



County of Monterey

Item No.

Board Report

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

Legistar File Number: 26-218

March 17, 2026

Introduced: 3/6/2026

Current Status: Agenda Ready

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Matter Type: General Agenda Item

Conduct an annual review of the Board of Supervisors Referral Matrix.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Conduct an annual review of the Board referral matrix;
- b. Provide direction to:
 - i. Continue specific referrals with no changes;
 - ii. Modify specific referrals; or,
 - iii. Withdraw specific referrals.
- c. Provide further direction, as appropriate.

SUMMARY:

In accordance with Board Policy G-35, Section 9c, the Board is asked to conduct an annual review of outstanding items on the Board's referral matrix. As part of this process, the Board is reviews pending referrals and determine whether to continue, modify, or withdraw them.

DISCUSSION:

The Board referral process allows the Board to request information or action from County staff to support policy development and initiatives. Under County Code, administrative services requested by the Board must be coordinated through the County Administrative Officer; referrals serve as the formal tool to initiate those requests.

A formal Board Referral Process was established in July 2009 and periodically updated to reflect organizational changes. In July 2020, Board Referral No. 2020.22 addressed process deficiencies by requiring departments to return to the Board with a preliminary analysis before initiating work. The Board subsequently adopted Board Policy G-35 in April 2021, which requires: (1) a preliminary analysis within 21 days outlining costs, timeline, resources, and project details; (2) Board action to proceed, discontinue, modify, or allocate additional resources; and (3) provisions for prompt response to urgent referrals.

The policy also requires an annual evaluation of outstanding referrals to ensure the matrix remains current. In preparation for this review, staff coordinated with Board District Offices to obtain recommendations for referrals issued by their respective supervisors. Attachment B provides a

detailed list of proposed actions, departmental challenges, and estimated completion dates for Board consideration.

Recommended for completion:

- 2021.25 (Askew) East Garrison Street Renaming

Recommended for withdrawal:

- 2017.18 (Board) Request a presentation to the Board of Supervisors with options for commissioner compensation that supports our ability to recruit a diverse and representative pool of commissioners.
- 2017.20 (Alejo) Lease agreement between the City of Salinas and the County of Monterey regarding County's parcel adjacent 855 East Laurel Drive in Salinas for the implementation of a BMX Bike Track, new Skate Park, and sidewalk on East Laurel Drive in Salinas.
- 2023.20 (Church) Littering Fines
- 2024.05 (Church) Speed Hump Fee Waivers for Low-Income Neighborhoods
- 2024.12 (Alejo) 1220 Natividad Road Property Repurposing for County Housing Trust Fund
- 2025.09 (Lopez) Anza National Historic Trail Auto Tour Signs
- 2025.16 (Alejo) Esperanza Care 2.0

Recommended for modification:

- 2022.22 (Alejo) East Salinas District 1 Office/District 1 Carryover Office Budget Funding For Planned East Salinas Office

Board action is required to establish, modify, or withdraw a referral; therefore, approval by a majority vote is required. If the Board takes no action, the matrix will remain unchanged until complete. The matrix will be updated accordingly following the conclusion of the Board's review.

OTHER AGENCY INVOLVEMENT/COMMITTEE ACTIONS:

The roster of referrals and departmental challenges was updated with input from the following lead departments: Clerk of the Board, Elections, County Counsel, Health, Housing and Community Development, Public Works, Facilities and Parks, and Natividad Medical Center.

FINANCING:

There is no financial impact resulting from the Board's consideration of the matrix.

BOARD OF SUPERVISORS STRATEGIC PLAN GOALS:

Mark a check to the related Board of Supervisors Strategic Plan Goals:

☒ Well-Being and Quality of Life

☒ Sustainable Infrastructure for the Present and Future

☒ Safe and Resilient Communities

☒ Diverse and Thriving Economy

☒ Administrative [Include one or two sentences referencing the Ordinance, Code, Board Order/Resolution, etc. in relation to this selection]

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Attachments:

Attachment A - Amended Board Referral Process

Attachment B - Roster of Outstanding Referrals and Departmental Challenges