

**AGENDA PLACEMENT FORM**

(Submission Deadline – Monday, 5:00 PM before Regular Court Meetings)

**Date:** \_\_\_\_\_


**Meeting Date:** 01/08/2024

**Submitted By:** County Judge's Office

**Department:** \_\_\_\_\_

**Signature of Elected Official/Department Head:**

\_\_\_\_\_

<p><b>Court Decision:</b> This section to be completed by County Judge's Office</p>
 <p><b>January 8, 2024</b></p>

**Description:**

Discuss Relocation of Veterans Services Office from Downtown Courthouse to Meals on Wheels Building

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(May attach additional sheets if necessary)

**Person to Present:** Ben Layton

(Presenter must be present for the item unless the item is on the Consent Agenda)

**Supporting Documentation:** (check one)     PUBLIC     CONFIDENTIAL

(PUBLIC documentation may be made available to the public prior to the Meeting)

**Estimated Length of Presentation:** \_\_\_\_\_ minutes

**Session Requested:** (check one)

Action Item     Consent     Workshop     Executive     Other \_\_\_\_\_

**Check All Departments That Have Been Notified:**

- County Attorney     IT     Purchasing     Auditor
- Personnel     Public Works     Facilities Management

Other Department/Official (list) \_\_\_\_\_

**Please List All External Persons Who Need a Copy of Signed Documents  
In Your Submission Email**