**FORT BEND COUNTY FY 2009**
**DRAINAGE DISTRICT AGENDA REQUEST FORM**
**Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office**

| | | | |
|---|---|---|---|
| **Date Submitted:** | **August 26, 2009** | **Submitted By:** | **Mark Vogler** |
| | | **Department:** | **Drainage District** |
| **Court Agenda Date:** | **September 1, 2009** | **Phone Number:** | **281/342-2863** |

**SUMMARY OF ITEM:**

**Approve out-of-state travel for Marc Gadway and Michael Ramey to Lititz, Pennsylvania September 8 – 10, 2009, to check the status of a dragline being refurbished.**

**RENEWAL AGREEMENT/APPOINTMENT** YES [ ] NO [X]
**REVIEWED BY COUNTY ATTORNEY'S OFFICE:** YES [ ] NO [X]

**List Supporting Documents Attached:**

**FINANCIAL SUMMARY:**
**BUDGETED ITEM:** YES [ ] NO [X]

**FUNDNG SOURCE:** Accounting Unit: 160620100 Account Number: 63200
Activity (If Applicable):

**DESCRIPTION OF LAWSON ACCOUNT:** Drainage, Travel

**Instructions to submit Agenda Request Form:**

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms should be submitted by e-mail, fax, or inter-office mail, and all back-up information must be provided by Wednesday at 2:00 p.m. to all those listed below.
- All original back-up must be received in the County Judge's Office by 2:00 p.m. on Wednesday.

**DISTRIBUTION:**

Original Form Submitted with back up to County Judge's Office [ ] (✓ when completed)
If by E-Mail to ospindon@co.fort-bend.tx.us If by Fax to (281) 341-8609
Distribute copies with back-up to all listed below. If by fax, send to numbers below:

| | | | | | |
|---|---|---|---|---|---|
| [ ] | Auditor | (281-341-3774) | [ ] | Comm. Pct. 1 | (281-342-0587) |
| [ ] | Budget Officer | (281-344-3954) | [ ] | Comm. Pct. 2 | (281-403-8009) |
| [ ] | Facilities/Planning | (281-633-7022) | [ ] | Comm. Pct. 3 | (281-242-9060) |
| [ ] | Purchasing Agent | (281-341-8642) | [ ] | Comm. Pct. 4 | (281-980-9077) |
| [ ] | Information Technology | (281-341-4526) | [ ] | County Clerk | (281-341-8697) |
| [ ] | Other: | | [ ] | County Atty | (281-341-4557) |

**RECOMMENDATION / ACTION REQUESTED:**

**Approve out-of-state travel for Marc Gadway and Michael Ramey to Lititz, Pennsylvania September 8 – 10, 2009, to check the status of a dragline being refurbished.**

**Special Handling Requested (specify):**