

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

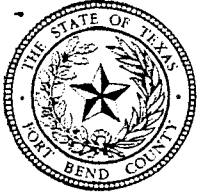
Date Submitted: July 1, 2009 Submitted By: Dianne Wilson
Court Agenda Date: July 7, 2009 Department: County Clerk
Phone Number: 281-341-8686

SUMMARY OF ITEM:
Increase County Clerk change fund in the amount of \$220.00 due to increased fee payments in Missouri City Office and insufficient change in Main Office.
RENEWAL AGREEMENT/APPOINTMENT YES NO
REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO
List Supporting Documents Attached: Letter from County Clerk

FINANCIAL SUMMARY:
BUDGETED ITEM: YES NO
FUNDNG SOURCE: Accounting Unit: Account Number:
Activity (If Applicable): 100409100-10010
DESCRIPTION OF LAWSOM ACCOUNT: County Clerk Change Fund

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:
Special Handling Requested (specify):



DIANNE WILSON
COUNTY CLERK

FORT BEND COUNTY CLERK

301 Jackson St., Richmond, TX 77469-3108 (Main)
303 Texas Parkway, Missouri City, TX 77459 (Branch)
(281) 341-8685
www.co.fort-bend.tx.us

Admin. Fax (281) 341-8697
Civil Fax (281) 341-4520
Misdemeanor Fax (281) 341-8681
Recording Fax (281) 341-8669

TO: MEMBERS OF COMMISSIONERS COURT
FROM: DIANNE WILSON
DATE: JULY 1, 2009
RE: JULY 7 AGENDA

AGENDA COUNTY CLERK Discuss and consider approving an increase in the change fund by \$220.00 to \$4,460.00

BACKGROUND:

If this request is approved, the inventory of the cash drawers and change fund is as follows:

- 32 cash drawers in Richmond of \$100 each
- 2 cash drawers in Missouri City of \$100 each
- \$600 change fund in Richmond
- \$300 change fund in Missouri City
- 4 courtroom fee funds of \$40 each

RECOMMENDATION:

Approve increase in the County Clerk's change fund by \$220.00 from \$4,240.00 to \$4,460.00 due to an increase of Misdemeanor fee payments and lack of available change.

If you have questions, please contact me at 281-341-8686.