

ADD-ON CHECK LIST
RECOMMENDATION PREPARATION

1. Q Format for preparing an add-on is the same as for any other recommendation (font face and size, block memorandum, etc.).
2. Q Add-on recommendation has a copy of all backup attached such as resolutions, agreements, resume pages, etc., as applicable.
3. Q An add-on must have an add-on number. The department is responsible for calling and requesting an add-on number from Shirley Gafford (595-4916) or Felicia Knight (595-4917) in the County Administrator's Office. Any item(s) specifically requested by a commissioner will be an add-on for that particular commissioner; however, you must still call for the specific add-on number. All other add-ons will be assigned an add-on number under the Chairman. **Do not request an add-on number until your recommendation is already prepared and ready for labeling and copying.** This is to ensure that a number is not skipped because the issue fell through before a recommendation was prepared. It is understood, however, that a commissioner is free to remove an add-on they have placed any time before or in the meeting.
4. Q The department is responsible for correctly labeling the add-on at the top right-hand corner of the first page. It should include the add-on number (for the appropriate commissioner) or the agenda item number (for revisions, replacements, etc.), the date of the meeting, and which meeting (e.g., BCC, Special Meeting, C/W, etc.), as shown in the two examples below:

Add-on #1
Comr. Childers
11/15/01 BCC

Revised Recommendation
CAR III-7
11/15/01 BCC

5. Q The department is responsible for providing thirty (30) copies to be distributed by the County Administrator's Office. If the add-on is more than one page, please copy double sided and stapled.
6. Q Issue Paper has been prepared and is attached to this add-on check list form.
7. Q Documents requiring the **Chairman/County Administrator's Signature** should be prepared according to the criteria outlined on the **ACHECK LIST - RECOMMENDATION PREPARATION** form regardless of what department or outside agency prepared the signature document(s).
8. Q It is not necessary to have the Concur signature of the Deputy/Assistant County Administrator or the County Administrator prior to making the thirty copies. However, the Concur signature must be on the original copy of add-on recommendation. The department is responsible for securing all necessary signatures (Purchasing, Budget, Legal, etc.), as required.

This recommendation has been prepared/processed using the criteria provided above. Direct inquiries to:

PRINT NAME/DATE

DEPARTMENT AND PHONE NUMBER