



Board Agenda Request Form
Board of County Commissioners

Requested Meeting Date:
(Board meets the 2nd and 4th Tuesday of each month)

<p>Consent Agenda</p> <p><input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Information Only</p> <p><input type="checkbox"/> Schedule Public Hearing*</p> <p><i>*provide sample notice that will run in paper</i></p>	<p>Regular Agenda – Estimate Time Needed: __ minutes</p> <p><input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Discussion/Presentation</p> <p><input type="checkbox"/> Direction Requested <input type="checkbox"/> Hold Public Hearing*</p> <p><i>*provide copy of hearing notice that was published</i></p>
Submitted By:	Department:
Who will attend the meeting and be able to respond to questions if different from above? Name and title:	
Summary of Issue <i>(include previous Board or Committee actions, applicable dates and copies of relevant Minutes):</i>	
Alternatives, options, effects on others/comments:	
Recommended Action/Motion:	
<p>Financial Impact:</p> <p><i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>What is the total cost, with tax and shipping?</i> \$ _____</p> <p><i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please explain:</i></p>	
<p>Personnel Requests Only: <input type="checkbox"/> Levy Funded <input type="checkbox"/> Grant Funded Until _____ Date <input type="checkbox"/> Cost Share</p>	
<p>Additional Information Attached:</p> <p><input type="checkbox"/> <i>Contract/Agreement. Approved by County Attorney's Office:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> <i>Minutes of Relevant Meeting(s)</i></p> <p><input type="checkbox"/> <i>Background Information and handouts must be attached. Purpose of background information:</i></p>	
<p>Board Action: <i>(for use by Recording Secretary)</i></p> <p><input type="checkbox"/> Approved: <input type="checkbox"/> Denied: <input type="checkbox"/> Tabled: <input type="checkbox"/> No Action:</p>	