



RICHARD L. AINSA  
REFEREE  
JUVENILE COURT I

MARIA T. LEYVA-LIGON  
REFEREE  
JUVENILE COURT II

**JUDGE ENRIQUE H. PEÑA  
JUVENILE JUSTICE CENTER**

**YAHARA LISA GUTIERREZ  
JUDGE  
65TH JUDICIAL DISTRICT COURT**

ROGER MARTINEZ  
CHIEF  
JUVENILE PROBATION OFFICER

MARC MARQUEZ  
DEPUTY CHIEF  
JUVENILE SERVICES AND OPERATIONS

LORENA HEREDIA, CPA  
DEPUTY CHIEF  
FINANCE AND SUPPORT

August 15, 2019

Wallace Hardgrove  
El Paso County Budget Executive Director  
500 East San Antonio, Rm. 302B  
El Paso, TX 79901

**RE: FY2019 Juvenile Probation Department Budget Transfers (BA #46)**

Dear Mr. Hardgrove:

Pursuant to Section 152.0004 of the Texas Human Resource Code, and pursuant to Board authorization, please be advised that this letter is submitted in my capacity as Chairman of the El Paso County Juvenile Board and please be further advised that I certify the attached budget transfer as necessary.

Sincerely,

A handwritten signature in black ink, appearing to read "Yahara Lisa Gutierrez", is written over the typed name and title.

Hon. Yahara Lisa Gutierrez, Chairman  
El Paso County Juvenile Board

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COUNTY OF EL PASO  
JUVENILE PROBATION DEPARTMENT  
BUDGET TRANSFER # 46  
AUGUST 15, 2019

ACCOUNT : GF-JPD

74,000.00

Object Code	Acct. Description	Amount
510011	SALARY-FT REGULAR	(75,000)
510012	SALARY-PT REGULAR	(14,000)
511020	SOCIAL SECURITY	18,000
511030	RETIREMENT	(20,000)
511050	INS-HEALTH/DENTAL	50,000
511060	INS-WORKERS COMP	(30,000)
600309	OPS EXPENSES-GEN	5,000
600311	OPS EQUIPMENT	20,000
600771	COMMUNIC-GEN	10,000
600811	TRAVEL	5,000
601107	PROF SVC-GEN	60,000
703001	CAP OUT-RENOV	45,000
	<b>TOTAL</b>	<b>74,000</b>

**JUSTIFICATION**

<b>Object Code</b>	
511020 (Social Security)	To supplement employee fringe benefits accounts.
511050 (Health / Dental)	
600309 (Ops Expense Gen)	Funds will be used to purchase juvenile and facility supplies. <b>Note: This transfer will preserve the Juvenile Probation Department's local funds and minimize the Department's General Fund request for FY 2020.</b>
600311 ( Ops Equipment)	Funds will be used to replace office furniture and/or equipment that is worn and past the useful life.
600771 (Communications)	To supplement the long distance phone service account. Due to a vendor billing error, the department was invoiced for 2 years of long distance calls.
600811 (Travel)	Funds will be used to transport juveniles to and from residential placement facilities.
601107 (Prof - Svc-Gen)	To provide the following juvenile services: sex offender treatment; case mangement services; in home mental services, counseling; Multi-Systemic Therapy and juvenile electronic monitoring services. <b>Note: This transfer will preserve the Juvenile Probation Department's local funds and minimize the Department's General Fund request for FY 2020.</b>
703001 (Cap Out - Renov)	Funds will also be used to replace the Department's training room partition wall and the structural support based on the recommendation of Ms. Melina Banuelos (Public Works Senior Engineer). The training room is utilized extensively by departments within County of El Paso.

ACCOUNT : GF-JPDCOMBSD

Object Code	Acct. Description	Amount
510011	SALARY-FT REGULAR	(6,000)
511050	INS-HEALTH/DENTAL	6,000
	<b>TOTAL</b>	<b>-</b>

**JUSTIFICATION**

<b>Object Code</b>	
511050 (Health / Dental)	To supplement employee fringe benefits accounts.

COUNTY OF EL PASO  
JUVENILE PROBATION DEPARTMENT  
BUDGET TRANSFER # 46  
AUGUST 15, 2019

ACCOUNT : GF-JUVDTN

41,000.00

Object Code	Acct. Description	Amount
510011	SALARY-FT REGULAR	(25,000)
510080	SALARY-OVERTIME	20,000
511020	SOCIAL SECURITY	(10,000)
511030	RETIREMENT	(20,000)
511050	INS-HEALTH/DENTAL	(15,000)
511060	INS-WORKERS COMP	(20,000)
600309	OPS EXPENSES-GEN	10,000
601103	PROF SVC-MED JAIL	16,000
601107	PROF SVC-GEN	25,000
703001	CAP OUT-RENOV	60,000
	<b>TOTAL</b>	<b>41,000</b>

**JUSTIFICATION**

<b>Object Code</b>	
510080 (Salary Overtime)	Funds will be used for overtime for Juvenile Supervision Officers in the Detention facility.
600309 (Oper. Expenses)	Funds will be used to purchase Juvenile/facility supplies.
601103 (Medical)	Funds will be used to supplement the account due to an increase in juvenile medical expenditures.
601107 (Prof Svc Gen)	Funds will be used for juvenile medical services administered by Texas Tech Pediatrics.
	<b>Note: This transfer will preserve the Juvenile Probation Department's local funds and minimize the Department's General Fund request for FY 2020.</b>
703001 (Cap Out - Renov)	Funds will be used to install a rubber tile surface in the juvenile housing units in the Juvenile Detention Center.

ACCOUNT : GF-JUVCHALL

(115,000.00)

Object Code	Acct. Description	Amount
510011	SALARY-FT REGULAR	(75,000)
510012	SALARY-PT REGULAR	(27,000)
510080	SALARY-OVERTIME	35,000
511020	SOCIAL SECURITY	(10,000)
511030	RETIREMENT	(23,000)
511050	INS-HEALTH/DENTAL	(5,000)
511060	INS-WORKERS COMP	(20,000)
600310	PHARMACEUTICAL	10,000
	<b>TOTAL</b>	<b>(115,000)</b>

**JUSTIFICATION**

<b>Object Code</b>	
510080 (Salary Overtime)	Funds will be used for overtime for Juvenile Supervision Officers in the Challenge Academy.
600310 (Pharmaceutical)	Funds will be used to purchase medical prescriptions for juveniles detained in the facility.

ACCOUNT : GF-JUVKITCHEN

Object Code	Acct. Description	Amount
510011	SALARY-FT REGULAR	(26,000)
600351	FOOD PURCHASES	26,000
	<b>TOTAL</b>	<b>-</b>

**JUSTIFICATION**

<b>Object Code</b>	
600351 (Food Purchases)	Funds will be used to supplement the account due to the price increase of food items and fresh produce.

