

COUNTY JUDGE
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JUL 17 2009

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: 7/16/09

Submitted By: Clara Russell **AGENDA ITEM**

Court Agenda Date: 7/21/09

Department: Library
Phone Number: 281-341-2618

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SUMMARY OF ITEM: Take all appropriate action to appoint Ann Crockett as Fort Bend County's Lay Representative for the Houston Area Library System (HALS) and Dave Brittain, Sr. as Alternate Representative for the term September 1, 2009 through August 31, 2011.

RENEWAL AGREEMENT/APPOINTMENT YES NO
REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO

FINANCIAL SUMMARY:

BUDGETED ITEM: YES NO

FUNDNG SOURCE: Accounting Unit: _____ Account Number: _____
Activity (If Applicable): _____

DESCRIPTION OF LAWSON ACCOUNT: _____

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

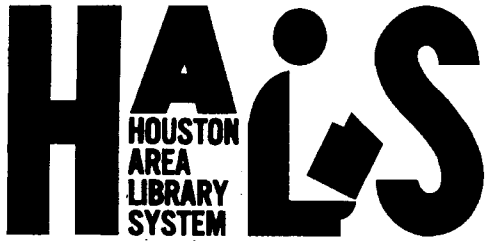
Distribute copies with back-up to all listed below. If by fax, send to numbers below:

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

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):

7-23-09 copy received



500 McKinney St., Suite 400
Houston, TX 77002-5000
Ph: (832) 393- 1397 Fax: (832) 393-1474
www.hals.lib.tx.us

June 26, 2009

Clara Russell
Fort Bend County Libraries
1001 Golfview Dr.
Richmond, TX 77469-5199

Dear Clara Russell:

According to our records, your Lay Representative's and/or Alternate's term of office will expire soon:

Lay Representative

Ann Crockett
1130 FM 1463, P.O. Box 536
Katy, TX 77492-0536
281.392.3295
wacroc@consolidated.net
Sept. 2007 - Aug. 2009

Alternate

Dave Brittain, Sr.
1150 Oak Glen
Sugar Land, TX 77479
281.343.8406
dave.brittain@sbcglobal.net
Sept. 2007 - Aug. 2009

An appointment is for two years and must be authorized by your governing authority (city council, county commissioners, or governing library board).

- Attachment **A** is provided as a guide in presenting a formal proposal to your governing authority for a new appointment.
- Attachment **B** can be used if a formal proposal is not necessary for a new appointment.

Both forms are available online at www.hals.lib.tx.us/forms. If your Lay Representative wishes to be added to the Lay Representative listserve, please provide their email address:

Please return this form to HALS via mail or fax (832) 393-1474 by July 20. Questions? Please contact Candace Scott at (832) 393-1397 or via email: Candace.scott@cityofhouston.net.

Thank you,

A handwritten signature in black ink that reads "Elizabeth Swan".

Elizabeth Swan, Coordinator
cs/es

V:\Candace\Letter-Lay Rep term.docx

FORM B

*Note: Use **Form B** if you need an **informal document** to submit to your governing authority for new Lay Representative elections/appointments or re-appointments.)*

APPOINTMENT OF LAY REPRESENTATIVE

LIBRARY: Fort Bend County Libraries

Lay Representative:

Name: Ann Crockett
Address: 1130 FM 1463, P.O. Box 536
Katy, TX 77492-0536
E-mail: wacroc@consolidated.net
Phone: 281-392-3295

Term of Office: September 2009 - August 2011

Alternate Lay Representative:

Name: Dave Brittain, Sr.
Address: 1150 Oak Glen
Sugar Land, TX 77479
E-mail: dave.brittain@sbcglobal.net
Phone: 281-343-8406

Term of Office: September 2009 - August 2011

In the event that neither the appointed Lay Representative nor the appointed alternate Lay Representative can attend a meeting of the Houston Area Library System such that the Library will have no voting authority, the Chairman of the Library Board is hereby authorized to attend or to ask a member of the Library Board to attend such meeting and to vote on behalf of the Library.

Library Director: Clara G. Russell, Interim Director
7/15/2009
Date

Robert Hebert
Mayor/City Manager/Judge
Robert Hebert, County Judge
Court Date: July 21, 2009