

ATTACHMENT II

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SANTA CRUZ COUNTY CODE

Chapter 2.94

HOUSING ADVISORY COMMISSION

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2.94.010 Established—Statutory authority.

The Housing Advisory Commission is established under the authority of Government Code Section 31000.1, in compliance with SCCC 2.38.060. [Ord. 2110, 1975; prior code § 3.17.010].

2.94.020 Membership.

The Commission shall consist of 10 members, residents of the County, appointed by the Board of Supervisors. Each Supervisor shall nominate two persons who may reside within the Supervisor's district to serve on the Commission. Whenever possible, nominees should be individuals who have knowledge about housing problems, and be members of the following groups: senior citizens, students, farmworkers, low-income families, ethnic minorities, realtors, construction workers, or educators. If it is not possible to secure membership from these specified groups, the Board of Supervisors may appoint representatives of the general public interested in housing. [Ord. 2110, 1975; prior code § 3.17.030].

2.94.030 Term of office.

Each member shall serve for a term of four years, commencing on April 1st of the year in which the member's nominating Supervisor begins a full term. [Ord. 2110, 1975; prior code § 3.17.040].

2.94.040 Organization and procedures.

(A) The Commission shall comply in all respects with SCCC 2.38.110 through 2.38.250.

(B) County Staff. The Planning Department shall provide staff support for the Commission. The County Planning Director, or his designated representative, shall serve as the Administrative Secretary to the

Commission and shall receive copies of all minutes, reports and recommendations submitted to the Board of Supervisors by the Commission. [Ord. 2110, 1975; prior code § 3.17.050].

2.94.050 Powers and duties.

The Commission shall advise the Board of Supervisors on housing policy; advise the Board of Supervisors and the Planning Commission on matters relating to the Housing Element of the General Plan, developed pursuant to Government Code Section 65302(c) and Health and Safety Code Section 50459, conduct a continuous study of housing in Santa Cruz County, and may conduct public hearings on housing problems and potential solutions. The Commission shall assess the housing needs in this County, and study, prepare, review and make recommendations on public programs designed to meet those needs. The Commission may also study, review and make recommendations on private housing programs. [Ord. 3620 § 18, 1985; Ord. 2110, 1975; prior code § 3.17.020].

Chapter 2.38

BOARDS, COMMISSIONS, COMMITTEES AND DEPARTMENT ADVISORY GROUPS GENERALLY

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2.38.010 Title for citation.

This chapter shall be known as the "commissions policy ordinance of Santa Cruz County." [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.010(a)].

2.38.020 Policy declaration.

The public's trust in their government may be sustained only as long as the public remains involved in the deliberations essential to responsible decision-making by that government. The Board of Supervisors wishes to preserve this public trust by openly seeking advice, ideas and recommendations from the citizens of the County. Accordingly, the Board wishes to provide equal opportunities for public service and encourages citizens, regardless of their race, color, religion, age, sex, physical handicaps, national origin or creed, to serve on commissions and committees advisory to the Board. Furthermore, the Board believes the performance of these commissions and committees can be enhanced by creating and by administering them according to a consistent policy. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.010(b)].

2.38.030 Definitions.

The following words, whenever used in this chapter, shall have the meanings set forth in this section:

- (A) "Board" means any advisory body created by the Board of Supervisors to exist for longer than two years and designated as a "board" by a Federal or State statute.
- (B) "Commission" means any advisory body created by the Board of Supervisors to exist for longer than two years. "Commission" shall not mean any group composed solely of County staff persons. Each board shall be treated as a commission in this chapter.
- (C) "Committee" means any advisory body created by the Board of Supervisors to exist for two years or less. "Committee" shall not mean any group composed solely of County staff persons.
- (D) "Department advisory group" means any advisory body created by a County department or agency. "Department advisory group" shall not include any advisory body, a majority of whose members are County employees or other non-County public employees.
- (E) "Ordinance" means any local law approved as to form by the County Counsel and adopted pursuant to Government Code Section 25120 et seq. by the Board of Supervisors. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.020].

2.38.040 Scope of provisions.

This chapter shall apply to any advisory board, commission, committee or department advisory group over which the County has appointing authority or jurisdiction. Nothing in this chapter shall be interpreted or applied so as to create any power, duty or condition in conflict with any Federal or State statute. [Ord. 4573 § 1, 1999; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.030(a)].

2.38.050 Effect of provisions.

Each existing board, commission and committee shall be deemed abolished six months from and after the effective date of the ordinance codified in this chapter unless the board, commission or committee has been reorganized and established by ordinance or resolution in conformity with this chapter before the expiration of said six months. [Ord. 4573 § 1, 1999; Ord. 2115, 1975; Ord. 2078, 1974; prior code § 3.01.030(b)].

2.38.060 Commission creation procedures.

(A) Each commission created by the Board of Supervisors shall be created by an ordinance specifying:

- (1) The commission's statutory authority, if any;
- (2) The commission's purpose;
- (3) The commission's membership consistent with SCCC 2.38.100;
- (4) The commissioner's terms of office, consistent with SCCC 2.38.100;
- (5) The commission's organization and procedures, consistent with SCCC 2.38.110 through 2.38.250;
- (6) Any necessary exceptions, consistent with SCCC 2.38.250; and
- (7) The repeal of any County legislation in conflict with such ordinance.

(B) An ordinance creating a commission may be amended, repealed or superseded only by an ordinance.

(C) The Clerk of the Board shall send a copy of each ordinance creating a commission to each County department directly affected by such ordinance. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.040].

2.38.070 Committee creation procedures.

(A) Each committee created by the Board of Supervisors shall be created by a resolution specifying:

- (1) The committee's statutory authority, if any;
- (2) The committee's purpose;
- (3) The committee's membership, consistent with SCCC 2.38.080;
- (4) The committee's termination date;
- (5) The committee's organization and procedures, consistent with SCCC 2.38.110 through 2.38.250;
- (6) Any necessary exceptions, consistent with SCCC 2.38.250; and
- (7) The repeal of any County legislation in conflict with such resolution.

(B) No committee shall serve an original term of longer than two years. The Board of Supervisors may by resolution extend the term of any committee for a specified period of time. A committee shall automatically be deemed dissolved if its term is not extended before the committee's termination date.

(C) A resolution creating a committee may be amended, repealed or suspended only by an ordinance or resolution which specifically refers to the original authorizing resolution.

(D) The Clerk of the Board shall send a copy of each resolution creating a committee to each County department directly affected by such resolution. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.050].

2.38.071 Department advisory group creation procedures.

(A) A department advisory group may be established, amended or abolished at the discretion of an agency or department head. Notification in writing shall be given to the Board of Supervisors and County administrative office by the agency or department head prior to taking any action to establish, amend or abolish a group. Notice to the board regarding the establishment of a group shall specify:

- (1) The group's statutory authority, if any;
- (2) The group's purpose;
- (3) The group's membership, and/or minimum qualifications for selection to the group;
- (4) The termination date for the group; and

(5) The group's organization and procedures. A department advisory group is encouraged, but is not required to comply with the requirements of the Ralph M. Brown Act. If the group will not be utilizing the Ralph M. Brown Act, alternate procedures concerning public participation, noticing of meetings, quorum requirements, minutes, establishment of subcommittees, and any other appropriate matter shall be provided.

All existing advisory bodies meeting the definition of a department advisory group shall comply with the noticing requirements for establishment as a department advisory group pursuant to this section by April 1, 2000. [Ord. 4573 § 1, 1999].

2.38.080 Membership qualifications and nomination.

(A) Eligibility. Each member of a commission, committee or department advisory group shall be a resident of Santa Cruz County, except that residents of other counties may be appointed to a commission, committee or department advisory group when the commission, committee or department advisory group is established jointly with an out-of-County entity or entities.

(B) Equal Representation. The Board of Supervisors shall make appointments to commissions and committees as provided herein.

(1) Allocated Nominations. When statutory provisions or special membership requirements do not restrict such a policy, each Supervisor shall nominate an equal number of persons who may reside within the Supervisor's district to serve on each commission or committee.

(2) At-Large Nominations. Equal representation of each supervisorial district may be waived, and at-large nominations may be considered for appointment by the Board of Supervisors when, in the opinion of the Board:

- (a) Members should represent socio-economic categories;
- (b) Members should represent categories of expertise;
- (c) The number of members required by statute is not a multiple of five; or
- (d) Members should represent specific institutions, public agencies, or community organizations in the County.

(3) Appointments of At-Large Nominees. Unless there is only one at-large nomination forwarded by a public agency, community organization or other designated sponsor for appointment by the Board of Supervisors, which may be placed on the consent agenda of the board, the board shall nominate and approve all at-large appointments as provided in SCCC 2.38.220.

(C) Alternate Members. No alternate members shall be appointed to serve on any commission or committee unless deemed necessary by the Board of Supervisors.

(D) Department Advisory Group Representation. The agency or department head selecting the members of a department advisory group shall ensure that a broad range of qualified members of the public are provided an opportunity to request selection to the group. Persons meeting the minimum qualifications for service on the department advisory group shall, as much as possible, also be generally representative of the diverse skills, backgrounds, interests, and demography of persons residing in the County. [Ord. 4573 § 1, 1999; Ord. 3305 § 1, 1982; Ord. 2971, 1980; Ord. 2390, 1977; Ord. 2218, 1975; Ord. 2173, 1975; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.060].

2.38.090 Application for appointment.

(A) Any person seeking appointment to any advisory body to which the Board of Supervisors makes appointments may submit to the board a written application expressing his or her interest in serving on such advisory body.

(B) Any person seeking to serve on a department advisory group may submit to the agency or department head selecting the group a written request expressing his or her interest in serving on such advisory body. The agency or department head shall maintain a copy of all such requests for selection to a department advisory group. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.090].

2.38.100 Terms of office.

(A) Commission Members.

(1) Regular Term. Each commission member whose term is not set by statute shall serve for a term of four years, commencing on April 1st of the year in which such commission member's nominating Supervisor begins a full term.

(2) At-Large Nominations. For the purposes of this section only, the majority of all at-large nominees appointed by the Board to serve on any commission shall serve for a term of four years, commencing on April 1st of the year in which the Fourth District Supervisor begins a full term. The remaining at-large members of the commission shall serve for a term of four years commencing on April 1st of the year in which the Fifth District Supervisor begins a full term.

(B) Committee Members. Each committee member shall serve for the life of the committee.

(C) Removal. Any Supervisor may at any time review and remove any commission or committee member nominated to represent that Supervisor's district. In addition, any commission or committee member may be removed from office by a four-fifths vote of the Board of Supervisors favoring such removal.

(D) Department advisory group members shall serve a term for the life of the group. Agency or department heads may review and remove a member of a department advisory group at any time. [Ord. 4573 § 1, 1999; Ord. 3044, 1981; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.070].

2.38.110 Compliance with Brown Act.

(A) Each commission and committee shall comply with the Ralph M. Brown Act (Government Code Section 54950 et seq.).

(B) A department advisory group shall comply with the procedures specified in the notification provided to the Board of Supervisors pursuant to SCCC 2.38.071(A)(5). [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.080(a)].

2.38.120 Officers.

(A) Each commission and committee shall elect its chairperson and vice-chairperson. Commission officers shall be elected during the first meeting in April of each year. Committee officers shall be elected during the committee's first meeting at which a majority of the members are present, and shall serve for the life of the committee.

(B) An agency or department head may appoint one or more officers of a department advisory group. [Ord. 4573 § 1, 1999; prior code § 3.01.080(e)].

2.38.130 Meetings.

(A) Open and Public. Each commission and committee meeting shall be open and public. All commissions and committees shall hold regular meetings, the time and place for which shall be determined by a majority of

the members, as specified in the commission's or committee's bylaws, and approved by the Board of Supervisors. All commission and committee meetings shall be held at locations which are accessible to the public and which are functional for, usable, and accessible to persons with a disability.

(B) Executive Sessions. No commission or committee shall hold an executive session, or any meeting excluding the public, without first receiving written authorization from the County counsel to hold such a session or meeting. The County counsel shall be represented at all executive sessions held by any commissions or committees.

(C) A department advisory group shall comply with the meeting procedures specified in the notification provided pursuant to SCCC 2.38.071(A)(5). All department advisory group meetings shall be held at locations which are functional for, usable, and accessible to persons with a disability. [Ord. 4573 § 1, 1999; Ord. 3567 § 1, 1984; Ord. 2378, 1977; Ord. 2225, 1976; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.080(b)].

2.38.140 Bylaws.

(A) Procedures for the conduct of business by each commission or committee, not specified in the commission's authorizing ordinance or the committee's authorizing resolution, shall be contained in bylaws adopted by the commission or committee and submitted to the Board of Supervisors for final approval.

(B) Procedures for the conduct of business by a department advisory group, not otherwise specified in the notification provided to the Board of Supervisors pursuant to SCCC 2.38.071(A)(5), may, at the discretion of the agency or department head, be set forth in written bylaws promulgated by the agency or department head. If written bylaws are not promulgated, the agency or department head shall be responsible for determining all matters necessary for the conduct of business of a department advisory group. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.080(c)].

2.38.150 Quorum.

A majority of the voting members of each commission or committee shall constitute a quorum, and no act of any commission or committee shall be valid unless at least a majority of those members constituting a quorum concur therein; provided, however, that for five-member commissions or committees an affirmative vote of at least three of the voting members of the commission or committee shall be required. Any act of any commission or committee shall be accomplished by a roll call vote when such a vote is requested by any member in attendance. [Ord. 4573 § 1, 1999; Ord. 2387, 1977; Ord. 2122, 1975; Ord. 2078, 1974; prior code § 3.01.080(d)].

2.38.160 Minutes of meetings.

(A) Official minutes recording the motions entertained and actions taken at each commission or committee meeting shall be prepared and submitted by each commission and committee to the Board of Supervisors, the Clerk of the Board, and the County Administrative Office.

(B) Minutes of a department advisory group shall be prepared and maintained by the agency or department head, or his or her designee. [Ord. 4573 § 1, 1999; prior code § 3.01.080(g)].

2.38.170 Reports.

(A) A report shall be submitted by each board or commission according to a schedule set by the Board of Supervisors. The report shall highlight the activities, accomplishments and future goals of the board or commission and shall utilize the following report format:

- (1) Role(s) of the board or commission;
- (2) Meeting dates, time and location;
- (3) Board or commission structure;
- (4) Board or commission staff (designated staff or staff assigned through department);
- (5) Attendance;
- (6) Goals and accomplishments during the reporting period (goals and attainment of those goals; summary of activities including special projects and workshops or seminars that members have attended, if applicable);
- (7) Future goals; and
- (8) Recommendations (public and/or private sector actions to advance the goals of the board or commission).

(B) A final report, containing a summary of activities and projects undertaken by the committee, any final committee recommendations to the Board of Supervisors, and any other information requested by the Board, shall be submitted by each committee to the Board before expiration of the committee's life.

(C) A report shall be issued by each department advisory group to the agency or department head according to a schedule set by the Board of Supervisors. The report shall highlight the activities, accomplishments and future goals of the group and shall utilize the following report format:

- (1) Role(s) of the department advisory group;
- (2) Meeting dates, time and location;
- (3) Attendance;
- (4) Goals and accomplishments during the reporting period (goals and attainment of those goals; summary of activities including special projects and workshops or seminars that members have attended, if applicable); and
- (5) Future goals.

(D) In addition to any report required by this section, a commission or committee may submit progress reports and recommendations to the Board of Supervisors at any time.

(E) Each board, commission, committee, and departmental advisory group shall submit an attendance report to the Board of Supervisors at the end of each calendar year. [Ord. 5073 § 1, 2010; Ord. 4573 § 1, 1999; Ord. 3989 § 1, 1989; Ord. 2733, 1979; Ord. 2271, 1976; Ord. 2078, 1974; prior code § 3.01.080(h)].

2.38.180 Expenses.

(A) The members of each commission and committee may receive reimbursement for traveling and other expense incurred while on official business of the County when such reimbursement is approved in advance by the Board of Supervisors.

(B) The members of a department advisory group shall not be entitled to reimbursement for traveling and other expense. [Ord. 4573 § 1, 1999; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.080(m)].

2.38.190 County staff support.

(A) The Board of Supervisors shall, when feasible, provide that each commission and committee be assisted by the County department most closely related to the function of such commission or committee, and may designate as administrative secretary to such commission or committee the head of such department; the department head may designate his or her representative to serve as administrative secretary.

(B) An agency or department head may, at his or her own discretion, designate staff to assist a department advisory group. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.080(f)].

2.38.200 Vacancies—Reporting.

(A) A vacancy shall exist and shall be reported in writing by the commission or committee chairperson to the Board of Supervisors, the Clerk of the Board, and the member vacating his or her seat whenever a commission or committee member fails to attend three consecutive regular meetings without good cause entered in the minutes of the commission or committee.

(B) Any notice of resignation shall be submitted in writing to the commission or committee chairperson and forwarded by the chairperson to the Board and the Clerk of the Board. Any vacancy caused by the death, incapacitation or any other circumstance shall be reported in writing by the commission or committee chairperson to the Board and the Clerk of the Board.

(C) Whenever the Board receives knowledge of a vacancy, from whatever source, it shall proceed to fill the vacancy pursuant to SCCC 2.38.220. [Ord. 4608 § 1, 2001; Ord. 4573 § 1, 1999; Ord. 3285 § 1, 1982; Ord. 3044, 1981; Ord. 2390, 1977; Ord. 2078, 1974; prior code § 3.01.080(j)(1)].

2.38.210 Filling scheduled vacancies.

On or before December 31st of each year, the Clerk of the Board of Supervisors shall prepare an appointment list of all regular and ongoing commissions and committees, which shall contain the following information:

(A) A list of all appointive terms which will expire during the next calendar year, with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position.

(B) A list of all commissions and committees whose members serve at the pleasure of the Board of Supervisors and the necessary qualifications for each position. [Ord. 4573 § 1, 1999; Ord. 3044, 1981; Ord. 2390, 1977; Ord. 2078, 1974; prior code § 3.01.080(j)(3)].

2.38.220 Filling unscheduled vacancies.

(A) Whenever any unscheduled vacancy occurs in any commission or committee, whether due to removal, resignation, death, termination, or other causes, a special notice of vacancy shall be posted in the office of the Clerk of the Board, and no appointment to fill such vacancy shall be made until at least 10 working days have passed after the posting of such notice, except as provided herein.

(B) If the vacancy is for an appointment to be made by an individual Supervisor, the appointing Supervisor may make a nomination to fill such vacancy at any time after the 10-day period has expired, by placing a letter recommending a person for appointment on the Board's consent agenda.

(C) When an unscheduled vacancy is for an appointment to be made by the Board as a whole, on an at-large basis, the special notice of vacancy shall be placed on the consent agenda of the Board within 20 days after the vacancy occurs. Nominations for appointment to fill any such at-large vacancy may be made at any meeting held at least two weeks after the date that the notice of vacancy appears on the Board's consent agenda, and the final appointment to fill such at-large vacancy shall be made at the next succeeding meeting of the board, or at any later meeting, as an item on its regular agenda. Notwithstanding the above, when there is only one at-large nomination forwarded by a public agency, community organization or other designated sponsor for appointment by the Board of Supervisors, the nomination may be placed on the Board's consent agenda.

(D) Notwithstanding the foregoing, the Board may, if it finds that an emergency exists, fill any vacancy immediately by appointing a person to serve on an acting basis until a final appointment is made, pursuant to this section and SCCC 2.38.200 and 2.38.210. Except for emergency appointments, all vacancies shall be filled by personnel appointed by the Board to serve for the remainder of the unexpired term. The commissions' or committees' recommendations concerning successors may be submitted to the Board of Supervisors.

(E) For the purpose of this section, a vacancy shall exist from the date of removal, resignation, death, termination or other completion of the term. [Ord. 4573 § 1, 1999; Ord. 3306 § 1, 1982; Ord. 3044, 1981; Ord. 2390, 1977; Ord. 2078, 1974; prior code § 3.01.080(j)(2)].

2.38.230 Subcommittee establishment or dissolution.

(A) The establishment and dissolution of all subcommittees shall be reported in writing to the board by the commission or committee which appointed the subcommittee. Members of any subcommittee need not be commission or committee members, except that the commission or committee chairperson shall designate a commission or committee member to serve on the subcommittee.

(B) For the purpose of SCCC 2.38.110 through 2.38.250 only, "subcommittee" means any subsidiary study group appointed by a commission or committee to assist that commission or committee for longer than six months. [Ord. 4573 § 1, 1999; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.080(i)].

2.38.240 Additional regulations.

Each commission or committee shall observe any additional provision deemed necessary by the Board of Supervisors and included in the commission's authorizing ordinance or the committee's authorizing resolution. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.080(k)].

2.38.250 Exceptions.

To the extent that any provision of SCCC 2.38.100 or 2.38.110 through 2.38.250 may be demonstrated to be unfeasible in their application to a particular commission or committee, an exception to SCCC 2.38.100 or 2.38.110 through 2.38.250 may be granted by the Board only after the exceptions are specified as "exceptions" in the commission's authorizing ordinance or the committee's authorizing resolution. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.080(l)].

2.38.260 Public records maintenance.

(A) Records Required. The Clerk of the Board shall be responsible for maintaining custody of:

- (1) Current membership lists recording the name, term of office, nominating Supervisors, and expiration of term of each commission and committee member. The appropriate membership list shall appear inside the jacket of each commission and committee file, along with a copy of the commission's or committee's bylaws and authorizing ordinance or resolution;
- (2) All minutes from each commission and committee meeting;
- (3) All annual reports, final reports, progress reports or recommendations to the Board from each commission and committee; and
- (4) All other public documents pertaining to the business of any commission or committee.

(B) Inventory of Vacancies. A complete inventory of all commission and committee vacancies shall be conducted by the Clerk of the Board each month, and a list of such vacancies shall be reported in writing to the Board on the first business day of each month.

(C) Notice of Vacancies. All vacancies caused by expired terms on any advisory body to which the board makes appointments shall be noticed publicly by the Clerk of the Board on a quarterly basis. All such vacancies occurring during a three-month period shall be publicly noticed on the first business day of the month immediately preceding such three-month period. All public notices shall be given in a newspaper of general circulation printed and published in the County.

(D) California Public Records Act. All public records of each commission and committee and department advisory group shall be accessible to the public pursuant to the California Public Records Act. (Government Code Section 6250 et seq.) [Ord. 4573 § 1, 1999; Ord. 2130, 1975; Ord. 2078, 1974; prior code § 3.01.100].

2.38.270 Conflict of interest code adoption required when.

(A) Those boards, commissions and committees referred to in this chapter which possess decision-making authority shall develop and adopt a conflict of interest code in accordance with the Political Reform Act of 1974, which shall take effect upon approval by the Board of Supervisors.

(B) A commission or committee possesses decision-making authority whenever (Title 2 California Code of Regulations Section 18700):

- (1) It may make a final governmental decision;
- (2) It may compel a governmental decision, or it may prevent a governmental decision, either by reason of an exclusive power to initiate the decision, or by reason of a veto which may not be overridden; or
- (3) It makes substantive recommendations which are, and over an extended period of time, have been regularly approved without significant amendment or modification by another public official or governmental agency.

(C) For the purposes of this section, the following boards, commissions and committees shall be deemed to possess decision-making authority:

- (1) Boards:
 - (a) Assessment Appeals Board,
 - (b) Building, Accessibility, and Fire Code Appeals Board;
- (2) Commissions:
 - (a) Agricultural Policy Advisory Commission,
 - (b) Arts Commission,
 - (c) Civil Service Commission,

- (d) Fish and Game Advisory Commission,
- (e) Nuisance Abatement Appeals Commission,
- (f) Parks and Recreation Commission,
- (g) Planning Commission,
- (h) Private Industry Council,
- (i) Human Resources Commission,
- (j) Santa Cruz-Monterey Managed Medical Care Commission,
- (k) Children and Families Commission,
- (l) Energy Commission;

(3) Committees: Environmental Review Committee. [Ord. 5024 § 1, 2008; Ord. 4776 § 1, 2004; Ord. 4573 § 1, 1999; Ord. 4541 § 1, 1999; Ord. 3495 § 1, 1984; Ord. 2677, 1979; Ord. 2455, 1977; Ord. 2398, 1977; Ord. 2195, 1975; prior code § 3.01.085].

2.38.280 Noncompliance—Penalty.

In addition to any other penalty provided for by law, any wilful or knowing failure by any commission or committee to comply with any provision of this chapter may result in the removal of any or all of the commission's or committee's members. [Ord. 4573 § 1, 1999; Ord. 2078, 1974; prior code § 3.01.110].



HOUSING ADVISORY COMMISSION
BYLAWS

These bylaws are to assist the Housing Advisory Commission (HAC) in conducting its business in an orderly and efficient manner, and are adopted pursuant to County Code Section 2.38.140.

1. COUNTY'S COMMISSION'S ORDINANCE

The Housing Advisory Commission is subject to the County's Commission Ordinance (Chapter 2.38) and Housing Advisory Commission Ordinance (Chapter 2.94) attached hereto.

2. PUBLIC MEETINGS

All meetings and actions of the Housing Advisory Commission shall be subject to the Brown Act (Govt. Code No. 54950-54961).

At least seventy-two (72) hours prior to each regular meeting, an agenda for the regular meeting shall be mailed to each Commission member, and to each representative of the news media and to each other person who has submitted a written request to the Commission for notification of meetings, and shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by two-thirds vote of the membership of the Commission, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the agenda being posted.

At least seventy-two (72) hours prior to each special meeting, an agenda for the special meeting shall be mailed to each commission member and to each representative of the news media and to each other person who has submitted a written request to the Commission for notification of meetings; and shall be posted at least seventy-two (72) hours prior to the special meeting at a location that is freely accessible to members of the public. No business other than that listed on the agenda shall be considered at a special meeting.

Public participation in Commission meetings shall be allowed as follows:

1. An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item.
2. In addition, the agenda will provide for community oral communications on items not on the agenda which are within the subject matter jurisdiction of the Commission at the beginning/at the end of each regular meeting agenda.
3. The chairperson of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.

All subcommittees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these by-laws, except for subcommittees composed solely of less than a quorum of the members of the Commission which are not standing subcommittees of the Commission with either a continuing subject matter jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.

HEARINGS

Public hearings conducted by the Commission shall conform to all applicable provisions of law, except that notice of public hearings shall be made pursuant to County Code Section 18.10.220 et seq, even if such notice is in excess of that required by State Law.

The Chairperson, or in his/her absence, the Vice Chairperson, may direct the Secretary to send out notices for a special meeting; or six members wishing a special meeting called may, by letter, direct the Secretary to notify the Commission. Said notices shall be mailed three days prior to the date of the meeting. The Secretary shall also notify Commissioners of such special meetings by telephone. Notice to

the press and other news media of such special meetings shall be made pursuant to the provisions of State Law.

3. OFFICERS

The officers of the Commission shall be a Chairperson, Vice Chairperson and Secretary. The Chairperson and Vice Chairperson shall be elected by the members of the Commission. The Director of the Planning Department or other appointee shall serve as Secretary of the Commission.

The Vice Chairperson shall serve as Chairperson in the absence of the Chairperson. The members may elect a Chairperson pro tem in the absence of both the Chairperson and the Vice Chairperson.

The terms of office for the Chairperson and Vice Chairperson shall be one year beginning April 1 of each year.

4. MEETINGS

The Commission shall hold one regular meeting each month. These shall generally fall on the first Wednesday of each month. Meetings shall generally commence at 4:00 p.m. and last until 5:30 p.m. Regular meetings may be cancelled as warranted by special circumstances, such as holidays. The Commission may schedule additional meetings as necessary to meet the needs of the Community, the Board of Supervisors or the Commission. The Commission may also hold special meetings.

5. ATTENDANCE BY HOUSING ADVISORY COMMISSIONERS

Every Commissioner shall notify the Planning Department Office 48 hours in advance of any Housing Advisory Commission meeting he/she is not able to attend. Every Commissioner shall notify the Planning Department at least 48 hours in advance of any Housing Advisory Commission meeting for which he/she will be tardy by more than 15 minutes, and the extent of tardiness. If the Planning Department Office does not hear from any HAC member at least 48 hours in advance of the upcoming meeting, it will be assumed that he/she will be attending and be on time to the meeting. If any Commissioner is absent from three consecutive Housing Advisory Commission meetings during any calendar year without legitimate reason entered into the minutes, the Planning Director or his designee shall inform the Board of Supervisors that a vacancy exists, as provided in the County Code.

6. MISSED MEETINGS

In the event a Commissioner is absent from all or a portion of a public hearing, the Commissioner may not vote or participate in the discussion on that item unless the Commissioner has reviewed the prior evidence, including the minutes, and so state for the record.

7. QUORUM

A majority (6) of the members of the Commission shall constitute a quorum for the conduct of all business.

8. THE CONDUCT OF MEETINGS

ROLL CALL

ADDITIONS AND CORRECTIONS TO AGENDA and MINUTES

At the beginning of the meeting, staff shall inform the Commission of any additions or corrections to the agenda. HAC members will advise Staff of any corrections to the minutes from the prior meeting, which will be duly noted and reflected in the record.

ORAL COMMUNICATIONS

This item is on the agenda for members of the public who wish to speak to the Commission on items not on the agenda. Speakers are limited to five minutes. The Commission allows 10 minutes at the beginning of the meeting for oral communications. If further time is needed, it will be provided at the end of the meeting.

PUBLIC HEARINGS

Public hearings shall be conducted as follows:

- a) Staff presents proposal, staff report and recommendations. Any letters received before the hearing are read or summarized.
- b) Commission members may ask questions of staff.
- c) Public hearing is opened.
- d) Applicant may present justification for proposal and other pertinent information.
- e) Commission members may ask questions of applicant.
- f) Members of the public may speak either for or against the proposal, or offer additional information. Speakers shall step to the podium and give their name and address.
- g) Applicant may rebut arguments presented by public. No new issues may be raised. No new evidence may be presented.
- h) Public hearing is closed.

- i) Commission members may ask further questions of the public, the applicant, or staff.
- j) Commission members make motion for decision of proposal, may discuss motion, and vote on motion.
- k) Chairperson shall have the option of granting an additional five minutes to the applicant for summary.

Questions by members of the Commission to the public, applicant or staff shall be directed to the Chairperson; also, questions from the public to the Commission shall be directed to the Chairperson.

9. AGENDA DEADLINES

Written materials to be included in agenda packets shall be submitted to the Planning Department by Monday noon of the week preceding each meeting.

10. CONDUCT OF BUSINESS

Sturgis Rules of Parliamentary Procedure shall govern the conduct of meetings of the Commission except as otherwise provided herein, or by State or local law.

11. AMENDMENT

These rules may be amended by the Housing Advisory Commission at any time by six votes and subject to approval by the Board of Supervisors.

12. COMMUNICATIONS

All correspondence addressed to the Housing Advisory Commission shall be answered by the Director of the Planning Department, unless otherwise directed by the Housing Advisory Commission. The Director shall insure that the Commission is made aware of all correspondence addressed to the Commission, and of all correspondence addressed to either the the Director or the Planning Department which relates to any item heard or to be heard before the Commission. Any correspondence addressed to the Commission or to the Director of the Planning Department which in the opinion of the Director of the Planning Department clearly requires Commission review prior to response shall be presented to the Housing Advisory Commission at a regularly scheduled meeting. Upon review of such correspondence, if the Housing Advisory Commission feels that the matter requires a response, it shall direct the Director of the Planning Department in the manner by which the correspondence is to be answered. The Director of the Planning Department shall then answer the correspondence as directed by the Commission, acting in his/her capacity as Secretary to the Commission.

13. CONFLICT OF INTEREST

Each Commissioner shall comply with the Conflict of Interest requirements of State law, if required. Each Commissioner shall file a Conflict of Interest Disclosure Statement, if required.

These Bylaws are adopted by the HAC on November 3, 1993, and approved by the Board of Supervisors on January 25, 1994. The Bylaws were subsequently amended by the HAC on June 1, 1994, and approved by the Board of Supervisors on August 2, 1994.

HACBYLAW

**PROCEEDINGS OF THE
SANTA CRUZ COUNTY
BOARD OF SUPERVISORS
BUDGET HEARINGS**

Monday, June 21, 2010

ACTION SUMMARY MINUTES

VOTING KEY: L = Leopold, P = Pirie, Co = Coonerty, Ca = Campos, S = Stone; first initial indicates maker of motion, second initial indicates the "second"; upper case letter = "yes" vote; lower case letter = "no" vote; () = abstain; // = absent

DISTRICT ATTORNEY

1. Item No. 4 - CONTINUED FROM THE JUNE 16, 2010 BUDGET

APPROVED Department 27 and all associated Index Codes as recommended by the County Administrative Officer, including the items contained in the Line Item Detail Volume II, the Supplemental Budget, including the supplemental financial item listed on page S16-1, the Errata, and the Unified Fee Schedule
PCOLCAS

COUNTY ADMINISTRATIVE OFFICE

2. APPROVED Department 18 and all associated Index Codes as recommended by the County Administrative Officer, including the items contained in the Line Item Detail Volume II, the Supplemental Budget, the Errata, and the Unified Fee Schedule; 1) accepted and filed report on the Identity Theft Prevention Program; directed Stakeholder Departments to incorporate any additional safeguards as they become available; directed the County Administrative Officer to report back on the program annually at next year's budget hearings; 2) directed all mandated advisory bodies to reduce the number of their regularly scheduled meetings to the fewest possible that will enable them to meet their mandated responsibilities; directed all discretionary advisory bodies to revise their 2010-2011 calendars to schedule no more than six regular meetings during the year and cancel any meetings that otherwise would be scheduled, any advisory body can petition the Board to add more meetings as needed. The annual report requirement for advisory bodies is modified to require a report of the Board/Commission every other year, with an attendance summary to be submitted to the Board of Supervisors annually; directed all advisory bodies to follow an approved "action

minutes" format; directed the Health Services Agency to return on August 3, 2010 with any required changes to the County Code to eliminate the Public Health Commission and to consolidate the functional responsibilities of the Hazardous Materials Commission and the Environmental Health Appeals Commission; directed the Human Resources Department to return on August 3, 2010 with any changes to the County Code to eliminate the Long Term Care Interagency Commission; 3) accepted and filed report on the County response to Court Restructuring; 4) approved the recommended revisions to the County Procedures Manual, including the changes to the General Fund Budget Principles except on page S11-44, under Use of Resources, the following phrase is deleted: The protection of the public safety is the first responsibility of local government and local officials have an obligation to give priority to the provision of adequate public safety services; and directed the Clerk of the Board to make the identified changes
LPCOCAS

ANIMAL SERVICES

3. CONTINUED, by consensus, consideration of this budget to Last Day - June 24, 2010

AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR

4. APPROVED Department 12 as recommended by the County Administrative Officer, including the items listed in the Line Item Detail Volume II, the Supplemental Budget, including the supplemental financial item contained on page S7-1, the Errata, and the Unified Fee Schedule
LPCOCAS

UNIFIED FEE SCHEDULE

5. APPROVED Department 73 as recommended by the County Administrative Officer, including the items contained in the Line Item Detail Volume II, the Errata, and the Unified Fee Schedule
PCOLCAS

COUNTY CLERK - ELECTIONS

6. APPROVED Index Codes 214000 and 214100 as recommended by the County Administrative Officer, including the items contained in the Unified Fee Schedule
LPCOCAS

ASSESSOR-RECORDER

7. APPROVED Index Codes 109100 and 231000, as recommended by the County Administrative Officer, including the items contained in the Line Item Detail, Volume II and the Errata; with the additional direction that the County Administrative Officer return on Last Day - June 24, 2010, with a report on whether revenue exists to add back a position to the Recorder's Office
SLPCOCA

COUNTY COUNSEL

8. APPROVED Index Codes 214000 and 214100, as recommended by the County Administrative Officer and including the items contained in the Line Item Detail-Volume II
SL/P/COCA Supervisor Pirie absent due to a conflict of interest

BOARD OF SUPERVISORS

9. APPROVED Department 15, as recommended by the County Administrative Officer and including the items contained in the Line Item Detail Volume II
PLCOCAS

PERSONNEL

10. APPROVED Index Codes 510000, 515200, 515202, 515300, 515400, 515100, and 511100, as recommended by the County Administrative Officer, including the items contained in the Line Item Detail Volume II and the Supplemental budget recommendations
PLCOCAS