



Legislation Text

File #: 21-4584, **Version:** 1

Department: Justices of the Peace

Department Head/Elected Official: George E. Risner

Regular or Supplemental RCA:

- ☒ Regular RCA
☐ Supplemental RCA

Type of Request: Position

Project ID (if applicable): N/A

Vendor/Entity Legal Name (if applicable): N/A

MWDBE Participation (if applicable): N/A

Request Summary (Agenda Caption):

Request by Justice of the Peace Precinct 2, Place 2 for approval to update a position from temporary to full time effective September 25, 2021.

Background and Discussion:

This position was temporarily reduced to part-time, 20 hours. We are requesting the position be updated to full-time, 40 hours.

Expected Impact:

Updating this position will have a positive effect on our existing staffing needs as we will be able to fill the position and re-establish our administrative division's goals. We are utilizing existing salary funds so the fiscal impact will be the same. Our services will expand with the return of this position to full time status by increasing how well we are able to produce required reports, balance and timely file daily financial deposits, increase invoice processing, fill job vacancies earlier and more.

Alternative Options:

This position is traditionally intended to be a full time position for the administration of the department. The position was only temporarily reduced to part time hours. There is no other alternative.

Alignment with Goal(s):

- ☒ Justice and Safety
☐ Economic Opportunity
☐ Housing
☐ Public Health

☐ Transportation☐ Flooding☐ Environment☒ Governance and Customer Service **Prior Court Action (if any):****Location:**Address (if applicable list below): **101 South Richey Street, Suite B, Pasadena, Texas 77506**☒ Countywide☐ Precinct 1☐ Precinct 2☐ Precinct 3☐ Precinct 4 **Fiscal and Personnel Summary**

Service Name		FY 21-22	Estimates	
			FY 22	Next 3 FYs
Incremental Expenditures				
Labor Expenditures		-	-	-
Non-Labor Expenditures		-	-	-
Total Incremental Expenditures		-	-	-
Funding Sources (General Fund, PIC Fund, Debt or CP, Grants, or Other - Please Specify)				
Existing Budget	General Fund	42.994K	93.153K	279.459K
	-	-	-	-
	-	-	-	-
Total Current Budget		42.994K	93.153K	279.459K
Additional Budget Requested	-	-	-	-
	-	-	-	-
	-	-	-	-
Total Additional Budget Requested		-	-	-
Total Funding Sources		42.994K	93.153K	279.459K
Personnel (Fill out section only if requesting new PCNs)				
Current Position Count for Service		-	-	-
Additional Positions Requested		-	-	-
Total Personnel		-	-	-

Anticipated Implementation Date: September 25, 2021

Emergency/Disaster Recovery Note:

☒ Not an emergency, disaster recovery, or COVID-19 related item

☐ Emergency Item

☐ COVID-19 related Item

☐ Disaster Recovery related Item

Contact(s) name, title, department: Melissa Dees, Chief Clerk, Justice of the Peace Precinct 2, Place 2

Attachments (if applicable): Dept 322 Form 3441