

## Sunset Advisory Commission

Report requirements

11/14/2011

Draft

- I. Executive Summary
- II. Statutory requirements
  1. the efficiency and effectiveness with which the agency or the advisory committee operates;
  2. an identification of the mission, goals, and objectives intended for the agency or advisory committee and of the problem or need that the agency or advisory committee was intended to address and the extent to which the mission, goals, and objectives have been achieved and the problem or need has been addressed;
  3. an identification of any activities of the agency in addition to those granted by statute and of the authority for those activities and the extent to which those activities are needed;
  4. an assessment of authority of the agency relating to fees, inspections, enforcement, and penalties;
  5. whether less restrictive or alternative methods of performing any function that the agency performs could adequately protect or provide service to the public;
  6. the extent to which the jurisdiction of the agency and the programs administered by the agency overlap or duplicate those of other agencies, the extent to which the agency coordinates with those agencies, and the extent to which the programs administered by the agency can be consolidated with the programs of other state agencies;
  7. the promptness and effectiveness with which the agency addresses complaints concerning entities or other persons affected by the agency, including an assessment of the agency's administrative hearings process;
  8. an assessment of the agency's rulemaking process and the extent to which the agency has encouraged participation by the public in making its rules and decisions and the extent to which the public participation has resulted in rules that benefit the public;
  9. the extent to which the agency has complied with federal and state laws and applicable rules regarding equality of employment opportunity and the rights and privacy of individuals, and state law and applicable rules of any state agency regarding purchasing guidelines and programs for historically underutilized businesses;
  10. the extent to which the agency issues and enforces rules relating to potential conflicts of interest of its employees;
  11. the extent to which the agency complies with chapter 13 and follows records management practices that enable the agency to respond efficiently to requests for public information; and
  12. the effect of federal intervention or loss of federal funds if the agency is abolished.
  13. A priority-based budget
- III. Other requirements
  1. An organizational chart
  2. A link to the organization's web site
  3. A six year history of full time equivalent staffing levels

4. A six year history showing all funding
5. A list of all advisory councils whose primary function is to advise the organization
6. Citation of the statute creating the organization and to other statutes governing or administered by the organization
7. Citation to the administrative rules adopted by the organization
8. A copy or link to any other governance documents adopted by the organization