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**AGENDA ITEM
REQUEST/JUSTIFICATION FORM**
(To be completed by requesting Department)
Forward all requests to Sharon Bourke, LC2 Civic Center
**DEADLINE SUBMITTAL IS 3:00 P.M. WEDNESDAY
BEFORE THE TUESDAY MEETING**

Agenda item: Action Item
(i.e. Consent/Recognition-Proclamation/Presentation/Public Hearing/Committee, etc.)

Date to be on agenda: December 15, 2015

Exact wording to be used for the agenda: Approval of resolution authorizing Clerk/Comptroller to make certain payments while the Board is adjourned sine die.

Action requested: Approval of resolution

Amount requested: \$ N/A Object Code: N/A

Is item in current year's budget? N/A Yes No

Does this item commit funds in future years? Yes No X

If yes, explain: N/A

If an agreement or contract, has the County Attorney reviewed and approved? N/A Yes No

Previous action taken on this item, if any: N/A

Recommendations and rationale or action: Approval of resolution to authorize The Clerk to continue processing payments.

Will anyone speak on behalf of this item, if so who? N/A

If this is a rush agenda item, please explain why: N/A

Submitted by (Name & Dept.): Daniel A. Esch, Douglas County Clerk/Comptroller Ext. 7150

Date submitted: 12/3/2015

List Attachments: Resolution
(Attach resolution and all pertinent documentation; i.e. contract, agreement, memorandums, etc.)

Certified resolutions can be obtained at the County Clerk's website:
<http://www.douglascountyclerk.org/county-board-records/search-for-resolutions>

<p>Completed by receiving office Received in Administrative Office: Date <u>12/2/15</u> Time <u> </u></p>
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BOARD OF COMMISSIONERS
DOUGLAS COUNTY, NEBRASKA

RESOLVED BY THE BOARD OF COMMISSIONERS OF DOUGLAS COUNTY, NEBRASKA that during the period in which this Board is adjourned sine die, the Douglas County Clerk/Comptroller be and authorized:

- a) to continue processing payment of payroll claims,
- b) to continue processing payment of claims for monthly rent checks and utilities,
- c) to continue to process payment of claims submitted in accordance with approved budget documents and policies and procedures established by the Douglas County Board of Commissioners,
- d) to continue to process payments of claims with reference to written contracts that the county has heretofore entered into prior to this date for county projects and for which payment would fall due during the period the Board is adjourned sine die,
- e) and continue to process payments of claims for any other installment authorizations which have been contracted for or provided for by resolution of this Board, which resolution or contract was prior to this date but would fall during the period in which this Board is adjourned sine die.

DATED this 15th day of December, 2015.