

**CONTRA COSTA WATER DISTRICT  
Interoffice Memorandum**

**DATE:** (Date report signed)

**TO:**

**FROM:**

**SUBJECT:** (Bold Face; generally no more than two lines)

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**INTRODUCTION**

(Frames the issue to be addressed and provides relevant background. Does not summarize the report).

**RECOMMENDATION**

(Begins with an action verb, e.g., approve, concur, receive, review and comment, etc.).

**SUMMARY**

(Typically needed if entire staff report is two pages or longer; summarizes all sections that follow; does not provide any information in addition to sections that follow).

**DISCUSSION**

(Provides information and analysis at the level of detail needed for a decision maker to make a prudent, well informed decision on the issue being addressed).

**FISCAL IMPACT**

(Describes the cost and/or revenue impacts of taking, or not taking, the recommended action; addresses the budget status of any recommended expenditures. If there are no fiscal impacts associated with the decision, then this should be stated).

Initials [XXX/YYYY:zz]

Attachments: 1 - Document Name  
2 - Document Name  
3 - Document Name