

**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: December 16, 2009  
Court Agenda Date: December 22, 2009

Submitted By: Kent Edwards  
Department: Human Resources  
Phone Number: 281-341-8631

**SUMMARY OF ITEM:**

Take all appropriate action on request to reclassify Position 5051-0006, Purchasing, from Administrative Secretary, Grade 7 of the Administrative Clerical Policy Group to Administrative Assistant, Grade 9 of the Administrative Clerical Policy Group and eliminate Position, 5051-0011, Clerk II, Grade 6 of the Administrative Policy Group, effective December 26, 2009.

RENEWAL AGREEMENT/APPOINTMENT                      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](mailto: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 type="checkbox"/>	Facilities/Planning	(281-633-7022)	<input checked="" type="checkbox"/>	Comm. Pct. 3	(281-242-9060)
<input type="checkbox"/>	Purchasing Agent	(281-341-8642)	<input checked="" type="checkbox"/>	Comm. Pct. 4	(281-980-9077)
<input type="checkbox"/>	Information Technology	(281-341-4526)	<input type="checkbox"/>	County Clerk	(281-341-8697)
<input type="checkbox"/>	Other:		<input type="checkbox"/>	County Atty	(281-341-4557)

**RECOMMENDATION / ACTION REQUESTED:**

Take all appropriate action on request reclassify Position 5051-0006, Purchasing Agent, from Administrative Secretary, Grade 7 of the Administrative Clerical Policy Group to Administrative Assistant, Grade 9 of the Administrative Clerical Policy Group and eliminate Position, 5051-0011, Clerk II, Grade 6 of the Administrative Policy Group, effective December 26, 2009.

Special Handling Requested (specify):