

SEP 26 2016

**REQUEST FOR AGENDA PLACEMENT FORM**

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

**SUBMITTED BY:** Larry Woolley  
**TODAY'S DATE:** September 19, 2016

**DEPARTMENT:** Pct 4 R&B

**SIGNATURE OF DEPARTMENT HEAD:**



**REQUESTED AGENDA DATE:** September 26, 2016

**SPECIFIC AGENDA WORDING:** Consideration and approval of transfer of funds into a Capital Improvements Fund for the purpose of the renovation project of the old annex building.

**PERSON(S) TO PRESENT ITEM:** Larry Woolley

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

**TIME:** 5 min

**ACTION ITEM:** X  
**WORKSHOP**

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

**EXECUTIVE:** \_\_\_\_\_

**STAFF NOTICE:**

**COUNTY ATTORNEY:** X

**IT DEPARTMENT:**

**AUDITOR:** \_\_\_\_\_ X \_\_\_\_\_

**PURCHASING DEPARTMENT:**

**PERSONNEL:** \_\_\_\_\_

**PUBLIC WORKS:** \_\_\_\_\_ X \_\_\_\_\_

**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** \_\_\_\_\_