

# SANTA BARBARA COUNTY BOARD AGENDA LETTER



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

**Agenda Number:**  
**Prepared on:** 06/30/03  
**Department Name:** Housing and Community  
Development  
**Department No.:** 055  
**Agenda Date:** 07/15/03  
**Placement:** Departmental  
**Estimate Time:** 20 Minutes  
**Continued Item:** NO  
**If Yes, date from:**

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**TO:** Board of Supervisors

**FROM:** Edward L. Moses, Director  
Housing and Community Development

Michael F. Brown, County Administrator  
Office of the County Administrator

**STAFF CONTACT:** Patricia M. Gabel, Supervising Housing Finance Specialist #3522

**SUBJECT:** Transferring administration of certain housing and economic development functions to the Department of Housing and Community Development

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## Recommendation(s):

That the Board of Supervisors adopt the attached resolution authorizing transfer of the administrative functions of housing and economic development from the Department of General County Programs (Dept. 990) to the County Department of Housing and Community Development.

## Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with No. 7. Maintain and Enhance the Quality of Life for all Residents and Strengthen the Safety and Well-Being of Children and Their Families to Ensure a Strong Future for our Community.

## Executive Summary and Discussion:

On August 14<sup>th</sup>, 2001, your Board authorized the creation of a new County Department entitled Office of Housing and Community Development (HCD). In order improve the functioning of the housing finance and development operations on an interim basis, functions of HCD were transferred to General County Programs under the direct supervision of the County Administrator. A Director of Housing and Community Development was hired in December 2002, however the administration of the new department has technically stayed under the County Administrator's Department until the new fiscal year begins on July 1, 2003.

With the technical transfer of administrative functions of housing and community development to the new department, the signing authority over those functions must be transferred as well. The proposed resolution will transfer signing authority for the administration of the Santa Barbara County HOME Consortium, HUD's HOME and Continuum of Care (homeless) programs, HCD's Community Development Block Grant and Disaster Recovery Initiative Programs as well as all local housing programs currently administered under General County Programs. *This authority is limited to ministerial matters only and does not include matters related to policy.*

**Mandates and Service Levels:**

None.

**Fiscal and Facilities Impacts:**

None.

**Special Instructions:**

None.

**Concurrence:**

County Administrator  
County Counsel

BOARD OF SUPERVISORS OF THE COUNTY OF SANTA BARBARA  
STATE OF CALIFORNIA

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IN THE MATTER OF THE TRANSFERING        )  
ADMINISTRATION OF CERTAIN HOUSING    )  
AND ECONOMIC DEVELOPMENT FUNCTIONS)  
TO THE DEPARTMENT OF HOUSING         )  
AND COMMUNITY DEVELOPMENT            )

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WHEREAS, by Resolution 01-257, dated August 14, 2001, the Board of Supervisors authorized the creation of a new County Department of Housing and Community Development; and

WHEREAS, difficulties in recruitment of a departmental Director delayed the creation of the new Department; and

WHEREAS, such delay necessitated the transfer of certain housing and economic development functions to the Department of General County Programs (Dept. 990) on an interim basis until the end of the 2002-2003 fiscal year; and

WHEREAS, the position of Director of the Housing and Community Development Office has now been filled and the new Director is overseeing and directing County housing and community development activities; and

WHEREAS, the Board of Supervisors now desires to officially transfer the administrative functions of housing and economic development from the Department of General County Programs (Dept. 990) to the County Department of Housing and Community Development.

NOW, THEREFORE, IT IS HEREBY ORDERED AND RESOLVED that:

1. The administrative functions of housing finance and development that are currently performed under the Department of General County Programs are hereby transferred to the Department of Housing and Community Development effective on immediately,
2. Commencing immediately, the Director of the County Department of Housing and Community Development shall be the official representative of the County to the

Santa Barbara County HOME Consortium and shall be authorized to act on behalf of the County in all manners of business related to the administrative functions of the Consortium.

3. All administrative authority, including signing authority, over the U.S. Department of Housing and Urban Development HOME Investment Partnership and McKinney-Ventu (Continuum of Care) Programs that is currently vested in the Department of General County Programs is hereby transferred to the Department of Housing and Community Development effective immediately.
4. All administrative authority, including signing authority, over the State Department of Housing and Community Development (HCD) Community Development Block Grant and Disaster Recovery Initiative Programs that is currently vested in the Department of General County Programs is hereby transferred to the Department of Housing and Community Development effective immediately.
5. All administrative authority, including signing authority, over the Affordable Housing Inclusionary Program as currently administered by the Department of General County Programs is hereby transferred to the Department of Housing and Community Development effective immediately.

PASSED, APPROVED AND ADOPTED by the Board of Supervisors of the County of Santa Barbara, State of California, this 15<sup>th</sup> date of July, 2003, by the following votes:

AYES:

NOES:

ABSENT:

COUNTY OF SANTA BARBARA

BY: \_\_\_\_\_  
Naomi Schwartz  
Chair, Board of Supervisors

APPROVED AS TO FORM:  
STEPHEN SHANE STARK  
County Counsel

By: \_\_\_\_\_  
Deputy

ATTEST:  
CLERK OF THE BOARD OF SUPERVISORS

By: \_\_\_\_\_  
Deputy