

cc: DCD } 4/28/08
Treas }

CITY OF PORT TOWNSEND RESOLUTION NO. 08-008
JEFFERSON COUNTY RESOLUTION NO. 28-08

JOINT RESOLUTION OF THE JEFFERSON COUNTY BOARD OF COUNTY COMMISSIONERS AND THE PORT TOWNSEND CITY COUNCIL, PROVIDING COMPOSITION, TERMS OF OFFICE AND PROCEDURAL RULES FOR THE HOUSING ACTION PLAN NETWORK COMMITTEE

The Board of County Commissioners of Jefferson County, Washington and the City Council of the City of Port Townsend, Washington, do hereby jointly resolve as follows:

WHEREAS, In the Fall of 2006, both the City of Port Townsend and Jefferson County adopted the Housing Action Plan (HAP) to identify the need for housing in East Jefferson County and develop a strategy for addressing needs (Resolutions 06-026 and 69-06 respectively). Forty-two housing strategies have been identified in Chapter 5 of the plan; and

WHEREAS, Action Item #1 is to establish a Housing Action Plan Network (HAPN) to monitor performance and facilitate implementation of the action plan. The HAPN will bring together representatives of all sectors of our community affected by the lack of affordable housing; and

WHEREAS, On January 16, 2007, the City Council appointed 14 members to the HAPN committee (AB07-012); and

WHEREAS, On February 4th, 2008, the City Council made some new appointments and replacements resulting in 16 members on the HAPN committee (AB08-021); and

WHEREAS, the HAPN, at its third regular business meeting (May 15, 2007), expressed a desire to formalize rules of procedure; and

WHEREAS, the City Council adopted Resolution 01-012 on March 19, 2001, establishing general rules governing citizen advisory boards,

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Jefferson County as follows:

Section 1. Establishment

The City of Port Townsend City Council approved Formation of the Housing Action Plan Network Committee on October 2, 2006 (Resolution 06-026) and by the Board of County Commissioners on November 6, 2006 (Resolution 69-06). The Committee shall follow applicable County and City rules pertaining to citizen advisory committees. The City Manager and County Administrator shall jointly resolve any conflict that may arise between applicable rules.

Section 2. Purpose and Scope of Work

- 2.1 The Purpose of the Housing Action Plan Network (HAPN) is to serve as an advisory group to the City of Port Townsend and Jefferson County on housing policy and programs. HAPN will have no formal decision-making responsibilities.
- 2.2 The principal role of HAPN is to facilitate the implementation of the Housing Action Plan with specific focus on increasing the availability of affordable housing for the workforce, especially very low, low and moderate-income county residents. Forty-two action plan strategies are presented in the Housing Action Plan. A number of parties may be responsible for leading and managing, participating, and supporting or permitting each strategy as described in the plan. HAPN will steward plan implementation and be a “voice” for affordable housing coordinating efforts and monitoring progress.
- 2.3 HAPN members shall review applicable portions of the county and city codes and comprehensive plan to recommend amendments in accordance with the Housing Action Plan strategies.
- 2.4 The HAPN will meet as needed, generally monthly. The Committee may create task-oriented subgroups, as it may deem necessary or expedient to expand public process and participation.
- 2.5 Participation as a HAPN member will not and does not preclude one’s later participation in any formal review or comment process before the City Council and/or Board of County Commissioners.

Section 3. Committee Members, Appointment and Confirmation Process, Terms & Vacancies

- 3.1 The Board of County Commissioners and the City Council shall each appoint an elected official and a Planning Commission representative to the HAPN.
- 3.2 The Chair of the Board of County Commissioners and the Mayor, in consultation with the County Administrator and City Manager, shall review letters of interest and recommend individuals to serve on the HAPN, for appointment by the Council and Board of County Commissioners. The committee membership may fluctuate but should seek to retain an odd number of members to avoid the potential for split-votes. The committee shall consist of a broad range of interests in affordable housing, which may include but is not limited to:

Representing
Housing Providers (Jefferson County Housing Authority, OlyCAP, Habitat for Humanity, Kitsap County Housing Authority, Homeward Bound)
Education
Green Building
Health
Builders

Faith Based Organizations
Realtors
Lender
Economic Development
Major Employment Sectors
Citizens at Large

- 3.3 Housing provider appointments shall have no expiration term. For all other appointments, members shall serve a period of two-years.
- 3.4 Each person shall be deemed appointed and shall commence service after confirmation by the Board of County Commissioners and City Council or on the effective date of the previous member's resignation or on the expiration of the existing term for the position, as applicable.
- 3.5 For unexpired terms the Board of County Commissioners & Council shall fill any vacancy in the same manner as the original appointment. An appointment for an unexpired term shall terminate at the end of the unexpired term. Any member may be removed by Board of County Commissioners and Council action based on the decision that removal is in the best interests of the citizens of Jefferson County/City respectively. Removal should not occur for disagreement with an official recommendation of the board or its members.

Section 4. Presiding Officers – Election and Duties

- 4.1 The officers of the HAPN shall consist of a Chair and a Vice Chairperson elected from the appointed members of the HAPN and such other officers as the HAPN may, by majority vote, approve and appoint.
- 4.2 The election of officers shall take place once each year on the occasion of the first meeting of each calendar year. The term of each officer shall run from that meeting until the first meeting of the subsequent calendar year.
- 4.3 A Nominating Committee may be appointed for the nomination of officers.
- 4.4 In the event of a vacancy of the Chair, the Vice Chairperson would replace the Chair, and the Vice Chairperson replaced by vote of the members of the HAPN.
- 4.5 The chair will sign documents of the HAPN and represent the committee before the Board of County Commissioners and City Council. The chair is entitled to a single vote and shall retain the right and responsibility to participate in all deliberations and to vote on all matters. The vice-chair will act for the chair in the chair's absence.

Section 5. Meetings

- 5.1 Regular meetings shall generally be held monthly at a public place at a regularly scheduled time. All meetings of the HAPN shall be subject to all requirements of the

Washington Open Public Meetings Act Chapter 42.30 RCW, and shall be open to the public, and shall be held at a public place.

- 5.2 All meeting dates and terms, shall be posted consistent with adopted County and City policies No meeting shall be scheduled without at least 48 hours notice to the County and City Clerk's offices.
- 5.3 Subcommittee work sessions may be scheduled as needed. At such meetings the public is welcome to attend but shall not ordinarily be allowed to participate unless specifically requested by the subcommittee chair.
- 5.4 Except as modified by these rules of procedure, the HAPN rules of procedure shall be guided by *Robert's Rules of Order Newly Revised* (10th Edition, Perseus Publishing), as the same may be amended or updated.

Section 6. Attendance & Alternates

- 6.1 To achieve its greatest effect the HAPN needs the regular attendance of its members at most or all meetings; the HAPN benefits greatly from full participation of each member.
- 6.2 In light of this, HAPN members are expected and required to notify the chair of anticipated absence from any meeting of the HAPN as far in advance of the meeting as possible. In the event that such notifications indicate that a quorum will not be present, the chair will ordinarily cancel or reschedule the meeting.
- 6.3 If a member is absent for either three (3) consecutive regular meetings without excuse, or if a member is absent for thirty-five percent (35%) of all regular business meetings whether or not excused, in any six (6)-month period, the member's record of attendance may be forwarded to the Mayor and Chair of the County Commissioners for consideration of removal in accordance with RCW 35.63.030.
- 6.4 If the HAPN determines a need, it will recognize an appropriate designated alternate in the event of a member's absence. An "appropriately designated alternate" will have been recommended by the HAPN, forwarded to the Mayor and Chair of Board of County Commissioners for their recommendation and approved by the Board of County Commissioners and City Council. In the event of that member's absence, the alternate can exercise the voting privilege of the seat that he/she represents.

Section 7. Quorum - Voting

- 7.1 The decision making approach of the HAPN will be by consensus. If consensus cannot be reached, the HAPN will recognize a simple majority vote. Any dissenting opinions will be recorded and included in the meeting summary.
- 7.2 A simple majority of the total of the members currently appointed to HAPN shall constitute a quorum for the conduct of HAPN business. No meeting shall occur unless a majority of the appointed HAPN members are present. Voting is by voice

vote, except where these rules or the HAPN itself may require a roll call vote.

Section 8. Conflicts of Interest

8.1 Conflicts of interest will rarely arise as a matter of concern for HAPN members; however, in the discussion or recommendation of funding proposals for HAPN projects it is possible that a conflict or the appearance of a conflict may arise. When a conflict or appearance of conflict may arise, applicable state, county, and city policies regarding Appearance of Fairness shall apply.

Section 9. Order of Business Meeting Procedure

9.1 Call to order, roll call and determination of quorum.

9.2 Agenda items

9.2.1 Minutes of previous meeting

9.2.2 Old business

9.2.3 Committee Reports

9.2.4 New business

9.2.5 Discussions of next meeting date and agenda

9.2.6 General Announcements

9.2.7 Community Member Comments

9.2.8 Adjournment

9.3 The chair may alter the regular order of business in preparing the agenda when special circumstances and the efficient use of time dictate.

9.4 All meetings of the HAPN shall be conducted pursuant to the Open Public Meetings Act (RCW 42.30).

Section 10. Minutes and Records

The Advisory Board shall provide for the taking of minutes and maintaining the records of all regular and special meetings. Any Advisory Board may establish standing or ad hoc committees comprised of Board members to assist in accomplishing its duties and responsibilities. Once approved, the official minutes shall be filed for the public record with the County and City Council within 10 days of approval.

Section 11. Term of Committee- Sunset Provision

The HAPN shall formally end within 3 years from the date of adoption of this Resolution unless sooner terminated by a resolution or ordinance adopted by either the BoCC or City Council, or otherwise extended by joint ordinance or resolution.

Section 12. Communications to the Board of County Commissioners and City Council

The Committee shall report to the Board of County Commissioners and Port Townsend City Council at least semi-annually.

Section 13. Compensation and Reimbursement of Expenses

Members of HAPN shall serve without compensation.

Section 14. Staffing

Staffing for the HAPN shall be provided as a priority by the Board of County Commissioners and City Council.

Section 15. Amending Rules

15.1 HAPN may recommend amendments to these rules at any meeting by a vote of the majority of the entire membership, provided 5 days notice has been given to each member.

15.2 HAPN is a joint county/city committee and thus the two government entities agree to maintain consistency by processing any amendments hereto as "Joint Resolutions" requiring approval by both entities.

This resolution shall become effective upon adoption by the Board of County Commissioners and the City of Port Townsend.

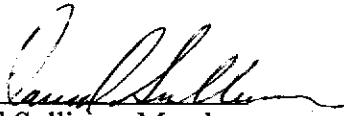
APPROVED AND SIGNED THIS 7th day of April, 2008

SEAL

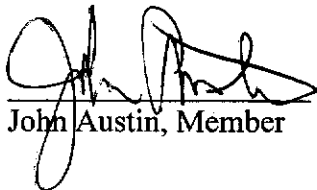
JEFFERSON COUNTY BOARD OF COMMISSIONERS



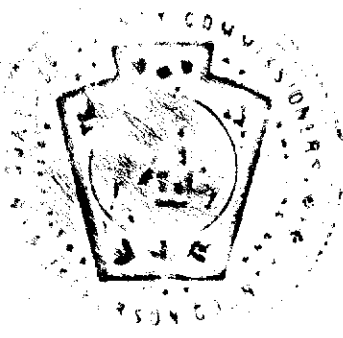
Phil Johnson, Chairman



David Sullivan, Member

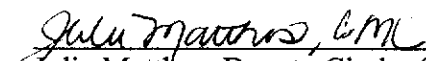


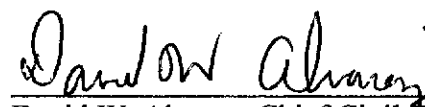
John Austin, Member



Attest:

Approved as to form:


Julie Matthes, Deputy Clerk of the Board
Jefferson County

 4/3/08
David W. Alvarez, Chief Civil DPA,
Jefferson County

APPROVED AND SIGNED THIS 21st. day of April, 2008

Michelle Sandoval
Michelle Sandoval, Mayor
City of Port Townsend

Attest:

Shila Spears for
Pamela Kolacy, MMC, City Clerk

Approved as to form:

John P. Watts
John P. Watts, City Attorney

Juelanne Dalzell

08-79

JEFFERSON COUNTY PROSECUTING ATTORNEY

Courthouse - P.O. Box 1220

Port Townsend, Washington 98368

Telephone (360) 385-9180 -- FAX (360) 385-9186

David W. Alvarez, Deputy Prosecutor

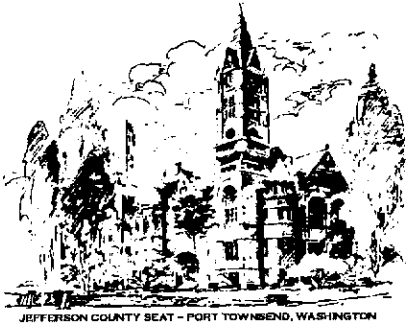
Katherine Gilmert, Deputy Prosecutor

Edward B. DeBray, Deputy Prosecutor

Rafael E. Urquia, Deputy Prosecutor

Thomas A. Brotherton, Deputy Prosecutor

Lianne Perron-Kossow, Victim Services



INTERDEPARTMENTAL REQUEST FOR LEGAL OPINION

Date of Request: APRIL 3, 2008

Department Making Request: DCD By:

Synopsis of Request: APPROVE RESOLUTION "AS TO FORM"

For Use by Prosecuting Attorney

Form of Request: [X] Written [] Telephone [] In Person [] Email

Recommendation/Opinion: APPROVED AS TO FORM
TYPICALLY NO NEED TO APPROVE RESOLUTIONS AS TO FORM

By: ALVAREZ
David Alvarez

Date Completed: APRIL 3, 2008

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Frank Gifford, County Administrator
TCM / Intelim

FROM: Al Scaff, Director, Department of Community Development (DCD) *AS*
Stacie Hoskins, DCD Planning Manager *SH*
Ryan Hunter, Assistant Planner, Long-Range Planning (LRP) *RH*

DATE: April 7, 2008

SUBJECT: Joint Resolution of the Jefferson County Board of County Commissioners and the Port Townsend City Council, Providing Composition, Terms of Office and Procedural Rules for the Housing Action Plan Network Committee and the Appointment of Members to the Housing Action Plan Network Committee.

STATEMENT OF ISSUE:

The Department of Community Development Long-Range Planning Division is requesting that the Board of County Commissioners (BoCC) adopt the Joint Resolution Providing Composition, Terms of Office and Procedural Rules for the Housing Action Plan Network Committee. The Department of Community Development Long-Range Planning Division is also requesting that the BoCC appoint members to the Housing Action Plan Network Committee. The proposed Joint Resolution and list of recommended appointments is attached for your review.

ANALYSIS/STRATEGIC GOALS :

In the fall of 2006, both the City of Port Townsend and Jefferson County adopted the Housing Action Plan (the plan) to identify the need for housing in East Jefferson County and develop a strategy for addressing needs. The Housing Action Plan Network (HAPN) Committee was formed to implement the forty-two housing strategies identified in Chapter 5 of the plan. The group has been meeting, generally once per month, since February 15, 2007.

As the group has become familiar with the plan and begun to coalesce as a team, HAPN identified the need for additional guidance on membership and procedures. The HAPN requests that the BoCC consider the attached draft resolution Providing Composition, Terms of Office and Procedural Rules for the HAPN Committee. Under the draft resolution the HAPN membership will seek to retain an odd number of members representing a broad range of interests in affordable housing which may include but is not limited to: housing providers, education, green building, health, builders, faith-based organizations, realtors, lender, economic development, major employment sectors, and citizens at large. (Both the City and County attorneys have reviewed the attached draft resolution and the City has approved it).

Membership – Accept the recommended appointments to the HAPN. (The City has appointed the recommended members listed in the attachment).

FISCAL IMPACT:

HAPN is a voluntary citizen's advisory group and will work with City and County staff to facilitate the implementation of the plan in a way that is cognizant of available financial and staffing resources.

RECOMMENDATION:

1. Move to approve "Joint Resolution of the Jefferson County Board of County Commissioners and the Port Townsend City Council, Providing Composition, Terms of Office and Procedural Rules for the Housing Action Plan Network Committee"
2. Move to accept the recommendation of the Chair, specifically, to appoint the members listed in attachment B to the Housing Action Plan Network Committee.

REVIEWED BY:

Frank Gifford

Frank Gifford, County Administrator

Temp Interim

4/3/08

Date

HAPN MEMBERSHIP

Recommended Appointments

deforest Walker	Housing (OlyCAP)
Joe Breskin	Citizen at Large
Peter Von Christierson	Homeward Bound
Julie Graves (Alternate:Norm McLoughlin)	Kitsap County Housing Authority
Steve Paysee	Formerly of OlyCAP
David Rymph	Housing (Jefferson County Housing Authority)
L. Katherine Baril	Higher Education
Al Cairns	Green Building
Sandy Hershelman	Builders
Pastor Dan McMilan	Faith Based Organizations
Susan Miller	Realtors
Kees Kolff	Citizen at Large

Elected Officials/Planning Commission Appointments (Official)

BoCC	Phil Johnson
Council	Brent Butler
County Planning Commission	Barbara Nightingale
City Planning Commission	Steve Emery