



OFFICE OF THE COUNTY ADMINISTRATOR  
**MEMORANDUM**

**Date:** October 24, 2017  
**To:** Staff to Advisory Boards & Commissions  
**From:** County Administrator's Office  
**Subject:** Boards and Commissions **FY 2018-20 Biennial Report Template**

On August 15, 2006, the Board of Supervisors authorized Resolution No. 2006-112, which requires each advisory board and commission to submit an Annual Report by March 1st of each year, to review the board/commission activities and achievements of the prior year, and to provide a proposed work plan for the next year.

On January 26, 2016, the Board of Supervisors approved a revised resolution to: 1. Update the list of current advisory commissions to the Board; 2. Change the current reporting requirement from annual to biennial (every two years) to coincide with the two-year budget cycle; 3. Add training requirements for commissioners that receive any type of compensation.

Attached please find a FY 2018-20 Biennial Report Template, for the reporting period of July 1, 2018-June 30, 2020. We are asking that department staff liaisons work with their respective boards and commissions to complete the report.

The last cycle of biennial reports were published in the "County of Marin Proposed Budget FY 2016-18" and are available on the county website at: <https://www.marincounty.org/~media/files/departments/ad/management-and-budget/budget/budgetbookfy1618.pdf?la=en>. Please contact me if you would like a copy of a previously submitted report.

The deadline for submitting the FY 2018-20 biennial report is **March 1, 2018**. Please submit your completed report template to Kristi Villareal, Management & Budget Analyst, at [kvillareal@marincounty.org](mailto:kvillareal@marincounty.org). If you have any questions about the template, process or deadline, please contact Kristi via email or phone at 473-6166.