



COUNTY OF SONOMA

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

APPROVED

December 5, 2023

SUMMARY REPORT

THE WITHIN INSTRUMENT IS A
CORRECT COPY OF THE ORIGINAL ON
FILE IN THIS OFFICE

ATTEST: December 5, 2023

M. CHRISTINA RIVERA, Clerk/Secretary

BY: *Noelle Francis*

Agenda Date: 12/5/2023

#4

To: Sonoma County Board of Supervisors

Department or Agency Name(s): Board of Supervisors District 1

Staff Name and Phone Number: Susan Gorin, 707-565-2241

Vote Requirement: Majority

Supervisorial District(s): First

	Aye	No
Gorin	X	
Rabbitt	X	
Gore	ABSENT	ABSENT
Hopkins	X	
Coursey	X	

Title:

Joint Powers Agreement: Sonoma Valley Community Advisory Commission

Recommended Action:

Resolution authorizing the Chair to execute a Joint Powers Agreement between the County of Sonoma and the City of Sonoma continuing the Sonoma Valley Citizens Advisory Commission, for a period of five years from January 1, 2024, To December 31, 2028 and changing the name of the Commission to the Sonoma Valley Community Advisory Commission. (First District)

Executive Summary:

The County of Sonoma and the City of Sonoma first established the Sonoma Valley Citizens Advisory Commission in 1993 pursuant to Government Code section 65101 as a joint advisory agency to provide a regular forum for community participation in the formation of public policy, to consider local planning issues concerning the Sonoma Valley, to evaluate solutions to these issues, to advise elected officials and other decision makers, and to form a bridge for communication between the various governmental agencies and the general public. Most recently the Commission was extended for five additional years. This extension expires at the end of 2023. If approved, the proposed action would extend the Commission for an additional five years, with its term expiring at the end of 2028.

This proposed action also changes the name of the Commission to the Sonoma Valley Community Advisory Commission in recognition that the Commission's work is relevant to citizens and noncitizens alike; and makes changes to the Rules and Procedures to match how the Commission has functioned in practice, and remove the requirement that appointees must be registered voters.

Discussion:

The County and City of Sonoma (City) share responsibility for local planning in the Sonoma Valley. The County and City continue to be faced with the potential for unprecedented population growth and development extending into the future. The Sonoma Valley, in particular, with its beautiful landscape, historic buildings, and growing industries producing wine, dairy, and other agricultural products, is an attractive location for development. Well planned communities are beneficial to the public interest and are promoted when the County and City coordinate their local planning activities. The existing Joint Powers Agreement between the City of Sonoma and the County has facilitated community input and enhanced communication in a way that benefits local planning for the area. To ensure the continuation of these benefits, an extension of the Sonoma

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Valley Citizens Advisory Commission (Commission) for another five years is recommended.

If approved, the Commission will continue to serve as a joint advisory agency to provide a regular forum for community participation in the formation of public policy, to consider local planning issues concerning the Sonoma Valley, to evaluate solutions to these issues, to advise elected officials and other decision makers, and to form a bridge for communication between the various governmental agencies and the general public.

Approval of this action will also formally change the name of the Commission from the Sonoma Valley Citizens Advisory Commission to the Sonoma Valley Community Advisory Commission. This change, mutually agreed upon by the County and City, is intended to recognize that the work of the Commission is relevant to all residents of the Sonoma Valley regardless of citizenship status. Approval of this action would also amend the Rules and Procedures to remove the requirement that appointees be registered voters, allowing Commissioners to serve regardless of citizenship status.

Strategic Plan:

n/a

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

December 11, 2018: Resolution # 18-0510, Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Authorizing The Chair To Execute A Joint Powers Agreement With The City Of Sonoma Continuing The Sonoma Valley Citizens Advisory Commission For A Period Of Five (5) Years From January 1, 2019, To December 31, 2023.

March 11, 2014: Resolution #14-0086, Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Authorizing The Chair To Execute A Joint Powers Agreement With The City Of Sonoma Continuing The Sonoma Valley Citizens Advisory Commission For A Period Of Five (5) Years From January 1, 2014, To December 31, 2018.

February 3, 2009: Resolution #09-0097, Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Authorizing The Chair To Execute A Joint Powers Agreement With The City Of Sonoma Continuing The Sonoma Valley Citizens Advisory Commission For A Period Of Five (5) Years From January 1, 2009, To December 31, 2013.

January 6, 2004: Resolution # 04-0026: Resolution Of The Board Of Supervisors Of The County Of Sonoma, State Of California, Authorizing The Chair To Execute A Joint Powers Agreement With The City Of Sonoma Continuing The Sonoma Valley Citizens Advisory Commission For A Period Of Five (5) Years From January 1, 2004, To December 31, 2008.

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October 6, 1998: Resolution # 98-1281: Resolution of the Board of Supervisors, County of Sonoma, State of California, Approving the Amendments to the Sonoma Valley Citizen’s Advisory Commission Joint Powers Agreement.

October 12, 1993: Resolution # 93-1552: Resolution of the Board of Supervisors, County of Sonoma, State of California, Approving and Authorizing the Chair to Execute a Joint Powers Agreement with the City of Sonoma Establishing the Sonoma Valley Citizens Advisory Commission.

FISCAL SUMMARY

Expenditures	FY23-24 Adopted	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

n/a

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

Narrative Explanation of Staffing Impacts (If Required):

n/a

Attachments:

- Attachment 1: Joint Powers Agreement
- Attachment 2: SVCAC Boundary Map
- Attachment 3: SVCAC Rules and Procedures
- Attachment 4: SVCAC Rules and Procedures Redline
- Attachment 5: Resolution

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Related Items “On File” with the Clerk of the Board:

**JOINT POWERS AGREEMENT BETWEEN THE COUNTY OF
SONOMA AND THE CITY OF SONOMA CONTINUING THE
SONOMA VALLEY CITIZENS ADVISORY COMMISSION
AND AMENDING THE NAME TO THE
SONOMA VALLEY COMMUNITY ADVISORY COMMISSION**

This Agreement is made by and between the County of Sonoma, a political subdivision of the State of California (“County”), and the City of Sonoma, a general law city (“City”), and is dated for convenience as of January 1, 2024.

RECITALS

Whereas, County and City share responsibility for local planning in the Sonoma Valley; and

Whereas, according to statewide growth projections, County and City are faced with the potential for unprecedented population growth and development; and

Whereas, Sonoma Valley, with its beautiful landscape, historic buildings, and growing industries producing wine, dairy, and other agricultural products, is an ideal environment for local residents and businesses; and

Whereas, it is in the public interest that County and City coordinate their local planning activities; and

Whereas, this coordination is enhanced by better communication; and

Whereas, Government Code section 65101 authorizes the establishment of joint advisory agencies through a plan or organization mutually agreeable to cooperating counties and cities; and

Whereas, County and City have established the Sonoma Valley Citizens Advisory Commission (“the Commission”) pursuant to Government Code section 65101 as a joint advisory agency to provide a regular forum for resident participation in the formation of public policy, to consider local planning issues concerning the Sonoma Valley, to evaluate solutions to these issues, to advise elected officials and other decision makers, and to form a bridge for communication between the various governmental agencies and the general public; and

Whereas, County and City mutually desire to continue the Commission in existence for a period of five (5) years; and

Whereas, the County and City also mutually desire to change the name and Rules and Procedures of the Commission to allow the inclusion of noncitizens on the membership of the Commission who are otherwise qualified to serve.

OPERATIVE PROVISIONS

Now, Therefore, Be It Agreed as follows:

1. By virtue of resolutions of County and City authorizing the execution of this Agreement, the Commission is hereby continued in existence.
2. The Commission shall be empowered from January 1, 2024, to December 31, 2028 (“the five-year term”), and shall be subject to review by County and City each year of its existence. The Commission may, at the conclusion of the five-year term, be continued for a time certain upon mutual consent of County and City, subject to periodic review as previously defined.
3. County and City reserve the right to terminate this Agreement and the Commission at any time upon mutual agreement, or upon sixty (60) days notice from either party to the other.
4. The boundaries and area subject to the jurisdiction of the Commission are shown in Exhibit “A,” attached hereto and incorporated herein by this reference.
5. The Commission shall consist of eleven (11) commissioners, two (2) alternate commissioners, two (2) emeritus (non-voting) commissioners, two (2) ex-officio (non-voting) members, and two (2) alternate ex-officio (non-voting) members. The commissioners, alternate commissioners, and emeritus commissioners shall be from the Subareas shown in Exhibit “A.” The ex-officio members and alternate ex-officio members shall be representatives from County and City. Representation shall be generally based upon the population distribution of the Sonoma Valley. It is understood that in addition to meeting the following geographical criteria, it is desirable that the commissioners, alternate commissioners, and emeritus commissioners represent a wide range of interest, varied experience and expertise, and include members of the general public to encourage a greater voice in local government decisions. Commissioners, alternate commissioners, emeritus commissioners, ex-officio members, and alternate ex-officio members shall be selected as follows:
 - (a) Representing County:
 - (1) El Verano West: three (3) commissioners from the area covered by the portions of Subareas 3, 4, and 10 that lie to the west of Sonoma Creek.
 - (2) Springs East: two (2) commissioners from the area covered by the portions of Subareas 3 and 9 that lie to the east of Sonoma Creek.
 - (3) North Valley: two (2) commissioners from the area covered by Subareas 5, 6, 7, and 8.
 - (4) South Valley: one (1) commissioner from the area covered by Subareas 11, 12, 13, and 14.
 - (5) One (1) alternate commissioner from the area covered by Subareas 3 - 14, inclusive.

(6) One (1) emeritus commissioner from the area covered by Subareas 3 - 14, inclusive, who shall be a former commissioner or alternate commissioner.

(7) One (1) ex-officio member and one (1) alternate ex-officio member from County's Planning Agency, which is comprised of the Board of Supervisors, Planning Commission, Board of Zoning Adjustments, and Permit and Resource Management Department staff.

(b) Representing City:

(1) City of Sonoma: three (3) commissioners and one (1) alternate commissioner from the area covered by Subareas 1 and 2, being the city of Sonoma and its primary sphere of influence.

(2) One (1) emeritus commissioner from the area covered by Subareas 1 and 2, who shall be a former commissioner or alternate commissioner.

(3) One (1) ex-officio member and one (1) alternate ex-officio member from City's Planning Agency, which is comprised of the City Council, Planning Commission, and Planning Department staff.

6. One commissioner shall be designated and shall act as representative of public service agencies, such as water, fire, school, and other districts or entities.

7. The commissioners, alternate commissioner, emeritus commissioner, ex-officio member, and alternate ex-officio member representing County shall be appointed by County's Board of Supervisors. The commissioners, alternate commissioner, emeritus commissioner, ex-officio member, and alternate ex-officio member representing City shall be appointed by City's City Council.

8. The Commission shall review and make recommendations on policy matters affecting the Sonoma Valley and on development projects of valley-wide significance.

9. The Commission may also, from time to time, hold publicly noticed "town hall meetings" to inform local residents, provide a forum for local residents within the Sonoma Valley to raise and discuss local planning issues of importance, and to recommend long range policy direction for resolution of those issues.

10. The rules and procedures for governance of the Commission shall be as set forth in Exhibit "B," attached hereto and incorporated herein by this reference. The rules and procedures may be amended or modified upon mutual consent of County and City.

11. County and City, through their respective planning agencies, shall cooperate with the Commission to reach the goals of this Agreement.

In Witness Whereof, County and City have executed this Agreement as set forth below.

County:
County of Sonoma

By: _____
Chair, Board of Supervisors

ATTEST:

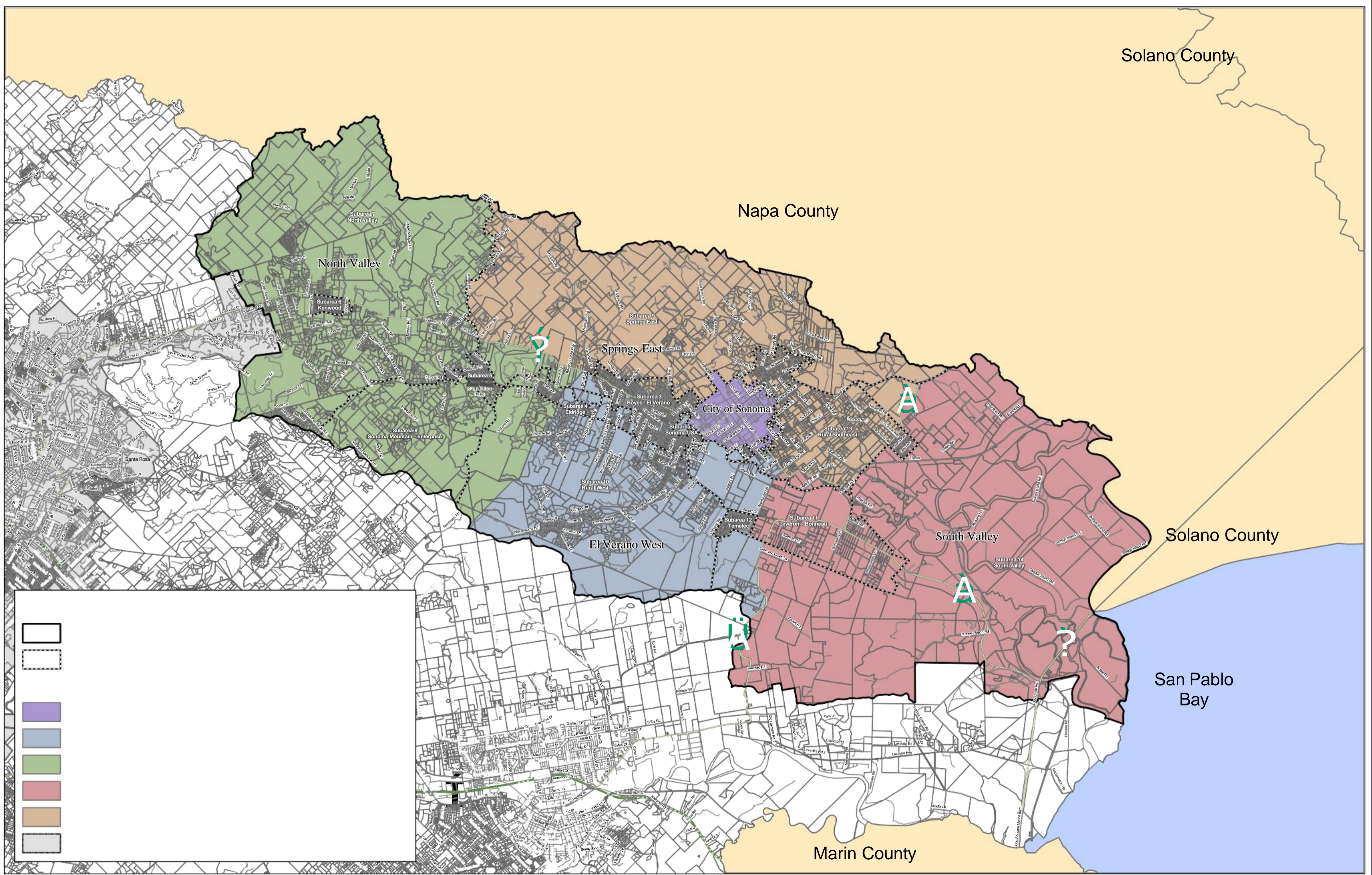
Christina Rivera, Clerk of the
Board of Supervisors

City:
City of Sonoma

By: _____
Mayor

ATTEST:

City Clerk



Note:
 1. Parcel boundaries derived from 1:6000 lotline maps and revised using Assessor Parcel Maps. Alignment inconsistencies occur due to reprojection.
 2. Data is for planning purposes.
 3. Questions regarding this map and the data herein should be directed to PRMD (707) 565-1900.
 4. Topography USGS 7.5 Quadrangle sheet.

Map Scale and Reproduction methods limit precision in physical features displayed. This map is for illustrative purpose only, and is not suitable for parcel-specific decision making. The parcels contained here-in are not intended to represent surveyed data. Site-specific studies are required to draw parcel-specific conclusions. Assessor's parcel data are current as of July 1, 2013. For more current parcel data consult the County of Sonoma Assessor's Office.

No part of this map may be copied, reproduced, or transmitted in any form or by any means without written permission from the Permit and Resource Management Department (PRMD), County of Sonoma, California.

Sonoma Valley Community Advisory Commission Area

Exhibit A

County of Sonoma



0 0.751.52.25

Miles

1 inch equals 0.76 miles



Permit and Resource Management Department



2550 Ventura Avenue, Santa Rosa, California 95403
 707-565-1900 FAX 707-565-1103

EXHIBIT “B”
SONOMA VALLEY COMMUNITY ADVISORY COMMISSION
RULES AND PROCEDURES

I. Commissioners.

A. Appointment: Appointment of County’s eight commissioners, one alternate commissioner, one emeritus commissioner, one ex-officio member, and one alternate ex-officio member shall be made by County’s Board of Supervisors. Appointment of City’s three commissioners, one alternate commissioner, one emeritus commissioner, one ex-officio member, and one alternate ex-officio member shall be made by City’s City Council.

B. Qualifications: Each commissioner and alternate commissioner shall be a resident of the area represented by that commissioner or alternate commissioner.

C. Terms of Office: Commissioners and alternate commissioners shall serve four-year terms at the pleasure of their appointing authority. No commissioner or alternate commissioner shall serve more than two terms unless their appointing authority approves an exception to allow the commissioner or alternate commissioner to serve an additional term or terms. In any case, County and City each reserve the right to remove a commissioner or alternate commissioner it appointed regardless of the term of appointment, with or without cause. Emeritus commissioners, ex-officio members, and alternate ex-officio members shall serve at the pleasure of their appointing authority and may be removed at any time, with or without cause.

D. Duties of Commissioners:

1. To attend and participate in meetings of the Commission.
2. To study and analyze appropriate material submitted.
3. To participate in discussions and research and write necessary reports.
4. To serve on such subcommittees as may be designated by the Commission.
5. To aid the public in understanding and participating in local planning issues, and the processes of local government.

E. Vacancies: In event of termination, death, resignation, or inability to serve on the part of any commissioner or alternate commissioner, such condition shall be brought to the attention of the appointing authority. “Inability to serve” shall be determined by a majority vote of the Commission. If any commissioner shall miss two (2) consecutive regular meetings without a valid excuse, the appointing authority shall be notified and requested to appoint a more active replacement.

At any time that a vacancy occurs, either County or City, as the case may be, shall have sixty (60) days to fill the vacancy. Should either County or City fail to act in the time specified, the Commission shall have the authority to make the appointment in accordance with the prescribed membership.

F. Officers: At the first meeting in each calendar year, the Commission shall elect a Chair, Vice Chair, and Secretary. The Chair shall perform the functions specified in these Rules and Procedures. When the Chair is absent, the Vice Chair shall assume the duties of the Chair. If the Chair and the Vice Chair are both absent, the remaining members of the Commission shall select one of its members to act as Chair Pro Tem. The Secretary shall act as secretary to the Commission.

G. Office: The principal place of business of the Commission shall be determined by the Commission. At a minimum, there shall be a telephone number where information may be obtained by the public, and a place where the agenda may be publicly posted. This need not be the same place as where the Commission itself meets.

H. Compensation: Commissioners shall serve without compensation.

II. Meetings.

A. Frequency and Location: Meetings of the Commission shall be on an “as needed” basis as decided by the Commission. The time of the meetings shall be scheduled to maximize assistance to County’s Board of Supervisors and City’s City Council and their staffs. All meetings shall be held within the area shown in Exhibit “A” to the Joint Powers Agreement and shall be in a public building, accessible to the public, with facilities to accommodate interested members of the public.

B. Brown Act: All meetings and all deliberations of the Commission shall be open to the public and shall be governed by the Brown Act.

C. Rules of Procedure: All meetings of the Commission shall be conducted, insofar as practical, according to Roberts Rules of Order or other parliamentary authority adopted by the Commission.

D. Presiding Official: The Chair, or the Vice Chair in the Chair’s absence, shall preside over all meetings of the Commission. In case of absence of both the Chair and the Vice Chair, the Chair Pro Tem shall preside.

E. Agenda: The Chair shall be responsible for setting the agenda of each meeting of the Commission in collaboration with the Vice Chair and Secretary, and County and/or City staff.

F. Voting: Each member of the Commission is entitled to one vote. A member may abstain from voting in cases of conflict of interest, in which case he or she must state what the

conflict is. No proxies shall be permitted. All votes shall be public and properly recorded. Ex-officio members shall not be entitled to vote.

G. Minutes of Meeting: The minutes of each meeting of the Commission shall include a copy of the Agenda, the official public record of the meeting, and shall indicate any actions taken by the Commission. A copy of the minutes shall be sent to County and City.

H. Special Meetings: Special meetings of the Commission may be called by the Chair or a majority of the Commission. No special meeting shall be held without compliance with the Brown Act.

I. Notice of Meetings: Notice of meetings of the Commission shall, at a minimum, comply with the Brown Act. The Commission shall give such additional notice as County's Board of Supervisors or City's City Council may request.

J. Quorum: Six voting members of the Commission shall constitute a quorum of the Commission.

K. Alternate Commissioner: County's alternate commissioner shall serve only in the absence of one of County's commissioners. Likewise, City's alternate commissioner shall serve only in the absence of one of City's commissioners. Each alternate commissioner who serves is entitled to one vote.

EXHIBIT “B”
SONOMA VALLEY ~~CITIZENS~~ COMMUNITY-ADVISORY COMMISSION
RULES AND PROCEDURES

I. Commissioners.

A. Appointment: Appointment of County’s eight commissioners, one alternate commissioner, one emeritus commissioner, one ex-officio member, and one alternate ex-officio member shall be made by County’s Board of Supervisors. Appointment of City’s three commissioners, one alternate commissioner, one emeritus commissioner, one ex-officio member, and one alternate ex-officio member shall be made by City’s City Council.

B. Qualifications: Each commissioner and alternate commissioner shall be a resident of, ~~and registered voter in,~~ the area represented by that commissioner or alternate commissioner.

C. Terms of Office: Commissioners and alternate commissioners shall serve four-year terms at the pleasure of their appointing authority. No commissioner or alternate commissioner shall serve more than two terms unless their appointing authority approves an exception to allow the commissioner or alternate commissioner to serve an additional term or terms. In any case, County and City each reserve the right to remove a commissioner or alternate commissioner it appointed regardless of the term of appointment, with or without cause. Emeritus commissioners, ex-officio members, and alternate ex-officio members shall serve at the pleasure of their appointing authority and may be removed at any time, with or without cause.

D. Duties of Commissioners:

1. To attend and participate in meetings of the Commission.
2. To study and analyze appropriate material submitted.
3. To participate in discussions and research and write necessary reports.
4. To serve on such subcommittees as may be designated by the Commission.
5. To aid the public in understanding and participating in local planning issues, and the processes of local government.

E. Vacancies: In event of termination, death, resignation, or inability to serve on the part of any commissioner or alternate commissioner, such condition shall be brought to the attention of the appointing authority. “Inability to serve” shall be determined by a majority vote of the Commission. If any commissioner shall miss two (2) consecutive regular meetings without a valid excuse, the appointing authority shall be notified and requested to appoint a more active replacement.

At any time that a vacancy occurs, either County or City, as the case may be, shall have sixty (60) days to fill the vacancy. Should either County or City fail to act in the time specified, the Commission shall have the authority to make the appointment in accordance with the prescribed membership.

F. Officers: At the first meeting in each calendar year, the Commission shall elect a Chair, Vice Chair, and Secretary. The Chair shall perform the functions specified in these Rules and Procedures. When the Chair is absent, the Vice Chair shall assume the duties of the Chair. If the Chair and the Vice Chair are both absent, the remaining members of the Commission shall select one of its members to act as Chair Pro Tem. The Secretary shall act as secretary to the Commission.

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II. Meetings.

A. Frequency and Location: Meetings of the Commission shall be on an “as needed” basis as decided by the Commission. The time of the meetings shall be scheduled to maximize assistance to County’s Board of Supervisors and City’s City Council and their staffs. All meetings shall be held within the area shown in Exhibit “A” to the Joint Powers Agreement and shall be in a public building, accessible to the public, with facilities to accommodate interested members of the public.

B. Brown Act: All meetings and all deliberations of the Commission shall be open to the public and shall be governed by the Brown Act.

C. Rules of Procedure: All meetings of the Commission shall be conducted, insofar as practical, according to Roberts Rules of Order or other parliamentary authority adopted by the Commission.

D. Presiding Official: The Chair, or the Vice Chair in the Chair’s absence, shall preside over all meetings of the Commission. In case of absence of both the Chair and the Vice Chair, the Chair Pro Tem shall preside.

E. Agenda: The Chair shall be responsible for setting the agenda of each meeting of the Commission in collaboration with the Vice Chair and Secretary, and County and/or City staff. ~~Each agenda shall be reviewed by County’s First District Supervisor and by City’s Mayor. County’s First District Supervisor and City’s Mayor shall assign respective staff to attend as needed.~~

F. Voting: Each member of the Commission is entitled to one vote. A member may abstain from voting in cases of conflict of interest, in which case he or she must state what the conflict is. No proxies shall be permitted. All votes shall be public and properly recorded. Ex-officio members shall not be entitled to vote.

G. Minutes of Meeting: The minutes of each meeting of the Commission shall include a copy of the Agenda, the official public record of the meeting, and shall indicate any actions taken by the Commission. A copy of the minutes shall be sent to County and City.

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