

2014 COUNTY INITIATIVES

Department of Budget and Management

March 5, 2014

HIGH PRIORITY INITIATIVES

Sale of Unused Property

1

\$2,769,329 – Revenue Generating Project

- Authority to Advertise for Real Estate Broker Services was approved on 12/20/13
- 29 properties have been reviewed and approved by the Precincts to sell.
- Review of RFP requirements, scope of services and evaluation criteria by precinct representatives is pending.

Estimated Completion Date – December 2014

Delinquent Fines & Fees

2

\$2,100,000 – Revenue Generating Project

- Completed comprehensive assessment of the Judicial Database
- Online payment portal installed
- JP Amnesty and Warrant Round Up Program approved by comm. court 12/20/2013
- Centralization of the judicial collections efforts pending
- Development of Judicial Performance Measures and Amnesty program database pending

Estimated Completion Date – Ongoing

Sanitation Permit Fee

3

\$1,703,970 – Expenditure Reduction Project

- Analysis illustrating various permit fee options to generate revenue and offset the Sanitation program costs (Completed)
- Meeting held with Environmental Compliance Coordinator and Civil Litigation Attorney to obtain legal opinion about the assessment of the permit fee February 13, 2014
- Commissioners' Court presentation for discussion and direction March 5, 2014

Estimated Completion Date – July 2014

Funds Held in Trust (Treasurer's Office)

4

\$1,350,000 – Revenue Generating Project

- A total amount of approximately \$1.3M is considered unidentified funds of transactions of \$100.00 or less held in trust by the Co. Treasurer. (Completed)
- Research to gather information from the State Comptroller's website as well as legal research in relation to unclaimed property procedures. (Completed)
- Unclaimed Property Policy & Procedures to be submitted to the Treasurer's office for review & comment pending

Estimated Completion Date – April 2014

Deletion of Vacant Positions

5

\$1,334,000 – Expenditure Reduction Project as of
March 5, 2014

- Comm. Court approval to delete positions that have been vacant more than 90 days.

Estimated Completion Date – Upon Court Approval

Funds Held in Trust (District Clerk's Office)

6

\$1,4000,000 – Revenue Generating Project

- Completed Audit Report and Collections Analysis for the years 1992-1995 (4 years) of Fines, Fees, & Court Costs collected by the District Clerk's
- Meeting held with independent auditor for opinion November 2013
- Audit Opinion letter has not been received by Partner

Estimated Completion Date – April 2014

OTHER INITIATIVES

Courthouse Parking Fee

7

\$504,000 – Revenue Generating Project

- Research other Municipal/County Parking permit fees (completed)
- Develop Initial Cost and Program requirements (completed)
- Evaluate options and choose a plan (completed)
- Meeting with Purchasing, IT and Facilities Management to discuss equipment and supplies needed (pending)
- Presentation of Project and Implementation plan to Commissioner Court (pending)

Estimated Completion Date – August 2014

Tire Disposal

8

\$95,446 – Expenditure Reduction Project

- Chiefs of Staff presentation illustrating the cost benefit of a Mobile Tire Shredder.
- Review of bid specifications for the purchase of the Mobile Tire Shredder (pending)
- Commissioners' Court approval and authority to advertise (pending)
- Commissioners' Court presentation and discussion on the proposed Tire Disposal Project.

Estimated Completion Date – May 2014

Energy Consumption

9

\$107,000 – Expenditure Reduction Project

- Researched and summarized energy savings information (completed)
- Energy Team created
- Draft energy consumption policy pending discussion and feedback
- Presentation of Project Policy and Implementation plan for Commissioner Court approval (pending)

Estimated Completion Date – December 2014

Outsource Custodial Services

10

\$78,000 – Expenditure Reduction Project

- Received quotes for services for pilot building (New Adm. Bldg.)
- Meet with Facilities Management to discuss building janitorial requirements
- Seek CC approval of solicitation of bids 03/11/14
- Conduct building walk through with potential vendors and officials
- Coordinate and transition custodial staff to other county facilities

Estimated Completion Date – May 2014

2014 Initiatives

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1. Courthouse Parking Fee
2. Fee Analysis
3. Facilities Master Plan
4. **Deletion of Vacant Positions**
5. **Sale of County Assets**
6. Vehicle Replacement Program
7. Vehicle Maintenance Program
8. Outsource Custodial Services
9. Outsource Landscaping Services
10. Tire Disposal
11. **Funds Held in Trust**
12. Equipment Replacement
13. Program
14. Process Improvement Reviews
15. Five Year Budget
16. Capital Improvement Plan
17. County Wellness Program
18. County Health Fairs
19. Judicial Administration
20. Centralized Purchasing Model
21. **Sanitation Collection Permit Fee**
22. **Delinquent Fees & Fines**
23. Workload Measures
24. Energy Consumption Reduction
25. **Escheatment of Funds**
26. Auto Allowance vs. Mileage
27. Parks Pavilion Fee
28. Employee Feedback-Reward Program
29. Take Home Vehicle Policy
30. Bid Out High Frequency Items
31. Wrecker Service and Impound Lot
32. Online Surplus Auction
33. Advertisement Co Wide

Total Initiatives: 33

Questions / Comments

12

