



**MEMORANDUM**

Date: March 1, 2021  
To: Commissioners Court  
From: Jim Skinner, Sheriff *JOS*  
Re: Sheriff's Office Secretary Position Move

The Collin County Sheriff's Office respectfully requests the court's approval to move the Secretary position, #201350, from CAC budget 50002 to CID budget 50001 effective March 22, 2021.

Budget amendment totaling \$29,332 attached to the agenda item.

JOS/lld