



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Community
Services
Department No.: 057
For Agenda Of: April 9, 2019
Placement: Departmental
Estimated Time: 5 minutes
Continued Item: No
If Yes, date from: No
Vote Required: Majority

TO: Board of Supervisors

FROM: Department
Director(s) George Chapjian, Community Services Development (805-568-2467)
Contact Info: Dinah Lockhart, Deputy Director (805-568-3523)

SUBJECT: Approve Extra Help Services and Retirement Waiver for Housing and Community Development Division Community Service Department Position

County Counsel Concurrence

As to form: Yes

Other Concurrence:

As to form: N/A

Auditor-Controller Concurrence

As to form: N/A

Recommended Actions:

That the Board of Supervisors:

- a) In accordance with California Government Code Section 7522.56(f)(1), certify that the appointment of retired County employee Margo Wagner is necessary to fill a critical need in the Housing and Community Development Division of the Community Services Department before 180 days have passed from her date of retirement on 3/22/19; and,
- b) Approve and authorize the County Community Services Department to appoint retired employee Margo Wagner as an Extra Help employee to provide consultation on local County affordable housing programs and portfolio on an hourly, as-needed basis, not to exceed \$2,000, to end on 6/28/19; and
- c) Determine that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15378(b)(4) and 15378(b)(5) because they

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consist of government administrative or fiscal activities that will not result in direct or indirect physical changes in the environment.

Summary Text:

Margo Wagner retired as a Senior Housing Specialist on March 22, 2019 after 10 years of service with the County. As the Senior Housing Specialist overseeing the County’s Local Affordable Housing Programs, Ms. Wagner had primary responsibility for the oversight of the enforcement of the Inclusionary Housing Ordinance, the calculation and collection of In-Lieu Fees, the administration of the Affordable Housing Re-Sale Program, and Affordable Housing Rental Certification Program, among other duties. A recruitment will be conducted in the next 90 days to fill the Senior Housing Program Specialist position. Until such time the position is filled, there are several critical need duties within the division, which require continued attention including ensuring restricted affordable for-sale units are sold to eligible buyers for Program specified prices, that affordable rental properties under affordability covenants are administered in compliance with program requirements, and County Affordable Housing Applicants are able to submit application materials and be placed on a waiting list for available units. It is anticipated that Ms. Wagner will provide as needed support over a 2-3 month period to HCD staff providing overall affordable housing monitoring, and training new staff on policies and procedures. Her appointment and compensation will conform to all requirements of Government Code Section 7522.56.

Fiscal and Facilities Impacts:

Budgeted: Yes, salary savings from other vacancies will be used to offset the costs of hiring Mr. Wagner as extra-help.

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized</u> <u>On-going Cost:</u>	<u>Total One-Time</u> <u>Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other: In-Lieu		\$	2,000.00
Total	\$ -	\$ -	2,000.00

Staffing Impacts:

The request to use retired employee as limited extra-help will reduce risk to County through her institutional knowledge of existing County affordable housing program regulations.