SANTA CRUZ COUNTY
BOARD OF SUPERVISORS INDEX SHEET

Creation Date: 6/16/08
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Resolution(s):

Ordinance(s):

Contract(s):

Continue Date(s): [1] 8/1/08

Index: --County Administive Officer's Recommended Budget
--Supplemental Budget recommendations
--Line Item Detail Volume II

Item: 4. APPROVED Department 54 and all associated Index Codes, including items contained in the Line Item Detail Volume II, the Supplemental Budget recommendations, and items contained in the Unified Fee Schedule; (1) approved the deletion of an unfunded Planner position and the addition of a Senior Departmental Administrative Analyst funded by RDA to carry out the duties proposed to be transferred from HSA to the Planning's Housing Section, (2) approved the request to re-budget appropriations and provide funding in the amount of $101,164 for a Senior Department Administrative Analyst as detailed on the finance sheets, and (3) approved contract with Tony Gardner Consulting in the amount of $53,125 to provide support to the Santa Cruz County Continuum of Care Homeless Action Partnership (HAP) and to prepare the annual U.S. Department of Housing and Urban Development (HUD) Continuum of Care grant application and authorized the Planning Director to execute the contract; with additional direction the Board receive a report back in August 2008 from Public Works and Planning on the drainage issues and an additional request to staff, that in future years, the County try to have all cities proportionately share in the entire amount of the Continuum of Care contract

COUNTY OF SANTA CRUZ
STATE OF CALIFORNIA

AT THE BOARD OF SUPERVISORS MEETING
On the Date of June 16,2008

BUDGET HEARING AGENDA Item No. 4

Upon the motion of Supervisor Campos, duly Seconded by Supervisor Beautz, the Board, by unanimous vote, approved Department 54 and all associated Index Codes, including items contained in the Line Item Detail Volume II, the Supplemental Budget recommendations, and items contained in the Unified Fee Schedule; (1) approved the deletion of an unfunded Planner position and the addition of a Senior Departmental Administrative Analyst funded by RDA to carry out the duties proposed to be transferred from HSA to the Planning's Housing Section, (2) approved the request to re-budget appropriations and provide funding in the amount of $101,164 for a Senior Department Administrative Analyst as detailed on the finance sheets, and (3) approved contract with Tony Gardner Consulting in the amount of $53,125 to provide support to the Santa Cruz County Continuum of Care Homeless Action Partnership (HAP) and to prepare the annual U.S. Department of Housing and Urban Development (HUD) Continuum of Care grant application and authorized the Planning director to execute the contract; with additional direction the Board receive a report back in August 2008 from Public Works and Planning on the drainage issues and an additional request to staff, that because the contract is now more expensive, that in future years the County try to get all the cities to proportionately share in the cost for the entire amount of the contract

cc:

County Administrative Office

Auditor-Controller

County Counsel

Planning

State of California, County of Santa Cruz-ss.

*I, Susan **A.** Mauriello, Ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz, State of California, do hereby certify that the foregoing is a true and correct copy of the order made and entered in the Minutes of said Board of Supervisors. In witness thereof I have hereunto set my hand and affixed tthe seal of said Board of Supervisors.*

by _____ , Deputy Clerk ON July 14, 2008

PLANNING
Tom Burns, Planning Director
Unit Number: 54/00/00

Fund: General
Function: Public Protection
Activity: Other Protection

Financing Use Classification	Actual 2006-07	Appropriated 2007-08	Actual Estimated 2007-08	Requested 2008-09	Recommend 2008-09	Change FROM 2007-08APPROP.
Salaries & Benefits	$ 8,984,044	$ 9,572,084	$ 9,195,085	$ 9,715,275	$ 9,715,275	$ 143,191
Services & Supplies	6,076,463	4,351,524	4,184,724	3,630,147	3,630,147	(721,377)
Fixed Assets	36,424	22,000	17,000	0	0	(22,000)
Intra-Fund Charges	(3,364,929)	(394,609)	(394,609)	(341,502)	(341,502)	53,107
TOTAL EXPEND	$ 11,732,002	$ 13,550,999	$ 13,002,200	$ 13,003,920	$ 13,003,920	$ (547,079)
Less: Revenue	$ 8,630,326	$ 8,786,491	$ 8,103,253	$ 8,645,861	$ 8,645,861	$ (140,630)
NET COUNTY COST	$ 3,101,676	$ 4,764,508	$ 4,898,947	$ 4,358,059	$ 4,358,059	$ (406,449)
Positions	99.25	100.00	100.00	100.00	100.00	0.00

The Planning Department, through its offices in Santa Cruz, Aptos and Felton, is responsible for providing comprehensive planning and permit processing services for the unincorporated County area. The Department is in charge of developing, implementing and enforcing County land use ordinances and policies; administering environmental protection programs; processing and issuing building, zoning, and other development permits; carrying out long-range housing and community development programs; overseeing a variety of affordable housing assistance efforts; and operating neglected property and hazardous site/building programs. The Planning Department also provides staff support to the following Commissions: Planning Commission, Historic Resources Commission, Agricultural Policy Advisory Commission, and the Housing Advisory Commission. Finally, the Department oversees programs financed by a variety of special funds required to oversee the preparation of Environmental Impact Reports and the County's affordable housing activities.

ACCOMPLISHMENTS FOR FY 2007-08

During the 2007-08 Fiscal Year, the Department has continued to improve its core services and has focused on improvements to the permit process and general customer services. In addition, it has pursued a series of new policy and planning initiatives.

GOALS FOR 2008-09

The Department's proposed budget anticipates further customer service improvements, management and business initiatives, and additional planning and policy directions during FY 2008-09. Highlights of those efforts include:

- Continuing work with the various departments and agencies involved in the land use review process to streamline and simplify permit review;
- Implementing the final stages of the Hansen system for land use information tracking and record keeping;
- Refining the current code enforcement program to provide more effective services for the level of staff and legal resources available;

- Continuing a variety of affordable housing assistance efforts, including completing the current Housing Element Rezoning Program and preparing the next Housing Element for Board consideration; and

- Continuing to explore policy and regulatory changes to simplify the County's land use regulations and processes.

RECOMMENDED BUDGET

The 2008-09 recommended budget provides for a decrease of $547,079 in expenditures and a decrease of $140,630 in revenues, for a $406,449 reduction in Net County Cost.

Expenditures

The recommended budget provides for an increase of $143,191 in salaries and benefits reflecting negotiated increases in salaries, employee insurances and workers compensation offset by reductions related to the unfunding of 6.5 positions. The budget also includes one-time savings relative to completion of portions of the Hansen system contract and various other reductions that result in a recommended decrease in Services and Supplies of $721,377, with an additional decrease in Intra-Fund Transfers. No fixed assets are requested or recommended.

The proposed budget will impact the department in a number of service areas. Holding 6.5 vacant positions unfunded will result in service delivery reductions, as staffing resources will need to be shifted among program areas – from those experiencing workload reductions (building permit related) to those not experiencing reductions (code enforcement and discretionary permits) and those with independent funding sources (Redevelopment Agency). These reductions will also reduce the department's ability to adjust to workload changes that occur over the course of the year.

Revenue

The recommended budget includes an overall decrease in revenues of $140,630, which anticipates the economic impact of the current housing and credit crisis on our area. That total reflects a decrease in building permit related activities, offset in part by increases related to continued progress in cost-recovery for discretionary permits.

CENTRAL MANAGEMENT

This section provides overall management direction and support for the Department and includes the Director, an Assistant Planning Director for Operations, an Assistant Planning Director for Planning, a Fiscal Officer, and administrative and support services staff.

Support services staff perform a variety of functions, including: accounting support and systems development, personnel services, computer support, cashiering, customer service enhancements and fiscal services.

BUILDING SECTION

The Building Section is managed by the Chief Building Inspector (Building Official), who reports to the Assistant Planning Director for Operations. The Building Section includes the life safety and

structural plan check and field inspection functions. The plan check function also includes review for compliance with accessibility regulations. The building permit issuance rates and volume of inspections for recent years are as follows:

Building Section: Permit Activity	2004-05	2005-06	2006-07	2007-08 **EA**	2008-09 **Proposed**
Building Permits Issued	3,616	3,894	3,817	3,528	3,500
Building Permit Inspection Site Visits	12,247	12,157	10,785	9,075	9,075

Overall permit activity has dropped off the past couple years, with the reductions last year related to new homes and this year expanding into house remodels and additions. We anticipate similar levels of activity for next year.

CODE COMPLIANCE

The Code Compliance Section is directed by a Principal Planner, who reports to the Assistant Director for Operations. The Section provides investigation of complaints of zoning and building violations, and staff and administrative support for Neglected Property, Hazardous Building/Site Abatement Programs and the Environmental Cleanup Revolving Fund.

The following chart illustrates that the resolution rate for the past several years for code compliance cases has generally kept up with the rate of new complaints, a trend that is expected to continue next fiscal year.

Code Compliance: New Complaints v. Resolved Cases	2004-05	2005-06	2006-07	2007-08 **EA**	2008-09 **Proposed**
New **Complaints**	1,037	995	790	775	775
Resolved Cases	1,025	907	871	875	900

DEVELOPMENT REVIEW SECTION

The Development Review Section is managed by a Principal Planner under the guidance of the Assistant Planning Director for Planning.

Project review staff is responsible for processing land divisions, commercial, coastal, residential, agricultural and other development permits. In addition, the Development Review Section offers pre-development services to assist applicants in designing their proposed projects. This Section also includes the Urban Design function. Project review staff make presentations to the County Planning Commission, Agricultural Policy Advisory Commission, Zoning Administrator and the Board of

Supervisors.

As indicated in the following chart, the volume of discretionary applications over the past year has dropped somewhat, but we anticipate several large project applications next fiscal year.

Discretionary Permit Activity	2004-05	2005-06	2006-07	2007-08 EA	2008-09 Projected
Discretionary Applications	397	386	371	325'	320

PERMIT CENTER SECTION

The Permit Center Section is managed by a Principal Planner under the guidance of the Assistant Planning Director for Planning. Permit Center staff are responsible for the public information, application intake and the zoning plan check review functions. Staff assigned to this Section answer general zoning questions, provide pre-application information and accept applications at the Santa Cruz, Felton and Aptos Permit Centers. The following chart illustrates the volume of public contacts and permit processing activities conducted at the three permit centers over time. While permit activity has dropped off, public inquiries have not.

Permit Center Activities	2004-05	2005-06	2006-07	2007-08 EA	2008-09 Projected
Building Application Intake	3,701	3,539	3,383	3,071	3,000
Public Phone Inquiries	5,425	8,951	7,552	6,523	6,500
Walk-ins	7,986	14,931	13,878	14,298	14,000

ENVIRONMENTAL PLANNING SECTION

The Environmental Planning Section is managed by a Principal Planner under the guidance of the Assistant Planning Director for Planning. This Section is responsible for administration and enforcement of environmental protection ordinances related to geology, riparian and sensitive habitats, significant trees, mining operations, grading and erosion control and related permits and approvals. Environmental Planning staff also administers California Environmental Quality Act (CEQA) requirements, including preparation and processing of Negative Declarations and Environmental Impact Reports. Permit statistics indicate a drop in activity related to building permits.

'Does not include 99 applications to rezone properties to TPZ (Timber Production Zone).

Environmental Permits and Technical Reviews					
	2004-05	2005-06	2006-07	2007-08 EA	2008-09 Proposed
Discretionary Applications &Technical Reviews	998	726	776	761	761
Building Permit Applications	756	736	640	500	500

POLICY ANALYSIS

The Policy Analysis Section is managed by a Principal Planner under the guidance of the Planning Director. This Section has responsibility for the General Plan (including the Housing Element) and community plans, housing policy, land use ordinance revisions, coastal planning, historic resources, demographics, and special studies. This Section is also responsible for preparing an annual update on the Measure C Program, which is included at the end of the Department's budget narrative. As well, staff provide support to the Historic Resources Commission.

HOUSING

The Housing Section is managed by the Housing Manager under the guidance of the Planning Director. This Section has responsibility for overseeing a variety of County and Redevelopment Agency financed affordable housing programs and projects. Staff works cooperatively with the Policy Section in the development of new housing policy initiatives and provides support to the Housing Advisory Commission. Funds are provided in both the RDA Low and Moderate Income Housing Fund (in the proposed Redevelopment Agency Budget) and County Housing Funds (discussed starting on page 28-7). A detailed discussion of housing projects and programs proposed for FY 2008-09 is included in those budget units.

OTHER PROGRAMS

The Planning Department is also responsible for administering a number of activities funded through a number of special funds. Those funds include:

- The Environmental Impact Report (EIR) Trust Fund (Trust Fund 72502) is where deposits and expenses are managed over time to reflect actual costs and charges related to the preparation of EIRs. When the Board of Supervisors approves a contract for an environmental report, this fund is used to keep the applicant's deposit separate from General Fund monies and functions.

- Various funds related to the County's affordable housing efforts. Those include Indexes 136150, 135436, 136160, and 135155.

The budgets for these funding sources are included on the pages that follow.

CONSOLIDATED PLANNING DEPARTMENT STAFFING SUMMARY

Various mid-year reclassifications have occurred to allow the Department to more effectively address workload demands. Additionally, the budget includes unfunding 6.5 positions to respond to temporary reductions in building activity and other budgetary constraints as indicated in the footnotes on the personnel summary chart.

POSITION	Salary Range	2007-08 Allowed	Mid Year Change	2007-08 Total	2008-09 Request	2008-09 Recomm	Recomm. Change	
Planning Director	4A	1.00		1.00	1.00	1.00	0.00	
Administrative Aide	LO	1.00		1.00	1.00	1.00	0.00	
Asst Planning Director	YJ	2.00		2.00	2.00	2.00	0.00	
Accounting Tech	v2	2.00		2.00	2.00	2.00	0.00	
Asst./Assoc. Civil Eng/Civil Eng.	YO/NH/NM	3.00		3.00	3.00	3.00	0.00	
Bldg Counter Supv	IK	1.00		1.00	1.00	1.00	0.00	
Bldg Inspector 1/11	BP/JI	7.00		7.00	7.00	7.00	0.00	
Bldg Permit Tech I/II/Senior	8D/86/HU	6.00		6.00	6.00	6.00	0.00	
Bldg Plans Checker	HY	3.00		3.00	3.00	3.00	0.00	
Chief Bldg Inspector	D9	1.00		1.00	1.00	1.00	0.00	
Clerical Supv II	JY	1.00		1.00	1.00	1.00	0.00	
Code Comp Inv I/II/III	DQ/IL/CZ	5.00		5.00	5.00	5.00	0.00	*
Code Comp Inv IV	TJ	1.00		1.00	1.00	1.00	0.00	
Dept Info Sys Analyst	61	1.00		1.00	1.00	1.00	0.00	*
Dept. Fiscal Officer	T9	1.00		1.00	1.00	1.00	0.00	
Executive Secretary	II	1.00		1.00	1.00	1.00	0.00	
Housing Manager	TG	1.00		1.00	1.00	1.00	0.00	
Imaging Technician	Y6	1.00		1.00	1.00	1.00	0.00	
Planner I/IV	DS/TH	24.00	1.00	25.00	25.00	25.00	1.00	*
Planning Technician	FX	7.00		7.00	7.00	7.00	0.00	
Principal Planner	D9	5.00		5.00	5.00	5.00	0.00	
RDA Project Manager	MY	4.00	(2.00)	2.00	2.00	2.00	(2.00)	
Records Clerk	FB	1.00		1.00	1.00	1.00	0.00	
Reg Geologist	KV	1.00		1.00	1.00	1.00	0.00	
Resource Planner I/IV	DS/TH	5.00		5.00	5.00	5.00	0.00	
Sr Act Clk/Acct Tech	I9/V2	1.00		1.00	1.00	1.00	0.00	
Sr Act Clk/Acct Tech/Sr Acct Tech	I9/V2/JL	1.00		1.00	1.00	1.00	0.00	
Sr Acct Tech	JL	1.00		1.00	1.00	1.00	0.00	
Sr. Bldg. Inspector	X6	1.00		1.00	1.00	1.00	0.00	
Sr Dept Admin Analyst	LL	1.00		1.00	1.00	1.00	0.00	
Supv Bldg Inspector	MQ	1.00		1.00	1.00	1.00	0.00	
Typist Clerk 1/11	J7/J8	2.00		2.00	2.00	2.00	0.00	*
Typist Clerk I/II/III	J7/J81JF	5.00	1.00	6.00	6.00	6.00	1.00	
Urban Designer	YK	1.00		1.00	1.00	1.00	0.00	
DEPARTMENTAL TOTAL		100.00	0.00	100.00	100.00	100.00	0.00	

*Includes the unfunding of 6.5 positions due to fiscal constraints: 1.0 Code Compliance Investigator position (work to be accommodated through the internal transfer of 1.0 Planning Tech), 1.0 Departmental Systems Analyst position, 3.5 Planner positions and 1.0 Typist Clerk position.

Countv Housina Proarams

The Planning Department administers four County housing funds: two which receive revenues from past housing rehabilitation programs, the fund for the Paloma del Mar Rent Subsidy Program, and the fund receiving the County's In-Lieu Housing fees.

Index Code 136150 - Housina Rehabilitation Program - 1993 CDBG Grant

Requirements	Actual 2006-07	Appropriated 2007-08	Actual Estimated 2007-08	Requested 2008-2009	Recom. 2008-09	Change from 2007-08 Approp.
Appropriations						
Other Charges	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Op.Transfers Out	24,620	26,986	26,986	1,967	1,967	(25,019)
Total	$ 24,620	$ 26,986	$ 26,986	$ 1,967	$ 1,967	$ (25,019)
Increase Reserve	0	0		0	0	0
Total Requirements	$ 24,620	$ 26,986	$ 26,986	$ 1,967	$ 1,967	$ (25,019)
Available Funds						
Fund Balance Avail.	$ 1,109	$ 26,546	$ 26,546	$ 1,527	$ 1,527	$ (25,019)
Cancel Reserve	23,072	0	0	0	0	0
Interest	6,884	140	1,439	140	140	0
Other Revenue	20,101	300	528	300	300	0
Total	$ 51,166	$ 26,986	$ 28,513	$ 1,967	$ 1,967	$ (25,019)

This budget receives and appropriates funds from the 1993 CDBG Housing Rehabilitation Program, which was completed in fiscal year 1994-95. As funds from loan repayments become available, they are budgeted for transfer to Index 135436, where they are in turn used for additional affordable housing activities. In the case where substantial loan repayments are received, under the re-use plan approved by the State, that amount is budgeted for Rehabilitation Loans in Index 135436.

Index Code 135436 - Housing Rehabilitation Program - General

Requirements	Actual 2006-07	Appropriated 2007-08	Actual Estimated 2007-08	Requested 2008-2009	Recom. 2008-09	Change from 2007-08 Approp.
Serv & Supplies	$ 0	$ 0	$ 0	$ 0	$ 0	$ 0
Other Charges	20,669	100,000	23,750	25,000	25,000	(75,000)
Approp. for Cont.	0	0	0	*0*	0	0
Total	$ 20,669	$ 100,000	$ 23,750	$ 25,000	$ 25,000	$ (75,000)
Increase Reserve	45,586	15,015	15,015	148,572	148,572	133,557
Total Requirements	$ 66,255	$ 115,015	$ 38,765	$ 173,572	$ 173,572	$ 58,557
Available Funds						
Fund Balance Avail.	$ 115,607	$ 82,752	$ 82,752	$ 80,679	$ 80,679	$ (2,073)
Cancel Reserve	0	0	0	85,649	85,649	85,649
Interest	6,812	3,777	7,471	3,777	3,777	0
Other Revenue	1,968	1,500	2,235	1,500	1,500	0
Op Transfers In	24,620	26,986	26,986	1,967	1,967	(25,019)
Total	$ 149,007	$ 115,015	$ 119,444	$ 173,572	$ 173,572	$ 58,557

This budget provides appropriations for housing-related program activities and is funded by repayments of prior year affordable housing loans made through a variety of grant funded programs. The proposed budget includes $25,000 for Rehabilitation Loans to meet the re-use regulations of the 1993 CDBG Program.

Index Code 136160 - Paloma del Mar Rent Subsidy Program

Requirements	Actual 2006-07	Appropriated 2007-08	Actual Estimated 2007-08	Requested 2008-2009	Recom. 2008-09	Change from 2007-08 Approp.
Serv & Supplies	$ 55,400	$ 55,400	$ 55,400	$ 55,400	$ 55,400	$ 0
Total	$ 55,400	$ 55,400	$ 55,400	$ 55,400	$ 55,400	$ 0
increase Reserve	0	0	0	0	0	0
Total Requirements	$ 55,400	$ 55,400	$ 55,400	$ 55,400	$ 55,400	$ 0
Available Funds						
Fund Balance Avail.	$ 23,037	$ 28,498	$ 28,498	$ 28,883	$ 28,883	$ 385
Cancel Reserve	27,362	21,902	21,902	21,517	21,517	(385)
Interest	33,499	5,000	33,883	5,000	5,000	0
Other Revenue	0	0	0	0	0	0
Total	$ 83,898	$ 55,400	$ 84,283	$ 55,400	$ 55,400	$ 0

This budget provides funding for the Paloma del Mar Rent Subsidy Program. Funded through prior sales of affordable housing credits, this program allows a rent subsidy of $100 per month for up to 42 low income senior households residing in the Paloma del Mar project and related administrative charges. This program is scheduled to expire in the year 2012.

Index Code 136155 - In-Lieu Housing Fees

Requirements	Actual 2006-07	Appropriated 2007-08	Actual Estimated 2007-08	Requested 2008-2009	Recom. 2008-09	Change from 2007-08 Approp.
Serv & Supplies	$1,454,777	$ 2,374,237	$ 1,343,890	$ 2,154,905	$ 2,154,905	$ (219,332)
Approp. for Cont.	0	0	0	*0*	*0*	*0*
Total	$1,454,777	$ 2,374,237	$ 1,343,890	$ 2,154,905	$2,154,905	$ (219,332)
Increase Reserve	0	57,693	57,693		0	(57,693)
Total Requirements	$1,454,777	$ 2,431,930	$ 1,401,583	$ 2,154,905	$2,154,905	$ (277,025)
Available Funds						
Fund Balance Avail.	$2,237,815	$ 1,293,930	$ 1,293,930	$ 1,585,000	$1,585,000	$ 291,070
Cancel Reserve	40,393	0	0	119,905	119,905	119,905
Interest	92,950	50,000	66,051	50,000	50,000	0
In-Lieu Dev Fees	162,169	400,000	666,929	400,000	400,000	0
Other Revenue	215,380	688,000	959,673	0	0	(688,000)
Total	$2,748,707	$ 2,413,930	$ 2,986,583	$ 2,154,905	$ 2,154,905	$ (277,025)

This budget was created in 1997 at the direction of the Board of Supervisors to provide a means to appropriate funds received from developer housing fees as provided under County Code Chapter 17.10. The recommended budget totaling $2,154,905 is available for housing projects in 2008-09. Of those funds, $100,000 is earmarked for continuation of the Community Action Board Emergency Housing Assistance Program, $150,000 for CAB Gemma House for the second year of a three year funding program, $88,500 for the Winter Shelter Program, $24,092 for the 2009 census and $5,354 for the Homeless Strategic Plan. The balance of recommended appropriations will be available for projects that are identified by staff during the year and approved by the Board of Supervisors, as part of the County's overall affordable housing assistance efforts.

Measure C – Decade of the Environment - FY 2007-08 Summary Report

As requested by the Board of Supervisors, the Planning Department prepares an annual report on the Measure C "Decade of the Environment" Program, which identifies new initiatives throughout County government that have been undertaken to further program objectives related to energy conservation and environmental protection, as described in County Code Chapter 16.90. Prior Measure C reports have identified a wide range of programs that have been incorporated into the ongoing operations of various County departments. It is anticipated that future Measure C reports will be developed in coordination with the new Commission on the Environment. A summary of new and ongoing Measure C initiatives that took place in **FY** 2007-08 are noted below (more detailed reports from each individual agency are also available):

General Services:

- Convened new Commission on the Environment, including preliminary work on scoping for County greenhouse gas emission inventory.
- Continued programs for integrated pest management.
- Energy efficient upgrades and replacements at various County buildings and facilities, purchase of "green" vehicles, and promotion of alternative commute solutions.

Planning Department:

- Initiated the first step of a Green Building Program through requiring the submission of an educational checklist with all residential development applications.
- Developed a draft handout for developers illustrating ways to incorporate green design into their projects.
- Worked with affordable housing developers to maximize green building features.

Environmental Health Services:

- Undertook various efforts to improve ground and surface water quality, improve fish habitat, and promote water resource management.

Public Works:

- Continued various efforts to improve landfill diversion rates (recycling, composting, etc.).
- Undertook various efforts to improve surface water quality (sewer overflow prevention, polluted runoff prevention, etc.).
- Initiated Integrated Vegetation Management program to reduce use of pesticides.
- Completed Green Building Directory update.
- Participated in pollution prevention workshops and education programs.

Redevelopment Agency:

- Undertook various efforts to increase number of street trees.
- Undertook preliminary green building work for LEED certification for the Farm Neighborhood Park and Community Center Project and the Live Oak Resource Center Project.
- Funded 2,000 linear feet of pedestrian improvements and over 5,000 linear feet of bike lanes in Live Oak.
- Undertook community design process in conjunction with the Parks Department for the renovation of Floral Park in Live Oak.
- Continued to provide funding for new storm water pollution control devices.

Parks and Recreation:

- Planning for, and implementation of, energy conservation and recycling improvements at various Parks & Recreation facilities.
- Undertook design work for Moran Lake Monarch Butterfly Management Plan.

Acct	Acct Title	2006-07 Actual	2007-08 Allow	2007-08 Est/Act	2008-09 Request	2008-09 Recommend
10000	SALARIES & BENF	8,984,044	9,572,084	9,195,085	9,715,275	9,715,275
20000	SERVICES & SUPL	6,076,463	4,351,524	4,184,724	3,630,147	3,630,147
30000	OTHER CHARGES	0	0	0	0	0
40000	COST APPLIED	-3,364,929	-394,609	-394,609	-341,502	-341,502
70000	CONTINGENCIES	0	0	0	0	0
80000	FIXED ASSETS	36,424	22,000	17,000	0	0
	SUBTOTAL	11,732,002	13,550,999	13,002,200	13,003,920	13,003,920
90000	REVENUES	8,630,326	8,786,491	8,103,253	8,645,861	8,645,861
	NET	3,101,676	4,764,508	4,898,947	4,358,059	4,358,059
13100	REGULAR PAY-PE	6,419,029	6,933,571	6,470,982	6,705,031	6,705,031
13105	OVERTIME PAY-P	27,794	0	1,908	0	0
13110	REGULAR PAY-EX	115,215	46,724	47,156	49,152	49,152
13140	DIFFERENTIAL P	46,480	43,793	44,295	44,039	44,039
13150	OASDI-SOCIAL S	482,318	522,711	482,897	502,821	502,821
13155	PERS	897,148	983,333	1,071,636	1,166,571	1,166,571
13160	EMPLOYEE INSUR	868,172	923,124	957,382	1,114,227	1,114,227
13165	UNEMPLOYMENT I	1,810	363	363	2,166	2,166
13170	WORKERS COMPEN	126,078	118,465	118,466	131,268	131,268
10000	SALARIES & BENF	8,984,044	9,572,084	9,195,085	9,715,275	9,715,275
23240	TELEPHONE & TE	81,730	86,115	86,115	86,115	86,115
23295	LIABILITY INSU	377,975	562,006	562,006	358,306	358,306
23305	OTHER INSURANC	0	0	0	0	0
23347	MAINT-DATA PRO	0	42,300	42,300	30,000	30,000
23350	MAINTENANCE-MO	0	0	0	0	0
23355	MAINTENANCE-OF	8,366	17,726	17,726	13,645	13,645
23360	MAINT-OTHER EQ	0	0	0	0	0
23375	MAINT-BUILDING	0	30,000	0	0	0
23410	METER MAINTENA	0	0	0	0	0
23420	MAIN LINE REPA	-11	0	0	0	0
23440	EMPLOYEE CERTI	663	1,400	1,400	1,400	1,400
23450	MEMBERSHIPS	5,298	8,370	8,370	8,370	8,370
23451	MISCELLANEOUS	5,184	17,165	15,165	16,800	16,800
23452	CASH SHORTAGES	0	0	0	0	0
23484	DUPLICATING SE	15,664	20,000	20,000	20,000	20,000
23489	PC SOFTWARE	6,865	153,637	147,637	9,756	9,756
23490	PHOTO COPY/ PR	0	0	0	0	0
23491	POSTAGE	43,542	50,000	50,000	50,000	50,000
23493	SUPPLIES	46,846	60,172	60,172	60,000	60,000
23495	NON-PC SOFTWAR	0	42,538	42,538	0	0
23496	INVENTORIABLE	14,054	61,450	42,650	24,327	24,327
23505	ACCOUNTING AND	0	700	700	700	700
23515	ATTORNEY	0	0	0	0	0
23520	BANKING SERVIC	1,220	1,500	1,500	1,500	1,500
23535	COMPUTER PROF	0	213,977	213,977	0	0
23545	CONSULTING & M	76	0	0	0	0

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Acct	Acct Title	2006-07 Actual	2007-08 Allow	2007-08 Est/Act	2008-09 Request	2008-09 Recommend
23550	COUNTY OVERHEA	543,874	588,348	588,348	1,046,021	1,046,021
23570	CUSTODIAL SERV	0	0	0	0	0
23575	DATA PROCESSIN	920,075	802,796	802,796	802,796	802,796
23576	DATA PROCESSIN	7,311	3,071	3,071	3,071	3,071
23585	DIRECTORS' FEE	4,800	12,000	12,000	7,875	7,875
23590	DPW SERVICES-G	6,229	0	0	0	0
23598	DUPLICATING SE	0	0	0	0	0
23630	LEGAL SERVICES	69,306	65,000	65,000	65,000	65,000
23635	MANAGEMENT SER	3,350,192	386,570	386,570	333,463	333,463
23650	PLANNING SERVI	0	0	0	0	0
23665	PROF & SPECIAL	189,984	673,985	571,985	263,275	263,275
23670	GIS SERVICES	90,318	85,000	85,000	100,000	100,000
23740	SPECIAL SERVIC	0	0	0	0	0
23785	PUBLICATION PR	4,979	12,000	12,000	12,000	12,000
23790	LEGAL NOTICES	40,462	40,000	40,000	40,000	40,000
23800	EQUIPMENT LEAS	29,143	38,967	38,967	28,361	28,361
23810	RENTS & LEASES	63,029	68,901	68,901	67,800	67,800
23820	FIELD EQUIPMEN	1,732	2,250	2,250	2,250	2,250
23975	MISCELLANEOUS	14,237	6,167	6,167	6,000	6,000
23985	OTS PROGRAM	0	0	0	0	0
23990	PHOTO SUPPLIES	0	2,500	2,500	1,500	1,500
24110	SUBSCRIPTIONS	1,658	13,822	13,822	8,822	8,822
24150	AIR FARE	119	700	700	700	700
24154	EDUCATION & TR	31,107	61,625	53,625	42,583	42,583
24156	EXECUTIVE AUTO	0	0	0	0	0
24162	LODGING	5,593	8,055	8,055	7,000	7,000
24164	MEALS	2,982	3,971	3,971	3,971	3,971
24166	MILEAGE	7,993	10,932	10,932	10,932	10,932
24168	TRAVEL-OTHER	412	740	740	740	740
24170	REGISTRATIONS	430	600	600	600	600
24175	SERVICE CENTER	50,625	60,528	60,528	60,528	60,528
24176	SERVICE CENTER	1,785	1,812	1,812	1,812	1,812
24177	SERVICE CENTER	25,405	24,628	24,628	24,628	24,628
24310	UTILITIES	5,211	7,500	7,500	7,500	7,500
20000	SERVICES & SUPL	6,076,463	4,351,524	4,184,724	3,630,147	3,630,147
30000	OTHER CHARGES	0	0	0	0	0
49225	INTRA-FUND TRF	-3,364,929	-394,609	-394,609	-341,502	-341,502
40000	COST APPLIED	-3,364,929	-394,609	-394,609	-341,502	-341,502
79696	LIQD PR YR ENC	0	0	0	0	0
70000	CONTINGENCIES	0	0	0	0	0
88403	COMPUTER EQUI	0	0	0	0	0

Acct	Acct Title	2006-07 Actual	2007-08 Allow	2007-08 Est/Act	2008-09 Request	2008-09 Recommend
88404	EQUIPMENT	36,424	22,000	17,000	0	0
88409	MOBILE EQUIPME	0	0	0	0	0
80000	FIXED ASSETS	36,424	22,000	17,000	0	0
90250	CONSTRUCTION PE	3,611,247	3,670,000	3,229,228	3,358,398	3,358,398
90252	WATER WELL PERM	0	0	0	0	0
90260	GRADING PERMITS	605,089	610,000	566,816	600,825	600,825
90270	GEOLOGIC HAZARD	0	0	0	0	0
90272	ZONING PERMITS	455,045	440,000	414,792	439,679	439,679
90426	CIVIL PENALTIES	167,146	97,500	44,386	97,500	97,500
90872	ST-MANDATED COS	32,190	0	462	0	0
91150	CONTR FR OTHER	41,666	0	0	0	0
91293	CODE ENFORCEMEN	158,400	175,500	110,051	175,500	175,500
91299	ENVIRONMENTAL T	143,759	120,000	132,533	140,180	140,180
91301	GEOLOGICAL TECH	116,342	140,000	134,351	142,412	142,412
91310	MAJOR PROJECTS	1,115,519	1,136,400	1,141,500	1,226,614	1,226,614
91322	PLAN CHECKING F	0	0	0	0	0
91324	ENVIRONMENTAL I	136,156	40,000	40,000	70,000	70,000
91332	PLANNING SERVIC	1,121,904	1,270,735	1,293,839	1,249,990	1,249,990
91334	HOUSING FEES	22,194	20,000	38,027	20,000	20,000
91336	VEHICLE ABATEME	0	0	0	0	0
91342	QUARRY PERMIT I	158,651	170,000	170,000	180,200	180,200
91350	SCCRDA SERVICES	83,267	90,000	25,000	210,600	210,600
92010	ADMINISTRATIVE	5,000	0	0	0	0
92012	AUTOMATION FEES	0	0	0	0	0
92020	COPY CHARGES	2,077	2,000	2,077	2,000	2,000
92022	COST RECOVERY-O	330	60,000	62,210	15,000	15,000
92042	MANAGEMENT SERV	392,295	486,570	452,570	437,463	437,463
92043	GENERAL PLAN MA	188,243	185,086	170,000	206,800	206,800
92047	OTHER CHARGES C	53,435	30,000	30,000	30,000	30,000
92050	PARKING & BIKE	0	0	0	0	0
92053	REVENUE APPLICA	0	0	800	0	0
92072	WEEDS/LOT CLEAR	0	0	0	0	0
92324	POWER SALES	0	0	0	0	0
92328	SALE OF BOARD A	4,052	1,500	3,228	1,500	1,500
92332	SALES-OTHER-NON	0	0	0	0	0
92334	SALES-OTHER-TAX	208	250	250	250	250
92362	CASH OVERAGES	51	0	83	0	0
92367	CONTRIBUTIONS F	15,000	40,000	40,000	40,000	40,000
92380	NSF CHECKS	0	0	0	0	0
92381	NSF CHECKS-RETU	1,060	950	1,050	950	950
90000	REVENUES	8,630,326	8,786,491	8,103,253	8,645,861	8,645,861

Housing Rehabilitation Program - 1993 CDBG Grant Fund (136150)

Acct	Acct Title	2006-07 Actual	2007-08 Allow	2007-08 Est/Act	2008-09 Request	2008-09 Recommend
10000	SALARIES & BENF	0	0	0	0	0
20000	SERVICES & SUPL	0	0	0	0	0
30000	OTHER CHARGES	24,620	26,986	26,986	1,967	1,967
40000	COST APPLIED	0	0	0	0	0
70000	CONTINGENCIES	0	0	0	0	0
80000	FIXED ASSETS	0	0	0	0	0
	SUBTOTAL	24,620	26,986	26,986	1,967	1,967
90000	REVENUES	26,985	440	1,967	440	440
	NET	-2,365	26,546	25,019	1,527	1,527
13100	REGULAR PAY-PE	0	0	0	0	0
13150	OASDI-SOCIAL S	0	0	0	0	0
13155	PERS	0	0	0	0	0
13160	EMPLOYEE INSUR	0	0	0	0	0
13165	UNEMPLOYMENT I	0	0	0	0	0
13170	WORKERS COMPEN	0	0	0	0	0
10000	SALARIES & BENF	0	0	0	0	0
23240	TELEPHONE & TE	0	0	0	0	0
23491	POSTAGE	0	0	0	0	0
23493	SUPPLIES	0	0	0	0	0
23550	COUNTY OVERHEA	0	0	0	0	0
23575	DATA PROCESSIN	0	0	0	0	0
23665	PROF & SPECIAL	0	0	0	0	0
20000	SERVICES & SUPL	0	0	0	0	0
35247	HUD REHABILITA	0	0	0	0	0
36100	OPERATING TRAN	24,620	26,986	26,986	1,967	1,967
30000	OTHER CHARGES	24,620	26,986	26,986	1,967	1,967
90430	INTEREST	2,533	100	1,281	100	100
90436	INTEREST LOAN P	4,351	40	158	40	40
90544	ST-HOUSING & CO	0	0	0	0	0
90894	ST-OTHER	0	0	0	0	0
91350	SCCRDA SERVICES	0	0	0	0	0
92022	COST RECOVERY-O	0	0	0	0	0
92053	REVENUE APPLICA	0	0	0	0	0
92374	HOUSING-REHAB-P	20,089	300	524	300	300
92384	OTHERREVENUE	12	0	4	0	0
92394	SUPPLEMENTAL AL	0	0	0	0	0
92734	RESTITUTION-PC	0	0	0	0	0
90000	REVENUES	26,985	440	1,967	440	440

Acct	Acct Title	2006-07 Actual	2007-08 Allow	2007-08 Est/Act	2008-09 Request	2008-09 Recommend
10000	SALARIES & BENF	0	0	0	0	0
20000	SERVICES & SUPL	0	0	0	0	0
30000	OTHER CHARGES	20,669	100,000	23,750	25,000	25,000
40000	COST APPLIED	0	0	0	0	0
70000	CONTINGENCIES	0	0	0	0	0
80000	FIXED ASSETS	0	0	0	0	0
	SUBTOTAL	20,669	100,000	23,750	25,000	25,000
90000	REVENUES	33,400	32,263	36,692	7,244	7,244
	NET	-12,731	67,737	-12,942	17,756	17,756
24162	LODGING	0	0	0	0	0
24164	MEALS	0	0	0	0	0
24166	MILEAGE	0	0	0	0	0
24168	TRAVEL-OTHER	0	0	0	0	0
24170	REGISTRATIONS	0	0	0	0	0
24180	TRAVEL ADVANCE	0	0	0	0	0
20000	SERVICES & SUPL	0	0	0	0	0
35217	EL PAJARO 132/	0	0	0	0	0
35247	HUD REHABILITA	20,669	100,000	23,750	25,000	25,000
35280	CONTRIB TO OTH	0	0	0	0	0
35465	LEGAL AID-COMM	0	0	0	0	0
35640	SENIOR NETWORK	0	0	0	0	0
36100	OPERATING TRAN	0	0	0	0	0
30000	OTHER CHARGES	20,669	100,000	23,750	25,000	25,000
79695	APPROPRIATION	0	0	0	0	0
70000	CONTINGENCIES	0	0	0	0	0
90401	PARKING PENALTY	0	0	0	0	0
90430	INTEREST	5,880	2,500	6,451	2,500	2,500
90436	INTEREST LOAN P	932	1,277	1,020	1,277	1,277
92332	SALES-OTHER-NON	0	0	0	0	0
92374	HOUSING-REHAB-P	1,968	1,500	2,235	1,500	1,500
92384	OTHERREVENUE	0	0	0	0	0
92462	OPERATING TRANS	24,620	26,986	26,986	1,967	1,967
90000	REVENUES	33,400	32,263	36,692	7,244	7,244

Acct	Acct Title	2006-07 Actual	2007-08 Allow	2007-08 Est/Act	2008-09 Request	2008-09 Recommend
10000	SALARIES & BENF	0	0	0	0	0
20000	SERVICES & SUPL	0	0	0	0	0
30000	OTHER CHARGES	55,400	55,400	55,400	55,400	55,400
40000	COST APPLIED	0	0	0	0	0
70000	CONTINGENCIES	0	0	0	0	0
80000	FIXED ASSETS	0	0	0	0	0
	SUBTOTAL	55,400	55,400	55,400	55,400	55,400
90000	REVENUES	33,499	5,000	33,883	5,000	5,000
	NET	21,901	50,400	21,517	50,400	50,400
34373	AFFORDABLE HOU	50,400	50,400	50,400	50,400	50,400
34374	AFFORDABLE HOU	5,000	5,000	5,000	5,000	5,000
36100	OPERATING TRAN	0	0	0	0	0
30000	OTHER CHARGES	55,400	55,400	55,400	55,400	55,400
79696	LIQD PR YR ENC	0	0	0	0	0
70000	CONTINGENCIES	0	0	0	0	0
90430	INTEREST	33,499	5,000	33,883	5,000	5,000
92384	OTHER REVENUE	0	0	0	0	0
90000	REVENUES	33,499	5,000	33,883	5,000	5,000

Acct	Acct Title	2006-07 Actual	2007-08 Allow	2007-08 Est/Act	2008-09 Request	2008-09 Recommend
10000	SALARIES & BENF	0	0	0	0	0
20000	SERVICES & SUPL	1,454,777	2,374,237	1,343,890	2,154,905	2,154,905
30000	OTHER CHARGES	0	0	0	0	0
40000	COST APPLIED	0	0	0	0	0
70000	CONTINGENCIES	0	0	0	0	0
80000	FIXED ASSETS	0	0	0	0	0
	SUBTOTAL	1,454,777	2,374,237	1,343,890	2,154,905	2,154,905
90000	REVENUES	470,499	1,138,000	1,692,653	450,000	450,000
	NET	984,278	1,236,237	-348,763	1,704,905	1,704,905
23665	PROF & SPECIAL	0	0	0	0	0
23975	SPECIAL MISC E	1,454,777	2,374,237	1,343,890	2,154,905	2,154,905
24025	REAL ESTATE PU	0	0	0	0	0
20000	SERVICES & SUPL	1,454,777	2,374,237	1,343,890	2,154,905	2,154,905
36100	OPERATING TRAN	0	0	0	0	0
30000	OTHER CHARGES	0	0	0	0	0
79696	LIQD PR YR ENC	0	0	0	0	0
70000	CONTINGENCIES	0	0	0	0	0
90428	ILLEGAL RENTS **P**	9,069	0	0	0	0
90430	INTEREST	92,950	50,000	66,051	50,000	50,000
90436	INTEREST LOAN P	0	0	0	0	0
90440	RENTS & CONCESS	0	0	0	0	0
91308	IN-LIEU DEVELOP	153,100	400,000	666,929	400,000	400,000
92374	HOUSING-REHAB-P	0	0	0	0	0
92384	OTHER REVENUE	215,380	0	0	0	0
92450	SALES OF FIXED	0	688,000	959,673	0	0
90000	REVENUES	470,499	1,138,000	1,692,653	450,000	450,000

COUNTY OF SANTA CRUZ

PLANNING DEPARTMENT
701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060
(831) 454-2580 FAX: (831) 454-2131 TDD: (831) 454-2123
TOM BURNS, PLANNING DIRECTOR

June 1,2008

SUPPLEMENTAL BUDGET REPORT FY 2008-09

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

SUPPLEMENTAL BUDGET REQUESTS FOR PLANNING

Members of the Board:

This letter includes three supplemental budget requests for the Planning Department. The first addresses an item included in our fiscal year 2007-08 Estimated/Actuals which will not be completed this fiscal year and needs to be re-budgeted to 2008-09. The second provides authorization for a contract to provide support to the Santa Cruz County Continuum of Care Homeless Action Partnership (HAP) and to prepare the annual U.S. Department of Housing and Urban Development (HUD) Continuum of Care grant application, proposed to be transferred from the Human Services Department (HSD) to Planning's Housing Section. The third request would authorize actions needed to transfer the housing portion of the Mental Health Services Act (MHSA) Program from the Health Services Agency (HSA) to the Housing Section of the Planning Department.

Re-Budget Request

The Planning Department is requesting that your Board approve the re-budget of funds to purchase the Dynamic Portal software for the Hansen permit tracking system. This software will allow public access to permit and other information in the Hansen system over the Internet. Potential applications include on-line access to pending building and discretionary permits, the ability to request building inspections, to file a code complaint, or submit simple permit applications from a home or office. Applicants will be able to review their account balances or the accrued code costs. This software will also allow County staff to enter inspection results from remote locations. In conclusion, the Dynamic Portal software will expand our ability to serve the public and provide information in a convenient and cost-effective manner.

This item was budgeted for 2007-08 and included in the 2007-08 estimated/actuals, but not purchased this fiscal year. After further discussions with the software vendor and the Information Services Department, it was determined that the logical time to purchase, design and install these web-based applications is after the Hansen system is fully implemented, which is anticipated in late 2008. Therefore, the funds need to be re-budgeted to allow purchase in 2008-09. Subsequent Board action will be required to authorize the actual purchase. These proposed fiscal actions are included in Attachment 2.

Continuum of Care Homeless Action Partnership Contract

For the past eight years HSD has contracted with Tony Gardner Consulting to provide support to the Santa Cruz County Continuum of Care Homeless Action Partnership (HAP) and to prepare the annual U.S. Department of Housing and Urban Development (HUD) Continuum of Care grant application. In an effort to maintain this important service and at the same time address budget considerations, HSD's budget proposal includes shifting contract oversight from HSD to Planning. Because these activities provide funding to permanent housing activities, it is an appropriate use of RDA Housing Funds to support this effort. The purpose of this letter is to request your Board's approval to execute a contract for these services for FY 2008-09 (Attachment 1).

Over the past few years, Tony Gardner, of Tony Gardner Consulting, has worked with the HAP to submit highly successful consolidated grant applications for McKinney-Vento Homeless Assistance funds made available through the HUD. Last year, this program resulted in $1.4 million in grant funds to support eleven different programs throughout the County. Mr. Gardner's understanding of the local community is an asset in a most difficult and competitive process of accessing federal homeless funding. In addition, his in-depth knowledge of HUD law, federal policies governing homelessness and his special skill in developing HUD applications is critical to our local efforts. The cost of the consultant services has historically been shared between the County and other jurisdictions based on their respective shares of the 2000 U.S. Census population. The 2007-08 contract amount was for $31,318 to provide this critical service.

The proposed 2008-09 contract is for $53,125; this includes a continuation of the $31,318 amount from the 2007-08 contract, which would be proportionally distributed with the other jurisdictions based on the 2007-08 cost share arrangement, plus an additional $21,807 to be paid for by RDA to cover support functions previously handled by HSD staff. A breakdown of contract costs and funding commitments from other jurisdictions is included with Attachment 1. This contract will be funded by RDA Housing funds and administered by the Planning Department's Housing Section.

Mental Health Services Act (MHSA) Housing Program

As your Board is aware, HSA-Mental Health has been implementing the MHSA program through the Mental Health Steering Committee. While the MHSA program primarily includes funding for mental health services, the MHSA program also includes dedicated funding for capital costs for permanent housing projects that serve the target population. By design, under State law, projects eligible for MHSA housing funds are also eligible for local redevelopment housing funds. Based on discussions between the Planning Department and HSA, it has been determined that the housing production portion of the program would be more efficiently administered by the Planning Department's Housing Section, with most of the administrative costs paid for with RDA Housing Funds. To accomplish this transition, it is recommended that an unfunded Planning position in the Department be deleted from the Planning Department's budget and a new funded Senior Departmental Administrative Analyst position be added. This position would be paid for primarily by RDA Housing funds. A small portion of the overall MHSA housing activities may be located in the incorporated cities and administrative costs

associated with those projects would continue to be paid for with MHSA administrative funds though direct billing by Planning to HSA.

There are no additional Net County Costs associated with these proposals. A companion Supplemental Board report from RDA proposes to allocate RDA Housing Funds to cover the associated program costs.

It is therefore RECOMMENDED that your Board take the following actions:

1. Approve the deletion of an unfunded Planner position and the addition of a Senior Departmental Administrative Analyst funded by RDA to carry out the duties proposed to be transferred from HSA to the Planning's Housing Section.

2. Approve the attached request to re-budget appropriations and provide funding in the amount of $101,164 for a Senior Department Administrative Analyst as detailed on the attached finance sheets (Attachment 2);

3. Approve the attached contract with Tony Gardner Consulting in the amount of $53,125 to provide support to the Santa Cruz County Continuum of Care Homeless Action Partnership (HAP) and to prepare the annual U.S. Department of Housing and Urban Development (HUD) Continuum of Care grant application and authorize the Planning director to execute (Attachment 1); and

Sincerely,

TOM BURNS
Planning Director

RECOMMENDED:

'SUSAN A. MAURIELLO
County Administrative Officer

Attachment 1: ADM-29 and Agreement for Tony Gardner Consulting; Cost Sharing Schedule
Attachment 2: Financial Request Detail sheets for Planning

TB:NM

ATTACHMENT 1

COUNTY OF SANTA CRUZ
REQUEST FOR APPROVAL OF AGREEMENT

TO: Board of Supervisors
County Administrative Office
Auditor Controller

FROM: Planning (Department)

BY: _____ (Signature) _____ (Date)
Signature certifies that appropriations/revenues are available

AGREEMENT TYPE (Check One) Expenditure Agreement [X] Revenue Agreement [ ]

The Board of Supervisors is hereby requested to approve the attached agreement and authorize the execution of same.

1. Said agreement is between the Santa Cruz County Planning Department (Department/Agency)
and Anthony Gardner, DBA Tony Gardner Consulting 508 San Anselmo Ave., Suite 4 San Anselmo, CA 94960 (Name/Address)

2. The agreement will provide consulting services associated with preparatian of Continuum of Care application to the State Department of Housing and Community Development

3. Period of the agreement is from July 1, 2008 to June 30, 2009

4. Anticipated Cost is $ 53,125. [ ] Fixed [ ] Monthly Rate [ ] Annual Rate [X] Not to Exceed

Remarks:

5. Detail: [ ] On Continuing Agreements List for FY ___-___ . Page CC-_____ Contract No: _____ OR [X] 1st Time Agreement
[ ] Section II No Board letter required, will be listed under Item 8
[ ] Section III Board letter required
[ ] Section IV Revenue Agreement

6. Appropriations/Revenues are available and are budgeted in 612200 (Index) 9821 (Sub object)

NOTE: IF APPROPRIATIONS ARE INSUFFICIENT, ATTACHED COMPLETED AUD-74 OR AUD-60

Appropriations are available and encumbered. ~~are not~~ ~~will be~~
upon adoption of 2008-09 Budget

Contract No: CT83684
By: CJ Huff Date: 5/29/08
Auditor-Controller Deputy

Proposal and accounting detail reviewed and approved. It is recommended that the Board of Supervisors approve the agreement and authorize the Planning Director (Dept/Agency Head) to execute on behalf of the Planning Department (Department/Agency)

Date: 6/2/08 By: _____
County Administrative Office

Distribution:
Board of Supervisors - White
Auditor Controller – Canary
Auditor-Controller – Pink
Department – Gold

State of California
County of Santa Cruz
I, Susan A. Mauriello ex-officio Clerk of the Board of Supervisors of the County of Santa Cruz, State of California, do hereby certify that the foregoing request for approval of agreement was approved by said Board of Supervisors as recommended by the County Administrative Office by an order duly entered in the minutes of said Board on June 16 20 08

ADM – 29 (8/01)
Title I, Section 300 Proc Man

By: Deputy Clerk Sharon Mitchell

AUDITOR-CONTROLLER USE ONLY

CO_____ $_____
Document No. JE Amount Lines H/TL Keyed By Date

TC110_____
Auditor Description

S28-4

Sub object User Code

ATTACHMENT 1

Contract No. 83684

INDEPENDENT CONTRACTOR AGREEMENT

This Contract is entered into this first day of July, 2008, by and between the COUNTY OF SANTA CRUZ, hereinafter called COUNTY, and ANTHONY GARDNER, DBA TONY GARDNER CONSULTING, 508 Anselmo Avenue, Suite 4, San Anselmo, CA 94960, hereinafter called CONTRACTOR. The parties agree as follows:

1. DUTIES. CONTRACTOR agrees to exercise special skill to accomplish the following result(s): Assist with the preparation and submission of the consolidated Continuum of Care Homeless Assistance application to the federal Department of Housing and Urban Development, and year round support of the Homeless Action Partnership (HAP), as described in Exhibit A ("Scope of Services").

2. COMPENSATION. In consideration for CONTRACTOR accomplishing said result, COUNTY agrees to pay CONTRACTOR as follows: Payment not to exceed $53,125 processed for payment in accordance with the payment schedule in the Attachment B Budget, receipt of invoice, and approval of Planning Department Housing Program Chief

3. TERM. The term of this Contract shall be: July 1, 2008 through September 30, 2009.

4. EARLY TERMINATION. Either party hereto may terminate ths Contract at any time by giving thirty (30) days written notice to the other party.

5. INDEMNIFICATION FOR DAMAGES, TAXES AND CONTRIBUTIONS. CONTRACTOR shall exonerate, indemnify, defend, and hold harmless COUNTY (which for the purpose of paragraphs 5 and 6 shall include, without limitation, its officers, agents, employees and volunteers) from and against:

A. Any and all claims, demands, losses, damages, defense costs, or liability of any kind or nature which COUNTY may sustain or incur or which may be imposed upon it for injury to or death of persons, or damage to property as a result of, arising out of, or in any manner connected with the CONTRACTOR'S performance under the terms of this Contract, excepting any liability arising out of the sole negligence of the COUNTY. Such indemnification includes any damage to the person(s), or property(ies) of CONTRACTOR and third persons.

B. Any and all Federal, State and Local taxes, charges, fees, or contributions required to be paid with respect to CONTRACTOR and CONTRACTOR'S officers, employees and agents engaged in the performance of this Contract (including, without limitation, unemployment insurance, social security and payroll tax withholding).

6. INSURANCE. CONTRACTOR, at its sole cost and expense, for the full term of this Contract (and any extensions thereof), shall obtain and maintain, at minimum, compliance with all of the following insurance coverage(s) and requirements. Such insurance coverage shall be primary coverage as respects COUNTY and any insurance or self-insurance maintained by COUNTY shall be considered in excess of CONTRACTOR'S insurance coverage and shall not contribute to it. If CONTRACTOR normally carries insurance in an amount greater than the minimum amount required by the COUNTY for this Contract, that greater amount shall become the minimum required amount of insurance for purposes

B 6/16/08 # 1

of this Contract. Therefore, CONTRACTOR hereby acknowledges and agrees that any and all insurances carried by it shall be deemed liability coverage for any and all actions it performs in connection with this Contract.

If CONTRACTOR utilizes one or more subcontractors in the performance of this Contract, CONTRACTOR shall obtain and maintain Independent Contractor's Insurance as to each subcontractor or otherwise provide evidence of insurance coverage from each subcontractor equivalent to that required of CONTRACTOR in this contract, unless CONTRACTOR and COUNTY both initial here ____/____ .

A. <u>Types of Insurance and Minimum Limits</u>

(1) Worker's Compensation in the minimum statutorily required coverage amounts. This insurance coverage shall be required unless the CONTRACTOR has no employees and certifies to this fact by initialing here ____

(2) Automobile Liability Insurance for each of CONTRACTOR'S vehicles used in the performance of this Contract, including owned, non-owned (e.g. owned by CONTRACTOR'S employees), leased or hired vehicles, in the minimum amount of $500,000 combined single limit per occurrence for bodily injury and property damage. This insurance coverage is required unless the CONTRACTOR does not drive a vehicle in conjunction with any part of the performance of this Contract and CONTRACTOR and COUNTY both certify to this fact by initialing here ____/ ____.

(3) Comprehensive or Commercial General Liability Insurance coverage in the minimum amount of $1,000,000 combined single limit, including coverage for: (a) bodily injury, (b) personal injury, (c) broad form property damage, (d) contractual liability, and (e) cross-liability.

(4) Professional Liability Insurance in the minimum amount of $_____ combined single limit, if, and only if, this Subparagraph is initialed by CONTRACTOR and COUNTY ____/ ____

B. <u>Other Insurance Provisions</u>

(1) If any insurance coverage required in this Contract is provided on a "Claims Made" rather than "Occurrence" form, CONTRACTOR agrees to maintain the required coverage for a period of three (3) years after the expiration of this Contract (hereinafter "post Contract coverage") and any extensions thereof. CONTRACTOR may maintain the required post Contract coverage by renewal or purchase of prior acts or tail coverage. This provision is contingent upon post Contract coverage being both available and reasonably affordable in relation to the coverage provided during the term of this Contract. For purposes of interpreting this requirement, a cost not exceeding 100% of the last annual policy premium during the term of this Contract in order to purchase prior acts or tail coverage for post Contract coverage shall be deemed to be reasonable.

(2) All required Automobile and Comprehensive or Commercial General Liability Insurance shall be endorsed to contain the following clause:

"The County of Santa Cruz, its officials, employees, agents and volunteers are added as an additional insured as respects the operations and activities of, and on behalf of, the named insured's performance under its/his/her/their contract with the County of Santa Cruz."

(3) All required insurance policies shall be endorsed to contain the following clause: "This insurance shall not be canceled until after thirty (30) days prior written notice has been given to:

Santa Cruz County
Planning Department
Attn: Fiscal
701 Ocean Street, 4th Floor
Santa Cruz, CA 95060

(4) CONTRACTOR agrees to provide its insurance broker(s) with a full copy of these insurance provisions and provide COUNTY on or before the effective date of this Contract with Certificates of Insurance for all required coverages. All Certificates of Insurance shall be delivered or sent to:

Santa Cruz County
Planning Department
Attn: Fiscal
701 Ocean Street, 4th Floor
Santa Cruz, CA 95060

7. EQUAL EMPLOYMENT OPPORTUNITY. During and in relation to the performance of this Contract, CONTRACTOR agrees as follows:

A. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause.

B. If this Contract provides compensation in excess of $50,000 to CONTRACTOR and if CONTRACTOR employees fifteen (15) or more employees, the following requirements shall apply:

(1) The CONTRACTOR shall, in all solicitations or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical or mental disability, medical condition (cancer related), marital status, sexual orientation, age (over 18), veteran status, gender, pregnancy, or any other non-merit factor unrelated to job duties. Such action shall include, but not be limited to, the following: recruitment; advertising, layoff or termination, rates of pay or other forms of compensation, selection for training (including apprenticeship), employment, upgrading, demotion, or transfer. In addition, the CONTRACTOR shall make a good faith effort to consider Minority/Women/Disabled Owned Business Enterprises in CONTRACTOR'S solicitation of goods and services. Definitions for Minority/Women/Disabled Business Enterprises are available from the COUNTY General Services Purchasing Division.

(2) In the event of the CONTRACTOR'S non-compliance with the non-discrimination clauses of this Contract or with any of the said rules, regulations, or orders said CONTRACTOR may be declared ineligible for further contracts with the COUNTY.

(3) The CONTRACTOR shall cause the foregoing provisions of subparagraphs 7B(1) and 7B(2) to be inserted in all subcontracts for any work covered under this Contract by a subcontractor compensated more than $50,000 and employing more than fifteen (15) employees, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

8. INDEPENDENT CONTRACTOR STATUS. CONTRACTOR and COUNTY have reviewed and considered the principal test and secondary factors below and agree that CONTRACTOR is an independent contractor and not an employee of COUNTY. CONTRACTOR is responsible for all insurance (workers compensation, unemployment, etc.) and all payroll related taxes. CONTRACTOR is not entitled to any employee benefits. COUNTY agrees that CONTRACTOR shall have the right to control the manner and means of accomplishing the result contracted for herein.

PRINCIPAL TEST: The CONTRACTOR rather than COUNTY has the right to control the manner and means of accomplishing the result contracted for.

SECONDARY FACTORS: (a) The extent of control which, by agreement, COUNTY may exercise over the details of the work is slight rather than substantial; (b) CONTRACTOR is engaged in a distinct occupation or business; (c) In the locality, the work to be done by CONTRACTOR is usually done by a specialist without supervision, rather than under the direction of an employer; (d) The skill required in the particular occupation is substantial rather than slight; (e) The CONTRACTOR rather than the COUNTY supplies the instrumentalities, tools and work place; (f) The length of time for which CONTRACTOR is engaged is of limited duration rather than indefinite; (g) The method of payment of CONTRACTOR is by the job rather than by the time; (h) The work is part of a special or permissive activity, program, or project, rather than part of the regular business of COUNTY; (i) CONTRACTOR and COUNTY believe they are creating an independent contractor relationship rather than an employer-employee relationship; and (j) The COUNTY conducts public business.

It is recognized that it is not necessary that all secondary factors support creation of an independent contractor relationship, but rather that overall there are significant secondary factors that indicate that CONTRACTOR is an independent contractor.

By their signatures on this Contract, each of the undersigned certifies that it is his or her considered judgment that the CONTRACTOR engaged under this Contract is in fact an independent contractor.

9. NONASSIGNMENT. CONTRACTOR shall not assign the Contract without the prior written consent of the COUNTY.

10. ACKNOWLEDGMENT. CONTRACTOR shall acknowledge in all reports and literature that the Santa Cruz County Board of Supervisors has provided funding to the CONTRACTOR.

11. RETENTION AND AUDIT OF RECORDS. CONTRACTOR shall retain records pertinent to this Contract for a period of not less than five (5) years after final payment under this Contract or until a final audit report is accepted by COUNTY, whichever occurs first. CONTRACTOR hereby agrees to be subject to the examination and audit by the Santa Cruz County Auditor-Controller, the Auditor General of the State of California, or the designee of either for a period of five (5) years after final payment under this Contract.

12. PRESENTATION OF CLAIMS. Presentation and processing of any or all claims arising out of or related to this Contract shall be made in accordance with the provisions contained in Chapter 1.05 of the Santa Cruz County Code, which by this reference is incorporated herein.

13. ATTACHMENTS. This Contract includes the following attachments:

Exhibit **A** – Scope of Work
Exhibit B - Budget

14. LIVING WAGE. This Contract is covered under Living Wage provisions if this section is initialed by COUNTY_____

If Item # 14 above is initialed by the COUNTY, then this Contract is subject to the provisions of Santa Cruz County Code Chapter 2.122, which requires payment of a living wage to covered employees. Non-compliance during the term of the Contract with these Living Wage provisions will be considered a material breach, and may result in termination of the Contract and/or pursuit of other legal or administrative remedies.

CONTRACTOR agrees to comply with Santa Cruz County Code section 2.122.140, if applicable.

15. MISCELLANEOUS. Ths written Contract, along with any attachments, is the full and complete integration of the parties' agreement forming the basis for this Contract. The parties agree that this written Contract supersedes any previous written or oral agreements between the parties, and any modifications to this Contract must be made in a written document signed by all parties. Any arbitration, mediation, or litigation arising out of this Contract shall occur only in the County of Santa Cruz, notwithstanding the fact that one of the contracting parties may reside outside of the County of Santa Cruz.

IN WITNESS WHEREOF, the parties hereto have set their hands the day and year first above written.

1. TONY GARDNER CONSULTING

By: _____
SIGNED

Anthony Gardner
PRINTED

Company Name: Tony Gardner Consulting

Address: 508 San Anselmo Ave., #4
San Anselmo, CA 94960

Telephone: 415.458.2460

Fax: _____

Email: tonygardnerconsulting@yahoo.com

3. COUNTY OF SANTA CRUZ

By: _____
SIGNED

Tom Burns
PRINTED

2. APPROVED AS TO INSURANCE:

5/27/08
Risk Management

4. APPROVED AS TO FORM:

Asst. County Counsel

DISTRIBUTION:

- Planning
- **RDA**
- Auditor-Controller
- Risk Management
- *Tony Gardener Consulting*

ATTACHMENT 1

SCOPE OF SERVICES
(July 1,2008-Sept. 30,2009)

Tony Gardner Consulting (hereinafter called "CONSULTANT") will assist the County of Santa Cruz (hereinafter called "COUNTY"), the Cities, and the Santa Cruz County Homeless Action Partnership (HAP) with the preparation and submission of the 2009 Continuum of Care consolidated application, with the HUD-required year-round Continuum of Care planning process, and with development and implementation of program evaluation, federal policy, discharge planning, mainstreaming, and homeless census and survey issues. COUNTY staff and CONSULTANT have jointly developed and approved the following Scope of Services.

Within this Scope of Services, CONSULTANT has agreed to assume some, but not all Continuum of Care-related and HAP coordination tasks that were previously carried out by COUNTY staff, but no longer will be due to budget cuts. These are the minimal required tasks that CONSULTANT assesses are critical to the Santa Cruz HAP's continued success in its response to the nationally competitive Continuum of Care Notice of Funding Availability (CoC NOFA) and in making progress against homelessness. Therefore, the Scope of Work is divided into two sections:

1. Original consultant tasks (those typically accomplished every year, Tasks 1 -8)
2. Additional tasks shifted from COUNTY staff (Task 9-11).

CONSULTANT will complete the following tasks.

Original Consultant Tasks:

TASK 1 Complete the submission of Santa Cruz County's consolidated application for CoC NOFA 2008 funds.

TASK 2 Facilitate the year-round (July 2009-June 2009) Continuum of Care planning process required by HUD and needed to implement the Ten-Year Plan

Facilitate up to six meetings of the Homeless Action Partnership (including the three HAP meetings described under Task 3 below) in order to support the year-round CoC process required by HUD and to implement the Ten-Year Plan to End Homelessness. During the meetings, CONSULTANT will assist the HAP and committees in identifying issues and addressing solutions and will provide ongoing guidance. CONSULTANT will also work with COUNTY staff and/or HAP leadership to prepare the agenda and accompanying documents for each meeting. (CONSULTANT will provide final copies of the agenda seven days before the meeting and any additional materials in advance of the meeting). Topics for meetings will be determined in consultation with COUNTY staff and/or HAP leadership prior to each meeting and may include for example:

A. Implementing the County Ten-Year Plan to End Homelessness: 2003-2013.
B. Developing permanent supportive housing for chronically homeless people.
C. Developing discharge planning protocols and procedures.
D. Creating strategies to expand homeless people's access to federal mainstream benefits (such as Food Stamps and SSI).
E. Developing positions on federal and state policy or legislative issues, such the federal Reed bill to reauthorize and modify the McKinney-Vento Homeless Assistance Act.

Please note that HUD is requiring a January 2009 point-in-time census and survey of both sheltered and unsheltered homeless people. Therefore, CONSULTANT will review and keep track of related HUD requirements, brief COUNTY staff and HAP members regarding these requirements as needed. However, the actual implementation of the point-in-time survey is outside the scope of this contract and will be carried by other parties not party to this agreement.

TASK 3 Provide ongoing, year-long advice and technical assistance to Santa Cruz County staff on a range of important homelessness issues

COUNTY staff and the HAP engage year-round in work on a broad range of issues aimed at helping homeless housing and service providers achieve positive results for homeless people and at building communitywide capacity to end homelessness. In the coming year, key issues that will engage COUNTY staff, may include, but are not limited to, all of the

specific topics listed under Task 1 above. Tony Gardner Consulting will:

A. Provide advice, guidance, and technical assistance to COUNTY staff as needed via phone, e-mail, and informal meetings
B. Review, comment on, and edit key documents and materials created by COUNTY staff
C. Monitor the field of homelessness and advise COUNTY staff on key developments and issues requiring attention.

TASK 4 Plan and prepare a recommended approach for developing Santa Cruz County's electronic consolidated application for CoC NOFA 2009 funds

Sometime during the latter part of the contract year (probably in February or March 2009), HUD is expected to release the 2009 CoC NOFA. Under this task, Tony Gardner Consulting will:

A. Review relevant background material, including prior year's Continuum of Care (CoC) application, summary of needs and gaps, and other relevant materials.
B. Obtain a user name and password for entry of data into HUD's electronic application system.
C. Develop a work plan and timeline, including tasks, meeting dates, etc., for review by members of the Santa Cruz County HAP.
D. Carry out all needed data gathering and research for the purposes of completing the CoC NOFA. Attend HUD webcasts and briefings on the CoC NOFA process and requirements.
E. Prepare presentations for meetings with staff, HAP members, and community, including agenda, support materials, strategies, etc.

TASK 5 Facilitate the planning process for Santa Cruz County's consolidated application for CoC NOFA 2009 funds

A. Facilitate five meetings (this includes three of the HAP meetings above) to carry out the planning required for the 2009 CoC NOFA consolidated application. During the meetings, CONSULTANT will assist participants in identifying issues and addressing solutions and will provide guidance throughout the process. CONSULTANT will also work with COUNTY staff and or the HAP leadership to prepare the agenda and accompanying documents for each meeting. (CONSULTANT will provide final copies of the agenda seven days before the meeting and other materials in advance of the meeting.) The topics and tasks to be addressed at the meetings may include, but not be limited to:

   a. Meeting #1— HomelessAction Partnership
      i. Review process and timeline.
      ii. Review of e-submission issues.
      iii. Review NOFA changes and priorities.
      iv. Review local process for collecting needed information.
      v. Confirm project ranking process.

b. Meeting #2—Technical Workshop for Interested Agencies
   i. Review 2009 application in more detail.
   ii. Provide materials describing key requirements, including e-submission issues.
   iii. Develop detailed timeline for agency application submission.
   iv. Provide follow-up phone consultation with service providers regarding their application questions.

c. Meeting #3—Homeless Action Partnership
   i. Establish Ranking Committee.
   ii. Review approvals needed for consolidated application.
   iii. Review information needed to complete Exhibit 1 of the application.
   iv. Complete gaps analysis and charts for housing, services, homeless populations, and subpopulations.

d. Meeting #4—Ranking Committee
   i. Provide guidance to the Ranking Committee for presentations by service providers or other CoC funding recipients and in follow-up discussions regarding selection of proposals.

e. Meeting #5—Homeless Action Partnership
   i. Discuss ranking results.
   ii. Obtain feedback from HAP members on first draft of Exhibit 1 Narrative.
   iii. Check on approvals/leverage letters.

As in previous years, the Technical Workshop and Ranking Committee meeting will take place on the same day as HAP meetings if at all possible.

TASK 6 Draft the CoC NOFA 2009 Exhibit 1 Continuum of Care Narrative

A. Prepare a draft 2009 Exhibit 1 CoC Narrative, including all required tables, charts, and narratives.
B. Obtain feedback in the draft from COUNTY staff and HAP members, and incorporate the feedback into the final, complete Exhibit 1 CoC Narrative.

TASK 7 Submit final 2009 electronic consolidated application

A. Prepare, compile, package, and submit central CoC portions of the final application via HUD's electronic submission portal. Work shall include but not be limited to:

a. Ensuring compliance with all mandatory filing dates.

b. Electronic filing of final documents.

c. Providing a hard copy of the entire submission for COUNTY records.

d. Provide technical assistance to applicants regarding application entry into HUD's online portal.

TASK 8 Submit funding application to support work of Homeless Action Partnership

A. Discuss potential funding sources to support the projects of the HAP and advise COUNTY staff regarding key prospects.
B. Prepare and submit one complete grant application by a date agreed with COUNTY staff of up to ten pages from a source selected by COUNTY staff. (Longer grants will require more funding for CONSULTANT.)

Additional Consultant Tasks shifted from COUNTY Staff:

TASK 9 Provide administrative support and staffing for ongoing Homeless Action Partnership meetings

A. Maintain and update the HAP roster and governance documents.
B. Serve as a point-of-communication and source of information for all HAP members regarding HAP issues.
C. Provide e-mail notices and communications regarding scheduled meeting and key matters of interest to the HAP.
D. Identify and obtain meeting rooms for all meetings.
E. In consultation with COUNTY staff, conduct outreach to and recruit new HAP members as needed.
F. Photocopy and distribute agendas and meeting materials
G. Follow-up with HAP members regarding tasks and next steps identified during meetings.

TASK 10 Provide administrative support, information gathering, and staffing for the CoC NOFA Application process

A. As in Task **8** above, provide all required e-mail notices and communications relating to the CoC NOFA (e.g., notify the community of the funding available, technical assistance available, and deadlines).
B. As in Task **8** above, photocopy and distribute agendas and meeting materials for all CoC NOFA-related meetings, such as the Ranking Committee.
C. Gather data for and fill in detailed application charts regarding HAP meetings, participants, and homeless services available.
D. Liaison with the Homeless Count Committee and consultant to gather data needed for the CoC NOFA consolidated application.
E. Liaison with the HMIS project staff to gather HMIS data and other information needed for the CoC NOFA consolidated application.

F. In consultation with COUNTY staff, communicate with foster care, mental health, public health, and corrections staff if needed to gather discharge planning policies and procedures and information required for the CoC NOFA consolidated application.
G. In consultation with COUNTY staff, liaison with HUD staff regarding the annual "hold harmless" calculations.
H. Gather data for and fill out required Energy Star and Affordable Housing Barriers charts.
I. In consultation with COUNTY staff, conduct identify and recruit Ranking Committee members.
J. Develop and implement a project monitoring process that may include *peer* site visits and client surveys (but not CONSULTANT site visits).

TASK 11 Provide other needed Continuum of Care coordination services

K. Serve as a point-of-communication and liaison with HUD regarding Continuum of Care and CoC NOFA issues.
L. Serve as a point-of-communication and source of information for Santa Cruz community members regarding Continuum of Care, HAP, and CoC NOFA issues.
M. Serve as a point-of-communication and liaison with other Continua of Care, regional homeless groups, and state and national coalitions.
N. Serve as a point-of-communication and liaison with (but not attend) other HAP committees, such as the HMIS committee, Strategic Plan implementation committees, and the Homeless Count committee.
O. Prepare memos on key HAP issues for Executive Committee consideration and action (but not attend the meetings and not prepare budget documents).
P. Support COUNTY staff on contracting issues (but not prepare Board letters or attend Board meetings.)

CONTINUUM OF CARE CONTRACT - BUDGET

Contractor shall be paid a total of $53,125 ($31,318 for the original tasks and $21,807 for the additional tasks). Payments will be monthly as follows upon submittal of invoices:

Work Period	**Total Payment** (Original + Additional Tasks)
July 2008	$4,200
August 2008	$4,200
September 2008	$4,200
October 2008	$4,200
November 2008	$4,200
December 2008	$4,200
January 2009	$4,200
February 2009	$4,200
March 2009	$4,200
April 2009	$4,200
May 2009	$4,200
June 2009	$4,200
Submittal of 2009 NOFA	$2,725
Total	**$53,125.00**

ATTACHMENT 1

Continuum of Care 2008-09 Contract ($53,125) Proposed Share of Costs				
Cost Share Based on 2007-08 Contract Amount of $31,318			Additional $21,807*	Total
Jurisdiction	Shared %*	Amount		
County of Santa Cruz- RDA	53.54%	16,768	21,807	38,575
City of Santa Cruz	21.21%	6,643		6,643
City of Watsonville	17.17%	5,377		5,377
City of Capitola	4.04%	1,265		1,265
City of Scotts Valley	4.04%	1,265		1,265
TOTAL	100.00%	31.318	21.807	53.125
	* Based on 2000 U.S. Census pop. data by jurisdiction		** In-kind support from HSD in 07-08	

DEPARTMENT: PLANNING **ATTACHMENT 2**

INDEX CODE: 540000

EXPENDITURES	2008-09 PROPOSED CAO RECOM	SUPPLE-MENTAL REQUEST	PROPOSED AND SUPPLEMENTAL RECOMMENDED TOTAL	CHANGE FROM PROPOSED
Salaries & Benefits	9,715,275	101,164	9,816,439	101,164
Services and Supplies	3,630,147	160,000	3,790,147	160,000
Other Charges	0	0	0	0
Intra-Fund Transfer	(341,502)	0	(341,502)	0
Fixed Assets	0	0	0	0
TOTAL	13,003,920	261,164	13,265,084	261,164
Financing				
Revenues	8,645,861	101,164	8,747,025	101,164
Fund Balance		160,000	160,000	160,000
NET COUNTY COST	4,358,059	0	4,358,059	0
TOTAL	13,003,920	261,164	13,265,084	261,164

EXPLANATION

1.) Re-budget $160,000 for the dynamic portal module for the Hansen permit tracking system.
2.) Delete 1 unfunded Planner I/IV and add 1 Senior Department Administrative Analyst.

FUNDING SOURCE

1.) General Fund fund balance re-budget 2007-08.
2.) Redevelopment Agency

Personnel Changes:

Delete 1 Planner I/IV
Add 1 Senior Departmental Administrative Analyst

ACCOUNTING DETAIL - PLANNING DEPARTMENT **ATTACHMENT 2**

INDEX/ SUB-OBJECT	DESCRIPTION	2008-09 SUPPLEMENTAL REQUEST	2008-09 SUPPLEMENTAL RECOMMENDED
EXPENDITURES			
543100/3100	Regular pay	75,618	75,618
543100/3150	OASDI	5,785	5,785
543100/3155	Retirement	8,872	8,872
543100/3160	Employee insurances	10,889	10,889
541300/3489	Software	160,000	160,000
TOTAL		261,164	261,164
REVENUES			
543100/1332	Planning Services-Other	101,164	101,164
	Fund Balance	160,000	160,000
TOTAL		261,164	261,164