



# County of Monterey

Board of Supervisors  
Chambers  
168 W. Alisal St., 1st Floor  
Salinas, CA 93901

## Board Report

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**File #: 21-350, Version: 1**

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### ***Preliminary Response to Board Referral No. 2020.22:***

- a. Consider proposed amendments to the Board Referral Process; and,
- b. Provide direction to staff as appropriate.

### **RECOMMENDATION:**

It is recommended that the Board of Supervisors:

- a. Receive a preliminary response to Board Referral No. 2020.22; and,
- b. Approve proposed amendments to the Board Referral Process.

### **SUMMARY:**

The Board of Supervisors (Board) referral process is a mechanism for the Board to acquire more information on a topic to assist with its policy decision making responsibilities or to request substantive action by County staff on an initiative. Because the County Code requires the Board to request administrative services through the County Administrative Officer, a Board member referral serves as a tool to seek such services. It is also a way to limit members seeking work by staff without Board direction, daylighting requests for staff work, and highlighting the amount of resources needed before they are expended. Improving the referral process is the intent of the proposed amendment.

### **DISCUSSION:**

In July 2009, a formal Board Referral Process was developed to provide the Board and County departments with a written roadmap/guide of the County's referral procedure from inception of the referral through its completion. Several revisions have been made to the process over the past several years; however, these prior modifications primarily addressed organizational changes.

Ongoing challenges have been identified with the current process insofar as costs and resources needed may not be apparent, and departmental responses may not always capture the intent of the referring Supervisor's referral or the desires of a Board majority.

In July 2020, Board Referral No. 2020.22 was issued to address potential process deficiencies, including the 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