



Napa County

1195 THIRD STREET
SUITE 310
NAPA, CA 94559
www.countyofnapa.org

Main: (707) 253-4580

Legislation Text

File #: 23-0182, **Version:** 1

TO: Board of Supervisors
FROM: Jennifer Palmer, Director of Housing & Homeless Services
REPORT BY: Alex Carrasco, Staff Service Analyst
SUBJECT: Adoption of resolution amending bylaws of the Napa County Housing Commission

RECOMMENDATION

Director of Housing & Homeless Services requests adoption of a resolution amending the bylaws of the Napa County Housing Commission.

EXECUTIVE SUMMARY

Napa County Ordinance No. 1289 amended the Napa County Code to add Chapter 2.102, which established the Napa County Housing Commission (Commission). The chapter requires the Commission to adopt bylaws, subject to approval by the Board, for the conduct of business. On January 26, 2023, the Commission voted unanimously to recommend minor revisions to the bylaws to cleanup outdated references and to remove the standing budget committee to reflect the current operational needs of the Commission and Housing staff.

Director of Housing & Homeless Services requests adoption of a resolution amending the bylaws of the Commission.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	No
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The request to cleanup outdated references are necessary to conduct normal business and provide the general public with accurate information. Additionally, removing the standing budget committee will be more conducive to operational needs.
Is the general fund affected?	No
Consequences if not approved:	General public will have outdated information.
County Strategic Plan pillar addressed:	Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

On January 26, 2023, the Napa County Housing Commission (Commission) voted unanimously to recommend minor revisions to the bylaws to cleanup outdated references and to remove the standing budget committee to reflect the current operational needs of the Commission and Housing staff.

The Commission was formed in 2007 when the Napa County Housing Authority (Authority) assumed management and eventual ownership of the three migrant farmworker centers (Calistoga, Mondavi, River Ranch). Napa County Ordinance No. 1289 amended the Napa County Code to add Chapter 2.102, which established the Napa County Housing Commission. Section 2.102.080 of the Napa County Code requires that the Commission adopt bylaws, subject to Board approval, for the conduct of business. The Board adopted bylaws for the Commission on June 25, 2007, and has amended the bylaws from time to time to reflect the changes in conduct of business of the Commission, most recently on August 11, 2015, after the Board expanded the role of the Commission to include advising the Board on the use of affordable housing funds.

The requested revisions are outlined below and a redline copy of the amended bylaws is included in this report.

Article II - Statutory Authority - updated to include Ordinance 1402 in recitations.

Article IV - Offices - updated to current mailing address for the Napa County Housing Commission.

Article VII - Officers - update to reflect the title of County staff serving as Secretary to the NCHC.

Article X - Recruitment of Tenant Commissioners - update to reflect the title of the County staff with the responsibility to recruit prospective tenant commissioners for the NCHC.

Article XI - Committees - update to remove the Budget Committee as a standing committee with membership established by resolution. This change is recommended to allow the annual Budget Committee to be formed as an ad-hoc committee, not requiring a resolution.

Article XIV - Meetings, Quorums, and Rules of Order - update to current meeting agenda order of business.

Director of Housing & Homeless Services requests adoption of a resolution amending the bylaws of the Commission. Two-thirds vote required.