

REQUEST FOR AGENDA PLACEMENT FORM

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

JAN 25 2016

SUBMITTED BY: Patty Bourgeois

TODAY'S DATE: 01-19-2016

DEPARTMENT:

X Elections

SIGNATURE OF DEPARTMENT HEAD:

X _____

REQUESTED AGENDA DATE:

X 01-25-2016

SPECIFIC AGENDA WORDING: Consideration to leave the Alvarado Sub-Courthouse breakroom hallway door unlocked for the EV & ED clerks to have access to the facility.

PERSON(S) TO PRESENT ITEM: Patty Bourgeois or Joy Adams

SUPPORT MATERIAL: (Must enclose supporting documentation)

TIME: 3min.

ACTION ITEM: _____

WORKSHOP: _____

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

EXECUTIVE: _____

STAFF NOTICE:

COUNTY ATTORNEY: _____

ISS DEPARTMENT: _____

AUDITOR: _____

PURCHASING DEPARTMENT: _____

PERSONNEL: _____

PUBLIC WORKS: _____

BUDGET COORDINATOR: _____

OTHER: Judge Jacobs

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

ASSIGNED AGENDA DATE: _____

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE _____

COURT MEMBER APPROVAL _____ Date _____