MEETING DATE: Thursday, January 28, 2010

AGENDA ITEM #: 12 B

ITEM: ADVISORY BOARD SUNSET REVIEW PROCESS

At its November 3, 2009 meeting, the Board of Supervisors accepted the final report on the latest triennial review of advisory bodies and adopted a draft of a "Sunset Review Process" for all advisory bodies.

RECOMMENDED ACTION: none
Recommended Sunset Review Process
for Contra Costa County Advisory Bodies, Commissions, Committees,
and Task Forces

1. Sunset Reviews:

Sunset Review dates shall be applied to all advisory bodies which are formed by the Board of Supervisors by Federal or State mandate, County Ordinance, Joint Powers Agreement, Regulatory Code, Board Order, or Board Resolution.

2. Exceptions:

Those advisory bodies, such as Task Forces, where a discontinuance date is included in the establishing authority, and this date is within four (4) calendar years of the establishment of such a body, shall not be subject to sunset review under this policy.

3. Schedule of Sunset Reviews:

Each fiscal year, the Clerk of the Board shall schedule one fourth of the active advisory bodies for review.

4. Sunset Review Process:

   a. The Clerk of the Board shall notify committee scheduled for review by July 1.

   b. The advisory body shall, by December 1 of that same year, review establishing ordinance, policy, or resolution as scheduled; develop recommendations for continuance, deletion or revisions, and provide a written report to the Clerk of the Board of Supervisors.

   c. This report shall include:

      i. An evaluation of the advisory body’s level of involvement in County programs relative to the duties and responsibilities defined in their establishing authority;
      ii. Actions accomplished or completed on issues assigned to the advisory body by the Board of Supervisors, and/or status of goals set by the advisory body;
      iii. The justification for continuance (if recommended), with appropriate goals and timetables for the term of continuance;
      iv. A budget analysis of the County cost and the benefit to the County of the advisory body;
      v. Citation of the appropriate government codes mandating the advisory body and its activities (where applicable).
vi. A recommendation from the staff of the advisory body (where applicable) regarding continuance, deletion or revisions and statement of advisory body’s effectiveness.

d. The Clerk of the Board will package all advisory body responses and provide copies to each member of the Board and the County Administrator.

e. The County Administrator will review advisory body responses, receive input from appropriate departments and agencies and schedule CAO recommended changes for the Board of Supervisors consideration before or during the next scheduled budget deliberations.