



## Legislation Details (With Board Report)

**File #:** RES 21-016      **Name:** a. Adopt a resolution to establish an Advisory Committee for County Service Area 25-Carmel Valley Golf & Country Club (CSA 25); and  
b. Adopt CSA 25 Advisory Committee Bylaw. (Board Referral: 2020.26)

**Type:** BoS Resolution      **Status:** Passed - RMA Administration

**File created:** 1/15/2021      **In control:** Board of Supervisors

**On agenda:** 1/26/2021      **Final action:** 1/26/2021

**Title:** a. Adopt a resolution to establish an Advisory Committee for County Service Area 25-Carmel Valley Golf & Country Club (CSA 25); and  
b. Adopt CSA 25 Advisory Committee Bylaws. (Board Referral: 2020.26)

### Sponsors:

### Indexes:

### Code sections:

**Attachments:** 1. Board Report, 2. Attachment A-CSA 25 LAFCO Location Map, 3. Attachment B-Draft Resolution, 4. Completed Board Order Item No. 53

| Date      | Ver. | Action By            | Action                       | Result |
|-----------|------|----------------------|------------------------------|--------|
| 1/26/2021 | 1    | Board of Supervisors | adopted - rma administration | Pass   |

- a. Adopt a resolution to establish an Advisory Committee for County Service Area 25-Carmel Valley Golf & Country Club (CSA 25); and  
b. Adopt CSA 25 Advisory Committee Bylaws. **(Board Referral: 2020.26)**

### RECOMMENDATION:

It is recommended that the Board of Supervisors adopt a Resolution to:

- a. Establish an Advisory Committee for County Service Area 25-Carmel Valley Golf & Country Club (CSA 25); and  
b. Adopt the CSA 25 Advisory Committee Bylaws.

### SUMMARY/DISCUSSION:

County Service Area 25-Carmel Valley Golf & Country Club (CSA 25) was formed by Board of Supervisors Resolution No. 63-157 on November 26, 1963, which established extended county services for CSA 25 that included: (a) Extended Police Protection; (b) Structural Fire Protection Services; (c) Local Park, Recreation and Parkway Facilities and Services; (d) Extended Library Facilities and Services; and (e) Miscellaneous Extended Services including (1) streetlighting, (2) streetsweeping, (3) street and sidewalk maintenance, (4) storm drain maintenance, (5) providing, operating, and maintaining of facilities for the disposition of surface water, (6) providing, operating, and maintaining of facilities for the collection and disposal of sewage, (7) providing, operating, and maintaining of facilities for the collection and disposal of garbage, refuse, and rubbish, and (8) providing, operating, and maintaining of facilities for supplying and distribution of water.

Current active services include streetlighting, storm drainage and surface water disposition, and street and sidewalk maintenance.

Property owners living in CSA 25 have expressed interest in establishing an advisory committee to create an open forum for property owners to provide input on projects, annual budgets, and other issues related to the services provided to the CSA. Attachment A is a LAFCO map showing the location of CSA 25. Special Districts staffing is sufficient to accommodate the increased workload required to manage advisory committee activities.

It is requested that Board adopt a resolution (Attachment B-Draft Resolution) to establish an advisory committee for CSA 25 and adopt its bylaws.

OTHER AGENCY INVOLVEMENT:

Community outreach and recruitment for CSA 25 advisory committee members will be done by Monterey County Supervisor Mary Adams' office via e-mails, letters, and Facebook.

FINANCING:

CSA 25 receives property tax revenue and interest on fund balance to be used exclusively for CSA activities. The current fund balance is approximately \$138,000, and estimated annual revenue is \$44,000. A portion of this revenue shall be used to fund staff costs associated with ongoing operations of the advisory committee. Staff activities shall include, but not be limited to: preparation of meeting notices, attendance and minutes at the meetings, research and analysis, and reporting on committee requests and recommendations. The annual cost to staff the committee will vary depending on the number of meetings held and the volume of committee member requests. Currently, sufficient funding is available to support advisory committee activities; however, a nominal reduction of funding available for CSA maintenance and repair projects will result. Special Districts staffing is sufficient to accommodate the additional time required to manage the new advisory committee's activities without having to shift workload priorities.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The creation and activity of the advisory committee support the Board of Supervisors Administration, Infrastructure, and Public Safety Strategic Initiatives. Property owner involvement in CSA activities enhances the overall management, transparency, and service delivery to CSA constituents.

Economic Development

X Administration

Health & Human Services

X Infrastructure

X Public Safety

Prepared by: Lynette Redman, Management Analyst III (831) 796-6038

Approved by: Shawne Ellerbee, Assistant Director of Public Works, Facilities, & Parks

Approved by: Randell Ishii, MS, PE, PTOE, Director of Public Works, Facilities, & Parks

Attachments:

Attachment A-CSA 25 LAFCO Location Map

Attachment B-Draft Resolution

(Attachments are on file with the Clerk of the Board)