

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM
3.9
(ID # 7864)**

MEETING DATE:

Tuesday, August 28, 2018

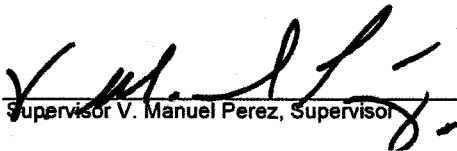
FROM : SUPERVISOR V. MANUEL PEREZ:

SUBJECT: SUPERVISOR V. MANUEL PEREZ: Amendment to the Housing Review Committee
Advisory Council for the Unincorporated Area of the Coachella Valley

RECOMMENDED MOTION: That the Board of Supervisors:

That the Board of Supervisors adopts Resolution No. 2018-061 amending Resolution No. 2013-133 creating the Housing Review Committee Advisory Council for the Unincorporated Area of the Coachella Valley.

ACTION:

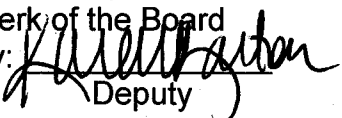


Supervisor V. Manuel Perez, Supervisor 8/22/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Jeffries and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
Nays: None
Absent: None
Date: August 28, 2018
xc: Supvr. Perez, COBma

Kecia Harper-Ihem
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

BACKGROUND:

On May 17, 2000, the United States Department of Housing and Urban Development, County of Riverside, Maria Hernandez, and other individual mobile home park tenants and owners entered into an agreement entitled, "The Title VI Voluntary Compliance Agreement and Title VIII Enforcement Agreement." The Agreement required the County to establish a Housing Review Committee Advisory Council to receive and review complaints from aggrieved individuals concerning the County's unpermitted mobile home park/employee housing enforcement program. On July 9, 2002, in Resolution No. 2002-266, the Board of Supervisors created the Housing Review Committee Advisory Council for the unincorporated area of the Coachella Valley ("Committee"). On June 4, 2013, the Board of Supervisors adopted Resolution No. 2013-133 amending the earlier 2002 resolution in order to implement certain revisions concerning the operation of the Committee. On January 22, 2018, the Committee determined that there was a need for the membership and voting structure of the Committee to be revised. Since that time, the Office of County Counsel has been consulting with the California Rural Legal Assistance ("CRLA") concerning the preparation and adoption of Resolution No. 2018-061. As set forth in Section 6 of Resolution No. 2018-061, the amendment changes the Committee structure from 15 regular members, 1 ex-officio member, and 4 community members to 14 regular members, 2 ex-officio members, and 4 community members. The Committee considered Resolution 2018-061 at its July 16, 2018 meeting and recommended that the Board adopt the resolution.

IMPACT ON RESIDENTS AND BUSINESSES:

The changes to the Committee membership and voting structure in Resolution No. 2018-061 help ensure receiving feedback from local community interests.

ADDITIONAL FISCAL INFORMATION:

There is no additional fiscal impact as a result of the changes to the Committee membership and voting structure.

ATTACHMENTS:

1. Resolution No. 2018-061

2 RESOLUTION NO. 2018-061

3 A RESOLUTION AMENDING THE RESOLUTION CREATING THE HOUSING REVIEW
4 COMMITTEE ADVISORY COUNCIL FOR THE UNINCORPORATED AREA OF
5 COACHELLA VALLEY

6 WHEREAS, pursuant to paragraph Nos. 23 and 31 of the Title VI Voluntary Compliance Agreement
7 and Title VIII Enforcement Agreement entered into between the County of Riverside ("County"), the
8 United States Department of Housing and Urban Development ("HUD") and Maria Hernandez and others,
9 the County agreed to grant the Housing Review Committee "formal Fourth District Advisory Council
10 status," and to establish a complaint program as a function of the Housing Review Committee; and

11 WHEREAS, the Board of Supervisors on July 9, 2002 adopted Resolution No. 2002-266 creating
12 the Housing Review Committee Advisory Council for the unincorporated area of the Coachella Valley
13 ("Committee"); and

14 WHEREAS, the Board of Supervisors on June 4, 2013 adopted Resolution No. 2013-133 amending
15 and restating the Resolution creating the Committee in order to implement certain revisions concerning the
16 operation of the Committee; and


17 WHEREAS, the Committee determined on January 22, 2018 that there was a need for the
18 membership and voting structure of the Committee to be revised; and

19 WHEREAS, the Office of County Counsel previously consulted with the California Rural Legal
20 Assistance ("CRLA") concerning the preparation and adoption of Resolution No. 2002-266 and Resolution
21 No. 2013-133 as required by the Enforcement Agreement entered into with HUD; and

22 WHEREAS, the Office of County Counsel has consulted with CRLA concerning the preparation of
23 this Resolution No. 2018-061; and

24 WHEREAS, the Committee recommends that this Resolution be approved by the Board of
25 Supervisors.

26 NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Supervisors, County
27 of Riverside, State of California, in regular session assembled on August 28, 2018 that Resolution
28 No. 2013-133 is hereby restated and amended in its entirety:

FORM APPROVED COUNTY COUNSEL
BY:  TIFANY N. NORTH
DATE: 7/24/18

1 1. APPLICABILITY. These rules and procedures shall apply to and control the Committee.

2 2. LIMITATION ON AUTHORITY. The Committee's function shall be to study and
3 provide recommendations annually to the Board of Supervisors pertaining to unpermitted mobile home
4 parks/employee housing facilities located in the unincorporated area of the Coachella Valley, including the
5 implementation of code enforcement activities, government assistance programs and progress of park owner
6 compliance. The Committee may also study and provide recommendations to the Board of Supervisors
7 concerning the maintenance and development of safe, decent and affordable housing in the unincorporated
8 area of the Coachella Valley for farm workers and other low-income individuals and families, consistent
9 with Federal, State and local law.

10 A. Receipt and Review of Complaints. The Committee shall also receive and review
11 complaints concerning County actions in connection with its unpermitted mobile home
12 park/employee housing enforcement. Individuals aggrieved by County actions in connection
13 with its unpermitted mobile home park/employee housing enforcement may request a
14 conference with the County's designated representative. With consent from the
15 complainants, the County's designated representative shall report all complaints and
16 findings to the Committee at regularly scheduled meetings. Upon review of these complaints
17 and any findings, the Committee may make recommendations to the Board of Supervisors
18 as the Committee deems appropriate. The Committee may also refer complaints from said
19 aggrieved individuals to the County's designated representative. This right of conference
20 and review by the Committee may be invoked at the discretions of the aggrieved person.
21 None of the procedures for conference and review extend the time allowed for the correction
22 of any violation(s) specified in a notice of violation issued by the County unless the County
23 expressly grants the extension.

24 3. DURATION OF COMMITTEE. Should it be determined that the Committee is no longer
25 functioning consistent with Government Code Section 31010, the authority and procedures set forth in this
26 Resolution or any subsequently adopted rules, resolutions, ordinances or laws, then a public hearing may
27 be conducted by the Board of Supervisors to determine whether the Committee should be dissolved.

28 ///

1 4. RECOMMENDATIONS. The Committee shall make recommendations to the Board of
2 Supervisors in its annual report of activities concerning unpermitted mobile home parks/employee housing
3 facilities and other affordable housing in the unincorporated area of Coachella Valley as set forth in Section
4 2 and as required by Section 14 of this Resolution. Said annual report for each calendar year shall be
5 submitted by March 31st of the following year. Any other recommendations may be made to the Board of
6 Supervisors through the submittal of a special report. Said special report may be submitted at any time.
7 Said reports shall be submitted to the Clerk of the Board and the Clerk of the Board shall notify the
8 Committee of the date on which the report shall appear on the Board's meeting agenda, if requested to do
9 so at the time the Committee submits its written recommendations. The Clerk of the Board shall also notify
10 the Committee, in writing, of any action taken by the Board upon the Committee's recommendations, if
11 requested to do so at the time the Committee submits its written recommendations.

12 5. SCOPE OF INTEREST. The scope of the Committee's interest and activity shall be as
13 specified in this Resolution or as specified by directives from the Board of Supervisors.

14 6. STRUCTURE. The Committee shall consist of fourteen (14) regular members, two (2) ex-
15 officio members and four (4) community members appointed as follows:

16 A. Regular Members:

- 17 1. A representative of the Coachella Regional Office of CRLA;
- 18 2. A representative appointed by the Board of Supervisors and recommended
19 for appointment by the 4th District Supervisor;
- 20 3. The County Housing Ombudsman;
- 21 4. A representative of the Department of Building and Safety;
- 22 5. A representative of the Office of the 56th District, State Assembly;
- 23 6. A representative of the Office of the 28th District, State Senate;
- 24 7. A representative of the Coachella Valley Water District;
- 25 8. A representative of the Imperial Irrigation District;
- 26 9. A representative from the local office of the United States Department of
27 Agriculture;
- 28 10. A representative from Catholic Charities;

11. A representative of the Torres Martinez Desert Cahuilla Indians;
12. A representative of the Coachella Valley Housing Coalition;
13. A representative of the Riverside County Department of Environmental Health; and
14. A representative of the Riverside County Economic Development Agency.

B. Ex-Officio Members: The Riverside County Fourth District Supervisor and a representative of the 36th Congressional District are appointed Ex-Officio Members, but shall have no voting privileges.

C. Community Members: Each community member shall serve a term not exceeding four (4) years. Subject to Riverside County Board of Supervisors Policy No. A-21, community members may seek reappointment at the end of their terms. Each community member shall be appointed by the County Board of Supervisors from the following groups:

1. A tenant mobile home owner representative who currently lives in a mobile home park in the unincorporated area of the Coachella Valley;
2. A park owner representative who currently owns and operates a mobile home park in the unincorporated area of the Coachella Valley;
3. A local non-profit housing provider that specializes in building low income housing in the Coachella Valley; and
4. A non-developer representative from the local licensed architectural, engineering or contracting profession.

Appointment of members to the Committee shall conform to the Board of Supervisors Policy No. A-21, which affixed hereto as Exhibit "A" and incorporated into this Resolution by reference. All appointees shall be at least eighteen (18) years of age, and shall serve without compensation or reimbursement of expenses. Each member shall have one (1) vote. The CRLA members shall have the right to recuse himself/herself from voting on matters concerning grievances filed by a mobile home park owner or tenant.

7. VACANCIES. A vacancy shall be deemed to exist upon the written resignation or death of a member or upon the expiration of a term. If a member fails to attend three consecutive meetings of the

1 Committee, the member's seat will be deemed automatically vacated. The Committee shall give written
2 notification to the appointing authority, which shall then appoint a new representative.

3 8. OFFICERS. The Committee shall choose a Chairperson, Vice Chairperson, and Secretary
4 who shall each serve a two (2) year term commencing January 1st of every other year. The presiding officers
5 shall be responsible for providing notice of the meetings pursuant to the requirements of the Ralph M.
6 Brown Act (Government Code Sections 5490 et seq.) and shall assist with the preparation of the
7 Committee's recommendations, reports, and related limited activities involving the administration of the
8 Committee's functions.

9 9. MEETINGS. The Committee shall determine the frequency of its regular meetings, which
10 shall be at least quarterly, and shall, by standing order, fix the time and place thereof, which shall be within
11 the County of Riverside. The calling, giving of notice, posting of agenda, and conducting of meetings shall
12 be in accordance with the Ralph M. Brown Act.

13 10. STAFF ASSISTANCE. The County Director of Building and Safety or his designated
14 representative shall provide such technical assistance as may be required or deemed necessary by the
15 Committee. He shall keep its records and transmit its recommendations and reports, and shall provide such
16 staff assistance as may be needed by the Committee.

17 11. QUORUM. A quorum shall consist of a majority of the members of the committee, not
18 counting the Ex-Officio Members or vacant positions. Any action of the Committee shall require affirmative
19 votes of not less than a quorum, except that less than a quorum may adjourn a meeting sine die or to a
20 specified time and place.

21 12. MINUTES. Written minutes of all meetings shall be prepared and kept by one of the
22 Officers of the Committee, and may include recommendations of the Committee. A copy of the minutes
23 shall be forwarded to the Office of the 4th District Supervisor promptly after the minutes are prepared and
24 signed by the Committee secretary; it shall not be necessary to await approval of the minutes by the
25 Committee. Signed and approved minutes shall be included with the annual report to the Board of
26 Supervisors or with any special report as appropriate. The County Ombudsman shall provide verbal and
27 written translation services for the Review Committee.

28 13. REMOVAL OF A MEMBER. Notwithstanding a specified length of a term for a member,

1 the Board of Supervisors may remove any member of the Committee at any time.

2 14. REPORTS. The Committee shall file with the Board of Supervisors an annual report of the
3 activities including any recommendations of the Committee; may file a special report whenever the
4 Committee deems it desirable to do so; and shall file a report when requested to do so by the Board of
5 Supervisors.

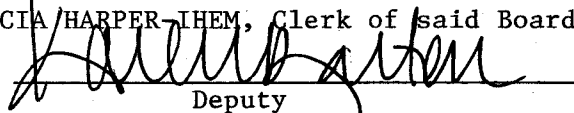
6 15. BOARD OF SUPERVISORS POLICY NO. A-21. The provisions of Board of Supervisors
7 Policy No. A-21 on the subject of "Advisory Boards, Commissions and Committees" are incorporated into
8 this Resolution by reference, and are intended for the guidance of the Committee unless explicitly stated
9 otherwise by this Resolution.

10 16. SUPERSEDING RESOLUTION NO. 2013-133. Resolution No. 2013-133 previously
11 adopted on June 4, 2013 is hereby superseded and replaced by this Resolution No. 2018-061.

12
13
14 ROLL CALL:

15 Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley
16 Nays: None
17 Absent: None

18 The foregoing is certified to be a true copy of a resolution duly
19 adopted by said Board of Supervisors on the date therein set forth.

20 By  _____
21 Deputy
22
23
24
25
26
27
28