



# County of El Dorado

## Chief Administrative Office

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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 SEVEN (7) 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: \_\_\_\_\_

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

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

Description of Requested Agenda Item: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Action Required (Describe what action you want the commission to take): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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

Submit your requests to Vickie Sanders, Parks Manager, Parks Division, 200 Armory Drive, Placerville, CA 95667. 530.621.7538, [vickie.sanders@edcgov.us](mailto:vickie.sanders@edcgov.us)