



JUDGE JO ANN DELGADO
JUSTICE OF THE PEACE

PRECINCT 2 PLACE 1
HARRIS COUNTY

January 17, 2023

Honorable Harris County Commissioners Court
1001 Preston
Houston, Texas 77002

Ladies and Gentlemen of the Court

As of January 2021 our court, JP 2-1 received new filling of toll road violations. These violations consisted of:

- Violations to pay toll road
- Unauthorized use of toll road
- Unauthorized use of dealer tags
- Unauthorized use of buyer tags – paper plates

These violations are high in volume and are mostly created by motorists who don't live in Harris County (Toll Road Bandits) and are abusing the use of our toll roads with no regard for the law that govern them.

In 2021, we entered 5625 toll road violations, and at the end of 2022 we entered 9536 violations. Compared to JP Court 1-2 has 11 clerks assigned to the traffic division and our court only has 4 clerks assigned to the traffic division. Processing these violations in a timely manner is imperative because we live in such a transit county and violators move quickly.

For this reason, I am requesting 2 additional clerks to process the influx of our high volume of traffic citations. Your assistance in this matter will be greatly appreciated.

2 New Clerk II Positions	Current Available Budget	7 Month Benefits Cost	7 Month Salary Cost	7 MonthsTotal Funds Needed	2023 labor Budget \$1,189,911 6% Requested
Current 2023	\$14,860	\$33,122	\$55,038	\$73,300	
2 New Clerk II Positions		12 Month Benefits Cost	12 Month Salary Cost	12 MonthsTotal Funds Needed	2024 Proj. @5% Labor Bud. \$1,249,407 12% Requested
2024		\$56,780	\$94,350	\$151,130	

Judge Jo Ann Delgado
Justice of the Peace
Precinct 2, Place 1

POSITION MANAGEMENT REQUEST FORM

Business Unit Name: Justice of the Peace 2-1

Business Unit Number: 321

SECTION I – TYPE OF REQUEST

Function	Check Applicable	Comments
Position Update	<input type="checkbox"/>	May require Commissioners Court approval
Position Reclassification	<input type="checkbox"/>	May require Commissioners Court approval
New Position Request	<input checked="" type="checkbox"/>	Requires Commissioners Court approval
Is additional office space required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

SECTION II – REASON FOR REQUEST

Influx in case load

SECTION III – PROPOSED EFFECTIVE DATE

Proposed Effective Date	<u>2/11/2023</u>	Date must be the beginning of a pay period. For requests requiring Commissioners Court approval, the earliest effective date will be the first pay period after approval.
Grant Effective Date	From: _____ To: _____	

SECTION IV – POSITION DATA

Current Use "Pos_List_File" (PCN Download) to complete all fields		Proposed Complete all fields for a new position or change appropriate field(s) for existing position.	
		Number of Positions	<u>2</u>
Position Description (Title)		Position Description (Title-30 Spaces Max)	<u>Clerk II</u>
Job Code Description		Job Code Description	<u>000104</u>
Position Number		Position Number (HRRM Use Only)	
Company (CS, FC, HC, JV or PA)		Company (CS, FC, HC, JV or PA)	<u>HC</u>
Business Unit		Business Unit	<u>32100</u>
Home Department ID Number		Home Department ID Number	<u>32100000</u>
Location		Location	<u>867A000</u>
Full Time, Part Time or Temporary		Full Time, Part Time or Temporary	<u>Full Time</u>
Budgeted Hours		Budgeted Hours	<u>40</u>
Salary Range Maximum		Salary Range Maximum	<u>22.68/hr</u>
FLSA Code		FLSA Code	<u>Non Exempt</u>
Reports To Position Number		Reports To Position Number	<u>10009784</u>
Fund Code		Fund Code	<u>1000</u>
Funding Department ID Number		Funding Department ID Number	<u>32103100</u>
Account (Same for all Business Units)	<u>510010</u>	Account (Same for all Business Units)	<u>510010</u>
Business Unit PC (Projects or Grants only)		Business Unit PC (Projects or Grants only)	
Project/Grant (Projects or Grants only)		Project/Grant (Projects or Grants only)	
Activity ID (Projects or Grants only)		Activity ID (Projects or Grants only)	
Resource Type (Not currently used)		Resource Type (Not currently used)	


Business Unit Approval (Business Unit Head or Designee)

4/23/2023
Date