

CONTRACT ROUTING SHEET

Date Prepared: 11/6/2012

Need Date: 11/20/12

PROCESSING DEPARTMENT:

Department: Agriculture for Ag Commission

Dept. Contact: Myrna Tow

Phone #: 6647

Department Head Signature: *Charlene Carveth*

Charlene Carveth

CONTRACTOR:

Name: _____

Address: _____

Phone: _____

CONTRACTING DEPARTMENT: Agriculture for Agricultural Commission

Service Requested: Ag Commission revision of By-Laws, correcting Resolution

Compliance with Human Resources requirements? Yes: No:

Compliance verified by: _____

COUNTY COUNSEL: (Must approve all contracts and MOU's)

Approved: Disapproved: Date: 12/11/12 By: *Paul H. [Signature]*

Approved: Disapproved: Date: _____ By: _____

EL DORADO COUNTY COUNSEL
2012 NOV 28 AM 11:00

RISK MANAGEMENT: (All contracts and MOU's except boilerplate grant funding agreements)

Approved: Disapproved: Date: _____ By: _____

Approved: Disapproved: Date: _____ By: _____

EL DORADO COUNTY COUNSEL
2012 DEC 11 PM 5:08

OTHER APPROVAL: (Specify department(s) participating or directly affected by this contract).

Departments: _____

Approved: Disapproved: Date: _____ By: _____

Approved: Disapproved: Date: _____ By: _____

EL DORADO COUNTY
AGRICULTURE
WEIGHTS & MEASUREMENTS
2012 DEC 14 P 2: 38
RECEIVED

**REQUEST TO COUNTY COUNSEL
FOR LEGAL SERVICES
(Please put on Lavender Paper)**

TO: COUNTY COUNSEL

DATE: 11/08/2012

FROM:

Charles Carvets

DEPARTMENT HEAD SIGNATURE

(Request must be approved by Dept. Head)

CONTACT PERSON: Myrna Tow **TELEPHONE:** 6647

INDEX CODE: 261000 (If Index Code is blank we will assign to general index code for the department)

TYPE OF SERVICE REQUESTED: Review of changes to Ag Commission by-Laws and review of resolution to incorporate changes

(Advice, Opinion, Analysis, Review, Litigation, Personnel, Evaluation, Ordinance, Resolution, Approval, Subpoena Preparation and/or detail review of Contract/Agreement, etc.)

Note: Requesting department must make every effort to find out if this legal services request or a related request has been made in the past prior to making a new request thereby reducing duplicating research/review work. If a related request has been made, please advise below.

SUBJECT: Agricultural Commission By-Laws stipend and

SPECIFIC LEGAL QUESTION(S)/LEGAL ACTION REQUESTED: (Please summarize request and include any attachments. Do not just say "see attached").

The department is submitting a revision of the Ag Commission By-Laws and a resolution to correct the hours and payments to the Ag Commission Members. The member's compensation of a meeting more than two hours in length being paid at \$100.00 is not legally documented. Editing of grammatical errors and formatting corrections were made to the document. The By-Laws were reviewed and passed with a quorum in attendance at the regular scheduled meetings of September 12, 2012 and reviewed on October 17, 2012.

BACKGROUND/DISCUSSION: (Submit all relevant documents. Letter/Memo may be attached in lieu of written discussion.)

Copy of current resolution # 317-2000
Copy of Current By-Laws
Copy of mark-up of By-Laws
Copy of New resolution
Copy of Ag Commission review 9/12/12

RELATED MATTERS: _____

ANY HEARING/MEETING DEADLINE DATE TO BE MET: Yes No
DATE NEEDED BY: _____