



BOARD AGENDA FACT SHEET

CLERK USE ONLY
BOS ACTION

Department _____

Requested Board Date _____

1. Request:

Board Approval

Other (specify) _____

Information Only/Presentation Scheduled Hearing Time: 11:00 a.m.

2. Requested Action: *Type requested action below*

3. Cost _____ Source: _____

4. If approval of Contract, reviewed/approved by County Counsel on: _____

By: _____ Action Request # _____
Assigned by County Counsel's Office

5. If approval of position allocation change, reviewed by Human Resources on: _____

By: _____

6. Reviewed by ITS Department on: _____ By: _____

7. Electronic copy submittal date: _____ By: _____

Department Head/Agency Representative

INSTRUCTIONS: Back-up must be submitted **15 BUSINESS days** prior to requested date (Please note a Holidays count as a business day.) Back-up submitted must contain an **Original and 1 copy**. Copies must be submitted to the County Executive Office double sided and three (3) hole punched. Back-up must be submitted in a PDF format to vanessasalcido@co.imperial.ca.us and gracielaalvarez@co.imperial.ca.us

Reviewed By: _____
Executive Office Staff

Reviewed By: _____
Deputy CEO

CEO/CLERK USE ONLY:

DATE STAMP

BOARD DATE: _____

Action

Filing

Consent

Presentation

Hearing

CEO Approval

Consent Budget

Other (specify): _____

CEO

Date