



County of Santa Cruz

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GENERAL SERVICES DEPARTMENT

ROY HOLMBERG, DIRECTOR

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August 26, 1998

Agenda: 9/1/98

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 August 11, 1998, your Board accepted a report on the standardization of County letterhead stationery and directed the County Administrative Office and General Services to return on September 1, 1998 with final recommendations.

Proposed standards have been developed and were distributed for review and comments at a recent department head meeting. These standards define certain fixed items and specifications for fonts and required information. There are a couple of departments who have questions relating to the conversion process of setting up their laser printers with this new standard. We are working with these department to resolve their concerns and some additional time is needed to complete this coordination effort.

It is therefore recommended that your Board accept this report and direct the County Administrative Office and the General Services Department to return on September 15, 1998 with recommendations on the standardization of County letterhead stationery.

Very truly yours,

ROY HOLMBERG, Director

RH:ljr/gold0826

RECOMMENDED:

SUSAN A. MAURIELLO
County Administrative Officer

cc: All County Department Heads and Commissions

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