

IN THE MATTER OF TRANSFERRING OF BUDGET SURPLUS OF FORT BEND COUNTY
FOR THE YEAR 2019

On this the 6th day of August 2019, the Commissioners' Court, with the following members being present:

- KP George - County Judge
- Vincent Morales - Commissioner Precinct #1
- Grady Prestage - Commissioner Precinct #2
- Andy Meyers - Commissioner Precinct #3
- Kenneth R. DeMerchant - Commissioner Precinct #4

The following proceedings were had, to-writ,

THAT WHEREAS, theretofore, on September 11, 2018, the Court heard and approved the budget for the year 2019 for Fort Bend County; and WHEREAS, on proper application, the Commissioners' Court has transferred an existing budget surplus to a budget of a similar kind and fund. The transfer does not increase the total of the budget.

The following transfers to said budget are hereby authorized:

Department Name: Texas A&M AgriLife Extension Accounting Unit: 100665100

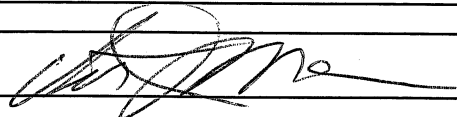
TRANSFER TO:

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
Temporary or Part-Time	61100	\$ 1,700
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL TRANSFERRED TO:		\$ 1,700

TRANSFER FROM:

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
Salaries & Labor	61000	\$ 1,700
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL TRANSFERRED FROM:		\$ 1,700

EXPLANATION: Transferring funds to extend the duration and time of our temp position as we've had two employees resign during our busiest time of the year. We will not fill either position until the next fiscal year begins.

Department Head:  Date: 19-Jul-19

*** USE WHOLE DOLLAR AMOUNTS ONLY ***

THE COUNTY OF FORT BEND

BY: _____
KP George, County Judge

	GL Transfer
	AC Transfer

Wasicek, Cheryl

From: Bethancourt, Hopie
Sent: Friday, July 19, 2019 1:10 PM
To: Wasicek, Cheryl
Subject: FW: Needing to Extend Temporary Position Period

FYI – I left you a voice-message that my department has reviewed your request to TRANSFER \$1700 out of #61000 Salaries, into #61100 TEMP/PT. Please keep the Admin Assistant position vacant through the end of this month – so the funding remaining in #61000 will be sufficient to pay the remainder of the salaries through this fiscal year. Please proceed with scheduling the transfer for Commissioner’s Court/ AgendaLink. Let me know if you have questions. Thank you so much.

From: Bethancourt, Hopie
Sent: Thursday, July 18, 2019 11:23 AM
To: Wasicek, Cheryl <Cheryl.Wasicek@fortbendcountytexas.gov>
Cc: Vincent Mannino <vmannino@ag.tamu.edu>; Dees, Barbara <Barbara.Dees@fortbendcountytexas.gov>
Subject: RE: Needing to Extend Temporary Position Period

Thank you for sharing this information!!! I will change the “budgeted Program Coordinator” position accordingly in FY2020 Budget. I’m still waiting for a response on my department (regarding the calculations) but as soon as I have that I will let you know for how long the Administrative Assistant needs to remain vacant so the funding is enough in both #61000 & #61100 to end FY2019. Thank you so much.

From: Wasicek, Cheryl <Cheryl.Wasicek@fortbendcountytexas.gov>
Sent: Thursday, July 18, 2019 10:20 AM
To: Bethancourt, Hopie <Hopie.Bethancourt@fortbendcountytexas.gov>
Cc: Vincent Mannino <vmannino@ag.tamu.edu>; Dees, Barbara <Barbara.Dees@fortbendcountytexas.gov>
Subject: FW: Needing to Extend Temporary Position Period

Hopie:

I’ve discussed this with Vince, and we’ll follow thru with HR’s recommendation—reclassifying the Program Coordinator position to a Receptionist Grade 6 and then hiring for the Administrative Assistant position with the option of reclassifying that position (later down the road).

With our temp, this is somewhat of a probationary period for her. If she proves that she is the right candidate for the receptionist position, we will appoint her as our receptionist (in due time).

Thank you for your help!

Cheryl W.
Ext. 7016

From: Dees, Barbara <Barbara.Dees@fortbendcountytexas.gov>
Sent: Thursday, July 18, 2019 10:00 AM
To: Wasicek, Cheryl <Cheryl.Wasicek@fortbendcountytexas.gov>
Subject: RE: Needing to Extend Temporary Position Period

Hi Cheryl,