

**EL DORADO COUNTY CALIFORNIA**  
*Chief Administrative Office*

April 25, 2008

Memo To: Board of Supervisors

From: Laura S. Gill, Chief Administrative Officer

Subject: Issues Related to Development Services Department  
(Agenda Item # 43 for April 29, 2008 BOS Meeting)

**Background**

On March 25, 2008, in response to concerns about the lack of economic development activity in the County, the Chief Administrators Office (CAO) presented to the Board a package of regulatory reforms to improve the development permit review process (see Attachment 1, Permit Evaluation & Recommended Tasks Report (PERT)). The Board, in its action, conceptually approved staff's recommendations and asked for a report back on this date to provide organizational charts, costs and fees structures, and include operational, management, training plans and timing of implementation (see minutes, Attachment 2). The aforementioned items are included in the status of each recommendation below.

**Status on recommendations:**

Recommendation 1:

- 1) Prepare a budget for FY 08-09 to transfer DOT (Transportation Planning and Land Development unit) to the Development Services Department.**

Update:

Attached to this report (see attachment 3) is an organizational chart that shows a reporting structure that places private land development review activity into one Department. This empowers and places responsibility and accountability with one Department Head (as opposed to two currently).

The transfer of the DOT Deputy Director and his staff to Development Services is done at no net cost, as the functions and duties are simply shifted to another Department. The Deputy Director of DOT will remain physically located in the DOT Department but report to the Director of Development Services. This new division of Development Services will provide the same review for land development proposals as is currently

provided and will also switch (as it does now) to capital project delivery on an as-needed basis by coordinating with DOT. The FY 80-09 Budget will be created reflecting this change unless the Board directs otherwise.

Recommendation 2:

- 2) **Begin recruitment for an ACAO and a Development Services Department Head that both have extensive land development experience**

Update:

Both recruitments are now underway with the deadlines for application submittals ending in mid-May, 2008. It is anticipated that appointments for these positions can be made in June for starting date in July, 2008. The CAO will return to the Board no later than May 20, 2008, with a recommendation regarding the salary range for the Development Services Director position.

Recommendation 3:

- 3) **Return to the Board with a structure for an Ad Hoc Committee to address General Plan Implementation**

Update:

A "Reference" General Plan (2008) document is ready for distribution and staff is ready to serve an Ad Hoc Committee for the purpose of re-evaluating the timing of implementation measures in the General Plan. The Board can determine the make up of the Committee and establish a timeline within which to have a report and recommendation. This task should take no longer than six to twelve months if the Ad Hoc Committee meets once per month. A workable Committee structure should include no more than a dozen people. Should the Board of Supervisors wish to commence this activity, staff can return to the Board with a list of people that it has already (and that have indicated a desire to serve in this capacity) and will contact others also. The Board can also direct that the recommendations of the Ad Hoc Committee be reviewed by the Planning Commission and forwarded to the Board along with a recommendation of its own.

Recommendation 4:

- 4) **Direct that the backlog be reduced with re-assignment of existing staff and use of contract staff as necessary.**

Update:

Planning staff reports that it has 203 projects in the system of which 144 cases are deemed “complete” and ready for processing of which approximately 60% will require Negative Declarations/Mitigated Negative Declarations, pursuant to the California Environmental Quality Act (CEQA). These projects have multiple entitlements (i.e., a General Plan Amendment, rezone and a subdivision, etc) and make up a total of 97 “projects”. These projects date back to 2005 and are made up thus:

<b>Year</b>	<b>total number</b>
> one year	24
6 – 12 months	29
< six months	44
<b>Total</b>	<b>97</b>

Of these projects, their type/composition is made up thus:

Tentative Subdivision Map (five lots or more) = 34

Tentative Parcel Maps (four lots or less) = 36

Development Plans = 18

Special Use Permits = 17

Rezones = 32

General Plan Amendments = 6

Design review = 4

Variance = 5

It is estimated that there is a six – eight month backlog that can be reduced to “normal” timelines if the Department is able to fill three currently funded senior planner positions and re-assign two other existing staff members at half time to the task.

Recommendation 5:

- 5) **Return to the Board with steps necessary to amend the Charter to provide for a CEO form of government prior to convening the Charter Review Committee.**

Update:

The Board can direct the Charter Review Committee to review the prior information on this topic when it convenes this Fall.

Staff will provide the Board with an update/status on fees and training at the meeting.

**Recommendation:**

- 1) Move that the FY 08-09 Budget be prepared with the Deputy Director of DOT (Transportation Planning & Land Planning Unit) reporting to the Director of Development Services.
- 2) Direct that the CAO return to the Board in 30 – 60 days with names of people that are willing to serve on an Ad Hoc committee to review and re-prioritize the timelines of the Implementation Measures contained in the General Plan
- 3) Direct the Development Services Department to fill three full time senior planner positions that are currently funded.
- 4) Direct that the County Charter be amended and have the Charter Review Committee provide appropriate language this fall to have Department Heads serve at the pleasure of the CAO.

ATTACHMENTS

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| Attachment 1) | Permit Evaluation & Recommended Tasks Report (PERT)                      |
| Attachment 2) | Minutes, Board of Supervisors, dated March 25, 2008                      |
| Attachment 3) | Recommended Organizational chart for the Development Services Department |