

**BYLAWS OF THE
MEASURE W WEST MARIN TRANSIENT OCCUPANCY TAX RATE AREA**

Working Group on Fund Expenditures for Community Housing

Per Ordinance No. 3692, Measure W created a transient occupancy tax rate of four (4) percent ("the West Marin Transient Occupancy Tax") of rent charged in the West Marin Transient Occupancy Tax Area, in addition to the tax rate of ten (10) percent applicable to the entire unincorporated County of Marin. The West Marin Transient Occupancy Tax is a special tax that shall be used for the benefit of the West Marin Transient Occupancy Tax Area.

Half of the West Marin Transient Occupancy Tax collected shall be allocated for fire and emergency services in the West Marin Transient Occupancy Tax Area, and Half shall be allocated for community housing in the West Marin Transient Occupancy Tax Area, including, but not limited to, housing for West Marin public safety employees, teachers and other members of the West Marin workforce, housing for families, housing for persons with disabilities and housing for seniors.

Ordinance No. 3692 was approved by the Board on July 31, 2018. Measure W was approved by Marin County voters on November 6, 2018. The Special Tax became effective January 1, 2019.

Article 1. Name and status

The name of this organization shall be "Measure W Working Group." The Working Group will be convened and staffed by the Marin County Community Development Agency (CDA).

Article 2. Objectives

The objectives of the Measure W Working Group include:

(a) to provide the County with community input and feedback on the priorities for funds generated by Measure W; and

As a Working Group of CDA, the Measure W Working Group shares the mission of CDA to protect public health and safety, preserve environmental quality, and plan sustainable, diverse communities. In addition, the Working Group will promote CDA goals to:

- Ensure all West Marin residents and employees have equal access to the housing of their choice.
- Preserve and expand the range and supply of adequate, accessible, and affordable housing in West Marin.
- Provides local funding to increase and preserve the stock of permanently affordable housing in West Marin.

Article 3. Membership

Membership in the Measure W Working Group is open to all persons who live or work in the Measure W tax rate area, as defined in exhibit B of the measure. Members should possess working knowledge in subject areas and disciplines beneficial to the goals of the Working Group,

such as the provision of affordable housing, local community housing needs or financing affordable housing. The Director of CDA will appoint members for a two-year term. Membership in the Measure W Working Group is by written application to the CDA Director.

Membership is discontinued by submission of a written statement (electronic or hardcopy) to the CDA Director that the member no longer wishes to be member of the Working Group or upon expiration of the two- year term, or if the CDA Director determines that a member is unable or unwilling to carry out the duties set out herein.

Article 4. Meeting Schedule

A meeting shall be held annually as scheduled by CDA. All members attending may vote on priority spending areas for Measure W tax funds. A member may not assign a proxy vote or alternate.

Article 5. Working Group

The Working Group shall have five to nine members. Each Working Group member shall be appointed for a period of two years, with the possibility of re-appointment. For inaugural appointments, half of the Working Group less one seat shall serve a term of one year, and the remaining seats shall serve a term of two years. Subsequent terms for the former seats shall be two years. Notice of the availability of applications shall be made at least 30 days prior to the appointment of members.

Article 6. Duties of the Working Group members

- (a) Provide advice and feedback on community housing needs;
- (b) Advise staff on plans and solutions to overcome barriers to providing affordable homes in West Marin;
- (c) Review and provide input on priorities, reflecting community input and feedback;
- (d) Attend all scheduled Working Group meetings.

Community Development Agency staff will seek recommendations on the types of housing programs to be supported by Measure W tax funding (by way of example, rental assistance, development of new housing, acquisition and preservation of existing housing stock). Working Group recommendations on funding for each housing program area will be registered by way of votes from the Working Group members. The Working Group will not make recommendations on funding for housing projects and proposals. The Working Group recommendations will be considered by staff when separate requests for funding of specific housing projects and proposals are reviewed and acted upon by the County. For purpose of voting on recommendations, a quorum shall be the total Working Group less two members.

Article 7. Communication

External communication and visibility enables better community awareness as well as contributing to an environment of transparency. At times, members will be approached by applicants wanting information about funding, interested community members and local media. The Working Group needs to be able to communicate accurately, effectively and consistently with a variety of diverse audiences including the media. The Working Group will draft talking points and circulate to the members after each annual meeting to provide consistent messaging.

Article 8. Amendments

These Bylaws may be amended by the Community Development Agency Director taking into consideration a majority vote of the members.