

FORT BEND COUNTY FY 2010
COMMISSIONERS COURT AGENDA REQUEST FORM
Return Completed Form by E-Mail to: Agenda Coordinator, County Judge's Office

Date Submitted: October 14, 2009

Submitted By: Kent Edwards

Department: Human Resources

Court Agenda Date: October 20, 2009

Phone Number: 281-341-8631

SUMMARY OF ITEM:

Take all appropriate action to reclassify position 5503-0015, Constable Pct 3, from Constable Clerk, Grade 5 of the Administrative Clerical Policy Group to Clerk III, Grade 7, of the Administrative Clerical Policy Group effective October 20, 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):

DESCRIPTION OF LAWSON 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:

☒ 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:

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Special Handling Requested (specify):