

JUN 24 2013

REQUEST FOR AGENDA PLACEMENT FORM

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

SUBMITTED BY: Judge Jeff Monk, Justice of the Peace #2

TODAY'S DATE: June 4, 2013

DEPARTMENT: Justice of the Peace #2

SIGNATURE OF DEPARTMENT HEAD: Judge Jeff Monk

REQUESTED AGENDA DATE: Next available

SPECIFIC AGENDA WORDING: Request that Court approve pay down of Denise Nix Comp Time by 27.50 hours totaling \$485.30. (Ms. Nix is currently at her max amount-120 hours-and recently exceeded the maximum by 2.5 hours)

PERSON(S) TO PRESENT ITEM: Judge Monk

* approved 2.5 hours of comp

SUPPORT MATERIAL: (Must enclose supporting documentation)

time ONLY

TIME: 5

ACTION ITEM: X

WORKSHOP _____

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

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: _____

IT DEPARTMENT: _____

AUDITOR: _____

PURCHASING DEPARTMENT: _____

PERSONNEL: Payroll _____

PUBLIC WORKS: _____

BUDGET COORDINATOR: X

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 _____