RESOLUTION - ACTION REQUESTED 2017-65

MEETING:    February 14, 2017

TO:    The Board of Supervisors

FROM:    Tony Stobbe, Public Works Director

RE:    Approve Granting Application Authority for Caltrans Banner Permits to the Chamber of Commerce

RECOMMENDATION AND JUSTIFICATION:
Endorse Applications for Caltrans Banner Permits by the Mariposa County Chamber of Commerce, on Behalf of the County, for Approved Community Events.

The County Department of Public Works has worked closely with the Mariposa County Chamber of Commerce for many years in developing and coordinating permit applications for Caltrans Banner Permits for County recognized and sponsored events. Desiring to streamline this process, the Chamber has initiated a proposal that would reduce County staff time associated with the permitting process by allowing the Chamber to take an expanded role in the application process.

County staff has had discussions with the Chamber Chief Executive Office and is agreeable with the terms and responsibilities as described in the attached letter from the Chamber, with the provision that the Department of Public Works will review and approve banner content and duration of banner display prior to the applications being submitted. Staff recommends approval of this proposal as it will reduce the overall administrative burden, and will significantly reduce the amount of County staff time expended in supporting these applications.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
As described in the attached letter functions currently performed by County staff will now be shifted to the Chamber of Commerce thus reducing the administrative burden on County staffing resources.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
County staff would continue to perform time consuming application administrative actions on behalf of the applicant (Mariposa County Chamber of Commerce) for these events.

ATTACHMENTS:
Street Banner Permit Proposal (PDF)
CAO RECOMMENDATION
Requested Action Recommended

Dallin Kimble
Dallin Kimble, Interim CAO 2/9/2017

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Merlin Jones, District II Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Menetrey, Smallcombe, Jones, Long, Cann
Tracy Gauthier  
Mariposa County Board of Supervisors  
5100 Bullion St.  
Mariposa, CA 95338

Dear Tracy Gauthier,

The Mariposa County Chamber of Commerce has managed the task of having banners hung for at least the last two years, and have processed the requests through Mariposa County Public Works in order to avoid fees from the California Transportation Department.

The Chamber requests the Mariposa County Board of Supervisors authorize the following:

*The Mariposa County Chamber of Commerce may request encroachment permits from the California Transportation Department for banners to be hung on behalf of Mariposa County at the intersection of Highway 140 and 4th Street.*

Below is a side-by-side comparison of the process as it is now as opposed to what we are asking the Board of Supervisors to allow:

<table>
<thead>
<tr>
<th>CURRENT PLAN</th>
<th>PROPOSED PLAN</th>
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</thead>
<tbody>
<tr>
<td>1. The Chamber receives a request for a banner to be hung</td>
<td>1. The Chamber fills out the application</td>
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<tr>
<td>2. The application is completed by the Chamber</td>
<td>2. The application is submitted to Cal Trans</td>
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<tr>
<td>3. The application is submitted to Mariposa County Public Works</td>
<td>3. Cal Trans sends the approved permit to the Chamber</td>
</tr>
<tr>
<td>4. Mariposa County Public Works submits the application to the Cal Trans Department</td>
<td>4. The Chamber forwards the permit to Sierra Tel to schedule the hanging of the banner</td>
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<tr>
<td>5. The Cal Trans Department sends the approved permit to Mariposa County Public Works</td>
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</table>

This would streamline the process extensively and free up time from Public Works. All other encroachment permits beyond that of hanging the banner over the highway would still be processed through Mariposa County Public Works.

Please let me know if you have any questions regarding this request.

Thank you,

Dane Carlson  
Chief Executive Officer