



Yolo County Service Area Advisory Committees Procedures Manual

July 2017

This manual outlines practices and procedure that support and enhance the value of County Service Area Advisory Committees to the Yolo County Board of Supervisors. This guidance adheres to Ralph M. Brown Act, County policies and other related government code; generally follows the practices of the Board of Supervisors and other Yolo County governing and advisory bodies; and has been approved by the Yolo County Counsel's Office.

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County Services Areas

Definition

Yolo County has been utilizing County Service Areas (CSA) for over 20 years to provide services to County residents. The basic premise of a CSA is to fund a service that the County would not otherwise be able to fund through traditional sources (property tax, sales tax, fuel tax, etc.) by creating a direct assessment that a property owner pays for a particular service. The most common type of service and associated assessment is for road and drainage maintenance in new subdivisions, but there are others ranging from lighting to fire protection. As the name implies, a CSA is administered by County staff under the direction of the County Board of Supervisors.

A CSA may be established to provide any one or more of the following types of extended services within an unincorporated area:

Extended police protection, structural fire protection, local park, recreation, or parkway facilities and services, extended library facilities and services, television translator station facilities and services, low-power television services; and any other governmental services, referred as miscellaneous extended services, which the County is authorized by law to perform, and which the County does not also perform to the same extent on a County-wide basis both within and outside city boundaries.

Advisory Committee Role

CSA Advisory Committees are advisory to the Board of Supervisors and the CSA Administrative Support Team. While not a requirement of the County Service Area mechanism for providing services, Advisory Committees serve an important role in administration of those CSAs in which service delivery is complex. For example, a CSA that solely provides street lighting may not benefit from an Advisory Committee. CSAs in which multiple and complex services are provided, however, do benefit from the formation of an Advisory Committee as a conduit for community guidance in service delivery and outreach to the community at large. Advisory Committees are formed and disbanded by the Board of Supervisors. Advisory Committee members are also appointed by the Board of Supervisors.

Staff Role

Administrative oversight of County Service Areas resides in the County Administrator's Office with support from the Department of Financial Services and the Office of the County Counsel, and other County departments as needed. Along with other countywide responsibilities, all are dedicated to ensuring that appropriate, efficient and cost-effective services are provided to the residents of County Service Areas; that fees are responsibly collected, appropriated and expended adhering to countywide financial policies and best practices; and that CSA finances are transparent and easy to follow for Advisory Committees and constituents. County staff benefit from the contributions of Advisory Committees and are charged with carrying out the direction of the Board of Supervisors.

CSA Advisory Committee Practices & Procedures

Definition

Advisory Committees are most effective with an operational framework to guide their work. The following practices and procedures serve to provide that operational framework for all Yolo County Service Advisory Committees.

Topic	Practice & Procedure
Advisory Committee Meeting Purpose	<ul style="list-style-type: none"> Advisory Committee meetings are meant for Advisory Committee members, staff and Board of Supervisors members to discuss items related to established services provided by the County Service Area and to receive related public comment.
Advisory Committee Membership	<ul style="list-style-type: none"> Advisory Committees are composed of five members who reside within the CSA boundaries, are appointed by the Board of Supervisors and serve four year terms. Bi-annually, Advisory Committees should select a Chair and Vice-Chair As needed, Advisory Committees may choose to identify two-member sub-committees to work on specific issues related to CSA services.
Meeting Frequency	<ul style="list-style-type: none"> The frequency of Advisory Committee meetings should be commensurate with the complexity of services provided and the need for community guidance. Some Advisory Committees need meet only once a year, while others benefit from meeting quarterly or every other month. The frequency, dates, time and location of Advisory Committee meetings should be set prior to the new calendar year and announced via the CSA’s webpage on the County website.
Meeting Participation	<ul style="list-style-type: none"> Meetings are led by the Chair of the Advisory Committee with participation by Advisory Committee members, staff and Board of Supervisors members. Public attendees will be afforded time (typically 3 minutes per item) to comment on matters on the agenda, as well as 3 minutes to comment on matters within the subject matter jurisdiction of the CSA but not on the agenda. Public attendees may also provide additional written comment.
Meeting Agendas	<ul style="list-style-type: none"> Agendas for Advisory Committee meetings are developed by staff and the Chair of the Advisory Committee.

Topic	Practice & Procedure
	<ul style="list-style-type: none"> • Agenda items must have a nexus with the established services provided by the County Service Area or a discussion of a possible request to the Board of Supervisors for future service to be provided by the County Service Area. • Requests can be made to the representing County Supervisor for updates on other topics related to Yolo County for the purposing of informing residents or providing advice to the Supervisor. These updates generally would be placed on a subsequent agenda. • Advisory Committee members may recommend items to be placed on the agenda; these items however, cannot be discussed in any detail until properly noticed.
<p>Public Meeting Noticing</p>	<ul style="list-style-type: none"> • CSA Advisory Committees must adhere to the Ralph M. Brown Act. • Meeting agendas will be posted at least 72 hours prior to the meeting in a public place within the County Service Area and on the County website. • The public is invited to opt-in to the County’s e-subscription service to receive electronic notice of the posting of CSA Advisory Committee meeting agendas and other important information related to the CSA. • Members of the public may request agendas be mailed via U.S. Mail through the Yolo County Service Area Administrative Support Team at 625 Court Street, Room 202 in Woodland, CA 95695 or (530) 666-8193. • Should an Advisory Committee meeting be canceled, notice will be given via the same avenues.
<p>Advisory Committee Meetings</p>	<ul style="list-style-type: none"> • Advisory Committee meetings will be held only as publicly noticed (date, time and location). • Advisory Committee members and staff and Board of Supervisors members may only discuss those items noticed on the agenda. • The agendized County Supervisor report may be on any topic related to Yolo County. • The public will be afforded a brief period of time (generally 3 minutes) to address the Advisory Committee concerning items on the agenda, as well as a public comment period to address the Advisory Committee on items that fall within the subject matter jurisdiction of the Advisory Committee but that are not on the agenda.
<p>Meeting Minutes</p>	<ul style="list-style-type: none"> • Advisory Committees may identify a member to take minutes or may choose to hire an outside minute taker. • While minutes of Advisory Committee meetings are not required, they can serve as valuable record of the guidance provided by the Advisory Committee. • Action minutes are sufficient but some Advisory Committee may prefer more detail.

Topic	Practice & Procedure
	<ul style="list-style-type: none"> • Draft minutes will be posted online once available and final minutes will be posted following the meeting in which they are approved. • An item to approve minutes will be included on a subsequent meeting agenda and opportunity provided for Advisory Committee members to offer corrections if needed.
Public Inquiries	<p>County staff will endeavor to be responsive to inquiries from residents. In responding, staff's top priority is to ensure appropriate, efficient and cost-effective CSA services are provided, especially those relating to public health and safety. In this regard:</p> <ul style="list-style-type: none"> • Reasonable inquiries from Advisory Committee members or residents which are related to established CSA services and which do not require more than an incidental expenditure of staff resources will be addressed as soon as possible. • As the costs of responding to inquiries are a cost for each County Service Area, inquiries requiring significant resources will be brought to the full Advisory Committee at the next scheduled meeting to advise on those the committee feels should be addressed utilizing CSA funds.
Outreach to CSA Residents	<ul style="list-style-type: none"> • As much as possible, resources and information for those residing within County Service Areas will be provided via the Yolo County website. • A webpage on the Yolo County website is maintained for each CSA with the URL www.YoloCounty.org/CSA-Name-CSA, i.e. www.YoloCounty.org/North-Davis-Meadows-CSA • An e-subscription service for each webpage is maintained for residents to opt-in to receive information, and utilized by staff to provide general updates related to the County Service Area.