

MARIPOSA COUNTY
BOARD OF SUPERVISORS
DEPARTMENT: Administration

AGENDA
ACTION FORM
BY: Janet Hogan

DATE: December 16, 1997
AGENDA ITEM NO.: 45
PHONE: 966-3222

RECOMMENDED ACTION: (Policy Item: Yes ___ No x)

Receive update report regarding responsibility for Community Development Block Grant programs and

- A) Authorize the Human Services Director to negotiate a contract with Self-Help Enterprises to administer existing Community Development Block Grant activities including housing rehabilitation, Mariposa Pines sewer project, electrification projects and community services projects;
- B) Confirm that the Planning Department will have primary responsibility to administer the recently approved Community Development Block Grant economic development project with the Visitors' Bureau Director coordinating on program matters.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board last received an update regarding Community Development Block Grant (CDBG) programs on November 5, 1997. Since then, the employee responsible for day-to-day tasks associated with our existing programs has left County employment for another position. Also, on December 2, 1997 the Board decided to concentrate on completing essential current economic development projects such as the Zoning Code revision rather than expanding the economic development program at this time.

Previously, it was staff's recommendation that administrative responsibility for CDBG programs, existing and future, be placed with the Planning Department. This was based on the expectation of a higher level of activity with economic development with the thrust of future CDBG proposals aimed at supporting this direction. The Board's decision to concentrate on current projects and the departure of the staff person necessitated a different approach.

(continued on next page)

<p>COSTS: <input checked="" type="checkbox"/> Not Applicable</p> <p>A. Budgeted Current FY \$</p> <p>B. Total Anticipated Costs \$</p> <p>C. Required Additional Funding \$</p> <p>D. Internal Transfers \$</p> <p>SOURCE: <input type="checkbox"/> 4/5ths Vote Required \$</p> <p>A. Unanticipated Revenues \$</p> <p>B. Reserve for Contingencies \$</p> <p>C. Source Description: _____</p> <p>Balance in Reserve for Contingencies ,if approved: _____</p> <hr/> <p>CLERKS USE ONLY:</p> <p>Res. No. <u>97-480</u> Ord. No. _____</p> <p>Vote - Ayes: _____ Noes: _____</p> <p>Absent: _____ Abstained: _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied</p> <p><input checked="" type="checkbox"/> Minute Order Attached <input type="checkbox"/> No Action Necessary</p> <p>The foregoing instrument is a correct copy of the original on file in this office</p> <p>Date: _____</p> <p>ATTEST:</p> <p>_____</p> <p>MARGIE WILLIAMS, Clerk of the Board County of Mariposa, State of California</p> <p>BY: _____</p> <p>Deputy</p>	<p>SPECIAL INSTRUCTIONS:</p> <p>List the attachments and number the pages consecutively:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <hr/> <p>ADMINISTRATIVE OFFICER'S RECOMMENDATION:</p> <p>This item on agenda as:</p> <p><input checked="" type="checkbox"/> Recommended</p> <p><input type="checkbox"/> Not Recommended</p> <p><input type="checkbox"/> For Policy Determination</p> <p><input type="checkbox"/> Submitted with Comment</p> <p><input type="checkbox"/> Returned for Further Action</p> <p>Comment: _____</p> <p>_____</p> <p>_____</p> <p>CAO's Initials: <u>JH</u></p>
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Self-Help Enterprises is a non-profit corporation specializing in housing, housing rehabilitation, weatherization, sewer and water projects. Mariposa County is within their designated service area. Self-Help works primarily with small cities and counties, and they administer CDBG programs for several jurisdictions. Tom Archer and I have met with a manager from Self-Help to learn about their services and to introduce her to our existing grant programs. She was willing to further review our programs in order to develop a proposal for administrative services. Given the competitive nature of CDBG funding, working with Self-Help can be more efficient than hiring another County employee. If future grants are not funded, it is simpler to terminate a contract than let an employee go. Additionally, Self-Help has more expertise with CDBG administration than current County staff. It is our goal to fund the contract within the existing grant without using any County dollars. The actual contract will be brought back for Board review and approval in January.

If the Board concurs with contracting with Self-Help, Mr. Archer has indicated he is willing to administer the contract, continuing in his interim capacity, pending any further decisions by the Board in the future.

The concepts behind the new economic development CDBG grant were developed by Planning staff with assistance from Applied Development Economics and County contractor Bruce Daniels. Due to their background with the grant, Planning is the appropriate department to administer it including insuring that grant tasks are completed, maintaining required records and making necessary progress reports, budgeting and fiscal administration. The Visitors' Bureau Director would coordinate on the programmatic aspects of the grant tasks as they all relate to enhancing local tourism opportunities.


LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Hire a County employee to do the work associated with existing grants, either under the direction of the Human Services Director or Planning Director.

Designate another department other than Planning to oversee the economic development grant.

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JANET HOGAN, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board 
SUBJECT: COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAMS;
RES. 97-480

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on December 16, 1997

ACTION AND VOTE:

11:10 a.m. Janet Hogan, County Administrative Officer;
Receive Update Report Regarding Responsibility for Community Development Block Grant Programs and Authorize the Human Services Director to Negotiate a Contract with Self-Help Enterprises to Administer Existing Community Development Block Grant Activities Including Housing Rehabilitation, Mariposa Pines Sewer Project, Electrification Projects and Community Services Projects; Confirm that the Planning Department will have Primary Responsibility to Administer the Recently Approved Community Development Block Grant Economic Development Project with the Visitors' Bureau Director Coordinating on Program Matters

BOARD ACTION:

Janet Hogan presented staff report and discussion was held with regards to the existing CDBG activities. (M)Pickard, (S)Reilly, Res. 97-480 adopted authorizing Human Services Director to negotiate a contract with Self-Help Enterprises to administer existing CDBG activities including housing rehabilitation, Mariposa Pines sewer project, electrification projects and community service projects/Ayes: Unanimous.

Discussion was held relative to the recent grant for \$35,000 to pursue projects related to economic development and recommendation for oversight. Ed Johnson, Planning and Building Director, and Bruce Daniels, consultant, provided input relative to the following projects and possible CDBG funding: Mining and Mineral Museum, Bower Cave, and Story Hill. Steve Hayes, Visitors Bureau Director, provided input relative to CDBG funding. Discussion was held relative to the status of the contract with ADE. Supervisor Parker requested that the portion relative to the Mining and Mineral Museum be expedited. The following motion by Pickard was held in abeyance: to approve recommendation for administration of the recently approved CDBG economic development project; and to give further direction to Planning Director and Visitors Bureau Director to begin the application process for the over-the-counter CDBG funding and other possible CDBG funds that be used for the Mining and Mineral Museum project at this time; and that the contract include the ability to have the private subvention to get a more detailed feasibility analysis for the Museum. Further discussion was held. Ed Hardy, representing the Gloor family, provided input relative to their proposal for a project that

would include relocation of the Mining and Mineral Museum to retain it in the County and increase visitation. He noted that there is some urgency in advising the State of the plans and applying for dollars. He further advised that Mrs. Gloor is ready to proceed. (M)Pickard, (S)Parker, was restated to approve recommendation for administration of the recently approved CDBG economic development project; to direct staff to bring back written agreements with ADE and Mrs. Gloor for these projects; to direct staff to begin work for future grants for the three projects; and to further direct that the Mining and Mineral Museum funding be the focus at this time/Ayes: Unanimous.

cc: Tom Archer, Human Services Director
Ed Johnson, Planning & Building Director
Steve Hayes, Visitors Bureau Director
Jeff Green, County Counsel
Ken Hawkins, Auditor
Mike Edwards, Public Works Director
File