

071 - PLANNING AND DEVELOPMENT SERVICES

Operational Summary

Mission:

To safeguard the high quality of life in unincorporated Orange County through stewardship of the environment; application and enforcement of building, water and grading regulations; and planning of strategically balanced communities.

Strategic Goals:

- To provide a safe living, working and recreational environment by requiring and enforcing the appropriate building, grading and construction standards.
- To make available a wide range of quality housing opportunities throughout the unincorporated areas of Orange County.
- To preserve open space and to protect sensitive habitats, waterways and wildlife.

Key Outcome Indicators:

Performance Measure	2003 Business Plan Results	2004 Business Plan Target	How are we doing?
NUMBER OF CASES CLOSED BY CODE ENFORCEMENT. What: Code enforcement cases to protect the safety & welfare of residents in Unincorporated Orange County. Why: To protect public from threats to safety.	Anticipated closed cases = 200 cases. Number of complaints has decreased during this year, but staffing has been reduced by 2/3 since January 2003.	Eliminate 700 code enforcement case backlog.	Exploring alternatives to eliminate 700 case backlog.
NUMBER OF NEW HOMES COMPLETED, CATEGORIZED BY BUILDING TYPE. What: Create Housing Opportunity Overlay District that provides affordable housing production incentives. Why: To ensure fair housing opportunities for all residents.	2,224 new homes were completed. (1,088 Single; 1,136 Multi)	FY 2004-2005 Plan targets 1,750 new homes completed (1,300 single; 450 multi).	Results are dependent upon development by private sector.
SUBMIT GEN. PLAN ANNUAL PROGRESS RPT. TO BOS, FORWARD TO STATE HCD & GOV.'S OFF. OF PLNG & RESEARCH What: Demonstrates County's progress & meeting share of RHNA reporting period. Why: To comply with RHNA goals per Government Code 65400 (b)(1).	Submit General Plan Annual Report to Board of Supervisors by June, 2004.	Submit GP Annual Report to State by October, 2004. This annual report demonstrates County's progress in implementing GP updates & meeting share of Regional Housing Needs Assessment (RHNA) for 1998-2005 reporting period.	Annual General Plan will be submitted in time.

At a Glance:

Total FY 2003-2004 Actual Expenditure + Encumbrance:	7,461,812
Total Final FY 2004-2005 Budget:	7,955,704
Percent of County General Fund:	0.32%
Total Employees:	68.00



Key Outcome Indicators: (Continued)

Performance Measure	2003 Business Plan Results	2004 Business Plan Target	How are we doing?
NUMBER OF ACRES ADDED TO PERMANENT PRIVATE OPEN SPACE OR RECREATION. What: To protect County's permanent open space for recreational opportunities. Why: To protect County's open spaces and expand recreational opportunities.	46 acres added.	500 acres could be added to permanent private open space or recreation.	Results are dependent upon development by private sector.
NUMBER OF ACRES OF SENSITIVE HABITAT ENHANCED OR CREATED THROUGH MITIGATION BANKS. What: Establishment of biological mitigation measures required as mitigation for development projects. Why: To ensure preservation and restoration of County's natural habitats.	Completed: 300 acres.	150 acres (initial development of Toner Hills; could be much higher pending progress of Ranch Plan)	Results are dependent upon development by private sector.
NUMBER OF ENVIRONMENTAL DOCUMENTS COMPLETED. What: To ensure proper review, preparation & processing of environmental impact reports. Why: To ensure environmental protections; to mitigate impact stemming from new project implementation.	1,180 environmental documents completed.	1,150 environmental documents projected to be completed.	FY2003-2004 results are consistent with the current workload.

FY 2003-2004 Key Project Accomplishments:

- On January 13, 2004, the Board of Supervisors approved County Executive Officer James Ruth's restructuring proposal for County government. This included the merging of PDS and PFRD into a new Resources and Development Management Department (RDMD).
- Completed the 2004 5-year Strategic Financial Plan Forecasts.
- Assisted nearly 8,000 customers at the planning counter, managed over 12,000 ministerial permits, and processed approximately 115 discretionary permits for approval by the Board of Supervisors, Planning Commission or Subdivision Committee.
- Transitioned Santa Ana Heights into incorporated Newport Beach.
- Improved coordination with other County department and agencies.
- Awarded Jobs/Housing Incentives Grant by State Department of Housing and Community Development in the amount of \$495,772.

CURRENT PLANNING SERVICES - The Community and Advanced Planning Services Division created in the FY 01-02 cycle has been consolidated with Current Planning Services to create the Current and Advanced Planning Services Division (CAPS) in order to increase efficiency and to focus on revenue-generating, cost-offset core services. Through CAPS, PDS provides quality information and planning services at the Development Processing Center (DPC); processes administrative and discretionary permits

and zone changes for privately initiated development projects; coordinates public hearings for the Zoning Administrator and Planning Commission; enforces County's Land-use regulations; and supports regional planning efforts.

Additionally, the Division now has responsibility for implementing the Five-Year Action Plan; maintaining the General Plan; coordinating necessary transportation and air analysis for private and public projects within the unincorporated county areas; monitoring all Development Agreements to ensure compliance with obligations; processing Annual



Monitoring Reports for larger planned communities; maintaining and updating environmental and urban information themes, developing graphics for department reports; conducting special studies and analyses; and providing support for Watershed Planning Projects and Water Supply issues requiring coordination with other County agencies, Cities, State and Federal agencies.

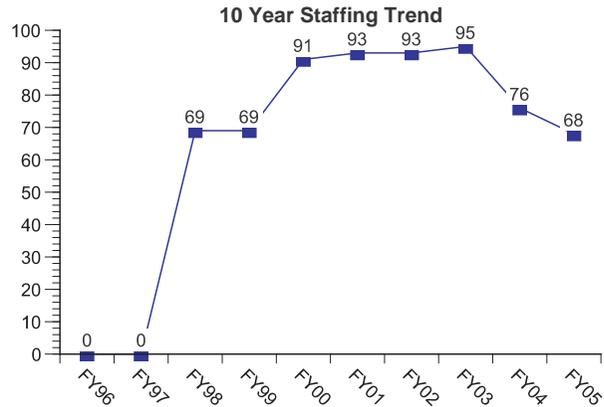
Other services provided by CAPS include some activities dependent upon specific policy decisions by the Board of Supervisors to continue or expand general fund support, such as Code Enforcement and Community Revitalization.

PLANNING COMMISSION - PDSO provides clerical support to the Planning Commission.

ENVIRONMENTAL/PROJECT PLANNING - This Division is charged with the critical duty of implementing and ensuring project compliance with the California Environmental Quality Act (CEQA); preparing community, specific and area plans; preparing and reviewing Environmental Impact Reports (EIRs), negative declarations, initial studies, categorical exemptions and other CEQA-related documentation for private and public projects within the unincorporated areas; providing technical site planning and engineering support for environmental issues and special project analyses; acting as liaison to the California State Coastal Commission on project and planning requirements within unincorporated Orange County Coastal zones; and monitoring implementation of biological mitigation measures required for development projects in satisfaction of CEQA or conditions of project approval.

CODE ENFORCEMENT - Facilitates the enforcement of Titles 2, 3, 4, 6 & 7 of the Orange County Codified Ordinances (OCCO) and a resolution establishing a schedule of fines for Grading Code violations. The Division also issues Civil Citations that impose fines upon persons who violate the OCCO.

Ten Year Staffing Trend:



Ten Year Staffing Trend Highlights:

- PDSO was established on November 19, 1996 in accordance with Board Resolution No. 96-825. The staffing change from FY 1998/1999 to FY 1999/2000 was due to the addition of positions in Code Enforcement (7), Human Resources and Fiscal and Program Services Division (15). Per the Board directive on June 5, 2000, PDSO's FY 2000/2001 budget was augmented by \$200,000 and two (2) positions to address code enforcement needs in the County.
- As a result of the financial crisis in FY 2002/2003 many of the above positions were vacated. Twenty-two (22) of these vacancies were eliminated by the Board of Supervisors on June 24, 2003. In addition, the Board of Supervisors approved three (3) Extra Help Conversions.
- Six(6) positions were transferred from RDMD/Planning Budget 071 to RDMD/General Budget 080 in FY 2003/2004 3rd Quarter Budget Report as part of the implementation of the approved merger of PDSO and PFRD to become the Resources & Development Management Department (RDMD).

Budget Summary

Plan for Support of the County's Strategic Priorities:

The budget is consistent with the County strategic financial plan.

Changes Included in the Base Budget:

The budget includes a transfer of six (6) positions from Planning Budget 071 to RDMD/General Budget 080 with \$415,044 in corresponding appropriation reductions in salary, employee benefits and associated services & supplies.

On May 25, 2004, the Board of Supervisors approved an augmentation request to increase Fund 071's base budget by \$231,000 for Code Enforcement consultant contract services to handle 700 case backlog violations.

Final Budget and History:

Sources and Uses	FY 2002-2003 Actual Exp/Rev	FY 2003-2004 Budget As of 6/30/04	FY 2003-2004 Actual Exp/Rev ⁽¹⁾ At 6/30/04	FY 2004-2005 Final Budget	Change from FY 2003-2004 Actual	
					Amount	Percent
Total Positions	-	76	68	68	0	0.00
Total Revenues	3,597,616	6,136,750	5,620,764	4,891,204	(729,560)	-12.98
Total Requirements	8,596,255	8,970,250	7,484,688	7,955,704	471,016	6.29
Net County Cost	4,998,639	2,833,500	1,863,924	3,064,500	1,200,576	64.41

(1) Amounts include prior year expenditures and exclude current year encumbrances. Therefore, the totals listed above may not match Total FY 2003-04 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Detailed budget by expense category and by activity is presented for agency: Planning and Development Services in the Appendix on page 499.



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Summary of Final Budget by Revenue and Expense Category:

Revenues/Appropriations	FY 2002-2003 Actual Exp/Rev	FY 2003-2004 Budget As of 6/30/04	FY 2003-2004 Actual Exp/Rev ⁽¹⁾ At 6/30/04	FY 2004-2005 Final Budget	Change from FY 2003-2004 Actual	
					Amount	Percent
Licenses, Permits & Franchises	\$ 285,832	\$ 249,999	\$ 268,633	\$ 315,377	\$ 46,744	17.40%
Intergovernmental Revenues	80,768	0	1,079	0	(1,079)	-100.00
Charges For Services	3,218,743	5,876,693	5,329,451	4,561,485	(767,966)	-14.41
Miscellaneous Revenues	12,273	10,058	16,130	14,342	(1,788)	-11.08
Other Financing Sources	0	0	5,471	0	(5,471)	-100.00
Total Revenues	3,597,616	6,136,750	5,620,764	4,891,204	(729,560)	-12.98
Salaries & Benefits	6,135,588	6,030,876	5,459,905	5,371,980	(87,925)	-1.61
Services & Supplies	2,702,407	2,960,483	2,516,909	2,936,394	419,485	16.67
Services & Supplies Reimbursements	0	0	(106,613)	(184,186)	(77,573)	72.76
Fixed Assets	0	85,000	0	0	0	0.00
Intrafund Transfers	(241,740)	(106,109)	(385,513)	(168,484)	217,029	-56.30
Total Requirements	8,596,255	8,970,250	7,484,688	7,955,704	471,016	6.29
Net County Cost	\$ 4,998,639	\$ 2,833,500	\$ 1,863,924	\$ 3,064,500	\$ 1,200,576	64.41%

(1) Amounts include prior year expenditures and exclude current year encumbrances. Therefore, the totals listed above may not match Total FY 2003-04 Actual Expenditure + Encumbrance included in the "At a Glance" section.

Final Budget Summary of Director's Office:

Revenues/Appropriations	FY 2002-2003 Actual Exp/Rev	FY 2003-2004 Budget As of 6/30/04	FY 2003-2004 Actual Exp/Rev ⁽¹⁾ At 6/30/04	FY 2004-2005 Final Budget	Change from FY 2003-2004 Actual	
					Amount	Percent
Licenses, Permits & Franchises	\$ 1,914	\$ 1,859	\$ 8,269	\$ 1,859	\$ (6,410)	-77.52%
Charges For Services	(818,560)	1,690,747	1,745,326	1,492,833	(252,493)	-14.47
Miscellaneous Revenues	11,282	9,247	16,115	13,921	(2,194)	-13.61
Other Financing Sources	0	0	5,471	0	(5,471)	-100.00
Total Revenues	(805,364)	1,701,853	1,775,181	1,508,613	(266,568)	-15.02
Salaries & Benefits	1,799,049	2,006,856	1,749,676	1,642,646	(107,030)	-6.12
Services & Supplies	1,919,711	2,119,318	1,202,865	1,318,790	115,925	9.64
Services & Supplies Reimbursements	0	0	(106,613)	(184,186)	(77,573)	72.76
Fixed Assets	0	50,000	0	0	0	0.00
Intrafund Transfers	(61,991)	(63,641)	(220,833)	0	220,833	-100.00
Total Requirements	3,656,769	4,112,533	2,625,095	2,777,250	152,155	5.80
Net County Cost	\$ 4,462,132	\$ 2,410,680	\$ 849,914	\$ 1,268,637	\$ 418,723	49.27%

Final Budget Summary of Current Planning Services:

Revenues/Appropriations	FY 2002-2003 Actual Exp/Rev	FY 2003-2004 Budget As of 6/30/04	FY 2003-2004 Actual Exp/Rev ⁽¹⁾ At 6/30/04	FY 2004-2005 Final Budget	Change from FY 2003-2004 Actual	
					Amount	Percent
Licenses, Permits & Franchises	\$ 190,153	\$ 188,882	\$ 151,576	\$ 198,875	\$ 47,299	31.20%
Charges For Services	1,801,546	1,847,683	1,722,301	1,517,506	(204,795)	-11.89
Miscellaneous Revenues	811	811	0	406	406	0.00
Total Revenues	1,992,510	2,037,376	1,873,877	1,716,787	(157,090)	-8.38
Salaries & Benefits	1,386,753	1,427,673	1,299,683	1,300,868	1,185	0.09
Services & Supplies	240,871	224,636	545,539	562,920	17,381	3.19
Fixed Assets	0	20,000	0	0	0	0.00
Intrafund Transfers	(725)	0	(18,891)	(538)	18,353	-97.15
Total Requirements	1,626,899	1,672,309	1,826,331	1,863,250	36,919	2.02
Net County Cost	\$ (365,611)	\$ (365,067)	\$ (47,546)	\$ 146,463	\$ 194,009	-408.04%

Final Budget Summary of Planning Commission:

Revenues/Appropriations	FY 2002-2003 Actual Exp/Rev	FY 2003-2004 Budget As of 6/30/04	FY 2003-2004 Actual Exp/Rev ⁽¹⁾ At 6/30/04	FY 2004-2005 Final Budget	Change from FY 2003-2004 Actual	
					Amount	Percent
Licenses, Permits & Franchises	\$ 14,178	\$ 9,129	\$ 8,864	\$ 1,990	\$ (6,874)	-77.55%
Charges For Services	19,665	21,221	8,258	3,425	(4,833)	-58.53
Total Revenues	33,843	30,350	17,122	5,415	(11,707)	-68.37
Salaries & Benefits	33,359	50,472	9,681	48,124	38,443	397.09
Services & Supplies	9,434	11,247	10,884	11,698	814	7.48
Intrafund Transfers	(5,368)	0	0	0	0	0.00
Total Requirements	37,424	61,719	20,565	59,822	39,257	190.89
Net County Cost	\$ 3,581	\$ 31,369	\$ 3,443	\$ 54,407	\$ 50,964	1,480.12%

Final Budget Summary of El Toro Reuse:

Revenues/Appropriations	FY 2002-2003 Actual Exp/Rev	FY 2003-2004 Budget As of 6/30/04	FY 2003-2004 Actual Exp/Rev ⁽¹⁾ At 6/30/04	FY 2004-2005 Final Budget	Change from FY 2003-2004 Actual	
					Amount	Percent
Charges For Services	\$ 8,002	\$ 0	\$ 0	\$ 0	\$ 0	0.00%
Total Revenues	8,002	0	0	0	0	0.00
Salaries & Benefits	21,942	0	0	0	0	0.00
Services & Supplies	206,452	0	24,695	0	(24,695)	-100.00
Total Requirements	228,394	0	24,695	0	(24,695)	-100.00
Net County Cost	\$ 220,392	\$ 0	\$ 24,695	\$ 0	\$ (24,695)	-100.00%

Final Budget Summary of Environmental/Project Planning:

Revenues/Appropriations	FY 2002-2003 Actual Exp/Rev	FY 2003-2004 Budget As of 6/30/04	FY 2003-2004 Actual Exp/Rev ⁽¹⁾ At 6/30/04	FY 2004-2005 Final Budget	Change from FY 2003-2004 Actual	
					Amount	Percent
Licenses, Permits & Franchises	\$ 41,263	\$ 23,017	\$ 41,512	\$ 61,702	\$ 20,190	48.64%
Charges For Services	1,087,792	970,818	1,230,723	1,050,859	(179,864)	-14.61
Miscellaneous Revenues	180	0	0	0	0	0.00
Total Revenues	1,129,235	993,835	1,272,235	1,112,561	(159,674)	-12.55
Salaries & Benefits	964,050	814,683	928,662	893,781	(34,881)	-3.76
Services & Supplies	209,472	296,796	406,999	417,436	10,437	2.56
Intrafund Transfers	(173,656)	(42,468)	(141,042)	(163,199)	(22,157)	15.71
Total Requirements	999,865	1,069,011	1,194,619	1,148,018	(46,601)	-3.90
Net County Cost	\$ (129,369)	\$ 75,176	\$ (77,616)	\$ 35,457	\$ 113,073	-145.68%

Final Budget Summary of Code Enforcement:

Revenues/Appropriations	FY 2002-2003 Actual Exp/Rev	FY 2003-2004 Budget As of 6/30/04	FY 2003-2004 Actual Exp/Rev ⁽¹⁾ At 6/30/04	FY 2004-2005 Final Budget	Change from FY 2003-2004 Actual	
					Amount	Percent
Intergovernmental Revenues	\$ 0	\$ 0	\$ 527	\$ 0	\$ (527)	-100.00%
Charges For Services	265,175	280,113	273,135	169,834	(103,301)	-37.82
Miscellaneous Revenues	0	0	15	15	0	0.00
Total Revenues	265,175	280,113	273,676	169,849	(103,827)	-37.94
Salaries & Benefits	591,503	527,333	473,037	517,775	44,738	9.46
Services & Supplies	51,961	51,750	125,734	356,204	230,470	183.30
Total Requirements	643,464	579,083	598,771	873,979	275,208	45.96
Net County Cost	\$ 378,289	\$ 298,970	\$ 325,094	\$ 704,130	\$ 379,036	116.59%

Final Budget Summary of Community and Advanced Planning:

Revenues/Appropriations	FY 2002-2003 Actual Exp/Rev	FY 2003-2004 Budget As of 6/30/04	FY 2003-2004 Actual Exp/Rev ⁽¹⁾ At 6/30/04	FY 2004-2005 Final Budget	Change from FY 2003-2004 Actual	
					Amount	Percent
Licenses, Permits & Franchises	\$ 38,324	\$ 27,112	\$ 58,412	\$ 50,951	\$ (7,461)	-12.77%
Intergovernmental Revenues	80,768	0	553	0	(553)	-100.00
Charges For Services	855,123	1,066,111	349,708	327,028	(22,680)	-6.49
Total Revenues	974,215	1,093,223	408,673	377,979	(30,694)	-7.51
Salaries & Benefits	1,338,933	1,203,859	999,165	968,786	(30,379)	-3.04
Services & Supplies	64,507	256,736	200,193	269,346	69,153	34.54
Fixed Assets	0	15,000	0	0	0	0.00
Intrafund Transfers	0	0	(4,747)	(4,747)	0	0.00
Total Requirements	1,403,439	1,475,595	1,194,612	1,233,385	38,773	3.25
Net County Cost	\$ 429,225	\$ 382,372	\$ 785,939	\$ 855,406	\$ 69,467	8.84%

