

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



ITEM: 3.3
(ID # 15095)

MEETING DATE:
Tuesday, April 27, 2021

FROM : SUPERVISOR V. MANUEL PEREZ:

SUBJECT: SUPERVISOR V. MANUEL PEREZ: Resolution No. 2021-096 Amending and Restating the Resolution Creating the Housing Review Committee Advisory Council for the Unincorporated Area of Coachella Valley

RECOMMENDED MOTION: That the Board of Supervisors:

1. Adopt Resolution No. 2021-096 superseding Resolution No. 2019-108 to amend the structure of the Housing Review Committee Advisory Council for the unincorporated area of the Coachella Valley.

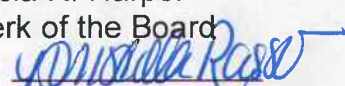
ACTION:


Supervisor V. Manuel Perez, Supervisor 4th. District 4/22/2021

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes: Jeffries, Spiegel, Washington, Perez, and Hewitt
Nays: None
Absent: None
Date: April 27, 2021
xc: Supvr. Perez, COB

Kecia R. Harper
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" ("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 August 28, 2018, the Board of Supervisors adopted Resolution No. 2018-061, amending and restating Resolution No. 2013-133 in order to revise the Committee membership and voting structure. On May 7, 2019, the Board of Supervisors adopted Resolution No. 2019-018, amending and restating Resolution No. 2018-061 in order to further revise the Committee membership and voting structure.

On January 19, 2021, the Committee determined that there was a need to further modify the membership of the Committee to help ensure that there is always a quorum available to act at Committee meetings. Since that time, the Office of County Counsel and the Committee have consulted with the California Rural Legal Assistance (CRLA) concerning the preparation and adoption of Resolution No. 2021-096, as required by the Agreement.

As set forth in Section 6 of Resolution No. 2021-096, the amendment will change the Committee structure from 12 regular members, 2 ex-officio members, and 4 community members to 11 regular members, 3 ex-officio members, and 4 community members. Section 6 also clarifies that only Regular Members and Community Members may vote on Committee items.

The proposed amendments in Resolution No. 2021-096 are consistent with the terms of the Agreement. Section 31 of the Agreement states the County "agrees to draft a Resolution, in consultation with CRLA, that identifies the make-up of the Review Committee members and agrees that the Review Committee will include a representative from the Riverside County Fourth District Supervisor's Office." Pursuant to the Agreement, Resolution No. 2021-096 keeps the representative from the Riverside County Fourth District Supervisor's Office and the proposed changes to the Committee structure were made in consultation with CRLA.

Impact on Residents and Businesses:

The changes to the Committee membership and voting structure in Resolution No. 2021-096 help ensure there is a quorum available to act at Committee meetings in order to continue to receive feedback from local community interests during the Committee meetings.

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

Additional Fiscal Information:

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

ATTACHMENTS:

ATTACHMENT A: HRC Resolution No. 2021-096

ATTACHMENT B: HRC Resolution No. 2021-096_redline

Estrada, Oksana

From: Williams, Lorraine D
Sent: Wednesday, April 28, 2021 11:06 AM
To: Estrada, Oksana; Rasso, Priscilla
Subject: 4.27.2021 item 3.3

Good morning,
I overlooked an item I need, from the Board meeting yesterday.
Item 3.3 4/27/2021

Thank you much!

Stay Safe, Keep your Space and Cover your Face

Lorraine Williams

Supervisors Board Assistant
Clerk of the Board of Supervisors
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TOGETHER, Everybody Counts!



IECounts.org

1 Board of Supervisors

County of Riverside

2 RESOLUTION NO. 2021-0962019-108

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

6
7 WHEREAS, on May 17, 2000, the United States Department of Housing and Urban Development,
8 County of Riverside, Maria Hernandez, and other individual mobile home park tenants and owners entered
9 into an agreement entitled, "The Title VI Voluntary Compliance Agreement and Title VIII Enforcement
10 Agreement" ("Agreement"); and

11 WHEREAS, the Agreement required the County to establish a Housing Review Committee
12 Advisory Council to receive and review complaints from aggrieved individuals concerning the County's
13 unpermitted mobile home park/employee housing enforcement program; and

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

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

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

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

26
27 ~~WHEREAS, the Committee determine on November 19, 2018 that there was a need to modify the~~
28 ~~membership of the Committee to help ensure that there is always a quorum available to act at Committee~~

1 ~~meetings; and~~ WHEREAS, the Board of Supervisors on May 7, 2019 adopted Resolution No. 2019-108 also
2 in order to revise the membership and voting structure of the Committee; and

3
4 WHEREAS, the Committee determined on January 19, 2021 that there was a need to further modify
5 the membership and voting structure of the Committee to help ensure that there is always a quorum available
6 to act at Committee meetings; and

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9 WHEREAS, the Office of County Counsel and the Committee consulted with the California Rural
10 Legal Assistance (“CRLA”) concerning the preparation and adoption of Resolution No. 2002-266,
11 Resolution No. 2013-133, ~~and~~ Resolution No. 2018-061, and Resolution No. 2019-108 as required by the
12 Enforcement Agreement entered into with HUD; and

13 WHEREAS, the Office of County Counsel and the Committee consulted with CRLA concerning
14 the preparation of this Resolution No. ~~2021-0962019-108~~; and

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

17 NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Supervisors, County
18 of Riverside, State of California, in regular session assembled on _____, ~~2019~~ 2021 that
19 Resolution No. ~~2019-108~~ ~~2018-061~~ is hereby restated and amended in its entirety:

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

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

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

20 4. RECOMMENDATIONS. The Committee shall make recommendations to the Board of
21 Supervisors in its annual report of activities concerning unpermitted mobile home parks/employee housing
22 facilities and other affordable housing in the unincorporated area of Coachella Valley as set forth in Section
23 2 and as required by Section 14 of this Resolution. Said annual report for each calendar year shall be
24 submitted by March 31st of the following year. Any other recommendations may be made to the Board of
25 Supervisors through the submittal of a special report. Said special report may be submitted at any time.
26 Said reports shall be submitted to the Clerk of the Board and the Clerk of the Board shall notify the
27 Committee of the date on which the report shall appear on the Board's meeting agenda, if requested to do
28 so at the time the Committee submits its written recommendations. The Clerk of the Board shall also notify

1 the Committee, in writing, of any action taken by the Board upon the Committee's recommendations, if
2 requested to do so at the time the Committee submits its written recommendations.

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

5
6 6. STRUCTURE. The Committee shall consist of ~~eleventwelve~~ (112) regular members,
7 ~~threectwo~~ (32) ex-officio members and four (4) community members appointed as follows:

8 A. Regular Members:

- 9 1. A representative of the Coachella Regional Office of CRLA;
- 10 2. A representative appointed by the Board of Supervisors and recommended
11 for appointment by the 4th District Supervisor;
- 12 3. The County Housing Ombudsman;
- 13 4. A representative of the Department of Building and Safety;
- 14 5. ~~A representative of the Office of the 56th District, State Assembly;~~
- 15 ~~6.~~ A representative of the Coachella Valley Water District;
- 16 ~~7.~~ A representative of the Imperial Irrigation District;
- 17 ~~8.~~ A representative from the local office of the United States Department of
18 Agriculture;
- 19 ~~9.~~ A representative of the Torres Martinez Desert Cahuilla Indians;
- 20 ~~10.~~ A representative of the Coachella Valley Housing Coalition;
- 21 ~~11.~~ A representative of the Riverside County Department of Environmental
22 Health; and
- 23 ~~12.~~ A representative of the Riverside County Economic Development Agency.

24 B. Ex-Officio Members: The following are appointed as Ex-Officio Members, but shall
25 have no voting privileges:

- 26 ~~1. The Riverside County Fourth District Supervisor; and~~
- 27 ~~2. A representative of the 36th Congressional District; and~~
- 28 ~~3. A representative of the Office of the 56th District, State Assembly. are~~

1 ~~appointed Ex Officio Members, but shall have no voting privileges.~~

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

- 6 1. A tenant mobile home owner representative who currently lives in a mobile
7 home park in the unincorporated area of the Coachella Valley;
- 8 2. A park owner representative who currently owns and operates a mobile home
9 park in the unincorporated area of the Coachella Valley;
- 10 3. A local non-profit housing provider that specializes in building low income
11 housing in the Coachella Valley; and
- 12 4. A non-developer representative from the local licensed architectural,
13 engineering or contracting profession.
14

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

21 7. VACANCIES. A vacancy shall be deemed to exist upon the written resignation or death of
22 a member or upon the expiration of a term. If a member fails to attend three consecutive meetings of the
23 Committee, the member's seat will be deemed automatically vacated. The Committee shall give written
24 notification to the appointing authority, which shall then appoint a new representative.

25 8. OFFICERS. The Committee shall choose a Chairperson, Vice Chairperson, and Secretary
26 who shall each serve a two (2) year term commencing January 1st of every other year. The presiding officers
27 shall be responsible for providing notice of the meetings pursuant to the requirements of the Ralph M.
28 Brown Act (Government Code Sections 5490 et seq.) and shall assist with the preparation of the

1 Committee's recommendations, reports, and related limited activities involving the administration of the
2 Committee's functions.

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

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

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

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

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

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

28 15. BOARD OF SUPERVISORS POLICY NO. A-21. The provisions of Board of Supervisors

1 Policy No. A-21 on the subject of “Advisory Boards, Commissions and Committees” are incorporated into
2 this Resolution by reference, and are intended for the guidance of the Committee unless explicitly stated
3 otherwise by this Resolution.

4 16. SUPERSEDING RESOLUTION NO. 2019-1088-061, Resolution No. 2018-061-2019-108
5 previously adopted on May 7, 2019 ~~August 28, 2018~~ is hereby superseded and replaced by this Resolution
6 No. 2019-1082021-096.

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1 Board of Supervisors

County of Riverside

2 RESOLUTION NO. 2021-096

3 AMENDING AND RESTATING THE RESOLUTION CREATING THE HOUSING REVIEW

4 COMMITTEE ADVISORY COUNCIL FOR THE UNINCORPORATED AREA OF

5 COACHELLA VALLEY

6
7 WHEREAS, on May 17, 2000, the United States Department of Housing and Urban Development,
8 County of Riverside, Maria Hernandez, and other individual mobile home park tenants and owners entered
9 into an agreement entitled, "The Title VI Voluntary Compliance Agreement and Title VIII Enforcement
10 Agreement" ("Agreement"); and

11 WHEREAS, the Agreement required the County to establish a Housing Review Committee
12 Advisory Council to receive and review complaints from aggrieved individuals concerning the County's
13 unpermitted mobile home park/employee housing enforcement program; and

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

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

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

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

26 WHEREAS, the Board of Supervisors on May 7, 2019 adopted Resolution No. 2019-108 also in
27 order to revise the membership and voting structure of the Committee; and

28 04.27.2021 3.3

FORM APPROVED COUNTY COUNSEL
BY *Sarah K Moore*
DATE 4/19/21
SARAH K MOORE

1 WHEREAS, the Committee determined on January 19, 2021 that there was a need to further modify
2 the membership and voting structure of the Committee to help ensure that there is always a quorum available
3 to act at Committee meetings; and

4 WHEREAS, the Office of County Counsel and the Committee consulted with the California Rural
5 Legal Assistance (“CRLA”) concerning the preparation and adoption of Resolution No. 2002-266,
6 Resolution No. 2013-133, Resolution No. 2018-061, and Resolution No. 2019-108 as required by the
7 Enforcement Agreement entered into with HUD; and

8 WHEREAS, the Office of County Counsel and the Committee consulted with CRLA concerning
9 the preparation of this Resolution No. 2021-096; and

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

12 NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Supervisors, County
13 of Riverside, State of California, in regular session assembled on _____, 2021 that Resolution
14 No. 2019-108 is hereby restated and amended in its entirety:

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

- 24 A. Receipt and Review of Complaints. The Committee shall also receive and review
25 complaints concerning County actions in connection with its unpermitted mobile home
26 park/employee housing enforcement. Individuals aggrieved by County actions in
27 connection with its unpermitted mobile home park/employee housing enforcement may
28 request a conference with the County’s designated representative. With consent from the

1 complainants, the County's designated representative shall report all complaints and
2 findings to the Committee at regularly scheduled meetings. Upon review of these complaints
3 and any findings, the Committee may make recommendations to the Board of Supervisors
4 as the Committee deems appropriate. The Committee may also refer complaints from said
5 aggrieved individuals to the County's designated representative. This right of conference
6 and review by the Committee may be invoked at the discretion of the aggrieved person.
7 None of the procedures for conference and review extend the time allowed for the correction
8 of any violation(s) specified in a notice of violation issued by the County unless the County
9 expressly grants the extension.

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

15 4. RECOMMENDATIONS. The Committee shall make recommendations to the Board of
16 Supervisors in its annual report of activities concerning unpermitted mobile home parks/employee housing
17 facilities and other affordable housing in the unincorporated area of Coachella Valley as set forth in Section
18 2 and as required by Section 14 of this Resolution. Said annual report for each calendar year shall be
19 submitted by March 31st of the following year. Any other recommendations may be made to the Board of
20 Supervisors through the submittal of a special report. Said special report may be submitted at any time.
21 Said reports shall be submitted to the Clerk of the Board and the Clerk of the Board shall notify the
22 Committee of the date on which the report shall appear on the Board's meeting agenda, if requested to do
23 so at the time the Committee submits its written recommendations. The Clerk of the Board shall also notify
24 the Committee, in writing, of any action taken by the Board upon the Committee's recommendations, if
25 requested to do so at the time the Committee submits its written recommendations.

26 5. SCOPE OF INTEREST. The scope of the Committee's interest and activity shall be as
27 specified in this Resolution or as specified by directive(s) from the Board of Supervisors.
28

1 6. STRUCTURE. The Committee shall consist of eleven (11) regular members, three (3) ex-
2 officio members and four (4) community members appointed as follows:

3 A. Regular Members:

- 4 1. A representative of the Coachella Regional Office of CRLA;
- 5 2. A representative appointed by the Board of Supervisors and recommended
6 for appointment by the 4th District Supervisor;
- 7 3. The County Housing Ombudsman;
- 8 4. A representative of the Department of Building and Safety;
- 9 5. A representative of the Coachella Valley Water District;
- 10 6. A representative of the Imperial Irrigation District;
- 11 7. A representative from the local office of the United States Department of
12 Agriculture;
- 13 8. A representative of the Torres Martinez Desert Cahuilla Indians;
- 14 9. A representative of the Coachella Valley Housing Coalition;
- 15 10. A representative of the Riverside County Department of Environmental
16 Health; and
- 17 11. A representative of the Riverside County Economic Development Agency.

18 B. Ex-Officio Members: The following are appointed as Ex-Officio Members, but shall
19 have no voting privileges:

- 20 1. The Riverside County Fourth District Supervisor;
- 21 2. A representative of the 36th Congressional District; and
- 22 3. A representative of the Office of the 56th District, State Assembly.

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

- 27 1. A tenant mobile home owner representative who currently lives in a mobile
28 home park in the unincorporated area of the Coachella Valley;

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

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

13 7. VACANCIES. A vacancy shall be deemed to exist upon the written resignation or death of
14 a member or upon the expiration of a term. If a member fails to attend three consecutive meetings of the
15 Committee, the member's seat will be deemed automatically vacated. The Committee shall give written
16 notification to the appointing authority, which shall then appoint a new representative.

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

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

27 10. STAFF ASSISTANCE. The County Director of Building and Safety or his designated
28 representative shall provide such technical assistance as may be required or deemed necessary by the

1 Committee. He shall keep its records and transmit its recommendations and reports, and shall provide such
2 staff assistance as may be needed by the Committee.

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

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

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

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

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

24 16. SUPERSEDING RESOLUTION NO. 2019-108. Resolution No. 2019-108 previously
25 adopted on May 7, 2019 is hereby superseded and replaced by this Resolution No. 2021-096.

2 **RESOLUTION 2021-096**

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

6 ADOPTED by Riverside County Board of Supervisors on April 27, 2021.

7 **ROLL CALL:**

8 **Ayes:** Jeffries, Spiegel, Washington, Perez and Hewitt
9 **Nays:** None
10 **Absent:** None

11
12 The foregoing is certified to be a true copy of a resolution duly adopted by said Board of
13 Supervisors on the date therein set forth.

14 **KECIA R. HARPER, Clerk of said Board**

15 By: 
16 Deputy

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