

AGENDA ITEM

FORT BEND COUNTY FY 2010 COMMISSIONERS COURT AGENDA REQUEST FORM

6 A 2)

Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: 10/13/09

Submitted By: Jeff Braun

Court Agenda Date: 10/20/09

Department: Office of Emergency Management

Phone Number: 281-342-6185

SUMMARY OF ITEM: Request approval for out of state travel for Janette Walker to attend the E962 NIMS All Hazards Planning Section Chief class, November 29- December 4, 2009 in Emmitsburg, MD.

RENEWAL AGREEMENT/APPOINTMENT

YES ☐ NO ☒

REVIEWED BY COUNTY ATTORNEY'S OFFICE:

YES ☐ NO ☒

List Supporting Documents Attached: E962 Training dates, Course description and acceptance letter.

FINANCIAL SUMMARY:

BUDGETED ITEM: YES ☒ NO ☐

FUNDNG SOURCE: Accounting Unit:63200 Account Number: 100580100
Activity (If Applicable):

DESCRIPTION OF LAWSON ACCOUNT: Travel

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 checked="" type="checkbox"/> Other: File	<input checked="" type="checkbox"/> County Atty (281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Approve out of state travel for Janette Walker to attend the E962 NIMS All Hazards Planning Section Chief class, November 29- December 4, 2009 in Emmitsburg, MD.

Special Handling Requested (specify):

COUNTY JUDGE
RECEIVED

OCT 14 2009