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

Date Submitted: September 30, 2009		**Submitted By:**	**Kent Edwards**
		Department:	**Human Resources**
Court Agenda Date: October 6, 2009		**Phone Number:**	**281-341-8631**

SUMMARY OF ITEM:

Take all appropriate action on request to reclassify position 4971-0017, County Treasurer, from Accounting Clerk I, Grade 7 of the Administrative Clerical Policy Group, to Payroll Specialist, Grade 8, of the Administrative Clerical Policy Group effective October 6, 2009.

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):

REQUIRES AUDITOR TO CERTIFY FUNDS: **YES** ☐ **NO** ☒

Instructions to submit Agenda Request Form:

- **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 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:

Take all appropriate action on request to reclassify position 4971-0017, County Treasurer, from Accounting Clerk I, Grade 7 of the Administrative Clerical Policy Group, to Payroll Specialist, Grade 8, of the Administrative Clerical Policy Group effective October 6, 2009.

Special Handling Requested (specify):