

## **How to Fill Out an Agenda Item Request Form**

### **Department**

- Select the department the item pertains to. If you do not belong to a department, within the County or listed Towns, please select Public Petitioner.

### **Meeting Date**

- The date of the meeting you are requesting the item to be heard on. Please reference the Meeting Schedules for meeting and submission dates.

### **Category**

- Regular – This category will be for most agenda items.
- Consent – This category is used for routine items and reoccurring grant awards. It is for items that do not require discussion; however, items can be pulled for discussion.
- Timed – Public Hearings and presentations (if the presenter requests it to be timed) *Presentations are allotted 10-minute time slots.*

### **Prepared by**

- Who prepared the agenda item.

### **Presented by**

- Who will be speaking to the item.

### **Action Requested**

- List what you are requesting. You must include the specific action you would like the board to take, cost, and funding source if applicable.

### **Complete description of requested action**

- More detail regarding your item. For example, if this is a recurring item, if there were previous items related to this, why this item is necessary or wanted, applicable NRS, etc.

### **Recommendation**

- What the department is recommending the action be. For example, if there is a bid, does the department recommend selecting a specific bid responder and approving or rejecting the contract.

### **Financial Impact**

- Cost – Total Cost requested.
- Fund Name – Example: Grants, Risk Management, Roads, etc.
- Fund # - Example: 10340, 10607, 10205, etc.
- Budgeted – Was this purchase approved by the BOCC during the fiscal year budget approval?
- FY – What Fiscal Year was it budgeted in?
- One-time or Reoccurring purchase?

## **Review & Approval**

- Legal Review Required – DA review is required before any contract, agreement, grant award, bid, resolution, right of way, bill, plan, policy, and manual can go on an agenda. Provide the date approval was received and provide the DA review email with the item backup submission.
- Financial Review Required – Financial review is required for any item that has a financial impact or is for a grant, purchase or agreement.
  - Grant needs to be sent to the Grants Administrator prior to being submitted to Admin to include on an agenda.
  - Contract, agreement, etc. needs to be sent to the Contracts Administrator prior to being submitted to Admin to include on an agenda.

## **Additional Information**

Addresses within items need to be spelled out and include the Town and NV. APNs are required and must read as “Assessor’s Parcel Number.”

Fund names and numbers must be included in the Action Requested

Acronyms should first be spelled out, then can be used in future parts of the item. I.e., Bureau of Land Management (BLM).

## **Public Body Appointment Items**

- All applicant names need to be listed in the agenda item in alphabetical order by last name.
- Item must include, “and/or re-advertise for appointment.”
- Item must include new term expiration.

## **Property/Vehicle Surplus Items**

- Item must include “determine that the property is no longer required for public use.”
- Item must include a means of disposing of the property. I.e., via auction or salvage.
- Item must include which fund to deposit the funds to.

If you have questions or need assistance, please contact Admin at 775-482-8192 or [NyeAdmin@nyecountynv.gov](mailto:NyeAdmin@nyecountynv.gov).

The submission schedules can be found here: <https://www.nyecountynv.gov/452/Meeting-Schedules-and-Materials>

Submit completed forms and backup according to the set deadlines to [NyeAdmin@nyecountynv.gov](mailto:NyeAdmin@nyecountynv.gov).