

119 - Cover Memos to the Board of Supervisors

Cover memos to the Board of Supervisors should be written using the standardized format within the agenda management system and should include:

Recommended Actions(s) which state what is being asked of the BOS;

Executive Summary which States in one or two sentences why this item is coming to the BOS;

Background which is any information that gives context to the time including previous staff reports, etc.;

Analysis which is information that provides the Board with support for the recommended actions including statistical, financial or other analysis;

Financial Impact which is the specific information on costs, whether the item is included in the budget, source of funds.;

Attachments such as resolutions, reports, contracts, etc. These should be named starting with the item such as Resolution XXX; and

The sponsor is the department head submitting the item. The County Administrative Officer will recommend the item.

<http://countyintranet.co.santa-cruz.ca.us/PolAndProc/ProceduresManual/PM5119.htm>[2/23/2015 5:42:02 PM]