



County of Santa Cruz

PLANNING DEPARTMENT

701 OCEAN STREET, 4TH FLOOR, SANTA CRUZ, CA 95060
(831) 454-2580 FAX: (831) 464-2131 TDD: (831) 464-2123

ALVIN D. JAMES, DIRECTOR

May 12, 1999

AGENDA: May 18, 1999

Board of Supervisors
701 Ocean Street
Santa Cruz, CA 95060

SOUTH COUNTY PERMIT CENTER

Members of the Board:

On February 23, 1999, your Board considered a report from the Planning Department on the status of efforts to establish a new Planning Permit Center in the South County. As part of that item, your Board also accepted AB2766 grant funds from the Monterey Bay Unified Air Pollution Control District (MBUAPCD) to partially fund start-up and operating costs.

As your Board is aware, the Planning Department has been exploring the feasibility of establishing a Permit Center in a joint office facility with the Sheriff's Aptos Service Center. Both departments believe such a facility will allow us to improve services to the public, strengthen the opportunities for cooperation between our departments, and take advantage of the efficiencies which a joint facility can provide. We are now prepared to move forward to determine if the Center can indeed be established. Our next steps include locating an appropriate facility and negotiating a long-term lease to obtain the most favorable terms for the County. We are, therefore, requesting your Board's approval of a number of actions which will provide the administrative authority for Planning staff to begin the process of site location, lease negotiation and finalization of grant agreements with the MBUAPCD.

BACKGROUND

As your Board will recall, analysis of the Planning Department's current and projected caseload (building and zoning applications, building permits and investigations) included with the grant proposal to MBUAPCD revealed that the South County is experiencing the highest volume of all planning areas in the County. For grant purposes, South County is defined as the Aptos, Aptos Hills, La Selva, Eureka Canyon, Pajaro Valley, Salsipuedes and San Andreas Planning Areas. Overall, caseload activity in the South County has increased 26 percent since the grant application was submitted in 1997. The Department is currently processing the highest levels of permit issuance and inspections in the past decade. The number of building inspections has reached 150 percent of our five-year average. The upward trend in permit application and issuance are anticipated to lead to a corresponding increase in inspection caseload for at least the next two years as projects move through the construction cycle.

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In the South County, there were 255 active building permit applications and 1,400 active permits at the end of the third quarter. The numbers of applications and permits have increased as has the complexity of projects. Over 70 percent of building permit applications now involve engineered plans.

As you know, the general increase in permit activity is being driven by a healthy economy. Construction forecasts suggest the continuation of this trend for at least the next two years. When the Department originally received your Board's approval to apply for the AB2766 grant through the MBUAPCD, it was proposed that staff be included on a limited-term basis. This approach would give the Department the opportunity to determine if a material shift in caseload would occur between the Governmental Center office and the Permit Center. If the overall caseload does not increase, but simply shifts its location, then the Planning Department would not need to add permanent staff. It is anticipated that the Permit Center would then be utilized on a reduced basis and the priority staff deployment would be to maintain service at the Government Center. If the overall caseload does increase with no corresponding activity shift, we would return to your Board with longer-term staffing recommendations to respond to the additional workload. In either case, staffing would correspond to the workload and associated revenues.

One benefit of this increasing caseload is that associated permit revenues have dramatically exceeded our original estimates for this Fiscal Year. These funds are available to substantially offset the initial costs associated with the actions necessary to open the South County Permit Center.

FINANCING

Since our last report to your Board, we have realigned existing Congestion Mitigation and Air Quality (CMAQ) grant funds through the Regional Transportation Commission and have also been successful in retaining surplus funds from other existing (AB2766 and CMAQ) grants related to the Permit Center. In all, we have identified \$138,527 in grant funds which can be utilized to partially fund Permit Center start-up and first year operating costs. Your Board's action today, if favorable, will allow the MBUAPCD to commit the 1998-99 AB2766 funding to the project.

To provide the remaining appropriations to begin establishing the Permit Center, we have also identified \$69,737 in one-time start-up costs which can be funded by unanticipated revenue from the high level of permit activity this fiscal year. A total of \$183,074 will be required to establish and operate the South County Permit Center in Fiscal 1999-2000 which will be offset by grant funds of \$138,527. Based on the forecast level of development activity for the next several years, the remaining non-grant funded costs are anticipated to be largely offset by permit revenues for the duration of that period. The specific offset, however, will be driven by a variety of factors including the actual level of development activity, then defined cost recovery parameters, etc. These various amounts are presented in detail in the financing table (Attachment 1).

STAFFING

As discussed above, additional limited-term staff were included in the grant proposal to enable the Department to provide staff at the new Permit Center while simultaneously meeting workload demands at our main Governmental Center office. The grant proposal included a request for funding of the positions necessary to staff the Center (1.0 Building Counter Technician, 1.0 Planner I-IV and .75 Typist/Clerk III). The 1998-99 AB2766 grant awarded by the MBUAPCD will provide partial funding for the recommended positions.

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Funding for the positions will be included in the Department's Fiscal 1999-2000 requested budget with an anticipated October, 1999 start-up date.

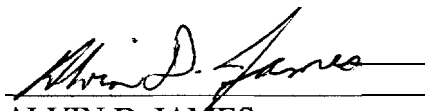
CONCLUSION

The establishment of Permit Centers on a permanent basis represents an exciting advancement in service delivery for Santa Cruz County. The success of the Felton Permit Center has demonstrated that a service delivery model responds to long-standing public demand for improved access to permit services, particularly for simpler development projects. This demand has been corroborated by requests for services from other neighborhoods throughout the County. The establishment of the South County Permit Center would be the latest effort by your Board to be responsive to that demand and it would complete the process initiated in October, 1996 to establish Branch Permit Centers in North and South County.

It is, therefore, RECOMMENDED that your Board:

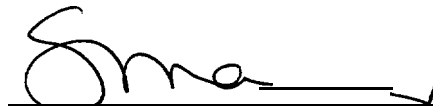
1. Accept and file this report;
2. Adopt the attached Resolution Accepting and Appropriating Unanticipated Revenue (AUD-60) in the amount of \$69,737 in the Planning Department budget to fund one-time start-up costs;
3. Direct the Planning Department to include the addition of 1.0 FTE One Year Limited Term Building Permit Technician, 1.0 FTE One Year Limited Term Planner I-IV and .75 FTE One Year Limited Term Typist/Clerk III in the Planning Department's budget request for Fiscal Year 1999-2000; and
4. Authorize the Planning Director, in cooperation with Real Property, Risk Management and County Counsel, to negotiate an office lease agreement and to return to the Board on or before August 3, 1999 for approval and authorization to execute the lease.

Sincerely,



ALVIN D. JAMES
Planning Director

RECOMMENDED:



SUSAN A. MAURIELLO
County Administrative Officer

Attachments: 1) Financing Detail
2) Resolution Accepting and Appropriating Unanticipated Revenue (AUD-60)

cc: Sheriff Mark Tracy
County Administrative Office
Auditor-Controller
Information Services
Risk Management
Real Property
County Counsel
Purchasing

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Attachment I

Establishment of South County Permit Center			
Item	One-Time Cost	First Year Cost	Ongoing Annual Cost
Telecom	\$ 4,000	\$ 5,528	\$ 5,048
Maintenance	\$ 0	\$ 1,584	\$ 2,112
Building Modification	\$ 10,000	\$ 0	\$ 0
Miscellaneous	\$	\$ 5,000	\$ 0
Software	\$ 2,600	\$ 0	\$ 0
Supplies	\$ 0	\$ 3,750	\$ 1,000
Consulting & Mgt (ISD Support)	\$ 5,000	\$ 2,657	\$ 4,724
Data Processing (ALUS programming)	\$ 0	\$ 8,065	\$ 10,753
Professional Svcs (security, courier)	\$ 0	\$ 10,768	\$ 14,358
GIS Services		\$ 1,000	
Lease (1500' @ \$1.50)	\$ 0	\$ 20,250	\$ 27,000
Utilities	\$ 0	\$ 2,268	\$ 3,000
Equipment (office furniture, printers, plotter, fax, PCs)	\$ 48,137	\$ 35,663	\$ 0
Support Staff (.75 T/C III; 1.0 Bldg Tech; 1.0 Planner II) * Budgeted at 96.5%h	\$ 0	\$ 86,541	\$ 109,562
Total	\$ 69,737	\$ 183,074	\$ 177,557
Included in 98-99 E/A's	\$ 69,737		
Grant Revenue 1998-99 AB2766 84,419 1997-98 AB2766 balance 18,445 1998-99 CMAQ* 20,000 1997-98 CMAQ* balance 15,663 * Funds can only be used for computers and associated network equipment	\$ 0	\$ (138,527)	\$ 0
Net Cost (to be funded by permit* revenue)	\$69,737*	\$ 44,547	\$ 177,557

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BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO. _____

On the motion of Supervisor _____
duly seconded by Supervisor _____
the following Resolution is adopted:

RESOLUTION ACCEPTING UNANTICIPATED REVENUE

WHEREAS, County of Santa Cruz is a recipient of funds from Construction Permits,
and

WHEREAS, the County is a recipient of funds in the amount of \$69,737 which are
either in excess of those anticipated or are not specifically set forth in the current fiscal year
budget of the County; and

WHEREAS, pursuant to Government Code Section 29130(c)/29064(b), such funds
may be made available for specific appropriation by a four-fifths vote of the Board of
Supervisors;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the Santa Cruz County
Auditor-Controller accept funds in the amount of \$69,737 into

Department: Planning

T/C	Index Number	Revenue Sub-Object Number	UCD	Account Name	Amount
001	541500	0250		Construction Permits	\$69,737

and that such funds be and are hereby appropriated as follows:

T/C	Index Number	Expenditure Sub-Object Number	UCD	Account Name	Amount
021	541700	3240	L22005	Telephone	\$4,000
021	541700	3375	L22005	Building Modification	10,000
021	541700	3489	L22005	Software	2,600
021	541700	3545	L22005	Consult & Mgmt	5,000
021	541700	8404	L22005	Equipment	48,137

DEPARTMENT HEAD -- I hereby certify that the fiscal provisions have been researched and researched
that the Revenue will be received within the current fiscal year.

By Randy J. Melollen D a t e 5/10/99
Department Head

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COUNTY ADMINISTRATIVE OFFICER

Recommended to Board

Not Recommended to Board

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this _____ day of _____ 19____ by the following vote (requires four-fifths vote for approval):

AYES: SUPERVISORS

NOES: SUPERVISORS

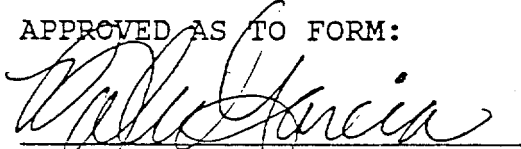
ABSENT: SUPERVISORS

Chairperson of the Board

ATTEST:

Clerk of the Board

APPROVED AS TO FORM:



County Counsel

APPROVED AS TO ACCOUNTING DETAIL:

 5.11.99

Auditor-Controller

Distribution:
Auditor-Controller
County Council
County Administrative Officer
Originating Department

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