



# County of El Dorado

## Chief Administrative Office

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Chief Administrative Officer

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### EL DORADO COUNTY, CHIEF ADMINISTRATIVE OFFICE, PARKS DIVISION

#### Parks and Recreation Commission Agenda Item Request Form

Please complete the following information to request that an item be placed on the commission agenda. Please remember to attach all documents that are to be included as part of the agenda item. All requests **MUST BE RECEIVED THIRTEEN (13) WORKING DAYS PRIOR TO THE SCHEDULED MEETING DATE**. Please be aware that a request may not be placed on the next upcoming commission meeting agenda as there may be additional research or information required of staff before the item can be agendized.

Requestor: \_\_\_\_\_

Requestor's Phone Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Requested Agenda Date: \_\_\_\_\_

**TITLE:** Please provide a concise summary of the recommended action(s) for Commission consideration. This section is **required** for every agenda item. Example: [Commissioner name] recommending the Parks and Recreation Commission [enter action/recommendation].

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Estimated Time: \_\_\_\_\_

**FUNDING:** Please provide a recommended funding source. If this section is not needed, type N/A.

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**DISCUSSION / BACKGROUND:** Commissioners complete this section. This section is required for every agenda item.

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**ALTERNATIVES:** Commissioners complete this section. List alternatives the Commission may take in lieu of approving the Commissioner's recommendation. If this section is not needed, type N/A - do not remove the header

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**PRIOR BOARD/COMMISSION ACTION:**

Commissioners complete this section. List any dates the Board of Supervisors or the PRC discussed or approved any actions relating to, correcting, or leading up to the item. Include agenda dates, item numbers and Legistar file ID's. If this section is not needed, type N/A - do not remove the header

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**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

Commissioners complete this section. If this section is not needed, type N/A - do not remove the header.

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Additional information attached (Please attach items to your email upon submission of request)

Submit your requests via email to: [vickie.sanders@edcgov.us](mailto:vickie.sanders@edcgov.us)

Vickie Sanders, Parks Manager, Parks Division, 200 Armory Drive, Placerville, CA 95667  
530.621.7538