

Attachment A

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

Referral No. 2021.21
Assignment Date: 10/19/21
(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: 10-13-21	Submitted By: Supervisor Adams	District #: 5
Referral Title: Big Sur Byway Organization Budget Unit		
Referral Purpose: Establishment of a budget unit and appropriations mechanism for the Big Sur Byway Organization (BSBO), a Board established body, as needed for fiscal management of the BSBO.		
<p>Brief Referral Description (attach additional sheet as required):</p> <p>On April 30, 2019, the Board of Supervisors adopted resolution No. 19-126, establishing the Big Sur Byway Organization (BSBO). The purpose of the Organization is to implement the Big Sur Coast Highway Management Plan to ensure the continued safe and efficient operation of the 75-mile segment of State Route 1 ("Highway 1") through Big Sur in a manner that preserves, protects, and restores the scenic, natural, and cultural character and qualities of the Highway corridor.</p> <p>In the summer of 2020, five resident representatives were nominated by the Fifth District Supervisor and appointed by the Board of Supervisors. These appointed residents, along with representatives from the U.S. Forest Service, California Department of Parks and Recreation, California Department of Transportation and the Big Sur Chamber of Commerce, began meeting as the BSBO in the fall of 2020. Since that time, the BSBO has held regularly scheduled quarterly meetings, and additional special meetings, to begin to carry out actions identified in the Big Sur Coast Highway Management Plan and provide an opportunity for all stakeholders to be heard and have meaningful input in a public forum.</p> <p>The District 5 Office has been providing administrative support to the BSBO to ensure compliance with the Brown Act, take minutes, and be a liaison to the County, among other things. The BSBO has also been working with the National Travel Center (NTC), in their role with the National Scenic Byways organization, an organization that among other things helps local byway organizations to build capacity. NTC is assisting with obtaining funding to support the effort to develop and implement a collaborative management approach for the Big Sur Coast Highway and assist the BSBO to increase its capacity to manage the effort in the future. The first potential source of grant funds, in the amount of \$2,500, have been awarded from the Weston Call Fund for Big Sur. Further, the Resource Conservation District of Monterey County has indicated a willingness to provide administrative support currently being provided by the District 5 Office.</p> <p>The District 5 Office has gotten guidance from County Counsel that the BSBO, as a Board established body, has no independent fiscal authority. This referral is to request that the Budget Office establish a new budget unit for the Big Sur Byway Organization to establish the required mechanism for appropriation of grants or other funds. The referral also requests that the Board of Supervisors consideration allocating seed funds in the amount of \$10,000 to further support establishment of the organization, to contract for assistance from the RCDMC for administrative support, and to enter into a letter of agreement the NTC to cover efforts to obtain funding, when funding is awarded.</p>		
Classification - Implication		Mode of Response
<input type="checkbox"/> Ministerial / Minor <input type="checkbox"/> Land Use Policy <input type="checkbox"/> Social Policy <input type="checkbox"/> Budget Policy <input checked="" type="checkbox"/> Other: Support to Board established body		<input type="checkbox"/> Memo <input type="checkbox"/> Board Report <input checked="" type="checkbox"/> Presentation
		Requested Response Timeline
		<input type="checkbox"/> 2 weeks <input type="checkbox"/> 1 month <input type="checkbox"/> 6 weeks <input type="checkbox"/> Status reports until completed <input checked="" type="checkbox"/> Other: Establish Budget Unit within 60 days <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 Administrative Office	Referral Lead: Ezequiel Vega	Board Date: 10/19/21
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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: Please cc Karina Bokanovich, Rocio Quezada and Maegan Ruiz-Ignacio on all CAO correspondence relating to referrals.