



County of Monterey

Item No.16

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: PAR 24-003

March 19, 2024

Introduced: 3/6/2024

Current Status: Agenda Ready

Version: 1

Matter Type: Preliminary Analysis
Report

Receive a preliminary analysis response to Board Referral No. 2024.02 seeking clarity and accountability to the current guidelines for Ceremonial Resolutions.

RECCOMENDATION:

It is recommended the Board of Supervisors:

Receive a preliminary analysis response to Board Referral No. 2024.02 and direct that staff:

Proceed with completion of referral as it is presented; or,

Proceed with completion of referral based on modifications by the Board;

Rescind referral; or

Provide further direction, as appropriate.

PREMINLINARY ANALYSIS:

Referral Summary:

Referral number 2024.02 is to bring clarity and accountability to the current guidelines for requesting and promulgating Ceremonial Documents from the County of Monterey Board of Supervisors, the Chair of the Board of Supervisors, and from individual Supervisorial offices.

Proposed Project Description:

This referral identifies new processes and definitions for the Board of Supervisors Ceremonial Resolutions, the Chair's Ceremonial Resolution and the Supervisors Proclamation. It also proposes a streamlined approach to how ceremonial documents will be presented to honorees. Specifically the Board of Supervisors Ceremonial Resolutions may be presented in person during a Board of Supervisors meeting, or at an event outside the Board of Supervisors meetings. If the document is presented in person, it will be framed. If it is presented in another setting, the document will be provided in a presentation folder. This document is reserved for recognizing persons who have at least 15 years of service to the County and communities of the County, and is the highest form of recognition from the Board of Supervisors. This change promotes cost savings, in addition, to providing for additional time for county business to be heard in the morning sessions of the Board of Supervisors meetings. The other proposals reflect the Chair's Ceremonial Resolution, which will be presented via a presentation folder and will not appear on the Board of Supervisors agenda. The Supervisor's Proclamation will be provided by the Supervisorial office using presentation preferences determined by each office.

Estimated Project Cost:

Each fiscal year the Clerk of the Board's office is allocated \$6,000 for the cost of the frames and the ceremonial resolution paper template. If these changes were put into place they would assist in

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lessening the cost for all ceremonial resolutions as not all will be framed as explained in the referral. To date there is only \$342 left in this budget line item for possible future purchases if the current guidelines stay in place from March to June 2024. Please refer to the attached Ceremonial Guidelines November 27, 2022, which are the current guidelines.

Staffing Level Estimate:

The Clerk of the Board’s office has the staffing level to process the proposed changes to the ceremonial guidelines. If these changes were put it place it would assist our office in decreasing the number of ceremonial resolutions to be framed each week for the Board of Supervisors meetings and or for other outside events.

Departmental Challenges:

None

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

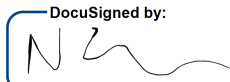
This recommendation continues to support the Board of Supervisors and the administration in recognizing internal and external parties in their achievements.

Mark a check next to the related Board of Supervisors Strategic Initiatives:

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Valerie Ralph, Clerk of the Board 831-755-5066, Option 6

Approved by:

DocuSigned by:

 _____ Date 3/15/2024 | 7:52 AM PDT
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 Nick Chiulos, Chief Assistant County Administrative Officer, 755-5145

Attachments:

- Board Referral No. 2024.02
- Current Ceremonial Resolution Guidelines November 27, 2022
- Proposed Ceremonial Document Policy March 19, 2024
- Proposed Ceremonial Document Request Form March 19, 2024