



OFFICE OF CONSTABLE
Bobby Gutierrez
Williamson County Precinct 3

MEMORANDUM

TO: The Honorable Commissioner's Court

FROM: Bobby Gutierrez, Constable Pct.3

DATE: June 12, 2009

SUBJECT: Line Item Transfer Request

I respectfully request your approval for line item transfers to the Postage line item and Computer Equipment line item.

Our office recently underwent some duty assignment re-organization whereby the clerical staff significantly emphasized their productivity with mailing warrant cards to individuals listed as fugitives for Class C violation warrants. This has resulted in improved voluntary compliance on warrant collections. This process has also resulted in enhanced time efficiency for deputies assigned to these types of cases. While collections by clerical staff have improved, we have depleted our postage line item for the remainder of the fiscal year. We believe the funds placed toward postage for the remainder of this fiscal year would produce a continuation of high warrant collections and improve the clearance of Class C warrant cases. The other line item categories whereby monies are being transferred will not adversely affect our ability to continue to fulfill our mission.

We tried to implement a conversion of using deputy lap-top computers to also fulfill office computer functions this fiscal year. The component necessary to implement this process are docking stations. The purchase of computer equipment this year exceeded our budgetary projections whereby we could not afford the docking stations. Considering our vehicle purchase was under-budget, we request to use those funds toward the purchase of office computer docking stations. If we are successful in doing so, we could withdraw our request for funding this program in the proposed budget for next fiscal year, and further reduce the risk of price increases on computer equipment.

Thank you for your time and attention on these matters. Please do not hesitate to contact me should you need further information on these line item transfer requests.

Respectfully,

Bobby Gutierrez, Constable Pct.3