

**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: December 16, 2009	Submitted By: Marilyn Kindell <i>MKindell</i>
Court Agenda Date: December 22, 2009	Department: Community Development
	Phone Number: 281-341-4410

SUMMARY OF ITEM: Take all appropriate action to approve Out-Of-State travel for Carol Borrego to attend the American Planning Association's 2010 National Planning Conference in New Orleans, Louisiana, April 10, 2010 to April 13, 2010. Fund: Community Development Block Grant (CDBG)

RENEWAL AGREEMENT/APPOINTMENT YES NO X
REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO X

List Supporting Documents Attached: Registration/Agenda Information

FINANCIAL SUMMARY:

BUDGETED ITEM: YES X NO

FUNDNG SOURCE: Accounting Unit: 400643999 Account Number: 63200
 Activity (If Applicable): CDBG

DESCRIPTION OF LAWSON ACCOUNT: Community Development Block Grant (CDBG)

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 X (✓ 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:

X	Auditor	(281-341-3774)	X	Comm. Pct. 1	(281-342-0587)
X	Budget Officer	(281-344-3954)	X	Comm. Pct. 2	(281-403-8009)
	Facilities/Planning	(281-633-7022)	X	Comm. Pct. 3	(281-242-9060)
	Purchasing Agent	(281-341-8642)	X	Comm. Pct. 4	(281-980-9077)
	Information Technology	(281-341-4526)	X	County Clerk	(281-341-8697)
	Other:		X	County Atty	(281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify):