

SEP 24 2018

Approved

**REQUEST FOR AGENDA PLACEMENT FORM**

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

**SUBMITTED BY: Randy Gillespie      TODAY'S DATE: September 14, 2018**

**DEPARTMENT: Personnel**

**SIGNATURE OF DEPARTMENT HEAD:**

**REQUESTED AGENDA DATE: September 24, 2018**

**SPECIFIC AGENDA WORDING: Consideration to continue annual Johnson County Employee Christmas Party and approval of event date December 8, 2018.**

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