

MEMORANDUM

PLACER COUNTY

Community Development Resource Agency

TO: Honorable Board of Supervisors
FROM: John Marino, Community Development Resource Agency Interim Director
SUBJECT: Implementation – Phase III Organization and Process Improvements, Fee Structure
DATE: April 4, 2006

Action Requested: Approve implementation of Community Development Resource Agency (CDRA) Phase III, associated budget revisions, authorization to proceed with an updated allocation ordinance, closure of the CDRC counter each Wednesday from 8-9 a.m. and authorization to proceed with fee adjustments to various land use applications.

Background: On March 29, 2005, your Board approved the creation of the Placer County Community Development Resource Agency. The Agency was established to improve the processes and functions related to land development in Placer County. The Agency, as proposed, will provide a coordinated response to all projects from the newly implemented Pre-Development meetings, improved Environmental coordination and tracking, process improvement, and one stop permitting in the Planning, Building and Engineering and Surveying Division. The Board of Supervisors approved formation of the Agency with three implementation phases: Phase 1 (creation of the Agency) was completed in March 2005; Phase 2 (implementation of the Agency structure) was completed in July 2005; Phase 3 (final program implementation) will provide the action necessary to complete the amelioration of the Agency. In working with various stakeholder groups, the Agency has streamlined the environmental review process and increased efficiencies in several areas:

Pre-Development meetings have curtailed the number of re-submittals required for a project, from as many as five to an average of two, thereby significantly reducing the review times on projects. A definitive project submittal checklist has been distributed, reducing any guesswork by applicants, and reducing review time.

Tahoe Land Development process improvements include mandatory Tahoe area Pre-Development meetings with appropriate staff. The Agency received strong support from Supervisor Kranz and CEO staff, which allowed Tahoe allocations to move forward from March 2006 to January 2006. By July 2006, the Agency will implement outside contract reviews for quicker turnaround time during peak periods, and with the creation of the Tahoe Zoning Administrator, increasing the consistency of service and policy implementation between land use departments and environmental coordination of all projects. An additional support staff position jointly used by the CEO at Tahoe, and Redevelopment staff, will assist in the implementation of Tahoe office functions.

CDRA staff, working closely with the County Executive Office, has implemented an action plan (Phase I, II) that integrates **Geographic Information System** technology (G.I.S.) to the project review process. The **Placer Land Use System** (PLUS) is an on-line land use application which tracks and reviews all projects submitted to front counter CDRA technicians. PLUS enables the

County, public and stakeholder groups to monitor the timeliness of review, amount of applications, and tracking of staff for specific tasks to review the project.

Phase III represents the final actions necessary to complete the transition of the CDRA (the Agency) as a complete entity, incorporating all land use functions under an umbrella agency. Actions requested for Phase III include:

1. Elevation of the Survey/Engineering Division to a full service land use department under the CDRA.
2. The fee adjustments are comparable, or below other jurisdictions (Roseville, Rocklin, Sacramento County) in most areas. I will be reviewing the proposed adjustments with stakeholders, including Building Industry Association officials and Placer County Contractors Association members. Most fees have not been adjusted since 1993, and are out of step with other agencies fee schedules.
3. Recognition of process improvements including mandatory Pre-Development meetings, mandatory Environmental Review Committee (ERC) meetings, processing milestones, standardized EIR format, stakeholder involvement, and ongoing review and input by stakeholder subgroups.
4. Allocation of 14 new positions in the CDRA, 1 reclassification, 1 new position in CEO, and the transfer of 2 Facility Services Department allocations, and 1 Department of Public Works allocation to the Community Development Resource Agency.

The increase in the number of positions within the Planning, Building and Engineering Services departments are the result of a series of stakeholder meetings that identified a desire to improve turnaround time in plan check, parcel map review, staff report availability, code enforcement actions and public access to reports before and after public hearing review. For example, subdivision improvement plan check turnaround is currently 6 weeks for the first plan check. With the appropriate staffing increase, the initial review would become 4 weeks. Parcel map review time and minor Boundary Resolutions are not reviewed initially for 8-12 weeks after submission. The CDRA standard shall be 4 weeks from submittal of a complete application. Similar standards are proposed for other applications in the Building and Planning departments.

The reallocation of two positions from Facility Services will provide a more complete engineering service function within CDRA. The two engineering positions currently provide support to the Utility Division and will continue to review the expansion of utilities and services for major/minor projects within the County.

CDRA ADMINISTRATION

1	Account Clerk	Transfer from DPW
1	Accountant Auditor	Agency Accounting Support
1	Secretary Journey	Environmental coordination

ENGINEERING/SURVEYING

1	Assistant Director	(unfunded)
1	Associate Surveyor	Survey and mapping/meet State mandate
1	Assistant Engineer	Tahoe support
1	Senior Engineer	Transfer from Facility Services/Plan check utilities
1	Engineering Tech I/II	Transfer from Facility Services/Plan check utilities
1	Executive Secretary	To support Engineering Services Director

BUILDING

1	Executive Secretary	To support Chief Building Official
2	Admin Clerks E/J	CDRA counter support
1	Code Enforcement Officer I/II	To support Tahoe code enforcement effort Official and P-7 implementation
1	Building Inspector I/II	To support TRPA building inspector service

PLANNING

3	Senior Planners	To address current workload issues, support succession planning effort, initiate Tahoe Zoning Administration hearings. One position is funded 1/3 by the Redevelopment Agency to support P-7 activities.
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COUNTY EXECUTIVE OFFICE

1	Admin Secretary	CEO support staff (Tahoe) funded 1/2 by CDRA, 1/4 by CEO, 1/4 by the Redevelopment Agency to support Tahoe Land development and Administration
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5. Reclassification

Building

Re-class 1 – CDRA Technician I/II to Senior CDRA Technician

6. Authorize staff to continue review of land use processing improvements with various stakeholder groups:
 - a. Housing Stakeholder Group
 - b. Tahoe Stakeholder Group
 - c. Environmental Review Stakeholder Group
 - d. Processing Stakeholder Group
 - e. Improvement Plan Stakeholder Group

7. Fee Adjustments – CDRA staff, after consultation with various stakeholder groups, is proposing to modify fees for the following applications:

<u>Type</u>	<u>Current Fee</u>	<u>Proposed Fee</u>
a. Major EIAQ - Initial Study with Negative Dec	985	6,000
b. Minor EIAQ	405	3,000
c. Tentative Parcel Map	585/lot	1,200
d. Pre-Development meetings	NONE	* 1,000
e. Design Review – Type A	3,375	3,500
f. Design Review-Commercial	170	1,000
g. Design Review –Single Family	55	200
h. Minor Boundary Adjustment	735	750
i. Variance	710/875	1,200
j. MUP – Type C	545	1,750
k. CUP – Type A	3,170	3,500
l. CUP – Type B	2,505	2,600
m. CUP – Type C	1,480	2,500
n. Record of Survey	100	200
o. Final Parcel Map	600/25 parcel	1,250/50 parcel
p. Improvement Plans-MAJ	.75% - 1% of eng est	1.05% – 2.1%
q. Improvement Plans-Minor	.75% - 1% eng est	1.05% - 2.1%
r. Improvement Plans-Comm	.75% - 1% eng est	1.05% - 2.1%
s. Final Map	1,700 + 20/lot	2,500 + 20/lot

* Mandatory Pre-Development Meeting fee will apply to future planning entitlements if submitted within 1 year of meeting.

Fiscal Analysis

The implementation of the Phase III process improvements, fee revisions and position allocations will increase the 2006-07 CDRA budget by \$1.47 million. The increase is offset by an estimated fee increase of \$1.05 million. The fee increase, in conjunction with Tahoe Land Development Processing Improvements and coordinated program efficiencies countywide (Environmental Review, Mandatory Pre-development Review), provide a complete land use / Development / Resource Agency. The creation of the Agency has resulted in a County cost of just over \$500,000 annually. The total number of positions in the Community Development Resource Agency will be 169, with a total budget of \$22 million.

Conclusion and Recommendation

Approve the following actions relative to the development, implementation and refinement of the Community Development Resource Agency:

1. Approve creation of the Engineering and Surveying Department under the Community Development Resource Agency.
2. Direct CDRA staff to return to your Board with an ordinance adopting these additional allocations proposing; Attachment D, 14 additional positions in CDRA, 1 position in the County Executive Office, transfer 2 positions from Facility Services/Special Districts and 1 position from the Department of Public Works/Administration, and reclassify 1 position.
3. Approving closing counter services each Wednesday from 8-9 a.m. at the Community Development Resource Center to allow for training and staff development.
4. Approve a budget revision in the amount of \$291,501.84 to fund new positions for the remainder of fiscal year 2005-2006.
5. Direct the Community Development Resource Agency to return your Board with and updated fee ordinance.

Attachments: A) Phase III Position Requests; B) Fee Study Comparison; C) CDRA Budget Revision

cc: Tom Miller, County Executive Officer
Nancy Nittler, Personnel Director

**Community Development Resource Agency
Phase III Position Requests**

**Allocation
Status**

Position

Current New Transfer Reclass Proposed

CDRA Administration

	1				Accountant Auditor	To support Accounting Services to the Agency	
		1			Account Clerk	Allocation transfer of Acct Clerk position from DPW to CDRA	Filled by DPW Acct Tech
			**1		Admin Secretary to Admin Tech	Personnel support to all Agency staff.	Comparable with other county departments
	1				Secretary-Journey	Environmental Coordination administrative support.	
17	2	1	0	20	Total CDRA Administration		

Engineering and Surveying

			**1		Director Engineering and Surveying		
	1				Assistant Director (unfunded)		
		1			Senior Engineer	Transfer from Facility Services - Special Districts	Provides plan check services
	1				Associate Surveyor	Provides support to Surveying and Mapping to meet State mandates	
	1				Assistant Engineer	Construction Inspections and Soils testing and Tahoe	
		1			Engineering Tech III	Transfer from Facility Services - Special Districts	Provides sewer construction inspection services
			**1		CDRA Technician III	Reclass to Sr. CDRA Technician	Provides additional staffing flexible
	1				Executive Secretary	Support to Director	
45	4	2	0	51	Total Engineering and Surveying		

Building and Code Enforcement

	1				Building Inspector III	Provide Tahoe TRPA, plan check and building inspection services	
	1				Code Enforcement Officer III	Provide general code enforcement support to Tahoe due to reassignment of supervising planner.	
			**1		CDRA Technician III	Reclass to Code Enforcement Officer	
	1				Executive Secretary	Support to Chief Building Official	
	2				Admin Clerk EU	Community Development Resource Center - Greaters	
			1		CDRA Technician III	Reclass to Senior (CDRA) Building Technician I/II	Provides additional staffing flexibility as move will separate front and back office tech support
48	5		1	53	Total Building and Code Enforcement		

Planning

	3				Senior Planners	Zoning Administrator functions to Auburn and Tahoe (current services are provided by extra-help employee) and additional project support.	Some funding provided by Redevelopment
	1				*Supervising Board Commission Clerk	Position will provide direction supervision to 2-Sr. Board Clk and 2-Board Clks.	
			**1		Executive Secretary	Reclass to Staff Services Analyst III	
41	4	0	0	45	Total Planning		

151 15 3 1 169 Total Community Development Resource Agency

* Personnel to include in allocation ordinance to BOS April 4, 2006

** Reclasses with incumbents require Personnel / Civil Service Commission process

7/12/04

COMMUNITY DEVELOPMENT RESOURCE AGENCY

Fee Study
Comparison
As of March 2006

Service Area	Full Cost w/process improvements	Current Fee	New Recommended Fee	Note on Placer County fee	Sacramento County	Roseville	Rocklin	Lincoln	Other
Major EMO	\$ 11,133.67	\$ 985.00	\$ 5,000		At Cost	Neg Declined from Specific Plan EMO \$800 \$6,050 average cost	Initial Study/Neg Dec: \$3,406; Mitigated Neg Dec: \$4,534	Mit Neg Dec \$1,780; Initial Study \$1,235	
Minor EMO	\$ 4,903.54	\$ 405.00	\$ 3,000			\$880	\$9,406		
Tentative Parcel Map	\$ 1,282.62	\$ 773.50	\$ 1,200.00	\$586/resulting lot		\$6,388	\$5,000	\$0.150	
Mandatory Predevelopment Mfg	\$ 2,345.01	\$ -	\$1,000				No Charge		
Design Review Type A&B	\$ 4,242.91	\$ 3,375.00	\$ 3,500.00				\$3,160	\$2,066	\$1,000 deposit / at cost
Design Review Commercial Remodel	\$ 1,228.38	\$ 170.00	\$ 1,000.00		\$5,557		\$3,160	\$4,075	\$1,000 deposit / at cost
Design Review SFD	\$ 559.52	\$ 55.00	\$ 200.00				\$3,100		\$1,000 deposit / at cost
ABLA	\$ 920.05	\$ 705.00	\$ 750.00	\$735 per adjustment			\$820	\$3,015	
Variance	\$ 1,995.02	\$ 710.00	\$ 1,200.00		ZA \$4,318; B05 \$5,911	Develop Standards-Public Hearing \$1,390; Parking Standards \$1,600; Interpretation-Hearing Required \$1,050; Zoning Interpretation-Hearing \$50	Planning Commission \$2,543; Staff Review \$837	\$1,330 (no hearing); \$3,655	
Variance - Other		\$ 875.00	\$ 1,200.00						
MUP C	\$ 2,210.56	\$ 545.00	\$ 1,750.00			\$4,407	\$2,290	\$7,601	
CUP A/B	\$ 5,970.58	\$ 3,170.00	\$ 3,500.00			7,394	\$2,790	\$2,527	\$3,210
CUP B		\$ 2,505.00	\$ 2,600.00						
CUP C	\$ 4,176.21	\$ 1,489.00	\$ 2,500.00				\$2,790	\$7,601	\$1,605
Record of Survey	\$ 1,205.24	\$ 100.00	\$200		At Cost - \$500 estimate				El Dorado \$135 for two sheets + \$25 each additional Nevada County \$150
Final Parcel Map	\$ 2,038.72	\$550	\$1,250 + \$50/parcel	\$600 + \$25/parcel	At Cost-\$1,000 estimate	\$1,250 plus \$50/parcel	\$3,843/Deposit		\$1,705
Improvement Plans-Major Sub	\$ 25,071.56	\$ 10,500.00	1.05% to 2.1%	0.75% to 1% of eng estimate	At Cost (+/- 1% - 2% of est)	At Cost (deposit = 2.5% of estimate)	At Cost (+/- 0.5% to 2%)	At Cost (deposit = 1% of est)	
Improvement Plans-Minor Sub	\$ 7,322.35	\$ 850.00	1.05% to 2.1%	0.75% to 1% of eng estimate	At Cost (+/- 1% - 2% of est)	At Cost (deposit = 2.5% of estimate)	At Cost (+/- 0.5% to 2%)	At Cost (deposit = 1% of est)	
Improvement Plans-Commercial	\$ 12,589.44	\$ 5,000.00	1.05% to 2.1%	0.75% to 1% of eng estimate	At Cost (+/- 1% - 2% of est)	At Cost (deposit = 2.5% of estimate)	At Cost (+/- 0.5% to 2%)	At Cost (deposit = 1% of est)	
Grading Permits	\$ 538.12	\$ 140.00			\$750 deposit/at cost	(\$300 < 500); (\$1,000 deposit plus costs > 500);	(\$1,238 plancheck+\$591 inspection) = \$1,829	\$1,000 min, 5% of cost estimate for plancheck & inspection	
Final Map	\$ 15,450.44	\$ 650.00	\$2,500 + \$20/lot	\$1,700 + \$20/lot estimate	At Cost-\$2,500	\$2,500 + \$10/lot	\$3,843/Deposit		\$1,995 + \$25/lot

* Mandatory predevelopment meeting fee to be credited towards any future application fees if submitted within 1 year of meeting

\$ 1,149,875

2165

CDRA
Phase III

Budget Revision

Position	Mos Funded	Month	05/06 \$'s	misc expenses PC, tele, cubbies	Total Budget Revision	Budget Revision Transfers	06/07 Full Year S&B Cost	2006/2007 Full Year Costs	Funding	Source
<i>Accountant Auditor</i>										
<i>(Acct Clerk from</i>										
1 DPW)	3	\$ 4,711.00	\$ 19,220.88	\$ 5,000.00	\$ 24,220.88		\$ 92,025.00	\$ 122,393.25	n/a	
2 Account Clerk	10	\$ 3,108.00	\$ 42,268.80	\$ 5,000.00	\$ 47,268.80		\$ 50,868.00	\$ 67,654.44	n/a	
3 Secretary-Journey Associate	6	\$ 2,818.00	\$ 22,994.88	\$ 5,000.00	\$ 27,994.88		\$ 49,600.00	\$ 65,968.00	n/a	
4 Surveyor Assistant	2	\$ 6,313.00	\$ 17,171.36	\$ 5,000.00	\$ 22,171.36		\$ 87,041.00	\$ 115,764.53	50%	Fees
5 Engineering Executive	2	\$ 5,454.00	\$ 14,834.88	\$ 5,000.00	\$ 19,834.88		\$ 94,015.00	\$ 125,039.95	50%	Fees
6 Secretary	2	\$ 3,108.00	\$ 8,453.76	\$ 5,000.00	\$ 13,453.76		\$ 60,411.00	\$ 80,346.63	n/a	
7 BIMI	2	\$ 5,062.00	\$ 13,768.64	\$ 5,000.00	\$ 18,768.64		\$ 84,961.00	\$ 112,998.13	100%	Fees
<i>Code Enforcement</i>										
8 Officer	2	\$ 4,710.00	\$ 12,811.20	\$ 5,000.00	\$ 17,811.20		\$ 76,442.00	\$ 101,667.86	n/a	
9 Admin Clerk	2	\$ 3,108.00	\$ 8,453.76	\$ 5,000.00	\$ 13,453.76		\$ 53,742.00	\$ 71,476.86	charged out to building occupants	
10 Admin Clerk	2	\$ 3,108.00	\$ 8,453.76	\$ 5,000.00	\$ 13,453.76		\$ 53,742.00	\$ 71,476.86	charged out to building occupants	
11 Senior Planner	2	\$ 5,062.00	\$ 13,768.64	\$ 5,000.00	\$ 18,768.64		\$ 103,661.00	\$ 137,869.13	50%	Fees
12 Senior Planner	2	\$ 5,062.00	\$ 13,768.64	\$ 5,000.00	\$ 18,768.64		\$ 103,661.00	\$ 137,869.13	50%	Fees
13 Senior Planner Supervising Board	2	\$ 5,512.00	\$ 14,992.64	\$ 5,000.00	\$ 19,992.64	\$26,923.60 from RDA	\$ 110,625.00	\$ 147,131.25	\$ 40,385.40	1/3 funding from RDA at Supervising Planner level (10/05)
14 Clerk	2	\$ 3,875.00	\$ 10,540.00	\$ 5,000.00	\$ 15,540.00		\$ 88,157.00	\$ 117,248.81	n/a	
Totals			\$ 221,501.84	\$ 70,000.00	\$ 291,501.84	\$ 55,427.60	\$ 1,108,951.00	\$ 1,474,904.83		

2/10

PAS DOCUMENT NO. _____

BUDGET REVISION


POST DATE:


DEPT NO.	DOC TYPE	Total \$ Amount	TOTAL LINES
BR		583,003.68	13

Cash Transfer Required

Reserve Cancellation Required

Establish Reserve Required

 Auditor-Controller

 County Executive

Board of Supervisors

ESTIMATED REVENUE ADJUSTMENT

APPROPRIATION ADJUSTMENT

DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT	DEPT NO.	T/C	Rev	Fund	Sub Fund	OCA	PCA	OBJ 3	PROJ.	PROJ. DTL	AMOUNT
06	006				992233		8764			26,923.60	06	014				992224		1002			84,484.56
06	006				992222		6755			18,768.64	06	014				992224		2840			15,000.00
06	006				992233		8261			28,764.96	06	014				991140		1002			40,460.00
06	006				991140		8272			21,003.12	06	014				991140		2840			15,000.00
											06	014				992222		1002			43,487.36
											06	014				992222		2840			20,000.00
											06	014				992233		1002			53,069.92
											06	014				992233		2840			20,000.00
											10	015				199900		5600			196,041.52
TOTAL										95,460.32	TOTAL										487,543.36

REASON FOR REVISION: Partial year funding for new Community Development Resource Agency, Engineering and Surveying, Planning and Building positions. Off-set by partial funding from the Redevelopment Agency and increased revenue.

Prepared by AK Ext _____

Department Head _____

Board of Supervisors _____

Date: 3/29/06

Page: _____

Budget Revision # _____ FOR INDIVIDUAL DEPT USE

2107

