

05/17/2011

**ADDITIONAL
DOCUMENTS**

ITEM #12A

COMM. DEVEL.

CDBG GRANT

PUBLIC HEARING



Community Development Block Grant Public Hearing-Application Phase

May 17, 2011



CDBG Public Hearing

- HUD National Objectives
- Targeted Income Group (TIG)
- Planning/Technical Assistance Grants
 - Economic Development
 - General Allocation



HUD National Objectives

- Benefitting low- and moderate-income persons
- Preventing or eliminating slums or blight
- Meeting other urgent community development needs- pose a serious and immediate threat to the health or welfare of the community and other resources are not available to meet such needs (Gen Allocation only)



Targeted Income Group

- At least 51% of households below 80% AMI
- Based on Census tracts, unless we can prove specific population
- Presumption of TIG for ADA upgrades



Planning/Technical Assistance Grants

- Available on an over-the-counter basis
- FY 10/11 is \$70,000 for specific project, \$35,000 for non-specific
- Applications Due May 25th
- Can apply for up to \$140,000
- Can apply for up to 3 grants
- If three grants, no more than two in one area (ED or GA)



P/TA-General Allocation-ADA Upgrade design project

- The final product will be a set of preliminary engineering exterior ADA design plans for each of the five to ten buildings and/or facilities that the County has identified as a priority to comply with ADA requirements.



P/TA-Economic Development-Bio Mass Feasibility Study

- Introduction
- Acknowledgement of support from multiple federal and local agencies, and private business entities.
- Assessment of technologies, including electrical generation, heat/electrical co-generation, waste-to-energy, in conjunction with the Ormat closed-system geothermal plant, etc.
- Assessment of fuels available for utilization
- Analysis of site options
- Financial analysis
- Job Creation
- Recommendation
- Conclusion



P/TA-Economic Development-Business Plan for Bridgeport Development Corp

- An analysis of the general economy and business climate in Mono County.
- A discussion containing an analysis and development of BDC target business demographics in Mono County.
- A discussion of other similar lending institutions in similar markets and their successes and challenges.
- Long and short term goals for this loan program, with milestones.
- A marketing strategy to target these demographics.
- A cost analysis plan/budget to develop and maintain this program which would include:
 - Discussions on loan pool formation and maintenance,
 - Descriptions of task/duty statements required, and
 - Number and type of personnel required to operate this loan program.
- Development of loan program guidelines and policies,
- Development of loan underwriting guidelines which would reflect the risk tolerance of the BDC.



Resolution

Resolution approved today authorizes

- Application for funding
- CAO or his designee to sign all grant documents
- Allocates General fund Match of \$3,150.00, which will be included in 2011/12 budget

05/17/2011

ADDITIONAL

DOCUMENTS

ITEM #16A

COMM. DEVEL.

RESTRUCTURING

Community Development Restructuring

May 17, 2011

CDD Position Vacancies (since 09/10)

- Transportation Analyst (transferred to Sheriff's Dept 5/31/09)
- Permit Technician (retirement 12/31/09)
- 3 interns (eliminated with creation of Community Development Analyst positions)
- Building Official (resignation 7/12/10)
- Assistant CD Director (retirement 9/1/10)
- Senior Planner (retirement 11/30/10)
- FTS IV (retirement 2/28/11)

CDD New positions

- 1.8 FTE Community Development Analysts
(May, 2010)

CDD Challenges

- Need for point person to lead development of county projects
- Need to replace CEQA expertise lost through assistant director retirement for processing efficiency and to reduce reliance on County Counsel
- Complex development proposals, including specific plans (Intrawest, Rock Creek Canyon trails, interpretive facility), energy projects (geothermal, solar), Digital 395, mining proposals and reclamation program
- General Plan and EIR Update – extensive community-based annual update, area plan updates, strong emphasis on public facilities in area plan priorities, complete street projects (scenic byway, trails, BP main street, SB 375/AB 32); safety element/flood map update; Airport Plan update, freshen EIR for streamlining

CDD Challenges (cont.)

- CIP, significant maintenance projects, special projects (Digital 395 support facilities, Sheriff Substation), reclamation projects, road projects (environmental and programming nuances)
- Conclude update of environmental procedure manual, subdivision ordinance, grading ordinance/BMP, development standards, building sprinkler legislation/exceptions, landscape ordinance; SB 6 monitoring and IRWMP
- County projects – CEQA lead, DIF program update, building permit fee suspension (stimulus), Walker government master plan, Sheriff Substation, sage grouse mitigation strategy, Williamson Act revisit, Lee Vining airport layout plan update, ALUP Mammoth, Auchoberry pit reclamation; SMARA enforcement, including response to Mines and Geology; 2010 Census and Redistricting

Proposed adjustments to Management Structure

- Propose Permit Manager position to replace Assistant Director and Senior Planner positions and assume leadership role for county projects
- In lieu of filling the vacant Building Official position, continue current strategy of a building inspector assigned to Bridgeport, and a building inspector assigned to Mammoth, sharing Building Official responsibilities, and using newly-created Building Appeals Boards as needed. Provide appropriate salary adjustment to each (up to 20% for at-will).

Duties-Permit Manager

- Establish/oversee one stop permit centers (Mammoth and Bridgeport)
- Serve as lead staff for CEQA compliance for County projects and private projects, including energy projects such as geothermal proposals
- Lead/oversee development processing (both public and private) with community development, public works, and environmental health, including oversight of CEQA/NEPA and other regulatory processes
- Refine CIP – examine current processes, propose adjustments and develop comprehensive management system for capital improvements and major maintenance projects, including:
 - community level prioritization via capital facilities policy development in area/general plan and supporting environmental document
 - planning commission and environmental review of CIP and major maintenance projects
 - grant pursuit, securing funding
 - define project, form project development teams, program project
 - preparing project design and environmental documents/permits
 - clarify decision points (environmental) and handoffs between departments
 - lead project teams as needed

Duties-Permit Manager (cont)

- Develop/manage web-based permit system to allow customer/BOS access to project status; establish performance standards for timely processing (see attached example)
- Establish monthly training program for development team staff
- Monitor project status; communicate daily/weekly with project leads/applicants/BOS
- Provide monthly progress report to managers/BOS (Basic Gov)
- Establish/strengthen protocols for coordinating with district supervisors on district projects, clarifying method to commit resources to supervisor requests
- Troubleshoot; serve as liaison with project manager/public/applicant/BOS
- Form inspection teams/protocols (compliance/building/grading/encroachments)
- Base position in Bridgeport, with time spent in Mammoth
- Assume environmental lead on energy projects (geothermal. solar), with technical assistance from economic development

Duties-Permit Technician

- Supports Permit Manager and County development team, stationed primarily at permit counter in Bridgeport, and coordinates with Mammoth office (approximately 35 applications received):
- Coordinates permit information for the package of permits that may be required by multiple departments (Building, Planning, Public Works, Environmental Health)
- Provides preliminary review of plans/specifications; tracks and processes applications
- Issues building permits; calculates and collects fees; supports Financial Analyst as needed
- Assumes role of point staff on permit software applications and modifications, with emphasis on integration county permit package into one stop web-based format
- Maintains records and provides monthly progress reports and statistics via Basic Gov permit system

Permit Center

- Establish a one-stop permit counter (all development permits) in Bridgeport - similar to Mammoth (Public Works now has office at Mammoth permit center)
- Community Development Analysts continue to staff permit center and train/coordinate with new Permit Tech; ultimately take on additional duties in planning and compliance as Permit Tech assumes work load, but remain at current counter location
- Arrange for part-time clerical back-up (up to 30 hours at permit counters for agenda packets, minutes, clerk, etc...)

Building Official

- Traditional approach
- Hybrid approach

Fiscal Consolidation

- Started in 2010
- Under leadership of Mary Booher
- Includes Public Works, Community Development, and Local Transportation Commission Funding
- Goals include
 - Increased efficiencies
 - Automated interfaces with Finance Department

Fiscal Staffing

Position	Department	2008/09 fte	2011/12 fte
Financial Analyst	CAO	None in these departments	Still funded under CAO budget
Administrative Services Specialist	Public Works	1	1
Fiscal and Technical Specialist IV*	Community Development	1	0
Fiscal Technical Specialist I/II/III	Public Works	3	3
Permanent Part-time (no benefits OA i/II)*	Community Development	0	.5
Permanent Part-time (no benefits OA I/II)*	Community Development	0	.25

Decision Points

- Authorization to fill Permit Technician
- Authorization to create, recruit and fill Permit Manager
- Authorization to recruit and fill Public Works Director
- Direction regarding model for Building Official
- Authorization to create, recruit and fill 2 part time Office Assistant positions
- Validation of Fiscal consolidation of Community Development and Public Works
- Eliminate other vacant positions

Vacant positions

- To be eliminated
 - Eliminate one FTE in Building Division (currently have one Building Official and two Building Inspectors)
 - Eliminate one FTS IV in CDD
 - Senior Planner
- Already eliminated
 - Transportation Planner
 - 3 Interns
 - FTS II/II in Public Works