

**COUNTY OF SONOMA  
AGENDA ITEM  
SUMMARY REPORT**

**Clerk of the Board Use Only**  
**Meeting Date**                      **Held Until**  
 \_\_\_/\_\_\_/\_\_\_                              \_\_\_/\_\_\_/\_\_\_  
**Agenda Item No:**                      **Agenda Item No:**  
 \_\_\_\_\_

Department: Regional Parks

( ) 4/5 Vote Required

Contact:  
Sabrina Spear

Phone:  
(707) 565-3341

Board Date:  
04/07/09

Deadline for Board Action:

**AGENDA SHORT TITLE:**

Veterans Memorial Building Advisory Committee

**REQUESTED BOARD ACTION:**

Resolution approving the 2008 Summary of Accomplishments and the 2009 Work Plan of the Veterans Memorial Building Advisory Committee, and appointing the 2009 Committee members.

**CURRENT FISCAL YEAR FINANCIAL IMPACT**

**EXPENDITURES**

**ADD'L FUNDS REQUIRING BOARD APPROVAL**

**Estimated Cost**                      \$

**Contingencies**                      \$  
(Fund Name:                      )

**Amount Budgeted**                      \$

**Unanticipated Revenue**                      \$  
(Source:                      )

**Other Avail Approp**                      \$  
(Explain below)

**Other Transfer(s)**                      \$  
(Source:                      )

**Additional Requested:**                      \$

**Add'l Funds Requested:**                      \$

**Explanation (if required):**

**Prior Board Action(s):**

Appointed members to the Veterans Memorial Building Advisory Committee and adopted Work Plans and Summaries approved annually since 1980.

**Alternatives - Results of Non-Approval:**

Do not accept committee work plan or accomplishments or appointment.

**BACKGROUND:** (On File with the Clerk: Schedule of meetings 2009; Sonoma County Regional Parks Veterans Memorial Building Advisory Committees Function)

**Discussion**

On April 29, 1980, the Board established the Veterans Memorial Buildings' Advisory Committee (Committee). The Board updated the Committee's roles and relationships to meet the existing administrative policy for advisory bodies as established by the Board in March of 1994.

The purpose of the Committee is to advise the Board on matters of policy concerning the maintenance, operation and capital improvements of the Veterans Memorial Buildings for the consistent and beneficial use of all facilities for veterans' organizations and the general public. Complete lists are attached of the Committee's 2008 Summary of Accomplishments and their adopted 2009 Work Plan.

**Examples of 2008 Accomplishments**

In 2008, the Committee discussed issues related to the operations of the Veterans Memorial Buildings. Highlights of the Committee's activities are as follows:

1. Reviewed capital improvement projects, operating budgets, workload information regarding building usage and operations.
2. Discussed the marketing program.
3. Met with veterans' organizations to discuss their use of the buildings.
4. Conducted facility inspections and made recommendations for repairs and improvements.
5. Reviewed and approved meeting schedule and membership of individual Building Advisory Committees.

**Examples from the 2009 Work Plan**

1. Review five-year capital improvement projects, operating budgets, marketing plan, customer service program and maintenance projects.
2. Review Americans with Disabilities Act Transition Plan for Veterans Memorial Buildings.

**Advisory Committee Members**

All the members are incumbent except Steve Kemmerle who was appointed by Supervisor Kerns in October 2008, Frode Miller and Del Walker were appointed by Supervisor Carrillo in April 2009 and Terrence Leen was appointed by Supervisor Brown in April 2009. All members have full support from Veteran's Organizations currently utilizing the Veterans Memorial Buildings.

**Recommendation:**

Resolution approving the 2008 Summary of Accomplishments and the 2009 Work Plan of the Veterans Memorial Building Advisory Committee, and appointing the 2009 Committee members.

**Attachments:** Resolution; Attachment A: Sonoma County Veterans Advisory Committee Summary of Accomplishments Attachment B: 2009 Work Plan

**On File With Clerk:** Schedule of meetings 2009; Sonoma County Regional Parks Veterans Memorial Building Advisory Committees Function

**CLERK OF THE BOARD USE ONLY**

**Board Action** (If other than "Requested")

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**Vote:**