

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

Date Submitted: 12/29/09

Submitted By: Jeff D. Braun

Department: Emergency Management

Phone Number: 281-342-6185

Court Agenda Date: 1/05/10

SUMMARY OF ITEM: Request out of state travel for Jeff Braun to attend the 2010 National Planning Conference by the American Planning Association (APA) to be held in New Orleans, Louisiana, for the dates of April 9-14, 2010.

RENEWAL AGREEMENT/APPOINTMENT: YES NO X

REVIEWED BY COUNTY ATTORNEY'S OFFICE: YES NO X

List Supporting Documents Attached:

FINANCIAL SUMMARY:

BUDGETED ITEM: YES X NO

FUNDING SOURCE: 63200 Account: 100580100

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 above.
- 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: Jeff Braun (2) OEM File (1)		✓	County Atty.	(281-341-4557)

RECOMMENDATION / ACTION REQUESTED:

Special Handling Requested (specify): Approve out of state travel for Jeff Braun to attend the 2010 National Planning Conference by the American Planning Association (APA) to be held in New Orleans, Louisiana, for the dates of April 9-14, 2010.