

DEPARTMENT: Planning

By: Jay Pawlek

Phone: 966-5151

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes___ No___)

1. Adopt a Resolution (Attachment #1) forming the Mariposa County Job Creation Task Force and authorizing the Planning Director to represent Mariposa County concerning the Job Creation Investment Fund.
2. Authorize the Planning Director to sign and submit the Job Creation Investment Fund Application (Attachment #2) to apply for \$25,000 for the development of a Job Creation Plan.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

See Attached Memorandum

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Negative Action would result in the County not being eligible for current and future Job Creation Investment Fund money (current allotment \$50,846).

COSTS: () Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated Costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

COSTS: () 4/5th Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve Contingencies, If Approved:
\$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

Memorandum with Attachments
Attachment #1 Draft Board Resolution
Attachment #2 JCIF Application

CLERK'S USE ONLY

Res. No.: 98-87 Ord. No.: _____

Vote - Ayes: _____ Noes: _____

Absent: _____ Abstained: _____

Approved Denied

Minute Order Attached No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: _____
MARGIE WILLIAMS, Clerk of the Board

By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted for Comment

Returned for Further Action

Comment: _____

A.O. Initials: Jp

**MARIPOSA COUNTY BOARD OF SUPERVISORS
RESOLUTION NO. 98- 87**

**A RESOLUTION CREATING THE MARIPOSA COUNTY JOB CREATION TASK
FORCE AND AUTHORIZING THE MARIPOSA COUNTY PLANNING DIRECTOR TO
REPRESENT MARIPOSA COUNTY TO APPLY TO THE CALIFORNIA TRADE AND
COMMERCE AGENCY FOR A GRANT FROM THE JOB CREATION INVESTMENT
FUND**

WHEREAS, the Job Creation Investment Fund (Government Code Section 15365.50 - 15365.59) is administered by the California Trade and Commerce Agency to allocate grant funds to counties to be used for job creation activities that will provide employment for recipients of aid under Chapter 2 (commencing with Section 11200) of Part 3 of Division 9 of the Welfare and Institutions Code who are moving into the workforce; and

WHEREAS, the Mariposa County Board of Supervisors has elected to apply to the California Trade and Commerce Agency for a grant from the Job Creation Investment Fund; and

WHEREAS, the law requires the Mariposa County Board of Supervisors to approve a resolution to apply for a grant from the Job Creation Investment Fund; to designate a Job Creation Task Force to develop a Job Creation Plan and/or implement Job Creation Activities; and designate a lead local economic development organization to coordinate the Job Creation Task Force; and

WHEREAS, the Mariposa County Job Creation Task Force shall be made up of the Mariposa County Chief Administrative Officer, the Mariposa County Planning Director, the Mariposa County Public Works Department Director, the Mariposa County Department of Human Services Director, the Mariposa County Visitor's Bureau Director, a representative from the Mariposa County Chamber of Commerce, a representative from Mariposa County Unified School District, a representative from Mother Lode Job Training Center and a representative from Mariposa County Economic Development Corporation; and

WHEREAS, the Mariposa County Job Creation Task Force shall act in an advisory role to the Mariposa County Board of Supervisors for the preparation of a Job Creation Plan and overseeing the implementation of Job Creation Activities.

WHEREAS, the Mariposa County Board of Supervisors has chosen to authorize the Planning Director to represent County of Mariposa concerning the Job Creation Investment Fund application and grant.

NOW THEREFORE, BE IT RESOLVED, that the Mariposa County Board of Supervisors approves submitting an application for a grant from the Job Creation Investment Fund; designates a Job Creation Task Force to develop a Job Creation Plan or implement Job Creation Activities; designates the Mariposa County Planning Department to coordinate the Job Creation Task Force; and designates the Mariposa County Planning Department as the Lead Local Economic Development Organization.

BE IT FURTHER RESOLVED by the Mariposa County Board of Supervisors that the Mariposa County Planning Director, or his/her designee, is hereby authorized and empowered to apply, approve, sign and execute in the name of Mariposa County the documents necessary to receive funding through the California Trade and Commerce Agency from the Job Creation and Investment Fund. Documents include the application, grant and any future amendments to the grant which may occur with the California Trade and Commerce Agency to operate the job creation project.

BE IT FURTHER RESOLVED that this resolution shall remain in full force and effect until a resolution of the Mariposa County Board of Supervisors is adopted amending or rescinding this resolution.

PASSED AND ADOPTED by the Mariposa County Board of Supervisors on this 10th day of March, 1998 by the following vote:

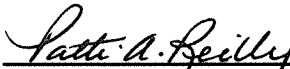
AYES: Reilly, Balmain, Stewart, Parker, Pickard

NOES: None

ABSTAINED: None

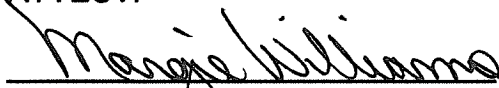
EXCUSED: None

NOT VOTING: None




PATTI A. REILLY, Chair
Mariposa County Board of Supervisors

ATTEST:



MARGIE WILLIAMS,
Clerk of the Board

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:



JEFFREY G. GREEN,
County Counsel

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: ED JOHNSON, Planning and Building Director
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: Job Creation Investment Fund; Res. 98-87

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on March 10, 1998

ACTION AND VOTE:

2:10 p.m. A) Discussion and Action Regarding the Job Creation Investment Fund
Including:

- Creation of a Job Creation Task Force
- Authorization of the Planning Director to Represent Mariposa County in Regard to the Job Creation Investment Fund
- Authorization to Apply for a \$25,000 Grant from the Job Creation Investment Fund to Develop a Job Creation Plan
- Discussion and Possible Action to Consider Staff Liaison to the Foreign Trade Zone (FTZ) for Marketing Efforts (Continued from 3/3/98)

BOARD ACTION: Discussion was held. Jay Pawlek, Senior Planner, provided staff report. Supervisor Balmain requested a change in the resolution to authorize execution of "the" documents necessary to receive funding versus "any" documents -- Board concurred with change. (M)Parker, (S)Stewart, Res. 98-87 adopted forming the Mariposa County Job Creation Task Force and appointing individuals as recommended; authorizing the Planning Director to represent Mariposa County in regard to the Job Creation Investment Fund; and authorizing Planning Director to sign and submit the Job Creation Investment Fund Application to apply for \$25,000. Discussion was held relative to including other representatives on the Task Force and it was noted that the Task Force membership could be amended and expanded in the future. Ayes: Unanimous.

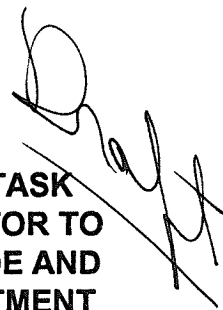
Discussion relative to staff liaison for the Foreign Trade Zone marketing efforts was continued for consideration of the Planning Department reorganization.

cc: Janet Hogan, County Administrative Officer
Mike Edwards, Public Works Director
Tom Archer, Human Services Director
Steve Hayes, Visitors Bureau Director
File

ATTACHMENT #1

DRAFT BOARD RESOLUTION

**MARIPOSA COUNTY BOARD OF SUPERVISORS
RESOLUTION NO. 98-___**

A handwritten signature in black ink, appearing to be 'D. G. H.', is written over the right side of the resolution title.

A RESOLUTION CREATING THE MARIPOSA COUNTY JOB CREATION TASK FORCE AND AUTHORIZING THE MARIPOSA COUNTY PLANNING DIRECTOR TO REPRESENT MARIPOSA COUNTY TO APPLY TO THE CALIFORNIA TRADE AND COMMERCE AGENCY FOR A GRANT FROM THE JOB CREATION INVESTMENT FUND

WHEREAS, the Job Creation Investment Fund (Government Code Section 15365.50 - 15365.59) is administered by the California Trade and Commerce Agency to allocate grant funds to counties to be used for job creation activities that will provide employment for recipients of aid under Chapter 2 (commencing with Section 11200) of Part 3 of Division 9 of the Welfare and Institutions Code who are moving into the workforce; and

WHEREAS, the Mariposa County Board of Supervisors has elected to apply to the California Trade and Commerce Agency for a grant from the Job Creation Investment Fund; and

WHEREAS, the law requires the Mariposa County Board of Supervisors to approve a resolution to apply for a grant from the Job Creation Investment Fund; to designate a Job Creation Task Force to develop a Job Creation Plan and/or implement Job Creation Activities; and designate a lead local economic development organization to coordinate the Job Creation Task Force; and

WHEREAS, the Mariposa County Job Creation Task Force shall be made up of the Mariposa County Chief Administrative Officer, the Mariposa County Planning Director, the Mariposa County Public Works Department Director, the Mariposa County Department of Human Services Director, the Mariposa County Visitor's Bureau Director, a representative from the Mariposa County Chamber of Commerce, a representative from Mariposa County Unified School District, a representative from Mother Lode Job Training Center and a representative from Mariposa County Economic Development Corporation; and

WHEREAS, the Mariposa County Job Creation Task Force shall act in an advisory role to the Mariposa County Board of Supervisors for the preparation of a Job Creation Plan and overseeing the implementation of Job Creation Activities.

WHEREAS, the Mariposa County Board of Supervisors has chosen to authorize the Planning Director to represent County of Mariposa concerning the Job Creation Investment Fund application and grant.

NOW THEREFORE, BE IT RESOLVED, that the Mariposa County Board of Supervisors approves submitting an application for a grant from the Job Creation Investment Fund; designates a Job Creation Task Force to develop a Job Creation Plan or implement Job Creation Activities; designates the Mariposa County Planning Department to coordinate the Job Creation Task Force; and designates the Mariposa County Planning Department as the Lead Local Economic Development Organization.

BE IT FURTHER RESOLVED by the Mariposa County Board of Supervisors that the Mariposa County Planning Director, or his/her designee, is hereby authorized and empowered to apply, approve, sign and execute in the name of Mariposa County any documents necessary to receive funding through the California Trade and Commerce Agency from the Job Creation and Investment Fund. Documents include the application, grant and any future amendments to the grant which may occur with the California Trade and Commerce Agency to operate the job creation project.

BE IT FURTHER RESOLVED that this resolution shall remain in full force and effect until a resolution of the Mariposa County Board of Supervisors is adopted amending or rescinding this resolution.

PASSED AND ADOPTED by the Mariposa County Board of Supervisors on this _____, 1998 by the following vote:

AYES:

NOES:

ABSTAINED:

EXCUSED:

NOT VOTING:

PATTI A. REILLY, Chair
Mariposa County Board of Supervisors

ATTEST:

MARGIE WILLIAMS,
Clerk of the Board

APPROVED AS TO FORM AND LEGAL SUFFICIENCY:

JEFFREY G. GREEN,
County Counsel

ATTACHMENT #2

JCIF APPLICATION

Job Creation Investment Fund Application Cover Page

1) Please provide the following information:

Applicant Name: Mariposa County

2) Please list the Applicant's Authorized Representative:

Organization Name: Mariposa County Planning Department
Contact Person and Title: Ed Johnson, Planning Director
Address: P.O. Box 2039
Mariposa, CA 95338
Telephone Number: (209) 966-5151
Fax Number: (209) 742-5024
E-mail Address: planning@co.mariposa.ca.us

3) Please list the Economic Development Organization which will serve as coordinator of the Job Creation Task Force:

Organization Name: Mariposa County Planning Department
Contact Person and Title: Ed Johnson, Planning Director
Address: P.O. Box 2039
Mariposa, CA 95338
Telephone Number: (209) 966-5151
Fax Number: (209) 742-5024
E-mail Address: planning@co.mariposa.ca.us

4) Federal Tax ID Number: 94-6000880

5) This Application requests funds for a Planning Grant.

Funds will be used to develop a new Job Creation Plan.

Certification

I hereby certify that the information provided in this Application from is correct and represents the intended use of all sources of funds identified in the application.

Ed Johnson, Planning Director

Date

TABLE OF CONTENTS

1. Narrative Description
 2. Timeline
 3. Amount of Grant Funds Requested
 4. Budget
 5. Job Creation Task Force Membership
-
- Exhibit A: Job Creation Investment Fund Resolution
- Exhibit B: None
- Exhibit C: Grant Administration
- Exhibit D: None

NARRATIVE DESCRIPTION

Mariposa County proposes to utilize Job Creation Investment Fund monies to develop a Job Creation Plan in conformance with Section 6205. The Plan will at a minimum contain the following information:

- The number of CalWORKS Recipients in Mariposa County;
- An analysis of Mariposa County economic sectors and companies to identify those whose expansion offers the greatest opportunities to CalWORKS Recipients;
- A description of the needs of the Mariposa County economic sectors and companies identified above to facilitate their expansion and the creation of new employment for CalWORKS Recipients;
- Specific Job Creation Activities, targeted to employ CalWORKS Recipients, that respond to the needs described above;
- A ranking of Job Creation Activities according to priority for implementation;
- A description of how Job Creation Investment Fund monies will be used to implement each of the Job Creation Activities described above;
- A description of the links and collaborative relationships the Grantee has established between Mariposa County, nonprofit organizations, employers, and other entities involved in the preparation of the Job Creation Plan and a description of the links and collaborative relationships that will be established during the implementation of the Job Creation Activities described above; and
- Performance standards developed by Mariposa County to measure the success of Job Creation Activities. The performance standards shall include the number of private sector jobs that could be created as a result of the Job Creation Activities and the number of CalWORKS Recipients that could be employed as a result of the Job Creation Activities.

TIMELINE

	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Collection of Existing Economic Information	XX	XX	XX	XX					
Job Creation Task Force Scoping Meetings		XX	XX						
Preparation of Administrative Draft Job Creation Plan			XX	XX					
Job Creation Task Force Review of Administrative Draft Job Creation Plan				XX	XX				
Preparation of Draft Job Creation Plan					XX	XX			
Board of Supervisors Review of Draft Job Creation Plan						XX	XX		
Preparation of Final Job Creation Plan							XX	XX	
Board of Supervisors Adoption of Final Job Creation Plan								XX	XX

Job Creation Plan to be completed and adopted by December 31, 1998.

AMOUNT OF GRANT FUNDS REQUESTED

A total of \$25,000 is required to complete the project, as described in the Narrative Description

BUDGET

Sources

Sources of Funds	Cash	In Kind	Total
A. Job Creation Investment Fund	\$25,000	\$0	\$25,000
B. Local	\$0	\$0	\$0
C. Other Sources	\$0	\$0	\$0
TOTAL FUNDING	\$25,000	\$0	\$25,000

Uses

Budget Categories	JCIF	Local	Other	Total
A. Personnel	\$23,000	\$0	\$0	\$23,000
B. Travel	\$0	\$0	\$0	\$0
C. Supplies	\$1,000	\$0	\$0	\$1,000
D. Equipment	\$0	\$0	\$0	\$0
E. Postage	\$500	\$0	\$0	\$500
F. Printing	\$500	\$0	\$0	\$500
G. Contractual	\$0	\$0	\$0	\$0
TOTAL BUDGET	\$25,000	\$0	\$0	\$25,000

JOB CREATION TASK FORCE MEMBERSHIP

- Janet Hogan, Mariposa County Chief Administrative Officer
- Ed Johnson, Mariposa County Planning Director
- Mike Edwards, Mariposa County Public Works Department Director
- Tom Archer, Mariposa County Department of Human Services Director
- Steve Hayes, Mariposa County Visitor's Bureau Director
- Undetermined, Representative from Mariposa County Chamber of Commerce
- Undetermined, Representative from Mariposa County Unified School District
- Undetermined, Representative from Mother Lode Job Training Center
- Undetermined, Representative from Mariposa County Economic Development Corporation

EXHIBIT A
RESOLUTION

EXHIBIT B

NOT APPLICABLE

EXHIBIT C

GRANT ADMINISTRATION

Job Creation Improvement Fund to be administered by:

**Mariposa County Planning Department
5101 Jones Street
P.O. Box 2039
Mariposa, CA 95338
(209) 966-5151
FAX (209) 742-5024**

Grant to be administered by Planner IV (Senior) or equivalent (Job Description attached).

MARIPOSA COUNTY

JOB TITLE: Planner IV (Senior)

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To perform responsible office and field work involving planning, zoning, and land use; to supervise and assign the work of planning staff; to provide staff support to the Board of Supervisors and Planning Commission; and to perform the more complex planning for the County. Employees in this classification receive minimal supervision within a broad framework of policies and procedures. Employees in this classification may assign, coordinate, supervise, and formally evaluate the work of others.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from the next level positions in that it supervises planning functions or staff under direction and/or is assigned more complex tasks, but does not manage operations.

SUPERVISOR: Planning Manager

TYPICAL DUTIES

- May supervise planning functions of the Planning Division
- Prepares Staff Reports and other pertinent documentation on the more complicated projects
- May direct, supervise, and formally evaluate the work of others as assigned
- Reviews and presents project applications and staff reports to the Board of Supervisors and the Planning Commission for their consideration
- Provides the public with information on complex application procedures and County regulations
- Prepares Planning Commission meeting agendas under direction of Planning Manager
- Monitors permit functions for compliance with regulations and mandatory time frames

MARIPOSA: Planner IV (Senior)

TYPICAL DUTIES (Cont'd):

- Prepares new plans, policies and regulations for consideration by the County
- Prepares and reviews environmental documents (Negative Declarations and Environmental Impact Reports) for projects and County Plans
- Performs site inspections on various planning projects and programs
- Provides staff support to community advisory groups
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Possession of

- a valid California Driver's license

Knowledge of:

- principles and practices of supervision and training
- Federal and California State Planning Law, including California Environmental Quality Act, California Surface Mining and Reclamation Act, and County regulations adopted pursuant to these Laws
- local environmental conditions and environmental analysis techniques
- principles and techniques of planning
- current trends in Federal, State and local planning

Ability to:

- supervise and train others
- perform the more complex technical planning work
- make presentations to various advisory groups, commissions, and boards

MARIPOSA: Planner IV (Senior)

Ability to: (Cont'd)

- analyze situations and develop appropriate courses of action
- understand and execute written and oral instructions
- communicate effectively in both oral and written forms
- establish and maintain effective work relationships with those contacted in the performance of required duties.

MINIMUM QUALIFICATIONS

- Graduation from an accredited four-year college or university with course work in planning, geography, architecture, landscape architecture, economics, environmental studies, or closely related courses; and three years of land use planning experience of which two years shall have been at a level equivalent to a Planner III position, or one year of which shall have been at the level of Mariposa County Planner III.

Creation Date: 4/88
Revision Date: 11/94
planiv.frm

B/S 94-479 - 11/1/94

EXHIBIT D

NOT APPLICABLE