

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM  
3.37  
(ID # 9950)

MEETING DATE:  
Tuesday, May 21, 2019

FROM : SUPERVISOR KAREN SPIEGEL:

SUBJECT: SUPERVISOR KAREN SPIEGEL: Resolution No. 2019-128 Creating the  
Highgrove Municipal Advisory Council

RECOMMENDED MOTION: That the Board of Supervisors join me in adopting Resolution No.  
2019-128 creating the Highgrove Municipal Advisory Council (MAC).

ACTION:

*Karen S. Spiegel*  
Supervisor Karen Spiegel 5/16/2019

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Jeffries and duly carried by  
unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: May 21, 2019  
xc: Second Dist., COBma

Kecia Harper  
Clerk of the Board  
By: *Kecia Harper*  
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

**BACKGROUND:** The Highgrove community has significantly increased in population over the last 10 years and is expected to continue to grow and prosper.

Many citizens of Highgrove have expressed a desire to have my office establish a Municipal Advisory Council (MAC) in order to address community issues. It is my hope that this MAC will be able to ensure community participation in a productive and professional environment. I believe the MAC will give the community a conduit through which they can work with my office to keep us advised of issues and concerns relating to Highgrove.

**RESOLUTION NO. 2019-128  
CREATING THE HIGHGROVE MUNICIPAL ADVISORY COUNCIL**

**WHEREAS**, Government Code §31010 and Riverside County Board of Supervisors Policy No. A -51 provides for the creation of a Municipal Advisory Council within unincorporated territory for the purpose of advising the Board of Supervisors on matters including, but not limited to, public safety, planning, health, transportation, parks and community development; and

**WHEREAS**, creation of a Municipal Advisory Council has been requested by residents in the Highgrove area of Riverside County; now, therefore,

**BE IT RESOLVED AND ORDERED** by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on May 21, 2019, that the Highgrove Municipal Advisory Council is hereby created.

**BE IT FURTHER RESOLVED AND ORDERED** that the operation of the Highgrove Municipal Advisory Council (hereinafter referred to as the "Highgrove MAC") shall be in compliance with the rules, regulations, and procedures prescribed in Riverside County Board of Supervisors Policy No. A-51, and with the specific provisions delineated below in the Resolution.

1. **TERRITORY.** The territory for which Highgrove MAC is established, and area over which it extends, is situated within the Second Supervisorial District of Riverside County as more specifically shown and depicted in Exhibit A to this resolution.
2. **MEMBERSHIP.** The Highgrove MAC shall consist of five (5) regular members and two (2) alternate members, each of whom shall be appointed by and serve at large at the pleasure of the Board of Supervisors. All appointees shall be at least eighteen (18) years of age and be a resident, landowner or business owner within the Highgrove MAC territory.
3. **TERM.** Appointed members shall serve without compensation for a term of two (2) years, except that in order to establish a system of staggered terms, one initial alternate member and two of the regular members initially appointed shall serve until June 30, 2020. The other three regular members and one alternate member initially appointed

shall serve until June 30, 2021. Thereafter, all terms shall be for two (2) full years from May 1 of the year appointed to April 30 two (2) years hence.

4. **BOARD POLICY NO. A-51.** The provisions of Riverside County Board of Supervisors Policy No. A-51 on the subject of "Formation/Operation of Municipal Advisory Councils and Community Councils" are affixed hereto as Exhibit C incorporated into this Resolution by reference, and are intended for the guidance of the Highgrove MAC in carrying out its duties.

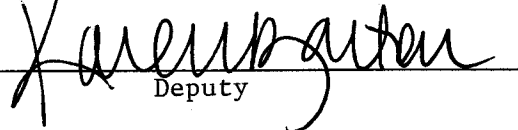
ROLL CALL:

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

Kecia R. Harper, Clerk of said Board

By

  
Deputy

**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

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**POLICY:**

**Formation/Operation of Municipal Advisory Councils (MAC) and Community Councils (CC)**

It is the policy of the Board of Supervisors (hereinafter, Board) that pursuant to Government Code Section 31010 which allows for the creation of an advisory council within unincorporated territory for the purpose of advising the Board on matters including, but not limited to, public health, safety, welfare, public works and planning, that said councils shall be formed and operated substantially as set forth herein. Upon adoption of this policy by the Board all previous resolutions regarding the formation, election and/or appointment to MACs or CCs are rescinded.

**1. Number of Councils to be Established**

The elected supervisors of each district shall call for, and recommend appointment of members, for the numbers of separate advisory councils within that district that he or she deems necessary to meet the purposes for which such councils are formed.

**2. Territory**

The territory of each proposed CC or MAC shall be determined and precisely defined by a legal description and map of the boundaries, which form the representative area. The proposed boundaries, map and legal description shall become binding upon approval by a majority of the Board and shall remain unchanged unless/until formally modified by the Board.

**3. Existing/Future Community Councils (CCs) and Municipal Advisory Councils (MACs)**

a. The MACs and CCs that exist at the time of adoption of this Policy shall continue to exist and operate as originally formed. The representatives thereto - whether elected or appointed - shall complete the current applicable term as initially established. Upon expiration of the current term of any member, the vacancy, which occurs shall be filled by appointment made by the Supervisor of the District and approved by a majority of The Board.

b. Members of any CC or MAC formed after adoption of this policy are to be appointed by the supervisor of the district and approved by a majority of the Board.

**4. Eligibility for Council Memberships and Number of Members to be Appointed**

a. Any person who is a registered voter and who resides (is domiciled) within the territory of the CC or MAC is eligible to be nominated, appointed, and to serve as a representative on said council.



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**BOARD OF SUPERVISORS POLICY**

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- a. **Officers.** The CC/MAC shall choose from among its members a presiding officer, an assistant presiding officer and a secretary. This shall be done at the first meeting after the creation and appointment of the CC/MAC. Selection of such officers shall be conducted at the first meeting following appointment or reappointment of members each and every year thereafter.
- b. **Bylaws.** No bylaws shall be required to be adopted by the CC/MAC. Said council shall make and keep a current standing order providing for the time and place of holding regular meetings. Any bylaws, which the CC/MAC may adopt shall not duplicate or conflict with these rules or any statute, ordinance or resolution providing for or establishing the CC/MAC or governing its conduct.
- c. **Meetings.** The CC/MAC shall determine the frequency of its regular meetings, which shall be at least quarterly. The CC/MAC shall by standing order, fix the time and place of its meetings, which shall be held within the County of Riverside and, normally, within the boundaries of the CC/MAC. The call, giving of notice and conduct of meetings shall be in accordance with the Ralph M. Brown Act (Government Code Section 54950, et seq.).
- d. **Quorum.** A quorum shall consist of a majority of the members of the CC/MAC, not counting vacant positions. Any action of the CC/MAC shall require affirmative votes of not less than a quorum, except less than a quorum may adjourn a meeting sine die or to a specified time and place.
- e. **Duties** The CC/MAC shall advise and recommend proposed action to the Board regarding such matters which relate to the area upon which such advice or recommendation is specifically requested by the Board. The CC/MAC shall not represent the community to any state, county, city, special district, or school district, agency or commission, or any other organization on any matter unless specifically authorized by the Board to do so.
- f. **Reports** The CC/MAC may file a special report whenever the CC/MAC deems it appropriate, and shall file a report when requested to do so by the Board.
- g. **Indebtedness** The CC/MAC shall not be empowered to enter into any contract or otherwise incur any indebtedness in the name or on behalf of either itself, the Board, the County of Riverside or any officer, agent or employee thereof.
- h. **Duration** Should it be determined that the CC/MAC is no longer functioning

**COUNTY OF RIVERSIDE, CALIFORNIA  
BOARD OF SUPERVISORS POLICY**

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consistent with Government Code Section 31010, the authority and procedures set forth in this policy or any subsequently adopted rules, resolutions, ordinances or laws, then a public hearing may be conducted by the Board to determine whether the CC/MAC should be dissolved. The Board, in its sole discretion, may dissolve the CC/MAC by resolution.

**11. Existing MAC/CC Policies**

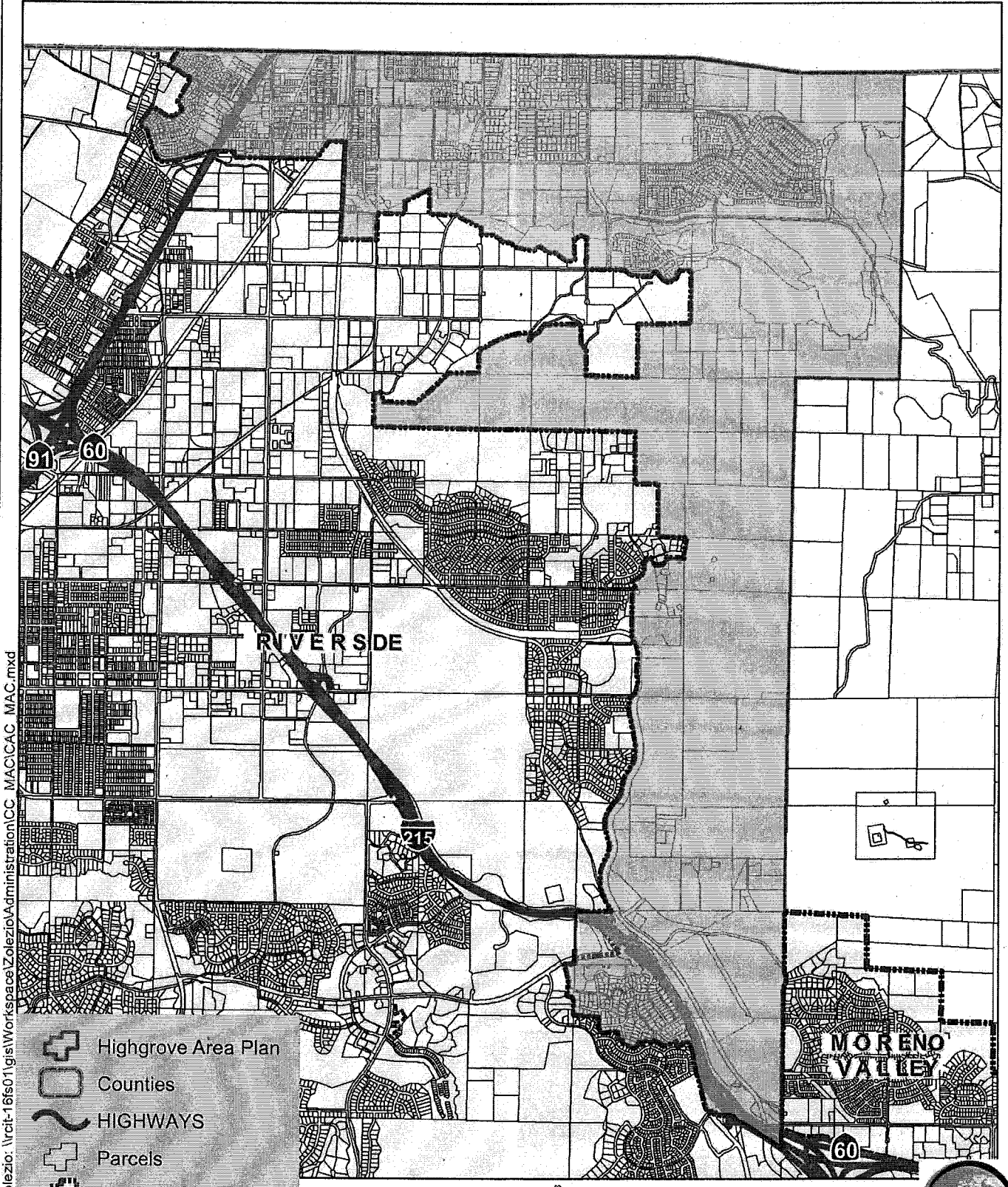
In instances where existing by-laws or policies of MACs or CCs may be inconsistent with Board Policy A-51, Board Policy A-51 is deemed to take precedence.

**Reference:**

Minute Order 3.5 of 11/12/1996  
Minute Order 3.3 of 8/12/1997  
Minute Order 3.7 of 11/07/2006



# Highgrove MAC Boundary



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- Highgrove Area Plan
- Counties
- HIGHWAYS
- Parcels
- Cities

Date: 5/13/2019

