



NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: December 11, 2018

TO: Board of Supervisors

FROM: **Hank Weston, District IV Supervisor**

SUBJECT: Resolution amending Resolution 17-144 to create and establish the Penn Valley Area Municipal Advisory Council with an effective date of July 1, 2017 as a permanent advisory body of the County of Nevada.

RECOMMENDATION: Adopt the attached Resolution.

FUNDING: N/A

BACKGROUND:

On March 28, 2017, the Board of Supervisors adopted Resolution 17-144 creating and establishing the Penn Valley Area Municipal Advisory Council (PV MAC), with an effective date of July 1, 2017, as a pilot program for two years until June 30, 2019. At the Board of Supervisors Workshop in 2018, I agendized discussion on recommending that the Board 1) amend the PV MAC's membership to revise its two alternate members to become permanent members of the PV MAC; and 2) amend the PV MAC from being a two-year pilot program to become permanent municipal advisory council (MAC) to the District IV Supervisor and Board of Supervisors. Per discussion and consensus of the Board, it was recommended to amend its membership as needed but not to make the PV MAC a permanent MAC of the County and instead bring such request back to the Board for consideration in December of 2018.

Subsequently, on June 27, 2017, the Board adopted Resolution 17-362 amending Resolution 17-144 making the two alternate members of PV MAC permanent members as discussed by the Board and on May 8, 2018, the Board also unanimously adopted Resolution 18-180 ratifying the MAC's Bylaws. Therefore, I now bring before the Board a formal request to consider amending Resolution 17-144 to remove the two-year pilot

provision of the PV MAC and recommend establishing the PV MAC as a permanent MAC of the County of Nevada.

Summary Overview

Since its formation and first meeting on July 20, 2017, the PV MAC has convened eleven (11) regular meetings and three (3) special meeting upon the request of myself, as District IV Supervisor for fourteen (14) meetings. Specific highlights for 2018 and notable discussion items included: 1) receiving Brown Act Training and Code Compliance Training from County Staff; 2) receiving presentations from Planning Staff on the Penn Valley Area Plan and the sixth Cycle Housing Element; 4) discussing and providing recommendations on the County's Accessory Dwelling Units (ADUs) Ordinance; and 6) reviewing various District IV planning projects. In 2018, the PV MAC approved five (5) written recommendations for a total of seven (7) written recommendations on projects and issues reviewed and discussed, which were submitted to myself as the District Supervisor and to the Planning Department staff for consideration.

Members

The PV MAC includes nine (9) members: Gordon Beatie, Susan George, Susan Hoek, Michael Mastrodonato, Richard Nolle, Stephanie Stevens, Michael Sullivan, Nancy Peirce and Andrew Burton.

PV MAC members Susan Hoek and Susan George will be stepping down beginning in 2019, with Susan Hoek taking office as the in-coming District IV Supervisor and Susan George relocating to another County. Subsequently, it is anticipated that in-coming Supervisor-Elect Hoek will be bringing a recommendation to the Board to replace herself and Susan George on the PV MAC in January 2019.

Expenditures & Staff Time

The PV MAC has an annually budget of \$2,500, which is allocated for administrative staff time, venue rental and administrative supplies. As of November 2018, the PV MAC has spent a total of \$825.58 with \$76.08 being spent on supplies and materials and \$649.50 on facility rentals, and \$100 on the administrative assistant services. When broken down by fiscal year, the PV MAC direct expenditures in FY 2017-18 and FY 2018-19 were \$485.58 and \$340, respectively.

The PV MAC rents out the Buttermaker's Cottage from the Western Gateway Parks and Reaction District. To date the PV MAC administrative duties are handled by the Board of Supervisors' Senior Administrative Analyst who attends all of the meetings, takes notes and provides the necessary posting that includes updating their webpage at MyNevadaCounty.com. The PV MAC did successfully recruit an administrative assistant named Ms. Amy Fink who successfully clerked a regular and special meeting of the PV MAC. However, shortly thereafter, due to personally reasons, Ms. Fink resigned from her position and her contract was discontinued.

In FY 2017-18 and FY 2018-19 the Board's Administrative Analyst, Jeffrey Thorsby, time studied 94 hours and 53.5 hours, respectively, to the PV MAC for a total of 147.5 hours, which included work done on a monthly basis as well as one-time formation tasks such as interviewing for the MAC members, conducting research, drafting formation resolutions, staff reports, etc. It should be noted that much of the one-time work done in FY 2017-18 can be applied as templates to future MACs should the Board wish to establish another MAC at a later date. Moreover, the Board's Analyst spends approximately 3-6 hours a month on the Penn Valley Area MAC, which time will be reduced once a permanent secretary is hired.

The total Supervisor time spent on the PV MAC is approximately an average of 2.5 hours per month attending the meetings and approving agenda and discussion items. Other additional in-kind staff time includes: 1) approximately 25 hours of Planning Department time, for sitting on the initial membership interview panel, providing planning training, presenting on the Penn Valley Area Plan and answering questions; and 2) approximately 15 hours of County Counsel time on agenda template and bylaws development, and Brown Act training. Moreover, County Counsel anticipates 2-3 hours of legal time for each land use project/meeting that is examined and discussed by the Penn Valley Area MAC moving forward that may include confirming the correct process for each specific review, checking legal noticing requirements, and prepping for and attending meetings as applicable.

Recommendations

To date, the PV MAC has provided insightful feedback on various land use policy issues and planning projects within District IV that have been helpful to myself and reflective of the community. Additionally, Planning Staff are leveraging the PV MAC as a useful conduit for community input and feedback for the update and development of the Penn Valley Area Plan, which is anticipated to take 18 months to 2 years. It is my expectation that the PV MAC will provide invaluable service and important role for the new incoming District IV Supervisor and Planning Staff during the area plan process and the transition of the new District IV Supervisor until the Penn Valley Area Plan is complete and adopted by the Board.

To remind the Board, the purpose and idea of establishing the PV MAC was to enhance my ability as District IV Supervisor to understanding and obtain direct community input on land use and development issue, whether policy or specific planning projects to a) consolidate public input on land use issues through a formal mechanism of the County for the benefit of myself, Planning Department staff, the Planning Commission, and the Board of Supervisors, b) leverage the PV MAC to better inform and communicate information to the community, and c) establish a formal direct mechanism to engage my constituents on land use and development issues. And while some concern can point to the PV MAC as being another layer of government bureaucracy, it important to note that the PV MAC is advisory only, and cannot delay or disrupt current procedures in place. Additionally, costs and staff time have been minimal whose work can be replicated in other districts or for specific projects or purposes, as seen in other counties. Finally yet importantly, the community has been very vocal in their support of the PV MAC as a useful mechanism to directly engage myself on issues facing or affecting the community.

Therefore, I recommend that the Board amend Resolution 17-144 to remove the sunset clause of June 30, 2019 as a two-year pilot program and make the Penn Valley Area MAC a permanent Municipal Advisory Council to the District IV Supervisor, Planning Commission and Board of Supervisors.

Respectfully Submitted,

Hank Weston
Supervisor, District IV