central Texas is expected to increase by an additional 1.25 million people over a period of 20 years. This estimate equates to approximately 62,500 people per year.

Practical evaluation of the represented totals above show that all commands, East, West and Central continue to manage an unmanageable caseload, which results in a less than desired work product. Although too early to quantify with real numbers from 2004, 2005 and 2006

these numbers indicate the trend will continue with the gap of investigation responsibility widening. The calculations for December 2006 reflect that the percentages are currently increasing in over all crimes. For every 100 cases that the Sheriff's Office takes as a whole that require investigative or follow-up work; 36% will go to the East Command Detectives, 23% will be assigned to West Command, and 41% will be assigned Central Command (based on 2007 stats) and using the current model and trends depicted above. These new cases will be distributed to the current detectives. This coupled with the current active and idle cases; continue to add to an already unmanageable caseload that accumulates from one month to the next.

3a. Pros: Describe the arguments in favor of this proposal.

16 – Deputy Sheriffs Law Enforcement (POPS) – This proposal is a continuation of the five year staffing plan for the Law Enforcement Bureau. Once the new positions are hired and trained there will be no unmanned districts during any shift and for the first time this century patrol districts will continuously be, at least, staffed to minimum levels.

The Sheriff's Office anticipates significant attrition in the next two to five years. Approximately 101 of the 268 sworn Law Enforcement Bureaus employees (38%) will become eligible for retirement between FY09 and FY14, including 25 that are currently eligible. Failure to continuously fund the Law Enforcement Bureau at or above levels proposed in the five year plan will make it virtually impossible to mitigate diminishing staffing ratios.

3 – Sergeant Deputy Sheriffs Law Enforcement (POPS) – This proposal is a continuation of the five year staffing plan for the Law Enforcement Bureau. Once the new positions are funded 75% of the patrol supervision needs identified in the five year plan will be staffed.

21 of the 27 sergeant positions currently funded will become eligible for retirement during the next five years, including five that are currently eligible. Failure to continuously fund the Law Enforcement Bureau at or above levels proposed in the five year plan will make it virtually impossible to maintain experience supervisory staff on patrol.

3 – Detectives Law Enforcement (POPS) – more timely investigation in terms of contacting victims of crime and a more manageable case load per investigator.

3b. Cons: Describe the arguments against this proposal.

4. Anticipated Outcome of Request and Proposed Timeline: Timeline should include the expected dates of results and may extend past FY 09.

16 – Deputy Sheriffs Law Enforcement (POPS) – hire and train eight FTEs between 1 October 2007 and 30 March 2008; and eight additional FTEs between April 1- September 30, 2008.

3 – Sergeant Deputy Sheriffs Law Enforcement (POPS) – one FTE to be funded on 1 October 2008 and two FTEs to be funded on 1 April 2009. Once funded these positions will be immediately filled and the new FTEs will be assigned to patrol supervision duties.

3 – Detectives Law Enforcement (POPS) – two FTEs to be funded on 1 October 2008 and one FTE to be funded on 1 April 2009. These positions would benefit the Travis County Sheriff's Office by allowing detectives to concentrate on all investigations involving all crime. Emphasis would be placed on conducting a more thorough criminal investigation, which would translate to a more successful prosecution at the County and District Attorney levels. In addition the time it would take for the respective detective to contact the victim, obtain the relevant information, and conduct the proper follow-up would be greatly diminished just by the reduction in cases per investigator.

5. Description of Program Measurement and Evaluation: Describe how the proposal will be measured and evaluated and if this includes an independent evaluation component. In addition, indicate whether a comparative analysis of similar local programs is available.

6a. Performance Measures: List applicable current and new performance measures related to the request and note the changes for FY 09 should this request be implemented.

Measure Name	Actual FY 07 Measure	Revised FY 08 Measure	Projected FY 09 Measure at Target Level	Projected FY 09 Measure with Added Funding
Number of Incidents	125,900	111,120	121,555	121,555

6b. Impact on Performance: Describe the impact of funding the request on departmental performance measures, service levels, and program outcomes:

16 – Deputy Sheriffs Law Enforcement (POPS) – for the first time this century, patrol districts will be staffed at appropriate levels.

3 – Sergeant Deputy Sheriffs Law Enforcement (POPS) – funding will result in 75% of the patrol supervision needs identified in the five year plan being fulfilled.

3 – Detectives Law Enforcement (POPS) – more appropriate case load.

7. Impact of Not Funding: Describe the impact of not funding the request in FY 09.

We will continue to fall further behind in the staffing needs as the population continues to grow at a pace that is greater than our Law Enforcement Bureau's staffing.

8.	Leveraged Resources: If proposal leverages other resources such as existing internal resources or grant funding, list and describe impact. If resources from similar existing program(s) will not be reallocated, give reasons and include analysis.		
Internal resources have already been reallocated to extent possible. At this point reallocation simply creates shortages in a different area.			
9.	Additional Revenue: If this proposal generates additional revenue, list the amount and the assumptions used for the estimate. (Attach a copy of the form submitted to the Auditor's Office).		
10. Collaboration: If this proposal was discussed with other departments/agencies that provide similar or supporting services that could be impacted, describe impact and list the other departments/agencies and their points of contact. Suggest ways all departments/agencies can collaborate to ensure success of the proposal.			
11.	If requesting a new position(s), is office space currently available? Y/N		Y
If no, attach plan from Facilities Mgmt. explaining how to acquire space for this proposal. Identify proposed position location below:			
Building Address	Ruiz Bldg & Collier Bldg	Floor #	
Suite/Office #	724 & Cubicle	Workstation #	N-IDF-044

**TRAVIS COUNTY SHERIFF'S OFFICE
LAW ENFORCEMENT BUREAU
STAFFING
FY2009 BUDGET REQUESTS**

EXECUTIVE SUMMARY

On January 25, 2007, the Travis County Sheriff's Office presented to the Travis County Commissioner's Court a comprehensive five-year plan for the Law Enforcement Bureau. The plan was prepared by determining the number of resources needed to appropriately carry out the mission of the Law Enforcement Bureau. This number, 1.75 sworn officers per 1,000 citizens served, was relatively close to the staffing ratios of 75% of the counties previously identified by the Planning and Budget Office. The five-year plan outlined the critical need for additional patrol officers and discussed three distinct staffing models commonly used by law enforcement agencies; a population based model, a workload model and a geographic model. Each model suggests that the current staffing level is insufficient to safely and efficiently address law enforcement responsibilities in Travis County.

As the subject matter expert in law enforcement related issues in Travis County, the Sheriff's Office has determined that the population-based model is the most appropriate and will best address the law enforcement needs in Travis County for the next five years.

After the Law Enforcement Bureau Five-Year Plan was developed and presented to the Travis County Commissioners Court, the Planning and Budget Office (PBO) suggested that a comparison of other counties was needed to determine the appropriate staffing ratio to be used in Travis County. The Sheriff's Office rejects this premise. While it may be appropriate to compare staffing models from other counties to verify that the Travis County Sheriff's Office model is consistent with prevailing practices, it is the duty of the Travis County Sheriff to identify the resources necessary to carry out the unique mission that he has defined for Travis County. His mission, as the constitutionally elected Sheriff of Travis County, is not dictated by the missions of other Sheriff's Offices or the Commissioners Courts in other counties. With a combined experience of more than 100 years of Law Enforcement in Travis County, the plan was researched and prepared using standards common in the Law Enforcement industry. This plan identified the appropriate staffing ratio in Travis County is 1.75 sworn officers for every 1,000 citizens served. (See pages 5 through 6).

A recent PBO analysis of the population in the unincorporated areas of Travis County indicated that it has grown by approximately 51,700 people since 2000, resulting in a 41.3% increase in citizens served by the Law Enforcement Bureau. During that same period, the Sheriff's Office will demonstrate only a 28% increase in law enforcement personnel. However, PBO purports that the increase in personnel is roughly 42%. A detailed analysis of law enforcement staff increases since 2000 is contained on pages 8 through 12.

As a part of the five-year plan, the Law Enforcement Bureau reduced the number of patrol districts from 24 to 16 to increase deployment efficiencies. Some districts are urban, some suburban, and a few are rural. Districts are divided by geography, infrastructure, and call volume. The smallest district is approximately 30 square miles; the largest is approximately 105 square miles. In developing the staffing model the Sheriff's Office goal was to have adequate sworn staff to provide at least one patrol deputy to each of the rural districts; one and a half to two deputies to the suburban districts; and four deputies in the busiest, most violent, urban district. At the time of the budget submission for FY2008, 33 additional patrol officers (excluding supervisors) were needed to meet the targeted staffing ratio for FY2007. During the FY2008 budget process, the Commissioners Court funded 17 of these patrol officers, three of the necessary sergeants and two detectives. Now entering the FY2009 budget process, the TCSO continues to be 16 patrol officers and five patrol supervisors short of the FY2007 targeted patrol staffing.

When addressing staffing issues for patrol supervision both span of control and geographic responsibilities must be considered. Span of control for a supervisor is often defined as the number of staff that one supervises. Currently patrol sergeants supervise five to twelve officers and are responsible

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for a geographic area of 370 to 415 square miles. The five-year plan assigns supervisors to specific geographic regions, i.e. one patrol sergeant per sector per shift. Each sergeant would be responsible for a geographic area ranging from 120 to 250 square miles. In addition their span of control would range between four and eight officers. During the FY2008 budget process, implementation of this model necessitated the addition of eight patrol sergeants during the next five years. After funding in FY2008, this requirement is five additional patrol sergeants during the next four years.

In addition to addressing the immediate staffing needs, the Sheriff's Office had identified 79 sworn FTE's that will be eligible to retire during the next five years at the time of the original study. It should be noted that the number of FTE's eligible for retirement in FY2009 will be 35 and 84 current sworn staff would be eligible to retire in the next five years. The potential impact is significant because not only will the Sheriff's Office have to recruit, hire, and train deputies to contend with insufficient staffing but also have to deal with a rapidly increasing population, additional deputies will have to be hired to replace those lost through attrition. The Sheriff's Office, along with many other Law Enforcement agencies, is already challenged with a dwindling pool of qualified candidates in a highly competitive market. If staffing shortages are not funded immediately and consistently over the next few years, it is probable that it will be unfeasible for the Sheriff's Office to mitigate shortages.

When it comes to staffing, The Law Enforcement Bureau has historically yielded its needs to other priorities of the Sheriff and the Court. While the Law Enforcement Bureau is appreciative that the Commissioners Court recognized the critical needs of law enforcement and demonstrated their commitment to fund the first year of the TCSO Law Enforcement Bureau's Five Year Plan in FY2008, the TCSO is again requesting that the Commissioners Court formally adopt the population model outlined in the Five Year Plan (1.75 officers per 1,000 residents) and continue funding this staffing model in FY2009 with the addition of 22 sworn personnel. The TCSO worked with the Commissioners Court and PBO during the FY2008 budget process to mitigate implementation costs by developing a phasing process staggering start dates on the new FTE's. This process proved successful and should be continued during FY2009 with the new personnel phased in throughout the year, funding eight officers and three Detectives on October 01, 2008, and eight officers and three Sergeants on April 01, 2009.

This paper reiterates the justifications for the FY2009 budget request submitted by the Law Enforcement Bureau for patrol staffing. It includes the data submitted to and from the Planning and Budget Office and a detailed analysis of the data from the perspective of the Sheriff's Office.

STAFFING RATIO

In the five-year plan the Travis County Sheriff's office identified a 1.75 officer per 1,000 resident staffing ratio. This ratio was developed based on work load, geographic boundaries and the unique mission of the Travis County Sheriff's Office. FBI data regarding the staffing of other law enforcement agencies in our region and across the nation were considered as well. Other counties within Texas were reviewed to ensure that the ratio recommended by the Travis County Sheriff's Office was consistent with established norms. Originally, four counties were identified by the Planning and Budget Office for comparison purposes. At the time of the Commissioners Court presentation, it was suggested additional counties be evaluated. The result of PBO's analysis is outlined below. In addition, the Sheriff's Office conducted further analysis of the counties identified by PBO.

Analysis submitted by the Planning and Budget Office: In 2007, PBO performed a study of the ratio of Officers per 1,000 population in ten comparable and adjacent urban counties in Texas, excluding the impact of officers funded by Interlocal agreements. The results of that study are a blended ratio per one thousand population of 1.46, as compared to a ratio of 1.48 for Travis County without the addition of any new Officers in FY 08. The range is from a low of 1.09 (Bastrop County) to 2.01 (Collin County).

I. INITIAL COUNTY-BY-COUNTY COMPARISON

The following is an abbreviated table that shows the county-by-county net results of the study.

<u>County</u>	<u>Net Officers</u>	<u>Served Population</u>	<u>Officers per 1,000</u>
Tarrant	70	44,453	1.57
Bexar	236	133,571	1.77
Collin	80	39,726	2.01
Denton	134	108,597	1.23
Fort Bend	237	183,784	1.29
Montgomery	359	241,635	1.49
Williamson	146	112,457	1.3
McLennan	70	35,968	1.95
Hays	83	58,365	1.42
Bastrop	54	49,410	1.09
All counties summed & then ratioed	1,469.5	1,007,966	1.46

PBO concluded that the Travis County Sheriff's Office is currently staffed at 1.48 officers per 1,000 residents and based on the blended ratio, adequately staffed.

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Sheriff's Office Response: It is the position of the Travis County Sheriff's Office that staffing ratios for the Law Enforcement Bureau are driven by the unique mission of the Travis County Sheriff's Office and not by the business practices of other counties, particularly when those counties have very little in common with the law enforcement services expected in Travis County.

When identifying "comparable counties" one would expect that factors other than proximity and population would be considered to appropriately rank TCSO within those counties. For this purpose, the tables shown on pages 5 and 6 demonstrate that of the ten counties PBO compared to Travis County, Travis County is ranked 3rd in total population, population served in the unincorporated areas, population density per square mile, and all measured crime areas, yet the staffing ratio suggested by PBO would rank the Travis County Sheriff's Office 6th among those counties, and would staff The Travis County Sheriff's Office in the lowest 50th percentile. A proper analysis that includes other pertinent factors influencing the law enforcement mission suggests that the Travis County Sheriff's Office should be staffed in the upper 30th percentile.

If it is the position of the Travis County Commissioners Court that a county-by-county comparison is to be the sole basis for determining an appropriate staffing ratio for the Travis County Sheriff's Office, ranking Travis County according to factors relevant to law enforcement issues, such as crime statistics, total population, population density, etc. is necessary. Additionally, using counties whose population and crime rates are disproportionately smaller skews the average. The following sections address additional data related to further analysis of the counties selected for comparison.

Based on data relevant to the law enforcement mission; Bexar, Tarrant, Collin, and perhaps McLennan counties are the only counties identified by the Planning and Budget Office that even remotely compare to Travis County. Of those three counties, Travis County serves the highest percentage of the total population, is ranked second in total square miles, third in population density per square mile and exceeds all counties in total road miles (centerline and lane). The average staffing ratios of these four comparable counties is 1.83 officers per 1,000 citizens served.

II. ADDITIONAL COUNTY-BY-COUNTY COMPARISON DATA

The Travis County Sheriff's Office completed additional analysis regarding each of the counties submitted by PBO. The table that follows outlines additional population information and some basic geographic data. The counties in this table are sorted from counties with the highest officer per 1,000 resident ratios to the lowest. The three largest counties are bolded. The shaded blue area is the data submitted by PBO in the original county-by-county comparison and shaded in yellow are the four counties with the highest officer per 1,000 resident ratio. Law Enforcement budgets and per capita spending was added to the four counties with the highest ratio and Travis County.

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	Ave median income (1)	2006 Tax Rate(1)	Net Offic (2)	Pop Served (2)	Offc Per 1,000 (2)	Pop Srvd as % of Total Pop	Total Pop (3)	LE Budget FY07 (4)	LE per capita spend (5)	Sq Miles (3)	Pop Density per sq mile (3)	Total Miles Center line & Lane (3)
Collin	\$70,835	0.245	80	39,726	2.01	5.68%	698,851	\$11,632,851	\$293	886	580	2177
McLennan	\$33,560	0.440	70	35,968	1.95	15.90%	226,189	\$7,487,973	\$208	1060	205	3177
Bexar	\$38,328	0.314	236	133,571	1.77	8.59%	1,555,592	\$39,010,671	\$292	1257	1117	2582
Tarrant	\$46,179	0.272	70	44,453	1.57	2.66%	1,671,295	\$8,384,517	\$189	898	1674	1055
Montgomery	\$50,864	0.491	360	241,635	1.49	60.67%	398,290			1077	281	6004
Travis	\$46,761	0.450	254	165,392	1.48	17.96%	921,006	\$25,476,921	\$154	1022	821	3645
Hays	\$51,250	0.379	83	58,365	1.42	44.78%	130,325			680	144	2249
Williamson	\$60,642	0.467	146	112,457	1.3	31.78%	353,830			1136	222	4405
Fort Bend County	\$63,831	0.493	237	183,784	1.29	37.26%	493,187			886	405	3693
Denton	\$58,216	0.232	134	108,597	1.23	18.59%	584,238			957	488	1838
Bastrop	\$43,578	0.638	54	49,410	1.09	68.93%	71,684			896	65	2716
TC Ranking	7	5	2	3	6	7	3	2		5	3	4

1-US Census Bureau Statistics (Census 2000)

2-Travis County Planning and Budget Office

3- Texas Association of Counties (Basic County Profile)

4-Respective County Budget Documents

5-Travis County per capita spending excludes fleet and Mental Health. (Estimated at approximately \$4 million)

Other factors considered were crime and arrest data that are outlined below. Not all arrests are related specifically to County Sheriff's Offices. However since, the unincorporated areas are impacted and influenced by the overall population, the volume speaks to law enforcement issues within each county as a whole.

	UCR-Crimes - 2000								
	Murder	Rape	Robbery	Agg Asslt	Burglary	Larceny/Theft	MV Theft	Total	Total crime ranking
Collin	17	117	459	1,102	3,665	10,649	1,397	17,534	4
McLennan	16	179	266	745	2,131	8,376	1,170	12,952	6
Bexar	99	524	1,842	6,235	13,324	67,647	6,390	96,855	1
Tarrant	92	599	2,201	4,614	13,884	51,679	7,819	81,287	2
Montgomery	10	78	140	890	2,136	6,226	551	10,109	8
Travis	34	432	1,056	1,972	7,410	30,496	2,916	44,470	3
Hays	4	55	31	306	578	2,606	145	3,731	10
Williamson	2	63	77	318	987	4,054	295	5,837	9
Fort Bend County	17	98	330	907	2,468	6,379	844	11,171	7
Denton	9	102	313	699	2,684	9,613	1,111	14,666	5
Bastrop	2	18	10	133	352	1,050	80	1,652	11
TC Ranking	3	3	3	3	3	3	3	3	

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	Total Arrests	Total Drug Violations	% of total Arrests	DWI	% of total Arrests
Collin	14,258	1,024	7.2%	819	5.74%
McLennan	11,199	942	8.4%	1,330	11.88%
Bexar	43,865	6,294	14.3%	4,710	10.74%
Tarrant	91,990	6,618	7.2%	6,079	6.61%
Montgomery	10,332	1,053	10.2%	961	9.30%
Travis	53,657	4,690	8.7%	4,689	8.74%
Hays	6,944	615	8.9%	464	6.68%
Williamson	12,127	1,263	10.4%	1,159	9.56%
Fort Bend County	10,314	1,274	12.4%	661	6.41%
Denton	13,738	1,510	11.0%	1,495	10.88%
Bastrop	3,218	362	11.2%	444	13.80%
TC Ranking	2	3	8	3	7

Travis County is ranked 3rd in all crime areas from both tables, with the exception of the number of arrests, which Travis County is actually ranked 2nd.

The data outlined in both the population and crime tables further substantiates the original request of 1.75 officers per 1,000 residents as outlined in the Law Enforcement Five Year Plan. The 1.75 ratio would rank Travis County 4th among the counties identified by the Planning and Budget Office with regard to staffing ratios. The adopted 1.75 ratio is actually lower than the average of the three counties that Travis County most closely resembles (Collin, Tarrant and Bexar), and substantially lower than McLennan's 1.95.

III. CONSIDERING DEMOGRAPHIC ISSUES

When considering which counties to include in comparing to Travis County, a disproportionate number of rural counties were selected by PBO. Travis County has urban, suburban and rural areas. Rural communities, by their very nature, require less law enforcement staffing than suburban or urban communities. Comparing Travis County to counties with dissimilar population distribution results in an inaccurate analysis. In order to present the Travis County Commissioners Court an accurate analysis the Travis County Sheriff's Office analyzed counties with similar demographic makeup and population distribution compared with Travis County. In the data sets identified by PBO; Collin, Bexar, Tarrant and perhaps McLennan, are the only counties remotely resembling Travis. When considering near by metropolitan areas, counties and rural areas as well as the size of the unincorporated areas all four comparable counties have at least some commonality with Travis County. All encompass large metropolitan areas. Both Bexar and Travis have large areas of county that almost completely surround the county seat with sporadic communities throughout the county. Three of the four surround large metropolitan areas, with major universities and large lakes breaking service areas. All four have suburban, urban and rural components.

IV. SELECTING THE APPROPRIATE STAFFING RATIO

Using the average of all of the counties chosen by PBO in their county-by-county comparison creates an inaccurate measurement of the appropriate staffing ratio for Travis County. When considering all of the relevant information 60% of the counties have very little in common with Travis County. For example using counties such as Bastrop, Hays and Fort Bend as an average when they do not compare in size,

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crime rate or population (overall or served) skews the average downward and adversely influences the relevance of the data.

If an average were to be used, averaging the counties that most closely resemble Travis in each of the relevant areas would create a more accurate ratio. Collin, Bexar and Tarrant counties average 1.78 officers per 1,000 residents served. Summing and then finding the ratio of these three counties provides a 1.77 officer per 1,000 residents. McLennan County has a staffing ratio of 1.95. This data further substantiates the validity of the Travis County Sheriff's Office's target of 1.75.

The Travis County Sheriff's Office continues to stand firm on the fact that the needs and issues relevant to Travis County should be the only factors considered as the basis for staffing law enforcement personnel in Travis County. The Sheriff is unwavering in regard to the staffing ratio of 1.75 officers per 1,000 residents. It is the appropriate ratio to effectively protect and serve the citizens of Travis County. The Travis County Sheriff's Office recognizes the need to test staffing patterns against other similar counties within the state, but this should be done as a barometer and not a benchmark. Based on the comparison above of Collin, Bexar, McLennan and Tarrant counties, the Travis County Sheriff's Office's request for 1.75 is lower than 75%, but relatively consistent with most staffing ratios in similarly situated counties.

Travis County Sheriffs Office

LAW ENFORCEMENT GROWTH VS. OVERALL COUNTY

The Planning and Budget Office has recommended not funding the 22 sworn FTE's requested by the Law Enforcement Bureau for FY2009. Aside from the previously refuted county-by-county comparison, they offered limited justifications for their recommendation. One of the justifications offered by PBO is that the Travis County Sheriff's Office law enforcement staff has grown proportionate to the overall county over the past seven years. However it remains the position of the TCSO in this year's budget year, as demonstrated in FY2008 that the data considered by the Planning and Budget Office is inaccurate. The TCSO has demonstrated that the actual net gain of officers during the last eight years is much lower than that reported by PBO. The analysis that follows, again demonstrates the actual net gain of sworn FTE's and that the rate of growth of the Law Enforcement Bureau is much lower than reported by PBO and much lower than the growth of Travis County over the last eight years.

Compiled in this section of the report are excerpts from the PBO's budget analysis for each of the years in question. The Sheriff's Office has fundamental disagreements with the data and dialogue provided by PBO, as outlined below.

I. FISCAL YEAR 2009 BUDGET REQUEST

Beginning on page 21 of the Draft FY 2009 Budget Request Analysis under the heading of "PBO Discussion on the Law Enforcement Staffing Requests" provides the following analysis. The Sheriff's Office response follows each analysis.

Analysis submitted by the Planning and Budget Office: Commissioners Court has authorized the addition of 82 NET Officers to the Sheriff's Law Enforcement Bureau over the past seven fiscal years within the General Fund. The year-to-year additions are shown on the following table.

	<u>FY</u> <u>01</u>	<u>FY</u> <u>02</u>	<u>FY</u> <u>03</u>	<u>FY</u> <u>04</u>	<u>FY</u> <u>05</u>	<u>FY</u> <u>06</u>	<u>FY</u> <u>07</u>	<u>FY</u> <u>08</u>	<u>Totals</u>
LE Deputy Sheriff	12.0	8.0	2.0	12.0	0.0	9.0	5.0	17.0	65.0
LE Detective	0.0	0.0	0.0	0.0	3.0	0.0	4.0	2.0	9.0
LE Sergeant	3.0	0.0	0.0	0.0	0.0	0.0	1.0	3.0	7.0
LE Lieutenant	0.5	0.5	0.0	0.0	0.0	0.0	0.0	0.0	1.00
Totals	<u>15.5</u>	<u>8.5</u>	<u>2.0</u>	<u>12.0</u>	<u>3.0</u>	<u>9.0</u>	<u>10.0</u>	<u>22.0</u>	<u>82.0</u>

These additions do not include the 12 School Resource Officers (SROs) funded via Interlocal agreements with various Independent School Districts (ISDs), or the 10 Officers funded by the CTECC Interlocal. When these are added, the total increase to the Law Enforcement Bureau since FY 01 is 104 positions.

In 2000, Law Enforcement had 194 Law Enforcement Officers (Officers). At the present time there are 298, including the 12 SRO's and 10 CTECC officers. Excluding those 22 officers, there has been an increase in the number of law enforcement officers over the past 8 years from 194 to 276 or 42.3% during the same time frame the Travis County unincorporated population is estimated to have increased by 41.3%...

SHERIFF'S OFFICE RESPONSE: Since FY 1999 the Law Enforcement Bureau has added only 60 sworn FTE's to provide traditional Law Enforcement services. The other 22 FTE's that the Planning and Budget Office continues to include in their analysis are unfunded training positions, the absorption of previously

FY2009 Law Enforcement Staffing Request

grant funded positions, Officers that provide security services to the Court House Complex and to CTECC and a Detective position that was only funded for one year and is no longer funded. At one time, those security positions were in the Law Enforcement Bureau budget, but they have since been transferred back to the Administration and Support Bureau. When they were in the Law Enforcement Bureau's budget, they had no impact on the law enforcement mission or net gain of sworn officers providing law enforcement services and should have never been included in PBO's analysis. Additionally, there is a Sergeant that has been included in the PBO analysis for FY07 that was not in the budget and is not in existence within the Law Enforcement Bureau. None of these 22 FTE's resulted in an ongoing net increase of staffing or manpower for the Law Enforcement Bureau during the last eight fiscal years.

Some positions were grant funded prior to FY1999 and were only added to the general fund in FY01 and FY02. Proper analysis would not reflect a "net gain" in staff when no net gain occurred. The methodology creates the perception that the TCSO Law Enforcement Bureau has grown consistently with the growth of the unincorporated areas when in fact the unincorporated areas in Travis County have grown at a significantly faster rate than the law enforcement services provided to them. PBO reports a rate of growth for the unincorporated areas of 41.3% through 2008 while proper analysis demonstrates that the law enforcement staffing has only shown a net increase of 28%, a rate 13% lower than the population increase.

Analysis submitted by the Planning and Budget Office: In 2000, Law Enforcement had 194 Law Enforcement Officers (Officers). At the present time there are 298 Officers in Law Enforcement, including the 12 SRO's and 10 CTECC officers. Excluding those 22 officers, there has been an increase in the number of law enforcement officers over the past 8 years from 194 to 276, or 42.3%. During that same timeframe, the Travis County unincorporated population is estimated to have increased by 41.3%. When the increased law enforcement officers from various SRO Interlocals and the CTECC Interlocal are added, the increase over the past 7 years is from 194 to 276, or 41.8%.

Sheriff's Office Response: According to the Planning and Budget Office's analysis, the Law Enforcement Bureau is currently budgeted 275 sworn slots excluding the 12 SRO's and 10 CTECC officers (actually in the Administrative Support Bureau). Assuming that is correct, there would have been 215 sworn positions, not 194 as reported by the Planning and Budget Office, providing LE functions in FY00 (275 sworn in FY 08 subtract 60 net FTE's physically added to the Law Enforcement Bureau since FY 99). The increase in staff during that period would be approximately 28%, well below the 41.8% increase in population. Additionally on April 01, 2000 the staffing ratio would have been 1.72 sworn to 1,000 citizens (215 sworn/125,218 population*1,000) as compared to the staffing ratio presented by PBO of 1.48, a decrease of about 13%.

Analysis submitted by the Planning and Budget Office: In 2000, the Travis County population was 812,280 and the population in the unincorporated areas was 125,218. According to Austin's Long Range Planning Section, the 2008 Travis County population was 978,976 with the population in the unincorporated areas at 176,918. The 8-year increase for the unincorporated areas was 51,700, or 41.3%. The average annual increase for the seven years has been 4.5% per year. Thus, there has been a slightly slower growth in population (41.3%) than officers (42.3%) over this time frame. For 2009 the ALRPS is currently projecting an unincorporated area population of 190,739.

Sheriff's Office Response: As noted above, the actual increase in Law Enforcement staff over the past eight years has been approximately 28%. Below is an outline of extracted dialogue from prior year budget abstracts published by the Planning and Budget Office, including cites, that demonstrate the actual number of law enforcement personnel increases of the past seven years, followed by a table rectifying PBO's conclusions.

Travis County Sheriffs Office

II. DISCREPANCIES FROM PRIOR BUDGET YEARS

The following data was obtained from the budget abstracts published by the Planning and Budget Office for fiscal years 2000 through 2007 inclusive. Excerpts from the abstracts are quoted in *italics*.

Fiscal Year 2000 Budget Volume I – Adopted Budget pages 113-114:

No FTE's for the Law Enforcement Bureau.

POSITION ANALYSIS:

- 215 Sworn Positions
- 125,218 residents in the unincorporated areas
- 1.72 officers per 1,000 residents

Fiscal Year 2001 Budget Volume I – Adopted Budget page 122:

Analysis suggests that the actual net increase was three FTE's.

- *\$465,934 related to the funding of a contractual obligation for 12 deputy positions due to the ending of the 1997 Community Oriented Policing Services (COPS) grant.*
- *\$168,664 for 3 Law enforcement Sergeants for patrol.*

PBO's table indicates that 15.5 "net" FTE's were added. Of those 15 positions, only the three sergeant positions were new FTE's that resulted in a "net" increase. The 12 deputy and .5 lieutenant positions identified in the Planning and Budget Office's table were previously grant funded, the staff was in place prior to FY00, and therefore should not be calculated as a "net" increase in staff.

POSITION ANALYSIS:

- 218 Sworn Positions (215+3)
- 130,295 (assumes a 4.0052% annual increase) residents in the unincorporated areas
- 1.67 officers per 1,000 residents

Fiscal Year 2002 Budget Volume I – Adopted Budget pages 138-139:

Analysis suggests that the actual net increase was seven FTE's.

- *\$311,021 for 7 Deputy Sheriff Positions for Law Enforcement Patrol focusing on traffic enforcement.*

PBO's table indicates that 8.5 "net" FTE's were added. Of those eight and one half positions, only the seven traffic officer positions were new positions that resulted in a "net" increase. The other law enforcement deputy sheriff position was a grant funded position for misdemeanor warrants that was absorbed by the county. The .5 lieutenant position was also previously grant funded. Both FTE's were on staff prior to FY00 and therefore should not be calculated as a "net" increase in staff.

POSITION ANALYSIS:

- 225 Sworn Positions (218+7)
- 135,580 (assumes a 4.0052% annual increase) residents in the unincorporated areas
- 1.66 officers per 1,000 residents

Fiscal Year 2003 Budget Volume I – Adopted Budget pages 135-136:

PBO's table indicates that two law enforcement deputy positions were added leading to a net increase of two FTE's. Analysis suggests that the actual net increase was zero.

- Both positions were actually Court House Security Staff (CPO) positions. While it is true that at the time CHS was in the Law Enforcement Bureau for management purposes, the FTE's were actually corrections staff, assigned exclusively to and for CHS. They had no impact on the Law

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Enforcement Bureau mission. The Net increase to the Law Enforcement mission was zero. (CHS now falls under the Administration Support Bureau for management and budgeting purposes).

- The budget abstract also discusses the grant funded deputy sheriff position and half time lieutenant identified in FY02. Both positions were mid-year changes and are discussed in the FY02 paragraph above.

POSITION ANALYSIS:

- 225 Sworn Positions (225+0)
- 141,078 (assumes a 4.0052% annual increase) residents in the unincorporated areas
- 1.59 officers per 1,000 residents

Fiscal Year 2004 Budget Volume I – Adopted Budget pages 142-143:

PBO's table indicates a net increase of 12 Law Enforcement Deputy Sheriff's. Analysis suggests that the actual net increase was 11. Eleven deputy sheriff positions were added in January, 2004. (see write up in the Fiscal Year 2005 Budget Volume I – Adopted Budget pages 139-140). Four new positions were approved in January 2004. In addition seven CO positions were converted to Law Enforcement as a result of decreased jail population for a net increase of 11.

POSITION ANALYSIS:

- 236 Sworn Positions (225+11)
- 146,797 (assumes a 4.0052% annual increase) residents in the unincorporated areas
- 1.61 officers per 1,000 residents

Fiscal Year 2005 Budget Volume I – Adopted Budget pages 139-140:

PBO's table indicates a net increase of three FTE's. Analysis suggests that the actual net increase was two FTE's. The chart should reflect a net decrease of three deputy sheriff positions and a net increase of three detective positions.

- Two cold case detective positions were added in June 2004.
- In addition three senior deputy positions were converted to detectives resulting in a loss of three deputy positions and an increase of three detective positions, but a net sum gain of zero sworn staff.

POSITION ANALYSIS:

- 238 Sworn Positions (236+2)
- 152,752 (assumes a 4.0052% annual increase) residents in the unincorporated areas
- 1.56 officers per 1,000 residents

Fiscal Year 2006 Budget Volume I – Adopted Budget pages 142-143:

PBO's table indicates that nine deputy sheriff's Positions were added in 2006. Analysis suggests that the actual net increase was ten.

- *10 Deputy Sheriff's positions were for Traffic Patrol at a cost of \$509,486.*

POSITION ANALYSIS:

- 248 Sworn Positions (238+10)
- 158,946 (assumes a 4.0052% annual increase) residents in the unincorporated areas
- 1.56 officers per 1,000 residents

Fiscal Year 2007 Budget Volume I – Adopted Budget pages 149-150:

The table indicates a net increase of eight positions added in FY 2006. Analysis suggests that the actual net increase was six, two deputy sheriffs and four detectives.

Travis County Sheriffs Office

- Two community service deputies assigned to the Administrative Support Bureau. Although these deputies have little direct correlation to the patrol function, they are assigned to community services as the result of a business decision by the Sheriff's Office. It could be argued that these two positions should be included in the analysis.
- Three internally funded patrol-training positions: Although the slots have been approved, they are funded internally and were designed to expedite the training process. Because of the fact that there is no designated General Fund financial support for these slots, there never was an expectation that they would be used to supplement the law enforcement mission with additional staff. These positions should not be included in the staffing analysis unless they are fully funded.
- Four law enforcement detectives: Three positions were funded with on-going money; one was funded with one time money.

POSITION ANALYSIS:

- 254 Sworn Positions (248+6)
- 165,392 (assumes a 4.0052% annual increase) residents in the unincorporated areas
- 1.54 officers per 1,000 residents

Fiscal Year 2008 Budget Volume I – Adopted Budget page 151:

The court began funding the TCSO Five Year Plan in FY2008. The table indicates a net increase of 22 FTE's. This increase is a result of the Commissioners Court beginning to fund the five-year plan with 17 deputy sheriffs, 3 sergeants and 2 detectives. However, there was a net loss of one detective from the FY2007 budget, resulting in a net increase of 21 sworn FTE's.

POSITION ANALYSIS:

- 275 Sworn Positions (254+22-1)
- 176,918 (as outlined by PBO) (Estimates in 2007 regarding the 2008 unincorporated were 172,000 – which was 2.9% lower than later, more reliable estimates)
- 1.55 officers per 1,000 residents

The table below corrects PBO's table to reflect the actual net increase in staffing/manpower during the timeframe outlined.

	<u>FY 01</u>	<u>FY 02</u>	<u>FY 03</u>	<u>FY 04</u>	<u>FY 05</u>	<u>FY 06</u>	<u>FY 07</u>	<u>FY08</u>	<u>Totals</u>
LE Deputy Sheriff	0.0	7.0	0.0	11.0	0.0	10.0	2.0	17.0	47.0
LE Detective	0.0	0.0	0.0	0.0	2.0	0.0	4.0	2.0 (-1)	7.0
LE Sergeant	3.0	0.0	0.0	0.0	0.0	0.0	0.0	3.0	6.0
LE Lieutenant	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Totals	<u>3.0</u>	<u>7.0</u>	<u>0.0</u>	<u>11.0</u>	<u>2.0</u>	<u>10.0</u>	<u>6.0</u>	<u>21.0</u>	<u>60.0</u>

As demonstrated in the analysis and table above the actual net increase in the number of sworn staff has been 60 from FY2000 through FY2008. While funding for some positions only began during the specified time frame, there was not an actual net sum gain to the Law Enforcement Bureau for staffing as a result of the funding, as these positions existed prior. The analysis above clearly demonstrates that even with moderate increases to staffing, as the population of the unincorporated areas has grown, the staffing ratio has decreased. In FY2000, the ratio of officers per 1,000 residents was 1.72 and in FY2008, the ratio is 1.55, which is a 9.8% decrease in officers per 1,000 residents.

FY2009 Law Enforcement Staffing Request

If the Travis County Commissioner's Court chooses to accept the Planning and Budget Office's recommendation to discontinue funding the staffing increases outlined in the TCSO Five Year Plan, the result will be a return to the pattern of reducing the number of officer's per 1,000 residents from year to year as the unincorporated areas of Travis County continue to grow. PBO estimates, with the annexations scheduled to occur in December 2008 that the unincorporated areas of Travis County are projected to grow to 186,740 or 5.55%. Should funding not occur, the Law Enforcement Bureau staffing would decrease from a ratio of 1.55 in FY08 to 1.47 per 1,000 residents in FY09, a decrease of 5.13%. Additionally, this would be a decrease of 14% since FY2000. If the county population continues to increase while the Law Enforcement Bureau staffing ratios continue to decrease, the ability of the Sheriff's Office to meet the demands of its constituents will dwindle, and the cost to meet future demand will be significant.

Analysis submitted by the Planning and Budget Office: Finally it is important to note the power of home-rule cities (there are currently portions of 6 in Travis County) to annex areas almost at will and the impact on the future population and/or service area for TCSO Law Enforcement.

PBO notes that while the population of Travis County is growing and the population of the unincorporated area has been growing, Travis County like all Texas counties, since 1931, is finite in its land area. This means that unlike municipalities, the space in which population growth can occur that requires Law Enforcement Services can only remain the same or become smaller. This is because ultimately the municipalities will annex area and population within them that will be served by that municipality's police force. Austin, in particular (which had an estimated 2008 population of 732,500 within Travis County's total estimated population of 978,976) is particularly able within it's 5 mile Extra Territorial Jurisdiction (ETJ) to exercise this power. Their ETJ covers 295 square miles outside of their own full purpose limits of 245 square miles within Travis County. Under current Texas law, a home-rule city the size of Austin can annex within its ETJ 10 percent of its existing land area each year. If it fails to use that 10 percent it can accumulate up to 30 percent rolling forward in a given year. Austin has had the legal capacity to annex up to 30 percent in any given year for many years. As perspective, the total land area of Travis County is 1,022.06 square miles, and nearly all of the Austin ETJ is in the area east of RM 620.

While it is likely due to the heavy cost of utility and fire service infrastructure, that the bulk of the western third of Travis County will remain unincorporated there will be a time that the space and population served by TCSO Law Enforcement will start to reverse and these areas will look more like Dallas and Tarrant Counties. PBO further notes that the western third of Travis County, beyond RM 620, because of the heavy infrastructure cost will never have a high level of population density vis-à-vis the balance of the County.

Finally, based on current plans, Austin will annex 3 areas inside Travis County in December 2008 with a total population estimated at 3,999. Using the ALRPS population for 2009 of 190,739 and reducing that number by December 2008 annexations population of 3,999 leaves a 2009 Law Enforcement service population of 186,740.

Sheriff's Office Response: During the past 25 years, the City of Austin and other municipalities have aggressively annexed large landmasses and the corresponding populations located within those areas. Over the same period of time the demand for Law Enforcement services provided by the Travis County Sheriff's Office in the unincorporated areas have increased by approximately 500%. Despite aggressive annexations the historic growth rate in the unincorporated areas have increased from approximately 3.5% to 7.0% during the past eight years, there is no evidence to suggest that this trend will reverse itself in the near future.

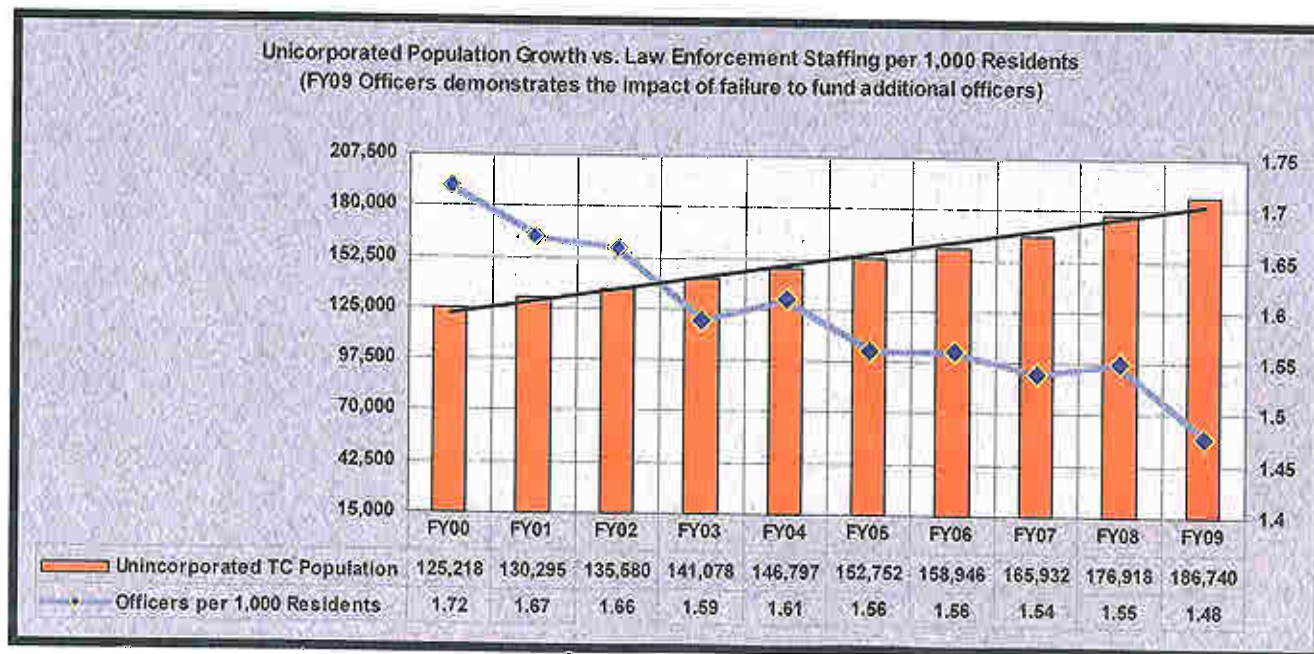
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The City of Austin grew from a population of 720,322 in 2007 to a population of 732,550 in 2008. The growth rate within the city was 1.7%. This is a 5.3% slower growth rate than experienced in the unincorporated areas of Travis County. The 2007 unincorporated population in Travis County was 165,293 and in 2008, it is projected at 176,918, for an overall growth rate of 7% in the unincorporated areas. (The City of Austin and unincorporated populations were compiled from PBO excerpts within the Preliminary Budget Drafts from FY2008 and FY2009 budget processes). This clearly demonstrates that despite annexation efforts, the unincorporated areas within Travis County are driving the growth within the Austin area and not vice-versa. Regardless of a finite land area, the population of citizens requiring law enforcement services continues to grow creating a more dense population, and therefore a higher demand for law enforcement services, in the areas served by the Travis County Sheriff's Office.

The Travis County Sheriff's Office must have the appropriate resources to deal with the current population and corresponding demand for law enforcement services. At some future time the population in the unincorporated areas will more than likely stabilize and perhaps even decrease. If and when that time occurs, it may be appropriate to decrease law enforcement staffing to reflect the population served. In the interim it is the duty of the Sheriff to provide appropriate law enforcement services to his constituents and it is the responsibility of the Travis County Commissioners Court to provide the necessary resources to do so.

The Planning and Budget Office argues that the proposed December 2008 annexation in western Travis County will result in a 4,000 resident reduction. It should be noted, that according to the ALRPS the population estimate in 2009 is 190,739. If these projections are correct, this annexation will not result in an overall population decrease of the unincorporated area. To the contrary, the population in the unincorporated areas of Travis County will increase between 2008 and 2009 an estimated 9,822 residents taking the total population served by the Travis County Sheriff's Office to 186,740 residents despite the annex.

The graph below outlines the history of the growth in the unincorporated Travis County population against the systematic decrease in officers per 1,000 residents. The FY2009 officer per 1,000 residents demonstrates the impact of failure to fund additional officers.



SUMMARY

All things considered, Travis County is unique in many ways. While statistically there are attributes within Travis County similar to other counties within Texas, to base the services provided in Travis County solely on an average of services provided in other Texas counties is a counter-productive philosophy and would be a disservice to the citizen of Travis County. Unlike many other urban counties in Texas, Travis County is a "destination" county. Travis County is the 47th largest county in the United States with 35 communities and 65 miles of lake.

Despite economic down turns in other regions, Travis County continues to grow. It is imperative for future planning and resource allocation that a staffing ratio be recognized and appropriate resources allocated as the population increases or for that matter decreases. The Sheriff stands strong with the ratio of 1.75 officers per 1,000 citizens served as the appropriate target staffing level to carry out his mission over the next five years

In addition to the population growth within the unincorporated areas, history provides that during times of economic concern, crime rates rise. Based on trends within the current economy, this compounds the urgency with which Travis County officials should respond to staffing shortages within the Law Enforcement Bureau.

The Sheriff's Office is resolutely committed to the staffing ratio laid out in the five-year plan, as it is the best business practice for the Travis County Sheriff's Office and is consistent with other similarly situated counties in Texas. Additionally, there is substantial data outlined in this report to support the 1.75 officers per 1,000 resident ratio identified in the five year plan.

The Sheriff's Office has clearly articulated it's disagreements with the information that has been provided to the Commissioner's Court by the Planning and Budget Office. Despite efforts to rectify data issues, there continues to be fundamental differences between data analysis put forth by the Planning and Budget Office and the Travis County Sheriff's Office. This paper clearly demonstrates the methodology used by the Sheriff's Office to analyze data supplied by the Planning and Budget Office and other sources to reach definitive conclusions as to the staffing justifications put forth by the Sheriff's Office in the FY2009 budget proposal.

There are critical law enforcement needs in Travis County that must be addressed in FY2009 and beyond. Continuing to postpone these needs puts Travis County further behind the population curve. All of the data and dialogue delineated in this report will allow the Commissioner's Court to make an informed decision regarding the law enforcement services to be funded, and thus provided, to the citizens of Travis County.

FY 2009 BUDGET SUBMISSION BUDGET REQUEST PROPOSAL

Name of Budget Request & Priority #:	Corrections Relief Factor - 03
Fund/Department/Division:	37/35-80
Total Amount Requested:	\$3,378,391
Collaborating Departments/Agencies:	
Contact Information (Name/Phone):	Meg Seville – 4-9804

- 1. Summary Statement:** Include one or two sentences to be included in Commissioners Court materials.

55 – Corrections Officers (POPS) - \$2,969,854 (\$53,998 ea)*

9 – Security Coordinators (Range 12) – \$362,857 (\$40,318 ea)*

Request staffing to bring Corrections Relief factor to 1.83 from 1.72, in accordance with 2004 CJI study.

**(salary & benefits only)*

- 2. Description of Request:** Describe the request, including current issues and how the request relates to the mission and services provided by the department. Include historical information related to the request where relevant.

All areas within the Corrections Bureau are understaffed due to outdated relief factor. In 2004 an outside consultant, Criminal Justice Institute, Inc., and TCSO conducted an extensive review of our current relief factor. TCSO has been using a 1.72 relief factor for the last 10 years. It was determined that the current relief factor is too low due to a lack in calculating absences in a number of areas. The most critical area being no consideration for breaks mandated due to shift briefings. A relief factor of 1.83 was suggested by CJI for Corrections Officer staff.

Summary Corrections Officers	Total Posts	1.72 Total Staff	1.89 Total Staff	Needed FTE's
CBF	59	100	112	12
Buildings 2 & 10	31	50	59	9
Buildings 3,9 & CCA	37	64	70	6
HSB & Honors	43	72	81	9
TCJ	21	54	59	5
Building 1	22	56	62	6
Building 12	72	186	202	16
Complex Security		50	54	4
TOTAL		532	587	55

Summary Security Coordinators	Total Posts	1.72 Total Staff	Current	1.89 Total Staff	Needed FTE's
CBF	2	10.32	11	11.34	1
Buildings 2 & 10	1	5.16	5	5.67	0
Buildings 3,9 & CCA	1	5.16	6	5.67	0
HSB & Honors	1	5.16	5	5.67	0
TCJ	4	20.72	19	22.4	3
Building 1	1	5.16	5	5.6	1
Building 12	2	12	12	14	2
Complex Security	2	7.77	7	8.4	2
TOTAL			70	78.75	9

3a. Pros: Describe the arguments in favor of this proposal.

Utilizing the proper relief factor should result in all staff being able to take vacations, attend all training requirements, reduce the need for some overtime and allow staff to conduct more activities within their buildings.

3b. Cons: Describe the arguments against this proposal.

4. Anticipated Outcome of Request and Proposed Timeline: Timeline should include the expected dates of results and may extend past FY 09.

Once all of the areas are appropriately staffed, a reduction in sick usage and overtime should be realized.

5. Description of Program Measurement and Evaluation: Describe how the proposal will be measured and evaluated and if this includes an independent evaluation component. In addition, indicate whether a comparative analysis of similar local programs is available.

The relief factor should be calculated and adjusted annually and the relief factor should be based on a sliding 3-year average, as suggested in the CJJ report.

6a. Performance Measures: List applicable current and new performance measures related to the request and note the changes for FY 09 should this request be implemented.

Measure Name	Actual FY 07 Measure	Revised FY 08 Measure	Projected FY 09 Measure at Target Level	Projected FY 09 Measure with Added Funding
Jail Standards Certification	Y	N	Y	Y

6b. Impact on Performance: Describe the impact of funding the request on departmental performance measures, service levels, and program outcomes:			
Proper relief factor that takes into consideration all absences.			
7. Impact of Not Funding: Describe the impact of not funding the request in FY 09.			
Maintain current service levels and overtime worked.			
8. Leveraged Resources: If proposal leverages other resources such as existing internal resources or grant funding, list and describe impact. If resources from similar existing program(s) will not be reallocated, give reasons and include analysis.			
9. Additional Revenue: If this proposal generates additional revenue, list the amount and the assumptions used for the estimate. (Attach a copy of the form submitted to the Auditor's Office).			
10. Collaboration: If this proposal was discussed with other departments/agencies that provide similar or supporting services that could be impacted, describe impact and list the other departments/agencies and their points of contact. Suggest ways all departments/agencies can collaborate to ensure success of the proposal.			
11.	If requesting a new position(s), is office space currently available? Y/N		
	If no, attach plan from Facilities Mgmt. explaining how to acquire space for this proposal. Identify proposed position location below:		
Building Address	TCCC, TCJ & CBF	Floor #	
Suite/Office #	Various	Workstation #	

FY 2009 PRELIMINARY BUDGET SUMMARY

Department: Sheriff's Office (37)
Fund: General Fund (001)

TARGET BUDGET WITH PBO RECOMMENDED REQUESTS AND OTHER CHANGES

	Operating Budget		Capital	Total with Capital	FTE	Notes
	On-going	One-time				
FY 09 Target Budget Submission	\$117,074,631	\$0	\$0	\$117,074,631	1,438.5	Submitted at Target Budget Level.
Maintenance & Skilled Worker Increase	\$44,939	\$0	\$0	\$44,939	0.0	\$2.00 per hour increase approved by Commissioners Court on June 17, 2008.
Courthouse Security Transfer	\$140,601	\$0	\$0	\$140,601	0.0	Courthouse Security Transfer 3 rd Revenue Estimate Balance.
Pharmaceuticals-CSCD MH Clients	-\$5,472	\$0	\$0	-\$5,472	0.0	CSCD Out-of-County Mental Health Clients medication funding
Recommended Requests:						
Building 12 Staff	\$492,697	\$18,600	\$19,514	\$530,811	31.5	New Jail Building Staff for June 09 Opening. Annualization Reserve for FY 10 is a net \$1,160,708.
Continuation FTEs from FY 08	\$114,630	\$0	\$0	\$114,630	0.5	0.5 Psychiatrist with one-time funding essential due to workload.
Central Command Courthouse Security Sergeant	\$68,726	\$1,880	\$2,757	\$73,363	0.0	Reduce span-of-control ratio from 1:30 to 1:16. FY 10 Annualization Reserve is a net \$21,531. FTE is in the Courthouse Security Fund.
County Court-at-Law # 8 Staff	\$172,750	\$5,604	\$11,028	\$189,382	2.0	2 Transportation Officers and 2 Courthouse Security Fund Officers. FY 10 Annualization is a net \$14,937.
Corrections Support Staff	-\$600	\$600	\$0	\$0	1.0	Security Coordinator for TCCC Visitation internally funded.

	Operating Budget			Capital	Total with Capital	FTE	Notes
	On-going	One-time	Total				
Corrections Line-Item Increases	\$1,247,909	\$0	\$1,247,909	\$0	\$1,247,909	0.0	Maintenance of Current Effort for Inmate ADP of 2,650.
Building 12 Utility Line-Item Costs in Utility Reserve	\$0	\$0	\$0	\$0	\$0	0.0	June 09 opening, funded as a Reserve at \$615,000. FY 10 cost would be \$1,083,000.
Health & Safety Projects	\$0	\$0	\$0	\$297,800	\$297,800	0.0	See pages 58 - 59 for information.
Corrections Maintenance Projects	\$0	\$0	\$0	\$1,158,715	\$1,158,715	0.0	TCJ Roof Replacement is funded at \$924,500. See pages 60 - 64, For other project information.
Law Enforcement & Lake Patrol Equipment	\$9,100	\$0	\$9,100	\$64,285	\$64,285	0.0	Bulk is AEDs and SWAT Head Sets. See pages 65 - 68 for further information.
Bureau of Justice (BJA) Assistance Reimbursement Capital	\$0	\$0	\$0	\$1,224,221	\$1,224,221	0.0	Required Corrections use of 2007 BJA Reimbursement, primarily for Building 12 Equipment and Inmate Property Processing Building.
Courthouse Equipment	\$0	\$0	\$0	\$50,000	\$50,000	0.0	Replace Courthouse X-ray & Metal Detector equipment.
TNR Replacement Vehicles and Equipment	\$0	\$0	\$0	\$867,800	\$0	0.0	Replace 26 of 45 requested vehicles on TNR Replacement List. Unit cost for the 24 patrol vehicles is \$34,200. Pages 73-76.
Corrections Vehicles and Other Equipment	\$0	\$0	\$0	\$0	\$0	0.0	Recommended replacement vehicle retentions. See pages 77 - 79 for more information.
Total FY 09 Preliminary Budget	\$119,359,911	\$26,684	\$119,386,595	\$3,696,120	\$123,082,715	1,473.5	
PBO Changes Recommended	\$2,285,280	\$26,684	\$2,311,964	\$3,696,120	\$6,008,084	35.0	FY 10 Annualization Reserve for 35 FTEs is \$1,197,176.

BUDGET REQUESTS NOT RECOMMENDED FOR FUNDING

Request Name	Operating Budget			Capital	Total with Capital	FTE	PBO Comments
	On-going	One-Time	Total				
Building 12 Staff L. E. 5-Year Staffing Plan	\$2,292,826	\$31,455	\$2,324,281	\$35,142	\$2,359,423	39.5	See pages 11 – 19 for discussion.
	\$1,439,601	\$69,852	\$1,509,453	\$1,178,349	\$2,687,802	22.0	Current LE Officer Staffing Ratio of 1.48 is consistent with result of PBO 2007 Law Enforcement Survey.
Corrections Relief Factors	\$3,340,414	\$37,940	\$3,378,354	\$0	\$3,378,354	64.0	See pages 26-30 for discussion.
Continuation FTEs from FY 08	\$108,394	\$0	\$108,394	\$0	\$108,394	2.0	Corrections Security Threat Unit continued with internal funding.
Administrative Bureau Staff	\$734,306	\$6,572	\$740,878	\$79,790	\$820,668	13.0	See pages 36 – 37 for discussion.
Communications Staffing	\$394,236	\$640	\$394,876	\$0	\$394,876	8.0	See pages 38 – 40 for discussion.
LE Support Staff	\$287,002	\$0	\$287,002	\$25,468	\$312,470	6.0	See pages 41 - 43 for discussion.
County Court-at-Law Staff	\$0	\$0	\$0	\$42,200	\$42,200	0.0	County Court-at-Law van and radio not recommended.
Corrections Support Staff	\$337,168	\$2,001	\$339,169	\$42,667	\$381,836	7.0	See pages 47 - 49 for discussion.
Central Booking Nurse	\$83,021	\$94	\$83,115	\$0	\$83,115	1.0	Defer pending results of FY 09 Central Booking Interlocal update.
Line-Item Increases	\$1,804,608	\$70,000	\$1,874,608	\$0	\$1,874,608	0.0	1 st major Corrections operating line-item increases since FY 07.
Building 12 Line-Item Increases	\$288,857	\$122,711	\$411,568	\$0	\$411,568	0.0	Non-utility costs are unfunded since this facility is not expected to fully open prior to June 2009.
Health & Safety Projects	\$0	\$0	\$0	\$69,360	\$69,360	0.0	See pages 58 - 59 for information.

Request Name	Operating Budget			Capital	Total with Capital	FTE	PBO Comments
	On-going	One-Time	Total				
Corrections Maintenance Projects	\$0	\$6,920	\$6,920	\$1,566,800	\$1,573,720	0.0	See pages 60 - 64, for other project information discussion.
Law Enforcement & Lake Patrol Equipment	\$0	\$0	\$0	\$371,389	\$371,389	0.0	Well Craft Boat Replacement is not recommended. See pages 65 to 68 for more information.
Courthouse & Admin Support Equipment	\$0	\$0	\$0	\$14,000	\$14,000	0.0	CAR funding not recommended for Audio-Visual Equipment.
TNR Replacement Vehicles and Equipment	\$0	\$0	\$0	\$812,450	\$812,450	0.0	19 Vehicles on the TNR List not recommended. 24 Patrol Vehicles unit cost is \$34,200 See pages 73 to 76 for further information.
Corrections Vehicles and Other Equipment	\$0	\$0	\$0	\$514,200	\$514,200	0.0	These vehicles and equipment not recommended for new funding. See pages 77 to 79 for discussion.
Goodwill Vocational Services	\$43,044	\$0	\$43,044	\$0	\$43,044	0.0	Not recommended to be transferred to General Fund from Inmate Welfare Fund.
Total Unfunded Requests	\$11,153,477	\$348,185	\$11,501,662	\$4,751,815	\$16,253,477	165.5	

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FY 2009 BUDGET REQUEST ANALYSIS

Department: Sheriff's Office (37)
Division: Law Enforcement (25)
Source of Funding: General Fund (001)
Request Name: Law Enforcement 5-Year Staffing Plan (2)

	FY 09 Request	PBO Recommendation	FY 10 Cost
FTEs	22.0	0.0	0.0
Personnel	\$1,412,485	\$0	\$0
Operating	96,968	0	0
Subtotal	\$1,509,453	\$0	\$0
Capital	1,178,349	0	0
Total Request	\$2,687,802	\$0	\$0

Summary of Request: This is a request for 22 Law Enforcement peace officer positions consisting of 16 Deputy Sheriff, 3 Sergeant and 3 Detective positions.

Budget Request Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> Urgent and Routine Response Times will not deteriorate. 	<ul style="list-style-type: none"> A 2007 Ten County Study indicates that the law enforcement staffing ratio of 1.48 per 1,000 without these 22 positions is consistent with the 1.46 average of that study. See pages 21 to 23.
<ul style="list-style-type: none"> Future Attrition and FMLA concerns relative to capacity to train and add and/or replace staff 	<ul style="list-style-type: none"> Actual FY 07 Incidents for Law Enforcement Service were 4,345 or 3.5% greater than that for FY 09.
<ul style="list-style-type: none"> Important to keep Detective case load low to allow more time. 	<ul style="list-style-type: none">

PBO Recommendation: PBO does not recommend these law enforcement staff requests at this time, for the following reasons:

- A 2007 Ten County Study indicates that the law enforcement staffing ratio of 1.48 per 1,000 without these positions is consistent with the 1.46 average in the FY 07 study of other comparable or adjacent counties. See pages 21 to 23.
- In the case of these workload requests, the performance measures for urgent and routine response times are unchanged by the addition of this staff. The number of incidents for Law Enforcement Service is expected to increase by about 9.4% from the FY 08 projection. However, as compared to FY 07 Actual experience there is actually a drop of (4,345), or -3.5% across the two year period.
- There are significant mandated costs related to Jail operations that must be addressed within the limitations of available funding for FY 09.

Budget Request Performance Measures:

Description	Actual FY 07 Measure	Revised FY 08 Projected Measure	Projected FY 09 Measure at Target Budget Level	Revised FY 09 Measure with Additional Resources
Urgent Response Time in Minutes	9:00	9:00	9:30	9:30
Routine Response Time in Minutes	10:00	10:00	10:30	10:30
Number of Incidents	125,900	111,120	121,555	121,555

Analysis/Comments: Travis County Sheriff's Office (TCSO) Law Enforcement Bureau is requesting an increase of 22 sworn FTE's and ancillary equipment for FY09. This would include 16 Deputy Sheriff's, 3 Sergeants and 3 additional Detectives to achieve a more appropriate case load.

TCSO has indicated that it believes law enforcement staffing levels need to be addressed over a number of years, since it is neither practical nor desirable to hire and train large numbers of officers over a short period of time. In addition, the Law Enforcement Bureau is currently authorized 24 Field Training Officer positions, but has included funding for 25 inside the FY 09 Target Budget submission. Thus there are now resources to train 25 new officers each year.

TCSO prepared a five-year plan for Law Enforcement, which examined staffing models based on population and geography, which was presented to the Commissioners Court in a work session on February 22, 2007. In that report, TCSO concluded an appropriate staffing ratio for the Law Enforcement Bureau was 1.75 officers per 1,000 citizens served.

There was some discussion on the conclusion of the Sheriff's Office on a staffing ratio per 1,000 population. It was suggested by members of the Court that a further study of law enforcement staffing of Texas counties be conducted that would be broader and more current than the 2003 four urban county analysis done by PBO. Such a study was conducted by PBO, after an initial exchange between the two Offices in late February 2007. The result of that study is included in the PBO discussion below.

PBO Discussion on the Law Enforcement Staffing Requests

Commissioners Court has authorized the addition of 82 NET Officers to the Sheriff's Law Enforcement Bureau over the past eight fiscal years within the General Fund. The year-to-year additions are shown on the following table.

	FY01	FY02	FY03	FY04	FY05	FY06	FY07	FY08	Totals
Deputy Sheriff	12.0	8.0	2.0	12.0	0.0	9.0	5.0	17.0	65.0
Detective	0.0	0.0	0.0	0.0	3.0	0.0	4.0	2.0	9.0
Sergeant	3.0	0.0	0.0	0.0	0.0	0.0	1.0	3.0	7.0
Lieutenant	0.5	0.5	0.0	0.0	0.0	0.0	0.0	0.0	1.0
Totals	15.5	8.5	2.0	12.0	3.0	9.0	10.0	22.0	82.0

These additions do not include the 12 School Resource Officers (SROs) funded via Interlocal agreements with various Independent School Districts (ISDs), or the 10 Officers funded by the CTECC Interlocal. When these are added, the total increase to the Law Enforcement Bureau since FY 01 is 104 positions.

In 2000, Law Enforcement had 194 Law Enforcement Officers (Officers). At the present time there are 298 Officers in Law Enforcement, including the 12 SROs and 10 CTECC officers. Excluding those 22 officers, there has been an increase in the number of law enforcement officers over the past 8 years from 194 to 276, or 42.3%. During that same timeframe, the Travis County unincorporated population is estimated to have increased by 41.3%. When the increased law enforcement officers from various SRO Interlocal Agreements (Interlocal) and the CTECC Interlocal are added, the increase over the past 8 years is from 194 to 298, or 53.6%.

In 2000, the Travis County population was 812,280 and the population in the unincorporated areas was 125,218. According to Austin's Long Range Planning Section (ALRPS), the 2008 Travis County population was 978,976 with the population in the unincorporated areas at 176,918. The 8-year increase for the unincorporated areas was 51,700, or 41.3%. The average annual increase for the eight years has been 4.5% per year. Thus, there has been a slightly slower growth in population (41.3%) than officers (42.3%) over this time frame. For 2009, the ALRPS is currently projecting an unincorporated area population of 190,739.

In 2007, PBO performed a study of the ratio of Officers per 1,000 population in ten comparable and adjacent urban counties in Texas, excluding the impact of officers funded by Interlocal agreements. The results of that study were a blended ratio per one thousand population of 1.46, as compared to a ratio of 1.48 for Travis County without the addition of any new Officers in FY 08. The range was from a low of 1.09 (Bastrop County) to 2.01 (Collin County).

The following table shows the county-by-county results of the study.

County	Deputies	Dtctvs.	Supvsn.	Less: Contracts	Net Officers	Served Popltn.	Officers per 1,000
Tarrant	49.0	12.0	15.0	(6.0)	70.0	44,453	1.57
Bexar	162.0	30.0	44.0	0.0	236.0	133,571	1.77
Collin	61.0	17.0	8.0	(6.0)	80.0	39,726	2.01
Denton	98.0	16.0	27.0	(7.0)	134.0	108,597	1.23
Fort Bend	153.0	45.0	39.0	0.0	237.0	183,784	1.29
Montgomery	235.5	60.0	64.0	0.0	359.5	241,635	1.49
Williamson	95.0	25.0	26.0	0.0	146.0	112,457	1.30
McLennan	49.0	12.0	9.0	0.0	70.0	35,968	1.95
Hays	66.0	14.0	17.0	(14.0)	83.0	58,365	1.42
Bastrop	34.0	15.0	8.0	(3.0)	54.0	49,410	1.09
The Ten Counties Summed & Then Ratioed					1,469.5	1,007,966	1.46

NOTES on the Study:

1. Served Population was derived by using the Total Population of the County (January 2006) from the Texas State Data Center (TSDC), then reducing

that amount by the TSDC populations for that year for municipalities (ranging from 3 to 30) with police forces. In the case of cities that overlap County boundaries, those populations were adjusted based on data from the 2006-07 Texas Almanac to achieve a percentage in that County.

2. Information on the numbers and mixes of Officers was obtained from the respective Counties, in an initial survey and re-verified to assure as nearly as possible a direct relationship to Travis County. For example: the Mental Health Officers are included in the Ten County Study, and the 10 Officers in the Travis County Mental Health Unit are counted in Law Enforcement, and they are budgeted under that category in the County's accounting system.
3. Because some counties had as many 7 Officers with the rank of Captain, that rank is included in Supervision, and the 3 Captains in TCSO Law Enforcement are also included to achieve comparability.

Thus the 1.46 blended ratio of the Study was slightly below the FY 08 ratio of 1.48 for Travis County Law Enforcement at the then current level of staff authorization.

The Sheriff's Office has expressed concerns about the inclusion of Bastrop County in this study, because it is not comparable to the other counties in the study. When Bastrop County is removed from the study, then the number of Officers is reduced to 1,415.5 and the Served Population is reduced to 958,556. The ratio of the remaining 9 counties in the study is 1.477, as compared to the then 1.48 ratio for Travis County.

There are other indicators that should be considered in determining the need to make changes in Law Enforcement staffing, among the more important are:

- Calls for Law Enforcement Service(Now Incidents in Performance Measure)
 - 2000 Call Volume was 127,407
 - 2005 Call Volume was 121,412
 - 2006 Call Volume was 124,740
 - 2007 Call Volume was 125,900
 - 2008 Call Volume is projected at 111,120

It appears that Call Volume data has not been consistently measured over time. TCSO is reviewing this history to conform it to current standards. Further, call volume impacts could be further enhanced by a review of total responders to law enforcement service calls over time, since some of these calls require more than a single officer.

- Urgent Response Time (URT) in Minutes
 - 2000 URT was 19:31
 - 2005 URT was 9:47
 - 2006 URT was 9:00
 - 2007 URT was 9:00
 - 2008 URT is projected at 9:30 w/ 22 new FTEs (6 months Avg Funding)
 - 2009 URT is projected at 9:30 without the requested 22 FTEs
 - 2009 URT is projected at 9:30 with the requested 22 FTEs

PBO notes that comparative crime and accident statistics are another important variable to consider in any request for additional law enforcement officers. Such statistics would be very helpful to display for the City of Austin (City) and the County separately. This would help understand the relationships between the number of officers and the crime and accident rates. In addition, it would be helpful to display the distribution of officers throughout the County in relationship to the crime rate and to show how that might differ from the City.

Another variable is the distance to be covered for calls due to population density or geographic barriers. For example back-to-back APD calls may be at distances of 3 or 4 blocks apart, while TCSO calls may be at distances of 3 or 4 miles apart.

Changes in technology can also be very important in law enforcement staffing. This is of particular note with the 4-year implementation of the Mobile Data Computer (MDC) system by Travis County using Local Law Enforcement Block Grant (LLEBG) funds and \$1.1 million in COs. Since 2000, the URT has dropped from 19:31 to an estimated 9:30, or a 105.7% improvement.

Finally it is important to note the power of home-rule cities (there are currently portions of 6 in Travis County) to annex areas almost at will and the impact on the future population and/or service area for TCSO Law Enforcement.

PBO notes that while the population of Travis County is growing and the population of the unincorporated area has also been growing, Travis County like all Texas counties, since 1931, is finite in its land area. This means that unlike municipalities, the space in which population growth can occur that requires Law Enforcement Services can only remain the same or become smaller. This is because ultimately municipalities will annex area and population within them that will be served by that municipality's police force. Austin, in particular (which had an estimated 2008 population of 732,550 within Travis County's total estimated population of 978,976) is particularly able within its 5 mile Extra Territorial Jurisdiction (ETJ) to exercise this power. Their ETJ covers 295 square miles outside of their own full purpose limits of 245 square miles within Travis County. Under current Texas law, a home-rule city the size of Austin can annex within its ETJ 10 percent of its existing land area each year. If it fails to use that 10 percent it can accumulate up to 30 percent rolling forward in a given year. Austin has had the legal capacity to annex up to 30 percent in any given year for many years. As perspective, the total land area of Travis County is 1,022.06 square miles and nearly all of the Austin ETJ is in the area east of RM 620.

While it is likely due to the heavy cost of utility and fire service infrastructure, that the bulk of the western third of Travis County will remain unincorporated there will be a time that the space and population served by TCSO Law Enforcement will start to reverse and these areas will look more like Dallas and Tarrant Counties. PBO further notes that the western third of Travis County, beyond RM 620, because of the heavy infrastructure cost will never have a high level of population density vis-à-vis the balance of the County.

Finally, based on current plans, Austin will annex 3 areas inside Travis County in December 2008 with a total population estimated at 3,999. Using the ALRPS

population for 2009 of 190,739 and reducing that number by December 2008 annexations population of 3,999 leaves a 2009 Law Enforcement service population of 186,740. Using that population and the current authorization of 276 officers, results in a ratio of 1.48 officers per 1,000 population served.

FY 2009 BUDGET REQUEST ANALYSIS

Department: Sheriff's Office (37)
Division: Corrections (35) - 51FTEs
 Central Booking (80) - 13 FTEs
Source of Funding: General Fund (001)
Request Name: Corrections Relief Factors (3)

	FY 09 Request	PBO Recommendation	FY 10 Cost
FTEs	64.0	0.0	0.0
Personnel	\$3,332,674	\$0	\$0
Operating	45,680	0	0
Subtotal	\$3,378,354	\$0	\$0
Capital	0	0	0
Total Request	\$3,378,354	\$0	\$0

Summary of Request: This is a request for 55 Corrections Officers and 9 Security Coordinator positions to move from a relief factor of 1.72 to 1.89 using the methodology recommended by the 2004 Criminal Justice Institute (CJI) study.

Budget Request Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> <i>Using a proper relief factor should result in staff being able to take vacations, attend required training, reduce overtime and allow staff to more activities in their buildings.</i> 	<ul style="list-style-type: none"> <i>Corrections custody and security staff appears to be sufficient and given projected bed capacity, any excess inmate population in peak periods must be sent Out-of-County or managed with overtime.</i>

PBO Recommendation: PBO does not recommend funding for this request since in the FY 08 Budget, it appears that the Sheriff's Office Corrections Officers staffing is adequate and the Sheriff's Office had not added any additional facility that required Security Coordinators. Further, based on experience to date in FY 08, the Sheriff's Office will be able to manage the anticipated inmate ADP of 2,650 for FY 09. PBO does recommend that a full review and analysis of the Corrections relief factor and staffing be conducted during FY 09 and FY 10 due to the addition of Building 12 (1,336 inmate beds) at the Travis County Corrections Complex (TCCC) at Del Valle in the summer of 2009 and the return of the Texas Commission on Jail Standards (TCJS) 817 variance beds in December 2009.

Budget Request Performance Measures:

Description	Actual FY 07 Measure	Revised FY 08 Projected Measure	Projected FY 09 Measure at Target Budget Level	Revised FY 09 Measure with Additional Resources
Jail Standards Certification	Yes	No	Yes	Yes

Note: Jail Standards certification in FY 08 is NOT related to staffing and/or relief factors.

Analysis/Comments: Since the jail overcrowding in FY 02, the annual Average Daily Population (ADP) of inmates in the Travis County Jail System (TCJS) have been as follows:

FY 2002	2,721	Actual with High Month ADP of 2,855
FY 2003	2,263	Actual with High Month ADP of 2,588
FY 2004	2,333	Actual with High Month ADP of 2,500
FY 2005	2,535	Actual with High Month ADP of 2,767
FY 2006	2,584	Actual with High Month ADP of 2,768
FY 2007	2,646	Actual with High Month ADP of 2,769
FY 2008	2,550	Projected with High Month ADP of 2,749

Given the trends experienced this year through the middle of July, the inmate ADP for FY 09 is currently projected at 2,650.

In FY 04 TCSO's Corrections Bureau was reduced by 42 Corrections Officers as a result of the inmate population decline. However, part of the FY 04 reduction of 42 Officers was for 7 Officers related to elimination of the Convicted Offenders Re-entry Effort (CORE) Program and for 4 Officers due to Food Services program efficiencies determined during an evaluation of that program in FY 03. The balance of 31 Corrections Officers was related to the inmate population reduction.

In FY 06 TCSO's Corrections Bureau was increased by 42 positions consisting of 36 Corrections Officers and 6 Security Coordinators to staff an annual Average Daily Population (ADP) of inmates of 2,675 at a relief factor of 1.72

Presently, the estimated ADP for FY 08 is 2,550 based on current trends, which if continued will result in a projected ADP for FY 09, of 2,650.

At the present time, the Corrections Bureau is expected to be about \$725,000 under budget in FY 08, despite significant adopted budget overages in the operating line items of \$1,500,000 mostly related to Food & Groceries, Utilities and Pharmaceuticals, which were funded by the July 1st budget transfer from internal salary savings from within the Corrections Bureau. At current inmate levels, Out-of-County (OOC) inmate housing will leave a unused balance of \$349,640 in the Jail Reserve. The reason for this anticipated under spending is due to remaining personnel cost savings of \$775,000, after internally funding the Sheriff's total budget projected overages in the operating line items and for OOC housing. It should be noted approximately that about \$625,000 of the personnel savings is related to the 3 pay period delay in implementation of the Peace Officer Pay Scale (POPS). Without this one-time savings in FY 08, there was still a personnel cost savings in the Corrections Bureau of \$1,650,000 in FY 08.

This personnel savings is equivalent to 6 Corrections Custody Posts, or 30 FTEs.

Relief Factor – What is it? and Discussion & Analysis

What is the Relief Factor? The relief factor represents the number of full-time equivalents (FTE's) required to fill a single shift, 8 hours a day (3 shifts), 7 days a week, considering the average number of position vacancies and time an

employee is absent due to a variety of reasons. It may also be stated to represent requirements for staffing 12-hour shifts (2 shifts), 7 days per week. Both types of relief factors are used in Travis County since the Travis County Jail (TCJ) and Building One at the Travis County Correctional Complex (TCCC) use 12-hour schedules. The Relief Factor from the CJI Study used data, available at that time, for the following categories using 2,080 hours per year for each employee:

- ♦ Vacation Time;
- ♦ Sick;
- ♦ Regular Holiday;
- ♦ Personal Holiday;
- ♦ Compensatory Time Used;
- ♦ Military w/ Pay;
- ♦ Emergency Leave;
- ♦ Holiday Accrual Used;
- ♦ Dock Time;
- ♦ Military Leave w/o Pay;
- ♦ Suspension w/o Pay;
- ♦ Workers Compensation (WC) Leave with/Salary Continuation;
- ♦ Court Leave;
- ♦ Leave w/ Pay Employee Relations;
- ♦ Family Medical Leave Act (FMLA) Leave Of Absence w/o Pay, Sick Used, Vacation Used, Personal Holiday Used, Intermittent Leave Without Pay, WC Leave w/ Salary Continuation, and WC No Salary Continuation;
- ♦ Leave w/ Pay Health and Safety;
- ♦ Training Days;
- ♦ Light duty/Restricted Duty; and
- ♦ Shift Break Relief.

Discussion and Analysis

Over the past three years, the Sheriff's Office has made the following budget requests related to the relief factor vis-à-vis the current relief factor.

<u>Fiscal Year</u>	<u>Request Cost</u>	<u>Corrections Officers</u>	<u>Security Coordinators</u>	<u>Total FTE Positions</u>
2007	\$1,601,018	31.0	0.0	31.0
2008	\$2,407,758	33.0	18.0	51.0
2009	\$3,378,354	55.0	9.0	64.0

The following background information is provided on ADP, Bed Capacity and Correction POPS positions for fiscal years 2006-09.

<u>Fiscal Year</u>	<u>Inmate ADP</u>	<u>Travis County Bed Capacity</u>	<u>Corrections POPS Positions</u>
2005 Actual	2,535	2,898	649.0
2006 Actual	2,584	2,960	685.0
2007 Actual	2,646	3,056	690.0
2008 Estimate	2,550	3,056	696.0
2009 Estimate	2,650	3,095	719.0

Additionally, the following items occurring in the current FY 08 budget year are indicators that the balance of staffing in the Corrections Bureau with the current inmate bed configuration of design beds and variance beds is sufficient.

- As of July 10th, overall Personnel spending is expected to be \$1.65 million below budget after adjusting for 1-time savings in FY 08 related to the 3 pay period delay in the new POPS implementation.
- As a part of the overall Personnel savings, all Corrections Bureau overtime is currently projected to be \$200,000, or approximately 23% below budgeted overtime of \$869,500.
- As of July 10th, there were 14.0 POPS position vacancies in the Corrections Bureau out of 696 positions or a 2.0% vacancy level. On average those 14.0 positions had been vacant 28.1 days. In general, economists believe that full employment is reached at a range of 4% to 5% because of the time necessary to fill any position.
- In the first 5 months of calendar year 2008, there have been 26 resignations, or 2.8%, from all the 923.50 FTE positions in the Corrections Bureau.
 - 6 of these with an average tenure of 4 1/3rd years went to other agencies (3 Pflugerville PD, 2 Austin PD and 1 Westlake PD).
 - 8 were retirees with an average tenure of 18 1/3rd years.
 - 8 of the remaining 12 were for career change and family reasons.
- A Leave report was made to check the year-to-year growth in hours for Vacation, Sick and Comp Time in the Corrections Bureau between June 10, 2007 and June 10, 2008.

Typically in a year, if no leave can be or is taken a total of 216 Leave hours would be accumulated (96 sick and 120 vacation).

Total growth in Leave for 923.5 positions in the Corrections Bureau was 46,499 hours or an average growth in Leave hours over the year of 50.3 hours compared to 216 hours with no leave taken. This means that 76.7% of ALL earned Leave time, including Sick, was used overall in the Corrections Bureau.

Total growth in Leave for 696 POPS positions in the Corrections Bureau was 39,601 hours or an average growth in Leave hours over the year of 56.9 hours compared to 216 hours with no leave taken. This means that among POPS staff 73.7% of ALL earned Leave time, including Sick was used this past year.

The Leave time report is the most compelling of these items, since if there were a problem with the Relief Factor then it would not have been possible to use nearly 75% of ALL earned Leave time, including Sick this past year.

PBO does not recommend these requests for a change in the relief factor.

The following assumptions form the general basis for this recommendation beyond the information just discussed:

1. Based on actual experience to date in FY 08 of TCSO, with an estimated ADP of 2,550, it is likely that an adjusted ongoing personnel savings of \$1.65 million will occur in Corrections during FY 08.

2. The projected ADP for FY 09 is 2,650.
3. Seasonal pattern and annual inmate ADP levels for FY 09 are based on the actual average patterns for the past three fiscal years, adjusted to reflect the current inmate ADP trend over the first nine months of FY 08.
4. The total FY 09 Jail Capacity after June is 3,095 after addition of 1,336 beds in the new Building 12 at Del Valle, elimination of 817 Texas Commission on Jail Standards variance beds, and the closing of 528 beds in Buildings 5-8 and CCA-CCG at Del Valle.
5. The budgeted classification capacity for flex beds is at 91%, which is 1% less than experienced historically experienced in FY 02, FY 05 and FY 06, but which declined to 91% in FY 07 and early FY 08. Using the 91% classification capacity results in no out-of-county housing cost in FY 09.
6. It is likely that full implementation of the JivaSoft "On-Duty" scheduling software system purchased in late 2007 should prove beneficial to the relief factor, as well as overtime.
7. Finally, the FY 09 Jail capacity should not require added custody staff beyond those previously recommended for Building 12, since any seasonal population level above 2,816 results in a need for out-of-county housing, not added internal custody staffing.

In summary, PBO recommends \$ -0- for Out-of-County (OOC) housing during FY 09, based on an FY 08 ADP of 2,650, a total jail capacity of 3,095, with a capacity factor for flex beds of 91%.

PBO suggests that over the next two fiscal years (FY 09 & FY 10) a full update of the 2004 CJI Staffing Study be updated using the methodology and tools of that study, the experience from use of the recently acquired JivaSoft "On-Duty" scheduling software and the expected changes of operation of Building 12. This study could be adjusted as needed during FY 10 as the actual operation of Building 12 is implemented.

PBO notes that a change in the relief factor is a significant policy change however it appears based on current FY 08 experience that current staffing levels are sufficient.

CONSTABLE PRECINCT 3

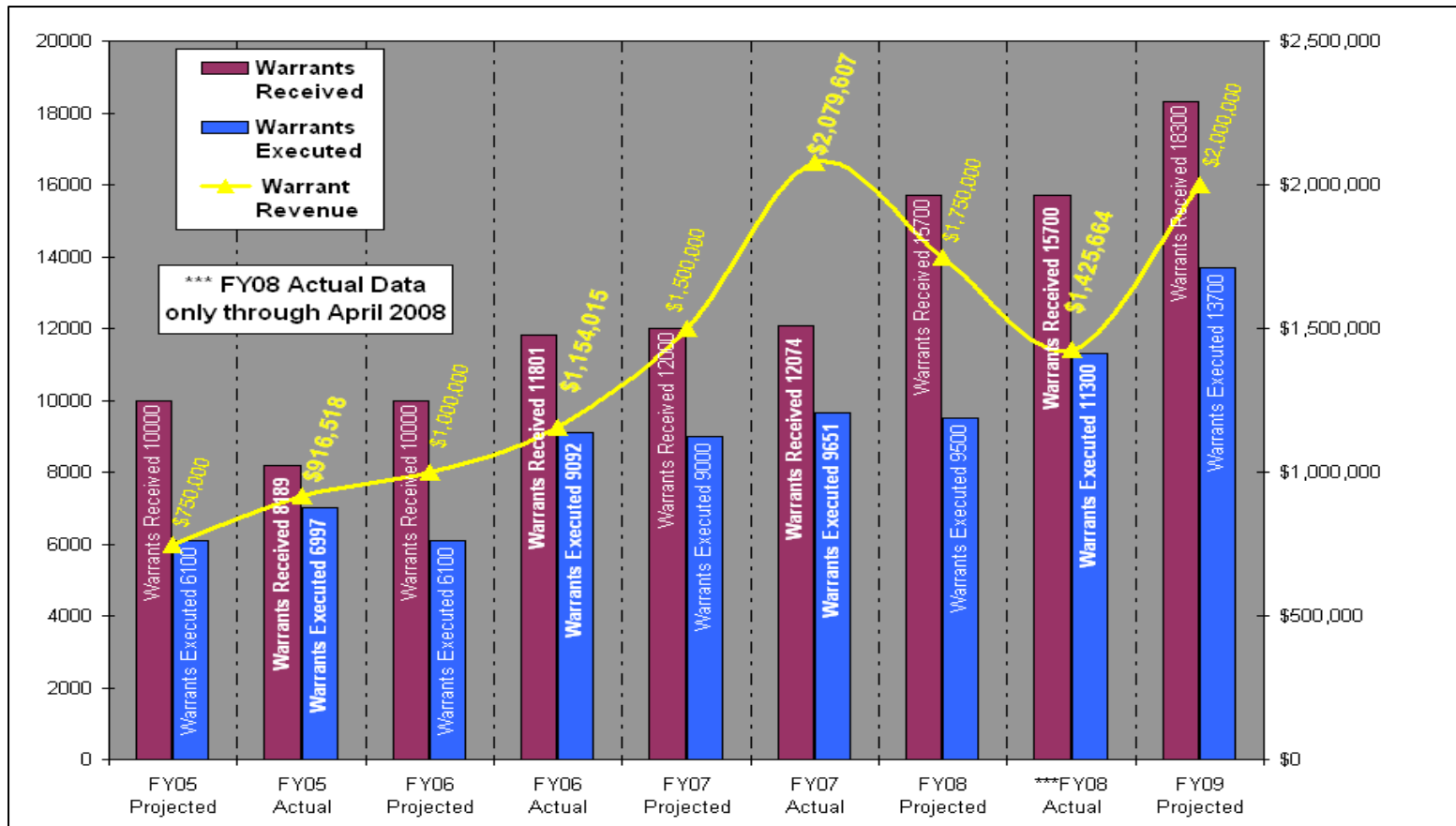
AUGUST 14, 2008

2:30 PM – 3:00 PM

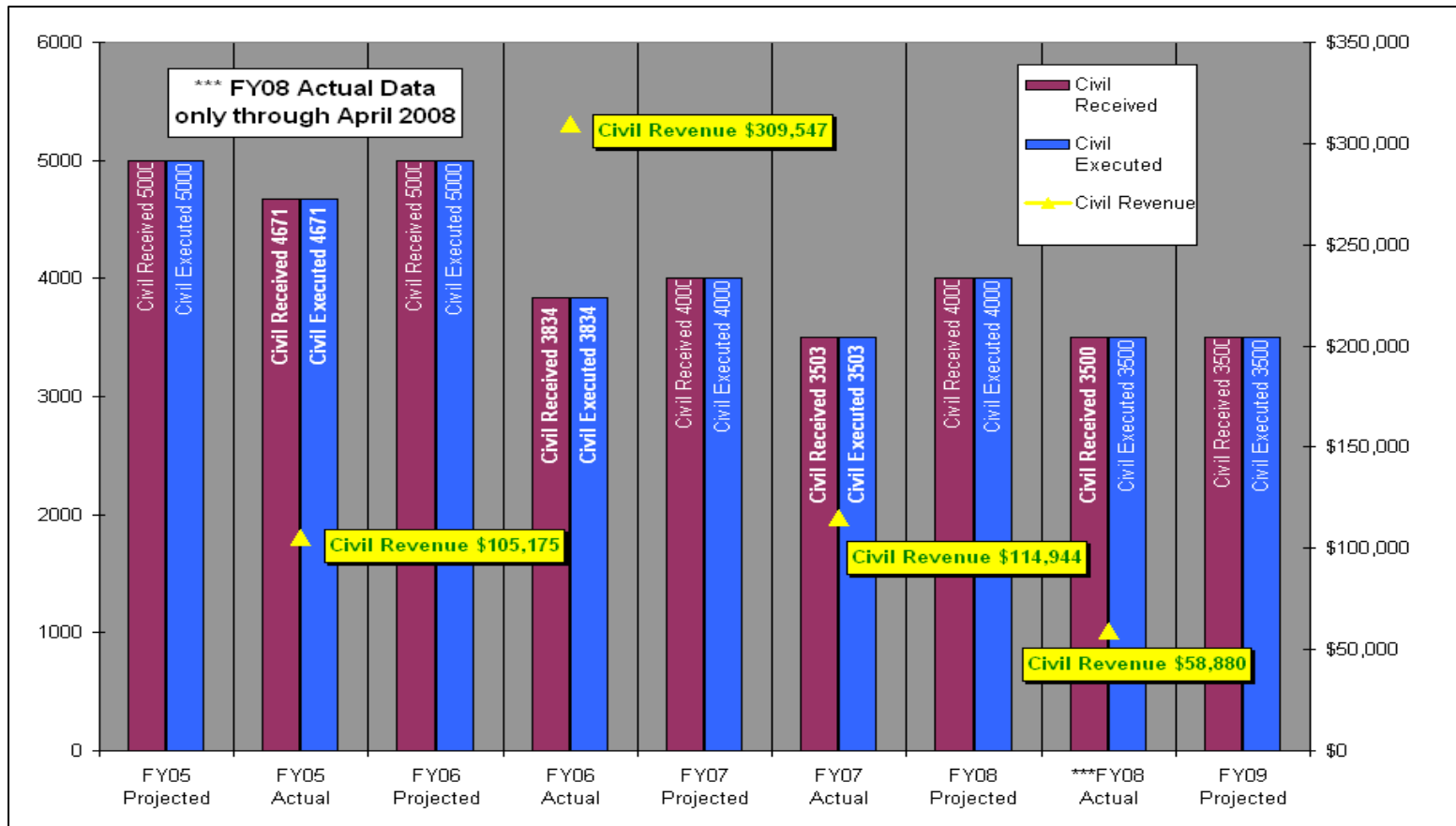
Constable Pct. 3 Data Sheet

Criminal / Civil / Traffic

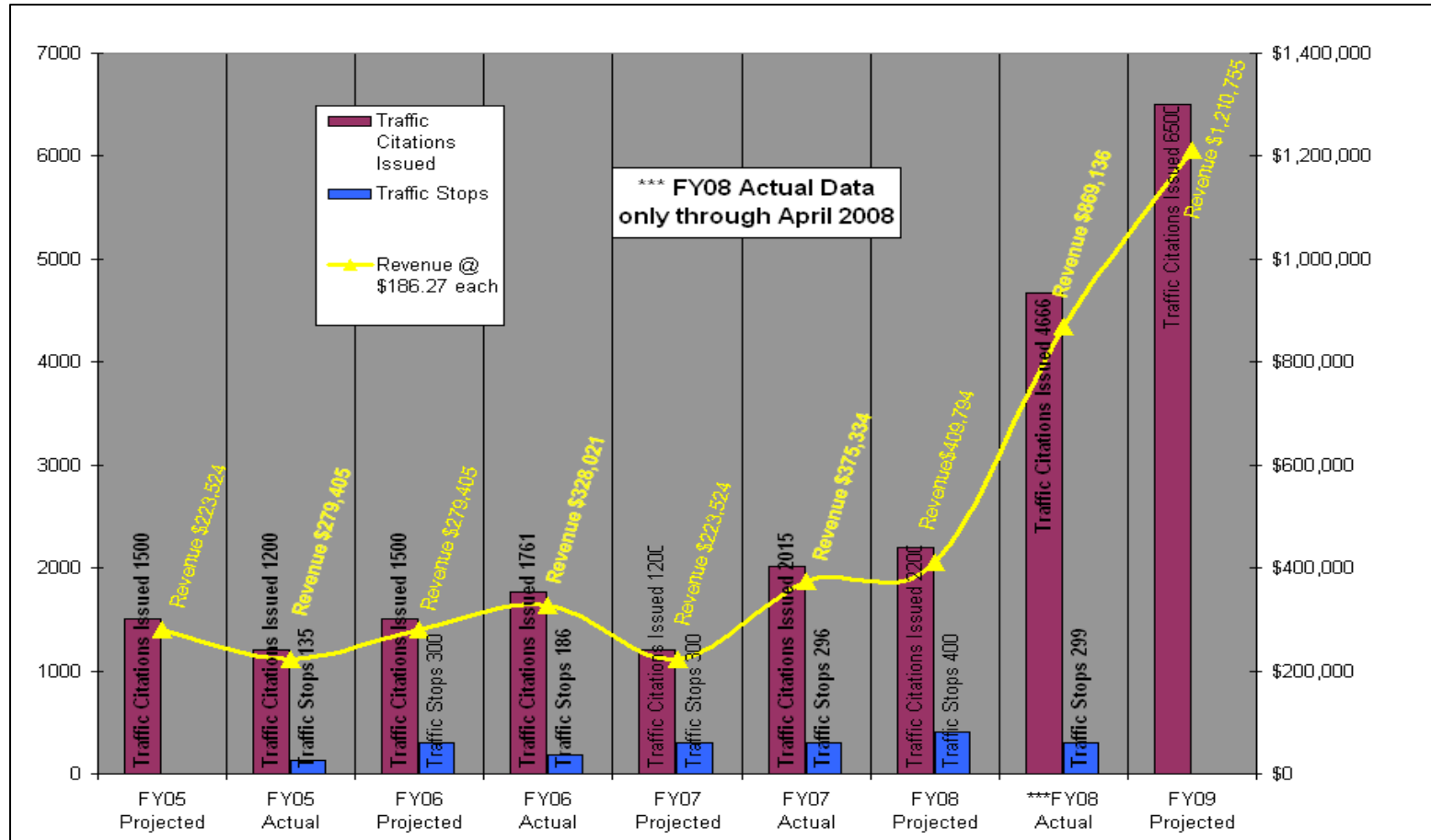
Projected and Actual Warrant Data FY05 – FY09



Projected and Actual Civil Data FY05 – FY09



Projected and Actual Traffic Citation Data FY05 - FY09



Supporting Data

FY05 - FY09

<i>Measure</i>	<i>FY05</i>		<i>FY06</i>		<i>FY07</i>		<i>FY08</i>		<i>FY09</i>
	<i>Projected</i>	<i>Actual</i>	<i>Projected</i>	<i>Actual</i>	<i>Projected</i>	<i>Actual</i>	<i>Original</i>	<i>Revised</i>	<i>Projected</i>
Warrants Received	10000	8189	10000	11801	12000	12074	15700	15700	18300
Warrants Executed	6100	6997	6100	9092	9000	9651	9500	11300	13700
Warrant Revenue	\$750,000	\$916,518	\$1,000,000	\$1,154,015	\$1,500,000	\$2,079,607	\$1,750,000	\$1,425,664	\$2,000,000
		9 months		12 months		12 months		7 months	
Civil Received	5000	4671	5000	3834	4000	3503	4000	3500	3500
Civil Executed	5000	4671	5000	3834	4000	3503	4000	3500	3500
Civil Revenue		\$105,175		\$309,547		\$114,944		\$58,880	
Traffic Citations Issued	1500	1200	1500	1761	1200	2015	2200	4666	6500
Traffic Stops		135	300	186	300	296	400	299	
Revenue @ \$186.27 each	\$279,405	\$223,524 6 months	\$279,405	\$328,021 12 months	\$223,524	\$375,334 12 months	\$409,794	\$869,136 7 months	\$1,210,755

*** FY08 Actual Data through April 08

Warrant Revenue Spike Data

FY00 - FY08

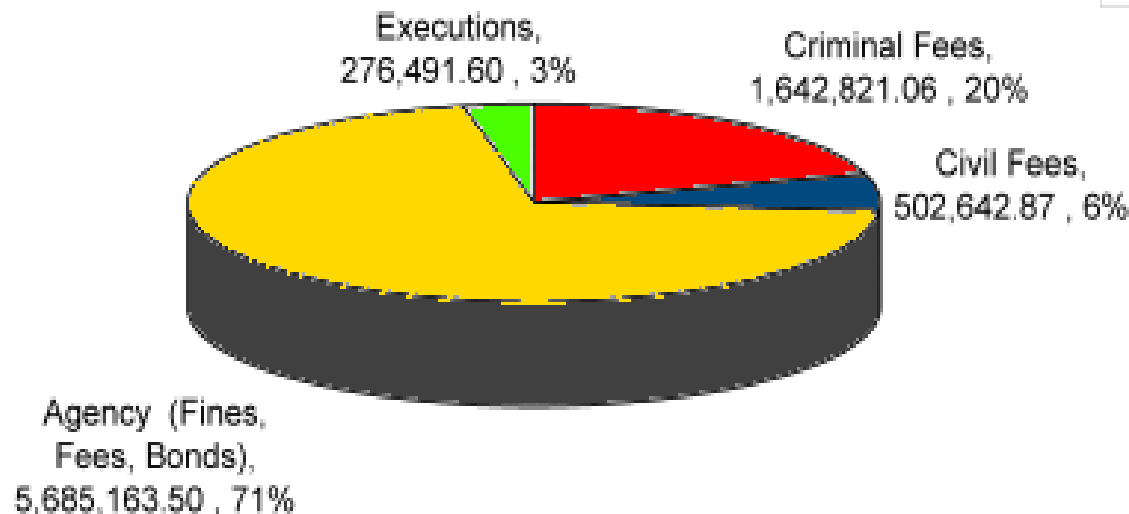
	October	November	December	January	February	March	April	May	June	July	August	September	Totals
2000-2001	31908.62	20741.5	0	22395.6	25679.5	41601	47699	40641.92	61220.29	58228.78	40168.75	38176.77	\$428,462
2001-2002	37530	34916	24171.25	52968.32	97590.86	113208.25	58026.31	54944.25	61403.75	38163.25	57707.14	37054.72	\$667,684
2002-2003	37032.8	33017.21	58794.33	67569.09	75303.5	124886.49	60831.2	62521.67	57849.2	75014.78	81056.24	63620.39	\$797,497
2003-2004	82245.2	46602.67	71072.04	72784.98	109128.95	188449.81	126601.31	66786.06	78844.71	66749.88	67183.37	65240.67	\$1,041,690
2004-2005	45193.5	49407.89	51740.62	80043.7	151355.11	190362.73	96435.73	112350.37	130563.71	111615.71	126523.59	118563.7	\$1,264,156
2005-2006	135388.04	153703.55	141841.51	200130.36	265979.46	288240.07	181563.12	137227.88	209403.92	164780.87	233861.31	171750.03	\$2,283,870
2006-2007	181320.19	160169.08	102966.89	171258.06	286473.44	337445.37	190424.05	184807.79	157387.85	211947.66	251354.68	178035	\$2,413,590
2007-2008	187398.9	178618.11	175190.52	234785.97	554332.84	185819.76	169656.83	0	0	0	0	0	\$1,685,803

Richard McCain, Travis County Constable Pct. 3

Revenues by Type

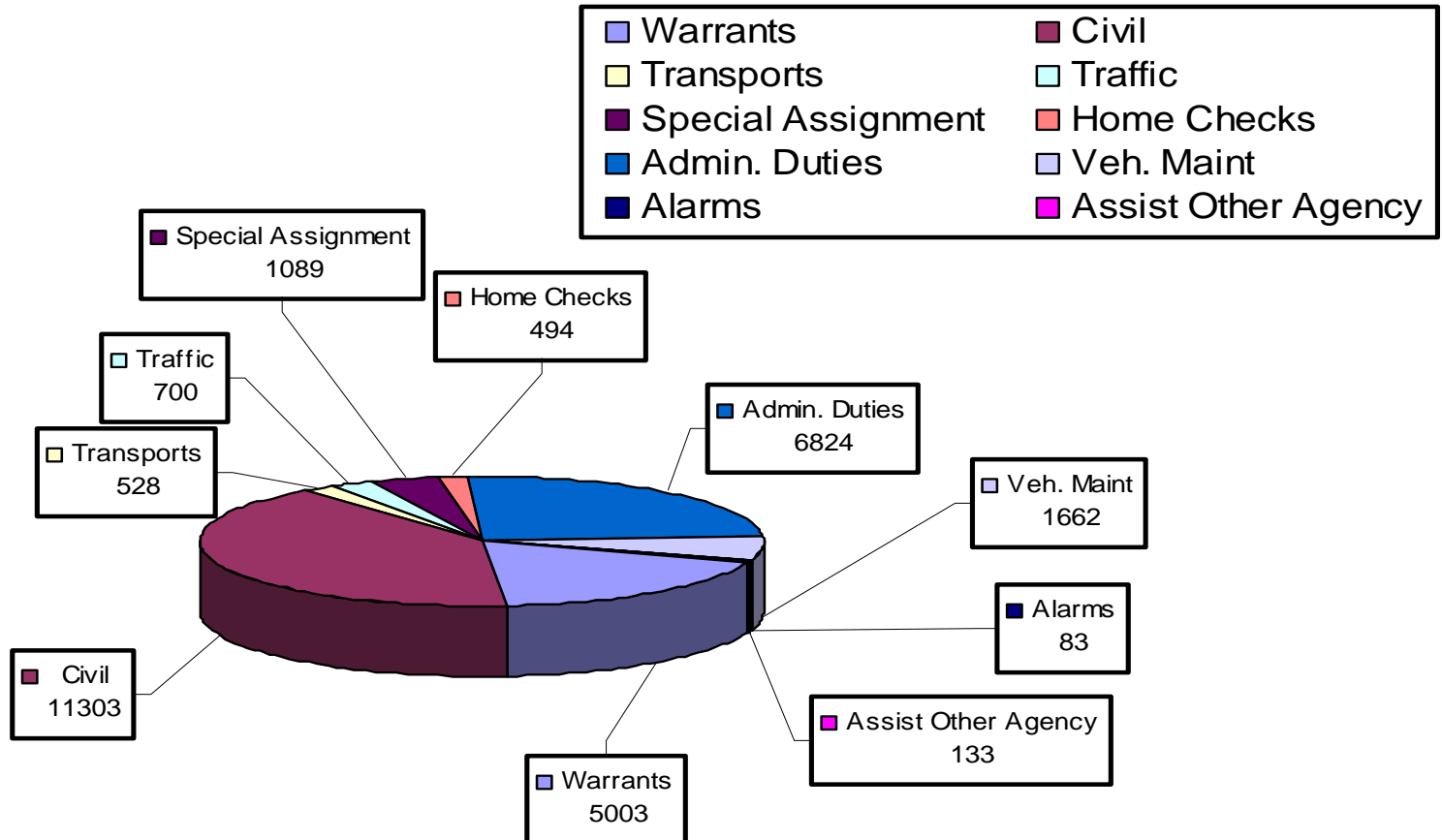
	FY04	FY05	FY06	FY07	FY08 (Oct-Apr)	Totals
Criminal Fees	199,489.00	282,957.25	415,893.04	458,505.50	285,976.27	1,642,821.06
Civil Fees	58,117.09	90,736.58	162,756.96	91,259.62	99,772.62	502,642.87
Agency (Fines, Fees, Bonds)	717,029.18	871,058.57	1,336,284.51	1,621,102.66	1,139,688.58	5,685,163.50
Executions	58,469.99	14,438.69	146,790.06	23,684.85	33,108.01	276,491.60
Totals	1,033,105.26	1,259,191.09	2,061,724.57	2,194,552.63	1,558,545.48	8,107,119.03

Revenues by Type

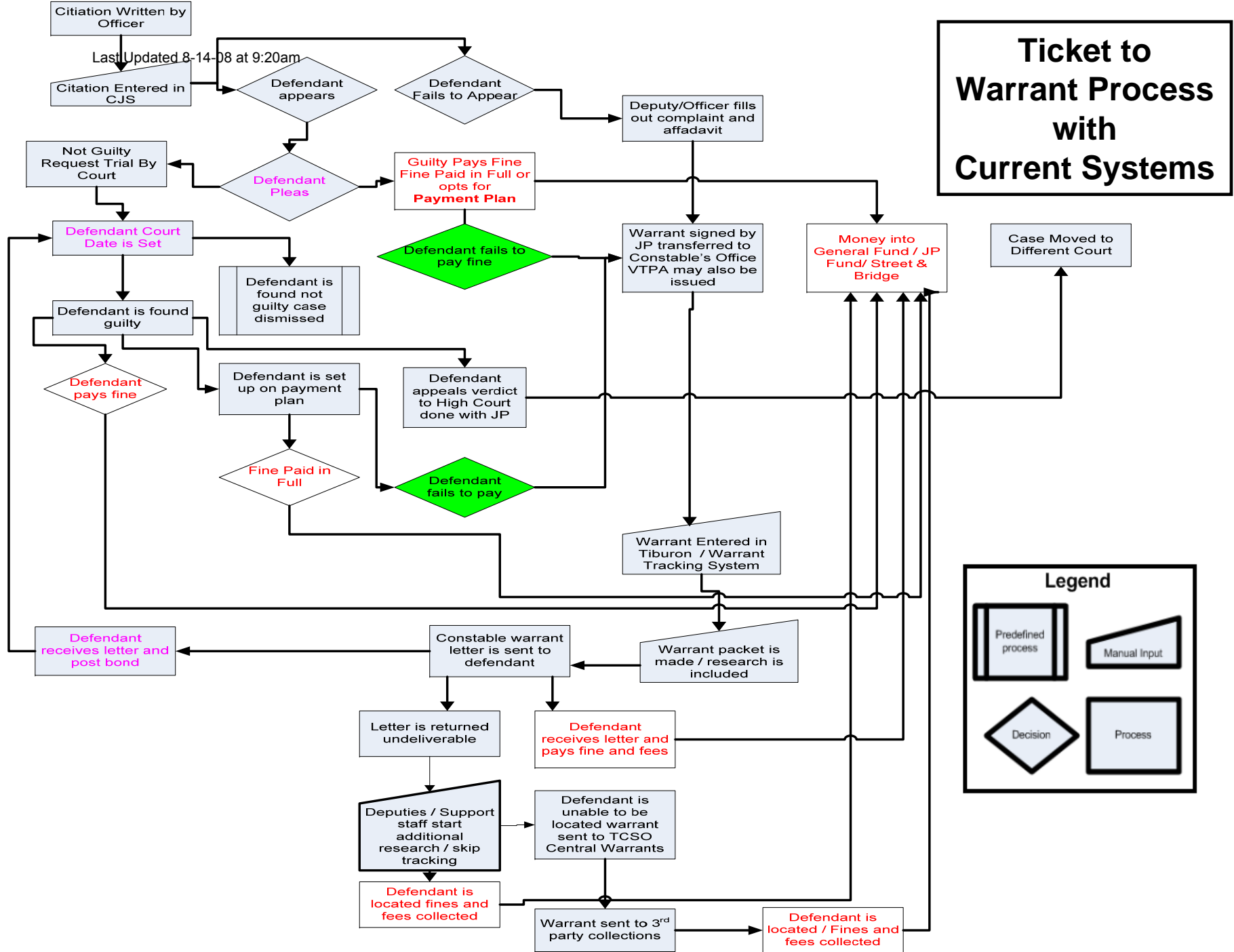


CN3 Calls for Service FY05 – FY08

Dispatch Logs: Mar 2005 – April 2008



How has CN3 Increased Revenue?



Name Search

Name

Name Sex Race Date of Birth

Score OLN OLS Soc Sec No

State ID No FBI No Package No Jail ID No

Sex Race Hair Color Eye Color From DOB To Date of Birth

From Weight To Weight From Height To Height Start RecNo

Stop RecNo Print Destination # Copies

Recap Information
MNI

Incident - Name Search

Q List 1 Details

Caution MNI Name Date of Birth Sex Race OLN
 S 8675309 DOE, JOHN 03-27-1977 M W 12345678/TX

MASTER NAME FILE
 TRAVIS COUNTY, TEXAS

Name	DOB	S	R	Hgt	Wgt	Hai	Eye	MNI
DOE, JOHN	03-27-1977	W	507	145	BLO	BLU	8675309	

OLN/OLS	PKG	SSN	SID	FBI	JID	Alias	MNI
12345678/TX							

-----Warrants-----

Cause #	Date	Invl	Charge	Tracking#
JCR41234	07-13-2007	CAN	TRAFFIC OFFENSE SINGLE	070001234 CLEARED
JCR112367	05-24-2007	CAN	BAIL JUMPING AND FAIL TO APPEA	070023654 CLEARED

-----Citations-----

Reference #	Date	Invl	Activity/Violation	PRN	Agen
N6781234	01-09-2008	WRN	DEFECTIVE BRAKE LIGHTS		
M01234567	07-10-2007	CIT	OVER 34000 TANDEM		
M237890123	06-07-2006	CIT	CROSS PRIVATE DRIVE		

-----Addresses-----

Ref #	Date	Invl	Address	Phone	Typ
N6781234	01-09-2008	WRN	1234 ANYWHERE LN, AUSTIN, TX 78705	512-0867-5309	H

Press F1 for help. LIVE Travis County Select Page 1 of 2



2 Prefills

3 Reports One

4 Reports Two

--

Report Number [Name]

Reset

Cancel

- Officer Activity
- Personnel/Training
- Special Flags
- Traffic Management
- UCR
- Unit History
- Warrants
 - Alpha Entry
 - Entry
 - History
 - Name Search

- Utilities
 - Alpha Utilities
 - System Tools
 - Utilities

LIVE

Select

Page 1 of 2

Warrants

1 Warrants 2 Additional Charges 3 Activity

Name: DOE, JOHN

Warrant Control: 0701022 Cause Number: JCR41234

Entry Date	Action	Description
07/12/2007	WDN	
07/13/2007	EWX	

Agency: CO3 Officer: C03XYZ Asgmt: Detail: Entry Date: 07/12/2007 Time: 16:19 Clearing ORI: TX2271700

Action: WDN Next Action Date: Disposition: PAY Disposition Date: 07/12/2007 Description:

Fee's: \$50.00

Fine: \$199.00

Restitution:

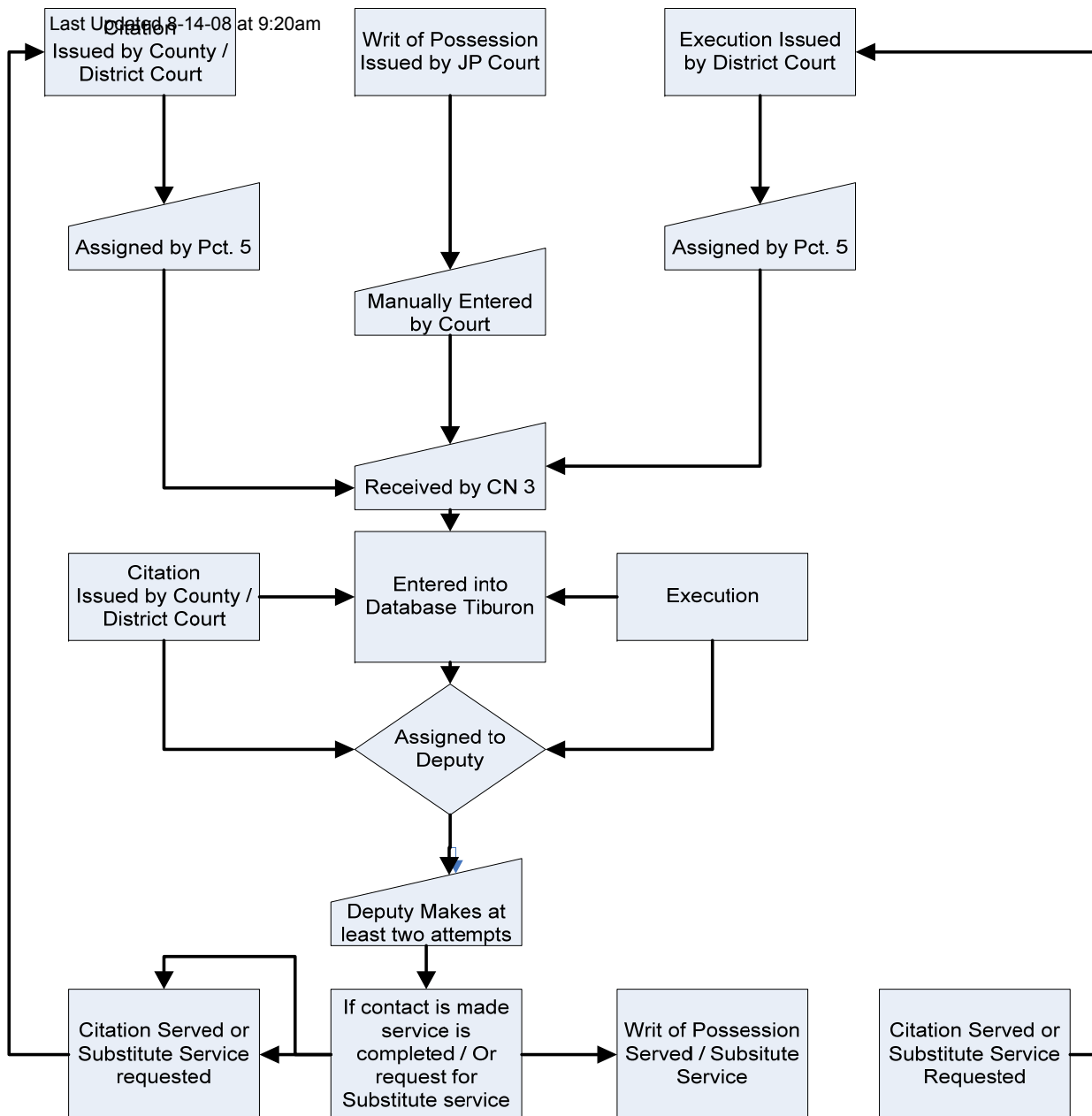
Total: \$249.00

Remarks: PAID CASH TO CONSTABLE

Typ: 4 Key: 4

Control: C03XYZ456789123

Press F1 for help. LIVE Travis County Select Record 1 of 2



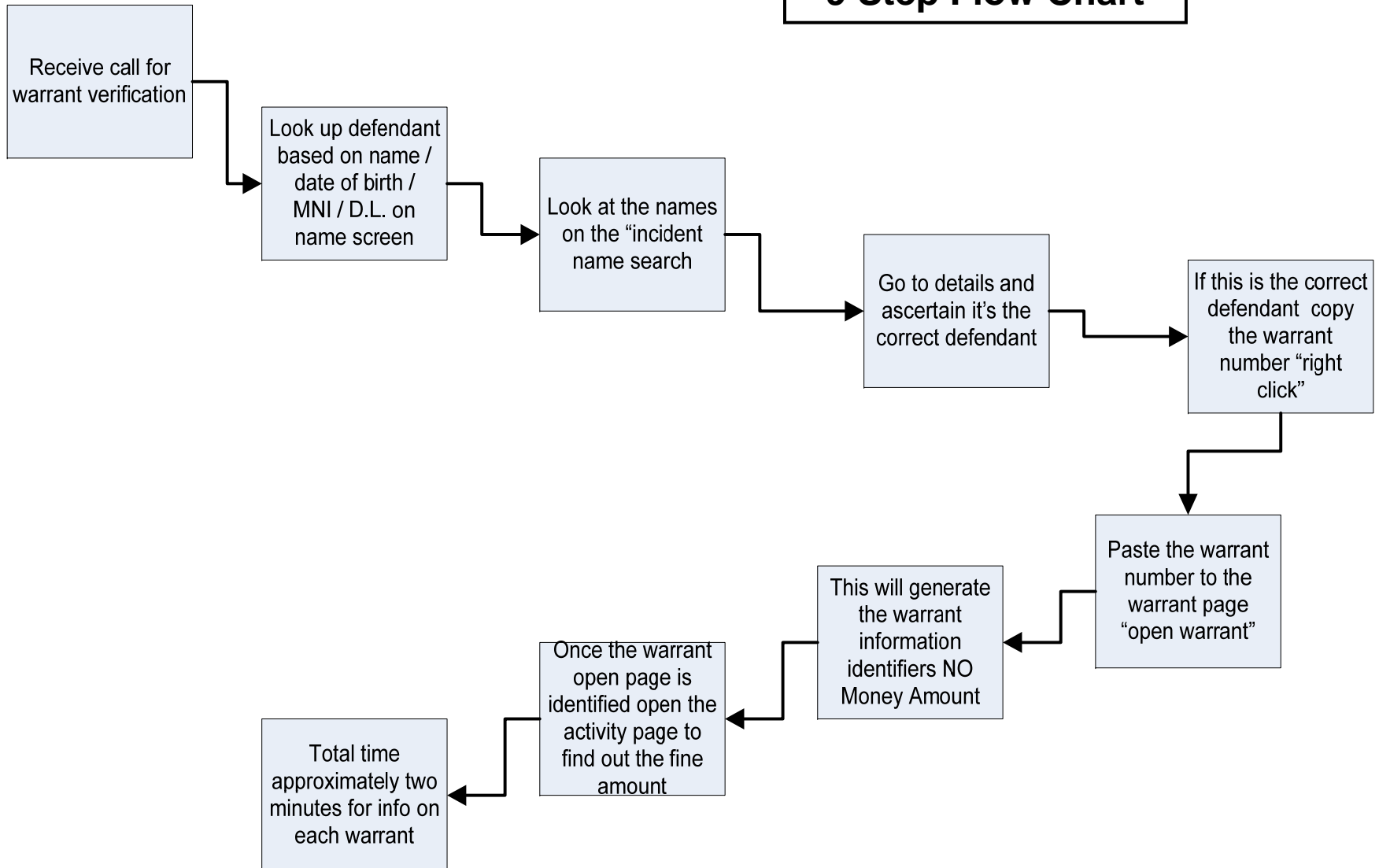
Civil Process Flow Chart

Web based tools are the future. If we are denied these Tools, we may continue to pay a premium for out-dated systems that do not provide for efficiency.

CN3 has provided data to support efficiency and cost savings.

- Following is a conservative summary cost of the current warrant search processes and the costs incurred:
 - Two minutes per warrant times 30 times a day equals 60 minutes
 - Multiplied by 2 workers equals 12 hours a day.
 - There are currently 22 work days in an average month. This would equal 264 hours of warrant research per month.
 - 12 months a year equals 3,168 hours a year multiplied \$17 equals \$53,856.00 per year.
 - There is an average of 3 warrants per defendant which equates to approximately \$161,568.00 in efficiency savings.

Current Warrant 9 Step Flow Chart



Potential Fuel Savings for Civil Process

The following are possible civil savings (Writ of possession only)

Currently a Deputy has to wait until the data is entered into the current civil tracking system. The Deputy has to either wait or be notified to come back to the office and receive his writ of possession.

- Assuming an average of 6 miles one-way for the sake of simplicity. Starting from the office, his first trip accounts for 12 miles.
- He then makes his second attempt after four hours:
 - If someone is there, he serves the individual (**total mileage: 24 miles**).
 - If not, he has to return to Pct.3 and fill out a substitute service (742a) affidavit with his signature and take it to the JP 3 for signature.
- The deputy then has to drive out to the place of residence and post the 742a. We have averaged 36 miles for one service.
- Assuming two deputies do this twice a day:
 - $72 \text{ miles} \times 5 \text{ days/week} = 360 \text{ miles/week}$; $360 \text{ miles/week} \times 52 \text{ weeks/yr} = 18,720 \text{ miles/yr}$
 - $18720 \text{ miles/year} / 12 \text{ mpg} = 1,560 \text{ gallons/year}$
 - $\$3.50 \text{ a gallon} \times 1,560 \text{ gallons/year} = \$5,460 \text{ a year}$ **FOR ONLY TWO Deputies.**
- These figures can be doubled or tripled but for the sake of being conservative we are utilizing 2 deputies. Also, other forms of civil process require additional attempts. The potential in fuel savings is high.

CN3 is doing exceptionally well, but ...

We can do better with unified tools and processes.

- We can save money while increasing revenue
- We can expand our services to better serve our customers

Last Updated 8-14-08 at 9:20am

File Edit View Favorites Tools Help Links Google TCNET Windows Marketplace

Back Forward Stop Reload Home Search Favorites Refresh Mail Print Wordpad Notepad Paint Internet Explorer

Address <http://server.co.travis.tx.us/eldata/faces/signon.jsp> Go

E Z DATA

Civil - Criminal - Management System

EZ Signon	
Username	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Sign On"/>	

E Z DATA

Civil - Criminal - Management System

Traffic Case - Name Search

Last Name

First Name

Middle Name

Citation Number

Case Number

Drivers License

Case Status ☐ Active ☐ Closed ☒ Both

Warrant Status ☐ Active ☐ Closed ☒ Ignore

Court Id

Search Type

Case Type

Agency

Optional Criteria

Date of Birth

Date Search Type

To

Printable List ☐

Search

E Z DATA

Civil - Criminal - Management System

[Ticket Name Search](#) | [Ticket Search Results](#) | [Signoff](#)

1 Go Page 1 of 1

Action	Name Address	DOB	ID / DL	Cause Citation	Offense	Filed Appearance	Fine Plea	Balance	Disposed
<input type="text" value="JP04"/>	Doe, John	3/27/77	TX12345678	JCR41234 M01234567	Over 34,000 Pounds-Tandem Axle <= 5000 LBS EXCESS	7/10/07 8/31/07	201.00 8/30/07	0.00 PPA	10/1/07
<input type="text" value="JP01"/>	Doe, John	3/27/77	TX12345678	JCR112366 M237890123	No Medical Certificate when Required	3/31/08 4/30/08	179.00 4/30/08	179.00 PPA	
<input type="text" value="JP01"/>	Doe, John	3/27/77	TX12345678	JCR112367 M237890123	No Cab Card	3/31/08 4/30/08	144.00 4/30/08	0.00 PPA	5/30/08

Process Action

E Z DATA

Civil - Criminal - Management System

Ticket Name Search | Ticket Search Results | Signoff

1 Go < < Page 1 of 1 > >

Action	Name Address	DOB	ID / DL	Cause Citation	Offense	Filed Appearance	Fine Plea	Balance	Disposed
<div>View</div> <div>JP04</div>	Doe, John	3/27/77	TX12345678	JCR41234 M01234567	Over 34,000 Pounds-Tandem Axle <= 5000 LBS EXCESS	7/10/07 8/31/07	201.00 8/30/07	0.00 PPA	10/1/07
<div></div> <div>JP01</div>	Doe, John	3/27/77	TX12345678	JCR112366 M237890123	No Medical Certificate when Required	3/31/08 4/30/08	179.00 4/30/08	179.00 PPA	
<div></div> <div>JP01</div>	Doe, John	3/27/77	TX12345678	JCR112367 M237890123	No Cab Card	3/31/08 4/30/08	144.00 4/30/08	0.00 PPA	5/30/08

Process Action

E Z DATA

Civil - Criminal - Management System

[Ticket Name Search](#) | [Ticket Search Results](#) | [Signoff](#)

Case Processing
John Doe / JCR41234 / Over 34,000 Pounds-Tandem Axle <= 5000 LBS EXCESS

Defendant							Driving Safety Course	Community Service	Deferred Disposition	Trial	Payment History
							<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Defendant	Doe, John					Date of Birth	03/27/1977				
Citation	JCR41234					Citation Date	07/10/2007				
Cause	M01234567					Citation Time	00:00				
Offense	Over 34,000 Pounds-Tandem Axle <= 5000 LBS EXCESS					Appearance Date	08/31/2007				
Docket	Traffic					Extension Date	<input type="text"/>				
Plea	<input type="text" value="Nolo Contendere"/>					Plea Date	<input type="text" value="08/30/2007"/>				
Disposition	<input type="text" value="Disposition Prior to Trial-Fined"/>					Disposition Date	<input type="text" value="10/01/2007"/>				
Fine Amount	Court Costs	Time Payment	Warrant Fee	Omnibase Fee	Collection Fee	Trn Admin Fee					
<input type="text" value="133.00"/>	<input type="text" value="68.00"/>	<input type="text" value="0.00"/>	0.00	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	0.00					
Admin Fee	Jury Fee	Special Expense	NSF Fee	Driver Record Fee	Expunction Fee						
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>						
Fines/Fees	Paid	Jail Credit	CSV Credit	Refund Amount	Balance						
201.00	201.00	0.00	0.00	0.00	0.00						

FY 2009 BUDGET SUBMISSION BUDGET REQUEST PROPOSAL

Name of Budget Request & Priority #:	Traffic Deputies
Fund/Department/Division:	33-02
Total Amount Requested:	\$373,489
Collaborating Departments/Agencies:	JP3
Contact Information (Name/Phone):	Stacy Suits 673-9682

1.	Summary Statement:	Include one or two sentences to be included in Commissioners Court materials.
		Citizens for Change on Highway 71, in a position paper, asked for more law enforcement on Highway 71 to help reduce fatalities. The number of traffic citations filed with JP3 is significantly down.
2.	Description of Request:	Describe the request, including current issues and how the request relates to the mission and services provided by the department. Include historical information related to the request where relevant.
		TCSO Law Enforcement is spread thin due to rapidly increasing population in their patrol areas. The local DPS is not up top full strength due to Homeland Security deployments near the border with Mexico. There has been an overall decrease in traffic enforcement in Precinct 3.
3a.	Pros:	Describe the arguments in favor of this proposal.
		Increased public safety and fine revenue to General Fund. Revenue positive by \$25,390 for 1 st year. Can start effective 10/01/2008 by using existing capital & equipment resources. Plan to hire experienced deputies requiring little to no training.
3b.	Cons:	Describe the arguments against this proposal.
		None
4.	Anticipated Outcome of Request and Proposed Timeline:	Timeline should include the expected dates of results and may extend past FY 09.
		. Indirect revenue to JP3 will cover both operating and amortized capital costs for FY09.
5.	Description of Program Measurement and Evaluation:	Describe how the proposal will be measured and evaluated and if this includes an independent evaluation component. In addition, indicate whether a comparative analysis of similar local programs is available.
		Each deputy should write 2,500 or more citations per year. They will concentrate on speeding violations and red light runners. Revenue \$171.21 per paid citation with 65% of the fines & fees retained by Travis County. Each "ticket" may have one or more citations on it.
6a.	Performance Measures:	List applicable current and new performance measures related to the request and note the changes for FY 09 should this request be implemented.

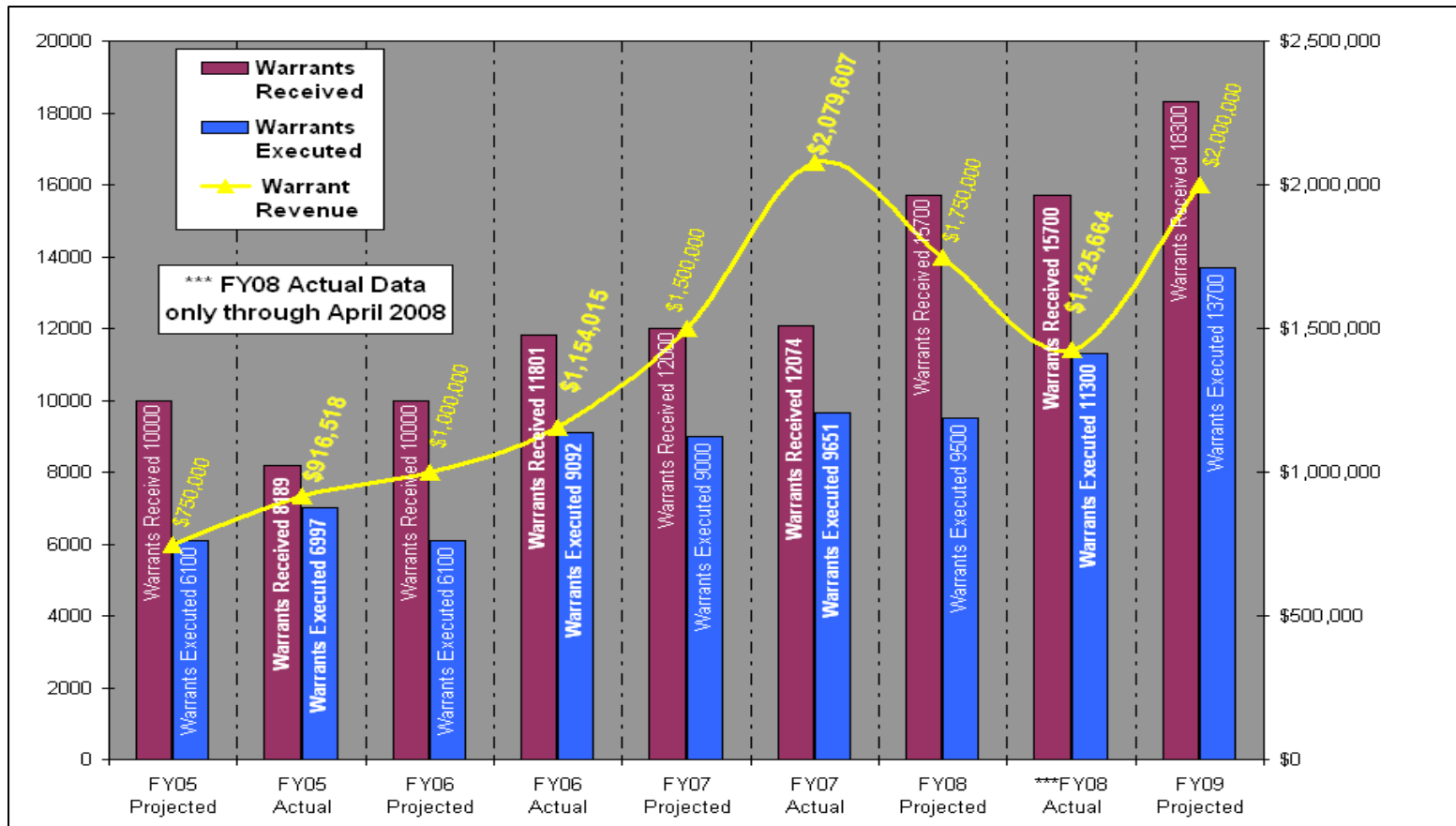
Measure Name	Actual FY 07 Measure	Revised FY 08 Measure	Projected FY 09 Measure at Target Level	Projected FY 09 Measure with Added Funding
Traffic Citations Issued	2015	4666	5000	12500

6b. Impact on Performance: Describe the impact of funding the request on departmental performance measures, service levels, and program outcomes:			
Traffic enforcement has not been a core function for CN3. This proposal will more than double our citation production.			
7. Impact of Not Funding: Describe the impact of not funding the request in FY 09.			
Continued degradation of public safety on Precinct 3 roadways.			
8. Leveraged Resources: If proposal leverages other resources such as existing internal resources or grant funding, list and describe impact. If resources from similar existing program(s) will not be reallocated, give reasons and include analysis.			
None. Intend to apply for Texas Dept. of Transportation step enforcement grants next spring.			
9. Additional Revenue: If this proposal generates additional revenue, list the amount and the assumptions used for the estimate. (Attach a copy of the form submitted to the Auditor's Office).			
7,500 citations issued. Assume 19% dismissal rate, average value of citation paid within one year of issuance is \$171.21, and that 65% of fines and fees collected are retained by Travis County. \$398,879 is projected first year revenue, additional revenue will be generated by collections beyond first year with issuance of warrants and Violation of Promise to Appear offenses added.			
10. Collaboration: If this proposal was discussed with other departments/agencies that provide similar or supporting services that could be impacted, describe impact and list the other departments/agencies and their points of contact. Suggest ways all departments/agencies can collaborate to ensure success of the proposal.			
Discussed overall traffic enforcement efforts with Judge Steeg, there have been a decrease in traffic enforcement over the last year.			
11.	If requesting a new position(s), is office space currently available? Y/N		N
	If no, attach plan from Facilities Mgmt. explaining how to acquire space for this proposal. Identify proposed position location below:		
Building Address	8656B W Hwy 71	Floor #	2
Suite/Office #	219	Workstation #	

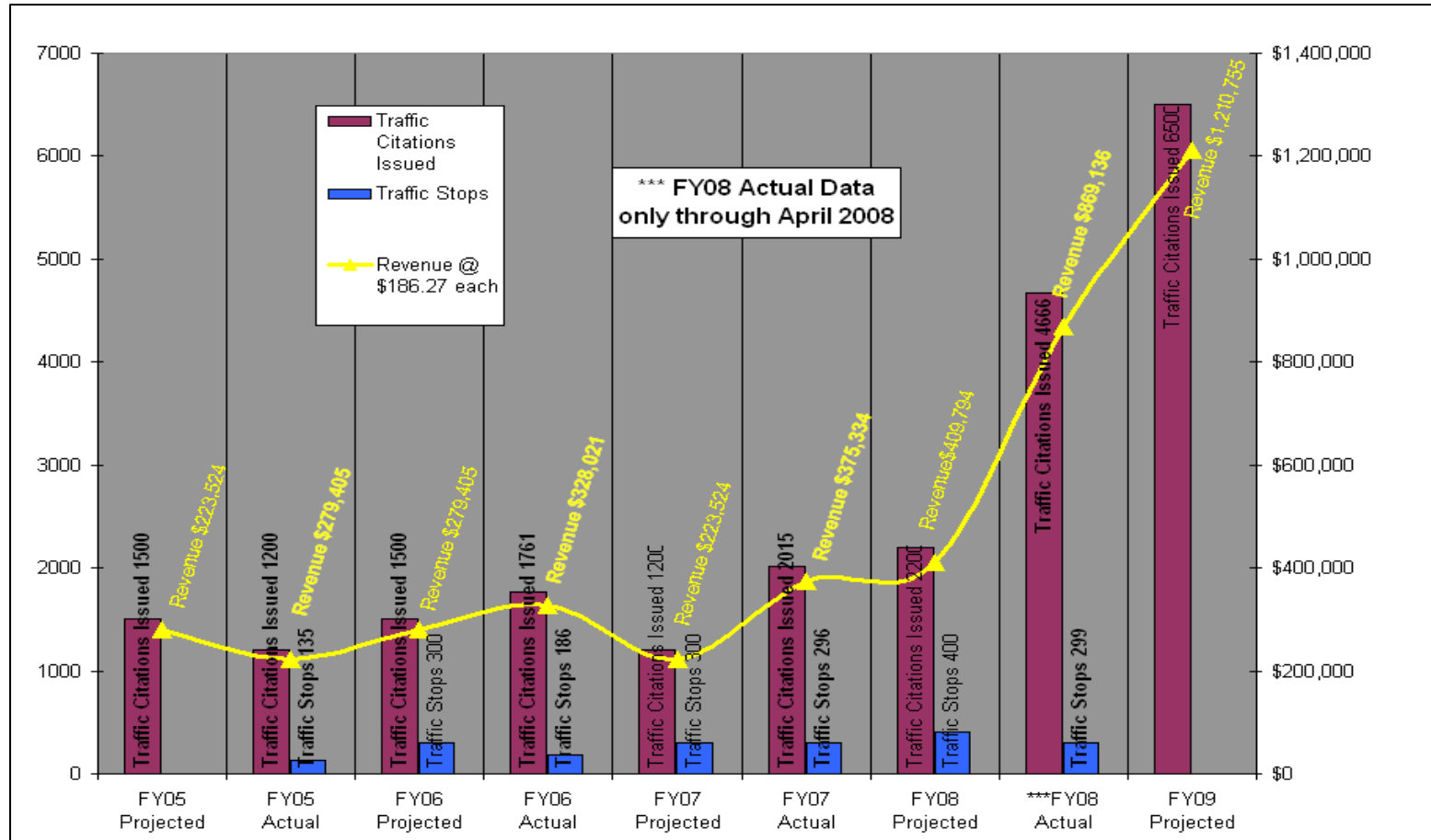
Warrant Deputies and Clerk

CN3 Request
with PB4, PB5, and Data

Projected and Actual Warrant Data FY05 – FY09

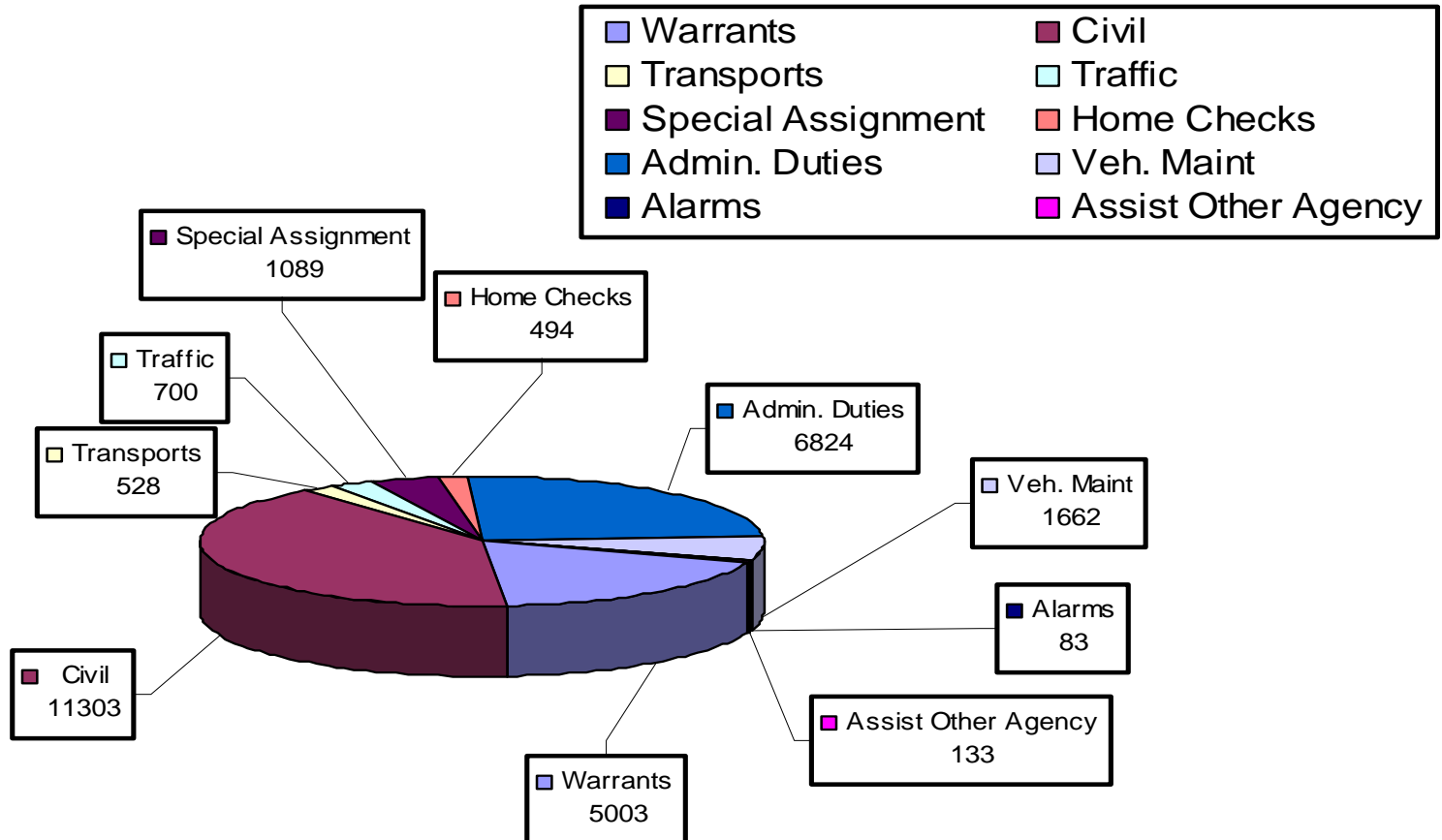


Projected and Actual Traffic Citation Data FY05 - FY09



CN3 Calls for Service FY05 – FY08

Dispatch Logs: Mar 2005 – April 2008



Warrant Revenue Spike Data FY00 - FY08

	October	November	December	January	February	March	April	May	June	July	August	September	Totals
2000-2001	31908.62	20741.5	0	22395.6	25679.5	41601	47699	40641.92	61220.29	58228.78	40168.75	38176.77	\$428,462
2001-2002	37530	34916	24171.25	52968.32	97590.86	113208.25	58026.31	54944.25	61403.75	38163.25	57707.14	37054.72	\$667,684
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2003-2004	82245.2	46602.67	71072.04	72784.98	109128.95	188449.81	126601.31	66786.06	78844.71	66749.88	67183.37	65240.67	\$1,041,690
2004-2005	45193.5	49407.89	51740.62	80043.7	151355.11	190362.73	96435.73	112350.37	130563.71	111615.71	126523.59	118563.7	\$1,264,156
2005-2006	135388.04	153703.55	141841.51	200130.36	265979.46	288240.07	181563.12	137227.88	209403.92	164780.87	233861.31	171750.03	\$2,283,870
2006-2007	181320.19	160169.08	102966.89	171258.06	286473.44	337445.37	190424.05	184807.79	157387.85	211947.66	251354.68	178035	\$2,413,590
2007-2008	187398.9	178618.11	175190.52	234785.97	554332.84	185819.76	169656.83	0	0	0	0	0	\$1,685,803

CN3 FY09 Warrant Package PB4 – Pg 1

Name of Budget Request & Priority #:	Warrant Deputies & Clerk
Fund/Department/Division:	33-02
Total Amount Requested:	\$166,070
Collaborating Departments/Agencies:	JP3
Contact Information (Name/Phone):	Stacy Suits 673-9682

1. Summary Statement: Include one or two sentences to be included in Commissioners Court materials.
Warrants received increased 45% over FY05, and then stabilized to around 12,000 per year for FY06 and FY07. Revised projection for FY08 is 15,700 and projected for FY09 is 18,300.
2. Description of Request: Describe the request, including current issues and how the request relates to the mission and services provided by the department. Include historical information related to the request where relevant.
New FTE's in FY07 for a contracted Shady Hollow Deputy and a Court Bailiff allowed us to redeploy two FTE's back into warrants to absorb the base 45% increase over FY05.
Base increase for warrants received in FY08 and FY09 is 31% over FY06 and FY07 (from 12,000 to 15,700). Projected increase from FY08 to FY09 is 17% (15,700 to 18,300).
3a. Pros: Describe the arguments in favor of this proposal.
Warrant Division needs to be expanded to handle growth in warrants received. Warrant collection/execution rate will be 75% to 80%.
3b. Cons: Describe the arguments against this proposal.
Revenue for 3 rd party collections will decrease.
4. Anticipated Outcome of Request and Proposed Timeline: Timeline should include the expected dates of results and may extend past FY 09.
Added certified warrant revenue that will cover FY09 operating costs. Indirect revenue to JP3 will cover amortized capital costs.
5. Description of Program Measurement and Evaluation: Describe how the proposal will be measured and evaluated and if this includes an independent evaluation component. In addition, indicate whether a comparative analysis of similar local programs is available.
By warrants received and warrants executed coupled with an analysis of increased revenues and target execution rate of 80%. An additional 1,200 traffic citations should be written by the field FTE's.

CN3 FY09 Warrant Package PB4 – Pg 2

6a. Performance Measures: List applicable current and new performance measures related to the request and note the changes for FY 09 should this request be implemented.

Measure Name	Actual FY 07 Measure	Revised FY 08 Measure	Projected FY 09 Measure at Target Level	Projected FY 09 Measure with Added Funding
Warrants Received	12964	15700	15700	18300
Warrants Executed	9651	11300	11300	13700
Traffic Citations Issued	2015	4666	5000	6200

6b. Impact on Performance: Describe the impact of funding the request on departmental performance measures, service levels, and program outcomes:

Adequate staffing to process projected workload increases, while maintaining current collection/execution rate.

7. Impact of Not Funding: Describe the impact of not funding the request in FY 09.

Workforce not matched to workload.

8. Leveraged Resources: If proposal leverages other resources such as existing internal resources or grant funding, list and describe impact. If resources from similar existing program(s) will not be reallocated, give reasons and include analysis.

Using existing patrol vehicles, laptops, and radios from an expired grant. No capital costs.

9. Additional Revenue: If this proposal generates additional revenue, list the amount and the assumptions used for the estimate. (Attach a copy of the form submitted to the Auditor's Office).

Additional \$96,000 in Criminal Fees for CN3 and additional \$213,336 Fines & Fees for JP3. Submitting revised Revenue Estimate Form for FY09 on this package to the Auditor.

10. Collaboration: If this proposal was discussed with other departments/agencies that provide similar or supporting services that could be impacted, describe impact and list the other departments/agencies and their points of contact. Suggest ways all departments/agencies can collaborate to ensure success of the proposal.

Discussed Judge Steeg possible increased revenue projections for traffic citations and warrants that would impact both of our offices.

11. If requesting a new position(s), is office space currently available? Y/N N

If no, attach plan from Facilities Mgmt. explaining how to acquire space for this proposal. Identify proposed position location below:

Building Address	8656B W Hwy 71	Floor #	2
Suite/Office #	219	Workstation #	

FY 2009 BUDGET SUBMISSION**Budget Request Details**

Name of Budget Request:	Warrant Deputies & Clerk								
Budget Request Priority #:		Dept #:	33	Name:	Constable - Precinct 3				

A. Personnel

Position Title	Pay Grade	FTE	Fund	Div	Fund %	Emp Type	Annual Cost		
							Salary	Benefits	Total
DEPUTY CONSTABLE	018	1.00	100	02	100%	Regular	\$ 41,349	\$ 15,774	\$ 57,123
DEPUTY CONSTABLE	018	1.00	100	02	100%	Regular	\$ 41,349	\$ 15,774	\$ 57,123
COURT CLERK I	013	1.00	100	02	100%	Regular	\$ 29,502	\$ 13,102	\$ 42,604
TOTAL PERSONNEL							\$ 112,200	\$ 44,650	\$ 156,850

B. Operating

Description	Fund	Dpt	Div	Act	Line	One-Time Cost	Ongoing Cost	Total
Overtime	100	33	02		1101		\$ 2,400	\$ 2,400
Office Equip,Furn, & Supp	100	33	02		3001		\$ 400	\$ 400
Educ,Communcatn,Eq & Supp	100	33	02		3013		\$ 600	\$ 600
Clothing, Uniforms	100	33	02		3035	\$ 660	\$ 660	\$ 1,320
Law Enforcement Eq & Supp	100	33	02		3055	\$ 3,000	\$ 200	\$ 3,200
Pre-Employment Testing	100	33	02		4016	\$ 300		\$ 300
Cellular Air Time	100	33	02		4106		\$ 1,000	\$ 1,000
TOTAL OPERATING						\$ 3,960	\$ 5,260	\$ 9,220

C. Computer/Telecommunication and Capital Related to This Request

TOTAL COMPUTER/TELECOMMUNICATION EQUIPMENT FROM ITS FORMS	\$ -		
TOTAL CAPITAL EQUIPMENT FROM CAPITAL BUDGET REQUEST (PB-6)	\$ -		
TOTAL ALL CAPITAL	\$ -		
TOTAL BUDGET REQUEST	One-Time \$	Ongoing \$	Total FY 08
TOTAL REQUESTED NON-CAPITAL (A + B)	\$ 3,960	\$ 162,110	\$ 166,070
TOTAL REQUESTED (A + B + C)	\$ 3,960	\$ 162,110	\$ 166,070
TOTAL OPERATING	\$ 3,960	\$ 5,260	\$ 9,220

Per workload measures in our Warrant Deputy PB4:

- Plan to execute 2,400 extra warrants, at 80% collection rate, with 70% of our warrants received from JP3:
 - 2,400 warrants x 80% = 1,920 executed
 - 1,920 executed x \$50 warrant fee = \$96,000 Criminal Fees for CN3
 - 1,920 warrants executed x 70% JP3 warrants = 1,344 warrants for JP3
 - 1,344 warrants x \$171.21 avg citation fine & fee = \$230,106.24 total fines & fees for JP3
- 65% of total fines and fees for JP3 are payable to Travis County
 - \$230,106 JP3 fines & fees x 65% =
\$149,569 Total Executed JP3 Warrant Rev. to Travis County

Projected Traffic Citation Revenue FY09

- $2 \text{ FTEs} \times 600 \text{ est. citations} = 1200 \text{ citations}$
- 19% dismissal rate of 1200 citations results in 972 valid citations
- $972 \text{ citations} \times 59\% \text{ within 1 year collection rate} = 573 \text{ collected citations}$
- $573 \text{ collected traffic citations} \times \$171.21 \text{ avg citation fines and fees} = \$98,103 \text{ fine and fees collected within 1 year of issuance}$
- $\$98,103 \text{ fine and fees} \times 65\% = \$63,767 \text{ Total JP3 fines and fees payable to Travis County for citations issued by CN3 within 1 year of issuance}$

First Year Gross Revenue to Travis County

\$96,000 Criminal Fees for CN3 +

\$149, 569 Total Travis County Revenue to JP3 for executed warrants +

\$63,767 Total Travis County Revenue to JP3 for CN3 Issued Traffic Citations =

\$309,336 Total Revenue to Travis County for 1st Year

First Year Net Revenue Increase to Travis County

\$309,336 for 1st Year –

\$166,070 cost of expanded Warrant Deputy Package =

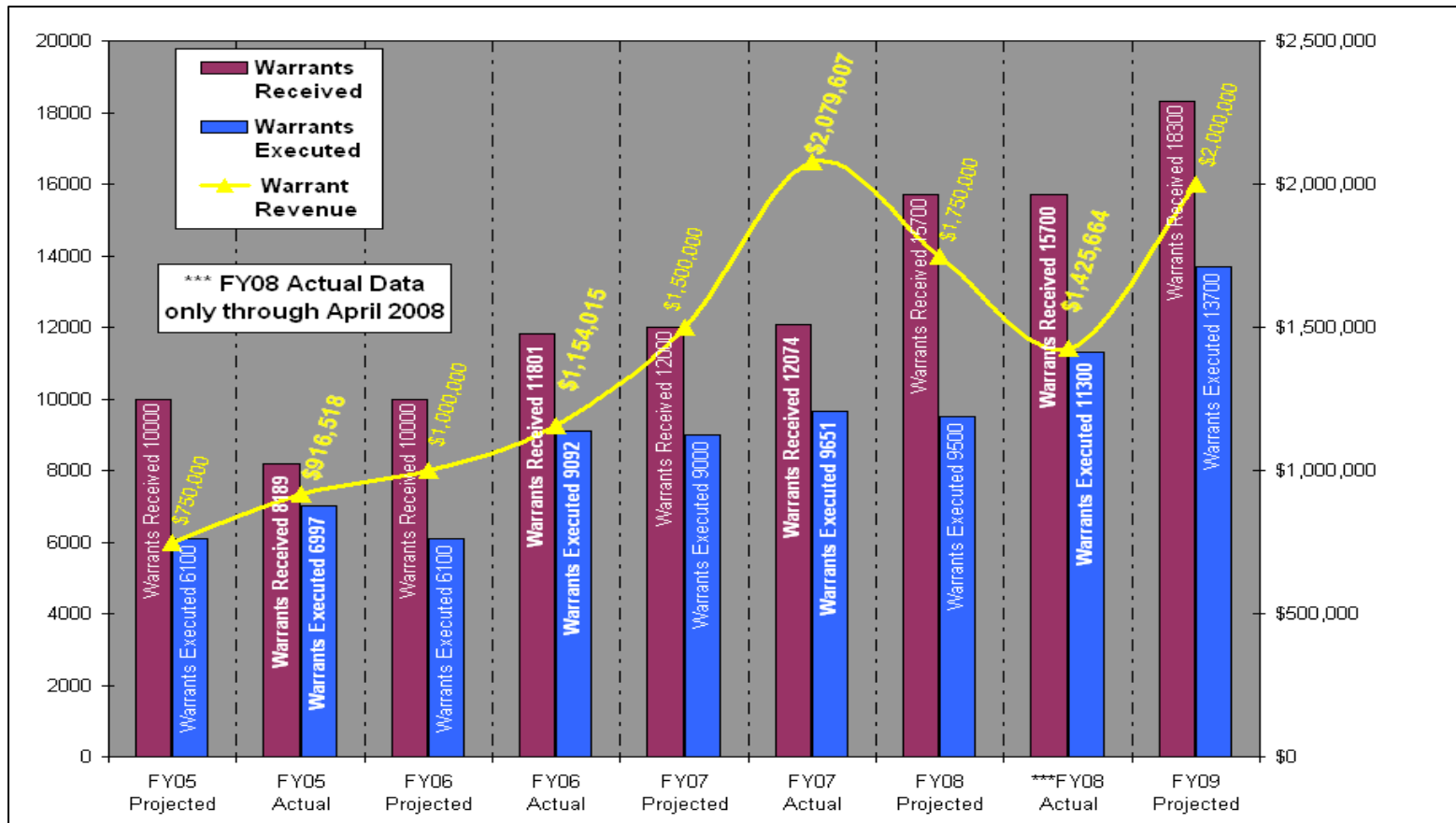
\$143,266 Revenue Positive to Travis County for 1st year

Violation Promise to Appear (VPTA) and Failure to Appear (FTA) Warrants not included in calculations

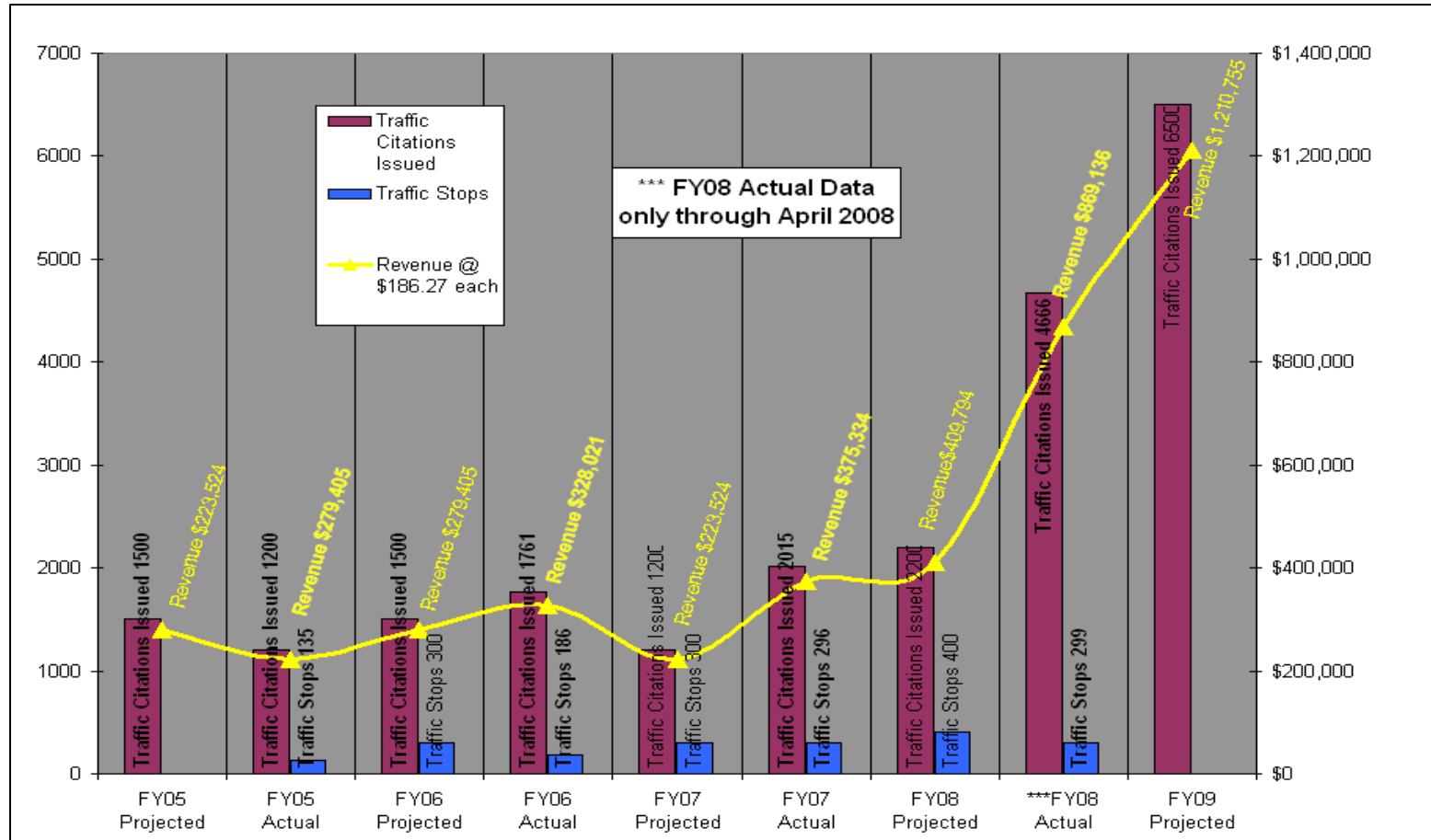
Project Worker Submission

CN3 Request
with PB4, PB5, and Data

Projected and Actual Warrant Data FY05 – FY09



Projected and Actual Traffic Citation Data FY05 - FY09



Supporting Data

FY05 - FY09

<i>Measure</i>	<i>FY 05</i>		<i>FY 06</i>		<i>FY 07</i>		<i>FY 08</i>		<i>FY09</i>
	<i>Projected</i>	<i>Actual</i>	<i>Projected</i>	<i>Actual</i>	<i>Projected</i>	<i>Actual</i>	<i>Original</i>	<i>Revised</i>	<i>Projected</i>
Warrants Received	10000	8189	10000	11801	12000	12074	15700	15700	18300
Warrants Executed	6100	6997	6100	9092	9000	9651	9500	11300	13700
Warrant Revenue	\$750,000	\$916,518 9 months	\$1,000,000	\$1,154,015 12 months	\$1,500,000	\$2,079,607 12 months	\$1,750,000	\$1,425,664 7 months	\$2,000,000
Traffic Citations Issued	1500	1200	1500	1761	1200	2015	2200	4666	6500
Traffic Stops		135	300	186	300	296	400	299	
Revenue @ \$186.27 each	\$279,405	\$223,524 6 months	\$279,405	\$328,021 6 months	\$223,524	\$375,334 12 months	\$409,794	\$869,136 7 months	\$1,210,755

*** FY08 Actual Data through April 08

Warrant Revenue Spike Data

FY00 - FY08

	October	November	December	January	February	March	April	May	June	July	August	September	Totals
2000-2001	31908.62	20741.5	0	22395.6	25679.5	41601	47699	40641.92	61220.29	58228.78	40168.75	38176.77	\$428,462
2001-2002	37530	34916	24171.25	52968.32	97590.86	113208.25	58026.31	54944.25	61403.75	38163.25	57707.14	37054.72	\$667,684
2002-2003	37032.8	33017.21	58794.33	67569.09	75303.5	124886.49	60831.2	62521.67	57849.2	75014.78	81056.24	63620.39	\$797,497
2003-2004	82245.2	46602.67	71072.04	72784.98	109128.95	188449.81	126601.31	66786.06	78844.71	66749.88	67183.37	65240.67	\$1,041,690
2004-2005	45193.5	49407.89	51740.62	80043.7	151355.11	190362.73	96435.73	112350.37	130563.71	111615.71	126523.59	118563.7	\$1,264,156
2005-2006	135388.04	153703.55	141841.51	200130.36	265979.46	288240.07	181563.12	137227.88	209403.92	164780.87	233861.31	171750.03	\$2,283,870
2006-2007	181320.19	160169.08	102966.89	171258.06	286473.44	337445.37	190424.05	184807.79	157387.85	211947.66	251354.68	178035	\$2,413,590
2007-2008	187398.9	178618.11	175190.52	234785.97	554332.84	185819.76	169656.83	0	0	0	0	0	\$1,685,803

CN3 FY09 Project Worker PB4 – Pg 1

Name of Budget Request & Priority #:	Project Workers
Fund/Department/Division:	33-02
Total Amount Requested:	\$25,315
Collaborating Departments/Agencies:	None, Internal Compensation Issue
Contact Information (Name/Phone):	Stacy Suits 673-9682

1. Summary Statement: Include one or two sentences to be included in Commissioners Court materials.

Constable 3 had to transfer \$25,246 from 001-3302-568.08-01 (REG SALARIES-TEMPORARY EMPL) to fund POPs career ladder for FY09. Five deputies will be promoted to Sr. Deputies. **Small offices like Constable 3 cannot fund their career ladder with salary savings like large offices can.**

2. Description of Request: Describe the request, including current issues and how the request relates to the mission and services provided by the department. Include historical information related to the request where relevant.

Past spending in this line item:
FY05 - \$69,044.71, FY06 – \$89,011.36, FY07 – \$75,253.52, FY08 thru 7/25/08 - \$72,743.20

3a. Pros: Describe the arguments in favor of this proposal.

Gives Constable 3 management flexibility in ramping up staffing for Warrant Round Ups and staffing during holiday season. Reduces need for comp and overtime in agency.

3b. Cons: Describe the arguments against this proposal.

Temp and Project workers do not have health benefits, sick leave, or paid holidays.

4. Anticipated Outcome of Request and Proposed Timeline: Timeline should include the expected dates of results and may extend past FY 09.

See historic data, Item 2 Maintenance of Current Efforts & Revenue

5. Description of Program Measurement and Evaluation: Describe how the proposal will be measured and evaluated and if this includes an independent evaluation component. In addition, indicate whether a comparative analysis of similar local programs is available.

See historical data, Item 2 Maintenance of Current Efforts & Revenue

CN3 FY09 Warrant Project Worker PB4 – Pg 2

6a. Performance Measures: List applicable current and new performance measures related to the request and note the changes for FY 09 should this request be implemented.				
Measure Name	Actual FY 07 Measure	Revised FY 08 Measure	Projected FY 09 Measure at Target Level	Projected FY 09 Measure with Added Funding
Maintenance of Current Efforts				
6b. Impact on Performance: Describe the impact of funding the request on departmental performance measures, service levels, and program outcomes:				
Project Workers expand our weekend coverage on an ongoing basis and increase our available staff for Warrant Round Ups.				
7. Impact of Not Funding: Describe the impact of not funding the request in FY 09.				
Decline in warrant revenues if both this request and request for additional Warrant Division staff is rejected.				
8. Leveraged Resources: If proposal leverages other resources such as existing internal resources or grant funding, list and describe impact. If resources from similar existing program(s) will not be reallocated, give reasons and include analysis.				
None				
9. Additional Revenue: If this proposal generates additional revenue, list the amount and the assumptions used for the estimate. (Attach a copy of the form submitted to the Auditor's Office).				
None, revenue preservation is objective.				
10. Collaboration: If this proposal was discussed with other departments/agencies that provide similar or supporting services that could be impacted, describe impact and list the other departments/agencies and their points of contact. Suggest ways all departments/agencies can collaborate to ensure success of the proposal.				
None, internal staffing issue.				
11.	If requesting a new position(s), is office space currently available? Y/N			N/A
	If no, attach plan from Facilities Mgmt. explaining how to acquire space for this proposal. Identify proposed position location below:			
Building Address			Floor #	
Suite/Office #			Workstation #	

FY 2009 BUDGET SUBMISSION**Budget Request Details**

Name of Budget Request:	Project Workers								
Budget Request Priority #:		Dept #:	33	Name:	Constable - Precinct 3				

A. Personnel

Position Title	Pay Grade	FTE	Fund	Div	Fund %	Emp Type	Annual Cost		
							Salary	Benefits	Total
DEPUTY CONSTABLE	018	0.25			100%	Proj Wrk	\$ 10,337	\$ 2,037	\$ 12,374
COURT CLERK I	013	0.37			100%	Proj Wrk	\$ 10,916	\$ 2,025	\$ 12,941
TOTAL PERSONNEL							\$ 21,253	\$ 4,062	\$ 25,315

B. Operating

Description	Fund	Dpt	Div	Act	Line	One-Time Cost	Ongoing Cost	Total
						\$ -		\$ -
TOTAL OPERATING						\$ -	\$ -	\$ -

C. Computer/Telecommunication and Capital Related to This Request

TOTAL COMPUTER/TELECOMMUNICATION EQUIPMENT FROM ITS FORMS	\$ -		
TOTAL CAPITAL EQUIPMENT FROM CAPITAL BUDGET REQUEST (PB-6)	P		
TOTAL ALL CAPITAL	\$ -		
TOTAL BUDGET REQUEST	One-Time \$	Ongoing \$	Total FY 08
TOTAL REQUESTED NON-CAPITAL (A + B)	\$ -	\$ 25,315	\$ 25,315
TOTAL REQUESTED (A + B + C)	\$ -	\$ 25,315	\$ 25,315

PBO Recommendation:

Last Updated 8-14-08 at 9:20am

PBO does not recommend funding this request in the Preliminary Budget. As with all internal promotion issues across the County, PBO recommends the department continue to use permanent salary savings generated through turnover to fund individual promotions.

Constable Pct. 3 Response:

Constable Pct. 3 has repeatedly placed in the top ten STATEWIDE during warrant round up. Constable Pct. 3 utilizes all available support staff, deputies, project workers, and reserve officers to accomplish this. There are no other Constables offices in Travis County that participate to the level Constable Pct. 3 does. The comparison to other Travis County Constable offices is not a fair or just comparison. Again, each Constables office is a sovereign entity and if they wish to participate it is their call.

The collections of fines and fees are paramount to clear “old warrants” and find individuals with new warrants. The cost of this participation digs into the project worker budget due to the amount of warrants cleared and the advertisement generated throughout the State of Texas. This request is not over exaggerated but necessary to maintain the level of collections for the “warrant round up”.

FY 2009 BUDGET SUBMISSION BUDGET REQUEST PROPOSAL

Name of Budget Request & Priority #:	Warrant & Civil Process Tracking System
Fund/Department/Division:	33-02 & 33-01
Total Amount Requested:	\$426,00
Collaborating Departments/Agencies:	
Contact Information (Name/Phone):	Stacy Suits 673-9682

1. Summary Statement: Include one or two sentences to be included in Commissioners Court materials.

Due to the amount of warrants Constable Pct. 3 handles on an annual basis, the need for an adequate warrant and civil process tracking system has to be explored. The current system is not adequate and CN 3 is looking into other options to assist in the collection and execution of warrants and maintain a modernize system that is web-based.

2. Description of Request: Describe the request, including current issues and how the request relates to the mission and services provided by the department. Include historical information related to the request where relevant.

CN 3 has previewed computerized web based system to assist in completely modernizing the civil and warrant tracking process. The current system is not going to perform to CN 3's expectations or the cost far exceeds placing a newer more user friendly system. CN 3 has patiently waited and supported any upgrades for the current system until it can no longer sit by and watch progress pass by. CN 3 is responsible for over 50% of the entered data for warrants and 60% of the civil process entered into the current system. The desire to seek other software for warrant and civil process has come about because there is not guarantee the current system is going to be web based. The paradigm has changed by which Constable's work with a single system that cannot keep up with the work load. With the advent of new systems in warrant and civil processing it needs to be come paramount the software changes with the needs of the customer, CN 3.

3a. Pros: Describe the arguments in favor of this proposal.

The current system is not user friendly and will not become web based to allow the general public to view their civil process along with any warrants "worked" by CN 3. CN 3 has collected over \$6,130,780.00 in fines and fees in a little over 3 years. Civil attempts have been at 100% with over 95% service completed of the 1,687 papers assigned to CN 3 as of October 1, 2007 to present. The new system would allow speedier service, faster warrant executions, and web based payments for warrants increasing the amount of monies brought in by CN 3.

3b. Cons: Describe the arguments against this proposal.

None with the exception of the cost and any ITS approval which may or may not delay the purchase and implementation.

4. Anticipated Outcome of Request and Proposed Timeline: Timeline should include the expected dates of results and may extend past FY 09.

CN 3 projects revenue to increase no less than 30% of its current ending year figures. Civil process will be served expediently and effectively. Driving to and from CN 3 headquarters for Deputies will be cut down dramatically due to "in the field" documentation.

5. Description of Program Measurement and Evaluation: Describe how the proposal will be measured and evaluated and if this includes an independent evaluation component. In addition, indicate whether a comparative analysis of similar local programs is available.

With the new software documentation will be two fold. This software will allow the public to access and pay warrants from their convenience. Warrant clearing rates shall be dramatically increased. Real time updates for civil process will also increase and at least 20% to 30% increase in service. The public will be able to access internet capability and check on status of civil process. Productivity should increase no less than 30% and allow the system to pay for itself within a year.

6a. Performance Measures: List applicable current and new performance measures related to the request and note the changes for FY 09 should this request be implemented.

Measure Name	Actual FY 07 Measure	Revised FY 08 Measure	Projected FY 09 Measure at Target Level	Projected FY 09 Measure with Added Funding
Traffic Citations Issued	2015	4666	5000	12500

6b. Impact on Performance: Describe the impact of funding the request on departmental performance measures, service levels, and program outcomes:

Traffic enforcement has not been a core function for CN3. This proposal will more than double our citation production.

7. Impact of Not Funding: Describe the impact of not funding the request in FY 09.

Continued degradation of public safety on Precinct 3 roadways.

8. Leveraged Resources: If proposal leverages other resources such as existing internal resources or grant funding, list and describe impact. If resources from similar existing program(s) will not be reallocated, give reasons and include analysis.

None. Intend to apply for Texas Dept. of Transportation step enforcement grants next spring.

9. Additional Revenue: If this proposal generates additional revenue, list the amount and the assumptions used for the estimate. (Attach a copy of the form submitted to the Auditor's Office).

Attached

10. Collaboration: If this proposal was discussed with other departments/agencies that provide similar or supporting services that could be impacted, describe impact and list the other departments/agencies and their points of contact. Suggest ways all departments/agencies can collaborate to ensure success of the proposal.

Currently the Travis County Tax Office utilizes one of these software systems and their collections rate is first within Travis County on tax payments and warrant payments. CN 3 is

second next to the Travis County Tax office in collections of fines and fees. If this system is allowed to be purchased there is no reason for all of Constables office to purchase the necessary software to utilize the same results. ITS has been notified of our intent and since the current system can not become web based without a substantial cost over and above what this system costs we have notified them of CN 3's intent to look elsewhere. This system would allow the District Clerk's office, County Clerk's Office, and the Tax office to be able utilize each other's system to exchange information in Civil Process and warrant executions.

11.	If requesting a new position(s), is office space currently available? Y/N	N
If no, attach plan from Facilities Mgmt. explaining how to acquire space for this proposal. Identify proposed position location below:		
Building Address	8656B W Hwy 71	Floor #
Suite/Office #		Workstation #

FY 2009 PRELIMINARY BUDGET SUMMARY

Department: Constable, Pct. 3 (33)
Fund: General Fund (001)

TARGET BUDGET WITH PBO RECOMMENDED REQUESTS AND OTHER CHANGES

	Operating Budget			Capital	Total with Capital	FTE	Notes
	On-going	One-time	Total				
FY 09 Target Budget Submission	1,752,621	0	1,752,621	0	1,752,621	27.00	Submitted Budget at Target Budget Level.
Recommended Requests:							
Civil Process Cert Pay	21,600	0	21,600	0	21,600	0.00	For personnel qualified in FY 08.
Replacement Vehicles	0	0	0	75,000	75,000	0.00	For three vehicles meeting replacement criteria.
Law Enforcement Equipment	0	35,800	35,800	0	35,800	0.00	Replacement law enforcement equipment.
Total FY 09 Preliminary Budget	1,752,621	35,800	1,788,421	75,000	1,863,421	27	
PBO Recommended Increase/Decrease	0	35,800	35,800	75,000	110,800	0.00	

BUDGET REQUESTS NOT RECOMMENDED FOR FUNDING

Request Name	Operating Budget			Capital	Total with Capital	FTE	PBO Comments
	On-going	One-time	Total				
POPS Parity Consultant	0	0	0	0	0	0.00	No costs associated.
Constable LT reclass	37,284	0	37,284	0	37,284	0.00	Position is part of HRMD FY 08 Job Study.
Juvenile Deputies	298,665	7,950	306,615	145,200	451,815	5.00	Does not meet criteria for new FTE.
Project Workers	25,315	0	25,315	0	25,315	0.00	Does not meet criteria for new FTE.
Warrant and Civil Process Tracking System	0	426,000	426,000	0	426,000	0.00	Recommend that dept. work with ITS for small scope pilot for FY 10
Warrant Deputies and Clerk	163,510	2,360	165,870	128,030	293,900	3.00	Does not meet criteria for new FTE.
Traffic Deputies	180,199	3,540	183,739	189,750	373,489	3.00	Does not meet criteria for new FTE.
Total Unfunded Requests	704,973	439,850	1,144,823	462,980	1,607,803	11.00	

FY 2009 BUDGET REQUEST ANALYSIS

Department: Constable, Pct. 3 (33)
Division: Civil and Criminal
Source of Funding: General Fund (001)
Request Name: Warrant and Civil Process Tracking System

	FY 09 Request	PBO Recommendation	FY 10 Cost
FTEs	0	0	0
Personnel	\$0	\$0	\$0
Operating	\$426,000	\$0	\$0
Subtotal	\$426,000	\$0	\$0
Capital	\$0	\$0	\$0
Total Request	\$426,000	\$0	\$0

Summary of Request:

This request is for the purchase of a web-based warrant and civil process tracking system. Constable, Precinct 3, does not believe the current system (IJS) is adequate for these operations and believes a new direction is necessary. The office states a new system would allow for speedier service, faster warrant executions and web-based payments and therefore increase revenue.

Budget Request Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> <i>User friendly system.</i> 	<ul style="list-style-type: none"> <i>No business or technical assessment completed.</i>
<ul style="list-style-type: none"> <i>Increased revenue.</i> 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> <i>Faster service.</i> 	<ul style="list-style-type: none">

PBO Recommendation:

PBO does not recommend this request for inclusion in the Preliminary Budget as it does not meet the criteria outline for Requests for New Technology outlined in the FY 09 Planning and Budget Manual (pg. 26). PBO recommends the office work with ITS and PBO during FY 09 to conduct a technical and business assessment to discover if it is practical to develop a pilot program for FY 10. A pilot would allow the office to test drive a system to prove its revenue potential and parcel implementation into manageable parts.

Budget Request Performance Measures:

Description	Actual FY 07 Measure	Revised FY 08 Projected Measure	Projected FY 09 Measure at Target Budget Level	Revised FY 09 Measure with Additional Resources
Traffic Citations Issued	2,015	4,666	5,000	12,500

From the performance measures submitted, the department believes that purchase of this computer system will more than double the amount of Traffic Citations issued. PBO believes that if the department considers this system to be a top priority, a business and technical assessment will bring better understanding as to reasonable expectations expected from a warrant and civil process tracking system.

Analysis/Comments:

PBO has learned from discussions with the department and ITS that a modification to the Tiburon system to achieve the functionality required by the office would cost \$750,000 and affect other county departments. The office has priced applications from two companies, Hamer and Digital Bridge, for about \$426,000. PBO believes the amount of information required to make a sound judgment on this request will require investigation during FY 09 for possible inclusion in the FY 10 budget.

According to the FY 09 Budget Manual, for new technology requests, there should be a measurable demonstration that such technology will result in at least one of the following outcomes:

- * reduced staff;
- * measurably increases the productivity of existing staff;
- * the ability to accommodate increased workload without new staff positions;
- * compliance with a new statutory requirement or other mandated technological obligation outside the County's control;
- * provide analysis and management information which measurably improves the decision making process and fiscal management in program areas;
- * measurably improves the delivery of services or use of existing assets for constituents and the public;
- * improves public safety and/or the protection of county natural resources.

A technical and business assessment should be made as to what the new technology will accomplish and whether the proposed solution is the best value for the taxpayer's dollar. This evaluation should be conducted jointly by the requestor, PBO and ITS with coordination of the Business Assessment being the responsibility of PBO, or by an independent consultant if the proposal is highly complex or expensive. In addition any Technology Requests that involve financial transactions must be reviewed and approved by the Auditor. This Business Assessment should include the following criteria:

1. A clear and detailed understanding about whether additional staff or new internal procedures or protocols are required within the department(s) to operate or maintain the system, along with a description of the impact on the operating conditions and protocols/procedures within the office(s). These impacts should be defined, or demonstrated and compared to the benefits derived from the technology.
2. An outline of future impacts due to the proposed technology in future years – that is, will there be an increase in FTE in the short run and then a decrease, or vice versa? Will there be overtime required or temporary assistance required over the period of time of implementation and beyond? Will additional staff or resources be required in ITS in order to implement the system? What are the ongoing costs for licenses and how often will the technology need upgrading? This information is critical to accurately gauge the benefits and costs of a new technology.
3. If a technology request can not comply with (1) and (2) above then the Technology Request may be broken into two phases. The first phase will be defined as a Project Definition phase where the analysis required in (1) and (2) above is determined. Funding for the second phase would depend on the approval of the results defined in phase one.

The ability to describe how an Information Technology Budget Request meets the aforementioned criteria will greatly increase the likelihood of a request's inclusion in the Preliminary Budget. Success will also be dependent upon early identification of potential requests and submitting them to ITS and PBO well ahead of the regular Budget Process cycle.

FY 2009 BUDGET REQUEST ANALYSIS

Department: Constable, Pct. 3 (33)
Division: Criminal
Source of Funding: General Fund (001)
Request Name: Warrant Deputies and Clerk

	FY 09 Request	PBO Recommendation	FY 10 Cost
FTEs	3.0	0	0
Personnel	\$156,850	\$0	\$0
Operating	\$9,7700	\$0	\$0
Subtotal	\$165,870	\$0	\$0
Capital	\$100,800	\$0	\$0
Total Request	\$266,670	\$0	\$0

Summary of Request:

This request is for two Deputies, two patrol cars equipped with MDCs and radar, and a Warrant Clerk to handle the growth of warrants received by the office.

Budget Request Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> • Clear more warrant.s • Increase in revenue. 	<ul style="list-style-type: none"> • Vague performance measures. • Proposed revenue covers only 82% of request.

PBO Recommendation:

PBO does not recommend this for inclusion of the Preliminary Budget.

Budget Request Performance Measures:

Description	Actual FY 07 Measure	Revised FY 08 Projected Measure	Projected FY 09 Measure at Target Budget Level	Revised FY 09 Measure with Additional Resources
Warrants Received	12,964	15,700	15,700	18,300
Warrants Executed	9,651	11,300	11,300	13,700
Traffic Citations Issued	2,015	4,666	5,000	6,200

Analysis/Comments:

PBO does not recommend funding for this request as it does not meet the criteria for New FTE and the performance measures are not clear. The criteria for adding new FTE are a) covered by revenue, b) internally funded, c) part of a prior Court approved program, or d) a statutory mandate.

The office states that this request would partially covered by revenue of \$220,230: \$108,000 from executing 2,400 more warrants and \$112,300 from increased traffic citations (specifics from the department are still TBD). However, PBO notes that JP-3 performance measures show a continuing decrease in traffic cases filed (21,939 in FY 07 to 16,000 projected FY 09) and a decrease in warrants issued (10,974 in FY 07 to 7,000 projected FY 09).

The performance measures supplied by either the Constable's Office or JP-3 together do not provide an indication at this point that the request would be either covered by revenue or indicate a significant workload increase that can be measured or demonstrated. This combined with tight resource constraints at this time prevent PBO from recommending this request.

Outside of the above mentioned criteria for new staff, the Commissioners Court has directed that for additional FTE in the Preliminary Budget, they must address an extraordinary and compelling need. "Extraordinary and compelling needs" are those where: "(a) the health of safety of the public or county employees would be measurably and demonstrably endangered; (b) the need is of an emergency nature; (c) the need cannot be feasibly deferred for a year; and/or (d) a significant workload increase can be measured or demonstrated involving a substantial public requirement that would result in unacceptable service failures or degradations if not funded." PBO does not believe that the department has demonstrated how the two Deputies and Warrant Clerk meet these criteria and is open to further information that may provide such a demonstration.

FY 2009 BUDGET REQUEST ANALYSIS

Department: Constable, Pct. 3 (33)
Division: Criminal
Source of Funding: General Fund (001)
Request Name: Project Workers

	FY 09 Request	PBO Recommendation	FY 10 Cost
FTEs	0	0	0
Personnel	\$25,315	\$0	\$0
Operating	\$0	\$0	\$0
Subtotal	\$25,315	\$0	\$0
Capital	\$0	\$0	\$0
Total Request	\$25,315	\$0	\$0

Summary of Request:

The department is additional resources for temporary employees to be able to flex staffing for Warrant Round Up and holiday seasons. The department transferred \$25,246 from its 08-01 line item in their FY 09 budget workbook submission to cover the promotions of five deputies.

Budget Request Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> Pay employees for completed milestones. 	<ul style="list-style-type: none"> Would be inconsistent to policy in use across other Constables Offices.

PBO Recommendation:

PBO does not recommend funding this request in the Preliminary Budget. As with all internal promotion issues across the County, PBO recommends the department continue to use permanent salary savings generated through turnover to fund individual promotions.

Budget Request Performance Measures:

Description	Actual FY 07 Measure	Revised FY 08 Projected Measure	Projected FY 09 Measure at Target Budget Level	Revised FY 09 Measure with Additional Resources
None submitted.				

Analysis/Comments:

PBO understands that HRMD is currently reviewing the Constables Offices with respect to a Non-TCSO POPS compensation study that is currently underway. HRMD recommendations will be forthcoming during the FY 09 budget process. If the department believes that individual pay increases such as this are of issue, PBO suggests the matter could be raised with HRMD and the Commissioners Court during upcoming compensation hearings.

Finally, PBO does recognize that smaller office may not achieve the same turnover rates as the larger departments that would allow promotions to be funded internally. PBO requests that the Constables work with HRMD to discuss a mechanism that would allow these smaller entities to reward the initiative of its Non-TCSO POPS FTE.

ITS

AUGUST 14, 2008

3:00 pm – 4:00 pm

INFORMATION TELECOMMUNICATION SYSTEMS
Implications of Non-Funding

<u><i>Request</i></u>	<u><i>Funded in Preliminary</i></u>	<u><i>Unfunded Ongoing Cost</i></u>	<u><i>Unfunded One-Time</i></u>	<u><i>ITS will Fund Internally</i></u>	<u><i>Impact on Operations</i></u>
Storage Increase for Growth	\$ 295,000	\$0	\$295,000	\$0	No impact until December 2009
Replacement Computers	\$1,215,895	\$0	\$702,885	\$0	PC's not replaced with unrepairable failures require allocated reserves
AS/400 Disk & Memory	\$0	\$0	\$200,000	\$0	November election activity could cause system degradation
JPS Programming Staff Succession	\$0	\$0	\$110,018	\$ 55,009 (salary savings)	JP Conversion to FACTS delayed
FACTS Financial Team Replacement	\$0	\$162,798	\$ 12,800	\$0	FACTS conversion schedule extended
Counseling & Education – Version 7 Phase 2	\$0	\$0	\$109,970	\$0	Later funding results in 2 to 3 times cost
Mobile Data Support Team	\$0	\$254,190	\$ 2,000	Salary savings for one quarter for temp	Service degradation to citizen and TCSO
Extend GAATN to East/West Command	\$0	\$0	\$516,500	\$0	Network speed continues to experience degradation
System Event Logging End of Life	\$0	\$ 51,892	\$209,236	\$0	\$148,813 is needed to insure HIPPA compliance
Identity Management – Phase I	\$0	\$0	\$1,070,000	\$0	Infrastructure not available for BEFIT
Data Center Planning	\$200,000 (in PBO)	\$0	\$0	\$0	Scope of data center study exceeds central campus requirements

Information Telecommunication Systems Implications of Non-Funding

PBO RECOMMEND REQUEST AT REDUCED LEVELS

Request Name	Operating Budget			Capital	Total with Capital	FTE	Notes
	0	One-time	Total				
Storage Increase for Growth			0	295,000	295,000	0.00	IMPACT ON SERVICE: The \$295,000 in the Preliminary Budget will meet the growth expectations through FY09 providing no unexpected surge in disk space needs are required during the year. Assuming the current trends additional disk space will be required no later than November or December of 2009. Amount not approved by PBO in FY 09 Preliminary \$295,000
Replacement Computers (Dept 90)	0	0	0	1,215,895	1,215,895	0.00	IMPACT ON SERVICE: This reduction will impact productivity in every department. Many departments may be impacted with hardware failures as no maintenance is available. Also the inability to run specific software may occur due to older technology resulting in work stoppage for effected user departments. Also, given our 4-year replacement recommendation, we will have about 600 PCs that will be out of warranty from 6 months to 18 months before they will be replaced. We will upgrade approximately 1000 PCs and notebooks with additional RAM before the end of the year because their PCs will not be replaced. If a PC is out of warranty and cannot be repaired, we will have to ask for funding from the reserves to replace it. Amount not approved by PBO in FY 09 Preliminary \$702.885

Information Telecommunication Systems Implications of Non-Funding

BUDGET REQUESTS NOT RECOMMENDED FOR FUNDING

Request Name	Operating Budget			Capital	Total with Capital	FTE	Notes
	On-going	One-time	Total				
Maint. of Current Effort							
AS/400 Disk and Memory	0	0	0	200,000	200,000	0.00	IMPACT ON SERVICE: Voter Registration, Tax Office and H. T. E. users both internal and public will experience performance degradation as usage begins to approach capacity. NOTE: A stop gap install of minimum disk had to be completed in FY08 prior to the elections. Also please note, a presidential election is scheduled for early FY09'.

Information Telecommunication Systems Implications of Non-Funding

BUDGET REQUESTS NOT RECOMMENDED FOR FUNDING CONTINUED							
Request Name New Initiatives	Operating Budget			Capital	Total with Capital	FTE	Notes
	On-going	One-time	Total				
JPS Programming Staff Succession	0	110,018	110,018	0	110,018	1.00	IMPACT ON SERVICE: With the conversion of the JPs to the Dorado, we will need to continue the one-time funding of the Temp Employee currently working on the Unisys. Without this funding we will have to reallocate the current staff with Unisys knowledge to support this project. This will leave Juvenile and HHS with no IT support for as long as it takes to convert and follow up problem solving approximately 4-6 months. Request minimum one-time funding of temporary employee for 6 months: \$55,009
FACTS Financial Team Replacement	162,798	12,800	175,598	9,036	184,634	2.00	IMPACT ON SERVICE: This request to partially replace the three staff members from the Audit Department who have been assigned to the FACTS Project and will now be reassigned to the BEFIT Project. Without staff with Financial Systems knowledge, the final conversion of JPs to FACTS will be extended beyond the 18 months planned for the Dorado. This will require a renewal of the Dorado at an annual cost of \$150,000 and will again extend the FACTS project timeline. Financial System knowledge is also required to assist the current FACTS users with month end out of balance situations as the books are closed each month.

Information Telecommunication Systems Implications of Non-Funding

BUDGET REQUESTS NOT RECOMMENDED FOR FUNDING CONTINUED							
Request Name	Operating Budget			Capital	Total with Capital	FTE	Notes
	On-going	One-time	Total				
Counseling and Education Upgrade-Tiburon V7 Phase 2	0	0	0	109,970	109,970	0.00	IMPACT ON SERVICE: Tiburon originally dropped this application from their product line, which would have required us to go out for a new solution at an estimated cost of 300K to 400K. Vendor has now agreed to continue the support of this product provided we include this upgrade with the current Version 7 project. Not approving this will result in two to three times this cost at a later date. It is not an option to not have a functional system for this department.
Mobile Data Support Team	254,190	2,000	256,190	24,204	280,394	4.00	IMPACT ON SERVICE: Without funding ITS will not be able to meet operational requirements of TCSO resulting in safety liabilities for Travis County. • TCSO will experience continued degradation of service to Officers, mobile field staff due to increase in funding of devices without approval of funding of adequate support. Staff has been requested in past budget submissions but not funded. • ITS is concerned that it will lose the ONE staff member providing the current 24 X 7 support. A relocation of internal staff would result in the degradation or elimination of IT support for one or more departments (i.e. Med Exam, HHS, IJS)

Information Telecommunication Systems Implications of Non-Funding

BUDGET REQUESTS DEFERRED TO FY 10

Request Name	Operating Budget			Capital	Total with Capital	FTE	Notes
	On-going	One-time	Total				
Maint. of Current Effort							
Extend GAATN to East/West Command	0	0	0	516,500	516,500	0.00	IMPACT ON SERVICE: PBO requested the Department to look for items that possibly could be deferred. ITS suggested this item however the impact on service is all communication to these command centers is running at unacceptable speeds to support TCSO. The Network speeds are continuing to experience degradation as enhancements are made to the IJS system used by TCSO. This is especially noticeable in the processing of crime scene video as this has become a prime evidence tool.
New Initiatives							
System Event Logging End of Life	51,892	0	51,892	209,236	261,128	0.00	IMPACT ON SERVICE: A minimum of \$148,813 is needed to insure HIPPA compliance. PBO requested the Department to look for items that possibly could be deferred. ITS suggested this item however the current system will provide for all the needed compliance with HHS HIPPA Security Requirements. Failure to fund this EOL replacement initiative will result in Travis County not being able to obtain support of a discontinued security appliance. This could result in the County falling out of compliance with both local and federal policies for logging user access and activity of electronic protected health information and the periodic review, analysis, and archiving of such logs. Also, any delay will result in the loss of special pricing from Novell and LogLogic resulting in significantly higher costs at later date.

Identity Management Framework FY2009 Capital Cost Estimates ITS Department Joe Harlow

Identity Management Framework **Estimated Project Cost (All Phases)**

- Total Project Cost: \$3.64M
 - Total estimated hardware/software, and professional services
- Three Fiscal Years: 2009 through 2011
 - \$1.07M: FY2009 (Phase I)
 - \$2.57M: FY2010/11(Phases 2 through 4)

Travis County *Primary* Business Drivers for Identity & Access Management (IAM)

Business Facilitation

Support deployment of new financial system

- New financial system should be supported by a robust IAM Framework
- Supports new functions:
 - employee/vendor self-service
 - advanced reporting
 - workflow
 - secure electronic transactions with vendors
- Improved deployment of county-wide applications without increased support costs

Cost Savings

Reduce cost of services & slow IT resource growth

- IDM reduces cost based services as soon as they are no longer needed (pager, cell phone, Blackberry, software licenses) by employees
- Reduce user system administrative costs per application through integrated IDM
- Increase efficiency in provisioning new hires and de-provisioning terminations and transfers

Operational Efficiency

Improve service levels & response times; Effective Resource Usage

- Improve admin tasks through automation & reduce errors
- Provide self-service for employees and non-employees resulting in improved service
- Easily add attorneys, state and city employees, contractors, volunteers, to applications using work flow approvals by non-technical staff

Security & Risk Mgt

Better Regulatory Compliance; Auditing; Incident Handling

- Eliminate inconsistent identity information across all applications and systems
- Consistently apply policies and enforce them across all applications and systems
- Provide evidence of regulatory compliance including audit trails and activity reports for HIPAA, CJIS, and external financial audit

8/06/08

Data Center Planning

1. The Data Center serves county-wide data needs, so future Data Center planning must be based on future projection of County-wide data needs, not just Central Campus.
2. The Data Center is facing a critical need for expansion in the short term (by October 2010). There may be limited expansion capacity at Gault, if some staff area is vacated, but this may not be sufficient to meet Data Center needs through 2013 or later, depending on when new facilities are built in Central Campus. In order to reliably provide for future County data needs, the Data Center planning should not depend solely on the outcome of the Central Campus Planning study, which has complexities and uncertainties which may result in an uncertain schedule for the construction of new Data Center space as part of Central Campus development.
3. In order to meet the near term growth needs (2010-2013) of the Data Center, a separate Data Center planning study could consider either a dual location (downtown plus an expansion of the remote site planned for the Ruiz building at Airport Blvd) or a new remote only location and/or some expansion of the current location at the Gault (provided staff can be relocated). This can move forward independently from the Central Campus redevelopment as it would not be constrained by the limited scope of the Central Campus Planning Study, which is only looking at a sub-set of the county functions supported by the Data Center.
4. The Data Center planning consultant (network engineer BICSI certified) should be managed directly by ITS, and not as a sub-consultant to the Central Campus planning prime firm who in turn is reporting to the "Contract Management" team (AO/PBO/SACC) and project managers in FMD and PBO. This is a technology certification and the oversight should be performed by the County ITS technical management.
5. The Data Center planning consultant should also be responsible for other network infrastructure issues in the Central Campus planning study, such as the impact to fiber network capacities of increasing data needs and review the standard sizing of MDF and IDF rooms throughout the Central Campus. The Data Center planning consultant will also review network capacity and connectivity and the standard sizing of MDF and IDF closets for facilities outside the Central Campus.
6. The Data Center planning consultant can participate in the Central Campus planning study as an independent collaborative team member, just as the real estate broker, receiving information from and providing input to the Central Campus planning consultant.

FFY 2009 PRELIMINARY BUDGET SUMMARY

Department: Information and Telecommunications Systems (12)
Fund: General Fund (001)

TARGET BUDGET WITH PBO RECOMMENDED REQUESTS AND OTHER CHANGES

	Operating Budget			Capital	Total with Capital	FTE	Notes
	On-going	One-time	Total				
FY 09 Target Budget Submission	15,934,181	0	15,934,181	0	15,934,181	103.00	Submitted at Target Budget Level
PBO Change (Salary changes, midyear change, etc...)	(13,364)	0	(13,364)	0	(13,364)	0.00	Salary Savings Adjustment
PBO Change (Salary changes, midyear change, etc...)	(86,701)	0	(86,701)	0	(86,701)	(1.00)	ITS agreement to return Business Analyst III slot to District Clerk for FY 09. Will return to ITS in FY 10.
Recommended Requests:							
Maint. of Current Effort							
Maintenance Agreements	219,082	0	219,082	0	219,082	0.00	Contract escalation for various maint agreements. Orig. request \$599,293.
Tiburcon V7 Phase 2	0	0	0	684,335	684,335	0.00	Continuation of FY 08 Comm Court approved project
Unisys Replacement	0	0	0	476,730	476,730	0.00	Replace current Unisys with new system--reduce on-going Maint Agreement request by \$270,973.
Power Growth in Data Center	0	0	0	150,000	150,000	0.00	Add two FDC to Data Center.

Data Network End of Life	0	0	0	0	0	0	300,000	300,000	0.00	Data network replacement equipment. Orig. request \$660,000.
Replace Storage Area Network Switches	0	0	0	0	0	0	610,000	610,000	0.00	FY 08 approved, but Risk Mgmt Fund as funding source fell through.
MS Windows HW Replacement	0	0	0	0	0	0	131,250	131,250	0.00	Replace 21 Windows Servers
Server Replacement	0	0	0	0	0	0	450,000	450,000	0.00	Replace EOL, out of warranty servers
Chassis Replacement	0	0	0	0	0	0	190,000	190,000	0.00	Replace 10 Blade Chassis
Replace UPS in CJC	0	0	0	0	0	0	51,370	51,370	0.00	Replace 9 UPS in CJC Bldg that have failed.
UPS installation in IDF/MDF	0	0	0	0	0	0	300,000	300,000	0.00	Replace EOL UPS systems in IDF/MDF
Cont. Cool Rack project	0	0	0	0	0	0	0	0	0.00	Cool Racks installation for Data Center - Recommended \$250,000 in FM Budget.
FACTS IJS Temps	0	38,039	38,039	0	0	0	38,039	38,039	0.00	Backfills for two depts for 2 Qs.
Additional Chassis for Growth	0	0	0	0	0	0	68,000	68,000	0.00	For Blade Server growth.
Storage Increase for Growth				0	0	0	295,000	295,000	0.00	Increase storage capacity for county servers.
TSM Upgrade	0	0	0	0	0	0	162,000	162,000	0.00	TSM Backup Server HW and SW upgrade.
Replacement Computers (Dept 90)	0	0	0	0	0	0	1,215,895	1,215,895	0.00	Scheduled replacement / upgrade of County Desktops, laptops, phones and printers
Subtotal MCE	219,082	38,039	257,121	5,084,580	5,341,701	0.00				

New Initiatives									
Remote IDF Access Control	0	0	0	182,785	182,785	0.00	Card key readers for control and access--- recommended by Security Comm.		
Data Center Planner	0	0	0	0	0	0.00	Integral Part of Central Campus Needs Analysis request. \$200,000 placed in Planning Reserve.		
Infrastructure to monitor IDF	0	0	0	90,000	90,000	0.00	Environmental monitoring of 180 IDF/MDF.		
New Financial System - Identity Management Architecture (IMA)	0	91,902	91,902	0	91,902	1.00	One FTE recommended to begin implementation work.		
Subtotal NI	0	91,902	91,902	272,785	364,687	1.00			
Total FY 09 Preliminary Budget	16,053,198	129,941	16,183,139	5,357,365	21,540,504	103.00			
PBO Recommended Increase/Decrease	119,017	129,941	248,958	5,357,365	5,606,323	0.00			

BUDGET REQUESTS NOT RECOMMENDED FOR FUNDING

Request Name	Operating Budget			Capital	Total with Capital	FTE	Notes
	On-going	One-time	Total				
Maint. of Current Effort							
Symantec Control Compliance Suite	20,940	0	20,940	52,920	73,860	0.00	Microsoft Active Directory. Will aid IMA initiative.
Expansion of Tape Media	0	65,000	65,000	0	65,000	0.00	Additional back up and restore tape media. Orig. request \$130,000. Funding constraints prevent recommendation.
Mobile VPN Implementation for MDCs	0	0	0	40,000	40,000	0.00	Cisco mobile VPN solution for MDCs. Funding constraints prevent recommendation.
Application Security - additional licenses	0	0	0	44,000	44,000	0.00	License true up for security tool. Funding constraints prevent recommendation.
AS/400 Disk and Memory	0	0	0	200,000	200,000	0.00	Upgrade memory and disk capacity. Funding constraints prevent recommendation.
Subtotal MCE	20,940	65,000	85,940	336,920	422,860	0.00	
New Initiatives							
JPS Programming Staff Succession	0	110,018	110,018	0	110,018		Not recommended du to FACTS implementation schedule re-prioritization.
FACTS Financial Team Replacement	162,798	12,800	175,598	9,036	184,634	2.00	Not recommended du to FACTS implementation schedule re-prioritization.

New Initiatives (cont.)									
New Financial System - (BEFIT) ITS Resources - Version 3	97,957	2,688	100,645	7,160	107,805	1.00	Version 2 received on 7/17/08. Revision of earlier request.		
Market Salary Survey pay increases	150,000	0	150,000	0	150,000	0.00	Recommendation pending Commissioners Court action on FY 08 HRMD Market Salary Survey.		
Counseling and Education Upgrade-Tiburón V7 Phase 2	0	0	0	109,970	109,970	0.00	Omitted in original V7 upgrade planning by vendor. Vendor will now undertake. PBO would recommend if funds become avail.		
Security Engineering Resources	158,817	1,000	159,817	52,100	211,917	2.00	Not recommended due to resource and space constraints.		
Two New Data and Voice FTE	94,672	0	94,672	8,120	102,792	2.00	Not recommended due to resource constraints.		
Mobile Data Support Team	254,190	2,000	256,190	24,204	280,394	4.00	Not recommended due to resource and space constraints.		
ITS Asset Deployment Mgr	76,408	0	76,408	5,035	81,443	1.00	Not recommended due to resource constraints.		
ITS Vehicles	0	0	0	73,000	73,000	0.00	Vehicles do not meet both age and mileage criteria.		
Subtotal NI	994,842	128,506	1,123,348	288,625	1,411,973	13.00			
Total Unfunded Requests	1,015,782	193,506	923,672	625,545	1,834,833	13.00			

BUDGET REQUESTS DEFERRED TO FY 10

Request Name	Operating Budget			Capital	Total with Capital	FTE	Notes
	On-going	One-time	Total				
Maint. of Current Effort							
Persystent Enterprise Software	18,000	0	18,000	80,000	98,000	0.00	Remote Monitoring tool--Phase II.
Data Replication for Panda/Paisano Servers	7,500	0	7,500	42,500	50,000	0.00	Data replication for windows servers.
Retraining Computer Operators	0	60,200	60,200	0	60,200	0.00	Due to changes in job functions.
Additional Staff Training	48,000	0	48,000	0	48,000	0.00	For system and network engineers.
ME VAST Application Training	0	5,128	5,128	0	5,128	0.00	Training for new ME system.
SSL VPN Upgrade	0	21,000	21,000	0	21,000	0.00	Training for new apps, SW and other tech.
VPN Virtual Machines	0	0	0	44,000	44,000	0.00	Add VPN for user access outside of Travis County.
Extend GATTN to East/West Command	0	0	0	70,500	70,500	0.00	Remote IT access to programs and services.
Backbone Bandwidth Upgrade	13,500	0	13,500	516,500	516,500	0.00	Extend fiber networks between 2 locations.
Cooled Rack for USB	0	0	0	135,000	148,500	0.00	Upgrade backbone from 1Gb to 10Gb.
Subtotal MCE	87,000	86,328	173,328	75,000	1,136,828	0.00	For Help Desk Servers.

New Initiatives									
Server Lift	0	0	0	0	17,000	17,000	0.00	Used to install servers in high places on racks.	
MDC Encryption w/McAfee	2,300	14,950	17,250	0	17,250	17,250	0.00	Data encryption on MDCs.	
Application Dependency and Discovery Mapping	20,000	0	20,000	230,000	250,000	250,000	0.00	To reduce unmanaged configs on production systems.	
Network Quality of Service Monitoring	0	10,000	10,000	165,000	175,000	175,000	0.00	Service monitoring tool.	
System Event Logging End of Life	51,892	0	51,892	209,236	261,128	261,128	0.00	Logging appliance for regulatory requirements.	
Extend SAN to DR site	0	0	0	456,000	456,000	456,000	0.00	To perform offsite backups	
UPS and FDC at DR Site	0	0	0	389,333	389,333	389,333	0.00	Electrical prep for Disaster Recovery Site.	
24/7 Staffing	458,454	0	458,454	43,320	501,774	501,774	6.00	24/7 coverage for Network Services team.	
Network Access Control Phase III	0	0	0	148,302	148,302	148,302	0.00	Network access control policy.	
Mobile Extension and IP Phone	0	0	0	75,000	75,000	75,000	0.00	For telecommuting.	
Email Retention Software	15,000	0	15,000	62,000	77,000	77,000	0.00	To comply with email retention policy.	
Phase 3 Tiburon upgrade	0	0	0	729,750	729,750	729,750	0.00	IJS Modules for TCSO.	
ITS Service Management Improvement	20,000	87,500	107,500	142,500	250,000	250,000	0.00	HW/SW and trng to extend service desk capabilities.	
Assistant Director (CIO)	134,127	2,000	136,127	4,440	140,567	140,567	1.00	Asst manager position to report to current CIO.	
Subtotal NI	701,773	114,450	816,223	2,671,881	3,488,104	3,488,104	7.00		
Total Requests Deferred	788,773	200,778	989,551	3,635,381	4,624,932	4,624,932	7.00		

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FY 2009 BUDGET REQUEST ANALYSIS

Department: Information and Telecommunications Systems (12)
Division: 1230
Source of Funding: General Fund (001)
Request Name: Consolidated Maintenance of Current Effort (MCE)

	FY 09 Request	PBO Recommendation	FY 10 Cost
FTEs	0	0	0
Personnel	\$0	\$0	\$0
Operating	\$788,272	\$257,121	\$219,082
Subtotal	\$788,272	\$257,121	\$219,082
Capital	\$7,264,160	\$5,084,580	\$0
Total Request	\$8,052,432	\$5,341,701	\$219,082

Summary of Request:

The following 22 MCE requests were put forward by the department for consideration for FY 09:

Request Name	Operating			Capital	Total with Capital	FTE
	On-going	One-time	Total			
Tiburon V7 Phase 2	0	0	0	684,335	684,335	0.00
Maintenance Agreements	599,293	0	599,293	0	599,293	0.00
Unisys Replacement	0	0	0	476,730	476,730	0.00
Power Growth in Data Center	0	0	0	150,000	150,000	0.00
Data Network End of Life	0	0	0	660,000	660,000	0.00
Replace SAN Switches	0	0	0	610,000	610,000	0.00
MS Windows HW Replacement	0	0	0	131,250	131,250	0.00
Server Replacement	0	0	0	554,000	554,000	0.00
Chassis Replacement	0	0	0	190,000	190,000	0.00
Replace UPS in CJC	0	0	0	51,370	51,370	0.00
UPS installation in IDF/MDF	0	0	0	300,000	300,000	0.00
Cont. Cool Rack project	0		0	216,000	216,000	0.00
FACTS IJS Temps	0	38,039	38,039	0	38,039	0.00
Additional Chassis for Growth	0	0	0	68,000	68,000	0.00
Storage Increase for Growth			0	590,000	590,000	0.00
Symantec Control Compliance Suite	20,940	0	20,940	52,920	73,860	0.00
TSM Upgrade	0	0	0	162,000	162,000	0.00
Expansion of Tape Media	0	130,000	130,000	0	130,000	0.00
Mobile VPN Implementation	0	0	0	40,000	40,000	0.00
Application Security licenses	0	0	0	44,000	44,000	0.00
AS/400 Disk and Memory	0	0	0	200,000	200,000	0.00
Replacement Computers	0	0	0	2,083,555	2,083,555	0.00
Total MCE Requests	620,233	168,039	788,272	7,264,160	8,052,432	0.00

These requests were those that support maintenance of current effort, are contractually required or are part of a project already committed to by the Commissioners Court that require funding.

Budget Request Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> • <i>Network uptime will be maintained.</i> 	<ul style="list-style-type: none"> • <i>Requires substantial personnel hours and coordination to implement.</i>
<ul style="list-style-type: none"> • <i>Manufacturer support costs can be controlled.</i> 	<ul style="list-style-type: none"> • <i>Substantial on-going County funds are expended to maintain existing levels of service.</i>
<ul style="list-style-type: none"> • <i>Reduction in trouble ticket calls.</i> 	<ul style="list-style-type: none"> • <i>Gartner states that one system administrator is needed for every 20 new servers.</i>
<ul style="list-style-type: none"> • <i>Ensure failures do not increase with time.</i> 	<ul style="list-style-type: none"> • <i>Continuing server growth will require new ITS FTE to manage.</i>
<ul style="list-style-type: none"> • <i>Ensure Travis County runs on current software versions.</i> 	<ul style="list-style-type: none"> • <i>Large capital cost.</i>
<ul style="list-style-type: none"> • <i>Decrease time for backup processes.</i> 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • <i>Increasing cooling capacity will protect existing investment in equipment and data.</i> 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • <i>Protection from damage due to power fluctuations.</i> 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • <i>Most MCE requests are one-time costs.</i> 	<ul style="list-style-type: none"> •

PBO Recommendation:

PBO recommends inclusion of the following maintenance of current effort requests in the Preliminary Budget:

Request Name	Operating			Capital	Total with Capital	FTE
	On-going	One-time	Total			
Tiburon V7 Phase 2	0	0	0	684,335	684,335	0.00
Maintenance Agreements	219,082	0	219,082	0	219,082	0.00
Unisys Replacement	0	0	0	476,730	476,730	0.00
Power Growth in Data Center	0	0	0	150,000	150,000	0.00
Data Network End of Life	0	0	0	300,000	300,000	0.00
Replace SAN Switches	0	0	0	610,000	610,000	0.00
MS Windows HW Replacement	0	0	0	131,250	131,250	0.00
Server Replacement	0	0	0	450,000	450,000	0.00
Chassis Replacement	0	0	0	190,000	190,000	0.00
Replace UPS in CJC	0	0	0	51,370	51,370	0.00
UPS installation in IDF/MDF	0	0	0	300,000	300,000	0.00
Cont. Cool Rack project	0		0	0	0	0.00
FACTS IJS Temps	0	38,039	38,039	0	38,039	0.00
Additional Chassis for Growth	0	0	0	68,000	68,000	0.00
Storage Increase for Growth	0		0	295,000	295,000	0.00
Symantec Control Compliance Suite	0	0	0	0	0	0.00
TSM Upgrade	0	0	0	162,000	162,000	0.00
Expansion of Tape Media	0	0	0	0	0	0.00
Mobile VPN Implementation	0	0	0	0	0	0.00
Application Security licenses	0	0	0	0	0	0.00
AS/400 Disk and Memory	0	0	0	0	0	0.00
Replacement Computers	0	0	0	1,215,895	1,215,895	0.00
Total MCE Recommendations	219,082	38,039	257,121	5,084,580	5,341,701	0.00

Analysis/Comments:

The following is a brief synopsis of the above listed requests and recommended amounts:

1. Tiburon V7 Phase 2

This request is FY 09 funding for the completion of Phase II of the upgrade plan for the Tiburon Public Safety and Justice Applications, approved by Commissioners Court on October 2, 2007.

2. Maintenance Agreements:

This request is to provide for contract increases relating to maintenance coverage for existing software and hardware, including existing systems upon expiration of warranty. **PBO has recommended \$219,082 which is \$380,211 less than the requested amount (\$599,523).** This is due to decreases in the Unisys Maintenance line item (\$270,973, see #3 below), the recommendation of a "Digital Video Transport" package for RMCR that reduces this line item by \$43,977 for elimination of I-NET costs in FY 09 and PBO's recommendation that the department absorb \$65,261 in escalations for Tiburon FACTS and Law Enforcement maintenance.

3. Unisys Replacement

This \$476,730 capital request is for a Unisys Server and Software to replace the current system that supports the JPs and is no longer supported by any maintenance agreements and has no remaining spare parts. Recommendation of this one-time capital request will allow for the on-going Maintenance Agreements request to be decreased by \$270,973 from the originally requested amount (\$599,523). Upon JP final conversion to FACTS (approx 18 months), the department states that it can sell the server on the used market for approximately \$100,000.

4. Power Growth in Data Center

Power requirements have increased four-fold in the past two years. For additional electrical power required by the Data Center, ITS requests two Floor Distribution Centers (FDC). These FDC will distribute power in the Data Center to handle the increasing demand for network, service and storage equipment.

5. Data Network End of Life

The department will be replacing routers, switches, firewalls and related components for the data network infrastructure. **This request was reduced by ITS from \$660,000 to \$300,000.**

6. Replace Storage Area Network Switches

These oil-damaged switches were approved by Commissioners Court for replacement during the FY 08 Budget Process. At that time, it was believed that the Risk Management Fund was the appropriate source of funding. However, after further investigation, that was not possible.

7. MS Windows HW Replacement

This request is for the replacement of 21 Windows Servers as part of the department's end of life replacement policy.

8. Server Replacement

This request is for replacement of 44 network servers as part of the department's end of life replacement policy. **The department originally requested \$554,000 but later revised that request to \$450,000.**

9. Chassis Replacement

This request is to replace 10 chassis that hold blade servers as part of the department's end of life replacement policy.

10. Replace UPS in CJC

This request is to replace nine Uninterruptible Power Supplies at the CJC building that have failed.

11. UPS installation in IDF / MDF

This request is for 43 replacement and 43 new UPS Systems for IDF and MDF spaces supporting data and voice network equipment.

12. Cont. Cool Rack Project

"Cooled Racks" remove heat load from the Data Center. This request is for a chiller and 4 racks and associated components. **\$250,000 is recommended in the FM budget for this project.**

13. FACTS IJS Temps

This request is for the continuation of two backfill full time temporary employees for the Justices of the Peace and the Probate Court for the first two quarters of FY 09.

14. Additional Chassis for Growth

This request is for two additional blade server chassis for 25 new blade servers to be deployed in FY 09.

15. Storage Increase for Growth

This request is for \$590,000 for 17 Terabytes of storage space (disk drives, software and installation) to address increasing storage requirements from TCSO patrol video, campus video, DMS imaging systems, FACTS database and other data growth. \$295,000 is recommended for the Preliminary Budget.

16. Symantec Control Compliance Suite

This request is to add the Active Directory auditing module to the Symantec Control Compliance Suite. Active Directory auditing capabilities will allow the security team to implement automated auditing of remote computers for HIPAA and CIJIS regulation compliance. **Resource constraints prevent PBO from recommending this for the Preliminary Budget.**

17. TSM Upgrade

This request is for two servers and software for end of life equipment used for back up and restorations.

18. Expansion of Tape Media

This request is for tape media used in the backup process. This request was reduced by half in coordination with the department. **Resource constraints prevent PBO from recommending this for the Preliminary Budget.**

19. Mobile VPN Implementation for MDCs

This request is to upgrade to the Cisco Mobile VPN connectivity for MDCs for TCSO, Constables, and the Fire Marshals. Resource constraints prevent PBO from recommending this for the Preliminary Budget.

20. Application Security - Additional Licenses

This request is for an additional license for an IT security tool that will allow application developers to scan their code to determine any potential security flaws during the application development phase. **Resource constraints prevent PBO from recommending this for the Preliminary Budget.**

21. AS/400 Disk and Memory

This request is to upgrade the memory and disk capacity for the TRAVISCO, TRAVITS and TRAVTAX servers. **Resource constraints prevent PBO from recommending this for the Preliminary Budget.**

22. Replacement Computers (Dept 90)

This request is for Travis County computers that meet the County replacement policy for personal computers, notebooks, MDCs and printers. The \$2,083,555 request comprises of 185 laptops, 778 personal computers, 30 MDCs, 61 printers and associated costs for software, installation and disposal. **Due to severe constraints on Capital, PBO can only recommend \$1,215,895 in General Fund resources for replacements.** However, PBO has worked with ITS to determine how many pieces are eligible for replacement using various special revenue funds (\$164,991) in order to maximize General Fund resources.

FY 2009 BUDGET REQUEST ANALYSIS

Department: Information and Telecommunications Systems (12)
Division: 1260
Source of Funding: General Fund (001)
Request Name: JPS Programming Staff Succession Plan

	FY 09 Request	PBO Recommendation	FY 10 Cost
FTEs	1.0	0	0
Personnel	\$110,018	\$0	\$0
Operating	\$0	\$0	\$0
Subtotal	\$110,018	\$0	\$0
Capital	\$0	\$0	\$0
Total Request	\$110,018	\$0	\$0

Summary of Request:

This request is for the one year continuation of a supplemental employee (Business Consultant I, slot 131) approved by the Commissioners Court during FY 08 Budget Mark Up for programming support for the Fully Automated Courts Tracking System (FACTS) JP implementation process. Extension will allow this employee to finish work and provide for a transition of skills and knowledge to existing IT staff.

Budget Request Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> Ensure timely completion of FACTS conversion in JPs. 	<ul style="list-style-type: none"> Large one-time cost.
<ul style="list-style-type: none"> Teach other IT employees important JP and FACTS skills. 	<ul style="list-style-type: none">

PBO Recommendation:

PBO does not recommend funding for the extension of this FTE for FY 09 due to FACTS implementation schedule reprioritization.

Budget Request Performance Measures:

Description	Actual FY 07 Measure	Revised FY 08 Projected Measure	Projected FY 09 Measure at Target Budget Level	Revised FY 09 Measure with Additional Resources
Specific skill knowledge will be defined for each job.	None	None	Lack of staff to work on JP FACTS conversion	Adequate staff for completion of Justice of Peace FACTS system

Analysis/Comments:

The JP FACTS implementation schedule has been modified due to:

* Disaster recovery concerns over the current Unisys system.

ITS does not want to lose the JP case data currently resident on old, unsupported servers that have no spare parts available. PBO endorses the ITS plan to purchase new Unisys servers (see the above Maintenance of Current Effort Request) that will provide a stable, vendor supported environment along with the added benefit of better system performance. The time to port data resident on the old servers to the new is somewhere between 60 and 90 days and will alleviate the worry of that data being lost if the old system fails. New Unisys servers will give the JPs both ample time and a stable environment to shift the FTE recommended in the Preliminary Budget from FACTS implementation to the clean up of old data that would be required before the transition to any new system.

* Re-prioritization of resources dedicated to the current FACTS Implementation schedule.

Since scarce resources are to be focused on the critical task of stabilizing the Unisys system and cleaning up legacy data, ITS resource concentration will be focused on bringing up Probate as soon as possible since they are farther advanced along the implementation timeline. ITS states that they have already have, in house, the resources required for this push.

FY 2009 BUDGET REQUEST ANALYSIS

Department: Information and Telecommunications Systems (12)
Division: 1260
Source of Funding: General Fund (001)
Request Name: FACTS Financial Team Replacement

	FY 09 Request	PBO Recommendation	FY 10 Cost
FTEs	2.0	0.0	0.0
Personnel	\$162,798	\$0	\$0
Operating	\$12,800	\$0	\$0
Subtotal	\$175,598	\$0	\$0
Capital	\$9,036	\$0	\$0
Total Request	\$184,634	\$0	\$0

Summary of Request:

This request is for two FTE to replace three Auditor's staff, currently assigned to the courts FACTS financial conversion and reconciliation, which are being reassigned by the Auditor to her New Financial System project team effective October 1, 2008. These FTE are providing detailed financial system testing and reconciliation required for an implementation of the courts system. The two requested FTE would assume the incumbents' tasks required to complete the FACTS financial implementation, comprehensive testing and the application support of the financial modules after implementation.

Budget Request Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> Final Courts implementation of FACTS will not be delayed. 	<ul style="list-style-type: none"> On-going cost.
<ul style="list-style-type: none"> Continued application support. 	<ul style="list-style-type: none"> FTE count rises.

PBO Recommendation:

PBO does not recommend funding for the extension of this FTE for FY 09 due to FACTS implementation schedule reprioritization.

Budget Request Performance Measures:

Description	Actual FY 07 Measure	Revised FY 08 Projected Measure	Projected FY 09 Measure at Target Budget Level	Revised FY 09 Measure with Additional Resources
Complete, validate, and execute the financial test plan for the JPs.	The three Audit Staff perform this task.	The three Audit Staff perform this task.	Complete accounting testing will not be possible. Delays will be incurred in the FACTS JP conversion and out of balance conditions at month end for justice revenue will go unresolved.	Three* ITS Staff members will perform this task with two skilled FTE's in Accounting systems. (* includes 1 current FTE.)
Validate the JP financial table set ups, security profiles and user assignments, and insure that all 5 JP Departments are consistent.	The three Audit Staff perform this task.	The three Audit Staff perform this task.	One current ITS Staff member will perform this task on an extended timeline.	Three* ITS Staff members will perform this task. (* includes 1 current FTE.)
Perform financial tests and validate results on any patch received from Tiburon impacting a financial module.	The three Audit Staff perform this task in 6 weeks.	The three Audit Staff perform this task in 6 weeks.	Complete accounting testing will not be possible. Delays will be incurred in the FACTS JP conversion and out of balance conditions at month end for justice revenue will go unresolved.	Three* ITS Staff members will perform this task in 6 weeks. (* includes 1 current FTE.)

Analysis/Comments:

The JP FACTS implementation schedule has been modified due to:

* Disaster recovery concerns over the current Unisys system.

ITS does not want to lose the JP case data currently resident on old, unsupported servers that have no spare parts available. PBO endorses the ITS plan to purchase new Unisys servers (see the above Maintenance of Current Effort Request) that will provide a stable, vendor supported environment along with the added benefit of better system performance. The time to port data resident on the old servers to the new is somewhere between 60 and 90 days and will alleviate the worry of that data being lost if the old system fails. New Unisys servers will give the JPs both ample time and a stable environment to shift the FTE recommended in the Preliminary Budget from FACTS implementation to the clean up of old data that would be required before the transition to any new system.

* Re-prioritization of resources dedicated to the current FACTS Implementation schedule.

Since scarce resources are to be focused on the critical task of stabilizing the Unisys system and cleaning up legacy data, ITS resource concentration will be focused on bringing up Probate as soon as possible since they are farther advanced along the implementation timeline. ITS states that they have already have, in house, the resources required for this push.

FY 2009 BUDGET REQUEST ANALYSIS

Department: Information and Telecommunications Systems (12)
Division: 1210
Source of Funding: General Fund (001)
Request Name: Counseling and Education Upgrade-Tiburon V7
 Phase 2

	FY 09 Request	PBO Recommendation	FY 10 Cost
FTEs	0	0	0
Personnel	\$0	\$0	\$0
Operating	\$0	\$0	\$0
Subtotal	\$0	\$0	\$0
Capital	\$109,970	\$0	\$0
Total Request	\$109,970	\$0	\$0

Summary of Request:

This request is to fund the upgrade of the Tiburon Integrated Justice System (IJS) Counseling and Education module to Version 7. This is not included in the current IJS upgrade project. During Phase I of the current Version 7 upgrade initiative (FY 07), Tiburon stated that they could no longer support this module. Since then, the vendor has agreed to continue to support this module as an amendment to the current Version 7 upgrade plan.

Budget Request Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> Update functionality. 	<ul style="list-style-type: none"> Not part of current Version 7 planning.
<ul style="list-style-type: none"> Ensure CES Module is supported. 	<ul style="list-style-type: none"> Scarce capital resources.

PBO Recommendation:

Scarcity of capital resources prevents PBO from recommending inclusion of this request in the Preliminary Budget. If additional resources become available at a later phase during the FY 09 Budget Process, PBO would reconsider its inclusion, given other competing requirements.

Budget Request Performance Measures:

Description	Actual FY 07 Measure	Revised FY 08 Projected Measure	Projected FY 09 Measure at Target Budget Level	Revised FY 09 Measure with Additional Resources
Improve process time to provide service to clients.	N/A	N/A	CES will lose integration with the Integrated Justice System	Integration with other Version 7 IJS departments
Continue current operations without investing time and cost in replacing this system.	N/A	N/A	CES system will have to be replaced at a higher cost	Continue operations without interruption of CES services

Analysis/Comments:

ITS informed PBO that this module would have been part of the Phase I/II Version 7 upgrade plan, if Tiburon had offered. Since the vendor has changed its mind, PBO agrees with the department that it would be optimal if this module could be updated while work upgrade work is currently underway. If additional resources are not forthcoming during this budget process, PBO will support this for FY 10 if it remains an ITS priority. If this must be accomplished in FY 09, PBO would recommend that the department reprioritize either existing resources or resources recommended for FY 09.

FY 2009 BUDGET REQUEST ANALYSIS

Department: Information and Telecommunications Systems (12)
Division: 1260
Source of Funding: General Fund (001)
Request Name: Mobile Data Support Team

	FY 09 Request	PBO Recommendation	FY 10 Cost
FTEs	4.0	0	0
Personnel	\$251,590	\$0	\$0
Operating	\$4,600	\$0	\$0
Subtotal	\$256,190	\$0	\$0
Capital	\$24,204	\$0	\$0
Total Request	\$280,394	\$0	\$0

Summary of Request:

The ITS department requests four new positions (2 Customer Support Analyst II, 1 Customer Support Analyst I and 1 Business Analyst II) to provide 24 x 7 support for the mobile data users in Travis County and better assess the impact of mobile devices on new initiatives. Travis County mobile data users include MDCs, handheld devices and public cellular data service subscribers. For FY 08, ITS is responsible for the technical administration of 461 mobile devices for TCSO, TNR, Fire Marshals, Constables, and others. Currently, they have one Business Analyst and one Customer Support Specialist to provide support for this equipment. ITS bases its need for four FTE on the benchmark of one Customer Support Specialist per 64 MDCs for 7am to 7pm coverage. Approval of this request would give ITS a Mobile Data Technology Team of six FTE to provide for round the clock support of mobile data devices. Staff would be on an "on-call" rotation for after hours support. Two FTE would be based at Airport Blvd for on site availability. The Business Analyst would take the lead on workflow processes and analysis for future initiatives.

Budget Request Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> Improved customer support for mobile data users. 	<ul style="list-style-type: none"> Large on-going cost.
<ul style="list-style-type: none"> Provide on-site service. 	<ul style="list-style-type: none"> Does not meet criteria for adding new FTE.

PBO Recommendation:

With scarce on-going resources and space constraints facing the department, PBO does not recommend this request for inclusion in the Preliminary Budget.

Budget Request Performance Measures:

Description	Actual FY 07 Measure	Revised FY 08 Projected Measure	Projected FY 09 Measure at Target Budget Level	Revised FY 09 Measure with Additional Resources
New Mobile Data Initiatives	ITS does not have staff dedicated to new Mobile Data initiatives	ITS does not have staff dedicated to new Mobile Data initiatives	ITS does not have staff dedicated to new Mobile Data initiatives	ITS could dedicate staff to provide business process reviews and IT assessments for mobile data initiatives.
Support for: Mobile Computers, client SW, wireless networks, Digital Video Cameras, eCitation handheld devices	ITS provides two part time FTEs for mobile support	ITS provides two part time FTEs for mobile support	ITS provides two part time FTEs for mobile support	ITS could dedicate three staff to mobile support improving mobile data response time

Analysis/Comments:

With great competition across the County for a very limited pool of resources in FY 09, and similar projections for FY 10 and FY 11, PBO has been directed to stringently adhere to the Commissioners Court guidelines for approving new FTE: New FTE must be either a) covered by new revenue, b) internally funded, c) part of a prior Court-approved program or a statutory mandate. These criteria combined with an extraordinary or compelling need required in all other cases, make recommendations for new FTE difficult. PBO does note that ITS mentions the possibility of interlocals being arranged with municipal police departments for support. If interlocals could be arranged that could make this request revenue neutral, PBO would be able to revisit its original recommendation.

Similar to PBO's recommendation for Security Engineering Resources, if a Mobile Data Team creation is of such a critical need then PBO recommends the department inform the Commissioners Court that it will have to re-prioritize existing resources from current efforts to focus on this area, and that other area of IT business will have to go without support. And with respect to grants, PBO notes there are numerous grants relating to support for first responders. As most of the personnel supported by this proposal are either designated peace officers or first responders, perhaps grant funding might be an avenue for this initiative.

Facilities

AUGUST 14, 2008

4:00 pm – 5:00 pm

Facilities Management Department

FMD Budget Hearing on August 14, 2008
Discussion Items

Date: 8/8/2008

NO	P. B. Page	Request Name	FTE	One Time Fund	On-Going Fund	Total Requested Budget	Comments
1	11-14	Furniture, Fixtures and Equipment Coordinator	1	\$ 7,690	\$ 60,363	\$ 68,053	Staff person to be assigned to Planning, Design and Construction Division to perform tasks associated with selection, procurment and installation of FFE for County renovation and construction projects.
2	11-14	Real Estate Manager - Part Time	0.75	\$ -	\$ 53,219	\$ 53,219	Part time Real Estate Manager position to address issues with leases, procurment/sales and appraisals. Request is for 30 hours per week plus benefits. PBO indicated support if ongoing funding becomes available.
3	11-14	Additional Maintenance Staff - Revised	2	\$ 1,000	\$ 80,638	\$ 81,638	Two additional Building Maintenance Workers to enhance efficiency in maintenance of facilities. Relief factor, 4.72 FTE lost productive hours due to sickness, vacancies, vacations, etc.
4	11-14	Additional Custodial Staff	4.00	\$ 2,000	\$ 151,460	\$ 153,460	Four additional Custodian positions to enhance the appearance as well as ensure a safe and sanitary working environment. Two on day shift and two in evenings.
5	N/A	Additional Moving Staff	2.00	\$ 48,000	\$ 70,216	\$ 118,216	Two additional Movers and truck to keep pace with increased demand to support local in-house moves and relocation of items to warehouse.
6	38-40	Planner - Civil Courts Special Project Support	0.75	\$ -	\$ 44,393	\$ 44,393	Continue part time Planner assigned to work on the Civil Courts planning tasks. Planner provides administrative support with civil courts planning to include producing status reports, presentations, minutes, agendas and providing research.
Total Staff			10.50	\$ 58,690	\$ 460,289	\$ 518,979	
7	38-41	EOB HVAC Replacement Design		\$ 200,000	\$ -	\$ 200,000	Design new HVAC system to replace existing. Existing system has reached the end of its useful life. Funding for replacement of system will be requested in FY10.
8	N/A	Upgrade HVAC Software and Hardware, CJC		\$ 85,000	\$ -	\$ 85,000	Procure and install new HVAC computer software and hardware for the automated system at the Criminal Justice Center
9	28-29	Preventive Maintenance Security Systems		\$ -	\$ 50,000	\$ 50,000	Perform annual preventive maintenance on camera and building access security systems currently installed in Travis County facilities.
10	30-33	Smith Road - Expansion of FMD Warehouse		\$ 99,221	\$ -	\$ 99,221	Remodel and reuse space vacated by TNR for expansion of the FMD warehouse. Also provide an FMD maintenance work shop.
Total Maintenance Projects				\$ 384,221	\$ 50,000	\$ 434,221	
Grand Total + Staff + Projects				\$ 442,911	\$ 510,289	\$ 953,200	

FY 2009 PRELIMINARY BUDGET SUMMARY

Department: Facilities Management (14)
Fund: General Fund (001)

TARGET BUDGET WITH PBO RECOMMENDED REQUESTS AND OTHER CHANGES

	Operating Budget		Capital	Total with Capital	FTE	Notes
	On-going	One-time				
FY 09 Target Budget Submission	\$7,812,691	\$0	\$0	\$7,812,691	119.25	Budget submitted at target level. Some personnel transfers between GF and Expo Center Fund must be corrected.
Midyear split funding of Expo Center staff	(\$85,785)	\$0	\$0	(\$85,785)	(2.4)	The net change in the General Fund with a net 2.4 FTE moving back to the Expo Center Fund.
Salary savings adjustment	(\$134,394)	\$0	\$0	(\$134,394)	0	Salary savings contra line item is increased based on historic vacancy rates over past three years.
Midyear Salary Increase	\$369,620	\$0	\$0	\$369,620	0	Commissioners Court midyear salary increase of \$2/hour for maintenance-related job titles.
Recommended Requests:						
Granger 3 rd & 4 th Floor Entry Renovation-the County Attorney		\$1,000	\$38,319	\$39,319	0	Security Committee recommendation.
Security Coordinator-Post Road	\$33,705	\$0	\$0	\$33,705	1	Requested by HHS, recommended by Security Committee.
Replacement Vehicles & Equipment	\$0	\$0	\$52,500	\$52,500	0	Replacement of farm tractor w/ mower deck only.
Replacement RTUs, Keith Ruiz Building	\$0	\$0	\$30,000	\$30,000	0	

	Operating Budget			Capital	Total with Capital	FTE	Notes
	On-going	One-time	Total				
Replacement RTUs, 2501 S. Congress	\$0	\$0	\$0	\$115,000	\$115,000	0	
CJC Roof Restoration	\$0	\$0	\$0	\$330,000	\$330,000	0	
USB Roof Restoration	\$0	\$0	\$0	\$100,000	\$100,000	0	
Upgrade USB Traction Elevator	\$0	\$0	\$0	\$156,000	\$156,000	0	
Upgrade Annex Elevators	\$0	\$0	\$0	\$160,000	\$160,000	0	
Upgrade EOB Fire Alarm System	\$0	\$0	\$0	\$365,275	\$365,275	0	
Continuation of Cooled Rack Project, Gault Building	\$0	\$0	\$0	\$250,000	\$250,000	0	
Spot Coolers	\$0	\$0	\$0	\$19,000	\$19,000	0	
Intranet HVAC Controls	\$0	\$0	\$0	\$39,000	\$39,000	0	
TCCC Design-Build Jail Project-Final Funding	\$0	\$0	\$0	\$1,089,265	\$1,089,265	0	
Pct. 1 Office Building Design & Construction	\$0	\$10,000	\$10,000	\$2,968,930	\$2,978,930	0	
Pct. 2 Office Building-1 st Flr Renovation	\$0	\$3,000	\$3,000	\$947,604	\$950,604	0	
Smith Road - Coop Extension	\$0	\$0	\$0	\$57,617	\$57,617	0	

	Operating Budget			Capital	Total with Capital	FTE	Notes
	On-going	One-time	Total				
Restroom Expansion							
Total FY 09 Preliminary Budget	\$7,995,837	\$14,000	\$8,009,837	\$6,718,510	\$14,782,347	117.85	
PBO Recommended Increase/Decrease	\$183,146	\$14,000	\$197,146	\$6,718,510	\$6,915,656	(1.4)	

BUDGET REQUESTS NOT RECOMMENDED FOR FUNDING

Request Name	Operating Budget			Capital	Total with Capital	FTE	PBO Comments
	On-going	One-time	Total				
Real Estate Manager – Part -Time	\$53,219	\$0	\$53,219	\$0	\$53,219	.75	PBO supports funding if ongoing resources become available.
Additional Maintenance Staff	\$80,638	\$1,000	\$81,638	\$0	\$81,638	2	Pricing includes \$2/hour salary increase for Maintenance-related job titles.
Additional Custodial Staff	\$151,460	\$2,000	\$153,460	\$0	\$153,460	4	Pricing includes \$2/hour salary increase for Maintenance-related job titles.
Add New FF&E Coordinator	\$60,636	\$4,200	\$64,836	\$3,490	\$68,326	1	
Security Staffing	\$134,766	\$0	\$134,766	\$28,000	\$162,766	4	Recommended by the Security Committee. Submitted late. No ongoing resources available.
Additional Fleet Vehicles, Maint. Division	\$0	\$0	\$0	\$106,500	\$106,500	0	
Upgrade 2501 S. Congress	\$0	\$0	\$0	\$80,000	\$80,000	0	Defer.

Request Name	Operating Budget		Capital	Total with Capital	FTE	PBO Comments
	On-going	One-time				
Elevator						
Replacement of all CJC Jury Seating	\$0	\$0	\$89,000	\$89,000	0	Defer.
Various Small Projects for Civil Courts	\$0	\$0	\$82,050	\$82,050	0	
Cooled Rack, USB	\$0	\$0	\$75,000	\$75,000	0	Defer.
Preventive Maintenance Security Systems	\$50,000	\$0	\$0	\$50,000	0	Defer.
Smith Road – Expansion of FMD Warehouse	\$0	\$0	\$99,221	\$99,221	0	Defer construction – recommend that space be allocated to FMD by Commissioners Court and used as is in the interim.
5335 Airport Blvd. Demolition	\$0	\$0	\$288,672	\$288,672	0	
5335 Airport Blvd. Parking Garage	\$0	\$0	\$11,326,258	\$11,326,258	0	
5335 Airport Blvd. Building Construction	\$0	\$0	\$29,165,201	\$29,165,201	0	
TNR Park Ranger House East Metro Park	\$0	\$0	\$241,655	\$241,655	0	Ranger residence policy not taken to Commissioners Court for approval.
TNR Park Ranger House NE Metro Park	\$0	\$0	\$241,655	\$241,655	0	Ranger residence policy not taken to Commissioners Court for approval.
TNR Parks Ranger House	\$0	\$0	\$241,655	\$241,655	0	Ranger residence policy not taken to Commissioners Court for approval.

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Request Name	Operating Budget			Capital	Total with Capital	FTE	PBO Comments
	On-going	One-time	Total				
SE Metro Park							
Auditor Staff Expansion for New Financial System	\$0	\$5,000	\$5,000	\$1,146,051	\$1,151,051	0	See "New Financial System Space" request below.
ITS Staff Expansion for New Financial System	\$0	\$5,000	\$5,000	\$793,232	\$798,232	0	See "New Financial System Space" request below.
New Financial System Space	\$341,405	\$27,790	\$369,195	\$161,500	\$530,695	0	Based on the highest cost option for the NFS space costs and includes Purchasing moving to lease space so that the NFS Team can occupy the Rusk Building developed by FMD. There are other, less expensive alternatives that need to be reviewed by Commissioners Court.
Planner – Civil Courts Special Project Support	\$44,393	\$0	\$44,393	\$0	\$44,393	.75	A Planning Reserve of \$700,000 is included in the Preliminary Budget until such time as Commissioners Court makes a decision on the downtown redevelopment needs assessment project.
Redevelopment of Central Campus – Needs Analysis Consultant	\$0	\$786,370 + \$200,000 Earmark	\$786,370	\$0	\$786,370	0	A Planning Reserve of \$700,000 is included in the Preliminary Budget until such time as Commissioners Court makes a decision on the downtown redevelopment needs assessment project.
Redevelopment of Central Campus – Needs Analysis Historic Architect	\$0	\$20,000	\$20,000	\$0	\$20,000	0	A Planning Reserve of \$700,000 is included in the Preliminary Budget until such time as Commissioners Court makes a decision on the downtown redevelopment needs assessment project.

Request Name	Operating Budget			Capital	Total with Capital	FTE	PBO Comments
	On-going	One-time	Total				
Planning Study for New Data Center	\$0	\$135,000	\$135,000	\$0	\$135,000	0	A Planning Reserve of \$700,000 is included in the Preliminary Budget until such time as Commissioners Court makes a decision on the downtown redevelopment needs assessment project.
EOB HVAC Replacement Design	\$0	\$0	\$0	\$200,000	\$200,000	0	
Total Unfunded Requests	\$916,517	\$986,360	\$1,902,877	\$44,369,140	\$46,272,017	12.5	

FY 2009 BUDGET REQUEST ANALYSIS

Department: Facilities Management (14)
Division: 1401, 1403, 1415, 1405
Source of Funding: General Fund (001)
Request Name: #4 – Real Estate Manager – Part-Time
 #3 – Additional Custodial Staff
 #1 – Additional Maintenance Staff
 #2 – Add New FF&E Coordinator

	FY 09 Request	PBO Recommendation	FY 10 Cost
FTEs	6.75	0	0
Personnel	\$312,452	\$0	\$0
Operating	\$10,740	\$0	\$0
Subtotal	\$323,192	\$0	\$0
Capital	\$3,490	\$0	\$0
Total Request	\$326,682	\$0	\$0

Summary of Request:

2 **#4 – Real Estate Manager – Part-Time, \$53,219:** .75 FTE Real Estate Manager Position to address issues with leases, property procurement, sales, and appraisals.

4 **#3 – Additional Custodial Staff, \$133,480:** Allocate four additional Custodian positions to the Maintenance Division to enhance the appearance as well as ensure a safe and sanitary working environment in all Travis County facilities.

3 **#1 – Additional Maintenance Staff, \$71,648:** Allocate two additional Maintenance Worker positions to the Maintenance Division to enhance efficiency in maintenance of Travis County facilities.

1 **#2 – Add New FF&E Coordinator, \$68,326:** Staff person to be assigned to the Planning, Design and Construction Division to perform tasks associated with the selection, procurement and installation of furniture, fixtures, and equipment for county renovation and construction projects.

Budget Request Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> <i>The Real Estate Manager will provide the needed expertise and focus on critical issues associated with buying, selling or leasing of properties.</i> 	<ul style="list-style-type: none"> <i>Ongoing cost.</i>
<ul style="list-style-type: none"> <i>The additional Custodians will improve efficiency of routine</i> 	<ul style="list-style-type: none"> <i>Ongoing cost.</i>

Pros	Cons
<i>cleaning in high use public areas including restrooms, as well as improve response time to custodial emergencies that occur throughout the day.</i>	
<ul style="list-style-type: none"> • <i>The additional Custodians will provide needed relief custodians for the evening crews.</i> 	<ul style="list-style-type: none"> •
<ul style="list-style-type: none"> • <i>Additional Maintenance Workers will improve efficiency of routine/preventive maintenance as well as improve response time to customers.</i> 	<ul style="list-style-type: none"> • <i>Ongoing cost.</i>
<ul style="list-style-type: none"> • <i>The FF&E Coordinator will allow the project management teams to focus on tasks requiring architectural or engineering professional attention.</i> 	<ul style="list-style-type: none"> • <i>Ongoing cost.</i>

PBO Recommendation:

PBO cannot recommend funding for these positions because there is insufficient ongoing funding available at this time. In addition, the budget requests for the additional Maintenance Workers and Custodians do not include performance measures. These would be needed before PBO could recommend funding for these FTE.

If ongoing funding becomes available later in the budget process, PBO would support funding the Real Estate Manager.

Budget Request Performance Measures:

Description	Actual FY 07 Measure	Revised FY 08 Projected Measure	Projected FY 09 Measure at Target Budget Level	Revised FY 09 Measure with Additional Resources
Real estate activities completed				16

FMD reports that the real estate duties currently fall to the Administrative Director and the FMD Director. Since a Real Estate Manager position was RIF'd in January 2005, the workload has been such that the two directors were able to handle it. However, with the expected increase in the number and complexity of real estate transactions expected with the redevelopment of the downtown campus, FMD believes that a professional with real estate expertise is needed.

FMD reports that the productivity of the Planning, Design and Construction division should increase by about 5% if the FF&E Coordinator is funded.

FMD did not submit performance measures for the other two requests.

Analysis/Comments:

2

#4 – Real Estate Manager – Part-Time

FMD reports that this position will be charged with managing the broker pool, overseeing the broker contract, handling all appraisals, researching leases, managing eight parking contracts, managing property purchases and sales.

4

#3 – Additional Custodial Staff

FMD is requesting four Custodian FTE, two for the day shifts and two for the evening shifts. These Custodians will help improve the cleanliness and safety of county buildings as well as serve as relief factor when existing staff take time off or are out sick. While FMD submitted to PBO a copy of the custodial standards management uses, no performance measures were submitted. PBO would like to see performance measures indicating the average performance rating per building (unsatisfactory, satisfactory, good, very good) based on the departmental standards. PBO would expect that the addition of staff would improve the performance ratings. However, without the measures, that cannot be proven.

In addition, FMD did not submit the background information on the number of custodians per square foot of space as it did last year. This may also help illuminate the issue.

3

#1 – Additional Maintenance Staff

FMD is requesting two additional Maintenance Workers to help it improve routine and preventive maintenance as well as improve response time to customers. FMD reports that a major issue is the amount of lost work time due to turnover and leave time used. An analysis provided by FMD indicates that the scheduled hours for each of 24 maintenance FTE (maintenance workers, painters, electricians, chiller mechanic, plumbers, and maintenance coordinators) is 1,992 hours per year (2,080 hours less 88 holiday hours). For the period April 2007 through April 2008, the 24 staff had 47,808 scheduled work hours. Of that, 38,404 hours were logged as worked. A total of 9,404 hours were not covered. This equals 4.72 FTE. The 2 FTE being requested would help bridge this gap.

While FMD submitted performance measures for the Maintenance Division, some of the measures were missing (as discussed previously) and no measures were submitted with this request to help quantify the improvements that would occur with the funding of the positions.

#2 – Add New FF&E Coordinator

This is the second year that funding for an FF&E Coordinator is being requested. FMD states that this position will assist the five teams that provide architectural design services, engineering expertise, and project management. This position will be responsible for researching appropriate FF&E items to support new construction and renovation projects, design layouts, procure and coordinate delivery and installation of these items. The department states that if the position is not funded, additional outsourcing of these type of services may be required to allow the project management teams to meet critical project schedules. However, outsourcing comes at the cost of diverting limited staff hours to selecting and managing the consultant efforts.

5
No PBO analysis. Submitted June 20, 2008.

**FY 2009 BUDGET SUBMISSION
BUDGET REQUEST PROPOSAL**

Name of Budget Request & Priority #:	Additional Moving Staff
Fund/Department/Division:	001/14/03
Total Amount Requested:	\$118,216
Collaborating Departments/Agencies:	
Contact Information (Name/Phone):	L.Evans/4-4773

1. Summary Statement: Include one or two sentences to be included in Commissioners Court materials.

Allocate two additional Movers positions to include a Box Commodity Truck to the Maintenance Division to keep pace with the increased demand to support local in house moves and relocation of items to the Travis County Warehouse.

2. Description of Request: Describe the request, including current issues and how the request relates to the mission and services provided by the department. Include historical information related to the request where relevant.

Facilities Maintenance Division has an urgent need to add two additional movers to the maintenance staff. One of the two mover positions will be a supervisor for the moving crew. This addition will create a second move team that will be used to support an ever increasing demand within Travis County. The one team currently assigned to perform this mission is overwhelmed and cannot keep pace with the demand. Often times, Building Mechanics are pulled away from their ever demanding jobs to assist the movers meet critical deadlines. As Travis County grows in terms of facilities and employees, there is a corresponding increase to relocate items internal to facilities, or send items to the Travis County Warehouse for resale. The two additional movers will greatly enhance the Divisions ability to keep pace with the continuing demand and positively enhance the working environment for Travis County Employees. This addition of two movers will also provide added relief when other movers are either sick or on scheduled vacation.

3a. Pros: Describe the arguments in favor of this proposal.

Funding will improve the efficiency of routine moving requests, as well as improve response time to time sensitive moves that occur frequently.

3b. Cons: Describe the arguments against this proposal.

One time capital investment for moving vehicle.

4. Anticipated Outcome of Request and Proposed Timeline: Timeline should include the expected dates of results and may extend past FY 09.

Maintenance Division should experience immediate intangible results in Travis County employee satisfaction.

5. Description of Program Measurement and Evaluation: Describe how the proposal will be measured and evaluated and if this includes an independent evaluation

component. In addition, indicate whether a comparative analysis of similar local programs is available.				
N/A.				
6a. Performance Measures: List applicable current and new performance measures related to the request and note the changes for FY 09 should this request be implemented.				
Measure Name	Actual FY 07 Measure	Revised FY 08 Measure	Projected FY 09 Measure at Target Level	Projected FY 09 Measure with Added Funding
6b. Impact on Performance: Describe the impact of funding the request on departmental performance measures, service levels, and program outcomes:				
N/A – See above.				
7. Impact of Not Funding: Describe the impact of not funding the request in FY 09.				
FMD Maintenance Division will not be able to meet the increasing time sensitive demand for movement of equipment internally and to the warehouse for disposition.				
8. Leveraged Resources: If proposal leverages other resources such as existing internal resources or grant funding, list and describe impact. If resources from similar existing program(s) will not be reallocated, give reasons and include analysis.				
N/A				
9. Additional Revenue: If this proposal generates additional revenue, list the amount and the assumptions used for the estimate. (Attach a copy of the form submitted to the Auditor's Office).				
N/A				
10. Collaboration: If this proposal was discussed with other departments/agencies that provide similar or supporting services that could be impacted, describe impact and list the other departments/agencies and their points of contact. Suggest ways all departments/agencies can collaborate to ensure success of the proposal.				
N/A				
11.	If requesting a new position(s), is office space currently available? Y/N			N/A
	If no, attach plan from Facilities Mgmt. explaining how to acquire space for this proposal. Identify proposed position location below:			
Building Address		Floor #		
Suite/Office #		Workstation #		

FY 2009 BUDGET SUBMISSION
Budget Request Details

Name of Budget Request:	Additional Moving Staff				
Budget Request Priority #:	03	Dept #:	14	Name:	Facilities Management

A. Personnel

Position Title	Pay Grade	FTE	Fund	Div	Fund %	Emp Type	Annual Cost		
							Salary	Benefits	Total
CUSTODIAN	005	1.00			100%	Regular	\$ 20,800	\$ 11,800	\$ 32,600
CUSTODIAL SVCS SUPV	010	1.00			100%	Regular	\$ 24,080	\$ 12,456	\$ 36,536
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
TOTAL PERSONNEL							\$ 44,880	\$ 24,256	\$ 69,136

B. Operating

Description	Fund	Dpt	Div	Act	Line	One-Time Cost	Ongoing Cost	Total
Cellular Air Time	001	14	03	525	4106		\$ 1,080	\$ 1,080
Clothing, Uniforms	001	14	03	525	3035	\$ 500	\$ -	\$ 500
								\$ -
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								\$ -
								\$ -
TOTAL OPERATING						\$ 500	\$ 1,080	\$ 1,580

C. Computer/Telecommunication and Capital Related to This Request

TOTAL COMPUTER/TELECOMMUNICATION EQUIPMENT FROM ITS FORMS			\$ -
TOTAL CAPITAL EQUIPMENT FROM CAPITAL BUDGET REQUEST (PB-6)			\$ 47,500
TOTAL ALL CAPITAL			\$ 47,500
TOTAL BUDGET REQUEST	One-Time \$	Ongoing \$	Total FY 09
TOTAL REQUESTED NON-CAPITAL (A + B)	\$ 500	\$ 70,216	\$ 70,716
TOTAL REQUESTED (A + B + C)	\$ 48,000	\$ 70,216	\$ 118,216

Form Completed By: L. Evans 4-4773

Commodity
1 week
Box

FY 2009 BUDGET REQUEST ANALYSIS

Department: Facilities Management (14)
Division: 1405
Source of Funding: General Fund (001)
Request Name: Downtown Redevelopment Planning
 #5 – Planner – Civil Courts Special Project Support
 #6 – Redevelopment of Central Campus – Needs
 Analysis Consultant
 #7 – Redevelopment of Central Campus – Needs
 Analysis Historic Architect
 #10 – Planning Study for New Data Center
 #20 – EOB HVAC Replacement Design

	FY 09 Request	PBO Recommendation	FY 10 Cost
FTEs	.75	0	0
Personnel	\$44,393	\$0	\$0
Operating	\$1,141,370	\$0	\$0
Subtotal	\$1,185,763	\$0	\$0
Capital	\$200,000	\$0	\$0
Total Request	\$1,385,763	PLANNING RESERVE	\$0

Summary of Request:**Downtown Redevelopment Planning**

#5 – Planner – Civil Courts Special Project Support, \$44,393: Continue part-time Planner assigned to work on the Civil Courts planning tasks including producing status reports, presentations, minutes, and agendas.

#6 – Redevelopment of Central Campus – Needs Analysis Consultant, \$986,370: Contract for a consultant team comprising planning, architectural and engineering disciplines to conduct a needs analysis for county central campus redevelopment. The planning study will address the operational, staffing and facilities needs through 2035 for courts and general government.

#7 – Redevelopment of Central Campus – Needs Analysis Historic Architect, \$20,000: Contract with a historic architect to evaluate the historic restoration of aspects of the Heman Marion Sweatt Courthouse.

#10 – Planning Study for New Data Center, \$135,000: Contract for consultant planning services to perform a planning study for the Data Center needs both short term (3-5 years) and long term (2015-2035).

#20 – EOB HVAC Replacement Design, \$200,000: Design a new HVAC system to replace the existing system, which has reached the end of its useful life.

Budget Request Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> Planner – provide the needed administrative support for the project. 	<ul style="list-style-type: none"> Planner pay grade is doing office assistant duties. Unclear whether clerical duties are the highest priority. Unclear whether existing clerical support in participating departments can be used.
<ul style="list-style-type: none"> Consulting services for downtown redevelopment planning will provide a comprehensive plan for the redevelopment of the central campus based on documented needs. 	<ul style="list-style-type: none"> Large one-time operating costs.
<ul style="list-style-type: none"> Funding of EOB HVAC design in FY 09 will allow replacement project to proceed in FY 10. 	<ul style="list-style-type: none"> The EOB is included in the downtown redevelopment zone and it may be premature to undertake such a costly replacement project when the fate of the existing building may be decided by FY 10.

PBO Recommendation:

PBO is recommending a \$700,000 Planning Reserve until such time as Commissioners Court approves the downtown redevelopment needs assessment and master planning contract.

Budget Request Performance Measures:

Description	Actual FY 07 Measure	Revised FY 08 Projected Measure	Projected FY 09 Measure at Target Budget Level	Revised FY 09 Measure with Additional Resources
Meetings coordinated	~18	18		18
Documents produced	~75	75		80

FMD reports that the Planner position will preserve the service levels of other functions and avoid disruption of other programs.

Analysis/Comments:

Downtown Redevelopment Planning

6 **#5 – Planner – Civil Courts Special Project Support:** While PBO agrees that administrative support is needed for the project, PBO would recommend a lower level job title as the work that has been identified for the position constitutes clerical work (e.g., record-keeping, meeting coordination, and document production). Also, it is unclear at this time where the position should be housed and whether existing clerical resources in participating departments can be used.

#6 – Redevelopment of Central Campus – Needs Analysis Consultant: The project consists of \$786,370 for a needs analysis with a \$200,000 reserve for possible follow-on architectural programming, should Commissioners Court wish to proceed with any specific projects in FY 09. FMD is also indicating that the request does not include an additional \$176,000 that is included in the department's FY 08 Adopted Budget. PBO has asked FMD to let the \$176,000 in FY 08 funding fall to ending fund balance as new dollars are included in the Planning Reserve for FY 09.

Please note that at this time it is unlikely that more than the needs assessment and master plan can be completed in FY 09 as the initial RFQ has not yet been released. Therefore, PBO believes that the lesser amount of \$700,000 included in the Planning Reserve is sufficient for the initial work to be done on this project. If additional funding is required, PBO would recommend phasing the project through FY 10 or considering the use of the Allocated Reserve for the difference.

#7 – Redevelopment of Central Campus – Needs Analysis Historic Architect:

This request is for a historic architect to include analysis at a conceptual level evaluating the historic fabric of HMS Courthouse, including typical and selected key interior, exterior and site conditions. The historic architect will:

- Review the conceptual potential for facility expansion or internal reconfiguration with input from the Texas Historic Commission;
- Review a prior feasibility study, provided by the county, and evaluate potential for adaptation of 6th and 7th floors to create useable space;
- Review alternatives with the Texas historic Commission.
- Develop strategic/conceptual restoration goals which will influence facility reuse alternatives.
- Provide their findings as input to the Needs Analysis consultant, and participate as a team member in the overall needs analysis process.

If needed in FY 09, this item may be funded by the Planning Reserve. Alternatively, this item may become a part of the overall construction contract and be funded in future years.

#10 – Planning Study for New Data Center: The ITS Data Center is located in the basement of the Gault Building and is at maximum capacity. This planning

study would be incorporated in the overall downtown redevelopment plan to ensure that the short term and long term needs of the center are addressed.

FM reports that improvements within the existing Data Center space are planned for FY 08 for which a mid-year funding request will be submitted. (This request has not been submitted to PBO as of July 22, 2008.) This will allow ITS to meet the Auditor's schedule for server capacity expansion for the identity management Module in early FY 09. The improvement will permit the addition of a total of 120 servers within the existing Data Center, as follows:

- Estimated 30 servers for the identity management Module to be installed in FY 09
- Estimated 40 servers for the new Financial System to be installed in late FY 09
- Estimated 50 unassigned servers

FMD reports that no staff relocations are needed now to make space for these 120 servers, but will likely be needed by April 2010 (note: ITS indicates an October 2011 time frame), to allow for expansion of the Data Center by October 2010, to be determined by this planning study for the short-term.

FMD further reports that no later than April 2010, ITS staff areas in the Gault basement (Data Center) will be partially vacated to allow for further Data Center short-term expansion. By October 2011, the Data Center will need to expand within the adjacent ITS staff areas in the Gault basement to meet future data needs from October 2011 to at least 2013, as determined by this planning study.

This planning analysis is currently proposed as part of the needs assessment and master plan for the central campus and the funding is therefore a part of the \$700,000 Planning Reserve.

7 **#20 – EOB HVAC Replacement Design:** FMD is requesting \$200,000 in contract funds to hire a firm to design a new HVAC system in FY 09 for implementation in FY 10. According to FMD, the actual replacement project for FY 10 may run to \$12 million. PBO recommends deferring the design of this HVAC system due to a lack of sufficient resources in FY 09 and pending master plan results as the EOB will be included in the plan.

8 No PBO analysis. Submitted June 20, 2008.

**FY 2009 BUDGET SUBMISSION
BUDGET REQUEST PROPOSAL**

Name of Budget Request & Priority #:	Upgrade HVAC Software and Hardware, CJC
Fund/Department/Division:	001/14/15
Total Amount Requested:	\$85,000
Collaborating Departments/Agencies:	
Contact Information (Name/Phone):	L. Evans/4-4773

1. Summary Statement: Include one or two sentences to be included in Commissioners Court materials.
Procure and install new HVAC computer software and hardware for the automated system at the Criminal Justice Center.
2. Description of Request: Describe the request, including current issues and how the request relates to the mission and services provided by the department. Include historical information related to the request where relevant.
Facilities Management Department desperately needs to upgrade the obsolete HVAC software and hardware automated system at the Criminal Justice Center. The existing automated system monitors and controls temperature settings throughout the Criminal Justice Center Complex, Gault Building Computer Room, Chillers, Boilers, and chilled water/hot water delivered to the Travis County Jail. The system also monitors and controls all building exhaust fans. The existing software is now corrupted and obsolete. The building mechanics routinely call in the original installing company to keep the system reasonably functional. Should there be a major corruption in the existing software, there is no like software to reload the computer.
3a. Pros: Describe the arguments in favor of this proposal.
Funding will permit procurement of new software and hardware. It will eliminate the possibility of a major automated system shutdown for the Criminal Justice Center Complex. Invitation for Bids (IFB) will be issued in October 08 with contract issuance and notice to proceed in December 08.
3b. Cons: Describe the arguments against this proposal.
One time capital cost.
4. Anticipated Outcome of Request and Proposed Timeline: Timeline should include the expected dates of results and may extend past FY 09.
Anticipate immediate benefits in customer comfort and reduce man-hours and costs currently required to keep the obsolete software and hardware operational.
5. Description of Program Measurement and Evaluation: Describe how the proposal will be measured and evaluated and if this includes an independent evaluation

component. In addition, indicate whether a comparative analysis of similar local programs is available.				
Funding required to properly provide for maintainable automated HVAC system				
6a. Performance Measures: List applicable current and new performance measures related to the request and note the changes for FY 09 should this request be implemented.				
Measure Name	Actual FY 07 Measure	Revised FY 08 Measure	Projected FY 09 Measure at Target Level	Projected FY 09 Measure with Added Funding
N/A.				
6b. Impact on Performance: Describe the impact of funding the request on departmental performance measures, service levels, and program outcomes:				
N/A – See above.				
7. Impact of Not Funding: Describe the impact of not funding the request in FY 09.				
Department will continue to expend excessive man hours and funds to keep the unit operational.				
8. Leveraged Resources: If proposal leverages other resources such as existing internal resources or grant funding, list and describe impact. If resources from similar existing program(s) will not be reallocated, give reasons and include analysis.				
N/A				
9. Additional Revenue: If this proposal generates additional revenue, list the amount and the assumptions used for the estimate. (Attach a copy of the form submitted to the Auditor's Office).				
N/A				
10. Collaboration: If this proposal was discussed with other departments/agencies that provide similar or supporting services that could be impacted, describe impact and list the other departments/agencies and their points of contact. Suggest ways all departments/agencies can collaborate to ensure success of the proposal.				
N/A				
11.	If requesting a new position(s), is office space currently available? Y/N			N/A
	If no, attach plan from Facilities Mgmt. explaining how to acquire space for this proposal. Identify proposed position location below:			
Building Address		Floor #		

Suite/Office #		Workstation #	
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FY 2009 BUDGET SUBMISSION
Statement of Estimated Cash Flows

Name of Budget Request:	Upgrade HVAC Software and Hardware, CJC		
Budget Request Priority #:		Dept #:	14
	Name:	Lloyd Evans, Maint Div, 4-4773	

Estimated Quarterly Cash Flow Needs			Notes:
FY 2009	October - December, 2008	85,000	Software and Hardware to be procured 1st Quarter Fy 09.
	January - March, 2009		
	April - June, 2009		
	July - September, 2009		
FY 2010	October - December, 2009		
	January - March, 2010		
	April - June, 2010		
	July - September, 2010		
FY 2011			
FY 2012			
Total Project Cost:		\$85,000	

Brief Project Description: Include project goal, internal or external planning document(s) that support(s) the project, and demand for the project or mission it supports.

FMD is acquiring new software and hardware for the automate HVAC system at the Criminal Justice Center. Existing automated system is obsolete.

Project Status: Include status of the project and what phase is to be completed during each Fiscal Year requiring cash flows.

Date(s) Discussed/Approved by Commissioners Court:

Form Completed By: L. Evans

Budget Request Priority #:		Dept #:	14	Name:	Facilities Management
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Position Title	Pay Grade	FTE	Fund	Div	Fund %	Emp Type	Annual Cost		
							Salary	Benefits	Total
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
					100%	Regular	\$ -	\$ -	\$ -
TOTAL PERSONNEL							\$ -	\$ -	\$ -

Description	Fund	Dpt	Div	Act	Line	One-Time Cost	Ongoing Cost	Total
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
								\$ -
						\$ -		\$ -
TOTAL OPERATING						\$ -	\$ -	\$ -

TOTAL COMPUTER/TELECOMMUNICATION EQUIPMENT FROM ITS FORMS			\$ -
TOTAL CAPITAL EQUIPMENT FROM CAPITAL BUDGET REQUEST (PB-6)			\$ 85,000
TOTAL ALL CAPITAL			\$ 85,000
TOTAL BUDGET REQUEST	One-Time \$	Ongoing \$	Total FY 09
TOTAL REQUESTED NON-CAPITAL (A + B)	\$ -	\$ -	\$ -
TOTAL REQUESTED (A + B + C)	\$ 85,000	\$ -	\$ 85,000

FY 2009 BUDGET REQUEST ANALYSIS

Department: Facilities Management (14)
Division: 1415
Source of Funding: General Fund (001)
Request Name: #19 – Intranet HVAC Controls
 #16 – Preventive Maintenance Security Systems

	FY 09 Request	PBO Recommendation	FY 10 Cost
FTEs	0	0	0
Personnel	\$0	\$0	\$0
Operating	\$50,000	\$0	\$0
Subtotal	\$50,000	\$0	\$0
Capital	\$39,000	\$39,000	\$0
Total Request	\$89,000	\$39,000	\$0

Summary of Request:

#19 – Intranet HVAC Controls, \$39,000: This project will provide new Intranet HVAC controls to the Tax Office facility and the Precinct 4 Office Building.

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#16 – Preventive Maintenance Security Systems, \$50,000: Perform annual preventive maintenance on camera and building access security systems currently installed in facilities throughout Travis County.

Budget Request Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> <i>Intranet HVAC Controls will allow all systems to be monitored and adjusted from downtown.</i> 	<ul style="list-style-type: none"> <i>Capital cost.</i>
<ul style="list-style-type: none"> <i>Regular maintenance of security cameras and building access systems will ensure systems are performing properly and extend the useful life of the components.</i> 	<ul style="list-style-type: none"> <i>Ongoing funding.</i>

PBO Recommendation:

PBO recommends funding for the Intranet HVAC Controls. Because of the lack of ongoing funds, PBO cannot recommend funding for the security system preventive maintenance contract. PBO recommends that FMD scour its budget to see if any funds can be internally reallocated. If ongoing funds become available later in the budget process, PBO would support funding this contract.

Budget Request Performance Measures:

FMD did not submit performance measures for these budget requests. PBO recommends that FMD track the number of work order requests that would have required a trip to the Tax Office and Precinct 4 Office Building if the software were not purchased. This will help identify savings in fuel and county vehicle trip miles.

Analysis/Comments:

#19 – Intranet HVAC Controls: This project will provide off-site response to HVAC space temperature and equipment operation issues by using the downtown control system or any other County Intranet control system. FMD reports that no ongoing maintenance costs for the software will be incurred.

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#16 – Preventive Maintenance Security Systems: This project will permit FMD to schedule the routing and preventive maintenance of various camera and building access systems throughout Travis County.

FY 2009 BUDGET REQUEST ANALYSIS

Department: Facilities Management (14)
Division: 1405
Source of Funding: General Fund (001)
Request Name: #16 – TCCC Design-Build Jail Project – Final Funding
 #1 – Precinct 1 Office Building Design and Construction
 #2 – Precinct 2 Office Building – First Floor Renovation
 #13 – Smith Road – Coop Extension Restroom Expansion
 #14 – Smith Road – Expansion of FMD Warehouse
 #17 – TNR Parks Ranger House East Metro Park
 #18 – TNR Parks Ranger House NE Metro Park
 #19 – TNR Parks Ranger House SE Metro Park

	FY 09 Request	PBO Recommendation	FY 10 Cost
FTEs	0	0	0
Personnel	\$0	\$0	\$0
Operating	\$13,000	\$13,000	\$0
Subtotal	\$13,000	\$13,000	\$0
Capital	\$6,004,137	\$5,063,416	\$0
Total Request	\$6,017,137	\$5,076,416	\$0

Summary of Request:

#16 – TCCC Design-Build Jail Project – Final Funding, \$1,205,800: Provide balance of funding for TCCC Design-Build Project currently underway.

#1 – Precinct 1 Office Building Design and Construction, \$2,978,930: Design and construct a new building for the Justice of the Peace and Constable, Pct. 1.

#2 – Precinct 2 Office Building – First Floor Renovation, \$950,604: This is the second phase of the Pct. 2 Office Building Expansion and Remodel. The first floor is to be remodeled following the move of JP2 to the new 2nd floor.

#13 – Smith Road – Coop Extension Restroom Expansion, \$57,617: The Coop Extension has outgrown their existing restroom capacity; the existing restrooms are not ADA compliant.

#14 – Smith Road – Expansion of FMD Warehouse, \$99,221: Remodel and reuse space vacated by TNR for expansion of the FMD warehouse.

#17 – TNR Parks Ranger House East Metro Park, \$241,655

#18 – TNR Parks Ranger House NE Metro Park, \$241,655

#19 – TNR Parks Ranger House SE Metro Park, \$241,655: Each of these three projects will result in the construction of a 1,350 SF wood frame house, 3 bedrooms, 2 baths, fully ADA compliant.

Budget Request Pros & Cons:

Pros	Cons
<ul style="list-style-type: none"> <i>Funding for the Jail Project and the Pct. 2 Office Building will lead to completion of those projects.</i> 	<ul style="list-style-type: none"> <i>Over \$2 million in additional capital costs.</i>
<ul style="list-style-type: none"> <i>The Pct. 1 Office Building will provide space relief to the two precinct offices.</i> 	<ul style="list-style-type: none"> <i>Almost \$3 million in additional capital costs.</i>
<ul style="list-style-type: none"> <i>Smith Road Restroom Expansion will bring facility into compliance with ADA and Uniform Plumbing Code.</i> 	<ul style="list-style-type: none"> <i>Additional capital costs.</i>
<ul style="list-style-type: none"> <i>Smith Road Warehouse Expansion will provide more adequate space for a workshop and storage.</i> 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> <i>The Ranger houses will provide on-site presence in these parks after park hours.</i> 	<ul style="list-style-type: none"> <i>The Commissioners Court has not approved the park ranger residence policy to support these projects.</i>

PBO Recommendation:

PBO recommends funding for the following projects:

- #16 – TCCC Design-Build Jail Project – Final Funding, \$1,089,265**
- #1 – Precinct 1 Office Building Design and Construction, \$2,978,930**
- #2 – Precinct 2 Office Building – First Floor Renovation, \$950,604**
- #13 – Smith Road – Coop Extension Restroom Expansion, \$57,617**

PBO does not recommend funding for these requests.

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#14 – Smith Road – Expansion of FMD Warehouse (however, if one-time funds become available, PBO would support funding this project)

#17 – TNR Parks Ranger House East Metro Park

#18 – TNR Parks Ranger House NE Metro Park

#19 – TNR Parks Ranger House SE Metro Park

Budget Request Performance Measures:

None submitted.

Analysis/Comments:

#16 – TCCC Design-Build Jail Project – Final Funding: There is a final amount of funding required to meet the contract requirements for the design-build jail project. PBO is recommending funding of \$1,089,265 for the final portion of the project. This is the amount that is needed after an accounting of the Bond Administration budget of \$492,712 is taken into consideration.

Project Budget

Design-Build Contract	\$65,694,964
Building One	160,500
Other Contracts	686,376
Owner's Costs	
FFE	656,950
Inspections, Testing	500,000
Contingency (3%)	1,970,849
Bond Administration	492,712
Direct Project Costs	\$70,162,351
Bond Issuance (estimate)	396,000
Total Project Budget	\$70,558,351

Project Funding/Issuances

Issuance	Type	Fund	Amount	Bond Issuance Cost Budget	Bond Issuance Cost Actual
FY 06	PIB	472	9,425,000	29,788	23,686
FY 07-spring	LT CO	506	14,330,000	58,396	40,599
FY 07-spring	PIB	507	14,015,000	59,249	62,040
FY 07-summer	LT CO	509	24,385,000	114,800	108,229
FY 08	LT CO	510	6,808,351	42,329	20,714
TOTAL ISSUED			\$68,963,351		\$255,268

Commissioners Court approved the use of General Fund resources to cover \$34,725 for equipment that was originally included in the project's Bond Administration budget of \$492,712. The Auditor's Office found that this equipment was not eligible for bond funding.

On February 27, 2007, Commissioners Court approved the posting and hiring of a Sr. Project Inspector to ensure contractor compliance with the design-build documents. At the time, the Auditor's Office indicated that bond funds were not a source of funding for this position. The balance after these costs are removed from the amount requested totals \$1,089,265.

#1 – Precinct 1 Office Building Design and Construction: The schematic design for this project was approved by Commissioners Court on May 20, 2008.

The project will result in a new 14,402 square foot building for the Justice of the Peace, Pct. 1 and the Constable, Pct. 1. PBO recommends funding this project.

#2 – Precinct 2 Office Building – First Floor Renovation: This project will renovate the first floor of the Precinct 2 Office Building for the Constable, Pct. 2 and Community Supervision and Corrections Department (CSCD). This is phase two of the overall renovation of this building and it is not practical to defer implementation of phase 2. PBO recommends funding this project.

#13 – Smith Road – Coop Extension Restroom Expansion: The restroom facilities in this office are insufficient for the number of staff at this site. In addition, the existing restrooms are not ADA compliant. This project will add two women's stalls and one men's stall, bringing the facilities into compliance with the Uniform Plumbing Code and ADA regulations. The project will also add a unisex restroom to the FMD warehouse, which is located several doors down in the same building. PBO recommends funding this project.

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#14 – Smith Road – Expansion of FMD Warehouse: With the move of a TNR warehouse space from Smith Road to the Eastside Service Center, the space at Smith Road is being proposed to provide expansion space for FMD. This space would provide additional storage for carpeting, paint and other spare materials and supplies used across the county's facilities. The budget of \$99,221 would accomplish the air conditioning of a small portion of the space, additional shelving, and the accommodation of the paint shop from the ground floor of the Granger Garage. PBO supports the re-use of this space by FMD but given the constraints on the capital budget PBO recommends that this project be deferred for one year. However, PBO recommends that FMD be allocated the space by the Commissioners Court and allowed to use it as is since it is adjacent to the current FMD warehouse space.

#17 – TNR Parks Ranger House East Metro Park

#18 – TNR Parks Ranger House NE Metro Park

#19 – TNR Parks Ranger House SE Metro Park: PBO does not recommend funding for these houses given that Commissioners Court has not approved the parks ranger residence policy that TNR presented to Court during a work session on May 22, 2008.