

GUIDELINES COUNTY OF GLENN AGENDA ITEM TRANSMITTAL

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| MEETING DATE: (Place meeting date here) | BRIEF SUBJECT/ISSUE DESCRIPTION: (used as Agenda listing) |
| Submitting Department(s): This section should identify department and division. Contact:/Phone: This section should identify the name and phone number of the staff person who may be contacted in case there are questions about the AIT. | This section should contain sufficient information to allow staff and the Board a general understanding of the agenda item. Complete detail of the item should be reflected in an attached Board Report. |

| AGENDA PLACEMENT | ATTACHMENTS | LEGAL/PERSONNEL/FISCAL |
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| Designate a category where you recommend your item be listed on the agenda. If an appointment item designate who will appear, their titles, and the approximate time needed. | This section is used as a check-off list that identifies attached documents relating to the agenda item. Note: Certain attachments must be reviewed and signed by the appropriate official (refer to Legal/ Personnel/ Fiscal section to right). → | This section should identify if the item has been reviewed by the appropriate official. Example: All personnel matters should be reviewed by Personnel Director and all Resolutions/Ordinances/Contracts should be signed off by County Counsel, etc. prior to submission to the Clerk of the Board. |
| AFFECTED DEPARTMENT(S) This section should indicate if another department is involved or affected by the agenda item. If so, have they been contacted and concur. | | |
| | | CLERK INSTRUCTIONS Indicate any special requests or processing instructions to the Clerk of the Board. |

| PUBLIC HEARINGS & COMMITTEE VACANCIES | LEGISLATION State Federal | FUNDING SOURCE/IMPACT | CONTRACTS, LEASES & AGREEMENTS |
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| This section should indicate information relating to Public Hearings and Committee vacancies. Note: Both should be coordinated through the Clerk of the Board office. | Identify and attach all appropriate information and it's relevance to the County. | This section should identify what fiscal source and impact it will have on the general fund. Note: All transfers and contingency requests must first go through the Department of Finance. | This section should indicate information relating to all County agreements. Note: All must first be signed by County Counsel, with the exception of State. |

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| RECOMMENDED ACTION/MOTION: This section should identify all of the actions requested of the Board. Include a suggested motion that the Board needs to take in relation to the agenda item. Example: Adopt Resolution "(Resolution title)"; Approve Agreement with (entity) for (describe subject) for (dollar amount) for (fiscal year). It shall be the sole discretion of the Board whether or not the suggested motion will be used. |
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This section should include the Department Head's original signature. If applicable, the AIT must also be signed By the appropriate official, example: If personnel matter such as position allocations, merit increase, etc. (Personnel Director); Budget modifications (Director of Finance). These are only brief descriptions of what would require such signatures. Signatures are in addition to the "Legal/Personnel/Fiscal" check-off box above. Carbon copies of items should be directed to affected or involved departments.