

**REQUEST FOR AGENDA PLACEMENT FORM**

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

SUBMITTED BY: Joshua Green TODAY'S DATE: 10/19/2022

DEPARTMENT: Facilities Management

SIGNATURE OF DEPARTMENT HEAD: 

REQUESTED AGENDA DATE: 10/24/2022

**SPECIFIC AGENDA WORDING:**

Consideration of Facilities Management Department to occupy one office from suite 312, Annex Building.

Office size 12'x13', for the Facilities Management Assistant Director.

COMMISSIONERS COURT!

OCT 24 2022

**Approved**

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

Joshua Green

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

**TIME: 3**

(Anticipated number of minutes needed to discuss item)

**ACTION ITEM:**

**WORKSHOP:**

**CONSENT:**

**EXECUTIVE:**

**STAFF NOTICE:**

**COUNTY ATTORNEY:**

**AUDITOR:**

**PERSONNEL:**

**BUDGET COORDINATOR:**

**IT DEPARTMENT:**

**PURCHASING DEPARTMENT:**

**PUBLIC WORKS:**

**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:**