



OFFICE OF CONSTABLE
Bobby Gutierrez
Williamson County Precinct 3

MEMORANDUM

To: Williamson County Commissioner's Court

From: Bobby Gutierrez, Constable Pct.3

Date: January 10, 2011

Subject: Line Item Transfer

I respectfully request the Commissioner's Court approve a line item transfer from 0553- 1100 - F/T Salaries to 0553-001110 – Overtime for \$5,000.00.

We are not certain exactly how much money will be needed to pay for essential overtime expenses needed to conduct important business as a result of staffing shortages. Overtime expenses are authorized only as needed and managed very carefully. Nevertheless, the funding transfer is from the F/T Salary line item. This action will not create any extra expense not already funded. The funds are a direct result of vacancy savings due to the unfilled F/T positions.

Unfortunately, my office has been short staffed in the deputy ranks for several weeks. A small office like ours certainly feels the pressures of insufficient staffing for time sensitive and time intensive work loads. The critical work demands do not go away regardless of the staffing level. Even though the holidays have caused a little delay with finding the right matches to fill the current vacancies. I do not want to compromise the selection for quality personnel over the simple quantity of personnel.

I would be happy to discuss this further with you should you need additional information.

Thank you in advance for your support.

Respectfully,

Bobby Gutierrez, Constable Pct. 3