



Amended Board Referral Process

(Board Referral No.2020.22)

Board of Supervisors Meeting
April 27, 2021

Revisions to Board Referral Process

Preliminary analysis by staff within twenty-one (21) days

- Cost estimate
- Time estimate
- Resources needed
- Project Details

Action by Board on each proposed referral to:

- Support processing referral
- Discontinue processing referral
- Modify referral
- Commit additional resources

Urgency Referrals

- Critical items requiring Board action prior to twenty-one (21) days
- Added to Board's Agenda under CAO Comments & Referrals

Preliminary Analysis Report Template

..Title

Consider a preliminary analysis report in response to *Board Referral No. (insert #) seeking (insert referral title)*.

..Report

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Accept a preliminary analysis report in response to Board Referral No. (insert #) seeking (insert referral title); and,
- b. Provide direction.

SUMMARY:

PRELIMINARY ANALYSIS:

Background: *Brief summary referencing Referral No., title, assignment date and purpose of the referral (as you understand it). Do not copy and paste "purpose" from Referral.*

Project Description: *Summarize project description, as you understand it. Do not copy and paste from Referral.*

Estimated Project Cost: *One or two sentences summarizing estimated project cost.*

Staffing Level Estimate: *One or two sentences summarizing estimated staffing effort.*

Departmental Challenges: *Summary of challenges as it relates to Referral completion.*

Proposed Response Date: *Insert proposed response date. Every effort should be made by staff to adhere to the proposed date.*

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

One or two sentences explaining how this recommendation supports/advances the Board of Supervisors Strategic Initiatives. Reference to any Key Objectives and/or Milestones that are related.

Mark a check to the related Board of Supervisors Strategic Initiatives

Economic Development

Administration

Health & Human Services

Infrastructure

Public Safety

Prepared by: [Insert Name], [Insert Position], [Insert Extension]

Staff Recommendation:

- a) Approve Amended Board Referral Process; and,
- b) Provide Direction to Staff.

QUESTIONS?