

## RESOLUTION NO. 17-09-19-03

### **A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, ESTABLISHING A HOMELESS TASK FORCE**

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

#### SECTION 1. Establishment of Task Force

There is hereby created a Homeless Task Force which shall be known as the "Dana Point Homeless Task Force". The purpose of the Task Force is as follows: By working jointly with our neighboring cities, the County of Orange, and other engaged public agencies, and working through non-profit organizations that provide services to the homeless, create a sustainable, measurable program to eliminate the necessity of homelessness in the Dana Point regional area.

The Task Force shall create a work plan to present to City Council for consideration and implementation.

#### SECTION 2. Task Force Membership

- A. The Task Force shall consist of no fewer than (5) voting members and no more than eleven (11) voting members as representatives from the following entities: Dana Point City Council, Dana Point Chamber of Commerce, County of Orange, California State Parks, Dana Point Harbor Merchants Association, Dana Point Planning Commission, Veterans of Foreign Wars Post 9934, Doheny Village Merchant Association and South Coast Water District.

Invited stakeholders to participate as non-voting members include, but are not limited to, representatives from: Families Forward, Family Assistance Ministries, Mercy House, Ihope, Orange County Rescue Mission, Friendship Shelter, Capo Beach Church, St. Edward the Confessor Church, Gloria Dei Church and South Shores Church.

- B. Voting members may designate alternates.
- C. RESIGNATION. Any Member of the Task Force may resign at any time by delivering written notice to the Chair. A resignation shall be effective when the notice is delivered to the Chair unless the notice specifies a later date.
- D. DISMISSAL. Any Member of the Task Force may be removed from the Task Force by the majority vote of the Task Force for three (3) consecutive

unexcused absences. The Task Force must advise the Member being dismissed and the Chair in writing at least five days before taking the action.

- E. APPOINTMENT OF REPLACEMENT MEMBER. Upon the dismissal, resignation or incapacity of a Member of the Task Force, the Task Force may vote to appoint a replacement from the City Council approved entities listed in Section 2.A above.

### SECTION 3. Staff Assistance

The City Manager will allocate adequate necessary technical and clerical assistance to the Task Force subject to the City's priorities and workload.

### SECTION 4. Compensation

Members of the Task Force shall serve without compensation.

### SECTION 5. Duties of Task Force

To develop goals toward reducing or eliminating incidents of homelessness in Dana Point and develop a work plan, including estimated costs to the City, for City Council consideration that will propose strategies and tactics to achieve the goals, including regional coordination and collective impact.

### SECTION 6. Term of Task Force

The Task Force shall be established upon adoption of this resolution and shall continue in effect until the work plan has been presented to City Council for consideration.

### SECTION 7. Meetings of the Task Force

- A. REGULAR AND SPECIAL MEETINGS. The Task Force is expected to meet on a monthly basis at a date and time based on a survey of the availability of the Task Force Members. Meetings will take place at City Hall, 33282 Golden Lantern, Dana Point, CA. The Task Force may agree to change the day, time and location of the meeting without City Council amendment to this resolution.
- B. CANCELLATION OR ADDITIONAL MEETINGS. Cancellation of meetings, or adding additional regular meetings may be made by the task force, based on a survey of the availability of Task Force Members. Special meetings of the Task Force may be held at any time and place, whenever called by the Task Force Chair.

- C. Members must attend in person to participate in a meeting.
- D. NOTICE OF MEETINGS. Notice of all scheduled meetings of the Task Force will be noticed and posted in accordance with the Brown Act.
- E. QUORUM. A quorum at any meeting shall consist of Task Force Members who represent a simple majority of all voting Members.
- F. VOTING. The Task Force shall attempt to make decisions by consensus. Upon request of any Member, a vote will be taken, in which case each Task Force Member in attendance at the meeting shall be entitled to cast one vote. Votes may not be made by proxy. A routine matter will be approved by a simple majority of all votes cast.
- G. MINUTES. Action minutes shall be kept of Task Force meetings. Minutes shall be approved by the Task Force, and as approved shall be available to the public.
- H. WORK PLAN RECOMMENDATIONS. Staff liaison will draft the work plan recommendations based on direction from the Task Force. The Task Force shall review and comment on the draft work plan, and shall approve the final recommended work plan by a majority vote to present to the City Council.
- I. Staff designated to provide support to the Task Force shall be responsible for the maintenance and circulation of the minutes and agendas of the meetings of the Task Force, and preparation and mailing or delivery of all meeting notices, agendas and materials to Task Force Members.

#### SECTION 8. Amendments

This Resolution shall be adopted, and may be amended, upon a majority vote of the Task Force Members present and voting, provided that no amendment may be approved contrary to state law or City policy.

SECTION 9. That the City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Dana Point at its regular meeting held on the 19<sup>th</sup> day of September 19, 2017.



DEBRA LEWIS, MAYOR

ATTEST:

  
KATHY WARD, CITY CLERK

STATE OF CALIFORNIA)  
COUNTY OF ORANGE ) ss  
CITY OF DANA POINT )

I, Kathy Ward, City Clerk of the City of Dana Point, California do hereby certify that the foregoing Resolution No. 17-09-19-03 was duly adopted and passed at a regular meeting of the City Council on the 19<sup>th</sup> day of September 19, 2017, by the following vote to wit:

AYES: Council Members Muller, Tomlinson, Viczorek, Mayor Pro  
Tem Wyatt, and Mayor Lewis

NOES: None

ABSTAIN: None

  
KATHY WARD, CITY CLERK