



Legislation Text

File #: 21-083, **Version:** 1

To: Board of County Commissioners

Through: Director Name, Title, Department

Prepared By:

Name, Title, Department

Subject:

Warrant ACH Expenditure Report: January 11, 2021

Purpose and Request:

In this section you should state that you are requesting that the BOCC adopt a resolution, with a brief description of the purpose of the resolution. An example: "The Board of County Commissioners is requested to adopt a resolution authorizing the Chair to execute a contract on behalf of the County for the purchase of stationary supplies."

Background and Discussion: In this section you should concisely provide any background and analysis that the BOCC needs to fully understand the resolution that they are being asked to adopt. The background should include reference to any prior study sessions or drop-ins where the item was discussed.

Alternatives: In this section you should briefly discuss any viable alternatives, including the benefits and consequences of each. Include subtitles on the first line of each alternative to identify it. If appropriate, the financial impact of each alternative can be discussed. If it is a viable alternative taking no action should also be discussed, including any financial or other impacts that would result.

Fiscal Impact: In this section you should summarize the fiscal impact of the item in a clear manner. Cost factors should be broken down to show initial expenditures and repeating costs. Costs for personnel and other resources should be included. If there is no fiscal impact you may state "None."

Alignment with Strategic Plan:

- ☐ Be fiscally sustainable
- ☐ Provide essential and mandated service
- ☐ Be community focused

Concurrence: In this section state whether there are others in addition to the requestor who concur with the request.

Resolution: Attach a copy of the draft resolution.