

**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: 03/09/10

Submitted By: Ike Watkins, Jr.

Department: 4012 – Commissioner Pct. 2

Court Agenda Date: 03/23/10

Phone Number: 281-403-8004

**SUMMARY OF ITEM:** Katie Herrington and Grady Prestage to New Orleans, Louisiana, May 13 - May 16, 2010, to attend the National Organization of Black County Officials (NOBCO) 26<sup>th</sup> Annual Economic Development Conference. (Fund: Commissioner Pct. 2, Travel)

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

List Supporting Documents Attached:

**FINANCIAL SUMMARY:**

**BUDGETED ITEM:**    YES ☐                      NO ☐

**FUNDNG SOURCE:** Accounting Unit: 100401200    Account Number: 63200  
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 type="checkbox"/> Auditor (281-341-3774)                | <input type="checkbox"/> Comm. Pct. 1 (281-342-0587) |
| <input type="checkbox"/> Budget Officer (281-344-3954)         | <input type="checkbox"/> Comm. Pct. 2 (281-403-8009) |
| <input type="checkbox"/> Facilities/Planning (281-633-7022)    | <input type="checkbox"/> Comm. Pct. 3 (281-242-9060) |
| <input type="checkbox"/> Purchasing Agent (281-341-8642)       | <input 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:**

Special Handling Requested (specify):