RESOLUTION NO. 2019-XXX

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

WHEREAS, 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” (“Agreement”); and

WHEREAS, 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; and

WHEREAS, pursuant to paragraph Nos. 23 and 31 of the Agreement, the County agreed to grant the Housing Review Committee Advisory Council “formal Fourth District Advisory Council status,” and to establish a complaint program as a function of the Housing Review Committee Advisory Council; and

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

WHEREAS, the Board of Supervisors on June 4, 2013 adopted Resolution No. 2013-133 amending and restating Resolution No. 2002-266 creating the Committee in order to implement certain revisions concerning the operation of the Committee; and

WHEREAS, the Board of Supervisors on August 28, 2018 adopted Resolution No. 2018-061 amending and restating Resolution No. 2013-133 in order to revise the Committee membership and voting structure; and

WHEREAS, the Committee determine on November 19, 2018 that there was a need to modify the membership of the Committee to help ensure that there is always a quorum available to act at Committee meetings; and

WHEREAS, the Office of County Counsel and the Committee consulted with the California Rural
Legal Assistance (“CRLA”) concerning the preparation and adoption of Resolution No. 2002-266 and Resolution No. 2019-XXX as required by the Enforcement Agreement entered into with HUD; and

WHEREAS, the Office of County Counsel and the Committee consulted with CRLA concerning the preparation of this Resolution No. 2019-XXX; and

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

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Supervisors, County of Riverside, State of California, in regular session assembled on ____________, 2019 that Resolution No. 2018-061 is hereby restated and amended in its entirety:

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

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

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

3. **DURATION OF COMMITTEE.** Should it be determined that the Committee is no longer functioning consistent with Government Code Section 31010, the authority and procedures set forth in this Resolution or any subsequently adopted rules, resolutions, ordinances or laws, and so long as such action does not conflict with the Agreement, then a public hearing may be conducted by the Board of Supervisors to determine whether the Committee should be dissolved.

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

5. **SCOPE OF INTEREST.** The scope of the Committee’s interest and activity shall be as specified in this Resolution or as specified by directive(s) from the Board of Supervisors.

6. **STRUCTURE.** The Committee shall consist of twelve (12) regular members, two (2) ex-officio members and four (4) community members appointed as follows:

A. **Regular Members:**

1. A representative of the Coachella Regional Office of CRLA;

2. A representative appointed by the Board of Supervisors and recommended for appointment by the 4th District Supervisor;
3. The County Housing Ombudsman;
4. A representative of the Department of Building and Safety;
5. A representative of the Office of the 56th District, State Assembly;
6. A representative of the Coachella Valley Water District;
7. A representative of the Imperial Irrigation District;
8. A representative from the local office of the United States Department of Agriculture;
9. A representative of the Torres Martinez Desert Cahuilla Indians;
10. A representative of the Coachella Valley Housing Coalition;
11. A representative of the Riverside County Department of Environmental Health; and

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

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

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

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

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

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

13. **REMOVAL OF A MEMBER.** Notwithstanding a specified length of a term for a member, the Board of Supervisors may remove any member of the Committee at any time.

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

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

16. **SUPERSEDED RESOLUTION NO. 2018-061.** Resolution No. 2018-061 previously adopted on August 28, 2018 is hereby superseded and replaced by this Resolution No. 2019-XXX.