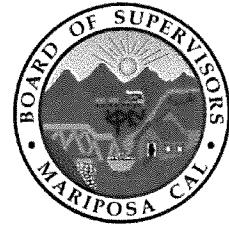




# MARIPOSA COUNTY

Planning · 209-966-5151



## **RESOLUTION - ACTION REQUESTED 2017-365**

MEETING: June 6, 2017

TO: The Board of Supervisors

**MINUTE ORDER ATTACHED**

FROM: Sarah Williams, Planning Director

RE: Establish Housing Program Advisory Committee (HPAC)

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### **RECOMMENDATION AND JUSTIFICATION:**

Adopt a Resolution establishing the Housing Programs Advisory Committee (HPAC) to guide completion of the Comprehensive Housing Program Implementation Strategy referenced in Housing Element Program 2.1.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

The Board of Supervisors approved the 2014-2019 Housing Element on October 25, 2016 via Resolution 16-565.

Housing Element Program 2.1 requires the completion of a comprehensive study to: 1) identify housing programs meet the County's housing needs; and 2) develop a feasible plan to administer and manage such programs. The comprehensive study is scheduled to be completed during the first year following Housing Element approval. Implementation is scheduled to begin in 2018.

Formation of a citizens advisory committee is an excellent means of ensuring ongoing and focused community dialogue among key stakeholders in determining the best fit between the County's housing needs, specific programs to address those needs, and ongoing permanent administration necessary for program success.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

Negative action will result in less community dialogue in the development of the study and recommendations to ensure Mariposa County Housing needs are met.

### **FINANCIAL IMPACT:**

**Direct financial impact on the General Fund is not anticipated to result from activities of the HPAC.**

### **ATTACHMENTS:**

**HE2.1.HPAC.Resolution (DOCX)**

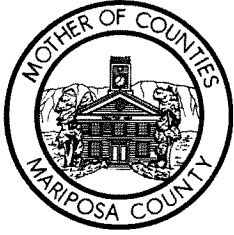
### **CAO RECOMMENDATION**

Requested Action Recommended

## Resolution - Action Requested 2017-365

  
Dallin Kimble, County Administrative Officer 5/31/2017

**RESULT:** ADOPTED AS AMENDED [UNANIMOUS]  
**MOVER:** Rosemarie Smallcombe, District I Supervisor  
**SECONDER:** Merlin Jones, District II Supervisor  
**AYES:** Smallcombe, Jones, Long, Cann, Menetrey



# COUNTY of MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222



<b>MARSHALL LONG, CHAIR</b>	<b>DISTRICT III</b>
<b>ROSEMARIE SMALLCOMBE, VICE-CHAIR</b>	<b>DISTRICT I</b>
<b>MERLIN JONES</b>	<b>DISTRICT II</b>
<b>KEVIN CANN</b>	<b>DISTRICT IV</b>
<b>MILES MENETREY</b>	<b>DISTRICT V</b>

## MARIPOSA COUNTY BOARD OF SUPERVISORS MINUTE ORDER

TO: SARAH WILLIAMS/Planning Director, BRIAN FOUCHT/Deputy Planning Director

FROM: RENÉ LaROCHE, Clerk of the Board *RL*

SUBJECT: Adopt a Resolution Establishing the Housing Programs Advisory Committee (HPAC) to Guide Completion of the Comprehensive Housing Program Implementation Strategy Referenced in Housing Element Program 2.1.

Resolution: 17-365

The following action was taken by the Mariposa County Board of Supervisors on **June 6, 2017**:

### **J. 2. Planning RES-2017-365**

**Adopt a Resolution Establishing the Housing Programs Advisory Committee (HPAC) to Guide Completion of the Comprehensive Housing Program Implementation Strategy Referenced in Housing Element Program 2.1.**

Brian Foucht/Deputy Planning Director gave a PowerPoint presentation. No public input. Board discussion ensued regarding how the four areas were determined, staggering the terms so that the committee is never left without an experienced member, and the expected public outreach efforts.

#### **DIRECTION:**

***Initial appointments will be made in three (3), four (4), and five (5) year terms, with successive terms being three (3) years long.***

**RESULT:** **ADOPTED AS AMENDED [UNANIMOUS]**

**MOVER:** Rosemarie Smallcombe, District I Supervisor

**SECONDER:** Merlin Jones, District II Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Menetrey

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**STATE OF CALIFORNIA  
COUNTY OF MARIPOSA  
BOARD OF SUPERVISORS**

Resolution No. 17-365      A Resolution Establishing the Housing Programs Advisory Committee (HPAC) to Identify and Recommend Feasible Housing Programs, Housing Program Management and Related Administration Pursuant to 2014 - 2019 Housing Element Program 2.1

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**WHEREAS**, State law requires cities and counties to prepare and adopt a General Plan to guide the future development of a city or county; and

**WHEREAS**, on October 25, 2016 the Board of Supervisors adopted Resolution 16-565 approving the 2014 – 2019 Housing Element (Housing Element); and

**WHEREAS**, the Housing Element sets forth goals, policies and programs to encourage the development of housing for all income groups and persons with special needs; and

**WHEREAS**, Housing Element Program 2.1 requires the following:

The County shall undertake a comprehensive study to evaluate and select cost-effective and financially sustainable housing program development and administration. The study shall contain conclusions and recommendations for implementation by the County of ongoing, permanent housing program administration and management initiatives resulting in the development, maintenance and rehabilitation of housing for all economic segments of the community and unique housing needs.

Implementation shall include formation within the County or through selection by contract or Memorandum of Understanding (MOU) of an entity to manage and administer recommendations of the study.

Particular attention shall be given to programs that promote and facilitate the development of affordable housing, and specifically, housing for extremely low, very low, low and moderate income households. The County shall provide financial and personnel resources to ensure the sustainability of housing programs targeting lower income households.

The County shall obtain grant funds, if available, to underwrite the costs of the study; and

**WHEREAS**, Board of Supervisors has considered the importance of community and stakeholder involvement in the conduct of the proposed study to ensure that recommended programs are responsive to the needs of all economic segments of the community.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Supervisors does hereby establish the Housing Programs Advisory Committee “HPAC” as an advisory body to the Board of Supervisors with countywide purpose, functions and procedures as described in *Exhibit A* attached hereto and incorporated herein by reference.

**ON MOTION BY** Supervisor Smallcombe, seconded by Supervisor Jones, this resolution is duly passed and adopted this 6<sup>th</sup> day of June, 2017, by the following vote:

AYES: Smallcombe, Jones, Long, Cann, Menetrey


NOES: None

EXCUSED: None

ABSTAIN: None

  
\_\_\_\_\_  
Marshall Long, Chair  
Board of Supervisors

ATTEST:

  
\_\_\_\_\_  
René LaRoche, Clerk of the Board

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Steven W. Dahlem, County Counsel

**Exhibit A**  
**BOARD OF SUPERVISORS Resolution No. 17-365**  
**Housing Programs Advisory Committee (HPAC)**

**1. Purpose and Functions**

- a. Formulate, design, implement and participate in a public and stakeholder engagement program to ensure full participation by the community and stakeholders in the housing programs planning process required by the referenced 2014 -2019 Mariposa County Housing Element Program 2.1;
- b. Identify, evaluate and recommend the implementation of feasible programs to address the housing needs of all economic segments of the community, including the needs of special populations such as homeless, disabled, elderly and seasonal workers;
- c. Support the work of staff and consultants in the conduct of fact finding and data gathering necessary to identify housing programs and related operation, administration and management of such programs;
- d. Identify, evaluate and recommend to the Board of Supervisors management and administrative frameworks, operations, best practices and inter-governmental and public-private partner relationships to ensure the successful, permanent, ongoing operation of housing programs;
- e. Provide periodic assessment, evaluation and feedback to the Board of Supervisors regarding the success of programs and related administration and management approved for implementation;
- f. Coordinate with other public agencies, and with for profit and non-profit entities to identify and facilitate implementation of housing programs; and
- g. Identify, evaluate, recommend and facilitate the acquisition of grant and other funding to facilitate the development of housing for extremely low, very low, low, and moderate incomes and for populations with special housing needs.

**2. Membership**

The Housing Programs Advisory Committee (HPAC) shall be established with seven (7) voting members as follows:

- a. Two (2) persons with knowledge of issues and concerns affecting the housing needs of special populations in Mariposa County including, but not limited to, the elderly, disabled, and homeless;
- b. Two (2) persons with direct knowledge of workforce housing issues and concerns;

- c. Two (2) persons with direct knowledge of the real estate and housing development industry in Mariposa County; and
- d. One (1) person representing the Mariposa County Economic Development Corporation.

### **3. Term and Manner of Appointment**

Appointments to the HPAC shall be made by the Board of Supervisors based on the joint recommendation of the Directors of the Planning and Human Services Departments.

Initial appointment of Committee members shall be as follows:

- Three (3) members: three (3) year term
- Two (2) members: four (4) year term
- Two (2) members: five (5) year term

The selection of committee members to three, four or five year terms shall be by lot drawn by the chair of the Board of Supervisors.

After the initial appointments, all terms will be made for three (3) year periods.

The Board of Supervisors may remove at any time and without cause any member of the HPAC. All terms shall expire upon the last day of February of the appropriate year.

### **4. Participation By Member Required, Vacancy**

If any member of the Advisory Committee is absent (unexcused) for two (2) consecutively scheduled meetings, then that member may be removed from the HPAC by the Board of Supervisors, and the Board of Supervisors shall fill for the unexpired term.

Any vacancy in the membership for the HPAC shall be filled for the unexpired term by the Board of Supervisors.

### **5. Selection of Officers**

At its first meeting, the HPAC shall elect a Chair, Vice - Chair, and Secretary to serve a term of one (1) year or until the successor of each is appointed and qualified.

### **6. Duties of Officers**

The chair shall preside at all meetings of the HPAC and shall perform all of the duties necessary or incidental to the office, including approval of the agenda topics for the meeting.

The vice-chair is chair in the absence or inability of the chair to act. The Secretary shall maintain notes and prepare minutes for the approval of the HPAC.

## **7. Meetings and Quorum**

The HPAC shall hold its first meeting at the call of the Planning Director or designee. The HPAC shall establish a meeting schedule deemed necessary by the HPAC to accomplish its purpose.

A quorum shall be a majority of those appointed as voting members. A quorum is required to transact any HPAC business at a regular meeting or special meeting.

Notice of HPAC meetings shall be posted and published not less than 72 hours prior to the date of the meeting at the following locations:

- a. Mariposa County Website locations: Planning, Human Services;
- b. The Mariposa County Government Center; and
- c. The meeting location.

The Planning Director may supplement required notification in any manner deemed appropriate for the content of the proposed agenda.

Meetings of the HPAC shall be subject to the provisions of the California Open Meeting Law (Brown Act).

## **8. Administration and Support**

- a. County staff shall provide support to the HPAC. The Mariposa County Planning Director or designee shall be the lead member of County staff responsible for supporting the HPAC. The Planning Director or designee shall be empowered to call upon appropriate departments to provide information required to assist the HPAC in carrying out its designated responsibilities.
- b. The Planning Director or designee shall be responsible for meeting notices, preparation and distribution of meeting support materials, and coordinating the meeting arrangements.
- c. In the event that the HPAC does not appoint a secretary, the Planning Director or designee shall be responsible for recording the meetings, archival storage of electronic recordings, and preparation and publication of minutes for HPAC approval.