

## **The County of El Dorado Affordable Housing Task Force**

### **1. Established.**

The El Dorado County Affordable Housing Task Force is hereby established pursuant to the authority of Government Code section 31000.1.

### **2. Purpose.**

The purpose of the Affordable Housing Task Force (AHTF) is to assist staff in gathering data, information, and best practices along with input from subject matter experts and the public related to affordable housing matters. The AHTF shall work with staff and utilize this input to make recommendations to the Board of Supervisors. These recommendations shall be focused in two phases:

- First Phase: Recommendations for an Affordable Housing Ordinance as defined in the scope of work between the County and its consultant, BAE Urban Economics, Inc.
- Second Phase: Recommendations for various tools, strategies, and policies to support and contribute to El Dorado County's supply of affordable housing.

Although affordable housing is a broad topic, the AHTF shall focus on these specific, defined purposes. For the purposes of the AHTF, affordable housing is defined as housing for sale or rent offered within the affordability range as defined by the California Department of Housing for El Dorado County. Although there are other related and worthy topics, such as homeless shelters and services, these topics are outside of the scope and jurisdiction of the AHTF.

### **3. Membership.**

The AHTF shall consist of no more than five community members. The Director of Planning and Building is delegated authority to select AHTF members based on their expertise in the area of affordable housing and in accordance with the stated purposes and requirements of this Resolution. AHTF members are not appointed by the Board of Supervisors as referenced in Government Code § 54972.

### **4. Role of Staff.**

Staff shall be responsible for preparing and posting agendas, contacting and coordinating with subject matter experts, managing consultant contact involved in the first phase, and general administrative support of the AHTF.

### **5. Officers and their duties.**

The members of the AHTF shall select a Chair, a Vice-Chair. The Chair shall preside at all meetings. The Vice-Chair shall preside in the absence of the Chair and assist the Chair in the

conduct of all meetings. The Secretary shall be the Director of Planning and Building (or designee) who shall be a non-voting ex officio member. The Secretary shall keep the minutes of all meetings, prepare correspondence as needed, post meeting agendas in a location that is freely accessible to the public pursuant to the Ralph M. Brown Act and send meeting agendas to the County Office of the Clerk of the Board for posting on a webpage designated by the County.

6. Subject Matter Experts (SMEs).

Specialists in affordable housing will be invited and encouraged to supply information related to their specific area of expertise. SMEs will be invited to participate in AHTF meetings when specific topics are discussed. These SMEs will be available to:

- Provide information and feedback to the AHTF as requested.
- Provide industry or topic specific data as requested.

7. Meetings.

a. The AHTF shall hold regular meetings not less than once a month at the time adopted by the AHTF. Special meetings of the Committee may be called by the AHTF Chair, Secretary or, in her/his/their absence or unavailability, the Vice-Chair.

b. All meeting agendas shall be posted/published pursuant to the Ralph M. Brown Act.

c. Meeting procedures shall be carried out in accordance with Rosenberg's Rules of Order.

8. Removal of Members for Failure to Attend Meetings.

If any member of the AHTF is absent from three (3) consecutive regular meetings without showing good cause to the Chair, at the fourth such consecutive regular meeting the position shall automatically become vacant.

9. Quorum.

For a regular or special meeting of the AHTF, a quorum consists of no less than a majority of the currently appointed members. No action taken at a regular or special meeting of the AHTF shall be valid unless approved by a majority of the members of the AHTF present and voting, and unless a quorum of the AHTF members are present. If a quorum cannot be reached for a given meeting, no actions may be taken and the meeting may be cancelled at the discretion of the Chair, or Vice-Chair in the absence of the Chair.

10. AHTF Responsibilities.

a. Actively pursue to the goals and purposes of the Affordable Housing Task Force as defined by the BOS through this Resolution. Forward recommendations for an Affordable Housing Ordinance to the BOS (phase 1) and an Affordable Housing Strategy (phase 2).

b. Provide a forum for public expression of desires regarding affordable housing in the County of El Dorado.

c. Evaluate recommendations from Subject Matter Experts for feasibility and effectiveness.

d. Utilize the County's General Plan and General Plan Housing Element as the framework for AHTF discussions.

e. Ensure that recommendations to the Board of Supervisors support the General Plan Goals, Policies and Implementation Program.

f. To submit regular and special meeting minutes to the County Office of the Clerk of the Board and an annual report to the Board.

g. Acknowledge that the AHTF is an advisory body and any decision or implementation of recommendations are at the discretion of the Board of Supervisors.

h. Comply with all applicable laws regarding conflict of interest, including the Political Reform Act and the El Dorado Conflict of Interest Code.

#### 11. Subcommittees.

Subcommittees may be established by the AHTF at a regular meeting to address specific topics or projects of limited scope. Any subcommittee shall not be in place for more than six months from the date of establishment. Membership of any subcommittee must be comprised solely of less than a quorum of the AHTF. Subcommittees are ad hoc in nature and not subject to the Brown Act so long as the term and scope of any subcommittee are limited.

#### 12. Compensation.

Members of the AHTF serve as volunteers and are not compensated.