

L&L DISTRICTS ADVISORY COMMITTEE HANDBOOK



Cosumnes CSD
PARKS & RECREATION DEPARTMENT

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I. Overview

Volunteer advisory committees are an integral part of local government, intended to provide advice and recommendations from a resident's perspective. Advisory committees help plan the future of their communities, bringing together disparate views that might not otherwise be heard.

As the size and scope of the Cosumnes Community Services District (District) has grown, so has the need for public engagement and education on matters relating to landscape maintenance and funding. The Landscape & Lighting Districts Advisory Committee (Committee) has been created to improve communication between the District and public regarding these topics.

A. Statement of Purpose

The Committee will be primarily responsible for making recommendations on Landscape & Lighting (L&L) budgets, projects, and planning. Committee members will also provide updates on the status of landscape maintenance in their benefit zone or district, particularly any areas of concern that may need to be addressed by Staff. Furthermore, committee members will assist with the District's L&L funding education outreach and help facilitate volunteer landscape maintenance events in their benefit zone.

B. Review & Evaluation

The function and activities of the Committee will be periodically reviewed to determine whether its purpose is being fulfilled, and whether it is still necessary.

II. Roles & Responsibilities

District Staff, the L&L Districts Advisory Committee and the Board of Directors all play important roles in providing landscape maintenance services to the public.

A. District Staff

Staff is primarily responsible for providing technical assistance and administrative support. The General Manager, or designee, will appoint a primary Staff Liaison.

The appointed Staff Liaison will:

- Ensure that meeting notifications and recordkeeping occurs consistent with applicable laws.
- Serve as a communication link between the Committee, Staff and the Board of Directors (Board).
- Provide copies of all agendas and minutes the Committee.
- Provide professional guidance and recommendations to the Committee.
- Assist the Committee with research, report preparation and correspondence in keeping with the Committee's Statement of Purpose.

- Present Committee recommendations to the Board if requested by either the committee or the Board.
- Maintain a positive working relationship with the chair and committee members.
- Focus the Committee's efforts on its Statement of Purpose.

B. Landscape & Lighting Districts Advisory Committee

The Committee is primarily responsible for providing technical and policy recommendations to the Board and Staff.

Committee members will:

- Be fair and impartial.
- Be respectful of the public, Staff and other Committee members.
- Offer new proposals and recommend changes to existing programs, policies and procedures.
- Respect the limitations of their individual and collective authority. The role of the Committee is to advise the Board and/or Staff, and members are not empowered to make final decisions.
- Attempt to reach consensus. If consensus is not possible, and there are strong differing opinions, a minority opinion should be recorded and acknowledged in the Committee's report to the Board.
- Interpret and relay community opinions, attitudes and needs to both Staff and the Board.
- Provide the community with information about District programs, policies, procedures and budgets.
- Educate themselves on topics related to their committee's purpose.

C. Board of Directors

The Board is the District's governing body, and is responsible for formulating and approving policies for the operation, control, administration, and planning of the District's facilities and activities. The Board will provide direction to both Staff and the Committee.

The Board will also appoint a Board Liaison to serve as the point of contact between the Committee and the Board. The Board Liaison is not required to attend Committee meetings.

III. Recruitment & Appointment

An annual recruitment will be undertaken to fill all scheduled vacancies occurring the following year.

A. Recruitment Procedures

- The District will annually, on or before December 31, publish a list of vacancies and anticipated vacancies. The list will be known as the Local Appointments List.

- The listing will state the title and term of office of each position, the membership requirements, and contact information for obtaining additional information and/or submitting an application.
- The listing will also state the incumbent appointee for each position, including the date of appointment and the date the term expires.
- The listing will be posted at District facilities, on the District website and be made available to local media.
- Interested persons must submit an application in accordance with the deadlines established by the listing.
- Recruitments for partial-term vacancies will be held as needed if an unexpected vacancy occurs.

B. Membership Qualifications

- Each member must live within the Benefit Zone or L&L District they are appointed to represent.
- Staff may not serve on the Committee, except as an advisor or Staff Liaison.
- Youth members must live within the District's park and recreation service area boundary, and have attained the grade level of freshman, sophomore or junior by the time of their appointment.

C. Appointment Procedure

Committee appointments will be made by a motion of the Board, and each applicant will be notified of the Board's decision by mail.

D. Selection Criteria

Committee applicants will be evaluated using the following criteria:

- Knowledge & Experience – The Board will consider both applicable experience, and knowledge relevant to the Committee's purpose when making appointments.
- Public Service – The Board will consider past and present community service, especially leadership roles and experience on other boards and committees.
- Committee Composition – The Board will consider the Committee's composition when making appointments. The District desires that the Committee be composed of members that are both representative, and inclusive of our diverse community.

E. Term of Office & Reappointment

- The term of office for Committee members will be for three years. The terms will be staggered so that as near as possible, one-third of each committee's membership will expire each year.
- The term of office for the youth member will be for one year.
- Members may serve for no more than two consecutive terms. However, they may be reappointed after a one-year break in service. Exceptions may be made if there are no other qualified applicants.

IV. Operating Procedures

Any procedural matter or controversy not specifically addressed in this handbook will be governed by the most current edition of *Robert's Rules of Order*.

A. Work Plan

- Staff will develop an annual Work Plan for the Committee based on the District's Strategic Plan and the Elk Grove Plan for Play. A draft will be presented to the Committee for input and revision. Once completed, the Committee's Work Plan will be presented to the Board for review, possible amendment and approval.
- The Committee may not direct Staff to perform work not related to the Work Plan unless approved by the General Manager or Board.
- Substantive changes to the Work Plan must be approved by the Board.

B. Number of Members

The Committee will consist of ~~16 members~~, at least one youth member who resides in the District and at least one member from each of the following Benefit Zones:

- Zone 1 – Laguna
- Zone 3 – Elk Grove/West Vineyard
- Zone 4 – West Laguna
- Zone 5 – Lakeside
- Zone 6 – Central Elk Grove
- Zone 8 – Other Rural/Laguna Ridge
- Zone 11 – East Elk Grove
- Zone 12 – Stonelake
- Zone 13 – East Franklin
- Zone 14 (2 & 9a) – Camden Park
- Zone 15 – Vista Creek Park
- Zone 16 (9b) – Fallbrook/Park Lane/Britschgi
- Zone 18 (9c) – Hampton Village
- Zone 19 – Camden Estates & Camden Pointe
- Zone 20 – Perry Ranch

C. Internal Organization

- The Committee will elect from its membership a Chairperson to serve for one year. The Chairperson may be reelected once, for a total of two consecutive years, before a one-year break in service is required.
- The Chairperson will ensure that all members have an opportunity to share their knowledge and perspective.
- The Committee may also elect other officers as deemed necessary by the membership.

D. Meeting Schedule

The Committee will meet every other month and will establish a regular meeting place, day and time. The meeting place and date may change periodically with the consensus of the Committee and proper notice to the public. Special meetings of the Committee may be called at any time by the presiding officer or by a majority of the

members of the Committee. All Committee meetings will be conducted in public session, and the public will be notified in accordance with all applicable laws.

V. Requirements

Regular attendance and accurate record keeping are necessary for the Committee's success.

A. Attendance Requirements

- Committee members will attend at least 75% of the regular meetings.
- An absence may be excused by a majority vote of the Committee.
- Members who have two consecutive unexcused absences may be dismissed by the Board.
- Members who miss more than 25% of the regular meetings in a calendar year, without an excuse, may be dismissed by the Board.

B. Reporting Requirements

- All reports and recommendations will be written in clear and concise language.
- Proposed policies and recommendations will be viable, cost-effective and identify the reasoning behind them.
- The Committee will prepare an annual Informational Report for the Board of Directors, to include at minimum: a description of activities, a list of members and their terms of office, and any general recommendations.

C. Record Keeping Requirements

- The Committee will appoint a member to take formal minutes of their meetings, or the minute responsibility may be delegated to the Staff Liaison. A copy of all minutes will be filed with the Board Clerk as the official record.
- All recommendations and final reports to the Board of Directors be presented at a regular Board Meeting either in-person by a designated representative of the Committee or Staff Liaison, or in writing.
- A copy of the written report or recommendation will be submitted to the Board Clerk by the agenda cut off time.

VI. Applicable Regulations

All Committee members must submit a complete Form 700 at the time of their appointment. The Committee, and its members must comply with all applicable state and local statutes.

A. Ralph M. Brown Act

The following measures will be taken to comply with the Brown Act:

- All Committee meetings will be open to the public.
- The agenda will be posted at least 72 hours prior to a Committee meeting.

- Deliberation and/or action will only be taken on topics placed on the public agenda.
- The public will have the opportunity to address the Committee before any vote is taken.
- The public will have the opportunity to address the Committee on any item of interest that is within the jurisdiction of the Committee.

B. Maddy Act

The Local Appointment List will be published annually, on or before December 31, in accordance with the Maddy Act. The list will include all boards, commissions, and committees whose members serve at the pleasure of the Board, and the necessary qualifications for each position.

C. Government Code §1090

Committee members may not be involved in the making of any contract in which they have a financial interest, and may not be a party to any purchase or sale made by the member in their official capacity.