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**GENERAL SERVICES**

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GOVERNMENTAL CENTER  
(408) 454-2210  
ROY K. HOLMBERG  
DIRECTOR



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**COUNTY OF SANTA CRUZ**

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July 31, 1998

Agenda: 8/11/98

**Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, California 95060**

**STANDARDIZATION OF COUNTY LETTERHEAD STATIONERY**

**Dear Members of the Board:**

**On June 23, 1998, your Board adopted additions and modifications to the County Procedures Manual and directed the County Administrative Office and General Services to survey County departments and return on August 11, 1998 with a recommendation regarding standardization of County letterhead stationery.**

**General Services has contacted County departments and obtained copies of current stationery. General Services is working with departments to develop recommendations regarding standardization. It is proposed that draft recommendations be presented to department heads at the next department head meeting scheduled for August 14, 1998. At that time, departments will have an opportunity to review the proposed format and provide input on any modifications needed to accommodate their special needs. Final recommendations will be prepared following this review period.**

**It is therefore recommended that your Board accept this report and direct the County Administrative Office and General Services to return on September 1, 1998 with recommendations regarding standardization of County letterhead stationery.**

Very truly yours,

**ROY HOLMBERG, Director**

RH:ljr/stat0731

**RECOMMENDED:**

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**SUSAN A. MAURIELLO  
County Administrative Officer**