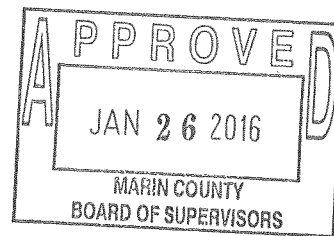


OFFICE OF THE  
COUNTY ADMINISTRATOR

January 26, 2016



Matthew H. Hymel  
COUNTY ADMINISTRATOR

Daniel Eilerman  
ASSISTANT COUNTY  
ADMINISTRATOR

Angela Nicholson  
ASSISTANT COUNTY  
ADMINISTRATOR

Board of Supervisors  
Marin County Civic Center  
3501 Civic Center Drive  
San Rafael, California 94903

**SUBJECT:** Technical amendments to Resolution No. 2006-112, related to guidelines and standing rules for the County's advisory boards and commissions

**RECOMMENDATION:** Adopt resolution

Marin County Civic Center  
3501 Civic Center Drive  
Suite 325  
San Rafael, CA 94903  
415 473 6358 T  
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CRS Dial 711  
[www.marincounty.org/cao](http://www.marincounty.org/cao)

Dear Board of Supervisors:

Since 2006, when your Board last adopted Resolution No. 2006-112 and Ordinance No. 3461, there have been changes in our budget process and changes in state law that should be reflected in our provisions that govern "discretionary commissions" not mandated by state or federal law or regulation.

What follows is a summary of technical amendments to the revised resolution (Exhibit A) consistent with changes that have occurred since 2006.

- **Reporting consistent with our two-year budget cycle:** Currently, each commission is required to submit an annual report by March 1 of each year. The attached resolution would make this requirement every two years to coincide with the County's two-year budget cycle. A revised report template would be available on the County's web site for commissions to complete and electronically submit their biennial reports. Information provided in these reports will be included in the Proposed Budget Book. If issues arise that need to be addressed in a more-timely manner, they may be calendared by department staff or by the Board of Supervisors on a BOS meeting agenda.
- **Updates to list of Discretionary Commissions:** Section 1.5 of the proposed revised resolution would update the current list of discretionary commissions from 18 to 23, reflecting prior actions taken by your Board since 2006 to discontinue commissions through the sunset process or create new commissions. In order to provide a comprehensive list of all current discretionary commissions, this update also includes discretionary commissions previously created by ordinance, including the Cultural Services Commission; Human Rights Commission; Integrated Pest Management (IPM) Commission; Parks and Open Space Commission; and the Women's Commission. The revised resolution does not propose any new additions or elimination of commissions outside of actions previously taken by the Board.

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- **Addition of Ethics Training Requirement:** Section II.11 of the proposed revisions require any commission members who receive any type of compensation, salary, stipend or reimbursement for actual and necessary expenses incurred in the performance of official duties, as listed in the County of Marin's Administrative Regulation No. 1, to complete Ethics Training as required by California Government Code Title 5, Chapter 2, Article 2.4, Sections 53234-53235.2.

**FISCAL IMPACT:**

There is no fiscal impact associated with this action.

Please let me know if you have any questions or concerns.

**REVIEWED BY:**

<input type="checkbox"/> Department of Finance	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> County Counsel	<input checked="" type="checkbox"/> N/A
<input type="checkbox"/> Human Resources	<input checked="" type="checkbox"/> N/A

Respectfully Submitted,



Matthew H. Hymel  
County Administrator

Attachment: Exhibit A