

Approved by CC:

OCT 14 2014

**REQUEST FOR AGENDA PLACEMENT FORM**

Submission Deadline - Tuesday, 12:00 PM before Court Dates

**SUBMITTED BY: Randy Gillespie      TODAY'S DATE: October 6, 2013**

**DEPARTMENT: Personnel**

**SIGNATURE OF DEPARTMENT HEAD:**

**REQUESTED AGENDA DATE: October 14, 2013**

**SPECIFIC AGENDA WORDING: Consideration to continue annual Johnson County Employee Christmas Party and approval of December 6, 2013 as event date.**

**PERSON(S) TO PRESENT ITEM: Randy Gillespie**

**SUPPORT MATERIAL: (Must enclose supporting documentation)**

**TIME: 5 minutes**

**ACTION ITEM:        X**

**WORKSHOP:      \_\_\_\_\_**

(Anticipated number of minutes needed to discuss item) **CONSENT:      \_\_\_\_\_**

**EXECUTIVE:      \_\_\_\_\_**

**STAFF NOTICE:**

**COUNTY ATTORNEY: \_\_\_\_\_      IT DEPARTMENT: \_\_\_\_\_**

**AUDITOR: \_\_\_\_\_      PURCHASING DEPARTMENT: \_\_\_\_\_**

**PERSONNEL: \_\_\_\_\_      PUBLIC WORKS: \_\_\_\_\_**

**BUDGET COORDINATOR: \_\_\_\_\_      OTHER: \_\_\_\_\_**

**\*\*\*\*\*This Section to be Completed by County Judge's Office\*\*\*\*\***

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_ Date \_\_\_\_\_