

FORT BEND COUNTY
COMMISSIONERS COURT AGENDA REQUEST FORM
RETURN TO: AGENDA COORD.-COUNTY JUDGE'S OFFICE

DATE SUBMITTED: 01 20 2010

SUBMITTED BY: D. Haenel for M. Wright AGENDA

DEPARTMENT: 5601 #

COURT AGENDA DATE: 01 26 2010

PHONE NO. 281 341 4700

SUMMARY OF ITEM: Requesting TEMPORARY position for RECORDS CLERK in order to provide needed administrative support to the ENFORCEMENT (RECORDS) DIVISION

RENEWAL CONTRACT/AGREEMENT: Yes () No (X)

LIST SUPPORTING DOCUMENTS ATTACHED: NONE

FINANCIAL SUMMARY:

BUDGETED ITEM: Yes **ANNUALIZED DOLLARS:** **COMMENTS:**

Yes (✓) No () N/A () **One Time** () using money (\$20,914.00) currently budgeted in
61100

Funding Source: **Recurring** ()

Fund : 100560100 Dept:5601 **N/A** ()

Original Form Submitted with back up to County Judge's Office: (✓) (✓ when completed)

CC with back up:

(✓) Auditor	(281-341-3774)	(✓) Comm. Pct. 1	(281-342-0587)
(✓) Budget Officer	(281-344-3954)	(✓) Comm. Pct. 2	(281-403-8009)
(✓) County Attorney	(281-341-4557)	(✓) Comm. Pct. 3	(281-242-9060)
(✓) Purchasing Agent	(281-341-8642)	(✓) Comm. Pct. 4	(281-980-9077)
(✓) County Clerk	(281-341-8697)		

Instructions for submitting an Agenda Request:

1. Completely fill out agenda form, incomplete forms will not be processed.
2. Fax or inter-office copies of agenda form with all back up information by Wednesday at 2:00 p.m. to the departments listed above.
3. All original back-up must be received in the County Judges Office by 2:00 p.m. on Wednesday.

RECOMMENDATION / ACTION REQUESTED: