

IN THE MATTER OF TRANSFERRING OF BUDGET SURPLUS OF FORT BEND COUNTY  
FOR THE YEAR 2023

On this the 11 day of July 2022/2023, 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
- Dexter L. McCoy - Commissioner Precinct #4

The following proceedings were had, to-writ,

THAT WHEREAS, theretofore, on September 13, 2022, the Court heard and approved the budget for the year 2023 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 #6651A Accounting Unit: 100665100

**TRANSFER TO:**

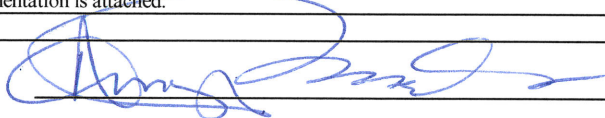
ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
Temporary/Part Time	61100	\$ 4,800
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL TRANSFERRED TO:</b>		<b>\$ 4,800</b>

**TRANSFER FROM:**

ACCOUNT NAME	ACCOUNT NUMBER	AMOUNT
Salaries	61000	\$ 4,800
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>TOTAL TRANSFERRED FROM:</b>		<b>\$ 4,800</b>

**EXPLANATION:** Transferring funds to allow department to utilize temp/part-time worker thru August 25 (following Natalie Heimann's resignation from department. Natalie's position #6651-007 will be kept VACANT thru this time to avoid deficit in account. The Temp/Part-time worker will be paid at \$15/hour (as suggested by HR) for up to 40 hours per week for the next 8 weeks.

\*Supporting documentation is attached.

Department Head:  Date: 3-Jul-23

\*\*\* USE WHOLE DOLLAR AMOUNTS ONLY \*\*\*

THE COUNTY OF FORT BEND

BY: \_\_\_\_\_  
KP George, County Judge

	GL Transfer
	AC Transfer

## Wasicek, Cheryl

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**From:** Bethancourt, Hopie  
**Sent:** Monday, July 3, 2023 1:19 PM  
**To:** Dees, Barbara; Wasicek, Cheryl  
**Subject:** RE: Temp Worker Options

Chery, in this case, you only need to transfer \$4,800.  
Thank you.

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**From:** Dees, Barbara <Barbara.Dees@fortbendcountytexas.gov>  
**Sent:** Monday, July 3, 2023 1:09 PM  
**To:** Bethancourt, Hopie <Hopie.Bethancourt@fortbendcountytexas.gov>; Wasicek, Cheryl <Cheryl.Wasicek@fortbendcountytexas.gov>  
**Subject:** RE: Temp Worker Options

Hi,

Thanks for looping me in. We recommend the pay rate be \$15/hour. The temp position does not need to go before court for approval so once the transfer is approved in court, you can fill the position.

Thanks and Happy 4<sup>th</sup> of July!

*Barbara Dees*

Sr HR Generalist-Compensation | Fort Bend County Human Resources  
(281) 341-8699 | [Barbara.Dees@FortBendCountyTX.gov](mailto:Barbara.Dees@FortBendCountyTX.gov)

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**From:** Bethancourt, Hopie <Hopie.Bethancourt@fortbendcountytexas.gov>  
**Sent:** Monday, July 3, 2023 12:46 PM  
**To:** Wasicek, Cheryl <Cheryl.Wasicek@fortbendcountytexas.gov>  
**Cc:** Dees, Barbara <Barbara.Dees@fortbendcountytexas.gov>  
**Subject:** RE: Temp Worker Options

Cheryl,

You may proceed with scheduling the request on the next agenda to transfer funds from #61000 Salaries to #61100 Temporary/ Part Time.

Please discuss the appropriate pay-rate with Human Resources (I have copied HR). For **budgeting purposes only**, I have set the calculation to \$17/hr, @40 hours per week, 8 weeks. Therefore, you should transfer \$5,440 at this time. Additionally, you must ensure to **keep position #6651-0007 VACANT over the next 8 weeks**, or through August 25, 2023... or else #61000 will fall into a deficit and not have enough funds to close out the fiscal year for the other staff within your department.

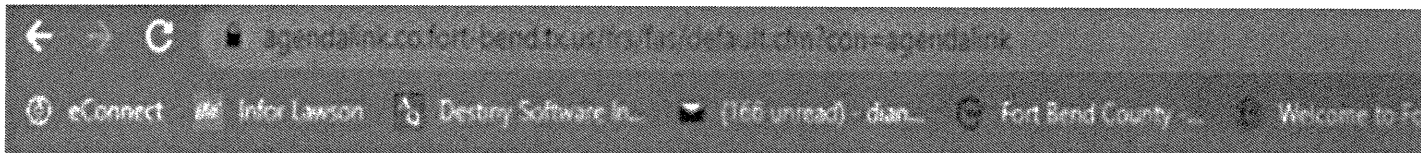
Please let me know if you have additional questions.  
Thank you for your patience.

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**From:** Bethancourt, Hopie  
**Sent:** Tuesday, June 27, 2023 4:08 PM  
**To:** Wasicek, Cheryl <Cheryl.Wasicek@fortbendcountytexas.gov>  
**Subject:** FW: Temp Worker Options

And are you using 40 hours per week, for a span of 8 weeks? Or how many weekly hours/ total hours?

**From:** Bethancourt, Hopie  
**Sent:** Tuesday, June 27, 2023 4:07 PM  
**To:** Wasicek, Cheryl <Cheryl.Wasicek@fortbendcountytx.gov>  
**Subject:** RE: Temp Worker Options



# Fort Bend County TEXAS

# Agenda

Ft. Bend AgendaQuick

You are logged in as diana.gutierrez

Login

## Welcome to AgendaQuick

### AGENDA ENTRY DEADLINE DATES

CCM July 11, 2023 CLOSES ON Monday, July 3, 2023 @

CCM July 25, 2023 CLOSES ON Monday, July 17, 2023 @

CCM August 8, 2023 CLOSES ON Monday, July 31, 2023 @

CCM August 22, 2023 CLOSES ON Monday, August 14, 2023 @

Okay... I'm trying to wrap up the Recommended Budgets right now.  
I'm going to try to get back to you by Monday (hopefully by lunch time)..... so you can meet the next deadline..... if my department supports your request.  
Thank you Cheryl.

**From:** Wasicek, Cheryl <Cheryl.Wasicek@fortbendcountytx.gov>  
**Sent:** Tuesday, June 27, 2023 2:08 PM  
**To:** Bethancourt, Hopie <Hopie.Bethancourt@fortbendcountytx.gov>  
**Subject:** RE: Temp Worker Options

If we could get \$16 or \$17 per hour, that would be GREAT. But if I'm not mistaken, the going rate for part-timers is \$15 per hour. If that's the case, we'll shoot for that. I have no specific date for a response as I understand there's a turnaround time for everything these days.

Thank you, Hopie!

Cheryl W.  
Ext. 37016

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**From:** Bethancourt, Hopie <[Hopie.Bethancourt@fortbendcountytexas.gov](mailto:Hopie.Bethancourt@fortbendcountytexas.gov)>  
**Sent:** Tuesday, June 27, 2023 12:41 PM  
**To:** Wasicek, Cheryl <[Cheryl.Wasicek@fortbendcountytexas.gov](mailto:Cheryl.Wasicek@fortbendcountytexas.gov)>  
**Subject:** FW: Temp Worker Options

Oh... and I need to know the pay-rate for your Temporary worker and the total number of hours you plan to use as well over the 8 week period.  
Thank you.

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**From:** Bethancourt, Hopie  
**Sent:** Tuesday, June 27, 2023 12:39 PM  
**To:** Wasicek, Cheryl <[Cheryl.Wasicek@fortbendcountytexas.gov](mailto:Cheryl.Wasicek@fortbendcountytexas.gov)>  
**Subject:** RE: Temp Worker Options

By when do you need a response?

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**From:** Wasicek, Cheryl <[Cheryl.Wasicek@fortbendcountytexas.gov](mailto:Cheryl.Wasicek@fortbendcountytexas.gov)>  
**Sent:** Tuesday, June 27, 2023 10:00 AM  
**To:** Bethancourt, Hopie <[Hopie.Bethancourt@fortbendcountytexas.gov](mailto:Hopie.Bethancourt@fortbendcountytexas.gov)>  
**Subject:** RE: Temp Worker Options

Two months should suffice.

Thank you.  
CW

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**From:** Bethancourt, Hopie <[Hopie.Bethancourt@fortbendcountytexas.gov](mailto:Hopie.Bethancourt@fortbendcountytexas.gov)>  
**Sent:** Tuesday, June 27, 2023 9:56 AM  
**To:** Wasicek, Cheryl <[Cheryl.Wasicek@fortbendcountytexas.gov](mailto:Cheryl.Wasicek@fortbendcountytexas.gov)>  
**Subject:** RE: Temp Worker Options

Good morning Cheryl,

Do you know for how long her position will remain VACANT (a ball-park idea)? I would need to conduct a Salary-audit to identify available funds first. Then get approval from my department whether your request is supported. And then you would have to request the item to go before Commissioner's Court as well for their approval. Until the item is approved and funds are transferred, then you would be able to hire a Temporary worker.

Thanks.

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**From:** Wasicek, Cheryl <[Cheryl.Wasicek@fortbendcountytexas.gov](mailto:Cheryl.Wasicek@fortbendcountytexas.gov)>  
**Sent:** Tuesday, June 27, 2023 9:48 AM  
**To:** Bethancourt, Hopie <[Hopie.Bethancourt@fortbendcountytexas.gov](mailto:Hopie.Bethancourt@fortbendcountytexas.gov)>  
**Subject:** Temp Worker Options

Hopie:

Natalie has accepted a position within another County department, and will start with them on July 3. That will leave our front office extremely short-handed. Is there any way we could hire a temp worker? Or is that out of the question?

Please advise of our options. I'm a bit concerned as summer is our busiest time of the year while we're in 'fair prep' mode.

Thank you.

Cheryl Wasicek

Ext. 37016

**ARF-57451**  
**REGULAR SESSION AGENDA**

**Consent**  
**Other Departments**

**Meeting Date:** 07/11/2023  
**Submitted For:** Pamela Gubbels  
**Submitted By:** Cheryl Wasicek, Texas AgriLife (Extension)  
**Department Name:** Texas AgriLife (Extension)

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**Information**

**Purpose of Transfer:**

Transferring funds to allow department to utilize temp/part-time worker thru August 25 following the resignation of Natalie Heimann (Sr. Office Asst.). As per HR, the temp/part-time worker will be paid \$15/hour for 40 hours per week for a maximum of 8 weeks. Transferring \$4,800 from #6100 Salaries to #61100 Temporary/Part-Time.

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**Attachments**

Transfer for Temp Worker

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