

SAMPLE BOARD MEMO

[Same format is also used for Committee except you omit "Committee Action"]

To: Board of Supervisors or Name of Committee

From: [Department]

Subject:

Date: [Date of the Board or Committee meeting]

Recommendation

Board Agenda - [Be specific in delineating the action being requested; i.e. adopt resolution/ordinance, authorize budget transfer, approve contract/MOU, etc.]

Committee Agenda - [Committees make a recommendation rather than approve. Consider resolution/ordinance/budget transfer/contract or provide direction]

Background

[What has transpired to prompt the department to bring this matter to the Board of Supervisors (or Committee) for consideration.]

Discussion

[What information does the Board of Supervisors (or Committee) need in order to make an informed decision and/or what will be the result should your action be approved as requested.]

Committee Action

[What committee reviewed your request and what was the committee recommendation to the full Board. When the matter was not submitted to a committee, state the reason but do not omit or indicate n/a; i.e., a routine budget transfer, ongoing grant, renewal of ongoing contract, due to timelines was unable to submit to committee, etc.]

Fiscal Impact

[What financial impact/general fund impact will this action have on the County should your request be approved. Also advise of grant funding and county match if appropriate.]

Example Memo To Board Of Directors

M Lipman



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