

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

Referral No. 2018.04
Assignment Date: 2/06/18
(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: January 31, 2018	Submitted By: Supervisors Phillips & Alejo	District #: 1 & 2
Referral Title: Scope of Authority of Auditor-Controller Over Reviews of Other Departments and Functions		
Referral Purpose: To determine the scope of authority of the Auditor-Controller to review activities of other elected and appointed departments and functions.		
Brief Referral Description: The Office of Auditor-Controller notified several departments that it has or will be contracting with an accounting firm to review the County's cannabis program processes, compliance with law and cash handling, as well as an "audit" of a contract with CalParks. The proposed audit/review was not submitted to any board committee, such as Cannabis or Budget. The Auditor-Controller has requested departments under review to pay the costs of these outside contractors. The contracts are \$73,660 and \$48,910, respectively. Included in the scope are reviews of the processes of departments run by independently elected officials. The reviews also appear to ask for a legal opinion on compliance with law. Interestingly, the accounting firm under contract has a separate line of business seeking to advise public agencies on how to organize a cannabis program. We request a report on the authority of the Auditor-Controller to conduct these and similar "performance" reviews without Board approval, to enter contracts without a funding source and to charge the cost to departments without their consent. Also, we request that no work commence under these contracts until all issues are resolved.		
Classification - Implication		Mode of Response
<input type="checkbox"/> Ministerial / Minor <input checked="" type="checkbox"/> Land Use Policy <input type="checkbox"/> Social Policy <input checked="" type="checkbox"/> Budget Policy <input type="checkbox"/> Other: _____		<input checked="" type="checkbox"/> Memo <input checked="" type="checkbox"/> Board Report <input type="checkbox"/> Presentation Requested Response Timeline <input type="checkbox"/> 2 weeks <input checked="" type="checkbox"/> 1 month <input type="checkbox"/> 6 weeks <input type="checkbox"/> Status reports until completed <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 Administrative Office and County Counsel	Referral Lead: Woods and Girard	Board Date: 2-06-18
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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.

Exhibit A