



# Monterey County

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## Board Report

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July 11, 2017

**Introduced:** 6/27/2017

**Version:** 1

**Current Status:** Scheduled AM

**Matter Type:** General Agenda Item

- a. Receive a report on the Phase I development of the new website for the Monterey County boards, committees and commissions (BCCs); and
- b. Authorize and direct staff to implement the changes to the County website.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Receive a report on the Phase I development of the new website for the Monterey County boards, committees and commissions (BCCs); and
- b. Authorize and direct staff to implement the changes to the County website.

### SUMMARY:

Board Referral 2017.06 (Alejo) directed staff to “create a more up-to-date, constituent friendly webpage to facilitate and encourage participation on Monterey County Boards, Committees and Commissions” (BCC). Phase I of the new website implementation is designed using modern technology which will allow constituents to easily navigate and apply online for BCC using their personal devices. The application is printer-friendly and users will also be able to save the application to return to for completion at a later time.

### DISCUSSION:

The Board of Supervisors appoints members of the public to boards, committees and commissions in Monterey County, pursuant to Government Code Section 54970, providing equal access to specific and current information about local regulating and advisory boards, commission, and committees and equal opportunity for members of the public to be informed of vacancies which occur, so that members of the public may pursue the opportunity to participate in and contribute to the operations of local government by serving on boards, committees and commissions.

The current BCC webpage, located on the Clerk of the Board’s website, lists the qualifications for appointment, current appointees, terms and vacancies, but does not include an application form (see Attachment A).

The Information Technology Department (ITD) and Clerk of the Board (COB) staff conferred regarding the design of the new website. The redesigned homepage lists current appointees, vacancies and qualifications for appointments. It also includes “Apply Now” links next to each BCC allowing for easy access to the printer-friendly application.

### **Access to Information**

The new website was designed utilizing modern technology providing access to information 24/7 on computers and mobile-friendly devices. Information has been rearranged in a larger, more legible font and large buttons improve navigation from page to page (see Attachment B).

### **Application**

The new application form can be accessed from individual board, committee and commission pages and submitted online to District Offices and BCC support staff. The application includes a GIS overlay to assist in the determination of districts of residence.

The application is printer and mobile-device friendly (See Attachment C). Applications will be submitted to appropriate Districts and BCC support staff, based upon the commission selected and district of residence. The system will send an email to applicants confirming the application has been successfully submitted (see Attachment D).

### **Process**

Applications will be submitted directly to District Offices and staff supporting the various BCCs, from the system via email, for consideration of appointment. Consistent with current practice, District Offices and support staff will review applicant information and forward notifications of appointment to the COB for scheduling on the Board of Supervisors' agenda.

### **Phase II Development**

Phase II includes the development of the administrative support functions of the system to track and manage appointments, terms, and vacancies. This phase is expected to be completed by September 2017, at which time the system will be fully functional.

### **Implementation**

Upon Board approval and direction, staff will implement the changes to the BCC website.

### OTHER AGENCY INVOLVEMENT:

ITD and County Counsel have reviewed this report and concur with the recommendations.

### FINANCING:

In-house development of this system does not incur additional ITD charges.

### BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Mark a check to the related Board of Supervisors Strategic Initiatives

Administration-In-house development of the BCC system provides efficient and effective management of County resources and 24/7 access to information to the public and staff.

X Infrastructure-Recommended actions support a sustainable system and infrastructure that improves the quality of life for County residents in accessing information and participating in the public process.

Prepared & Approved by Gail T. Borkowski, Clerk of the Board, x5066

Approved by: Paresh Patel, ITD Applications Division Manager x6930

Attachments:

Attachment A - Screenshot of curren BCC Home page

Attachment B - Screenshot of new BCC Home Page

Attachment C - Draft Application

Attachment D - Message from system re successful submission