

# MANZANITA BOARD AGENDA ITEM REQUEST FORM

**Requestor:** John Doe

**Phone:** (510) 555-5555

**Meeting Date:** 9/22/09

*Due to Board Secretary*

*One week prior to meeting and  
bring 12 copies to meeting*

## Item Type

Informational

Discussion

Vote

**Estimated Time** \_\_\_\_\_ **minutes**

## STATEMENT OF THE ISSUE:

The "Statement of the Issue" is a concise one to three sentence statement that describes the purpose and necessity of the agenda item. It is not the same as the recommended action nor is it a title.

## RECOMMENDED ACTION:

The "Recommended Action" should begin with one of the following verbs:

- ACKNOWLEDGE receipt of
- AMEND the budget
- APPROVE a contract , agreement, amendment, grant proposal, etc
- APPROVE the purchase
- APPROVE payment or a letter of intent
- AUTHORIZE a staff person, board member, committee, parent, etc
- CONSIDER and DIRECT staff, committee, volunteers, etc
- DIRECT staff, volunteers, etc.
- DISCUSS and CONSIDER
- DISCUSS and PROVIDE DIRECTION to staff, committees, volunteers, etc.
- DESIGNATE
- REVIEW, COMMENT and PROVIDE DIRECTION to staff regarding
- RECEIVE an update/presentation

Note that there may be more than one verb included in the Recommended Action. For example:

"APPROVE the Letter of Intent and DIRECT staff to . .

## COMMITTEE ACTIONS:

Indicate whether or not this item has been before a subcommittee of the board and, if so, when, and what the recommendation of the committee was.

## FINANCIAL IMPACT OF RECOMMENDATION:

Indicate out how much this action will cost, or how much revenue will result, and whether the cost (or revenue) is included in the budget. If it is not in the approved budget, a budget adjustment must be part of this section, including the source of funds.

## EXAMPLES:

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1.The proposed \$amount expenditure is included within the approved fiscal year 2009 – 2010 budget, XYZ category.

2.The proposed \$amount expenditure is funded by the \_\_\_\_\_ grant. The budget for the XYZ category/project/program will be increased by \$amount, and the XYZ revenue account will be increased by \$amount. There is no net change to the budget.

3.The proposed \$amount expenditure is funded by fees (or special fund raising - Identity source - and is included in the approved fiscal year 2009 – 2010 budget, XYZ category/project/program.

4.There is no financial impact.

If more than one source of funds, list each source and the particular uses of the source of funds  
Every agenda item involving an expenditure or revenue has a financial impact.

### **DISCUSSION:**

This section “tells the story.” It has a beginning, a middle, and an end. The agenda request should generally answer the questions, “who, what, when, where, and why” as applicable.

General topics to cover (as applicable) are as follows:

#### A. First one or two paragraphs - Background

1. Why is this on the Board agenda now?
2. Has the Board previously considered this issue?
3. If so, what actions has it taken previously on this issue?
4. What is the issue that you are addressing?
5. How did this become an issue?
6. When did it become an issue? When were you made aware that the issue needed addressing?
7. Why is it an issue?
8. Where is this occurring? Where will this be used? (if applicable)
9. Who are the parties involved (if applicable), stakeholders?

#### B. Next group of paragraphs - Analysis

1. What steps did you take to address the issue?
2. What meetings took place?
3. What were the results of that meeting?
4. What research was undertaken?
5. What were the results of the research? (If this is included as an attachment, provide a brief summary.)
6. What options were considered?
7. What options were rejected and why?
8. What procurement steps were followed (sole source, competitive bid) (if applicable)?
9. What were the evaluation processes, and what criteria were used?
10. With whom were there relevant communications on the topic?

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C. Next group of paragraphs - Conclusion

1. What is your recommendation and why?
2. How will this address the issue?
3. What are the next steps?

The Discussion portion should generally not be more than 1-2 pages.

### DISCUSSION Tips

1. Think about how the situation unfolded and tell the story chronologically.
2. Give the Board the benefit of your thinking on this issue.
3. Try to anticipate their questions and address them in the report.
4. Make the opposite argument to yourself and then refute it. Then, explain why that won't work.
5. Use attachments to provide further detail. The discussion should summarize the attachment and refer to it by number.
6. Take advantage of previous work. Substitute new information into a previously written agenda request.
7. Use third person rather than "I" or "we". For example, Volunteers researched.....

### DOCUMENTS ATTACHED:

Provide all relevant documents: proposals, bids compared, contracts, item descriptions, reports, relevant correspondence, audits, etc. Note that the first attachment should be the one that is most relevant to the Board action.

1. Provide reference material that will provide more details or clarity.
2. Include lengthy tables as attachments, rather than in the body of the request. (Be sure to reference and summarize the information in the body of the request, however.)
3. Always number the attachments and refer to them in the agenda request.

<b>REVIEWS/APPROVALS – DO NOT WRITE IN THIS SPACE</b>		
<input type="checkbox"/> Approved for Agenda <input type="checkbox"/> Open Session Item <input type="checkbox"/> Closed Session Item Agenda Item Number _____	<input type="checkbox"/> Held Over for Later Meeting Date: _____ <input type="checkbox"/> Held over - Late Submission Date: _____	<input type="checkbox"/> Rejected Reason: _____ _____ Reviewed by: _____