

BOARD AGENDA REQUEST FORM

Department: _____

Authorized Signature: _____

Board Meeting Date: _____

Consent Agenda: Yes No

Request for _____ minutes for presentation
(If a specific time is needed, please contact the Clerk of the Board directly.)

Description of Item for the Agenda (This is the wording that should appear on the agenda):

A. _____

B. _____

C. _____

Review by Necessary Departments:

I have had this item reviewed and approved by the following departments:

If another department or the CAO is opposed to an agenda item, please indicate the objection:

Attached Documents:

Contracts/Agreements:

Three copies? (Y /N)

Signed? (Y /N)

Budget Transfers Sheets:

Signed? (Y/ N)

Other: _____

Publication:

____ Clerk to publish on _____. _____ Notice attached and e-mailed to Clerk.

____ Notice to be published ____ days prior to the hearing. _____

(if a specific newspaper is required, enter name here.)

____ Dept. published on _____ (Per Code §____). _____ Copy of Affidavit Attached.

County Ordinances-Procedural Requirements for Adoption, Amendment or Repeal:

I have complied with the policy adopted by the Board regarding County Ordinances Procedural Requirements:

Yes: _____ No: _____ Not Applicable: _____

If Not Applicable, please state reason why:

The deadline to place an item on the agenda for the following week's board meeting is Monday at 12:00 p.m. If the Monday deadline falls on a holiday, the deadline is then the Friday before the Holiday.