

**MONTEREY COUNTY BOARD OF SUPERVISORS**

<b>MEETING:</b> September 20, 2011 – Consent	<b>AGENDA NO.:</b>
<b>SUBJECT:</b> Acting on behalf of County Service Area No. 1 – Carmel Point adopt a Resolution: a. Establishing the Public Works Advisory Committee for County Service Area No. 1 – Carmel Point pursuant to the Resolution No. 80-12; b. Appointing members of the Public Works Advisory Committee for County Service Area No. 1 – Carmel Point; and c. Adopting the County Service Area No. 1 – Carmel Point Public Works Advisory Committee By-Laws.	
<b>DEPARTMENT:</b> RMA - Public Works	

**RECOMMENDATIONS:**

It is recommended that the Board of Supervisors acting on behalf of County Service Area No. 1 – Carmel Point adopt a Resolution:

- a. Establishing the Public Works Advisory Committee for County Service Area No. 1 – Carmel Point pursuant to the Resolution No. 80-12;
- b. Appointing members of the Public Works Advisory Committee for County Service Area No. 1 – Carmel Point; and
- c. Adopting the County Service Area No. 1 – Carmel Point Public Works Advisory Committee By-Laws.

**SUMMARY:**

On October 19, 1959, the Board of Supervisors adopted Resolution 59-37, which established County Service Area No. 1 – Carmel Point (CSA 1). On December 7, 1965, the Board of Supervisors adopted Resolution 65-525 providing for additional extended services within CSA 1. This recommended action is to establish a Public Works Advisory Committee for CSA 1.

**DISCUSSION:**

The adoption of Resolution 59-37 by the Board of Supervisors establishing CSA 1, provided for water and fire hydrants for fire protection as an extended county service. Additional extended services within CSA 1 were provided by the adoption of Resolution 65-525.

The Community of CSA 1 recently contacted Supervisor Potter and Department of Public Works (DPW) staff requesting the formation of an advisory committee for the purpose of discussing appropriate uses of the capital reserves for the good of the community. It is anticipated the committee will meet with representatives of the Department of Public Works on at least a bi-annual basis to prioritize an annual work plan in concert with available funding and the constraints of Proposition 218. The work plan will be presented as needed to the Board of Supervisors for consideration and appropriation of funds within the CSA 1 budget.

To facilitate the Committee meetings and help streamline its function, staff recommends the Committee Bylaws found in the resolution be adopted. The By-Laws are similar to By-Laws for other committees previously established by the Board, and consistent with Resolution No. 80-12, adopted by the Board on January 8, 1980, which established a policy relative to Committees and Commissions, and provides guidance relative to formation and function of Public Works Advisory Committees. Government Code section 25212.4 authorizes advisory committees to give advice regarding a CSA’s services and facilities.

Government Code section 25213 provides that a community service area may provide any governmental services and facilities within the county service area which the county is authorized to perform and which the county does not perform to the same extent on a countywide

basis. The approved services for CSA 1 include the following:

- a. structural fire protection services;
- b. police;
- c. local park, recreation and parkway facilities and services;
- d. extended library facilities and services;
- e. street lighting services;
- f. street sweeping services;
- g. streets and sidewalk maintenance services;
- h. storm drain maintenance services;
- i. providing, operating and maintaining of facilities for the disposal of surface water;
- j. providing, operating and maintaining of facilities for the collection and disposal of sewages;
- k. providing, operating and maintaining of facilities for the collection and disposal of garbage, refuse, and rubbish; and
- l. providing, operating and maintaining of facilities for the supplying and distribution of water.

In recent years, the CSA 1 assessments have primarily funded the street lighting in the community, and accumulated capital reserves at a rate of approximately \$20,000 per year. The FY 2011-12 Budget indicates an Unappropriated Fund Balance of \$76,959. The projected Unappropriated Fund Balance for the end of the fiscal year was increased by \$120,000 when the Account 3115 Fund Balance Reserves was moved to the Unappropriated Fund Balance.

Attached are five (5) Notification To Clerk Of Appointment forms for the residents of CSA 1 who have expressed an interest in serving on the Public Works Advisory Committee.

**OTHER AGENCY INVOLVEMENT:**

Due to the late submission of this Board Report, the CAO Budget and Analysis Division was not provided adequate time to fully review for potential fiscal, organizational policy, or other implications to the County of Monterey.

**FINANCING:**

There is no impact to the General Fund. The start up cost to establish the Committee is estimated at \$3,000. The annual cost of providing staff for the Committee is estimated at \$2,000. Staff activities will include meeting notices, meeting minutes, attending meetings, analyzing committee recommendations and preparation of board reports resulting from committee recommendations. The cost could vary depending on the complexity of the committee recommendations. The total impact to CSA 1 budget is expected to increase further relative to the annual work plan developed. Total costs will be funded by the CSA 1 assessments collected.

Prepared by:

Approved by:

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Dirk J. Medema, P.E. (831) 784-5647  
Environmental Services Manager

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Paul H. Greenway, P.E.  
Assistant Director, Public Works

Approved by:

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Gene Rogers, Interim RMA Director

Dated: September 15, 2011

Attachments: Board Resolution; Notification To Clerk Of Appointment (5); Location Map