

# **Sonoma County**

## **Veterans Memorial Building Advisory Committee**

### **SUMMARY OF ACCOMPLISHMENTS**

2008

The Veterans Memorial Building Advisory Committee has been meeting on a regular basis since 1980. A summary of the committee's accomplishments for 2008 follows:

#### **Ongoing Discussions/Presentations**

Orientation to the Department's responsibilities and activities for: Veterans buildings maintenance and operations, recreation and cultural services programs, building improvement projects, event service needs, park operations and public information. Reviewed marketing public relations program for Department.

Reviewed capital improvement projects, operating budgets, building rental policy and rate structure, workload information regarding building usage and operations, and new equipment purchases. Reviewed ADA projects, maintenance projects and needed repairs.

Reviewed and discussed the Veterans Building Assessment Report with the Department and General Services.

Reviewed Veteran use of facilities, and the Advisory Committee role and responsibility in accordance with County policy. Defined major issues.

#### **Other Activities**

Developed and adopted the 2008 committee work plan that was approved by the Board of Supervisors.

Discussed the projects, funding and implementation of the Americans with Disabilities Act Transition Plan for Veterans Buildings.

Met with Veterans' organizations to discuss their use of buildings.

Conducted facility inspections and made recommendations for repairs and improvements.

Discussed the funding sources for development/renovation/operation and maintenance of Veterans Memorial Buildings.

Veterans Memorial Building Advisory Committee  
Summary of Accomplishments 2008

Committee reviewed and approved meeting schedule and membership of individual Building Advisory Committees.

Reviewed 5 Year Capital Improvement Plan for Veterans Memorial Buildings. Capital Improvement projects that were discussed with the committee and completed by the County are as follows:

**Capital Improvement Projects - In Progress:**

Veterans Building Wood Floor Recoat	\$ 35,000
Guerneville – Parking Lot Repaving (Scope/Design)	\$ 40,000
Guerneville – Exterior Painting	\$ 50,000
Sebastopol – Parking Lot Repaving (Phase One)	\$ 50,000
Santa Rosa – Roof Repair (Phase One)	\$ 80,000
Santa Rosa – ADA sidewalk upgrade/Brookwood Ave	\$ 115,900

**Capital Improvement Projects - Completed:**

Cotati Janitorial Closet	\$ 70,000
Cotati – ADA sidewalk upgrade	\$ 30,000
Veterans Building Wood Floor Recoat SR,SEB,SON	\$ 35,000

**Major Maintenance Projects:**

A number of major maintenance projects were completed at the Veterans Buildings this past year. These included repairs to the roof at the Guerneville Veterans Building, interior painting at the Sebastopol and Santa Rosa Veterans Buildings, and new stage curtains, a new kitchen counter and refinished stage floor at the Cotati Veterans Building.

Members attend quarterly committee meetings, and have continued to be helpful to the department by meeting with Veterans' organizations and Veterans building advisory committees to keep them aware of department operations, building projects and improvements.

**Sonoma County**  
**Veterans Memorial Building Advisory Committee**  
**WORK PLAN**

2009

The following is an outline of the 2009 Work Plan for the Sonoma County Veterans Memorial Building Advisory Committee. A work plan is required of all committees and commissions by County policy. The plan identifies key areas that will be discussed by the Committee for the calendar year 2009. Please note that other issues may replace and/or preclude some of the topics listed. Also, the Board of Supervisors may request the Committee to review topics of concern at any time during the year.

<u>Work Plan</u>	<u>Schedule</u>
Report on proposed Five-Year Capital Improvement Projects.	February
Report on status of budget for fiscal year 2009-2010.	February
Report on Veterans Building Marketing Plan.	Each Meeting
Report on Regional Parks Strategic Plan.	Feb/May
Report on Customer Service Program.	Each Meeting
Report on Department rental policy and rate structure.	Feb/May/Nov
Review and approve annual work plan, meeting dates, Committee responsibilities and membership.	Feb/Aug/Nov
Report on budget summary for fiscal year end 2008-2009.	August
Submit list of officers to Regional Parks	August

Report on approved budget for fiscal year 2009-2010.	November
Receive ongoing orientation of department functions.	Each meeting
Report on Building Maintenance Projects.	Each meeting
Discuss Veterans use of Memorial Buildings.	Each meeting
Discuss and define major issues for Memorial Buildings.	Each meeting
Discuss Americans With Disabilities Act projects, funding and implementation.	Each meeting
Discuss building maintenance priorities and needed repairs.	Each meeting
Report on new equipment purchases from Fairgrounds parking revenue.	As required
Review division sponsored/co-sponsored programs for buildings.	As required
Review public relations program for department.	As required
Discuss funding sources for development/renovation/operation and maintenance of Memorial Buildings.	As required
Develop a schedule of public meetings to identify problems or issues in regards to building use, needs and programs.	As required

Attachment B

**Sonoma County Parks & Recreation Advisory  
Commission  
2009 Work Plan Guideline**

Date	Time	Location	Agenda Topics
Monday, January 26 (Jan. 19 – Holiday)	5 - 7 p.m.	Board Chambers 575 Administration Dr. 100A, Santa Rosa	<ul style="list-style-type: none"> <li>• Election of Officers</li> <li>• CPRS Award</li> <li>• Ross Station Trailhead</li> </ul>
Monday, February 23 (Feb. 16 - Holiday)	5:00 – 7:00 p.m.		<ul style="list-style-type: none"> <li>• Capital Projects Plan (CPP)</li> <li>• Approve 2008 Accomplishments</li> <li>• Approve 2009 Work Plan</li> <li>• Approve Certificates/Resolutions of Appreciation for use by Commission</li> </ul>
Monday, March 16	5 - 7 p.m.		<ul style="list-style-type: none"> <li>• Park Celebration/Pass Promotion – April</li> <li>• Budget Update – Proposed Fee Increases</li> <li>• Tolay Interim Access Plan</li> <li>• Tolay Interim Plan/Master Plan Update</li> <li>• Santa Rosa Creek Trail Update</li> <li>• Doran &amp; Westside-Review Boating &amp; Waterways Grant Application</li> <li>• Sunset Beach River Access Trail/Picnic Area/Park Amenities</li> </ul>
Monday, April 20	5 - 7 p.m.		<ul style="list-style-type: none"> <li>• Watson School – Review Architectural Assessment</li> <li>• Bodega Bay Trail-Coastal Prairie Trail-Review Conceptual Plan</li> <li>• Cloverdale River Park Phase 3-Review Final Plan</li> <li>• Volunteer Update</li> <li>• Health Action Involvement</li> </ul>
Monday, May 18	5 - 7 p.m.		<ul style="list-style-type: none"> <li>• Guerneville Stage-Review Conceptual Plan</li> <li>• Summer/Park Operations Update</li> <li>• Foundation Update</li> <li>• Tolay Interim Plan Permit Program</li> </ul>

Monday, June 15	5 - 7 p.m.		<ul style="list-style-type: none"> <li>• Foothill Regional Park-Review Conceptual Plan</li> <li>• Hood Mountain Update: Lawson Master Plan</li> <li>• Departmental Budget Update</li> </ul>
July			Summer Break
Monday, August 17	5 - 7 p.m.		<ul style="list-style-type: none"> <li>• Hood Mountain Update: Ridge Trail-Review Final Plan, Hwy 12 Trail-Review Conceptual Plan</li> <li>• Operations/Maintenance Level of Service Review</li> <li>• EDC Update</li> </ul>
Monday, September 21	5 - 7 p.m.		<ul style="list-style-type: none"> <li>• Steelhead Camping Study</li> </ul>
Monday, October 19	5 - 7 p.m.		<ul style="list-style-type: none"> <li>• Aquatics Report</li> </ul>
Monday, Nov. 16	5 - 7 p.m.		<ul style="list-style-type: none"> <li>• Tolay Fall Festival Update</li> <li>• Foundation Annual Report</li> <li>• Maintenance Update</li> </ul>
Monday, December 21	5 - 7 p.m.		<ul style="list-style-type: none"> <li>• CPRS District 1 Volunteer Nominations</li> </ul>