

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

Date Submitted: 9/16/2009

Submitted By: Ed Sturdivant
 Department: Auditor's Office
 Telephone: 281-341-3769

Court Date: 9/22/2009

SUMMARY OF ITEM:

The Accounts Payable division within the Auditor's Office has been receiving a larger volume of invoices over the past quarter causing processing time to exceed 30 days. The cause is due to departmental end-of-year buying increases, various capital projects in progress, and Fee Officer disbursement increases. Rather than having the Board of District Judges add additional full-time employees at this time, the use of the existing Accounts Payable staff will provide immediate resolution without prematurely increasing staff. The following positions are being recommended for paid overtime through December 31, 2009: Non-Exempt 4951-0005, 4951-0012, 4951-0021, 4951-0010; Exempt 4951-0007

Renewal Agreement/Appointment: YES NO

Reviewed by County Attorney's Office: YES NO

List Supporting Documents Attached:

FINANCIAL SUMMARY:

Budgeted Item: YES NO

Funding Source: Contingency

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:

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|--|----------------|--|----------------|
| <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:

Take all appropriate action to approve paid overtime for employees in the Accounts Payable division of the Auditor's Office thru December 31, 2009 for positions 4951-0005, 4951-0012, 4951-0021, 4951-0010, and 4951-0007.

Special Handling: