



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 9/17/2019

To: Sonoma County Board of Supervisors

Department or Agency Name(s): Board of Supervisors

Staff Name and Phone Number: Susan Gorin, 565-2241

Vote Requirement: Majority

Supervisorial District(s): First

Title:

Establishment of the North Valley Municipal Advisory Council

Recommended Action:

Adopt a Resolution to establish the North Valley Municipal Advisory Council, boundaries, and rules and procedures for governance as indicated in the North Valley Municipal Advisory Council Bylaws, and the Sonoma County Municipal Advisory Council Policies & Procedures. (First District)

Executive Summary:

Unincorporated segments of the County have become increasingly municipal in nature, and now require an effective mechanism to communicate their needs to the Sonoma County Board of Supervisors (Board). Members of the Board currently work with multiple Councils in their districts, including the Sonoma Valley Citizens Advisory Commission in the First District, and the Dry Creek Valley Citizens Advisory Council and Mark West Area Citizens Advisory Council in the Fourth District, and the Lower Russian River and Sonoma County Coast Municipal Advisory Councils in the Fifth District.

If approved, this item will establish the North Valley Municipal Advisory Council in the First District, to provide recommendations on matters of local concern, such as transportation and community preparedness. After the Council is established and the First District Supervisor selects final nominations to the Council, the First District will bring a Board item to appoint members to the Council.

Municipal Advisory Councils are authorized by statute (Government Code section 31010) and can be created by a resolution of County Board of Supervisors.

Discussion:

North Valley Municipal Advisory Council: Purpose

The North Valley Municipal Advisory Council will represent the best interests of the entire community while acting as a bridge for communication between the County and local residents and businesses on the following topics for the Springs Area, when they are referred to the Municipal Advisory Council through the proper channels described in the Bylaws:

- a. Prioritization of transportation, transit, traffic calming, bicycle and pedestrian improvements
- b. Health and human safety-net services, including homelessness and housing
- c. Community projects such as art, clean ups and vegetation planting
- d. Fire services and community preparedness

- e. Additional topics as requested by the District Supervisor

North Valley Municipal Advisory Council: History and Timing

In October of 2018, the First District Supervisor convened a group of stakeholders to provide input on the creation of a Municipal Advisory Council for the North Valley area, which includes Glen Ellen, Kenwood and Eldridge. Over the following months, the First District coordinated with the County Administrator's Office to develop bylaws for the Springs Municipal Advisory Council. In June of 2019, the First District held a community meeting to provide information and receive feedback on the proposed North Valley Municipal Advisory Council, and also conducted a survey to choose the name of the Municipal Advisory Council.

If the Board of Supervisors establishes the North Valley Municipal Advisory Council in September 2019, the Board may approve Municipal Advisory Council members in late 2019 or early 2020, and the Municipal Advisory Council may begin meeting February, 2020.

Municipal Advisory Councils: Changes to Template Bylaws

In 2017 the Board adopted the Sonoma County Municipal Advisory Council Policies & Procedures, providing guidance for the establishment of future Municipal Advisory Councils in unincorporated Sonoma County. The guidelines were carefully considered in the development of the North Valley Municipal Advisory Council. In order to ensure consistency across Sonoma County's Municipal Advisory Councils, the intent and scope of the North Valley Municipal Advisory Council is consistent with the guidelines.

The proposed Bylaws for the North Valley Municipal Advisory Councils include minor adjustments to the templates approved by the Board in 2017. The District Supervisor selected these changes to increase the effectivity of Municipal Advisory Councils in the unique regions of the First District. Substantive changes to the bylaws include:

- A process to select Municipal Advisory Council member nominations that encourages well rounded representation on the North Valley Municipal Advisory Council.
- A procedure for Alternates to vote when a Municipal Advisory Council members is absent or recuses themselves from a meeting.
- Guidance on the procedure to make requests of County staff.

Sonoma County Municipal and Citizens Advisory Councils: Update

The now-dissolved Windsor Municipal Advisory Council was the first Council in Sonoma County, established in 1987. In 1993 the Sonoma County Board of Supervisors and the Sonoma City Council established the Sonoma Valley Citizens Advisory Commission. In 2016 The Board established the Mark West Area Citizens Advisory Council, and the Dry Creek Valley Citizens Advisory Council in 2012. In 2018 the Board established the Lower Russian River, Sonoma County Coast, and Springs Municipal Advisory Councils.

Prior Board Actions:

- Pre-incorporation, the Board established the now-dissolved Windsor Municipal Advisory Council in 1987 (Resolution No. 87-0139).
- The Sonoma County Board of Supervisors and the Sonoma City Council established the Sonoma Valley Citizens Advisory Commission in 1993 (Resolution 93-1552 on 10/12/93; Joint Powers Agreement 98-

1281 on 10/6/98; 04-0026 on 1/6/04; 06-0776 on 9/12/06; 14-0086 on 3/11/14).

- The Board created the Mark West Area Citizens Advisory Council in 2016 (Resolution No. 16-0231) and Dry Creek Valley Citizens Advisory Council in 2012 (Resolution No. 12-0410).
- The Board adopted the Sonoma County Municipal Advisory Council Policies & Procedures on July 18, 2017.
- The Board created the Lower Russian River Advisory Council (Resolution No. 18-0405) and the Sonoma County Coast Municipal Advisory Council on 9/25/2018 (Resolution No. 18-0406).
- The Board created the Springs Municipal Advisory Council (Resolution No. 18-0508).

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

Municipal Advisory Councils typically incur costs such as website development and maintenance, facility rentals, and staffing costs. The costs may be divided into two categories: one-time startup costs, and ongoing costs.

One-time Startup Costs

- Initial website development for Municipal Advisory Councils
- Initial outreach costs, such as a single mailing to residents of the Municipal Advisory Council

Ongoing Costs

- Costs for facility rental and staffing
- Website maintenance
- The County’s General Liability Coverage includes Errors & Omissions Coverage, and is distributed among departments. Boards, Committees, Commissions, Councils, etc. that are formed and appointed by the Board are included in the coverage.

One-time startup costs may be funded by the County Administrator’s Office. Ongoing costs may be covered with discretionary funds available to the Board, such as each Supervisor’s Tourism Impact Funds under the Community Investment Fund, or independent non-County sources.

These funds are appropriated, and the activities will not require additional appropriations.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

Ongoing administrative support for Municipal Advisory Councils shall be provided by staff identified by the District Supervisor, a voluntary agreement, contract, or other means.

Attachments:

Attachment 1: Municipal Advisory Council Boundaries

Attachment 2: Municipal Advisory Council Bylaws

Attachment 3: Municipal Advisory Council Bylaws Red-Lined Against 2017 Template

Attachment 4: Municipal Advisory Council Resolution

Related Items "On File" with the Clerk of the Board:

On File 1: Sonoma County Municipal Advisory Council Policies and Procedures