

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY: Administration	CODE NUMBER: AC-1-2
TITLE: Procedure for Requesting Items to Appear on a Board Agenda	ADOPTED: 2/14/90
	AMENDED: 1/24/92 5/11/92 9/30/92 2/10/93 4/28/93 1/4/95 12/13/96 3/19/97 (Effective 6/3/97) 11-06-01
	ORIGINATING DEPARTMENT: Public Resources

PURPOSE/SCOPE:

To provide a standard form, format and procedures for use in requesting items to appear on an Agenda of the Board of County Commissioners and to provide the Board with an executive summary for each agenda item.

POLICY/PROCEDURE:

A. General

All requests for items to appear on the County Commissioners' Agenda shall be submitted on the Lee County Board of County Commissioners Agenda Item Summary Form (Blue Sheet-Attachment #1-Revised).

The Agenda Item Summary form (Bluesheet) may be prepared on the County computer system. If the form is not available on your computer, you can obtain the most current form from Public Resources. All back up with the Bluesheets should be submitted on 8 ½" X 11", single sided, and unbound. Legal size back up documentation should be reduced to letter size before routing the bluesheet with the original legal size document(s) attached to the back of the package. If your back up contains color documents, maps or legal documents which cannot be reduced, thirteen (13) complete copies should be sent with the original. Multi-part carbonless forms which cannot be fed through a copier should have a letter size copy of the first page of each form for the back up and place the original form(s) at the end of the back up documentation. If all back up documentation is not routed with the bluesheet, please advise Public Resources. Date Critical should be noted with specific date in the meeting date section (#3).

B. Instructions for completing the Agenda Item Summary form (Bluesheet)

The form is divided into ten (10) sections, and numbered accordingly. Each section shall be completed as follows:

1. **Requested Motion** - This section consists of three parts to be written in clear, concise language, so that it is easily understood by the public:
 - a. **Action Requested** - Specify the exact motion you wish the Board to act upon. This item should begin with an action verb such as approve, adopt, deny, consider, award, accept, etc., followed by a description of the item, the purpose, the cost, and the time period involved.
 - b. **Why Action is Necessary** - Provide a brief explanation of why it is necessary for the Board to take this action.
 - c. **What the Action Accomplishes** - Provide a brief explanation of what the Board action will accomplish.
2. **Category** - Agenda items shall be placed under the appropriate departmental categories, as follows:

01. COUNTY ADMINISTRATION	09. TRANSPORTATION
02. CONSTRUCTION & DESIGN	10. UTILITIES
03. COUNTY COMMISSIONERS	11. PARKS AND RECREATION
04. COMMUNITY DEVELOPMENT	12. COUNTY ATTORNEY
05. HUMAN SERVICES	13. HEARING EXAMINER
06. INDEPENDENT	14. PORT AUTHORITY
07. PUBLIC SAFETY	15. CONSTITUTIONAL OFFICERS
08. SOLID WASTE/NATURAL RESOURCES	
3. **Meeting Date** - Indicate the date on which you desire this item to be presented to the Board.
4. **Agenda** - Indicate on which of the five agendas (CONSENT, ADMINISTRATIVE, PUBLIC, APPEALS, or WALK ON) you desire this item to appear.
5. **Requirement/Purpose** - Indicate the reason this item must be considered by the Board of County Commissioners.
6. **Requestor Name (and signature)** - The name and signature of the person responsible for submitting the request should be included in this section. This will normally be a Division or Department head, but may be a Manager. Indicate if a Commissioner is initiating the request.
7. **Background** - A brief history of the request should be presented in this section. If this item has been presented to the Board at a previous meeting, this should be stated along with the meeting date. If expenditures are involved, the source of funds should be listed, including account numbers as appropriate. If no funding is required, this should be stated.
8. **Management Recommendations:** This section is provided for a member of the Management team to make recommendations on the requested Board action, when necessary.
9. **Recommended Approval** - Appropriate signatures are required and the sequence of processing for obtaining these signatures is listed as A-G on the Bluesheet with explanations below.

- a. The appropriate Department/Division Director from the organization originating the request (or reviewing for public items) must sign the request. The originating Department/Division is responsible for indicating the necessity for review by Purchasing Services/Contracts, Human Resources or Other and for obtaining the necessary signatures, PRIOR to sending the Bluesheet to the County Attorney. If review is not required by Purchasing Services/Contracts, Human Resources or Other, please indicate by inserting "N/A" in the appropriate section(s) and initial.
 - b. Purchasing Services or Contracts must sign if purchases or contracts are involved. The originator of the Bluesheet is responsible for obtaining the review and signature of Purchasing Services/Contracts, if required. Revenue generating contracts (grants) and/or contracts and agreements with no fiscal impact (Purchase Order opened) do not need to be routed to Purchasing/Contracts. If review is not applicable, insert "NA" in the Purchasing Services/Contracts section and initial. If Section B is blank when received by Public Resources, the originating Department/Division will be notified so the appropriate action can be taken.
 - c. Human Resources must sign if any personnel action is involved. The originating Department/Division is responsible for indicating the necessity for review by Human Resources. If review is not required by Human Resources, please indicate by inserting "N/A" in the Human Resources section and initial. If Section C is blank when received by Public Resources, the originating Department/Division will be notified so the appropriate action can be taken.
 - d. Other-To be used for additional review by others as indicated by the originating Department/Division. If additional review is not required, please indicate by inserting "N/A" in the Other section and initial. If section D is blank when received by Public Resources, there will be no notification to the originating Department/Division since this is not a required signature for processing.
 - e. The County Attorney or Assistant will review and sign all Bluesheets PRIOR to submission to Budget Services for review.
 - f. Budget Services, including Risk Management and Grants, will review and sign all Bluesheets PRIOR to submission to the County Manager.
 - g. The County Manager, Deputy, Assistant or Public Works Director will review and sign all Bluesheets PRIOR to submission to Public Resources for scheduling on the BOCC Agenda.
10. **Commission Action** - Following the Board meeting at which the item is considered, Public Resources will indicate in the computerized Blue Sheet Tracking System what action was taken by the Board and any amendments made to the motion.

C. Routing/Tracking

All Blue Sheets should be signed by the appropriate authority of the originating Department/Division or authorized designee, and then entered into the Bluesheet Tracking System. The number generated by the Bluesheet Tracking System should be entered in the upper right hand corner of the Blue Sheet as shown in Attachment 1. The Bluesheet Tracking System will track the progress of the Bluesheet from the originating Department/Division through receipt by Public Resources. When the Bluesheet is sent from the Originating Department it should also be e-mailed to Public Resources.

AC-1-2 (Continued)

All Blue Sheets should be submitted to the County Attorney for review and signature no later than 5:00 p.m. on Tuesday, two weeks prior to the Board meeting at which the item will be considered. Every office involved in the review and signing off on the Bluesheets will log them in and out of their office, by date, in the Bluesheet Tracking System, with the exception of Purchasing/Contracts, Human Resources or Other. The deadline for bluesheets to arrive in Public Resources is no later than 5:00 PM on the Thursday, 12 days prior to the Tuesday Board meeting, with exceptions due to Holidays. After the meeting, Public Resources will enter information into the Bluesheet Tracking System regarding board action, execution and disposition of each agenda item.

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 99999999

1. REQUESTED MOTION:

ACTION REQUESTED:

WHY ACTION IS NECESSARY:

WHAT ACTION ACCOMPLISHES:

**2. DEPARTMENTAL CATEGORY:
COMMISSION DISTRICT #:**

3. MEETING DATE:

4. AGENDA:

**5. REQUIREMENT/PURPOSE:
*(Specify)***

6. REQUESTOR OF INFORMATION:

- _____ CONSENT
- _____ ADMINISTRATIVE
- _____ APPEALS
- _____ PUBLIC
- _____ WALK ON
- _____ TIME REQUIRED:

- _____ STATUTE
- _____ ORDINANCE
- _____ ADMIN. CODE
- _____ OTHER

- A. COMMISSIONER _____
- B. DEPARTMENT _____
- C. DIVISION _____
- BY: _____

7. BACKGROUND:

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
					OA	OM	Risk	GC	

10. COMMISSION ACTION:

- _____ APPROVED
- _____ DENIED
- _____ DEFERRED
- _____ OTHER