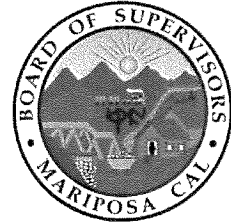




MARIPOSA COUNTY

Planning · 209-966-5151



RESOLUTION - ACTION REQUESTED 2017-607

MEETING: September 12, 2017

TO: The Board of Supervisors

FROM: Sarah Williams, Planning Director

RE: Resolution Amending Membership on the Housing Programs Advisory Committee

RECOMMENDATION AND JUSTIFICATION:

Adopt a Resolution to Increase the Number of Voting Members on the Housing Programs Advisory Committee from Seven (7) to Eleven (11)); and to Specify Staggered Terms for Eleven (11) Members; and Remove Non-Essential Language.

Additional members are needed to ensure representation of each of four categories: special housing needs, workforce housing, real estate and housing development, and economic development.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

On June 6, 2017 the Board of Supervisors adopted Resolution 2017-365 forming the Housing Programs Advisory Committee (HPAC). Principal activities of the HPAC are to:

- Formulate, design, implement and participate in a public and stakeholder engagement program;
- Identify, evaluate and recommend the implementation of feasible programs to address the housing needs of all economic segments of the community; and
- Identify evaluate and recommend 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.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Failure to adopt the recommended resolution will result in seven (7) voting members and limit the active involvement on the HPAC of key community stakeholders.

FINANCIAL IMPACT:

None

ATTACHMENTS:

Brian's resolution (DOCX)

CAO RECOMMENDATION

Requested Action Recommended

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Kevin Cann, District IV Supervisor

SECONDER: Rosemarie Smallcombe, District I Supervisor

AYES: Smallcombe, Jones, Long, Cann, Menetrey

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

Resolution No. 17-607 A Resolution to Amend Exhibit “A” of Resolution No. 2017-365 to Increase the Number of Voting Members on the "HOUSING PROGRAMS ADVISORY COMMITTEE” from Seven (7) to Eleven (11); Specify Staggered Terms for Eleven (11) Members; and Remove Non-Essential Language

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 Program 2.1 requires that the County undertake a comprehensive study to evaluate and select cost-effective and financially sustainable housing program development and administration; and

WHEREAS, Board of Supervisors has considered the importance of community and stakeholder involvement in the conduct of the proposed study and on June 6, 2017 adopted Resolution 2017-365 establishing the Housing Programs Advisory Committee “HPAC” as an advisory body to the Board of Supervisors; and

WHEREAS, after reviewing initial applications for HPAC membership, it has been determined that four (4) additional members are needed to ensure representation of four categories: Special Housing Needs, Workforce Housing, Real Estate and Housing Development, and Economic Development.

NOW THEREFORE BE IT RESOLVED, that the Board of Supervisors does hereby amend “Exhibit A” of Resolution 2017-365, as set forth in the attached Exhibit A, to increase the membership of the HPAC voting members from seven (7) to eleven (11).

NOW THEREFORE BE IT FURTHER RESOLVED, that the Board of Supervisors does hereby amend “Exhibit A” of Resolution 2017-365, as set forth in the attached Exhibit A, to remove the following text: ~~“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”~~

NOW THEREFORE BE IT FINALLY RESOLVED, that the Board of Supervisors does hereby amend “Exhibit A” of Resolution 2017-365, as set forth in the attached Exhibit A,

to add the following text:

“Initial appointment of Committee members shall be staggered as follows:

Five (5) members: three (3) year term

Three (3) members: four (4) year term

Three (3) members: five (5) year term.

After the initial appointments, all terms shall be three (3) years or until the appointment and qualification of his or her successor. Any vacancy in the membership of the Committee shall be filled for the unexpired term by appointment by the Board of Supervisors.”

ON MOTION BY Supervisor Cann, seconded by Supervisor Smallcombe, this resolution is duly passed and adopted this 12th day of September, 2017 by the following vote:

AYES: SMALLCOMBE, JONES, LONG, CANN, MENETREY

NOES: NONE

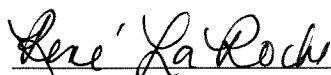
EXCUSED: NONE

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- Housing Programs Advisory Committee (HPAC)

(deletions are in ~~strike through~~ notation and additions are in underline notation)

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)~~ eleven (11) voting members as follows:

- a. ~~Two (2)~~ Three (3) 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)~~ Three (3) persons with direct knowledge of workforce housing issues and concerns;
- c. ~~Two (2)~~ Three (3) persons with direct knowledge of the real estate and housing development industry in Mariposa County; and
- d. ~~One (1)~~ Two (2) persons 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)~~ Five (5) members: three (3) year term

~~Two (2)~~ Three (3) members: four (4) year term

~~Two (2)~~ Three (3) 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 shall be three (3) years or until the appointment and qualification of his or her successor. Any vacancy in the membership of the Committee shall be filled for the unexpired term by appointment by the Board of Supervisors

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.

The Board of Supervisors shall fill any vacancy in the HPAC membership for the unexpired term.

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.