A-Memos and Memos to Board Offices and Other County Departments (continued)

Order of Assembly for A-Memos and Memos to Board Offices and

 Other County Departments……………………………………….……A7

A-Memo Tracking System Instructions for Reports………… A12

**Samples of A-Memos and Memos to Board Offices and Other**

**County Departments**

A-Memo Response to Supervisor with Attention Line A13

A-Memo Response to Supervisor with Attention Line and Draft Letter A14

A-Memo Response to Mayor Antonovich with Address Provided

for cc's on Draft Letter A17

A-Memo Response to Supervisor with Draft Letter from Public Works A19

 A30

Memo to Individual Supervisor with Multiple Signature Blocks A31

Memo to CEO A32

Memo to Another County Department A33

 *Minority Verification Sheet - Award Board Letters* B11

 *Final Approved Draft Board Letter* B12

Transmittal to the e-Board System B12

 Capital Projects Board Letters on Public Works Letterhead B13

Capital Projects Board Letters on CEO Letterhead B13

Dual Action Board Letters - Regular Tuesday Action + Public Hearing B16

Requiring a Regular Tuesday Action and a Public Hearing Action B45

Administratively Set Public Hearing and Hearing Notice B51

Recommendation as Governing Body of the Flood Control District B57

Various Governing Bodies B60

Recommendation by the Chief Information Officer - No Analysis B63

Recommendation and Analysis by the Chief Information Officer B67

Final E-Board Version B76