



Agenda Item

DATE: December 19, 2000

TO: BOARD OF SUPERVISORS

FROM: *Carolina Jimenez Hogg*
 Carolina Jimenez-Hogg, Director
 Planning & Resource Management Department

SUBJECT: PROPOSED BYLAWS FOR COUNTY SERVICE AREA NO. 47
 CITIZENS' ADVISORY COUNCIL

RECOMMENDED ACTION:

Approve and adopt bylaws for the Quail Lake Citizens' Advisory Council serving County Service Area No. 47

As a result of previous public meetings in the district with the residents over issues related to the water usage, water meter reading system, and water bills, County staff recommended the formation of a Citizen's Advisory Council to speak with a unified voice on behalf of its residents to County staff to these and other district issues.

FISCAL IMPACT:

There is no fiscal impact for this action.

DISCUSSION:

On November 8, 2000, a meeting for all property owners to elect members of the Citizens' Advisory Council (Council) for County Service Area No. 47 (CSA No. 47) was conducted at the Quail Lake Community Clubhouse. Each elected member of the Council is a property owner within the CSA. Mitch Meyer, the subdivider for the Quail Lake subdivision, was also made a part of the Council.

ADMINISTRATIVE OFFICE REVIEW _____ *John W. Weiser* _____ Page 1 of 2
 BOARD ACTION: DATE DEC 19 2000 APPROVED AS RECOMMENDED XXX OTHER _____



UNANIMOUS XXX ARAMBULA _____ CASE _____ KOLIGIAN _____ LEVY _____ OKEN _____

On November 28, 2000 at a public meeting, the elected Council members discussed and recommended adoption of the bylaws. It has been the Board of Supervisor's practice to require each Council be subject to uniform bylaws approved by the Board. This Council recommends the proposed bylaws be approved by the Board of Supervisors.

Under the proposed bylaws, the Council will advise the county on providing a level of service higher than the minimum health and safety requirements and will act as liaison between property owners and the County in matters pertaining to services in the District. Meeting attendance is governed by the Fresno County Ordinance Code, Section 2.68.010.

The seven-member Quail Lake Citizens' Advisory Council will meet on the second Thursday of March each year. Staff from the Resources Division of the Planning & Resource Management Department will assist the Council in its operation. The officers for the district include a Chairperson, Vice-Chairperson, and Secretary. The bylaws provide for adoption by the Board of Supervisors and shall be reviewed by the Council at least every two years and amended as needed.

Approval and adoption of these bylaws is consistent with previous Board actions regarding similar bylaws for other advisory councils.

OTHER AGENCY INVOLVEMENT:

The bylaws have been proposed by the Quail Lake Citizens' Advisory Council and reviewed and approved by County Counsel's office.

BYLAWS OF
COUNTY SERVICE AREA NO. 47 (QUAIL LAKE)
CITIZENS' ADVISORY COUNCIL

ARTICLE 1 - NAME

This organization shall be known as "County Service Area No. 47, Quail Lake Citizens' Advisory Council," referred to herein as "Council."

ARTICLE II - PURPOSE

The purpose of the Council is to advise the County of Fresno regarding services which are provided to County Service Area No. 47 (the District). The Council shall act as liaison between the District property owners and the County in matters pertaining to services in the District.

ARTICLE III - ORGANIZATION

The Council shall consist of seven members elected by the property owners within the District. Until such time as all recorded lots have been sold, the developer shall serve as one of the members of the Council. The Council may contain fewer than seven, but no less than four members, if property owners are not available or are not willing to serve.

ARTICLE IV - COUNCIL MEMBERSHIP

Qualifications: Each member of the Council shall be the owner of property within the District.

Term of Membership: Term of membership for all members shall be two years, except for the initial election which shall be as follows:

All Members - Approximately 2 ¼ years to March 6, 2003.

The initial election ballot shall indicate the initial term for which each nominee is running.

Meeting Attendance: Any member who is absent from three consecutive regular meetings shall be deemed to have resigned his or her membership unless the absence is excused by the Council. The Secretary shall give written notice to any member who, without an excuse, has missed two consecutive regular meetings in a calendar year, which notice shall contain a statement advising the member of the absences and the consequences thereof, together with a copy of Section 2.68.010 of the Fresno County Ordinance Code which specifies member attendance at meetings, and which Ordinance shall be applicable to this Council.

Elections: The initial election of members to the Council was conducted on November 28, 2000. Each subsequent election of members to the Council shall be conducted every two years on the first Thursday of March, commencing with March 6, 2003. Election shall be by the majority of votes cast by District property owners in attendance with each District parcel being entitled to a single vote. Provided, however, that jointly-owned parcels shall be entitled to a single vote, and owners of multiple parcels shall be entitled only to one vote.

Vacancies: Vacancies occurring on the Council shall be for the unexpired term of the member being replaced and may be filled at a regular meeting provided that the notice discussed in Article VI indicates an election will take place. The Council may appoint a property owner to serve for the unexpired term of a member until an election takes place.

ARTICLE V - OFFICERS

The officers of the Council shall be a Chairperson, Vice-Chairperson, and Secretary. Officers shall be elected and take office at the first meeting and annually thereafter at each March meeting. Elections shall be by the majority of votes cast by the Council members in attendance.

Duties of Officers:

1. The Chairperson shall:
 - a) Call and preside over all meetings.
 - b) Serve as ex-officio member of all subcommittees appointed by the Council.
 - c) Be spokesperson for the Council in its public relations.
2. The Vice-Chairperson, in the absence of the Chairperson, shall assume all the duties and have the authority of the Chairperson.
3. The Secretary shall record and maintain minutes of all meetings, prepare and disseminate agendas and meeting notices, conduct the elections, and be responsible for correspondence of the Council.

ARTICLE VI - MEETINGS

All meetings shall be open to the public.

Regular Meetings: The first regular meeting will be held on the first Thursday of March of each year, and thereafter during that year, as necessary, as established herein. At each regular meeting the Council shall set the time and place for the succeeding regular meeting. The Council shall give each property owner of record a minimum of ten (10) calendar days notice of such regular meeting.