

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

Date Submitted: September 2, 2009

Submitted By: Ann Werlein

Department: County Judge

Court Date: September 8, 2009

Telephone: 281-341-8634

SUMMARY OF ITEM:

County Judge: Take all appropriate action to consider change in the regular meeting schedule of Commissioners Court for the months of October, November and December as detailed on memo dated September 8, 2009 from the County Judge's office to accommodate Holidays and adoption of the tax rate and budget requirements.

Agreement/Appointment: YES ✓ NO ✓

Reviewed by County Attorney's Office: YES NO ✓

List Supporting Documents Attached: Letter will be available after receive information from CAD.

FINANCIAL SUMMARY:

Budgeted Item: YES NO

Funding Source: FY10

Requires Auditor to Certify Funds: YES NO

Instructions for submitting an Agenda Request:

- Completely fill out agenda form: incomplete forms will not be processed.
- Agenda Request Forms may be submitted by e-mail, fax, or inter-office mail, and all information must be provided by Wednesday at 2:00 p.m. to all departments listed below.
- Original back-up must be received in 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 the 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) |
| <input type="checkbox"/> Other: _____ | | ✓ County Atty | (281-341-4557) |

Recommendation:

Proposed dates:

October 6, 13 and 27 (these could change depending on information from CAD)

November 3, 17 and 24

December 8, 15 and 22