

need for further clarification and guidance, and requiring referral recipients to return to the Board (prior to commencing work) with an initial response outlining a description of the proposed project, estimated staff effort, departmental challenges and anticipated cost. In response to this referral, staff has incorporated the following components to the board referral process:

- Preliminary analysis by staff within twenty-one days will cover.
 - Cost estimate.
 - Time estimate.
 - Resources needed.
 - Project details
- Action by the Board on each proposed referral to:
 - Support processing the referral.
 - Discontinue processing the referral
 - Modify the referral.
 - Commit additional resources.
- Urgency Referrals responded to more promptly.

A copy of the proposed Amended Board Referral Process is attached to this report for your reference. It is recommended that the Board approve the proposed revisions to the process and provide further direction as appropriate. Upon its adoption, the Amended Board Referral Process will be included in the Board's Policy Manual.

OTHER AGENCY INVOLVEMENT:

None.

FINANCING:

There is no financial impact resulting from the approval of this item.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Approval of these actions are consistent with the following Board Strategic Initiatives:

- X Economic Development
- X Administration
- X Health & Human Services
- X Infrastructure
- X Public Safety

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Attachments:

Proposed Amended Board Referral Process