

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: September 14, 2009

Submitted By: J. C. Whitten

Department: Special Services

Court Agenda Date: September 22, 2009

Phone Number: 281-344-3950

SUMMARY OF ITEM: TAKE ALL APPROPRIATE ACTION TO AUTHORIZE THE COUNTY JUDGE TO FORWARD A LETTER TO THE FORT BEND COUNTY FAIR ASSOCIATION REQUESTING THE WAIVER OF FEES FOR TWO INSIDE BOOTHS DURING THE FORT BEND COUNTY FAIR FOR THE ELECTIONS OFFICE AND THE 2010 CENSUS AWARENESS PROGRAM.

RENEWAL AGREEMENT/APPOINTMENT

YES **NO**

FINANCIAL SUMMARY:

BUDGETED ITEM: YES NO

FUNDNG SOURCE: Accounting Unit: NOT APPLICABLE Account Number:
Activity (If Applicable):

DESCRIPTION OF LAWSOM 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:

REQUESTED AUTHORIZATION TO ASSIST ELECTIONS IN RECRUITING SPANISH SPEAKING POLL WORKERS FOR ELECTIONS AND TO DISTRIBUTE MATERIALS FOR AWARENESS THAT THE 2010 CENSUS IS IN APRIL AND VERY IMPORTANT TO THE FUTURE FOR FORT BEND COUNTY.

LETTER ATTACHED.

Special Handling Requested (specify):