

**Monterey County Board of Supervisors
Referral Submittal Form**

Referral No. 2014.07
Assignment Date: 10/20/14
(Completed by CAO's Office)

SUBMITTAL - Completed by referring Board office and returned to CAO no later than noon on Thursday prior to Board meeting:

Date: 10/16/14	Submitted By: Supervisor Jane Parker	District # : 4
Referral Title: Sunshine Ordinance		
Referral Purpose: To seek Board adoption of a "Sunshine Ordinance" that will enhance existing laws governing public meetings and public records, the purpose of which is to make the County's operations more open and transparent.		
Brief Referral Description: The Supervisor is requesting that staff bring a concept ordinance to the Board that borrows from other Sunshine Ordinances adopted by numerous jurisdictions in California. The purpose of such ordinances is to clarify and enhance existing laws on public meetings and access to public records. The presentation should include an overview of the concept of a Sunshine Ordinance, and should include the following elements: (1) all staff material for non-emergency meetings must be distributed to the policy body and made available to the public 96 hours (including weekends) before the meeting; (2) the County shall create a database system which allows a user to search all County documents, rather than searching each individual department website; (3) ordinances and resolutions shall be posted on the website within 10 days (including weekends) of adoption by the Board; (4) the public may request that public documents be emailed to them; (5) the County shall designate an ombudsman to receive and investigate complaints of violations of this ordinance or related state laws; (6) the County shall post a copy of the Brown Act, the Public Records Act and this ordinance on its website; (7) each meeting agenda shall contain a statement of the public's right to open meetings and access to public documents, and refer to this ordinance, state law and contact information for the ombudsman.		
Classification - Implication		Mode of Response
<input type="checkbox"/> Ministerial / Minor		<input checked="" type="checkbox"/> Memo <input type="checkbox"/> Board Report <input type="checkbox"/> Presentation
<input type="checkbox"/> Land Use Policy		Requested Response Timeline
<input type="checkbox"/> Social Policy		<input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input checked="" type="checkbox"/> 6 weeks
<input type="checkbox"/> Budget Policy		<input type="checkbox"/> Status reports until completed
<input checked="" type="checkbox"/> Other: <u>County procedures</u>		<input type="checkbox"/> Other: _____ <input type="checkbox"/> Specific Date: _____

ASSIGNMENT – Provided by CAO at Board Meeting. Copied to Board Offices and Department Head(s) Completed by CAO's Office :

Department(s): County Counsel	Referral Lead: McKee	Board Date: 10/21/14
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REASSIGNMENT – Provided by CAO. Copied to Board Offices and Department Head(s). Completed by CAO's Office:

Department(s):	Referral Lead:	Date:
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ANALYSIS - Completed by Department and copied to Board Offices and CAO:

Department analysis of resources required/impact on existing department priorities to complete referral:	
Analysis Completed By: _____	Department's Recommended Response Timeline
Date: _____	<input type="checkbox"/> By requested date <input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> 6 weeks <input type="checkbox"/> 6 months <input type="checkbox"/> 1 year <input type="checkbox"/> Other/ Specific Date: _____

REFERRAL RESPONSE/COMPLETION - Provided by Department to Board Offices and CAO:

Referral Response Date:	Board Item No.:	Referrals List Deletion:
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Note: cc: Nick Chiulos, Mary Zurita, and Ebby Johnson on all CAO correspondence relating to referrals.