

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:

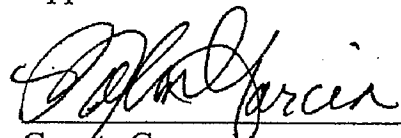
- AYES: SUPERVISORS Pirie, Leopold, Coonerty & Campos
- NOES: SUPERVISORS None
- ABSENT: SUPERVISORS Stone

TONY CAMPOS

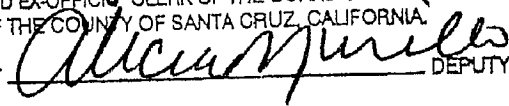
Chairperson of said Board

ATTEST **TESS FITZGERALD**
Clerk of said Board

Approved as to form:


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 AT TEST 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.
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