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**FORT BEND COUNTY FY 2009  
COMMISSIONERS COURT AGENDA REQUEST FORM**

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

<b>Date Submitted:</b> 5/6/09	<b>Submitted By:</b> Tim Cunnings
<b>Court Agenda Date:</b> 5/12/09	<b>Department:</b> Grants Administration
	<b>Phone Number:</b> 281.341.8635

**SUMMARY OF ITEM:** Consider applying for 2009 Justice Assistance Grant/Recovery Act funds in the amount of \$349.610 for personnel and contract services. No match or continued employment required.

**RENEWAL AGREEMENT/APPOINTMENT** YES  NO

**REVIEWED BY COUNTY ATTORNEY'S OFFICE:** YES  NO

**List Supporting Documents Attached:** Memo, application data

**FINANCIAL SUMMARY:**

**BUDGETED ITEM:** YES  NO

**FUNDNG SOURCE:** Accounting Unit: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Activity (If Applicable): \_\_\_\_\_

**DESCRIPTION OF LAWSON ACCOUNT:** \_\_\_\_\_

**Instructions to submit Agenda Request Form:**

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

**DISTRIBUTION:**

Original Form Submitted with back up to County Judge's Office  (✓ when completed)  
If by E-Mail to [ospindon@co.fort-bend.tx.us](mailto:ospindon@co.fort-bend.tx.us) If by Fax to (281) 341-8609

Distribute copies with back-up to all listed below. If by fax, send to numbers below:

<input type="checkbox"/> Auditor (281-341-3774)	<input type="checkbox"/> Comm. Pct. 1 (281-342-0587)
<input type="checkbox"/> Budget Officer (281-344-3954)	<input type="checkbox"/> Comm. Pct. 2 (281-403-8009)
<input type="checkbox"/> Facilities/Planning (281-833-7022)	<input type="checkbox"/> Comm. Pct. 3 (281-242-9060)
<input type="checkbox"/> Purchasing Agent (281-341-8642)	<input type="checkbox"/> Comm. Pct. 4 (281-980-9077)
<input type="checkbox"/> Information Technology (281-341-4526)	<input type="checkbox"/> County Clerk (281-341-8697)
<input type="checkbox"/> Other:	<input type="checkbox"/> County Atty (281-341-4557)

**RECOMMENDATION / ACTION REQUESTED:** Authorize County Judge to apply for \$349.610 in 2009 JAG/Recovery Act Local Program funds with no match or continued employment required.

**Special Handling Requested (specify):** \_\_\_\_\_



TIM CUMINGS

**GRANTS - RECORDS MANAGEMENT  
MAIL CENTER  
Fort Bend County, Texas**

(281) 341-8635  
Fax (281) 238-3343

**MEMORANDUM**

**TO:** Hon. Robert Hebert, County Judge  
Commissioners Court

**FROM:** Tim Cumings, Grants Administrator

**SUBJECT:** 2009 JAG/Recovery Act grant

**DATE:** May 6, 2009

I am requesting that Commissioners' Court authorize submittal of an application to the U.S. Department of Justice, Bureau of Justice Assistance, for the 2009 Edward Byrne Justice Assistance Grant/Recovery Act allocation in the amount of \$349,610. No match is required.

The grant, if approved by DOJ, will fund jobs and contract employment within five County departments for a period of up to three years: the County Clerk, CSCD, District Attorney, District Clerk and Juvenile Probation. Please see the application data submitted with this memo for details. The County is not required to fund the positions beyond the life of the grant.

Should you have any questions do not hesitate to contact me.

**CC:** Hon. Susan Lowery  
Mr. J.C. Whitten

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## 2009 JAG/RECOVERY ACT APPLICATION FOR FUNDS

### Project Narrative

**Overview:** Fort Bend County, Texas government proposes to use its 2009 JAG/Recovery Act funds to increase the efficiency of its prosecution, criminal justice courts, and community corrections functions through the creation of new jobs and the extension of contract services for planning.

**Components:** The County specifically proposes to create one position in the District Attorney's Office, two positions in the criminal division of the District Clerk's office, one position in the criminal division of the County Clerk's office, and one position in the Juvenile Probation Department. In addition, the county proposes to use funds to extend an existing consultant's contract for drug court planning through the adult probation department.

**District Attorney's Office** – The objective is to capture in digital format 4,000 cubic feet of paper disposed criminal files to expedite handling of files, creation of backup copies, and elimination of expense associated with contract storage of the paper files. This will be addressed in the DA's office in part with a temp position of 20 hours per week. Job duties will consist of preparing paper files for scanning and of reporting performance measure criteria for inclusion in post-award reporting.

**District Clerk's Office** – The objective is to image all of the felony criminal files received in the District Clerk's office since the office went "live" with the County's Odyssey Criminal – Phase III program. The office receives on average nearly 1,500 pages daily. This challenge will be addressed with two temp positions of 20 hours per week each. Job duties will consist of prepping and imaging documents, quality control, and reporting performance measure criteria for inclusion in post-award reporting.

**County Clerk's Office** – The objective is to increase efficiency in the activities of the office's misdemeanor/ juvenile department, where last year 137,839 documents were filed in this rapidly growing urban county. The challenge will be addressed with a temp position working 32 hours per week, helping the department maintain workload during transition to a new Case Management System. The position will also be responsible for providing performance measure criteria for inclusion in post-award reporting.

**Juvenile Probation Department** – The objective is to increase departmental capacity to offer its parent-training program, which is designed for the parents of strong-willed or out-of-control adolescents on probation. This will be addressed by contracting with a second full-time certified Parent Project educator. The department will take responsibility for providing performance measure criteria for inclusion in post-award reporting.

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Community Supervision and Corrections Department (CSCD) (adult probation) – The objective is the creation of a comprehensive plan to develop procedures and practices designed to improve the local court system's approach to mentally ill offenders. Facilitating this ongoing project, which involves all facets of the County's criminal justice system as well as state mental health officials, is consultant Dr. Connie Almeida. The consultant's compensation of \$450 per day as well as further details of this project were submitted in Fort Bend County's 2007 JAG application and approved by BJA (Award No. 2007-DJ-BX-1321). CSCD will provide timely reporting of the performance measures assigned to the project.

**BUDGET FOR 2009 JAG RECOVERY ACT GRANT  
FORT BEND COUNTY, TX**

Note: Budget is 36 months

District Attorney's Office (1 part-time position, 20 hr.)	\$ 33,771
District Clerk's Office (2 part-time positions, 20 hr. ea.)	67,542
County Clerk's Office (1 part-time position, 32 hr.)	78,473
Juvenile Probation (1 full-time contract position)	148,608
Community Supervision (contract services)	21,216
Total	349,610