

Fund	Dept	Dept Title	Account #	Description	Original Budget	Adjusted Budget	Fiscal Activity	FY25-26 Request
100	4250	4250 - COUNTY	100-4250-1010	ELECTED OFFICIAL	\$156,000.00	\$156,000.00	\$108,000.00	\$156,000.00 Plus 25% increase
100	4250	COURT AT LAW	100-4250-1040	CLERK/SUPPORT STAFF	\$137,514.62	\$137,514.62	\$92,027.90	\$252,514.62 Plus \$43,713.16 for salary shortages
100	4250	4250 - COUNTY	100-4250-1100	LONGEVITY	\$5,760.00	\$5,760.00	\$5,760.00	\$5,760.00
100	4250	COURT AT LAW	100-4250-1140	COURT REPORTER	\$93,885.04	\$93,885.04	\$63,009.86	\$93,885.04
100	4250	4250 - COUNTY	100-4250-1930	SALARY SUPPLEMENT-CCAL	\$10,174.00	\$10,174.00	\$7,041.60	\$10,174.00
100	4250	COURT AT LAW	100-4250-1990	JUDGE	\$0.00	\$0.00	\$10.44	\$250.00
100	4250	4250 - COUNTY	100-4250-2010	OVERTIME	\$30,100.00	\$30,100.00	\$20,384.16	\$30,100.00
100	4250	COURT AT LAW	100-4250-2020	FICA/MDCR	\$52,000.00	\$52,000.00	\$36,386.80	\$52,000.00
100	4250	4250 - COUNTY	100-4250-2030	GROUP INSURANCE	\$48,500.00	\$48,500.00	\$29,046.32	\$48,500.00
100	4250	COURT AT LAW	100-4250-2040	RETIREMENT	\$1,400.00	\$1,400.00	\$460.39	\$1,400.00
100	4250	4250 - COUNTY	100-4250-2050	WORKERS COMP INSURANCE	\$770.00	\$770.00	\$85.84	\$770.00
100	4250	COURT AT LAW	100-4250-2070	UNEMPL INSURANCE	\$1,250.00	\$1,250.00	\$598.44	\$1,250.00
100	4250	4250 - COUNTY	100-4250-3300	SUPPLEMENTAL DEATH BENEFIT	\$3,500.00	\$3,500.00	\$2,305.25	\$3,500.00
100	4250	COURT AT LAW	100-4250-4250	OPERATING SUPPLIES	\$7,000.00	\$7,000.00	\$5,468.38	\$10,000.00
100	4250	4250 - COUNTY	100-4250-4270	VISITING JUDGE TRAVEL	\$4,000.00	\$5,500.00	\$1,841.66	\$5,500.00
100	4250	COURT AT LAW	100-4250-4150	CONFERENCE/DUES/TRAINING	\$45,000.00	\$1,900.00	\$43,100.00	\$10,000.00
100	4250	4250 - COUNTY	100-4250-4160	MENTAL EVAL/JUD SVSC	\$80,000.00	\$23,000.00	\$57,000.00	\$50,000.00
100	4250	COURT AT LAW	100-4250-4900	COURT APPT ATT-CRIMINAL	\$25,000.00	\$1,500.00	\$23,500.00	\$10,000.00
100	4250	4250 - COUNTY	180-4262-4740	JUROR PMTS(CTY CRT)	Unknown	\$8,000.00		\$15,000.00
100	4250	COURT AT LAW		COURT REPORTER SVC FEE				Increase requested to keep in line with visiting Judges line item increase requested

ADDITIONAL ITEMS OF DISCUSSION (Not under 4250-County Court at Law)

Decrease of \$35,000.00
Decrease of \$30,000.00
Decrease of \$15,000.00

Output Measures				
Office	Description	Calendar Year 2023	Calendar Year 2024	Calendar Year 2025 - May 31, 2025
County Clerk	Total Cases Filed	1475	1322	494
County Clerk	Total Cases Disposed	1598	1644	578
County Clerk	eFiling Documents Processed	4624	4444	1931
County Clerk	Total OPR Documents	12953	13211	6006

Outcome Measures		
Office	Description	Goal
County Clerk	CJIS Completeness Compliance	90% Compliance by August Deadline
County Clerk	Percentage of staff that has completed CJIS Security & Training	100% Compliance
County Clerk	Percent of record filings available online within 1 day	100% Compliance

Position Budget Request Form

Action Requested: ☐ New Position ☒ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

County Court at Law

Current Position Title:

Assistant Court Coordinator

Proposed Position Title:

same

Requested Classification:

Group 62 Step 6

Funding Source:

Proposed Salary Amount:

28.68 (FY25)

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

Raegan Allen is a valuable member of my staff and consistently performs all duties assigned to her above and beyond what is required. The efficiency of our Court and ability to reduce other budgetary items is directly related to Ms. Allen and I ask that this raise be implemented for FY26.

Judge Cody Henson

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.

Fund	Dept	Dept Title	Account #	Description	Original Budget	Adjusted Budget	Fiscal Activity	FY25-26 Request
100	4350	4350	100-4350-1040	CLERK/SUPPORT STAFF	\$121,090.34	\$121,090.34	\$91,848.54	
				JUVENILE BOARD COMP				
100	4350	4350	100-4350-1090	(100%)	\$2,400.00	\$2,400.00	\$1,606.02	
100	4350	4350	100-4350-1100	LONGEVITY	\$7,929.60	\$7,929.60	\$7,912.80	
100	4350	4350	100-4350-1140	COURT REPORTERS	\$129,996.00	\$129,996.00	\$98,601.58	
				SALARY SUPPLEMENT-				
100	4350	4350	100-4350-1940	DISTRICT JUDGES	\$20,348.00	\$20,348.00	\$14,083.20	
100	4350	4350	100-4350-1990	OVERTIME	\$655.00	\$655.00	\$1,004.19	
100	4350	4350	100-4350-2010	FICA/MDCR	\$20,000.00	\$20,000.00	\$15,041.35	
100	4350	4350	100-4350-2020	GROUP INSURANCE	\$41,143.68	\$41,143.68	\$29,902.27	
100	4350	4350	100-4350-2030	RETIREMENT	\$31,480.00	\$31,480.00	\$21,340.94	
				WORKERS COMP				
100	4350	4350	100-4350-2040	INSURANCE	\$933.00	\$933.00	\$326.11	
100	4350	4350	100-4350-2050	UNEMPL INSURANCE	\$584.00	\$584.00	\$105.98	
				SUPPLEMENTAL DEATH				
100	4350	4350	100-4350-2070	BENEFIT	\$792.00	\$792.00	\$439.97	
100	4350	4350	100-4350-3100	OFFICE SUPPLIES	\$2,826.00	\$2,826.00	\$388.02	
100	4350	4350	100-4350-3110	POSTAGE	\$521.00	\$521.00	\$129.58	
100	4350	4350	100-4350-3900	LIBRARY UPDATES	\$227.00	\$227.00	\$0.00	
100	4350	4350	100-4350-4090	INSURANCE	\$2,379.00	\$2,879.00	\$2,585.79	
100	4350	4350	100-4350-4250	TRAVEL/MILEAGE	\$2,832.00	\$2,832.00	\$1,827.63	
100	4350	4350	100-4350-4280	CONTINUING EDUCATION	\$4,248.00	\$4,248.00	\$2,846.00	
100	4350	4350	100-4350-4540	SUPPORT/LICENSING FEES	\$261.00	\$261.00	\$0.00	
100	4350	4350	100-4350-4620	COPIER RENTAL	\$1,869.00	\$1,369.00	\$0.00	
100	4350	4350	100-4350-4910	ASSOCIATION DUES	\$1,563.00	\$1,563.00	\$480.00	
100	4350	4350	100-4350-4990	MISCELLANEOUS	\$510.00	\$510.00	-\$507.17	
				MACH/EQUIP				
100	4350	4350	100-4350-5750	(INVENTORIED)	\$3,956.00	\$3,956.00	\$0.00	

BURNET COUNT

EQUIPMENT & TECHNOLOGY

BUDGET REQUEST FORM

☐ NEW TECHNOLOGY ☒ NEW EQUIPMENT OR VEHICLE ☐ EQUIPMENT REPLACEMENT
☐ SOFTWARE

EQUIPMENT:

Type of equipment requested: ☐ Computer ☐ Printer ☐ Scanner ☐ Vehicle

☒ Other (please describe) Cell Phone

Is the new equipment for a: ☐ new employee ☐ replacement equipment ☒ new process

Comments: I have decided I would like to get a county cell phone. Doing county business on my personal phone is not effective. I often need to communicate with other departments when not in the office and I regularly need to have
access to my county email/website 24 hours a day. I would prefer all communication regarding county business to go through a county owned device.

Item description: Android Based Phone

One Time Estimated cost: _____

Ongoing Estimated cost: \$40 per month- \$480 per year

Reason for new equipment. If this is replacing existing equipment, please give the tag number, serial number or VIN number if available. Currently do not have a county owned cell phone.

PLEASE ATTACH ANY INFORMATION AVAILABLE FOR TECHNOLOGY AND EQUIPMENT REQUESTS. ATTACH A DETAILED QUOTE IF AVAILABLE.



Fund	Dept	Dept	Title	Account #	Description	Original Budget	Adjusted Budget	Fiscal Activity	FY25-26 Request
100	4360	4360	4360 - JUDICIAL SERVICES	100-4360-4140	COURT REPORTER SERVICE	12,000.00	12,000.00	17,188.22	
100	4360	4360	4360 - JUDICIAL SERVICES	100-4360-4150	MENTAL EVAL/EXP WIT/JUD SVCS	130,000.00	130,000.00	48,396.62	
100	4360	4360	4360 - JUDICIAL SERVICES	100-4360-4160	COURT APPT ATT-CRIMINAL	160,000.00	100,170.50	67,593.00	
100	4360	4360	4360 - JUDICIAL SERVICES	100-4360-4170	COURT APPT ATT-JUVENILE	5,000.00	5,000.00	3,450.00	
100	4360	4360	4360 - JUDICIAL SERVICES	100-4360-4180	COURT APPT ATT-CPS (MEDIATION)	101,657.80	101,657.80	4,589.00	
100	4360	4360	4360 - JUDICIAL SERVICES	100-4360-4181	COURT APPT ATT-CPS (CHILD)	85,000.00	85,000.00	71,357.24	
100	4360	4360	4360 - JUDICIAL SERVICES	100-4360-4182	COURT APPT ATT-CPS (CUSTODIAL PARENT)	165,000.00	165,000.00	54,561.50	
100	4360	4360	4360 - JUDICIAL SERVICES	100-4360-4183	CPS (NON CUSTODIAL)	0.00	45,873.00	55,329.25	
100	4360	4360	4360 - JUDICIAL SERVICES	100-4360-4190	COURT APPT ATT-APPEALS	0.00	26,043.50	26,946.60	
100	4360	4360	4360 - JUDICIAL SERVICES	100-4360-4840	APPEAL RECORDS	30,000.00	30,000.00	9,272.00	
100	4360	4360	4360 - JUDICIAL SERVICES	100-4360-4900	JUROR PMTS (DIST CRT)	60,000.00	60,000.00	26,300.00	



Fund	Dept	Dept	Title	Account #	Description	Original Budget	Adjusted Budget	Fiscal Activity	FY25-26 Request
100	4030	4030	4030 - COUNTY CLERK	100-4030-1010	ELECTED OFFICIAL	\$98,744.45	\$98,744.45	\$68,361.48	\$98,744.45
100	4030	4030	4030 - COUNTY CLERK	100-4030-1040	CLERK/SUPPORT STAFF	\$417,995.14	\$417,995.14	\$272,488.96	\$417,995.14
100	4030	4030	4030 - COUNTY CLERK	100-4030-1100	LONGEVITY	\$10,900.00	\$10,900.00	\$10,501.12	\$10,900.00
100	4030	4030	4030 - COUNTY CLERK	100-4030-2010	FICA/MDCR	\$40,365.00	\$40,365.00	\$25,821.95	\$40,365.00
100	4030	4030	4030 - COUNTY CLERK	100-4030-2020	GROUP INSURANCE	\$104,000.00	\$104,000.00	\$71,777.42	\$104,000.00
100	4030	4030	4030 - COUNTY CLERK	100-4030-2030	RETIREMENT	\$63,316.75	\$63,316.75	\$37,282.62	\$63,316.75
100	4030	4030	4030 - COUNTY CLERK	100-4030-2040	WORKERS COMP INSURANCE	\$1,800.00	\$1,800.00	\$590.57	\$1,800.00
100	4030	4030	4030 - COUNTY CLERK	100-4030-2050	UNEMPL INSURANCE	\$500.00	\$500.00	\$149.79	\$500.00
100	4030	4030	4030 - COUNTY CLERK	100-4030-2070	SUPPLEMENTAL DEATH BENEFIT	\$1,600.00	\$1,600.00	\$767.87	\$1,600.00
100	4030	4030	4030 - COUNTY CLERK	100-4030-XXXX	OVERTIME	\$0.00	\$0.00	\$0.00	\$500.00
100	4030	4030	4030 - COUNTY CLERK	100-4030-3300	OPERATING SUPPLIES	\$8,000.00	\$8,000.00	\$898.49	\$8,000.00
100	4030	4030	4030 - COUNTY CLERK	100-4030-XXXX	CELL PHONE				\$500.00
100	4030	4030	4030 - COUNTY CLERK	100-4030-4270	CONFERENCE/DUES/TRAINING	\$5,000.00	\$5,000.00	\$2,553.72	\$5,000.00
180	4034	4034	4034 - CO CLERK ERRORS & OMISSIONS	180-4034-4010	CCLK ERRORS & OMISSIONS	\$0.00	\$0.00	\$435.00	\$1,000.00
Bond Premium? I have never needed to budget this, so please advise.									
222	4042	4042	4042 - CO CLERK RECORDS MGMT	222-4042-1040	STAFF	\$58,492.93	\$58,492.93	\$38,913.86	\$58,492.93
222	4042	4042	4042 - CO CLERK RECORDS MGMT	222-4042-1100	LONGEVITY	\$720.00	\$720.00	\$398.88	\$720.00
222	4042	4042	4042 - CO CLERK RECORDS MGMT	222-4042-1940	RCDS MGMT SUPPLEMENT	\$0.00	\$0.00	\$2,121.76	\$0.00
222	4042	4042	4042 - CO CLERK RECORDS MGMT	222-4042-2010	FICA/MDCR	\$4,450.00	\$4,450.00	\$3,359.12	\$4,450.00
222	4042	4042	4042 - CO CLERK RECORDS MGMT	222-4042-2020	GROUP INSURANCE	\$12,000.00	\$12,000.00	\$9,771.82	\$12,000.00
222	4042	4042	4042 - CO CLERK RECORDS MGMT	222-4042-2030	RETIREMENT	\$6,980.00	\$6,980.00	\$4,779.76	\$6,980.00
222	4042	4042	4042 - CO CLERK RECORDS MGMT	222-4042-2040	WORKERS COMP	\$205.00	\$205.00	\$75.57	\$205.00
222	4042	4042	4042 - CO CLERK RECORDS MGMT	222-4042-2050	UNEMPL INSURANCE	\$95.00	\$95.00	\$23.73	\$95.00
222	4042	4042	4042 - CO CLERK RECORDS MGMT	222-4042-2070	SUPPLEMENTAL DEATH BENEFIT	\$175.00	\$175.00	\$98.58	\$175.00
222	4042	4042	4042 - CO CLERK RECORDS MGMT	222-4042-3300	OPERATING SUPPLIES	\$1,000.00	\$1,000.00	\$336.00	\$1,000.00
222	4042	4042	4042 - CO CLERK RECORDS MGMT	222-4042-4270	CONFERENCE/DUES/TRAINING	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00
222	4042	4042	4042 - CO CLERK RECORDS MGMT	222-4042-4540	SUPPORT/LICENSE FEES	\$85,000.00	\$85,000.00	\$63,135.05	\$85,000.00
222	4042	4042	4042 - CO CLERK RECORDS MGMT	222-4042-5750	MACH/EQUIP (INVENTORIED)	\$3,150.00	\$3,150.00	\$0.00	\$3,150.00
222	4102	4102	4102 - CO CLERK RECORDS ARCHIVE	222-4102-1940	RCDS ARCHIVE SUPPLEMENT	\$7,874.00	\$7,874.00	\$3,334.28	\$7,874.00
222	4102	4102	4102 - CO CLERK RECORDS ARCHIVE	222-4102-4010	PROFESSIONAL SERVICES	\$110,000.00	\$110,000.00	\$108,235.78	\$110,000.00
4102	-	-	4102 - CO CLERK RECORDS ARCHIVE		OPERATING SUPPLIES	\$0.00	\$0.00	\$0.00	\$5,000.00
We will need to purchase hard drives and other supplies for the archiving project.									
180	4036	4036	4036 - CCLK - COURT FACILITY FEES	180-4036-4030	COUNTY COURT BUILDING FACILITY FEE	0.00	0.00	3,522.97	

Output Measures

Office	Description	Calendar Year 2023	Calendar Year 2024	Calendar Year 2025 - May 31, 2025
County Clerk	Total Cases Filed	1475	1322	494
County Clerk	Total Cases Disposed	1598	1644	578
County Clerk	eFiling Documents Processed	4624	4444	1931
County Clerk	Total OPR Document	12953	13211	6006

Outcome Measures

Office	Description	Goal
County Clerk	CJIS Completeness Compliance	90% Compliance by August Deadline
County Clerk	Percentage of staff that has completed CJIS Security & Training	100% Compliance
County Clerk	Percent of record filings available online within 1 day	100% Compliance

BURNET COUNT EQUIPMENT & TECHNOLOGY BUDGET REQUEST FORM

☐ NEW TECHNOLOGY ☐ NEW EQUIPMENT OR VEHICLE ☐ EQUIPMENT REPLACEMENT
☐ SOFTWARE

EQUIPMENT:

Type of equipment requested: ☐ Computer ☐ Printer ☐ Scanner ☐ Vehicle

☒ Other (please describe) Cell Phone

Is the new equipment for a: ☐ new employee ☐ replacement equipment ☒ new process

Comments: I prefer all communication regarding County business be on a County-owned device. I often communicate with other departments, court personnel, and attorneys when not in the office. I also have a need to access my county email

Item description: Android Phone

One Time Estimated cost: _____

Ongoing Estimated cost: \$50.00/month = \$600/year

Reason for new equipment. If this is replacing existing equipment, please give the tag number, serial number or VIN number if available. _____

I do not currently have a County-owned cell phone.

PLEASE ATTACH ANY INFORMATION AVAILABLE FOR TECHNOLOGY AND EQUIPMENT REQUESTS. ATTACH A DETAILED QUOTE IF AVAILABLE.

Fund	Dept	Dept Title	Account #	Description	Original Budget	Adjusted Budget	Fiscal Activity	FY25-26 Request
100	4500	4500 - DISTRICT CLERK	100-4500-1010	ELECTED OFFICIAL	\$98,744.45	\$98,744.45	\$68,361.48	\$98,744.45
100	4500	4500 - DISTRICT CLERK	100-4500-1040	CLERK/SUPPORT STAFF	\$356,041.38	\$356,041.38	\$232,123.65	\$356,041.38
100	4500	4500 - DISTRICT CLERK	100-4500-1100	LONGEVITY	\$10,260.00	\$10,260.00	\$10,260.00	\$10,260.00
100	4500	4500 - DISTRICT CLERK	100-4500-1990	OVERTIME	\$0.00	\$0.00	\$76.94	\$0.00
100	4500	4500 - DISTRICT CLERK	100-4500-2010	FICA/MDCR	\$35,200.00	\$35,200.00	\$22,015.19	\$35,200.00
100	4500	4500 - DISTRICT CLERK	100-4500-2020	GROUP INSURANCE	\$91,000.00	\$91,000.00	\$63,676.90	\$91,000.00
100	4500	4500 - DISTRICT CLERK	100-4500-2030	RETIREMENT	\$55,500.00	\$55,500.00	\$32,956.95	\$55,500.00
100	4500	4500 - DISTRICT CLERK	100-4500-2040	WORKERS COMP INSURANCE	\$1,600.00	\$1,600.00	\$522.98	\$1,600.00
100	4500	4500 - DISTRICT CLERK	100-4500-2050	UNEMPL INSURANCE	\$1,055.00	\$1,055.00	\$127.37	\$1,055.00
100	4500	4500 - DISTRICT CLERK	100-4500-2070	SUPPLEMENTAL DEATH BENEFIT	\$1,400.00	\$1,400.00	\$678.89	\$1,400.00
100	4500	4500 - DISTRICT CLERK	100-4500-3100	OFFICE SUPPLIES-JURY	\$2,500.00	\$2,500.00	\$38.00	\$2,000.00
100	4500	4500 - DISTRICT CLERK	100-4500-3110	POSTAGE-JURY	\$7,000.00	\$7,000.00	\$2,000.00	\$7,000.00
100	4500	4500 - DISTRICT CLERK	100-4500-3300	OPERATING SUPPLIES	\$5,000.00	\$5,000.00	\$1,723.24	\$5,000.00
100	4500	4500 - DISTRICT CLERK	100-4500-XXXX	CELL PHONE - EO	\$0.00	\$0.00	\$0.00	\$500.00
100	4500	4500 - DISTRICT CLERK	100-4500-4270	CONFERENCE/DUES/TRAINING	\$4,000.00	\$4,000.00	\$2,742.19	\$5,000.00
100	4500	4500 - DISTRICT CLERK	100-4500-4740	RSV FOR TIME PMT/DCLK	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
180	4504	4504 - DIST CLERK ERRORS	180-4504-4100	DCLK ERRORS & OMISSIONS	\$2,500.00	\$2,500.00	\$377.00	\$2,500.00
223	4492	4492 - DIST CLERK RECORD	223-4492-3300	OPERATING SUPPLIES	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
223	4492	4492 - DIST CLERK RECORD	223-4492-4360	COPY/MICROFILMING	\$20,000.00	\$20,000.00	\$0.00	\$20,000.00

District Clerk Performance-Base

DISTRICT	Description	2023	2024	2025
				(through 5/31/2025)

Output *Goal: To continue to serve our growing public and growing courts system.*

Cases Filed	1792	1780	714
Cases Disposed	1801	1868	1143
eFiling documents processed	4159	8854	4243
Passport Applications	776	655	346
Jury Summons Sent	3475	6213	3865

Outcome CJIS Completeness Compliance* 93% as of 06/01/2025
 JJIS Completeness Compliance* 94% as of 06/01/2025

Percentage of Staff that has completed CJIS Security & Training 100%

*must be at 90% compliance by 08/01 deadline for prior 5 years

Fund	Dept	Dept Title	Account #	Description	Original Budget	Adjusted Budget	FY25-26	
							Fiscal Activity	Request
100	4510	4510	4510 - JP #1	100-4510-1010 ELECTED OFFICIAL	\$90,541.69	\$90,541.69	\$62,682.84	\$90,541.69
100	4510	4510	4510 - JP #1	100-4510-1040 CLERK/SUPPORT STAFF	\$60,850.82	\$60,850.82	\$40,729.93	\$60,850.82
100	4510	4510	4510 - JP #1	100-4510-1070 PART TIME	\$26,955.00	\$20,255.00	\$0.00	\$26,955.00
100	4510	4510	4510 - JP #1	100-4510-1100 LONGEVITY	\$5,360.00	\$5,360.00	\$5,360.00	\$5,360.00
100	4510	4510	4510 - JP #1	100-4510-1930 TRAVEL ALLOWANCE	\$6,000.00	\$6,000.00	\$4,235.31	\$6,000.00
100	4510	4510	4510 - JP #1	100-4510-1990 OVERTIME	\$150.00	\$150.00	\$10.97	\$150.00
100	4510	4510	4510 - JP #1	100-4510-2010 FICA/MDCR	\$14,524.10	\$14,524.10	\$8,365.36	\$14,524.10
100	4510	4510	4510 - JP #1	100-4510-2020 GROUP INSURANCE	\$26,000.00	\$26,000.00	\$18,193.40	\$26,000.00
100	4510	4510	4510 - JP #1	100-4510-2030 RETIREMENT	\$22,782.90	\$22,782.90	\$11,833.87	\$22,782.90
100	4510	4510	4510 - JP #1	100-4510-2040 WORKERS COMP INSURANCE	\$650.00	\$650.00	\$187.52	\$650.00
100	4510	4510	4510 - JP #1	100-4510-2050 UNEMPL INSURANCE	\$416.00	\$416.00	\$22.91	\$416.00
100	4510	4510	4510 - JP #1	100-4510-2070 SUPPLEMENTAL DEATH BENEFIT	\$600.00	\$600.00	\$243.73	\$600.00
100	4510	4510	4510 - JP #1	100-4510-3300 OPERATING SUPPLIES	\$4,348.80	\$4,348.80	\$1,037.07	\$3,000.00
100	4510	4510	4510 - JP #1	100-4510-4270 CONFERENCE/DUES/TRAINING	\$3,000.00	\$3,000.00	\$1,481.53	\$3,000.00
100	4510	4510	4510 - JP #1	100-4510-4600 OFFICE RENT	\$24,000.00	\$24,000.00	\$14,000.00	\$24,000.00
230	4510	4510	4510 - JP #1	230-4510-4770 JP1 TECHNOLOGY	\$0.00	\$0.00	\$2,355.36	\$0.00

Fund	Dept	Dept Title	Account #	Description	Original Budget	Adjusted Budget	Fiscal Activity	FY25-26 Request
100	4520	4520 - JP #2	100-4520-1010	ELECTED OFFICIAL	\$90,541.69	\$90,541.69	\$62,682.84	\$90,541.69
100	4520	4520 - JP #2	100-4520-1040	CLERK/SUPPORT STAFF	\$113,221.89	\$113,221.89	\$75,925.40	\$113,221.89
100	4520	4520 - JP #2	100-4520-1100	LONGEVITY	\$7,580.00	\$7,580.00	\$6,900.00	\$7,580.00
100	4520	4520 - JP #2	100-4520-1930	TRAVEL ALLOWANCE	\$6,000.00	\$6,000.00	\$4,235.31	\$6,000.00
100	4520	4520 - JP #2	100-4520-1990	OVERTIME	\$150.00	\$150.00	\$481.58	\$150.00
100	4520	4520 - JP #2	100-4520-2010	FICA/MDCR	\$16,640.00	\$16,640.00	\$10,644.46	\$16,640.00
100	4520	4520 - JP #2	100-4520-2020	GROUP INSURANCE	\$39,000.00	\$39,000.00	\$27,290.10	\$39,000.00
100	4520	4520 - JP #2	100-4520-2030	RETIREMENT	\$26,100.00	\$26,100.00	\$15,807.84	\$26,100.00
				WORKERS COMP				
100	4520	4520 - JP #2	100-4520-2040	INSURANCE	\$800.00	\$800.00	\$250.21	\$800.00
100	4520	4520 - JP #2	100-4520-2050	UNEMPL INSURANCE	\$150.00	\$150.00	\$42.52	\$150.00
				SUPPLEMENTAL DEATH				
100	4520	4520 - JP #2	100-4520-2070	BENEFIT	\$670.00	\$670.00	\$325.60	\$670.00
100	4520	4520 - JP #2	100-4520-3300	OPERATING SUPPLIES	\$3,000.00	\$3,000.00	\$180.97	\$3,000.00
100	4520	4520 - JP #2	100-4520-4220	FLOAT CLERK TRAINING	\$700.00	\$700.00	\$700.00	\$700.00
				CONFERENCE/DUES/TRA				
100	4520	4520 - JP #2	100-4520-4270	INING	\$3,000.00	\$3,000.00	\$2,111.70	\$3,000.00
100	4520	4520 - JP #2	100-4520-4620	COPIER RENTAL	\$1,232.00	\$1,232.00	\$1,643.19	\$1,232.00
230	4520	4520 - JP #2	230-4520-4770	JP2 TECHNOLOGY	\$0.00	\$0.00	\$2,471.26	\$0.00



Madeline Parker <mjparker@burnetcountytexas.org>

Fwd: FY26 Budget Requests

1 message

Bryan Wilson <bwilson@burnetcountytexas.org>
To: Lisa Whitehead <jppct2@burnetcountytexas.org>
Cc: Madeline Parker <mjparker@burnetcountytexas.org>

Fri, Jun 20, 2025 at 3:41 PM

Thank you. We will load this and get back to you if we have any questions/
BW

Bryan Wilson
Burnet County Judge
220 S. Pierce
Burnet, TX 78611
512-756-5400



----- Forwarded message -----

From: **Lisa Whitehead** <lwhitehead@burnetcountytexas.org>
Date: Fri, Jun 20, 2025 at 2:38 PM
Subject: FY26 Budget Requests
To: Burnet County Judge Bryan Wilson <bwilson@burnetcountytexas.org>

Current: Group 60, Step 4 - Hourly \$25.18// Annual \$52,374.40
Request: Group 60, Step 5 - Hourly \$25.43// Annual - \$52,894.40

>
>
>

> Greetings;

>

> I have attached my budget request for FY26 for Justice of the Peace Pct. 2. I am not requesting any additional staff, equipment or technology.

>

> Additionally, I am not requesting salary increases other than a 1 step increase for the position of my Juvenile Case Manager, and of course whatever COLA increase is approved for all county employees.

>

> As I have previously mentioned I am unable to attend the workshop on the 22nd.

> Please feel free to reach out to me if you have any questions regarding my submission.

> Thank you,

> Judge Whitehead

>

> Sent from my iPhone

completed JP_2_BudgetWorksheet.xlsx
35K

Fun	Dept	Dept Title	Account #	Description	Original Budget	Adjusted Budget	Fiscal Activity	FY25-26 Request
100	4530	4530	4530 - JP #3	100-4530-1010 ELECTED OFFICIAL	\$90,541.69	\$90,541.69	\$62,682.84	\$90,541.69 below see note (i)
100	4530	4530	4530 - JP #3	100-4530-1040 CLERK/SUPPORT STAFF	\$109,220.26	\$109,220.26	\$72,995.30	\$109,220.26 below see note (ii)
100	4530	4530	4530 - JP #3	100-4530-1100 LONGEVITY	\$1,940.00	\$1,940.00	\$1,940.00	\$1,940.00 below see note (iii)
100	4530	4530	4530 - JP #3	100-4530-1930 TRAVEL ALLOWANCE	\$6,000.00	\$6,000.00	\$4,235.31	\$6,000.00 see note (iv)
100	4530	4530	4530 - JP #3	100-4530-1990 OVERTIME	\$150.00	\$150.00	\$0.00	\$1,200.00 below
100	4530	4530	4530 - JP #3	100-4530-2010 FICA/MDCR	\$15,901.00	\$15,901.00	\$10,061.48	\$15,901.00
100	4530	4530	4530 - JP #3	100-4530-2020 GROUP INSURANCE	\$39,000.00	\$39,000.00	\$27,290.10	\$39,000.00
100	4530	4530	4530 - JP #3	100-4530-2030 RETIREMENT	\$24,943.00	\$24,943.00	\$14,906.94	\$24,943.00
100	4530	4530	4530 - JP #3	100-4530-2040 WORKERS COMP INSURANCE	\$700.00	\$700.00	\$236.57	\$700.00
100	4530	4530	4530 - JP #3	100-4530-2050 UNEMPL INSURANCE	\$415.00	\$415.00	\$39.09	\$415.00
100	4530	4530	4530 - JP #3	100-4530-2070 SUPPLEMENTAL DEATH BENEFIT	\$650.00	\$650.00	\$307.14	\$650.00
100	4530	4530	4530 - JP #3	100-4530-3300 OPERATING SUPPLIES	\$3,000.00	\$3,000.00	\$424.49	\$3,000.00
100	4530	4530	4530 - JP #3	100-4530-4250 TRAVEL/MILEAGE	\$2,000.00	\$2,000.00	\$400.70	\$2,000.00
100	4530	4530	4530 - JP #3	100-4530-4270 CONFERENCE/DUES/TRAINING	\$3,000.00	\$3,000.00	\$690.00	\$3,000.00
100	4530	4530	4530 - JP #3	100-4530-4620 COPIER RENTAL	\$2,000.00	\$2,000.00	\$306.31	\$2,000.00
230	4530	4530	4530 - JP #3	230-4530-4770 JP3 TECHNOLOGY	\$720.00	\$720.00	\$321.84	\$3,000.00

(i) no increase except for the cost-of-living adjustment as determined by Commissioners Court

(ii) increase each clerk position by two steps plus the cost-of-living adjustment as determined by Commissioners Court
[AF clerk increase to Step 6 and MG clerk increase to Step 5]

(iii) as applicable to each position and calculated according to Section 3.08 of the Burnet Co Personnel Policies & Employee Handbook

(iv) anticipating one clerk on maternity leave next year; est. approx 41 hours of OT for clerk not on maternity leave plus unanticipated other

(i) no increase except for the cost-of-living adjustment as determined by Commissioners Court			
(ii) increase each clerk position by two steps plus the cost-of-living adjustment as determined by Commissioners Court			
[AF clerk increase to Step 6 and MG clerk increase to Step 5]			
(iii) as applicable to each position and calculated according to Section 3.08 of the Burnet Co Personnel Policies & Employee Handbook			
(iv) anticipating one clerk on maternity leave next year; est. approx 41 hours of OT for clerk not on maternity leave plus unanticipated other			

(i) no increase except for the cost-of-living adjustment as determined by Commissioners Court			
(ii) increase each clerk position by two steps plus the cost-of-living adjustment as determined by Commissioners Court			
[AF clerk increase to Step 6 and MG clerk increase to Step 5]			
(iii) as applicable to each position and calculated according to Section 3.08 of the Burnet Co Personnel Policies & Employee Handbook			
(iv) anticipating one clerk on maternity leave next year; est. approx 41 hours of OT for clerk not on maternity leave plus unanticipated other			



Madeline Parker <mjparker@burnetcountytexas.org>

FY26 Budget Request Process – JP Pct 3

jmhurst@burnetcountytexas.org <jmhurst@burnetcountytexas.org>

Mon, Jun 23, 2025 at 1:26 PM

To: Bryan Wilson <bwilson@burnetcountytexas.org>

Cc: Madeline Parker <mjparker@burnetcountytexas.org>, Chad Collier <ccollier@burnetcountytexas.org>

Howdy Judge Wilson!

Clerk 1 Current: Group 62, Step 4: Hourly - \$27.84// Annual - \$57,907.20

Clerk 1 Requested: Group 62, Step 6: Hourly - \$28.68// Annual \$59,654.40

Clerk 2 Current: Group 60, Step 3: Hourly - \$24.67// Annual - \$51,313.60

Clerk 2 Requested: Group 60, Step 5: Hourly - \$25.43// Annual - \$52,894.40

Attached please find the JP3 budget worksheet (*initially*) with my input and comments. Although I do not request an increase in my base salary (except for COLA) and travel allowance, I do not wish either to decrease. You will find that I am respectfully requesting (i) each of my two clerks pay grade to be elevated by two steps plus COLA, and (ii) that 'overtime' be increased to \$1,200 in anticipation of a clerk on maternity leave next [calendar] year.

At this time, I do not seek any new staff/position, technology, or vehicle.

However, I will be requesting new equipment, specifically:

- three new executive office chairs to replace each that I and my two clerks use at our desks. The current ones are worn with broken threads and separating seams; and
- the carpet to be replaced in my office because it is worn and stained, and be updated as the carpet in my clerk's office area.

Next week, the JPs are meeting and will be discussing performance measures (outputs and outcomes).

If you should have any questions or require discussion regarding my submittal and comments, do not hesitate to contact me. Thank you.

With kindest regards,

Judge Jane Marie Hurst

Justice of the Peace, Precinct #3

Burnet County

810 Steve Hawkins Pkwy, Box 2

Marble Falls, Texas 78654

Tele: 830-798-3212

<http://www.burnetcountytexas.org/page/jp.pct3>



[Quoted text hidden]

2 attachments

 **JP_3_BudgetWorksheet for fiscal year 2025-2026.xlsx**
37K

 **JP_3_BudgetWorksheet for fiscal year 2025-2026.pdf**
120K

Fun:Dept	Dept	Title	Account #	Description	Original Budget	Adjusted Budget	Fiscal Activity	FY25-26 Request
100	4540	4540	100-4540-1010	ELECTED OFFICIAL	\$90,541.69	\$90,541.69	\$62,682.84	\$90,541.69
100	4540	4540	100-4540-1040	CLERK/SUPPORT STAFF	\$113,221.89	\$113,221.89	\$73,802.73	\$113,221.89
100	4540	4540	100-4540-1070	PART/TIME	\$0.00	\$2,000.00	\$1,980.60	\$0.00
100	4540	4540	100-4540-1100	LONGEVITY	\$6,000.00	\$6,000.00	\$6,000.00	\$2,640.00
100	4540	4540	100-4540-1930	TRAVEL ALLOWANCE	\$6,000.00	\$6,000.00	\$4,235.31	\$6,000.00
100	4540	4540	100-4540-1990	OVERTIME	\$150.00	\$150.00	\$31.38	\$150.00
100	4540	4540	100-4540-2010	FICA/MDCR	\$16,518.00	\$16,518.00	\$10,608.89	\$16,518.00
100	4540	4540	100-4540-2020	GROUP INSURANCE	\$39,000.00	\$39,000.00	\$28,327.90	\$39,000.00
100	4540	4540	100-4540-2030	RETIREMENT	\$25,910.00	\$25,910.00	\$15,647.33	\$25,910.00
100	4540	4540	100-4540-2040	WORKERS COMP INSURANCE	\$710.00	\$710.00	\$251.53	\$710.00
100	4540	4540	100-4540-2050	UNEMPL INSURANCE	\$417.00	\$417.00	\$47.25	\$417.00
100	4540	4540	100-4540-2070	SUPPLEMENTAL DEATH BENEFIT	\$660.00	\$660.00	\$322.28	\$660.00
100	4540	4540	100-4540-3300	OPERATING SUPPLIES	\$3,000.00	\$3,000.00	\$1,041.33	\$3,000.00
100	4540	4540	100-4540-4250	TRAVEL/MILEAGE	\$2,000.00	\$2,000.00	\$116.58	\$2,000.00
100	4540	4540	100-4540-4270	CONFERENCE/DUES/TRAINING	\$3,000.00	\$3,000.00	\$1,481.40	\$3,000.00
100	4540	4540	100-4540-4620	COPIER RENTAL	\$1,960.00	\$1,960.00	\$278.85	\$1,960.00
230	4540	4540	230-4540-4770	JP4 TECHNOLOGY	\$720.00	\$720.00	\$321.84	\$3,000.00 below

(i) see
note

(i) \$4 from every conviction allocated by LGC 134.103



Madeline Parker <mjparker@burnetcountytexas.org>

Clerk 1 Current: Group 62, Step 7: Hourly - \$29.26// Annual - \$60,860.80

Clerk 1 Requested: Group 62, Step 8: Hourly - Undetermined

Budget Worksheet

Clerk 2 Current: Group 60, Step 3: Hourly - \$24.67// Annual - \$51,313.6

Clerk 2 Request: Group 60, Step 4: Hourly - \$25.18// Annual - \$52,374.40

Frank Reilly <freilly@burnetcountytexas.org>

Wed, Jun 18, 2025 at 3:03 PM

To: Bryan Wilson <bwilson@burnetcountytexas.org>, Madeline Parker <mjparker@burnetcountytexas.org>

Dear Judge Wilson,

Attached is my initial budget request for Justice of the Peace, Precinct 4. I do not seek any new employees, equipment or technology. I also do not seek an increase in salary, other than any cost-of-living adjustment that the Commissioners Court believes is warranted.

If it is in accordance with the employee compensation plan, I would like to increase both employees one step based on competence and experience, though I believe position number 454-011 may need to be employed with the county for an additional 11 months before that position can receive a step up; however, I would like to have the ability to increase her by that step in June, 2025. I have not modified either position in the attached spreadsheet.

I note two items in the current budget that warrant discussion. First is the payment of longevity pay, which shows that we've used 100% of it in the first 3 quarters of the year. I'm not certain how that's possible, unless perhaps Judge Bindseil had some accrued unpaid income at her retirement. For the future, only one staffer will be eligible for longevity pay during the 2025 fiscal year, so I have decreased that line item. The second issue is the existence of a part-time line item. I do not believe we funded any part-time position in the past fiscal year, and I do not seek any part-time assistance during the upcoming fiscal year.

With the exception of the technology funds, in category 230, I do not request any increases in line items, subject to any inflationary adjustment that the Commissioners Court may deem appropriate. the court's technology fund, it is funded by contributions from the unified court cost fee mandated by Section 134.103 of the Local Government Code of \$4 for each conviction or compliance dismissal. During fiscal year 2024, the number of convictions and compliance dismissals was 818, or 68 per month. During fiscal year, 2025, through the end of May, there have been 670 , or 74 per month. Assuming some of these are do not get paid due to indigency or jail time credit, a conservative figure of 70 per month of 840 per year, times the \$4, equals \$3,360. The statute restricts the funds to be used only for court technology, and while I do not expect to need to replace or add anything this fiscal year, I suggest that the budgeted fund be increased to \$3,000. I'm sure there's a large carryover in that fund from prior budgets.

Please do not hesitate to reach out to to me if you have any questions or need any clarification. I look forward to conferring with the other JPs about performance, output and outcome measures prior to the workshop.

Best regards,

Frank

Frank Reilly
Justice of the Peace, Precinct 4
Burnet County, Texas 78654

810 Steve Hawkins Pkwy. Box 4
Marble Falls, TX 78654



Copy of JP_4_BudgetWorksheet.rev.xlsx
37K

Fun Dept	Dept	Title	Account #	Description	Original Budget	Adjusted Budget	Fiscal Activity	FY25-26 Request
100	5010	5010 - MAGISTRATE/IDC	100-5010-1040	CLERK/SUPPORT STAFF	\$146,902.91	\$146,902.91	\$94,701.02	\$146,902.91 Add F/T Clerk
100	5010	5010 - MAGISTRATE/IDC	100-5010-1070	PART TIME	\$25,656.80	\$32,356.80	\$19,330.18	Remove
100	5010	5010 - MAGISTRATE/IDC	100-5010-1100	LONGEVITY	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
100	5010	5010 - MAGISTRATE/IDC	100-5010-1990	OVERTIME	\$500.00	\$500.00	\$934.63	\$500.00
100	5010	5010 - MAGISTRATE/IDC	100-5010-2010	FICA/MDCR	\$13,600.00	\$13,600.00	\$8,400.19	\$13,600.00
100	5010	5010 - MAGISTRATE/IDC	100-5010-2020	GROUP INSURANCE	\$26,000.00	\$26,000.00	\$17,133.05	\$26,000.00
100	5010	5010 - MAGISTRATE/IDC	100-5010-2030	RETIREMENT	\$21,300.00	\$21,300.00	\$12,694.70	\$21,300.00
100	5010	5010 - MAGISTRATE/IDC	100-5010-2040	WORKERS COMP INSURANCE	\$334.00	\$334.00	\$197.26	\$334.00
100	5010	5010 - MAGISTRATE/IDC	100-5010-2050	UNEMPL INSURANCE	\$180.00	\$180.00	\$63.12	\$180.00
100	5010	5010 - MAGISTRATE/IDC	100-5010-2070	SUPPLEMENTAL DEATH BENEFIT	\$460.00	\$460.00	\$261.67	\$460.00
100	5010	5010 - MAGISTRATE/IDC	100-5010-3300	OPERATING SUPPLIES	\$1,500.00	\$2,200.00	\$929.18	\$3,000.00
100	5010	5010 - MAGISTRATE/IDC	100-5010-4200	TELEPHONE/CELL/MOBILE BB	\$960.00	\$960.00	\$923.44	\$1,000.00
100	5010	5010 - MAGISTRATE/IDC	100-5010-4250	TRAVEL/MILEAGE	\$1,500.00	\$800.00	\$0.00	\$1,000.00
100	5010	5010 - MAGISTRATE/IDC	100-5010-4270	CONFERENCE/DUES/TRAINING	\$4,000.00	\$4,000.00	\$2,766.15	\$4,000.00
100	5010	5010 - MAGISTRATE/IDC	100-5010-4010	Professional Services				\$2,000.00
295	5010	5010 - MAGISTRATE/IDC	295-5010-1040	CLERK/SUPPORT STAFF	\$0.00	\$3,873.26	\$3,873.26	\$0.00
295	5010	5010 - MAGISTRATE/IDC	295-5010-2010	FICA	\$0.00	\$259.55	\$259.55	\$0.00
295	5010	5010 - MAGISTRATE/IDC	295-5010-2020	INSURANCE	\$0.00	\$745.20	\$745.20	\$0.00
295	5010	5010 - MAGISTRATE/IDC	295-5010-2030	RETIREMENT	\$0.00	\$419.09	\$419.09	\$0.00
295	5010	5010 - MAGISTRATE/IDC	295-5010-2040	WORKERS COMPENSATION	\$0.00	\$8.98	\$8.98	\$0.00
295	5010	5010 - MAGISTRATE/IDC	295-5010-2050	UNEMPLOYMENT	\$0.00	\$2.33	\$2.33	\$0.00
295	5010	5010 - MAGISTRATE/IDC	295-5010-2070	SUPPLEMENTAL DEATH	\$0.00	\$8.52	\$8.52	\$0.00

Position Budget Request Form

Action Requested: ☐ New Position ☒ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

Magistrate Office

Current Position Title:

Chief Magistrate

Proposed Position Title:

Requested Classification:

72

Funding Source:

Proposed Salary Amount:

\$41.22 / Salary

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

The Chief Magistrate handles all the responsibilities of a Magistrate while also serving as the Indigent Defense Coordinator, Mental Health Liaison, and Department Head. This position exercises independent judgment and safeguards the civil rights of defendants from the time of magistration through the pre-filing stage of a case. Because this is a non-attorney position with decision-making authority that carries legal liability for the county, Chief Magistrate must ensure all staff completes necessary training and remain diligent in their duties. Other Responsibilities include ensure compliance with statutory obligations, including the Public Safety Reporting System and Sandra Bland Act, monitor proposed legislation that may impact the office, oversee the budget, order supplies, handle leave requests, time clock management, manage the use of Odyssey and other systems, create and maintain policies/procedures including the Emergency management policy, manage our resource packet project, interface with law enforcement, county departments, and other jurisdictions, and ensure the office is running appropriately. This position may be impacted in the future by SB2878.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.

Position Budget Request Form

Action Requested: ☐ New Position ☒ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

Magistrate Office

Current Position Title:

Magistrate

Proposed Position Title:

Requested Classification:

68

Funding Source:

Proposed Salary Amount:

\$36.94 / Salary

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

This position was assigned to Group 68 until the office added an additional Magistrate, at which time it was moved down to Group 65. It is important to note that this position is not a clerk or assistant role, it remained a Judicial position making independent decisions regarding bail, terms and conditions, bond reductions, surety surrenders, warrants, mental health orders, probable cause, personal bonds and most importantly civil rights of those who are in custody.

These judicial decisions are made autonomously and are not directed or dictated by the Chief Magistrate. The role requires the exercise of independent legal judgment consistent with the responsibilities and authority of a Magistrate.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.

Position Budget Request Form

Action Requested: ☒ New Position ☐ Reclassification w/Salary Change ☐ Reclassification w/o Salary Change

Department:

Magistrate Office

Current Position Title:

Court Clerk

Proposed Position Title:

Magistrate Court Clerk

Requested Classification:

60

Funding Source:

Proposed Salary Amount:

Current pay is \$24.67

NEW POSITION INFORMATION

New/Reclassification of Position:

Please explain in detail the need for New Position/Reclassification. In addition, explain how funding will be obtained (i.e., closing position(s), grant, budget transfers, etc.) If this is a new position, please attach a job description, supporting data or a description of the need:

I am requesting that the Part-Time Clerk position be converted to a Full-Time role due to an increase in workflow, as well as evolving requirements within our office. This position plays a vital role in managing the day-to-day operations of the office, including the processing of paperwork, data entry in Odyssey, and maintaining multiple-state required databases, such as the Public Safety Reporting System. In addition, this position handles inmate correspondence & phone calls. This position has begun the development of resource packets for inmates in need of assistance. These packets include information on obtaining many things including mental health & substance abuse treatment, housing, food, medication & many other needs. At the current limit of 24 hours per week, it is not feasible for this position to adequately keep up with essential clerical duties, let alone additional responsibilities aimed at supporting reentry efforts & reducing recidivism. Our office's statistics support the increased demand & clearly show the need for expanding this position to full-time. Doing so will enhance both operational efficiency & our ability to provide meaningful support to those with specific needs such as mental health.

Final job title, job description, classification and pay will be determined by the Commissioners Court based on the Compensation plan.

BURNET COUNT

EQUIPMENT & TECHNOLOGY

BUDGET REQUEST FORM

☐ NEW TECHNOLOGY ☐ NEW EQUIPMENT OR VEHICLE ☒ EQUIPMENT REPLACEMENT
☐ SOFTWARE

EQUIPMENT:

Type of equipment requested: ☐ Computer ☒ Printer ☒ Scanner ☐ Vehicle

☐ Other (please describe) _____

Is the new equipment for a: ☐ new employee ☒ replacement equipment ☐ new process

Comments: This will replace the printer and stand alone scanner that is currently at the clerk's
desk.

Item description: _____

One Time Estimated cost: _____

Ongoing Estimated cost: _____

Reason for new equipment. If this is replacing existing equipment, please give the tag number, serial number or VIN number if available. The current scanner & printer were previously used by the Magistrate and were retained in an effort to reduce costs when the p/t clerk position was created. Unfortunately, the equipment continues to have issues that slow down workflow. Given the ongoing problems, I am requesting that the equipment be replaced.

PLEASE ATTACH ANY INFORMATION AVAILABLE FOR TECHNOLOGY AND EQUIPMENT REQUESTS. ATTACH A DETAILED QUOTE IF AVAILABLE.

BURNET COUNTY MAGISTRATE OFFICE

Overview

The Burnet County Magistrate Department was established under Government Code §54.1501, which authorizes the Commissioners Court to appoint magistrates based on specific qualifications. The department is comprised of a Chief Magistrate, a Magistrate, and—beginning in FY25—a part-time clerk.

The Magistrate Department is responsible for safeguarding the civil rights of all defendants and ensuring compliance with statutory requirements to guarantee fair and just treatment throughout every interaction with our office.

Key functions of the department include:

- Conducting initial bail hearings and reviewing bail reduction requests.
- Granting personal bonds and issuing statutory personal bonds for defendants who remain in custody beyond the legally allowed time for unfiled cases.
- Evaluating and setting bond terms and conditions appropriate to each unfiled case. These cases remain under the jurisdiction of the Magistrate's Office until formally filed with the appropriate court.
- Issuing Bond Revocation and Surety Surrender Warrants.

Additionally, the department:

- Processes applications for court-appointed attorneys for defendants in custody or with unfiled cases.
- Issues orders for mental health assessments in accordance with the Sandra Bland Act.
- Collaborates with the local Mental Health Authority and BCSO Mental Health Officers (CIT) to provide appropriate services or diversions for individuals who may benefit from mental health support.

The Magistrate Department is committed to maintaining current knowledge of statutory changes enacted by the Texas Legislature that may affect our operations. Regular training ensures that our staff remains informed and compliant with evolving legal standards including the training necessary to be in compliance with the state mandated Public Safety Reporting System, TCCP Art 17.023.

Statistics (August 2024 – May 2025)

- Magistrations – 1487
- Court Appointed Attorney Applications – 1121
- Pleas coordinated for Municipal and Justice of the Peace Courts – 122
- Order for Mental Health Assessments (16.22) – 156
- Mental Health Diversions – 24
- Emergency Protective Orders issued and modifications to EPO's – 189
- Warrants issued – 106
- Scramx, Drug Patch and Ignition Interlock Orders – 70
- Jail Release Verifications for Municipal and Justice of the Peace Courts – 165

Goals

The Burnet County Magistrate Department will continue its efforts to develop a comprehensive resource guide for individuals in need of mental health services, substance abuse treatment, and assistance with basic daily needs such as food, clothing, housing, and employment.

We are also committed to creating a separate resource guide specifically designed to support defendants and families affected by Dementia and Alzheimer's disease.

In addition, we will maintain and strengthen our efforts to divert individuals from incarceration when appropriate.

Our office remains dedicated to ongoing training and will continue to stay current with all statutory requirements to ensure we serve our community effectively and lawfully.

GOVERNMENT CODE

TITLE 2. JUDICIAL BRANCH

SUBTITLE D. JUDICIAL PERSONNEL AND OFFICIALS

CHAPTER 54. MASTERS; MAGISTRATES; REFEREES; ASSOCIATE JUDGES

SUBCHAPTER DD. BURNET COUNTY CRIMINAL MAGISTRATES

The following section was amended by the 89th Legislature. Pending publication of the current statutes, see S.B. 664 and S.B. 2878, 89th Legislature, Regular Session, for amendments affecting the following section.

Sec. 54.1501. APPOINTMENT. (a) The Commissioners Court of Burnet County may select magistrates to serve the courts of Burnet County having jurisdiction in criminal matters.

(b) The commissioners court shall establish the minimum qualifications, salary, benefits, and other compensation of each magistrate position and shall determine whether the position is full-time or part-time. The qualifications must require the magistrate to:

(1) have served as a justice of the peace or municipal court judge; or

(2) be an attorney licensed in this state.

(c) A magistrate appointed under this section serves at the pleasure of the commissioners court.

Added by Acts 2011, 82nd Leg., R.S., Ch. 863 (H.B. 3844), Sec. 1, eff. June 17, 2011.

Redesignated from Government Code, Section 54.1951 by Acts 2013, 83rd Leg., R.S., Ch. 161 (S.B. 1093), Sec. 22.001(19), eff. September 1, 2013.