

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQ

#11a

Date: April 1, 2016

Weekly Agenda Date: April 5, 2016

DEPARTMENT HEAD / CITIZEN: Supervisor Jeremy Taylor

SUBJECT: **Discussion and action for an updated submission form for agenda items**

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

Approve Motion

Give Direction

Other: Informational

Attachments

WORDING FOR AGENDA ITEM: Discussion and action for an updated submission form for agenda items.

EXECUTIVE SUMMARY: See attached submission form for approval.

BACKGROUND: This eliminates the redundancy of "Subject" and "Wording for Agenda Item" and also will help ensure timely County Attorney Office review of contracts.

FINANCIAL IMPACT: None

RECOMMENDATION: Approve the updated submission form attached.

ACTION REQUIRED: Approve the updated submission form attached.

WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM

Date: _____

Weekly Agenda Date: _____

ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN: _____

WORDING FOR AGENDA ITEM:

ACTION REQUIRED:

Approve Ordinance

Approve Resolution

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Other: Informational

Attachments

EXECUTIVE SUMMARY:

BACKGROUND:

FINANCIAL IMPACT:

IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?

YES

NO

RECOMMENDATION:

ACTION REQUIRED / PROPOSED MOTION: