

AGENDA PLACEMENT FORM

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

Date: 6/11/2025

Meeting Date: 6/23/2025

Submitted By: Nikki Ortegon

Department: County Clerk

Signature of Elected Official/Department Head:

April Long

Court Decision: This section to be completed by County Judge's Office


Description:

Consideration and Approval of the County Clerk's Office to utilize the open space at the Alvarado Sub-Courthouse to house a Vitals Office and a Passport Office.

(May attach additional sheets if necessary)

Person to Present: April Long

(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: 10 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

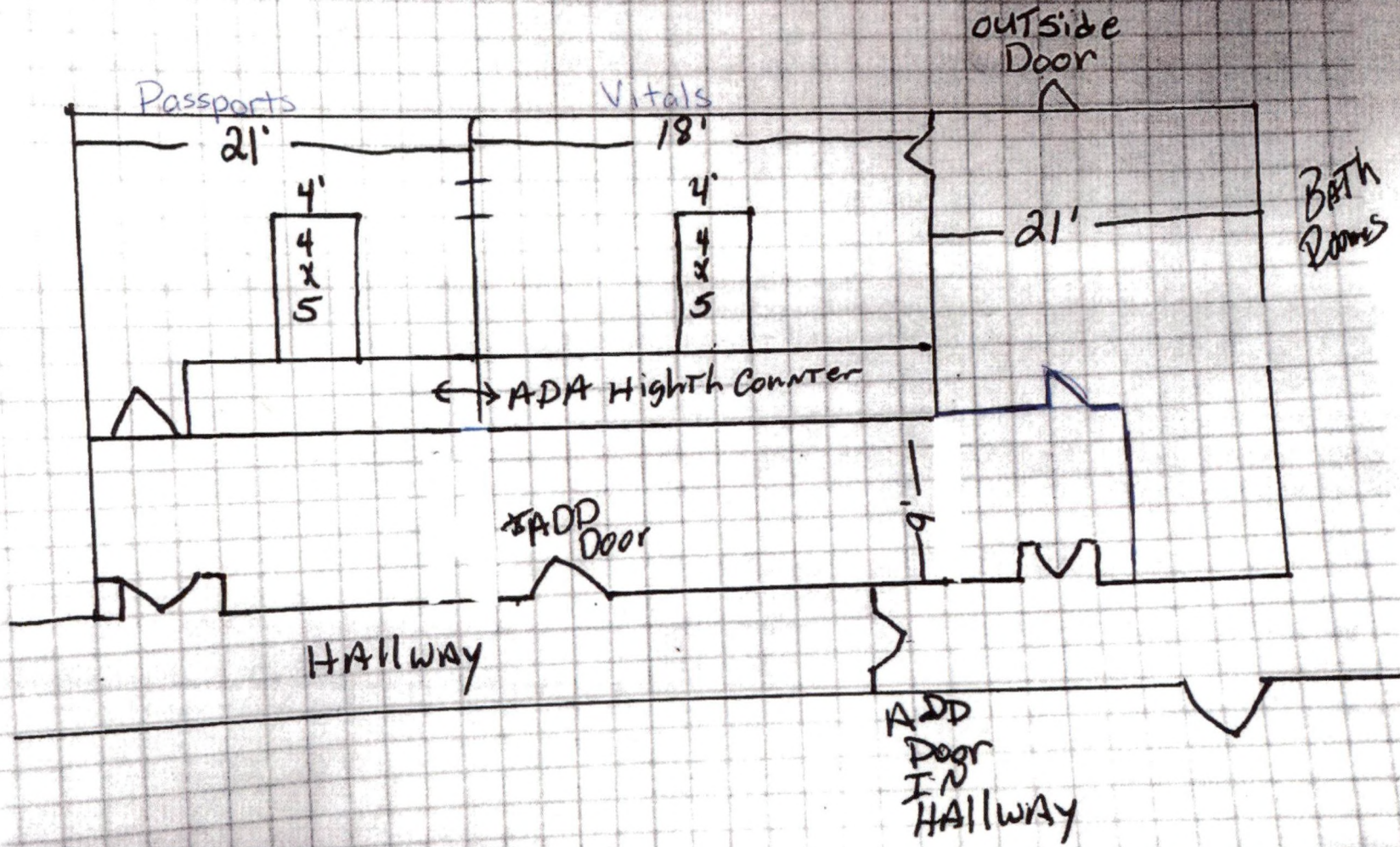
Other Department/Official (list) Elections Office

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

Approved in CC on 9/11/2023



County Clerk



* This is NOT TO SCALE
 Aprox measurements Are marked





