

NOV 26 2018

*acknowledged in CC*

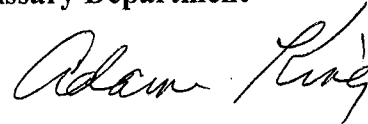
**REQUEST FOR AGENDA PLACEMENT FORM**

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

**SUBMITTED BY:** Sheriff Adam King  
**TODAY'S DATE:** November 7, 2018

**DEPARTMENT:** Sheriff Office – Jail Commissary Department

**SIGNATURE OF DEPARTMENT HEAD:**



**REQUESTED AGENDA DATE:** November 26, 2018

**SPECIFIC AGENDA WORDING:** Acknowledgment of new Commissary Clerk position, POS# F08-005, \$34,908 created effective 11-26-2018. This position is fully reimbursed to the County by the Commissary Fund on a monthly basis.

**PERSON(S) TO PRESENT ITEM:** Sheriff Adam King

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

<b>TIME:</b>	<b>ACTION ITEM:</b>	_____
	<b>WORKSHOP</b>	_____
(Anticipated number of minutes needed to discuss item)	<b>CONSENT:</b>	_____
	<b>EXECUTIVE:</b>	_____

**STAFF NOTICE:**

<b>COUNTY ATTORNEY:</b>	<b>IT DEPARTMENT:</b>
<b>AUDITOR:</b> <input checked="" type="checkbox"/> _____	<b>PURCHASING DEPARTMENT:</b> _____
<b>PERSONNEL:</b> <input checked="" type="checkbox"/> _____	<b>PUBLIC WORKS:</b> _____
<b>BUDGET COORDINATOR:</b> <input checked="" type="checkbox"/> _____	<b>OTHER:</b> _____

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

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

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

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