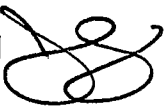


County of Santa Cruz

Inter-Office Correspondence

DATE: October 3, 2012
TO: Various County Advisory Bodies
FROM: Chair John Leopold 
RE: REPORTS FOR ADVISORY BODIES REQUIRED TO REPORT
AT THE CONCLUSION OF EVEN NUMBERED YEARS

The purpose of this memo is to provide a reminder of the need for the advisory bodies outlined below to submit a report to the Board of Supervisors, on or before January 31, 2013, highlighting activities in 2011 and 2012:

Agricultural Policy Advisory Commission
Alcoholism and Drug Abuse Commission
Ambulance Technical Advisory Group
Animal Nuisance Abatement Appeals Commission
Arts Commission
Assessment Appeals Board (Panels I and II)
Civil Service Commission
Deferred Compensation Advisory Commission
Commission on Disabilities
Domestic Violence Commission
Emergency Management Council
Emergency Medical Care Commission
Commission on the Environment
Environmental Health Appeals Commission
Equal Employment Opportunity Commission
Fire Department Advisory Commission
First 5 Commission
Fish and Game Advisory Commission
Santa Cruz-Monterey-Merced Managed Medical Care Commission (2012 only)

Thereafter, your next report will not be due until the end of 2014 highlighting actions during 2013 and 2014. **However**, please note that you will be required to submit an attendance roster (only) at the conclusion of calendar year 2013 outlining the dates your group met in 2013 and the attendance at each meeting.

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County Code Section 2.38.170, a copy of which is attached, provides the format for the completion of these reports. Please send all reports directly to the office of the Board of Supervisors, after which the Board Chair will place the item on the agenda for consideration by the full Board. If you have any questions, please feel free to contact Terry Dorsey at extension 2200.

JL:pmp
Attachment

1427C6

ORDINANCE NO. 5073

ORDINANCE AMENDING SECTION 2.38.170 OF THE SANTA CRUZ COUNTY CODE RELATING TO REPORTS OF BOARDS, COMMISSIONS, COMMITTEES AND DEPARTMENTAL ADVISORY GROUPS GENERALLY

The Board of Supervisors of the County of Santa Cruz ordains as follows:

SECTION 1

Section 2.38.170 of the Santa Cruz County Code is hereby amended to read as follows:

2.38.170 Reports.

A. A report shall be submitted by each board or commission according to a schedule set by the Board of Supervisors. The report shall highlight the activities, accomplishments and future goals of the board or commission and shall utilize the following report format:

1. Role(s) of the board or commission;
2. Meeting dates, time and location;
3. Board or commission structure;
4. Board or commission staff (designated staff or staff assigned through department);
5. Attendance;
6. Goals and accomplishments during the reporting period (goals and attainment of those goals; summary of activities including special projects and workshops or seminars that members have attended, if applicable);
7. Future goals; and
8. Recommendations (public and/or private sector actions to advance the goals of the board or commission).

B. A final report, containing a summary of activities and projects undertaken by the committee, any final committee recommendations to the board of supervisors, and any other information requested by the board, shall be submitted by each committee to the board before expiration of the committee's life.

C. A report shall be issued by each departmental advisory group to the agency or department head according to a schedule set by the Board of Supervisors. The report shall highlight the activities, accomplishments and future goals of the group and shall utilize the following report format:

1. Role(s) of the department advisory group;
2. Meeting dates, time and location;
3. Attendance;

4. Goals and accomplishments during the reporting period (goals and attainment of these goals; summary of activities, including special projects and workshops or seminars that members have attended, if applicable); and

5. Future goals.

D. In addition to any report required by Section 2.38.170, a commission or committee may submit progress reports and recommendations to the board of supervisors at any time.

E. Each board, commission, committee, and departmental advisory group shall submit an attendance report to the Board of Supervisors at the end of each calendar year.

SECTION II

This ordinance shall take effect on the 31st day after the date of final passage.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this 24th day of August, 2010, by the following vote:

AYES: SUPERVISORS Pirie, Leopold, Coonerty & Campos
NOES: SUPERVISORS None
ABSENT: SUPERVISORS Stone

TONY CAMPOS

Chairperson of said Board

ATTEST **TESS FITZGERALD**

Clerk of said Board

Approved as to form:

[Signature]
County Counsel

Distribution: County Counsel
County Advisory Bodies

I HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THE OFFICE ATTEST MY HAND AND SEAL THIS 25th DAY OF August 2010
SUSAN A. MAURIELLO, COUNTY ADMINISTRATIVE OFFICER AND EX-OFFICIO CLERK OF THE BOARD OF SUPERVISORS OF THE COUNTY OF SANTA CRUZ, CALIFORNIA.
BY *[Signature]* DEPUTY