# DEPARTMENT OF CONSERVATION AND DEVELOPMENT

#### I. DEPARTMENT MISSION OR MANDATE OR GOAL

The department's mission is to serve the citizens of Contra Costa County through the formulation and implementation of the County General Plan, the administration of the Building Code; and coordination of planning, building, special housing, economic development, transportation, infrastructure, solid waste and habitat conservation programs. Our work recognizes that land use planning and the provision of infrastructure and building services have social, environmental and economic impacts on the entire fabric of a community. We are dedicated to serving our customers and the public interest by:

- Encouraging public participation in planning activities;
- Providing balanced short- and long-term development of the County within the regional setting;
- Conserving and enhancing the physical, environmental, social, and economic resources of the County and region;
- Balancing a multitude of diverse public and private interests and community visions;
- Facilitating decision-making and solutions by providing both accurate and timely information through objective and thorough analyses; and,
- Collaborating with residents, other agencies, civic and business groups to promote self-sustaining communities and foster economic opportunities.

#### II. MAJOR PROGRAM DESCRIPTIONS

#### A. ADMINISTRATION

Provide overall policy direction and leadership for Department's programs and activities. The budget for Administration includes department occupancy costs, retiree benefit costs and debt service.

BUDGET: \$1,455,399

FTE: 2

#### B. MANAGEMENT SYSTEMS AND BUSINESS OPERATIONS

Provide overall support for the Department's operating divisions including management of department revenue recovery and other financial services; information technology including GIS mapping and graphics services, countywide demographic information services, computer network support and development of database and other electronic services; facilities and fleet management; development and implementation of departmental policies and procedures;

development and monitoring of Department's budget; and personnel and other general administrative activities.

BUDGET: \$4,076,268

FTE: 21.0

#### C. ADVANCE PLANNING

Analyze proposed amendments to the County General Plan, develop special plans and programs that address changing local priorities and implement the goals and policies of the County General Plan.

BUDGET: \$155,034

FTE: 1.0

#### D. CURRENT PLANNING

Facilitate orderly land use and development consistent with the County General Plan, CEQA, other State laws including the Permit Streamlining Act and the County Ordinance Code. Administer development permit applications (rezoning, land use permits, variances) in the unincorporated communities. Provide for the inclusion within the project review process of various County and non-County public agencies, homeowner groups, municipal advisory councils, cities and environmental groups. Monitor the implementation of residential, commercial and industrial projects to ensure compliance with the permit conditions and environmental mitigation requirements. Review proposed G-80 development for compliance with applicable Zoning Ordinance restrictions, development permits, and State law requirements prior to clearing construction plans for issuance of building permits within the unincorporated areas. Provide staff services to the Airport Land Use Commission to foster compatible development in the contiguous and surrounding areas.

BUDGET: \$8,019,972

FTE: 34.0

# E. Federal Programs, Community Development Bond, Successor Agency

<u>Federal Programs</u>: Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME), Neighborhood Stabilization Program (NSP), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with HIV/AIDs (HOPWA) - Implement the County General Plan by supporting social service programs, supporting infrastructure improvements and public facilities, creating job opportunities, and improving and preserving affordable housing.

<u>Community Development Bond and Special Program</u>: Structure and administer County tax-exempt bond financing of single family mortgages, multifamily

apartments, industrial projects and infrastructure. .Administer the Keller Canyon Mitigation fund, which provides funding for community benefits within East Contra Costa County.

<u>Successor Agency</u>: The California state legislature enacted Assembly Bill x1 26 to dissolve redevelopment agencies, effective February 1. 2012. The Board of Supervisors declared that the County would act as successor agency for the dissolved Redevelopment Agency. The Board of Supervisors also declared that the County would act as the Housing Successor, accept the responsibilities and housing assets of the former redevelopment agency. The Department of Conservation and Development oversees the dissolution of the former Redevelopment Agency, staffs the Oversight Board, implements the activities of the Housing Successor.

BUDGET: \$1,032,693

FTE: 6.0

#### F. TRANSPORTATION PLANNING

Coordinate the development and implementation of the County's transportation policies with other agencies in support of the County's General Plan. Evaluate the consistency of major development applications with the Circulation Element. Implement the County's growth management program, including congestion management and trip reduction activities, and administration of the Measure J-04 "Return To Source" revenues comprising approximately \$10 million of the budget for the seven-year County Road Improvement Program. Provide transportation planning support as needed to other county agencies and jurisdictions.

BUDGET: \$1,283,554

FTE: 4.0

#### G. CONSERVATION/SOLID WASTE

Manage County solid waste and resource recovery programs, including administering franchise agreements for a landfill, transfer station and collection of solid waste and recycling in portions of the unincorporated area. Develop and implement source reduction, reuse and recycling programs to reduce the amount of unincorporated area waste being disposed in landfills. Collect, maintain and make available information on a countywide basis related to reuse and recycling services/facilities available locally as well as reporting of jurisdiction of origin data for actual in-county landfill disposal. Participate with neighboring jurisdictions through various agreements in solid waste and resource recovery programs in Central County and West County

BUDGET: \$1,432,823

FTE 3.0

#### H. WATER PLANNING/HABITAT CONSERVANCY

Plan and coordinate construction and operations/maintenance of ship channels through dredging and disposal projects with the Army Corps of Engineers to ensure safe and efficient vessel transport. Participate with federal, state and local agencies on water resource planning activities affecting water quality along Contra Costa's shoreline. Staff the East Contra Costa Habitat Conservancy which has been delegated permit authority to enforce certain federal and state wildlife protection and clean water laws in eastern Contra Costa County.

BUDGET: \$924,469

FTE: 6.0

#### I. CLEAN WATER

Provide plan review and inspection services for development projects requiring compliance with Clean Water regulations.

BUDGET: \$25,000

FTE: 0

#### J. APPLICATION AND PERMIT CENTER

The Application and Permit Center (APC) exists to make the processing of land development permits easier for its customers. This is accomplished by providing them as many development related services as possible at one (1) location. The service delivery team at the APC is comprised of staff from our 2 divisions (Building Inspection and Community Development divisions) and Public Works. The APC staff work closely with the Environmental Health Department, the fire districts, school districts and the sanitation district to provide a coordinated and efficient approach to the processing of development related permits. Working together on a consistent basis has resulted in a more efficient development review process. Having several departments working together in one location has developed an appreciation for the difficulty applicants' face when attempting to complete a project.

BUDGET: \$2,519,677

FTE: 18.0

#### K. ENGINEERING and PLAN CHECK SERVICES

Review plan drawings, structural design calculations, fire and life safety, mechanical, plumbing, electrical, Title 24 energy conservation and accessibility requirements of the building to comply to the applicable codes and ordinances. Once the review is completed, fees are calculated and the documents required for issuance of the building permit are prepared. The Division concentrates on the more important requirements of structural and fire safety and provides this assistance through seven (7) licensed structural engineers. In addition to the

unincorporated area of the county, the department also provides plan review services for seven cities, Pinole Clayton, Lafayette, Moraga, Orinda, San Pablo and Walnut Creek. This Division also reviews structural documents and plans for energy plants on behalf of the California Energy Commission. This Division also provides technical and code compliance information to contractors, architects and engineers, developers, and homeowners.

BUDGET: \$3,622,500

FTE: 5.0

#### L. BUILDING INSPECTION SERVICES

Provide field inspection of plumbing, mechanical, electrical, structural and grading components to ensure compliance with approved plans, codes and ordinances to achieve structurally sound and safe buildings. Through contractual agreement the Division serves as the Building Department and provides all building inspection services for the cities of Clayton, Lafayette, Moraga and Orinda. The Division also provides a variety of contractual building inspection services on an as-needed basis to several other cities within the County, including Pinole, San Pablo and Walnut Creek. The Division staffs an office in Lafayette that provides the full range of engineering and plan check services, as well as an office in Brentwood that provides plan review and field inspection services. The Division also functions as Chief Building Official and provides plan review and field inspection services for three power plant projects within the County through a contract with the California Energy Commission.

BUDGET: \$6,793,804

FTE: 26.0

#### M. CODE ENFORCEMENT

Respond to building, housing and zoning code violation complaints abate hazardous structures, and inspect mobile homes on private property and in 36 mobile home parks. Implement the county's Abandoned Vehicle Abatement Program (AVAP).

BUDGET: \$1,650,189 (includes AVAP)

FTE: 11.0

#### N. WEATHERIZATION

Provide free home weatherization services to low-income homeowners or tenants of single-family homes, apartments and mobile homes.

BUDGET: \$1,192,500

FTE: 13.0

# O. HOUSING REHABILITATION (Neighborhood Preservation Program)

Provide financial assistance to low and moderate-income families who are performing housing rehabilitation in order to ensure building code compliance of existing structures.

BUDGET: \$385,087

FTE: 3.0

#### **DEPARTMENT REVENUE**

STAFF PROFILE OF FUNDED POSITIONS – by Job Type

Class Allocated Positions - Job Type Count

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Director	1
Executive Secretary	1
Unrepresented Management	10
Planners	35
Planning Technicians	8
Engineers/Plan Checkers	22
Building Inspectors/Grading	
Inspectors	29
Secretarial/Clerical Support	23
Fiscal	9
IT	4
Weatherization/Home Repair	11
TOTAL	153

#### III. DEPARTMENT ACCOMPLISHMENTS

#### A. ADVANCE PLANNING

- 1. Supervisorial Redistricting Process: Initiated and completed the process to adjust boundaries of supervisorial districts before the first day of November of the year following the decennial federal census process as required under the California Elections Code.
- 2. General Plan Amendment studies: Prepared and completed the following General Plan Amendment studies:
  - a. Downtown El Sobrante General Plan Amendment (County File: GP#02-003)
- Specific Plan studies: Prepared and completed the North Richmond Specific Plan to the administrative draft stage just prior to court decision that affirmed state legislation dissolving redevelopment agencies. Work on Specific Plan was suspended due to the dissolution of the County Redevelopment Agency.

- 4. Land Use Permits/Rezoning studies: Prepared and completed the following land use permit and rezoning studies:
  - a. Clayton Regency Mobile Home Park, Land Use Permit Amendment and Environmental Review (County File: LP#10-2009), to change the source of drinking water for the mobile home park from trucked-in water source to water source provided by Contra Costa Water District via water pipeline.
- 5. During FY 2012-13, DCD initiated the Northern Waterfront Planning Project which led to the Board of Supervisors authorization on February 26, 2013 of the Northern Waterfront Economic Development Initiative. The Northern Waterfront Economic Development Initiative is a new Board initiative aimed at promoting the economic development along Contra Costa County's northern waterfront, a 92-mile long stretch of shoreline running from the City of Richmond to the City of Oakley.
- 6. On December 26, 2012, a Draft Climate Action Plan was completed and released by the department for public review and comment. This Draft Climate Action Plan identifies specific measures on how the County can achieve a reduction in greenhouse gas (GHG) emissions of 15% below baseline levels by the year 2020. In addition to reducing GHG, the Draft Climate Action Plan includes proposed policies and actions to improve public health and provide additional community benefits, and it lays the groundwork for achieving long-term greenhouse reduction goals for 2020 and 2035.
- 7. The General Plan review is underway to include consideration of streamlined zoning and building purposes regulations to permit small to medium sized solar energy generation facilities within certain areas of the County based, in part, on a guidance document prepared by the California County Planning Directors' Association entitled, "Solar Energy Facility Permit Streamlining Guide. DCD is currently working on an ordinance to facilitate the development of solar energy facilities for residential and commercial

#### B. CURRENT PLANNING

- 1. <u>Bay Area Wireless Enhanced Broadband (BayWEb)</u>: DCD initiated work on BayWEB, a project approved by the Board of Supervisors on Dec. 2012, which will deploy upgrade of a comprehensive Long-Term Evolution (LTE) wireless broadband network that will support data interoperability and allow participating Bay Area emergency responders (i.e. fire and sheriff dispatchers, and Medical ERs) to connect on a common dedicated data network. There are 15 public facility sites (within incorporated and unincorporated areas).
- 2. <u>East Bay Energy Watch (EBEW)</u>: EBEW is a partnership between PG&E, local governments, such as Contra Costa County, and non-profit and for profit energy service providers. In the fall of 2012, the Department hosted several homeowner workshops in Antioch and the Application and Permit Center in Martinez promoting energy efficiency

- and programs available for homeowners to participate in. Additionally, staff educated students on reducing energy in their homes at several schools in the County. Staff also provided information to homeowners at Home Depot and Lowes in the County.
- 3. Home Occupations Pilot Project: DCD implemented a pilot project as of Jan 1, 2013 for home occupations wherein the processing time has been reduced from 3-4 months to 4 weeks. This is a 75% reduction in processing time. Average cost of processing fees has also been reduced significantly, from approximately \$900 to less than \$300. The Department has completed the revised home occupation ordinance WHICH has been approved by the County Planning Commission and scheduled for the Board's consideration in March. The new ordinance will allow majority of home occupations to be administratively approved over the counter. DCD staff is working on a similar pilot project to expedite tree permit processing.
- 4. <u>Sufism Project</u>: DCD completed the approval of 66,000 sq. ft. Sufism Reoriented facility. This was most likely the largest public hearing ever held in the State with an attendance of over 700. Grading and other site work is being done currently on site.
- 5. <u>Parking Ordinance</u>: DCD amended the County wide off-street parking ordinance.

# C. FEDERAL PROGRAMS, COMMUNITY DEVELOPMENT BOND, SUCCESSOR AGENCY

- Completed reports required by the Department of Finance for the Dissolution of the Redevelopment Agency including the Due Diligence Reviews (housing and Non-Housing), Agreed-Upon-Procedures Report, Housing Asset Transfer List, and four periods of the Recognized Obligation Payments Schedules.
- 2. Designated 43 parcels in the Orbisonia Heights neighborhood of Bay Point, owned by the Dissolved Redevelopment Agency, as housing assets to be transferred to the Housing Successor Agency (County). This 7.6 acre site will be developed as a residential mixed-use transit-oriented development.
- 3. Designated 12 additional parcels in Bay Point as housing assets to be developed by the Housing Successor Agency (County).
- 4. Designated seven parcels on Fred Jackson Way in North Richmond, owned by the Dissolved Redevelopment Agency, as housing assets for an affordable residential mixed-use development project.
- 5. Designated two additional parcels in North Richmond as housing assets to be developed by the Housing Successor Agency (County).
- 6. Designated three parcels in Walnut Creek (Contra Costa Centre area) as housing assets to be developed by the Housing Successor Agency (County).
- 7. Designated five parcels in Rodeo, including the Town Center site, as housing assets to be developed by the Housing Successor Agency (County).

- 8. Completed the area-wide way finding project in the Contra Costa Centre Transit Village.
- 9. Funded Rodeo Sanitary District extension of sewer service to the Rodeo Marina (completed early 2013).
- 10. Provided funds for streetscape improvements on Bailey Road, south of State Route 4 (Construction underway).
- 11. The Contra Costa Centre Transit Village project received an award in the Planning Implementation –Large Jurisdiction category from the American Planning Association.
- 12. Support the Contra Costa Redevelopment Successor Agency as it implements the Dissolution Act which eliminated redevelopment agencies in California. To date, the Successor Agency has met the requirements of the Dissolution Act. Since February 1, 2012, an Oversight Board has been established; Recognized Obligation Payment Schedules have been adopted by the Successor Agency and approved by the State for the January to June 2012, July to December 2012, and January to June 2013 time periods; a \$2.2 million payment demand was made to the County Auditor Controller on July 12, 2012; the housing assets of the former Redevelopment Agency have been transferred to the County of Contra Costa as Housing Successor; and a Housing Asset Inventory and Due Diligence Review of the Housing Fund was submitted to the State for review. The Successor Agency has completed or continued implementation of various redevelopment projects, including a pedestrian, bicycle and motorist wayfinding system in the Contra Costa Centre Transit Village, relocation of non-conforming uses from the Iron Horse Corridor, soil remediation in the Iron Horse Corridor, extension of sewer service to the Rodeo Marina, and acquisition of the remaining parcel for the .75 acre North Richmond Town Center Phase II project on Fred Jackson Way. In June 2012, the Successor Agency successfully refunded over \$22 million in unspent Redevelopment bond revenue which reduced the Agency's annual debt service payments from \$8.6 million to \$7.6 million.
- 13. Closed loans to finance 3 affordable multi-family housing projects totaling 160 units for low income seniors.
- 14. Provided financial assistance to support 170 affordable housing units.
- 15. Completed rehabilitation of 21 owner-occupied homes.
- 16. Renovated 6 foreclosed homes and provided 6 down payment assistance loans.
- 17. Provided 42 Mortgage Credit Certificates
- 18. Assisted over 21,000 lower income persons/families through public service programs.
- 19. Placed 49 people in jobs through Economic Development programs.
- 20. Assisted 187 businesses through Economic Development programs.
- 21. Completed 4 infrastructure/Public Facilities projects.
- 22. Assisted 513 families through the homeless prevention and rapid rehousing assistance program.

#### D. TRANSPORTATION PLANNING

- 1. Demonstrated compliance with the Measure J Growth Management Program and Proposition 111 Congestion Management Program to obtain a total of \$6.5 million for transportation system improvement projects this year.
- 2. Negotiated cooperative agreements with Contra Costa Transportation Authority to initiate Phase I Planning for the Route 239/Brentwood-Tracy Expressway Project.
- 3. Negotiated an agreement with CCTA and City of Pinole to evaluate proposed change to County General Plan policies for Appian Way segment between Pinole city limit to Valley View.
- 4. Established a committee with representatives from fire districts, city-county engineers, county staff and city staff to develop a recommendation on modifications to road design/fire standards to accommodate county's complete streets policy, public safety, and clean water goals.
- 5. Completed a grant-funded Pedestrian Safety Assessment study for Knightsen which recommends sidewalk improvements, improved pedestrian and trail crossings at intersections and railroad tracks. The recommendations were presented to the Knightsen Town Advisory Committee and staff is seeking opportunities to fund its recommendations.
- 6. Obtained a grant from the Contra Costa Transportation Authority to fund a city-county study to identify bicycle and pedestrian facility upgrades on Treat Boulevard across the I-680 freeway between the Contra Costa Centre Transit Village and North Main Street, and for the Olympic Boulevard corridor between the Lafayette-Moraga Trail and the Iron Horse Trail.
- 7. Obtained a grant from the Contra Costa Transportation Authority to fund project development for improvements to the Bailey Road/State Route 4 Interchange consistent with the recommendations of the Bailey Road Bicycle and Pedestrian Improvement Plan completed by the County in 2010. This section of Bailey Road provides access to a BART station and the East Bay Regional Park District's Delta DeAnza Trail.

#### E. CONSERVATION/SOLID WASTE

- As a result of amendments to franchise agreement in 2011, in 2012 the franchise hauler implemented automated collection of recyclable trash to approximately 7,000 customers in unincorporated East County, allowing customers to dispose of a greater amount of recyclable materials and potentially subscribe for a smaller/cheaper refuse cart."
- 2. Worked with other Bay Area counties to develop RecycleWhere?, a web-based tool that provides the public with easily accessible, accurate reuse, recycling and disposal information. This tool will

- reduce the need to man the Recycle Hotline phone service currently provided to Contra Costa residence.
- 3. Coordinated the purchase and installation of six mitigation fee-funded digital cameras for selected power poles in North Richmond to enhance efforts to combat blight and illegal dumping.
- 4. Successfully demonstrated to the State our compliance with the state mandate to divert more than half of the waste generated in the unincorporated County area from landfills in 2011. This diversion mandate will increase to 75% in 2020.
- 5. In October 2012, the Department completed 13 of the 14 project funded by the \$3.5 million Energy Efficiency Conservation Block Grant received by the County in 2009. Completed projects included energy efficiency improvements to homes in the unincorporated area and to county-owned facilities, installation of renewable power stations at county-owned facilities,
- In April 2012, the Department initiated procedures at the Application and Permit Center that enable residents and business to demonstrate compliance with County and state mandates for recovery of debris generated by construction and demolition projects permitted by the County.

#### F. WATER PLANNING/HABITAT CONSERVANCY

- 1. Initiated review of maintenance assessment district needs for dredging and other navigation projects in Contra Costa ship channels.
- 2. With grant funds and partners covering more than 95% of the costs, we have acquired more than 1,500 acres so far in 2011-2012 pursuant to the East Contra Costa Habitat Conservation Plan.
- 3. Completed a major wetland and creek restoration project in the Kirker Pass Road area.
- 4. DCD hosted the 4th Quadrennial Contra Costa County Creek and Watershed Symposium which showcased the broad array of work occurring by local public agencies and others to conserve natural habitat and to convey its importance to the community.
- 5. Contributed to advocacy efforts to preserve the striped bass population in the Delta, overcoming proposed new regulations that would have eradicated the species.
- 6. Assisted the Army Corps of Engineers San Francisco District in reprogramming federal dredging funds to assist the Port of Oakland with underfunded dredging needs.
- 7. Hosted the first in a planned series of meetings on the Army Corps' emergency dredging program, which will aid marine freight shipments to and from Contra Costa industrial sites and the Port of Stockton.
- 8. During the past year, the Conservancy partnered with the East Bay Regional Park District to acquire six properties totaling 672 acres of land for this purpose. The Conservancy created three small vernal pools totaling 0.56 acres. Planning is underway for a creek and wetland restoration project expected to be constructed in 2014. The

- first preserve management plan, covering approximately 5,000 acres, was drafted and is expected to be finalized in early 2013.
- 9. In May 2012, the U.S. Army Corps of Engineers issued a Regional General Permit (RGP) to the Conservancy that enable activities covered by the East Contra Costa County Habitat Conservation Plan/Natural Communities Conservation Plan (HCP/NCCP) to have streamlined administration of federal wetlands regulations and coordination with federal endangered species permitting. The RGP expedites permits for activities that are substantially similar in nature and cause only minimal individual and cumulative impacts on the aquatic environment using the "regional avoidance" strategy adopted by the HCP/NCCP. The RGP is part of an overall strategy envisioned in the HCP/NCCP to balance the protection of important natural resources with long-term economic development in the area covered by the Plan.

#### G. CODE ENFORCEMENT

- 1. Created a Policy and procedure manual for Code Enforcement to ensure consistency.
- 2. Developed work flow procedures to reduce errors
- 3. Created a policy and procedure manual for Mobile Home Inspections
- 4. Conducted sampling inspections on 180 apartment units for federally fund Home Program, through the Redevelopment Division.
- 5. Opened 1,204 code enforcement cases throughout the County.

#### H. MANAGEMENT SYSTEMS, GIS and BUSINESS OPERATIONS

- DCD embarked on a project to improve its department website and is coordinating its design process alongside the County website redesign process with Civics Plus. Significant additions to the site, including online permitting, have been accomplished.
- 2. In Feb. 2013, DCD launched the Accela Citizens Access (ACA) system which allowed on-line permitting of certain types of building permits. Additionally, ACA now allows access to public information on the status of land use planning projects and building permits. DCD continues to implement technology improvements to make work process more efficient and customer-service driven. Improvements will allow on-line submission and review of building plans as well as online submission of specific planning projects and greater access online to public records.
- 3. DCD completed the remodel of a portion of 40 Muir (adjacent to DCD's main campus) and successfully relocated its Fiscal and Weatherization units with minimal disruption to business operations.
- 4. Working in collaboration with the Workforce Development Board and DOIT, DCD recently helped to launch an innovative Business Resource Map. The map is a solution to navigating resources that are available at the State, regional, county, or city level. The mapping application allows

- users to enter an address or click on a location and the site then returns a custom list of resources that are available for that location. Small business owners are able to find resources available to them to start a business, connect with business organization, find incentives or financing. The mapping application was developed so it can be embedded into any website, allowing all the various economic development partners to be providing consistent information.
- 5. DCD continues to review training needs of staff and to the extent possible, make arrangements for on-site training to staff. Most recently, a retirement Q & A seminar conducted by County retirement staff was held onsite for DCD employees and other county staff. Other trainings provided onsite were: ADA and Title 24 training, code enforcement-related trainings and webinars on building code and concrete design. This year, a professional development and customer service training is being planned for staff.
- 6. DCD reduced its fleet size by over 30% to bring efficiency and savings to the department.
- 7. DCD achieved the U.S. Green Building Council's Gold Certification for Leadership in Energy and Environmental Design (LEED) for its 30/40 Muir facility. DCD has the honor of being the first Contra Costa County facility to earn a LEED certification.

# I. BUILDING INSPECTION SERVICES (includes Engineering Services)

- 1. In FY 2012-13 DCD implemented a staff restructuring for the NPP Program to reduce costs and increase efficiency. The Program is now operating on a more financially sustainable basis. Productivity is increasing, with more homes served compared to the prior year. Currently, DCD projects 40 homes will receive assistance by the end of this fiscal year. The average amount of loans has also been increased, fees have been restructured and another funding source (CDBG revolving loan) was identified to help manage loan portfolios.
- 2. DCD worked closely with EHSD to administer the Weatherization program to provide assistance to low-income families. In FY 2011-12, 1,155 housing units were weatherized for a total of \$10.1 million.
- DCD successfully completed ARRA close-out activities for the Weatherization Program and fully completed audits of the Program by State and federal regulators with no significant findings. DCD implemented a staff reduction plan to match reduced funding level and workload.
- 4. To support the environmental and economic benefits of solar power generation, DCD has collaborated with the Contra Costa Council and seven cities within the County to reach agreement on a consistent and faster permitting process for residential and commercial rooftop solar installations. This will allow contractors in all participating jurisdictions to have a consistent standard for permit requirements for solar projects, to reduce costs for local contractors and to receive more convenient, efficient and expeditious process.

5. The Building Inspection Division continues to provide building inspection services to State, local agencies and 3 power plants.

#### J. STREAMLINING OF PERMIT ISSUANCE PROCESS

Since the merger of the former Building Inspection and Community Development Departments in 2009, DCD has worked continuously to streamline the land use and building permitting process through greater coordination among planning and building inspection staff. This effort has been enhanced by the recent relocation of the Department to a renovated County building at 30 Muir Rd. in Martinez, which has newly designed work areas that facilitate the working relationship between planning and building inspection staff.

The Building Inspection Division is also currently participating in a project being led by the Contra Costa Council that has to goal of streamlining the permitting process for residential solar panel installation within the County. The Division is working with building officials from the various cities within the County to develop common standards for permitting such projects.

#### K. TRAINING

The Building Inspection Division has an ongoing program of staff training to ensure that staff within the Division maintain and enhance their technical knowledge necessary to enforce the County Building Code. The Division provides on-site training for staff using both "in-house" trainers and outside trainers that are recognized by the International Code Council (ICC), the organization that develops the building codes used throughout the United States. These training opportunities allow staff to obtain continuing education units for ICC certifications they are required to maintain. A high level of certification among building inspection staff ensures that the public receives high quality services from the Division.

#### IV. DEPARTMENT'S CHALLENGES

- 1. Identify financing mechanism to maintain streetscape improvements that satisfy the County's Complete Streets Policies.
- 2. DCD faces the challenge of declining revenues associated with the severe downturn in real estate and construction since 2007. The Department has been required to significantly reduce staff through layoffs and attrition, while the public demand for services remains high, or in areas such has code enforcement, has increased as the result of the economic downturn. The Department will continue to restructure programs and make greater use of technology in an effort to meet the demand for services with reduced staffing levels.

- 3. The coming year will see the elimination of several programs association with the American Reinvestment and Recovery Act (ARRA). As the authorization for federal funding comes to an end, DCD will be reducing service levels in some program areas.
- 4. A major challenge for DCD in the coming year will be to increase the ability of the public to access the Department's services via the internet. On-line services offer an excellent opportunity to improve the efficiency of services delivery for both the public and the Department. Implementing increased on-line services will require an investment in information technology and staff training.
- 5. Implementation of the new state-mandated audit reviews of the funds maintained by the former Redevelopment Agency which have the potential for adverse fiscal impacts on the Successor Agency and the County.
- 6. DCD continues to meet its responsibility of conducting unfunded mandate activities to support the Board of Supervisors, despite the loss of county general fund subsidy several years ago for unfunded mandates.
- 7. Current Planning operations are entirely funded by application fees that are paid by the applicant requesting an entitlement. The challenge of Current Planning is to find the balance of discharging its responsibility to process an application to conform to mandated timelines, even after an application's deposit is exhausted. DCD's goal is to actively monitor pending applications to proactively contact applicants with delinquent balances.
- 8. Respond to the elimination of the \$1.4 million annual contribution of tax increment, by the Redevelopment Dissolution Act of 2011, for implementation of the County's affordable housing program.

#### V. PERFORMANCE INDICATORS

#### A. COMMUNITY DEVELOPMENT DIVISION

- 1. Advance Planning
  - Number of actions taken to update and maintain:
    - the County Zoning Ordinance
    - the Williamson Act Program
    - the General Plan
    - various land use initiatives to assist the Board of Supervisors

## 2. Current Planning

- Achieve at least 92% rate for the number of completed applications compared to the number received
- Maintain at 6% or less the percentage of projects pending for two or more years
- Process 80% of land use permits, development plans, minor subdivisions and rezonings within one year; process 80% of variances and tree permits within six months

#### 3. CDBG and Housing Programs

- Perform on-site monitoring of 25% of funded programs to assure compliance with federal regulations and contract specifications
- The amount of leverage achieved through funded housing programs
- The number of affordable housing units constructed or rehabilitated
- The number of affordable housing units provided financial assistance

#### 4. Transportation Planning

- Ensure that 100% of plans, projects and programs reviewed are consistent with County General Plan
- Maximize revenue and resources obtained for transportation planning and implementation

#### 5. Conservation/Solid Waste

- The amount of waste reduction and recycling programs implemented
- The amount of waste diverted from landfills
- The amount of acquired land for conservation purposes

#### 6. Successor Agency to the Redevelopment Agency

 Obtain a Finding of Completion from the Department of Finance for meeting certain provisions of the Redevelopment Dissolution Act and thereby enable the Successor Agency to spend remaining unspent bond proceeds of the former Redevelopment Agency and to repay the County's loan for establishment of the Montalvin Manor Redevelopment Project Area.

## 7. Graphics and Mapping Services

Respond to departmental mapping request within two weeks

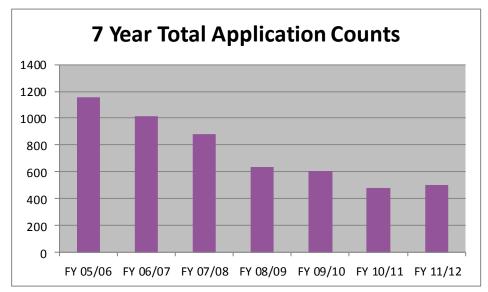
#### 8. Business Operations

- Increase the percentage of scanned/digitized files
- Decrease the number of applications with outstanding balances over \$5,000

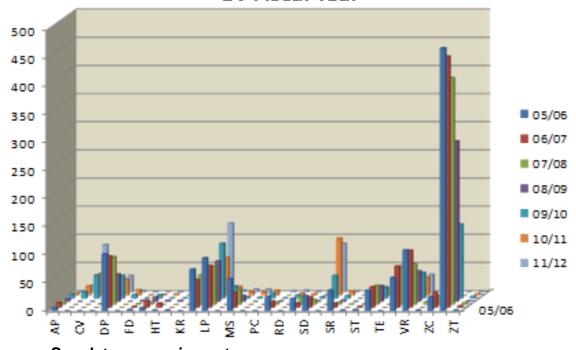
Below are some statistical data from Community Development Division:

# **6-Year Application Count**

	Total Application Counts
FY 05/06	1152
FY 06/07	1016
FY 07/08	879
FY 08/09	635
FY 09/10	608
FY 10/11	480
FY 11/12	505



# **Totals by Application Type By Fiscal Year**



See data source in next page.

	Totals by Application Type by Fiscal Year							
	App	0=00		0=00		00/40	10/11	1.1/10
	Type	0506	0607	0708	0809	09/10	10/11	11/12
Ag Pres	AP	6	9	4	5	7	4	2
Bay Pt	BP					12	17	13
Compliance Rvw	CV			_		42	39	85
Dev Agreement	DA	404	00	2	40	1	0	0
Dev Pln	DP DR	101	92	85	49	41	29 10	30
Req for Determination Firearms DIrs	FD	2	2	2	2	7 1	10	3 1
General Pln	GP	2 6	13	2 4	8	7		0
Heritage Tree	HT	1	8	4	2	1	2	1
Haz Mat	HZ	1	0		2	1	0	0
Kensington	KR	ı			2	3	20	10
Lot Line	LL	74	50	53	46	31	25	12
Land Use Perm	LP	94	75	68	72	98	68	123
Montalvin Mnr	MM	01	, 0	00		22	16	4
Minor Sub	MS	57	28	26	11	3	7	6
No. Rich	NR					2	6	6
Planning Consideration	РС					10	9	12
Preapp Rev	PR	25	12	4	1	1	0	3
Rodeo	RD					6	4	4
Rezone	RZ	22	8	14	7	3	3	2
Major Sub	SD	27	19	9	1	3	1	5
Small Lot	SL					41	102	87
Sign Review	SR	36	8	4	3	5	8	3
Specific Plan	SP	1		1			0	1
St Address	ST	2	2	1	1	0.4	1	0
Second Unit	SU	36	37	34	28	21	12	10
Temporary Event	TE	50	7.4	00	00	1	7	4
Tree Permit	TP	59	74	69	33	40	30	39
Variance	VR	108	102	72	52	46	33	32
Well	WD	1 25	27	5 16	2	16	0	0
Zoning Cert	ZC ZI	25 467	27 447	16	24	16 132	20	5
Zoning Invest Zoning Text	ZI ZT	467 1	44 <i>1</i> 3	403 3	285 1	132	0 3	0
Totals by FY	<u></u>	1152	1016	879	635	608	480	505

#### B. BUILDING INSPECTION DIVISION

#### PERMIT PROCESSING

During fiscal year 2011-2012, the Department conducted 37,940 inspections to area homes and businesses to ensure that safe building standards are utilized in accordance with the 8,334 permits issued. This number is approximately a 60.8% drop in inspections in comparison to FY 2005-2006, the height of the construction boom. The Neighborhood Preservation Program used Federal grants to rehabilitate the homes of qualified residents by providing 13 households with over \$400,000 in loans and grants combined. Similarly, the Weatherization Program helped 1,155 housing units with home weatherization projects totaling over \$10 million.

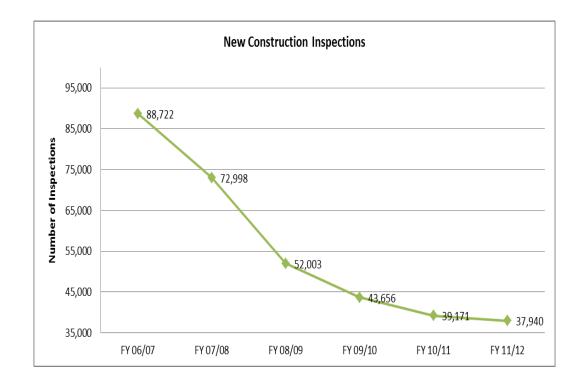
#### **PERMIT PROCESSING**

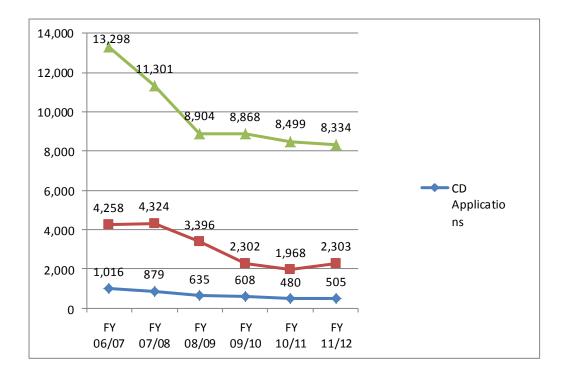
Fiscal year 2011/2012

Number of inspections: 37,940

Permits issued: 8,334

Below are some useful statistical data from the Building Inspection Division:



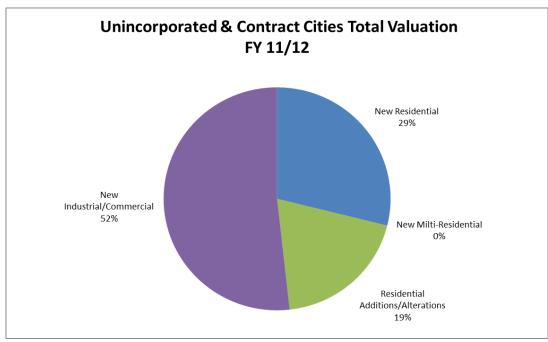


# **PERMIT ISSUANCE**

PERMIT PROCESSING	& ISSUANCE	ACTUAL PERFORMANCE
INDICATORS	11/12	
Residential/Commercial	Plan Review	90%
	within 3 weeks	

# **CONSTRUCTION INSPECTION**

	ACTUAL
	PERFORMANCE
CONSTRUCTION INDICATORS	11/12
Residential/Commercial	35,938 inspections
Grading	2,002 inspections



<sup>\*</sup> Valuations can adjust if permits are revised or cancelled

# **CODE ENFORCEMENT**

	<u>FY</u>	<u>FY</u>	<u>FY</u>
Building Inspection Division:	<u>2010</u>	<u>2011</u>	2012
Number of Code Enforcement Cases Opened	2,633	1,298*	1,204

<sup>\*</sup> Decline I # of cases reflects a shift to an early intervention model

# **CODE ENFORCEMENT ANNUAL PERFORMANCE**

## FISCAL YEAR 2011/2012: Profile of Code Enforcement Cases

Types	Cases opened	Cases closed	Current Cases **
Building	386	377	309
Building/Zoning	272	212	144
Code Compliance		5	1
North Richmond	87	76	445
Vehicle Abatement	121	124	15
Zoning	320	346	44
Total	1204	1145	575

# **NEIGHBORHOOD PRESERVATION PROGRAM**

Neighborhood Preservation

	Total No. of Households Served	# of Households Served with Grants	To	tal of Loans	Total of Grants
FY 2008-09	26	0	\$	689,513	\$ -
FY 2009-10	30	3	\$	652,823	\$ 44,126
FY 2010-11	34	4	\$	901,306	\$ 12,904
FY 2011-12	13	3	\$	407,774	\$ 25,353

# **WEATHERIZATION PROGRAM**

Weatherization Program

	Total Housing Units Weatherized		Total Grant Funds Expended
FY 2008-09	374	\$	952,669
FY 2009-10	704	\$	2,325,768
FY 2010-11	925	\$	3,582,155
FY 2011-12	1155	\$	3,301.992
4-year Total	3,158 units	\$	10,162,584
		Spe	ent an average of \$3,218
		per	household unit