



**VILLAGE CLERK'S OFFICE
AGENDA ITEM ROUTING SHEET**



Meeting Date:	Meeting Type:	Ordinance #:
	Consent Agenda:	Resolution #:
	Originating Department:	

AGENDA ITEM TITLE: (Wording form the SUBJECT line of your staff report)

BUDGET / FINANCIAL IMPACT:

Account #:	Amount of this item:
Budgeted amount available:	Amount remaining after item:
Budget transfer required:	Appropriate Fund Balance:

EXECUTIVE SUMMARY OF MAJOR ISSUES: *(This is a snap shot description of the agenda item)*

APPROVALS:

SIGNATURE:

Department Head	
Legal (for legal sufficiency)	
Finance Director or Representative Reviewed for Financial Sufficiency No Financial Impact	
Village Manager: Submit for Council Discussion: Approve Item: Deny Item:	

SPECIAL INSTRUCTIONS FOR CLERK: (if you wish to have agreements signed, be sure to include the number of copies you want signed and place "Sign Here" sticker on them)