Introduction

**Purpose:** The purpose of this handbook is to guide departments through the Board Report process--from concept to writing the document to submission to approval. It is to be used in conjunction with the Board Report Process Flowchart.

What is a Board Report?

The Board Report (and any and all associated documents/exhibits) is the document used by the Board of Supervisors to make decisions on behalf of the County of Monterey. The Board Report is a public document that becomes a permanent record of reference. Under the Public Records Act, all such documents are to be made available to the members of the general public upon their request.

The Board Report sets forth a clear and concise summary of the facts and criteria supporting the submitting department’s recommendation for Board authorization, acceptance or approval. It is the submitting department’s responsibility to ensure that the Board Report clearly states the business that is to be transacted. It is also the submitting department’s responsibility to ensure that the appropriate departments review the Board Report prior to submission to the Clerk of the Board. Once the Board has acted, the Board Order provides the necessary authority and direction to complete the approved action.

When is a Board Report Required?

Examples of when a Board Report is required include:

- Ordinances
- Resolutions
- Policies
- Reports
- Contracts, Agreements and MOU’s > $100,000
- Lease Agreements
- Transfer of funds
- Certain Discretionary Land Use Matters
- Real Property Agreements
- By-Laws
- Record Retention Schedule/Destruction
- Items of public interest at the discretion of the Department Head/CAO/Board
The Board Report Process

Getting Started

There are steps, timelines, consultations and coordination with other departments that must be considered when putting together a Board Report.

Once a department has determined a Board Report is necessary:

1. Determine whether the item should be placed on the Scheduled agenda or the Consent agenda.

   a. **Scheduled Items:** These items fall into two categories: 1) items that legally require the Board to hold a public hearing or public meetings; and 2) items of public interest determined at the discretion of the Department Head, County Administrative Officer or Board.

      • **Contact the Clerk of the Board** to request assignment of a date and time for item to be included on the scheduled agenda. Provide the request by e-mail: 112-Clerk of the Board Everyone. The request should include the preferred agenda date, an estimate of the amount of time needed on the agenda (time for presentation and public participation), and the presenter’s contact information. This is also the time to notify the Clerk of the Board if the department does not have access to LegisStream to request assistance in having their item entered in a timely manner.

      • **Noticing Requirements for Public Hearings:** Most items do not require public hearings. For those that do, the State statute will determine the manner and frequency of notice and publication. Departments must provide notice in electronic form, identify the appropriate code section authorizing the publication, specify which newspaper(s) to use for publication, when the notice must be published and how often the publication must be made. If unsure about noticing and publication rules, contact County Counsel.

   b. **Consent Items:** These are regular, routine, non-controversial items that require Board approval, but do not require a public hearing and/or Board discussion. The Board acts upon the entire Consent Agenda in one action. Members of the Board, the public, or County departments may request that an item appearing on the Consent Calendar be “pulled from Consent” for discussion. When items are pulled from Consent, the Department Head or designee must come forward at the Board Meeting and address the Board on the item.

      • **Consent items** do not require a specific time to be heard. The department merely enters their titles and documents into LegisStream.
2. Draft the Board Report, Board Order, and any other documents that will be part of the complete Board Report (i.e., contracts, resolutions, letters, ordinances, agreements and any other necessary documentation).

3. Determine which external departments need to provide a Report review. The external review process will take varying lengths of time depending on the scope of the project. (See Step 2 in Appendix B.2 and on Board Process Flow Chart)

Writing the Report

Once you have the information and approvals you need from the reviewing departments, it is time to write the final Board Report. The Board of Supervisors receives on average forty (40) Board Reports to review each week and must make decisions based upon what is said in the reports. The public scrutinizes the Board Reports and the reports are available to the media and often quoted in print. Consistency and clarity are essential! Below are instructions to be used when writing a Board Report, followed by the Board Report template.

1. Two Page Limitation and Attachments

   Board Reports are to be limited to two pages. Supporting documents and information such as additional background information, departmental staff reports, graphs, flow charts, spreadsheets and contracts must be identified and attached. Any item not attached must be referenced in a statement at the bottom of the Board Report under attachments as follows: “[Report, Contract, Etc.,] on file with the Clerk of the Board.” (See Appendix E.3)

2. The Board Report Format:

   Board Reports must adhere to the following format and font requirements.

   - Size: Reports and Attachments “8 ½ x 11”
   - Margins: top and bottom --1/2 inch; left and right--1 inch
   - Length: Two-page limit for Board Report.
   - Supporting documents and information such as additional background information, departmental staff reports, graphs, flow charts, spreadsheets and contracts must be identified and attached.

3. The Board Report Template:

   The Board Report Template can be downloaded from the Clerk of the Board website. What follows is a template with instructions for completion of each section of the Board Report.
## MONTEREY COUNTY BOARD OF SUPERVISORS

Font: 12pt. Times New Roman - Do not use all caps. Do not bold. (8 ½ x 11 - two pages)

### MEETING:
- The Board meeting date *(the month is spelled out, e.g. November 21, 2005)*
- Indicate whether the item is part of “Consent, Appointments, Other Board Matters” *(or leave blank)*
- If noticed, indicate time *(i.e.: 10:30 a.m.)*

### AGENDA NO.:

Assigned by the Clerk of the Board

### SUBJECT:
- This is the Report title, as it will appear on the Agenda, Board Report Recommendation and Board Order *(with the exception of very lengthy titles)*. The Agenda and Report titles should be concise.
- Write in sentence form starting with an action word *(e.g. Approve, Authorize, Amend, Accept, Direct, etc)*. For scheduled items use “Consider” before the action words *(Consider approval of………)*
- Briefly but completely describe the terms, issues and recommended Board actions.
- If the item requires more than one action, each action must be identified separately and listed as “a”, “b”, “c”, etc.
- The title must clearly identify to the public what the item involves and action requested.

**Example:**

a. Approve and authorize the Director of Health to sign a Professional Services Agreement (PSA) with Devereux Cleo Wallace, for provision of mental health services, in the amount of $143,235, for the period July 1, 2005 through June 30, 2006; and

b. Authorize the Director of Health to approve future amendments up to five percent *(5%) of the annual amount, which does not significantly alter the scope of work or result in an increase to net county costs.

- Special Board considerations, such as **requirement of 4/5th vote**, must be indicated. A 4/5th vote is required if the required action transfers appropriations from contingencies, cancels reserves, or increases estimated revenues and appropriations. The parenthetical item *(4/5th vote required) must be added after each action where the vote is required. Contact your Budget Analyst if you have questions about the 4/5th vote requirement.*

### DEPARTMENT:

This is the submitting Department and Division.

**Examples:**
- RMA--Planning and Building Inspection
- Health –Behavioral Health

### RECOMMENDATION:

- Begin the section with the words “It is recommended that the Board of Supervisors….” and then insert the “subject” language.
- Include a separate recommendation for each action from the subject line using “a,” “b,” etc.
The recommendation provides a guide for the Board’s motion and gives clear direction: what to do, what for, for how much, and for how long.

**Example:**
It is recommended that the Board of Supervisors:

a. Approve and authorize the Director of Health to sign a Professional Services Agreement (PSA) with Devereux Cleo Wallace, for provision of mental health services, in the amount of $143,235, for the period July 1, 2005 through June 30, 2006; and

b. Authorize the Director of Health to approve future amendments up to five percent (5%) of the annual amount which does not significantly alter the scope of work or result in an increase to net county cost.

**SUMMARY:**

The Summary is a short paragraph explaining the key elements of the recommendation.

**Example:**
Devereux Cleo Wallace will provide mental health services to Monterey County’s youth in accordance with individual education plans. Services will include….

**DISCUSSION:**

The Summary and Discussion can be combined if it is a short, simple report. The discussion provides the background information for the report. The discussion should describe the following:

- Identify who, what, when, where, why and how much.
- Indicate whether the item(s) is consistent or inconsistent with current County policies. In certain instances it may be appropriate to note that a policy does not exist.
- Discuss the current status and findings regarding the item.
- Identify what will be accomplished by approval of the recommendation(s).
- Identify the current and future impact of County programs and services.
- Identify specific legal or compelling mandates (i.e. state law, code section, and bill number).
- Identify staffing and budget/fiscal considerations.
- Provide specifics on how a recommended program is to be carried out.
- Identify any special time consideration that must be met.

*Use clear and concise sentences and eliminate unnecessary jargon. Use active voice rather than passive voice. Spell out acronyms at initial occurrence, followed by the acronym in parenthesis. Thereafter, the acronym itself may be used. Example: Natividad Medical Center (NMC). (See examples in Appendix E)*

**OTHER AGENCY INVOLVEMENT:**

This section indicates involvement, review and/or action taken by:

- County Departments (ex: County Counsel, Risk Management, Human Resources, etc.)
- Board Committees (ex: Budget, Capital Improvements, Health, Legislative, etc.)
- County Advisory Boards, Councils, Commissions, Task Forces, governmental units (ex: cities, counties, local agencies, state/federal government), private business, or employee organizations.

**Example:**
The agreement has been approved by County Counsel as to legal form, by Risk Management as to insurance provisions and contract, and by the Auditor-Controller for fiscal provisions.

*It is very important that a department is not referenced as having approved or reviewed the report or attachment if they have not. This could be considered fraud if in relation to a contract.*

**FINANCING:**

This section should address the following:
- Identify the source and amount of funding, effect on the department’s budget, and effect on service delivery.
- Indicate that funding for the item is included in the Recommended or Final Budget, if appropriate.
- Identify any impact on the General Fund.
- Summarize the expenditure and revenue adjustments listed in the Board Order or Resolution, making sure all transactions are in balance.
- If contingencies are transferred, indicate the amount remaining in the contingencies.

**Example:**
This report recommends $143,235 for a PSA with Devereux Cleo Wallace for the period of July 1, 2005 through June 30, 2006. Funds for this PSA have been included in the Health Department Budget Unit 415 for FY 2005-06. There is no additional cost associated with this recommendation. Any future Amendments up to 5% of the annual amount will be covered within the Department’s current budget.

**SIGNATURES:**

- The Department Head or his/her designee must sign all reports from his/her department.
- The individual who prepared the report should also sign and include contact information.

**Example:**

Prepared by: Approved by:

___________________________________  ______________________________________
Jane Doe 755-1234  John Doe
Finance Manager II  Director of Health
Health – Behavioral Health

Date: ___________________

cc: Auditor-Controller
    County Administrative Office
Before the Board of Supervisors in and for the
County of Monterey, State of California

Example:

a. Approve and authorize the Director of Health to sign a Professional Services Agreement (PSA) with Devereux Cleo Wallace, for provision of mental health services, in the amount of $143,235, for the period July 1, 2005 through June 30, 2006; and
b. Authorize the Director of Health to approve future amendments up to five percent (5%) of the annual amount that does not significantly alter the scope of work or result in an increase to net County cost.

Upon motion of Supervisor ________________, seconded by Supervisor ________________, and carried by those members present, the Board hereby:

da. Approved and authorized the Director of Health to sign a Professional Services Agreement (PSA) with Cleo Wallace for provision of mental health services, in the amount of $143,235, for the period July 1, 2005 through June 30, 2006; and
b. Authorized the Director of Health to approve future amendments up to 5% of the annual amount which does not significantly alter the scope of work or result in an increase to net County cost.

PASSED AND ADOPTED on this ______ day of ________________, 2009, by the following vote, to-wit:

AYES:

NOES:

ABSENT:

I, Gail T. Borkowski, Clerk of the Board of Supervisors of the County of Monterey, State of California, hereby certify that the foregoing is a true copy of an original order of said Board of Supervisors duly made and entered in the minutes thereof Minute Book __________, for the meeting on _____________________.

Dated:

Gail T. Borkowski, Clerk of the Board of Supervisors
County of Monterey, State of California.

By_______________________________________
Deputy
Board Report Review

Once your Board Report is complete send it with all supporting documents for final external review using the Routing Form (see Appendix C). Below a matrix delineating which departments must review the various subject matter Board Reports:

Please note: CAO Budget and Analysis Division is the last review in the sign-off process.

<table>
<thead>
<tr>
<th>Personnel Action</th>
<th>Budget Adjustment(s)</th>
<th>Contracts under $100k with changes and over $100k</th>
<th>Grant Applications</th>
<th>Non standard computer projects</th>
<th>Planning &amp; Land Use (non budget issues)</th>
<th>All Other Board Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAO-Budget and Analysis Division</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>CAO-Human Resources</td>
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<td></td>
</tr>
<tr>
<td>County Counsel</td>
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<tr>
<td>Information Technology</td>
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<td></td>
</tr>
<tr>
<td>Contracts / Purchasing</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submitting the Report

Once the Routing Slip is complete it is time to submit the Report to the Clerk of the Board.

Submission Requirements:

1. **Board Reports:** The original and sixteen (16) copies of the complete Board Report (including the Report, Board Order, Resolution, Attachments, Routing Slip, etc.) must be submitted to the Clerk’s Office by noon Monday (eight calendar days prior to the scheduled meeting date).

2. **Ordinances and Ordinance Amendments:** The original and eight (8) copies must be submitted to the Clerk’s Office by noon Monday (eight calendar days prior to the scheduled meeting date).

3. **Copying and distributing reports with attachments:** (do one of the following)
   - Include attachments with the original and all copies of Board Report.
For complex reports with large attachments include attachments with the original Report, and copies for the Board Members, County Administrative Officer, Assistant County Administrative Officer—Budget and Analysis Division, Assistant County Administrator—Human Resources, the CAO-Budget Analyst and County Counsel. Label to insure proper distribution. Include a statement under “attachments” as follows “Attachments on file with the Clerk of the Board.”

For contracts that are not fully executed (typically state and/or federal contracts only), include attachments with the original Report only. Include a statement under “attachments” as follows “Attachments on file with the Clerk of the Board.”

4. Enter Board Report, Contracts or Agreements, Resolutions and Orders into LegisStream using Word files. Make sure to use 12 pt. font, Times New Roman. Do not use all caps and do not bold. CAD files should be saved as a .tif file.

Requirements for Submission of Revised Reports:

- Create a header that includes “Revised” and the date and time, (i.e. Revised 2/1/05 at 12:30 p.m.).

- Include a cover memo indicating what was changed (pages and sections) from the original report distribution.

- Distribute only the changes and not the full report.

- Changes must be reviewed by CAO-Budget and Analysis Division.

Agenda Review:

Once you have submitted the Report it will be reviewed at the Agenda Review Meeting which takes place on the Wednesday prior to a Tuesday Board meeting. The Agenda Review meets to review items on the Tuesday Agenda and to assign future agenda items space on the Board Advance Calendar.

Departmental Representation at Agenda Review: Departments with items on the current or future Agenda must be represented by that Department Head or designee in the event that questions arise regarding the Agenda item.

Revisions: Report and/or title revisions may be requested by the CAO or designee at Agenda Review. It is the responsibility of the department to work with the Clerk of the Board to resolve these issues and meet Agenda deadlines.

Advance Calendar: Following review of the Tuesday Agenda, the Clerk of the Board assigns dates and times to items, as requested by the departments, for inclusion in upcoming Agendas.
Instructions for Additions to the Board Agenda (After the Posting of the Agenda)

There are two types of additions to the Board Agenda (after the posting of the Agenda):

1) Supplemental Items
   2) Urgency Items.

Supplemental Items

Supplemental Agenda items may be items that have been pulled at Agenda Review for substantial revision or items that arose after the finalization of the regular agenda. All supplemental agenda items must be to the Clerk of the Board by noon on the Friday prior to the Tuesday Board Meeting. Departments must receive approval from CAO or designee in order to add supplemental items. Departments are encouraged to avoid the use of the Supplemental Agenda. Late agenda submittals do not provide adequate time for comprehensive review by the Board of Supervisors or the public prior to the Tuesday meeting. Please plan agenda items accordingly to avoid using the Supplemental Agenda. If an item can be held over to a subsequent meeting, departments are encouraged to do so.

Urgency Items

Specific conditions must be met in order to place an item on the Board Agenda after the posting of the Supplemental Agenda. These are known as “Urgency Items” and must meet the following requirements:

- The department must show that the item came to the attention of the County after the Board agenda was posted (in other words, if someone on staff knew about the matter prior to posting the agenda, then it is not an urgency under Open Meeting laws).
- The department must show that there is a need to act prior to the next Board meeting (e.g. without Board action a financial loss or other serious consequences will occur).
- The department must receive approval from the CAO and/or County Counsel.

Distribution Requirements

It is the department’s responsibility to distribute supplemental agenda items, urgency items and all attachments according to the following:

- Include the Agenda date and item number in the subject line of the e-mail or memo.
- Reference changes to previously submitted information.
- Include staff contact name and phone number with ALL submissions.
- Enter into LegisStream.
- Deliver one original and five (5) copies to the Clerk of the Board.
- **If a supplemental item, the deadline for submission is Friday noon.**
- Send by e-mail to the recipients referenced in the following table:
### E-mail Distribution List for Supplemental Agenda Items, Urgency Items, Revised Reports

<table>
<thead>
<tr>
<th>Name</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Armenta</td>
<td><a href="mailto:District1@co.monterey.ca.us">District1@co.monterey.ca.us</a></td>
</tr>
<tr>
<td>Supervisor Calcagno</td>
<td>Email (text only): to <a href="mailto:district2@co.monterey.ca.us">district2@co.monterey.ca.us</a></td>
</tr>
<tr>
<td></td>
<td>Fax all other documents to: 633-0201</td>
</tr>
<tr>
<td>Supervisor Salinas</td>
<td><a href="mailto:dunhamd@co.monterey.ca.us">dunhamd@co.monterey.ca.us</a> – AND</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:district3@co.monterey.ca.us">district3@co.monterey.ca.us</a></td>
</tr>
<tr>
<td>Supervisor Parker</td>
<td><a href="mailto:district4@co.monterey.ca.us">district4@co.monterey.ca.us</a> - AND – Kristi Markey – Principal Aide</td>
</tr>
<tr>
<td>Supervisor Potter</td>
<td><a href="mailto:district5@co.monterey.ca.us">district5@co.monterey.ca.us</a></td>
</tr>
<tr>
<td>Lew Bauman-CAO</td>
<td><a href="mailto:baumanl@co.monterey.ca.us">baumanl@co.monterey.ca.us</a></td>
</tr>
<tr>
<td>Charles McKee—County Counsel</td>
<td><a href="mailto:mckeec@co.monterey.ca.us">mckeec@co.monterey.ca.us</a></td>
</tr>
<tr>
<td>Rosie Pando-Assistant CAO</td>
<td><a href="mailto:pandor@co.monterey.ca.us">pandor@co.monterey.ca.us</a></td>
</tr>
<tr>
<td>Keith Honda—Assistant CAO</td>
<td><a href="mailto:hondak@co.monterey.ca.us">hondak@co.monterey.ca.us</a></td>
</tr>
<tr>
<td>Wayne Tanda—RMA Director</td>
<td><a href="mailto:tandaw@co.monterey.ca.us">tandaw@co.monterey.ca.us</a></td>
</tr>
<tr>
<td>Lee Blankenship—Assistant County Counsel</td>
<td><a href="mailto:blankenshipl@co.monterey.ca.us">blankenshipl@co.monterey.ca.us</a></td>
</tr>
<tr>
<td>Nick Chiulos—Chief Intergovernmental Affairs</td>
<td><a href="mailto:chiulosn@co.monterey.ca.us">chiulosn@co.monterey.ca.us</a></td>
</tr>
<tr>
<td>Clerk of the Board</td>
<td>112-Clerk of the Board <a href="mailto:Everyone@co.monterey.ca.us">Everyone@co.monterey.ca.us</a></td>
</tr>
</tbody>
</table>
Special Instructions for the Clerk of the Board:

The following instances require a cover sheet specifying special instructions for the Clerk of the Board:

1. When a public notice is required the department must provide notice in electronic form, identify the appropriate code section authorizing the publication, specify which newspaper(s) for publication, and when the notice must be published.

2. When submission of grants or contract applications must be executed by the Board Chair to specific state offices, particularly if time sensitive.

3. When return of executed contracts and agreements is needed, specify to which departmental staff the documents should be returned, including an appropriate phone number or extension where that staff contact can be reached.

4. When the Clerk of the Board needs to record any necessary documents (i.e. easements, maps deed, etc.)

After the Board Meeting

The following actions take place after the Board of Supervisors hears an item:

1. Orders, Resolutions and Ordinances are completed by the Clerk of the Board and filed. If the Board changed or amended the Agenda item, departmental staff that prepared the original document are responsible for making changes to the Order, Resolution or other documents consistent with the Board’s direction and in coordination with the Clerk of the Board as soon as possible. All document changes must be e-mailed.

2. Ordinances amended by the Board are revised by the originating department, with review by County Counsel, returned to the Clerk of the Board, and filed. Due to statutory publication deadlines, ordinance revisions must be returned to the Clerk of the Board within five (5) days of the Board action.

3. The Clerk of the Board converts the agenda titles into Action Minutes, which include the Board’s actions and any pertinent comments. The conversion includes revisions by the Board, continuations, or withdrawals.

4. The official records of the Board meeting are the Board Reports, Board Orders, Resolutions or Ordinances, the Action Minutes, the meeting tapes and compact discs. These records are kept on file with the Clerk of the Board.
The Ordinance Process

Please take note of the following elements when processing an ordinance:

Review Process:

All ordinances must be reviewed and approved by County Counsel. Work with the Deputy County Counsel assigned to your department well in advance of the Board meeting to help create or amend an ordinance. He/she will need all the facts that need to be in the ordinance. If you have experience with ordinances, you can draft it and forward it to the Deputy County Counsel for final form. Drafts should be created in Microsoft Word and amendments should include tracked changes. When final, submit only a clean copy (with no tracked changes) to the Clerk of the Board or when uploading to LegisStream.

Ordinances that require public hearings:

Many ordinances by State statute require the Board to hold a “public hearing.” Examples include zoning ordinances, imposing fees and formation of districts. For these ordinances, you only need one Board meeting for adoption. You need to contact the Clerk of the Board to schedule just like you would for any other scheduled item. The Board report should clearly indicate that a “public hearing” is required and that you seek adoption of the ordinance.

The item should be presented just like any other matter, except you should read the exact title of the ordinance that is to be adopted. If you have a question, contact your Deputy County Counsel.

Ordinances that do not require public hearings:

Most ordinances do not require public hearings. However, they do require two meetings of the Board of Supervisors. The process is:

1. Request the Clerk of the Board put the matter on the scheduled part of the agenda.

2. Subject and Recommendation of the Board Report should include the following: “Introduce, waive further reading and place on the consent agenda for adoption on _____, 2006 an ordinance to ….”

3. On the date of the scheduled item, the presenter of the item reads the exact title of the ordinance, gives a brief presentation of its purpose, asks the Board for a motion to set the matter on the following meeting’s consent agenda, and asks the Board Chair for any questions.

4. The ordinance is then placed on the consent agenda for the appropriate meeting.
Instructions for Specific Types of Board Report

I. Requests for Financial Transactions

Board Reports requesting financial transactions by the Auditor-Controller must:

- Identify the Funds(s), Budget Units(s), and Account(s) in the Board Order or Resolution. **Examples include receipt of funds, transfer of funds, transfers within or between budget units, and cancellations.**

- All transactions must be in balance.

- Appropriations must equal available financing.

- List increases in revenues and appropriations as “increases in estimated revenue and appropriations.”

- **A 4/5th vote is required** if the report transfers appropriations from contingencies, cancels reserves, or increases revenues and appropriations. This must be noted in the Board Report subject box as part of the agenda title. Contact your department CAO Analyst if you have questions about whether a 4/5th vote is required.

Most financial transactions are routine business of the County and are placed on the Consent Agenda. If you have questions, contact your CAO Analyst to determine the most appropriate placement of your report.

II. Requests for Personnel Changes

All requests to add new positions must include the total cost for hiring new employees. “Total cost” should include the following:

- **Employee Salary** – Base salary plus anticipated overtime and special pay practices.
- **Employee Benefits** – Based on PERS rate, Social Security rate, and Special Benefits allowances for the position. The average range is 35%-56% of employee salaries.
- **Workspace** – Will the employee be housed in the present office? Does the present space need remodeling to accommodate the new employee, or is it necessary to rent new space as a result of this hire? What are the building maintenance costs?
- **Equipment**—What are the computer (hardware/software), ergonomic furniture, vehicle, fleet maintenance, telephone, cell phone, pager, etc., costs?
- **Training** – What training is necessary to ensure employee performs satisfactorily and has best opportunity to succeed?
Support—What are the clerical and support staff costs?
Uniform expenses; if applicable.
Travel Expenses – Will the employee receive travel or mileage reimbursements?
Other significant costs.

Personnel changes that require departmental budget adjustments should include the specific directions to the Auditor to facilitate the appropriate transfer of funds.

III. Actions Requiring a Board Order or Resolution

The following actions require a Board Order and for tracking purposes the Clerk of the Board will assign a Budget Order # to items 1-6:

1. Transfer appropriations within a budget unit to Fixed Assets.
2. Transfer appropriations from Contingencies. This transaction requires a 4/5th vote.
3. Transfer appropriations between budget units within the same fund.
4. Cancellation of designations and reserves. This transaction requires a 4/5th vote.
5. Appropriation of amounts derived from any actual or anticipated increases in available financing that are either in excess of anticipated amounts or not specifically set forth in the budget. The transaction requires a 4/5th vote.
6. Amend budget to add or delete positions or adjust a salary.
7. Destruction of records. This transaction requires a 4/5th vote.

Examples of the above actions include: increases in estimated revenues and appropriations for revenue not previously budgeted, transfers of appropriations between budget units within and between funds, cash transfers between funds and/or budget units, cancellations and other special payment provisions.

IV. Processing Professional Service Agreements (PSA) that require Board Approval:

1. The originating department works with the vendor (contracting party), County Counsel, Risk Management, and Auditor’s Office to develop the required PSA.
2. All Parties aforementioned must sign on a minimum of (4) originals. If additional copies are required, the originating department must also submit those at the same time.
3. The originating department is responsible for the submission of the Board Report & Order through the LegisStream system. Separate instructions for use of LegisStream are available on the Clerk of the Board’s web site (Intranet only).

4. The originating department is also responsible to ensure that the correct number of required copies of the Board Report & Order is delivered to the Clerk of the Board.
   a. If Board signature is required on the Agreement, then all originals must be submitted. **Agreements must be fully executed at time of submittal (with the exception of certain state and federal agreements).**
   b. If Board signature is NOT required on the Agreement, then only one copy is required to be submitted.

5. The originating department responsible for generating the requisition for a Purchase Order must submit the requisition along with the (4) signed originals of the Agreement, a copy of the Board Order and any other supporting documents referenced within the requisition to Contracts/Purchasing for processing.

6. Purchasing Manager signs all (4) originals of the Agreement (more if submitted). The (4) originals are then distributed as follows in order with the purchase order:
   a. One (1) is kept at Contracts/Purchasing for record.
   b. One (1) is returned to the Auditors.
   c. One (1) is forwarded to the Vendor (contracting party).
   d. One (1) is returned to the originating department.
   e. Additional copies, if any, are returned to the originating department.

7. If sufficient copies are provided, Contracts/Purchasing will process and send the additional copies of the completed and signed Agreement to the originating department.

8. Internally, the originating department should keep one (1) copy of the Agreement with each of the following:
   a. Board Report binder
   b. Contract file
   c. Accounts Payable – Purchase Order/Invoice file

**Questions:**

Please contact the Clerk of the Board Office by e-mail at 112-Clerk of the Board Everyone@co.monterey.ca.us or by phone at 755-5066 with questions you may have about the Board Report Process.
Glossary of Terms

**Appointments**—Reserved for Board members to place appointments to Commissions and Committees for the full Board’s ratification.

**Board Order**—Directive from the Board of Supervisors concerning administrative/executive actions such as approving contracts, modifying the Budget, etc.

**Consent Item**—This is a matter that does not require a public hearing, noticing, or discussion by the Board of Supervisors, but must be approved by Board vote. Consent items are generally regular business of the Board that are routine and without controversy. Any Consent Agenda Item may be pulled for discussion by a member of the Board or the public.

**LegisStream**—The electronic Legislative Agenda Management System is an automated legislative agenda management system designed to elevate the business of developing and processing of Agendas, Agenda Packets, Actions and associated documents.

**Ordinance**—A local law adopted with all the legal formality of a statute. Generally used when making rules governing the action of the people, for example: zoning ordinances, business regulations, and health and welfare controls. However, ordinances are also used to set up the structure of the County in creating the departments and their functions. All ordinances must be approved by County Counsel and contain a County Counsel Summary.

**Other Board Matters**—This section pertains to Resolutions and other matters that are normally presented by Board members or the County Administrative Officer. Departmental resolutions commending agencies/organizations, individuals and employees, such as retiring individuals, would be placed here.

**Resolution**—Generally used to govern actions of the County or to make proclamations. For example, the Personnel Policy and Practices Resolution governs how the County and employees interact. A resolution contains recitals of certain factual findings, with respect to a county action. A resolution does not have the force of a county law, such as an ordinance, except for the General Plan.