

Galicia, Melissa

From: Flathouse, Mark
Sent: Thursday, August 19, 2021 2:07 PM
To: Gubbels, Pamela
Cc: Staff, Mary; Galicia, Melissa; Preston, Warner
Subject: RE: Overtime budget - transfer

We will get it in today. thank you.

Mark V. Flathouse, M.S., EFO, FSCEO, FEMT

Fort Bend County Fire Marshal Office/Office of Emergency Management

Fire Marshal Office: 281-238-1500

Office of Emergency Management: 281-342-6185

www.FBCFMO.org or www.FBCOEM.org



From: Gubbels, Pamela <Pamela.Gubbels@fortbendcountytx.gov>
Sent: Thursday, August 19, 2021 2:04 PM
To: Flathouse, Mark <Mark.Flathouse@fortbendcountytx.gov>
Cc: Staff, Mary <Mary.Staff@fortbendcountytx.gov>; Galicia, Melissa <Melissa.Galicia@fortbendcountytx.gov>; Preston, Warner <Warner.Preston@fortbendcountytx.gov>
Subject: RE: Overtime budget - transfer

Yes, you need to submit a transfer to Court.

Pamela Gubbels

Director of Finance & Investments

Fort Bend County, Texas

301 Jackson St., Suite 601 | Richmond, TX 77469

281-344-3938

Pamela.Gubbels@fortbendcountytx.gov



From: Flathouse, Mark <Mark.Flathouse@fortbendcountytx.gov>
Sent: Thursday, August 19, 2021 2:01 PM
To: Gubbels, Pamela <Pamela.Gubbels@fortbendcountytx.gov>
Cc: Staff, Mary <Mary.Staff@fortbendcountytx.gov>; Galicia, Melissa <Melissa.Galicia@fortbendcountytx.gov>; Preston, Warner <Warner.Preston@fortbendcountytx.gov>
Subject: RE: Overtime budget - transfer

Pamela,

Following up on this item. Please let me know if my staff need to complete any items for this transfer.

Mark V. Flathouse, M.S., EFO, FSCEO, FEMT

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From: Gubbels, Pamela <Pamela.Gubbels@fortbendcountytx.gov>

Sent: Thursday, July 29, 2021 1:30 PM

To: Flathouse, Mark <Mark.Flathouse@fortbendcountytx.gov>

Cc: Staff, Mary <Mary.Staff@fortbendcountytx.gov>; Galicia, Melissa <Melissa.Galicia@fortbendcountytx.gov>; Preston, Warner <Warner.Preston@fortbendcountytx.gov>

Subject: RE: Overtime budget - transfer

Mark,

The salary audit is complete, and you do have enough funds available to transfer \$50,000 from 61000 Salaries into 61200 Overtime. Because this involves salary accounts, it will need to go to Commissioners Court for approval. The transfer will only need to include the \$50,000 and does not require a transfer for fringe.

Pamela Gubbels

Director of Finance & Investments

Fort Bend County, Texas

301 Jackson St., Suite 601 | Richmond, TX 77469

281-344-3938

Pamela.Gubbels@fortbendcountytx.gov



From: Flathouse, Mark <Mark.Flathouse@fortbendcountytx.gov>

Sent: Wednesday, July 28, 2021 3:31 PM

To: Gubbels, Pamela <Pamela.Gubbels@fortbendcountytx.gov>

Cc: Staff, Mary <Mary.Staff@fortbendcountytx.gov>; Galicia, Melissa <Melissa.Galicia@fortbendcountytx.gov>; Preston, Warner <Warner.Preston@fortbendcountytx.gov>

Subject: Overtime budget - transfer

Pamela,

I know you are extremely busy, but my team has spent this week working on trying to hire open positions and fill the vacancies within the FMO office. I have had three staff members leave in the last two weeks and I am coordinating filling these positions. I am trying to be proactive.

While working on this, I am reviewing the overtime and need to make sure that I have enough in the FY2021 budget to cover this overtime expenses until Oct. 1. Due to the open positions and staff filling them with overtime, I am requesting a transfer of approximately \$50,000 to cover the cost. This is NOT requesting more funds, just using the funds from vacant positions in the Fire Marshal's Office budget.

Please give me a call and I quickly can explain. Cell 281-642-4261.

Mark V. Flathouse, M.S., EFO, FSCEO, FEMT

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