

# EL DORADO COUNTY

## BOARDS, COMMITTEES AND COMMISSIONS

### ANNUAL REPORT GUIDELINES

Each board, committee, or commission is required to provide an annual report to the Board of Supervisors regarding its activities. This guide is intended to be used for reference purposes and does not preclude a board, committee, or commission from including additional information.

#### **Part I. Cover Sheet**

- Include the name of the board, committee, or commission and the time period covered by the report
- Include all member and alternate member (if applicable) names and their titles, and the name of the executive officer, liaison or staff (if applicable)

#### **Part II. Mission Statement**

- State the mission and/or purpose of the board, committee, or commission

#### **Part III. Background**

- Provide a brief description of the purpose and scope of the board, committee, or commission. Keep in mind that although it may have existed for many years, members thereto, the Board and County staff change periodically.

#### **Part IV. Annual Work Plan**

- Provide goals or objectives for the upcoming reporting period and indicate how goals and objectives support the County or the Board's mission, vision and strategic priorities
- Consider including a work plan with completion or anticipated completion dates to aid in tracking progress of goals

#### **Part V. Prior Period Accomplishments**

- Include accomplishments for the previous reporting period

#### **Part VI. Ongoing-Long Term Projects**

- Provide a timeline for any ongoing or long term projects

#### **Template Provided**

# COMMITTEE/COMMISSION OVERVIEW 2023

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PRESENTED TO THE BOARD OF SUPERVISORS ON XXXX XX, 2023

# MISSION STATEMENT

**State purpose or mission of your Committee/Commission**

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# MEMBERSHIP

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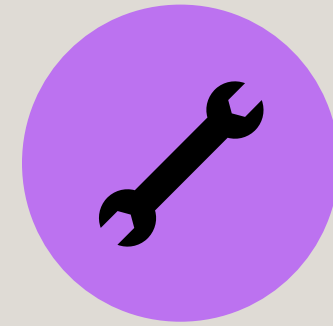


# WHAT WE DO?

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SERVICE 1  
PROVIDES...



SERVICE 2  
PROVIDES....



SERVICE 3  
PROVIDES...

# SERVICE AND PERFORMANCE INDICATORS

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- List and describe any service indicators (how much you do) or performance indicators (impact or effectiveness of services) that the Committee/Commission has.

# ROLE IN THE COUNTY'S STRATEGIC GOALS

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- Describe the ways the Committee/Commission contributes to the County's Strategic Goals (Goals listed below).
- Economic Development – enable a prosperous and vibrant community
- Good Governance – achieving the best possible process for making & implementing decisions; characterized by honesty, integrity, accountability, transparency, responsiveness, equitability, inclusion, effectiveness, efficiency and following the rule of law
- Healthy Communities – improved health, well-being and self-sufficiency of El Dorado County communities, residents and visitors
- Infrastructure – provide, operate and maintain our infrastructure, public facilities and associated services that protect our community, environment and economic well-being
- Public Safety – protects the community, prevents crime, enforces the law, administers justice, provides rehabilitative services, and promptly responds to emergencies and calls for service