

COUNTY OF GLENN BOARD REPORT

Submitted by _____
(Department)

Guidelines

EXECUTIVE SUMMARY

(Provide a brief summary of the matter before the Board. Include if there are any special vote requirements, i.e. 4/5th. The first time an acronym is used within the Board Report, the full reference should be spelled out).

RECOMMENDATION(S):

(Provide the Board with a recommended motion/action, e.g. - "Authorize the Director to execute Agreement with Computer Enterprise for computer maintenance services, in the amount of \$2,450 for fiscal year 2006/07").

HISTORY AND BACKGROUND:

(Indicate relevant previous Board actions, applicable statutes, mandates, policies or codes).

FISCAL/PERSONNEL IMPACT(S):

(Indicate source of match, any use of General Fund, etc. If grant, explain what happens when funds end. If personnel changes, provide information on funding, FTE staffing allocations, benefits to the department/County, etc.).

ANALYSIS/DISCUSSION

(Describe the reasons to support the recommendation, the process used to formulate recommendation, what other options were considered, any public perceptions, and any state or federal issues).

(All Board Reports should be typewritten in size 12 Font for consistency)

All items transmitted by a County Department or Agency for inclusion in the agenda for Board of Supervisors action must include all background and analysis necessary for the Board to make an informed decision. Failure to provide adequate information, analysis, or backup could result in the matter not being added to the agenda and returned to the department for additional information.