



# COUNTY OF SONOMA

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

## SUMMARY REPORT

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**Agenda Date:** 5/24/2022

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**To:** Board of Supervisors

**Department or Agency Name(s):** County Administrator's Office

**Staff Name and Phone Number:** McCall Miller, 707-565-2431

**Vote Requirement:** Majority

**Supervisorial District(s):** Fourth and Fifth Districts

**Title:**

FY 21-22 Tourism Impact Fund Grants

**Recommended Action:**

- A) Authorize the County Administrator, or designee, to execute agreements in the amount of \$88,781.10 with the following grantees: California Highway Patrol, \$29,781.10; Bodega Bay Grange, \$25,000; Redwood Trails Alliance, \$30,000; and Cloverdale Citrus Fair on behalf of Northern Sonoma County CERT, \$4,000; and
- B) Authorize the County Administrator, or designee, to amend these agreements to lengthen the time schedules and make minor modifications to the allowed uses that do not increase the amount awarded under the agreement. (Fourth and Fifth Districts)

**Executive Summary:**

Staff recommends award of a total of \$88,781.10 of FY 21-22 Tourism Impact Funds and requests authorization for the County Administrator, or designee, to execute the funding agreements and to make minor modifications that do not increase the amount awarded under the agreement.

Activities performed utilizing Community Investment Program funds provide public benefits that serve important community needs under Government Code Section 26227.

**Discussion:**

**Transient Occupancy Tax Funding**

The Transient Occupancy Tax (Hotel/Motel Tax or Bed Tax) is levied at a rate of 12% in unincorporated Sonoma County. In 2016, voters approved Measure L, which established the County's Transient Occupancy Rates as 12%. The first 9% of the TOT rate is allocated 33% to the General Fund and 67% to the Community Investment special revenue fund. The 3% rate includes Measure L funds and are allocated according to the [Community Investment Fund Policy <https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/county-administrators-office/community-investment-fund-program/community-investment-program-policy>](https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/county-administrators-office/community-investment-fund-program/community-investment-program-policy).

**Tourism Impact Funds**

One component of the Measure L vote approved rate is the Tourism Impact Fund, established to mitigate the

impacts of tourism. The Tourism Impact Fund allocates 10% of Measure L budgeted revenue among the Supervisorial Districts, according to the percentage of Transient Occupancy Tax revenue collected in each District during the previous fiscal year.

The Tourism Impact Fund was established to meet unique and urgent needs of areas within unincorporated Sonoma County that are most impacted by tourism. District Supervisors recommend how funding should be allocated in their district, for approval by the Board of Supervisors. In order to address urgent needs in a timely manner, the Board of Supervisors awards Tourism Impact Funds multiple times a year.

Funds in this category may be used for activities such as safety improvements (e.g. lighted and/or marked crosswalks, traffic calming devices), environmental impact mitigation (e.g. removing trash from beaches, waterways, and areas with high tourist traffic), public safety (e.g. Fire Services), and other tourism mitigation activities, such as parking enforcement in heavily trafficked areas. Funds may be used to support organization that coordinate community improvements, such as the Municipal Advisory Councils. Assuming sufficient funds are available, allocated and unused district allocated funds in a single fiscal year will be available in following years.

Details of the proposals may be found in Attachment A.

District Four Funds

<b>Project</b>	<b>Organization/Department</b>	<b>Amount</b>
Earthquake and Wildfire Expo	Cloverdale Citrus Fair on behalf of Northern Sonoma County CERT	\$4,000.00
<b>Sub-Total</b>		<b>\$4,000.00</b>

District Five Funds

<b>Project</b>	<b>Organization/Department</b>	<b>Amount</b>
River and coastal parking enforcement	California Highway Patrol	\$29,781.10
Kitchen upgrade	Bodega Bay Grange	\$25,000
Community Trail Stewardship Workdays	Redwood Trails Alliance	\$30,000
<b>Sub-Total</b>		<b>\$84,781.10</b>
<b>Total</b>		<b>\$88,781.10</b>

Funds will be disbursed upon Board approval and execution of Tourism Impact Fund Agreement contracts. The contracts will require the County logo on promotional materials produced using the grant award, and will require submission of receipts to the County Administrator's Office for the total amount of the grant award.

Due to the scope and nature of projects funded by the Tourism Impact Fund, the project may require modification as the work/project may not be completed within the award year, necessitating an extension of

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time or modification of allowed uses for the organization to complete the project. Therefore, it is recommended that the County Administrator, or designee, be authorized to amend the contracts to lengthen the time schedules and make minor modifications to the allowed uses that do not increase the amount awarded under the agreement.

Activities performed utilizing Community Investment Program funds provide public benefits that serve important community needs under Government Code Section 26227.

**Strategic Plan:**

N/A

**Prior Board Actions:**

11/02/2021, 03/01/2022, 04/05/2022 - Awarded FY 21-22 Tourism Impact Fund Grants

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 21-22 Adopted</b>	<b>FY22-23 Projected</b>	<b>FY 23-24 Projected</b>
Budgeted Expenses	\$88,781.10		
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$88,781.10</b>		
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other	\$88,781.10		
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	<b>\$88,781.10</b>		

**Narrative Explanation of Fiscal Impacts:**

Tourism Impact Funds are included in the FY 21-22 budget.

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

**Narrative Explanation of Staffing Impacts (If Required):**

N/A

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**Attachments:**

FY 21-22 Tourism Impact Fund Award Information

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

None