



STRATEGIC PLAN FOR TRANSFER OF LAND DEVELOPMENT AND ASSOCIATED FUNCTIONS FROM DOT TO DSD

DRAFT – for Review and Comment

Prepared April 16, 2007

For

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Purpose:

Finish DSD reorganization consolidation of planning and permitting processes for land development – parcel splits, subdivisions, and discretionary review under the central authority of the Director of DSD to improve services and efficiency. Complete DOT transformation to a single-mission responsibility Road Department to improve project delivery timing and efficiency.

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Executive Summary

DSD SITUATION

In January of 2005 the consolidation of the Planning and Building Departments into The Department of Development Services (DSD) created single-source responsibilities under a new Director with deputies of Administration, Building, and Planning Services. The impacts of revenue disparity, service centralization, and efficiency were the key aspects of the recommendations for this consolidation of single-source responsibilities and defining mission.

The first Department of Transportation (DOT) function transfer to DSD occurred July 1, 2006 with the assumption of all new Commercial Grading permitting, administration, plan checking, and inspection functions. This did not include the transfer of work in progress. The strengths of DSD's established permitting process were considered to be a customer advantage to efficiently assume this time-and-materials permitting function while integrating it into an efficient service-sensitive program. One of the major challenges has been finding technical staff, which has resulted in adding consulting services resource contracts.

DSD took the leadership role to revise DOT's Grading Ordinance and affected portions of the Design and Improvement Standards Manual that were out of date. After multiple man-years of resource commitment and community consensus building, the Board of Supervisors (BOS) approved the Grading Ordinance and Design Manual resolutions effective April 13, 2007. This included a resolution to transfer DOT fixed-fee General Grading and Encroachments (on roads 25mph or less), permitting administration, plan checking, and inspection functions to DSD. This was done without an increase in allocated positions.

DSD OBJECTIVES

Completion of the 2005 reorganization mission requires adding DSD single-source responsibilities to the Permitting and Discretionary project processes for DOT functions such as Subdivision Tentative Maps, Traffic Study Review Management, County Engineer General Plan Implementation, and the various

stages of the Discretionary Review Process [pre-application, technical advisory (TAC), project conditioning, etc.].

The DOT reimbursement agreement process must be overhauled to address the current uncertainties, inefficiencies, delays, and single-source contact issues that would plague the proposed DSD discretionary review process. The transfer to DSD of the remaining DOT permitting functions of grading, improvement plans, and subdivision functions is required. These functions would not only include new work , but work in progress.

Additionally, DSD would take the lead role in single-source customer contact for flood control and drainage issues for three county agencies: DOT, DSD, and Environmental Management. Currently, this responsibility is shared by several County departments and agencies, with oversight by multiple State and Federal agencies. This proposed function should not be mistaken as a flood control agency; but is strictly a single-source contact with the work responsibilities remaining at the current agencies.

A Traffic Engineer position is required to review and manage the new DSD traffic study function.

To complete the consolidation of the proposed work responsibilities would require establishment of a 25 FTE Development Engineering Services group in DSD. In addition, there would be 3.5 FTE Administration Services increase to support this new group.

The DSD reorganization committee performed two independent statistical studies of work hours performed by DOT for the functions to be transferred. Both studies agreed on the proposed staffing levels, indicating that, based on the available data, the proposed Development Engineering Group has been right-sized. See Appendices D through H to review the data.

DSD RESOURCES

DSD Weaknesses and Threats

DSD weaknesses and threats are multiple relative to the proposed DOT work function transfer to DSD.

A significant existing DSD weakness is the adverse budget impact caused by the dramatic reduction of single family building permits, and concomitantly large increases in discretionary work through Pre-Application, TAC, and Planning Commission processes – much of which is due to the adoption of the new General Plan. This adverse affect would be compounded by adding DOT fixed fee losses, new start-up and transitional costs, and transferred DOT work that is currently not being done because DOT was unable to find staffing. Note that DOT has a built-in economy-of-scale that DSD lacks due to similar work functions being performed across the broad spectrum of their organization.

The current shortage of available technical employees has been experienced by both DSD and DOT, as neither department has been able to fill vacancies. The recent state election passed large bond measures for infrastructure projects, which compounds the shortage and increases competition for available employees. This will also cause consultant fees to increase, as they are the logical alternative to the employee shortage.

There has been a perpetual difficulty with cooperation between County agencies in the Discretionary and Permitting processes. This has caused customers to be ping-ponged through various (often confusing) agency processes. The DSD mission is to create single-source responsibility department to fix this problem. The transfer of 41 identified DOT functions to DSD will increase the need for **all** agencies to cooperate should the proposed transfer of authority be authorized.

It is critical that Policy-makers, Executive leaders, and County Employees be committed to the vision of the BOS to improve public services. This mission can be assisted through the formation of a transition and conflict resolution team that is supported by all levels of the County organization.

DSD Strengths and Opportunities

DSD strengths and opportunities are threefold relative to the proposed DOT work transfer to DSD.

First, DSD system management of projects. An example is represented by an electronic and hard-copy project documentation system that connects the customer world to the regulatory world of project application, review, approval, issuance, inspection, and finalization. This is done with phased hard copy documentation in a file room management system expedited by physical pre-programmed routines, electronic scanning, use of the computer-based Land Management Information System (LMIS), with multi-agency interconnects and permanent electronic records-keeping. These records can be easily accessed at any County office. This information processing system is the key to successful DSD operations.

Second, DSD General Plan expertise with various agency interfaces. This is evidenced by DSD's successful implementation of the new General Plan, which involved various Discretionary Review processes – accomplished while under close public scrutiny.

Third, DSD regionalization programs. These programs have brought complete DSD services to customers through the establishment and staffing of Tahoe, Placerville, and El Dorado Hills offices for local community autonomy.

The recent successful transfer of Commercial Grading from DOT to DSD is the best example summarizing these three strengths. This “management through system” approach integrates discretionary review, permitting, plan checking, inspection, and fiscal/administration functions. These processes were modified from DOT to fit regionally, using established physical and electronic routines. This was accomplished primarily through the interaction of the Commercial Grading management team with DSD's Building Services group and other agencies to repair and improve overall service. As an example, the Resource Conservation District (RCD) will readily testify to the dramatic improvement in services now provided to the customer by both DSD and RCD.

Recommendations

1. Create a new DSD Development Engineering Services group in addition to the existing groups: Building Services, Planning Services, Administrative Services, and the Code Enforcement Unit.
2. Transfer 41 of 64 identified Land Development and associated sub-functions from DOT/County Engineer to the new DSD Development Engineering Services group.
3. Transfer NPDES administration to the Environmental Management Department, and Abandonment of Easements administration to the County Surveyor from DOT/County Engineer.
4. Staff the new DSD Development Engineering group with 14 allocations from DOT , 6 allocations from DSD Building Services , and 5 new positions to form a 25 FTE group to perform the 41 new DSD sub-functions. One of the new positions is Deputy Director of Development Engineering Services, who will act as the County Engineer for the functions transferred.
5. Add 3.5 new positions to DSD Administrative Services for fiscal and administrative support of the new group (2.5 allocations from DOT and 1 new position).
6. Purchase 7 new vehicles and transfer 3 vehicles from DSD Building Services for a total of 10 vehicles to be used by the 25 FTE in the new DSD Development Engineering Services group.
7. Transfer to DSD all DOT money held for Time & Materials deposits, Fixed Fees, and General Fund work functions being transferred to DSD.
8. Form a DSD/DOT transition and conflict resolution team which will meet twice a month for the first year.
9. County Counsel office to identify all local laws required to be revised and define the legal responsibilities of the “County Engineer”.
10. Scope and timing of work to be transferred to be a policy decision by CAO and Directors of DSD and DOT.
11. Acquire the remaining DOT office space in the DSD El Dorado Hills building (3 hard wall and 5 cubical offices), and all DOT office space on the second floor of County building “C” in Placerville.

12. Complete a new fee study by DOT and integrate DSD overhead and work transfer cost adjustments, then amend FY 07-08 Budget based on BOS approval.
13. Add Subdivision and Parcel Map work to the Land Management Information System (LMIS). This work would be performed by DSD staff with support from the Surveyors Office.
14. Provide public workshops and information to affected public groups and individuals prior to the proposed transfer.

Description of the Proposed Work Transfer

PURPOSE

It is proposed to shift certain work activities related to the review and permitting of discretionary projects from the Department of Transportation (DOT) to the Development Services Department (DSD). The purpose of this organizational change is to improve efficiency of the permitting process by consolidating most of the review functions in a single agency. Upon implementation of the proposed changes, DSD would be able to better manage the timelines for the processing of individual discretionary project applications.

FUNCTION TRANSFER

The current DOT work activities proposed to be transferred to DSD fall within the “County Engineer” function. Implementation of this function involves various project reviews, permitting, plan check and inspection assignments within the following general categories.

- Discretionary project review
- Subdivision improvement plan review
- Subdivision improvement inspection
- General Plan Implementation
- Encroachment permitting
- Technical support

The proposed shift in work assignments is discussed below for each of these categories. Attached as Appendix A is a “County Engineer Reorganization Worksheet” that identifies individual functions and sub-functions that would be involved in the work transfer.

Discretionary Project Review:

DOT staff currently participates in the pre-approval review of discretionary projects to evaluate the adequacy of project drainage, conformance of proposed streets and encroachments with County design standards, and impacts of new traffic on existing or future major roadways. The tasks performed include review of improvement plans, site visits, map and easement

research, review of traffic impact studies, preparation of conditions of approval, and attendance at meetings such as technical assistance committee (TAC) meetings and public hearings.

Under the proposed changes, DSD would assume most of the responsibility for the “County Engineer” review of proposed discretionary projects. This would include primary responsibility for the preparation, review and approval of traffic studies. DOT would have the opportunity to comment on draft traffic studies, however DSD would be responsible for the timing of study preparation and approval.

As the administrator of the County right-of-way, DOT would continue to have a role in the review of large discretionary projects. Any construction within the public right-of-way would continue to require a DOT Encroachment Permit. DOT would continue to be responsible for the update of the County traffic model required for projects that generate substantial new traffic volumes. Conditions of approval related to improvements in the public right-of-way would continue to be imposed and implemented by DOT.

DSD would be responsible for the review of private roadways internal to proposed subdivisions.

Subdivision Improvement Plan Review:

Under the proposed changes, DSD would assume responsibility for the plan check, permitting, and inspection of onsite subdivision improvements such as internal roads, drainage facilities, and building pads. This work would be consolidated with the review of commercial grading projects currently conducted by DSD. Review of any proposed or required improvements to public roads or other offsite public facilities would continue to be conducted by DOT. DSD would take the lead responsibility for the review of a project’s compliance with conditions of approval related to the County Engineer function.

The County and subdivision developers enter into various agreements to assure completion of public and private improvements. DSD would become the lead agency for the administration of subdivision grading agreements and onsite subdivision improvement agreements. DOT would remain the lead agency for agreements associated with construction of offsite public roads or other public facilities, such as Road Improvement Agreements.

Financing districts for long-term road maintenance, such as “Mello Roos” and “Zone of Benefit”, would continue to be administered by DOT. All maintenance work funded by these districts would be managed by DOT staff. DOT would also continue to administer the reimbursement agreement process, with input from DSD, for definitive reimbursement information at the time of discretionary review or submission to the Planning Commission. This reimbursement agreement issue has been forwarded to the Directors of DOT and DSD for resolution.

Subdivision Improvement Inspection:

Inspection of internal subdivision improvements and grading would be transferred from DOT to DSD. The skills and knowledge required for this inspection function are different than those required for building inspection. Thus, this inspection function would need to be performed by a separate inspection group within the new “County Engineer” division of DSD.

General Plan Implementation:

The 2004 County General Plan contains a series of implementation measures that specify a responsible County department. Attached to this report as Appendix B is a list of the measures that designate DOT in a lead or supporting role. As indicated on the list, 16 measures have been identified in which some level of responsibility would be shifted to DSD. These measures primarily involve County Engineer review functions, improvements to the permitting process, coordination with other agencies, and long-range planning issues.

Encroachment Permitting:

DOT would continue to implement an encroachment permit program for encroachments onto the public right-of-way. DSD would be responsible for the review of encroachments onto private roads and the internal roadways of residential Class 1 subdivisions.

Technical Support:

The County Engineer function involves several activities that are not directly related to the review and permitting of discretionary projects. These include analysis and response to flood control issues, NPDES compliance activities, and special projects.

Flood control and drainage administration involve utilization of the FEMA maps, oversight of FEMA map revisions, the review of hydrologic studies, and the review of proposed drainage facilities. The cumulative effect of development on upstream and downstream properties is considered. Response to public drainage-related complaints is also involved. DSD would take responsibility for these functions except in the case of drainage issues involving the public right-of-way, where DOT would respond.

It is proposed that storm water quality regulations (NPDES) be administered by the Environmental Management Department. The field implementation aspect of the compliance program would be shared by DSD, DOT and Environmental Management. DSD would continue to support this program through its residential, commercial, and subdivision inspection reporting activities.

Various special projects are incorporated into the County Engineer function. It is proposed that DSD would contribute to the needed updates of the County Drainage Manual and the County Design and Improvement Standards Manual. DOT would remain the lead agency for these special projects.

ISSUES TO BE ADDRESSED

Implementation of the DOT/DSD reorganization requires that several key administrative issues be resolved. Issues identified by the reorganization committee are discussed below.

Traffic Study Responsibility:

It must be decided which department is assigned the ultimate responsibility for the preparation, review and approval of traffic studies associated with discretionary project permitting.

As discussed above under Discretionary Project Review (pages 11-12), it is proposed that DSD assume primary responsibility for the preparation, review and approval of traffic studies. It is recognized that DOT has an interest in the conclusions reached in traffic studies due to its responsibility for the County road network. Under the current proposal, DOT would have the opportunity to comment on draft traffic studies, but DSD would be responsible for the timing of study preparation and approval. The DOT and DSD directors would resolve any disagreements that may arise.

Reimbursement Procedures:

A key issue that should be addressed is the procedure for determining and disbursing money or credits back to developers in exchange for construction of County CIP facilities. The lack of certainty as to amount or timing of reimbursements has become a source of complaints by the development community. DSD recommends that the procedure be simplified and that final reimbursement determinations be made part of the decision-maker hearing at which projects are approved.

Transfer of Existing Fee Deposits:

There are a number of discretionary projects under various stages of review and inspection by DOT. Should the responsibility for these projects be transferred prior to completion, any associated fee deposits and payment agreements must be provided to DSD. The DSD and DOT administrative services staff need to identify the necessary procedures for this fund transfer. It is recommended that County Counsel review the legal mechanism by which DOT contracts may be assigned to DSD.

Review of Existing Law

Review as required all legal documents, such as the County Code and County Resolutions, as they pertain to the administration of this transfer and its new functions. This should be accomplished prior to the transfer. County Counsel should address the legality of the transfer of authority and any required documents to be adopted.

Transfer of Functions Supported by the General Fund:

The DSD and DOT administrative services staffs need to revise their departments 2007-2008 budgets to reflect agreed-upon changes. (Refer to Appendix A for the list of general fund-supported functions.)

Scope and Timing of Work Transfer:

The DSD and DOT directors and the County Administrator need to decide on the list of work functions to be transferred and the timing of the changes. If not implemented on a single date, a phasing plan needs to be prepared.

Customer Outreach During Transition:

Any changes in procedures and personnel need to be explained to the existing project applicants and consultants. A transition process for plan check and inspection staff must be implemented to prevent disruptions in work flow.

Personnel Issues

OVERVIEW

The proposed transfer of the County Engineer function from DOT to DSD will be affected significantly by personnel issues. See Appendix C (attached) which contains revised DSD organization charts. It is important to note that the critical path in the proposed reorganization is not financial, but finding qualified people to work or train. A discussion of the issues identified by the reorganization team follows.

CONSISTENCY WITH MOUs

This item has been reserved for study by the Human Resources Department in concert with the Directors of DSD and DOT, union representatives, County Counsel, and other qualified parties. The issues identified by the reorganization committee are: transfer of employees between departments, open recruitments, and the contracting out of work – or any combination of the above.

JOB FUNCTIONS

The reorganization essentially centers around four basic functions:

- Permitting process (intake, handling, and issuance)
- Plan review
- Inspection
- Administrative/fiscal support.

Permitting:

The DSD and DOT allocations for the intake function are similar, so no significant issues exist. However, it is noted that additional staff time will be needed to integrate Subdivision and Parcel Map projects into the LMIS system.

Plan Review:

Plan review contains two elements, discretionary project review and engineering plan review. The Development Review Manager position is proposed to head up the “discretionary review unit” in order to meld the

disciplines of engineering, planning, and communication. This manager should be a generalist, having knowledge of the County, with good organizational and writing skills. The proposal to create this new position veers from the path historically taken by DOT, that is, to have engineers lead work groups. This unit is proposed to include two engineers: one conditioning projects, with the other reviewing traffic studies. As these activities are not regulated by their state licensing board, it is acceptable to have a non-engineer supervise them. Should a specific instance occur in which an engineer is performing a regulated engineering activity, the Development Review Manager would transfer the supervision of that activity to the Deputy Director of the division. This unit is also proposed to have a Senior Planner, Associate Planner, and Development Technician. The mission of the discretionary unit would be to study all development proposals, write project conditions, attend pre-application and technical advisory committee (TAC) meetings, provide technical writing support for other department units (such as training manuals and grants), and provide special project support. If qualified employees to fill these positions are not available, obtaining contract services to perform the discretionary function is not a viable option due to the specific local knowledge required of the conditioning process.

The “engineering plan review unit” is one of two units proposed to be under the direction of a new Supervising Civil Engineer position. No staffing issues are noted, as DOT is configured similarly. This section would be comprised of three segments: engineering review, flood control, and field/counter/clerical support. The mission of the “flood control” engineer would be to centralize coordination of drainage issues on private property within the County and provide critical technical expertise to DSD staff, other departments, and the public. The unit would also include Senior and Associate Engineers, Assistants in Engineering, and a Development Technician. The Technician would perform field, counter, and clerical functions. If qualified employees are not available to fill these engineering positions, contracting out the work to consultants is feasible. Should this be the case, appropriately-sized contracts must be in place prior to the transfer.

Inspection:

There are substantial issues related to subdivision inspections. The job functions for Building Inspectors and Engineering Technicians, although seemingly similar, are widely divergent. The Building Inspector classification is essentially regulatory in nature and confined to a series of inspections at predetermined stages. Subdivision inspection is less regulatory as it is not based

on codes, but on industry standards and specifications, with continuous or random inspections. The Engineering Technician series is akin to a “public works inspector”, or a “construction inspector” in private industry. Job description and MOU issues notwithstanding, these two specialties are not interchangeable. Therefore, DSD must find qualified staff to perform subdivision inspections. Several options exist: DOT staff may be transferred to DSD; open recruitments are held; or the work is performed by a contractor.

Transferal of employees between departments is problematic and beyond the scope of this report.

Open recruitments are a viable option, but affect the transfer timeline significantly. The DOT employees currently performing this work have accrued considerable seniority in their department and may not risk losing it to apply for openings in another department. This and other career decisions may cause there to be few or no technicians applying to fill vacant DSD positions. It is important to note that DOT and DSD reorganization committee members agree that five (5) years of experience is the minimum acceptable qualification for a journeyman level subdivision inspector. Of the five proposed Engineering Technician positions, a minimum of two, and preferably three, should have this level of experience in order to function adequately and assist in training less-experienced staff.

Contracting out the work is also problematic as there are issues with supervision of, and coordination with, the contractor. The control of reports, deficiency letters, and other correspondence can be difficult. The (former) Building Department used outside inspection services from time to time and found this to be the case. Quality control with outside contractors is also a concern, with claims and litigation being a possible result. Clearly, an in-house inspection staff is preferred.

Historically, DOT has utilized a “seasonal inspection program” for subdivision inspection services due to the cyclical nature of the subdivision construction industry. Inspection work quantity is usually low from mid-December through March (approximately the third quarter of each fiscal year). DOT and DSD reorganization committee members concur that due to the current slow-down in the industry this program is not needed at this time. However, DSD recognizes the advantages of such a seasonal program and would consider its use at a later date.

Administrative/fiscal support:

DOT currently has an Administrative Services Officer (ASO) assigned to each of their divisions to enhance operation efficiency. While DSD is philosophically in agreement with DOT on the value of this arrangement, we do not presently propose to add this position. It has been observed that DOT has experienced difficulty in recruiting engineers and has offset the deficit with an increased administrative and clerical presence.

The reorganization team recognizes that DSD administrative functions will be similar to those of DOT, with one notable exception being contract administration. Currently DOT utilizes an Administrative Technician to prepare and process Subdivision Improvement Agreements, Subdivision Grading Agreements, and Parcel Map Improvement Agreements. The DOT employee currently filling that position is new to this work. DSD may need to have an open recruitment to find an experienced person to perform this function. DSD proposes to add a Department Analyst to review the agreements, including bonding instruments. DOT currently has a Contract Services Officer performing this function, so no training issue is anticipated.

TRAINING

The implementation plan to train Development Engineering Division staff will vary depending upon whether the transfer is phased or abrupt, with the actual transfer date being a secondary factor due to the seasonal nature of the workload. The best time to train staff is from December through March. Another obvious but critical factor will be the experience level of the particular employee in each allocation. The training plan will need to be flexible for this dynamic situation. A challenge also lies in the fact that there will likely be several employees in new positions and work environments concurrently. It should be noted that there appear to be no formal industry-wide training programs available for the plan check, inspection, grading, and site improvement functions. Therefore, custom training programs would need to be created within DSD and DOT. Such programs would range from simple to complex depending on the job function and tasks.

Management Training:

No significant training issues are anticipated with the management team of Deputy Director, Supervising Civil Engineer, Operations Supervisor, and

Development Review Manager. It would be desirable for the Operations Supervisor and Development Review Manager to work closely with the DOT group performing that function for approximately one to three months.

Engineering Plan Review Training:

The engineering review section staff should have a minimum of one month of training working side-by-side with the DOT employees who are doing the same work. Of course, for each DOT employee filling the same position with DSD, the scope of the overall training needed is reduced. It is noted that DSD's Senior Engineer, who is experienced in subdivision plan review, is retiring August 31, 2007, which exacerbates the training issue. The Senior Engineer overseeing the County flood control function would be filling a newly-created position within the County, so training would of necessity be accomplished using outside sources. This can be done economically using written materials and seminars. The Senior Development Technician provides field, counter, and clerical support so would be trained extemporaneously by the work group.

It is proposed that a comprehensive training manual be created for the subdivision and commercial grading plan review functions. The best time to create a manual is when new staff are trained as the trainer must pay attention to each detail, which can then be recorded. A manual would standardize protocols, make future training easier, and create a training economy.

Discretionary Project Review Training:

The discretionary review unit training requirements will vary. If the Senior Engineer, Senior Planner, and Associate Planner are new to the conditioning process a minimum of six (6) months of side-by-side training with DOT staff currently performing the work would be necessary to achieve a satisfactory level of performance. Again, for each DOT employee filling the same or similar position with DSD, overall training needs are reduced. The Development Technician would provide research and clerical support and can be trained on an impromptu basis.

Subdivision Inspection Training:

Subdivision inspection staff training, as with the other units, would require flexibility depending on the experience level of the staff. As discussed (above) under "Inspections", this job function would be the most difficult to train in a

short time period. For an experienced Engineering Technician, a minimum of three months of side-by-side training would be required with the DOT employee performing the tasks. An inexperienced technician would require training that is beyond the time constraints of this proposed transfer. This critical onsite training is not only to familiarize the employee with inspection techniques, but to learn the territory, the personalities involved, and the job protocols specific to their new position. An alternative to DOT-provided training would be an experienced consultant. Under this scenario, DOT would need to allow existing projects under construction to be used by DSD and the consultant for training purposes. As the project developer and contractor may not appreciate this arrangement, these “training inspections” would likely need to be performed under the auspices of DOT.

The commercial grading and parcel map inspection staff is made up of two Senior Building Inspectors and a Senior Development Technician. DSD currently inspects commercial sites using Senior Building Inspectors so there is no change from current practice. DSD assumed commercial grading regulation responsibility from DOT on July 1, 2006. This arrangement has worked very well as the employee inspecting the site also inspects the building, as with the residential inspection program. There are inherent fiscal and practical efficiencies with this structure. The Senior Development Technician for this group will process and coordinate the internal handling of commercial grading and parcel map projects. This includes tracking the progress of pending applications electronically and providing liaison service to produce positive results for the customer.

As with engineering plan review, it is proposed that a comprehensive training manual be created for the subdivision inspection function.

Administrative/Fiscal Support Training:

Administrative/fiscal support for the development engineering group is proposed to consist of 3.5 FTEs: Department Analyst I/II, Senior Fiscal Technician, Secretary, and one half-time Accountant position. The reorganization committee does not anticipate any significant training issues with the employees in these positions. However, it is important that the Department Analyst should spend approximately two months working with DOT and County Counsel staff familiar with subdivision improvement agreements. The Department Analyst should become knowledgeable in the desired content of such agreements and what the requisite processing steps are. The development of boiler-plate language for contracts would be a priority.

Proposed Development Engineering Services Job Titles

Staff

Deputy Director of Development Engineering
Supervising Civil Engineer
Traffic Engineer
Senior Civil Engineer
Associate Civil Engineer
Assistant in Engineering
Development Review Manager
Senior Planner
Associate Planner
Operations Supervisor
Senior Building Inspector
Senior Engineering Technician
Engineering Technician
Senior Development Technician
Development Technician

Support Staff:

Department Analyst I/II
Senior Fiscal Technician
Secretary
Accountant (.5 FTE)

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*"Years" indicates calendar years

“COUNTY ENGINEER” RE-ORGANIZATION WORKSHEET (DRAFT 4-11-07)

Function	Sub-Function	New? Y/N	DSD		DOT		EM		SURVEYOR		COUNTY COUNSEL	
			%	Fund	%	Fund	%	Fund	%	Fund	%	Fund
Abandonment of easement		Y	5	FF	5	FF			90	FF		
Certificate of Compliance		N	80	T&M	10	FF			10	FF		
Grading Permit processing	Application intake & Issuance	Y	100	T&M								
Discretionary Review (Pre-app thru Planning Commission)	Boundary Line adjustment	N	80	T&M	5	FF			15	FF		
	Pre-application Review	Y	85	T&M	15	FF						
	Design Review	N	80	T&M	20	FF						
	Planned Development	Y	80	T&M	20	FF						
	Residential Parcel Map	Y	95	T&M	5	FF						
	Tentative Maps	Y	75	T&M	20	T&M			5	FF		
	Parcel Map-Commercial	Y	80	T&M	15	T&M			5	FF		
	Special Use Permit	N	95	T&M	5	FF						
	Temporary Use Permit	N	95	T&M	5	FF						
	Variance	N	100	T&M								
	Zone Change	N	100	T&M		FF						
	CEQA document review	N	80	T&M	10	FF	5	FF			5	FF
Subdivision grading/improvements	Y	90	T&M	10	T&M							
General Plan Implementation (Assoc. w/County Engineer)		Y	90	GF	10	GF						
Traffic Study Review	Scoping	Y	80	T&M	20	T&M						
	Preparation oversight	Y	80	T&M	20	T&M						
	Review project traffic studies for adequacy	Y	90	T&M	10	T&M						
	Traffic model updates	Y	20	T&M	80	T&M						
Final Map Clearance	Coordination with other agencies	N	90	T&M	5	T&M			5	FF		
	Condition compliance	Y	90	T&M	10	T&M						

“COUNTY ENGINEER” RE-ORGANIZATION WORKSHEET (DRAFT 4-11-07)

Function	Sub-Function	New? Y/N	DSD		DOT		EM		SURVEYOR		COUNTY COUNSEL	
			%	Fund	%	Fund	%	Fund	%	Fund	%	Fund
Agreement administration (includes bonding)	Subdivision Imp.Agreements-Onsite	Y	90	T&M	5	T&M					5	FF
	Subdivision Imp. Agreements-RIA	Y	5	T&M	90	T&M					5	FF
	Subdivision Grading Agreements	Y	90	T&M	5	T&M					5	FF
	Dedications (IODs)	Y	5	T&M	90	T&M					5	FF
	Mello Roos	N			95	T&M					5	FF
	Zone of benefit	N			95	T&M					5	FF
	Reimbursement Agreements (DSD imposes std. conditions)	Y	10	T&M	85	T&M					5	FF
Encroachments	In public ROW	Y			100	T&M						
	Private roads + Class 1 Subdivisions	Y	100	T&M								
General grading	Plan check	Y	95	T&M	5	T&M						
	Inspection	Y	100	T&M								
Public Information	Casino	N			100	GF						
	EDH #85	N			100	GF						
	Complaints (not in public ROW)	Y	100	GF								
	Complaints-public ROW	N			100	GF						
	General Information	Y	90	GF	10	GF						
Code Enforcement	Private property	N	95	GF	5	Road Fund						
	Public ROW	N	5	GF	95	Road Fund						
Special Projects	Bedford	N			100	GF						
	Bell Ranch/PY TM 96.13	N			100	GF						

“COUNTY ENGINEER” RE-ORGANIZATION WORKSHEET (DRAFT 4-11-07)

Function	Sub-Function	New? Y/N	DSD		DOT		EM		SURVEYOR		COUNTY COUNSEL	
			%	Fund	%	Fund	%	Fund	%	Fund	%	Fund
Special Projects	Senior Center	N			100	GF						
	RCD (with NPDES program)	N					100	GF				
	Promontory Collector Roads	N			100	GF						
	Design Manual Update	Y	40	GF	60	GF						
	Drainage Manual Update	Y	40	GF	60	GF						
Flood Control-Drainage Admin.	FEMA maps	Y	90	GF	10	GF						
	Hydrologic study review	Y	75	T&M	25	T&M						
	Facility Design Review	Y	75	T&M	25	T&M						
	Complaint resolution (Private land)	Y	100	GF								
	Complaint resolution (Public ROW)	Y			100	GF						
NPDES Program	Administration	Y	10	GF	5	GF	85	GF				
	Implementation	Y	33	GF	33	GF	33	GF				
Ad Hoc		N			100	T&M						
Commercial Grading		N	100	T&M								
Tentative maps	Administration	Y	90	T&M	10	T&M						
	Admin. (Overhead category)	Y	90	T&M	10	T&M						
	Plan check-County staff	Y	90	T&M	10	T&M						
	Plan Check-Prof. Services	Y	90	T&M	10	T&M						
	Inspection	Y	90	T&M	10	T&M						
	Miscellaneous	Y	90	T&M	10	T&M						
Dispute Resolution		Y	50	GF	50	GF						

Department of Transportation General Plan Implementation

The attached table lists all the Implementation Measures contained in the 2004 General Plan (GP) that the Department of Transportation (DOT) budgeted time and effort on. Some of these measures listed DOT as the lead department while others listed DOT in a supporting role. A few of the assignments shown in the “Responsible Department” column have changed from those shown in the 2004 GP by agreement between the Director of Development Services Department (DSD) and the Director of DOT. The “Responsible Department” column in the table reflects the 2004 GP assignments as modified by this mutual agreement.

The “DOT Responsibility Transfers to DSD?” column shows where the responsibility for a particular implementation measure can move from DOT to DSD. These are predominately in the areas of new development review, processing, and general conditioning of discretionary projects but some are related to activities that have some connection to the roadway system but do not directly affect the operation of the system. An example of the latter would be an implementation measure that is related to the preparation of documents to include segments of Highway 49 as a scenic corridor.

It should also be noted there are many instances where complete transfer of the responsibility is not appropriate, but that some transfer of responsibility is appropriate. An example would be erosion control requirements. In this case, DSD would assume the responsibility connected with on-site, Development related, erosion control, to include the on-site roadways that DSD would be responsible to review and inspect. DOT will maintain the responsibility for the erosion control needs on the Development related or CIP projects that DOT is responsible to oversee or deliver.

The third alternative is those implementation measures where DOT would continue with its current responsibilities for the measure. These are primarily the TC series of measures as they almost universally impact only on the County’s road system.

*by DOT staff
April 2007*

Department of Transportation General Plan Implementation

Implementation Measure	Measure Text	Responsible Department	DOT Responsibility Transfers to DSD?
Measure CO-B	Coordinate with the Resource Conservation Districts to address erosion control issues.	Planning Department	Yes
Measure CO-C	In coordination with the Resource Conservation Districts, develop a roadside maintenance program that addresses roadside drainage, the protection of adjacent surface waters, and vegetation control.	Department of Transportation	No
Measure CO-I	Evaluate alternatives to the use of salt for snow removal on County roads.	Department of Transportation	No
Measure CO-Q	Develop and adopt a Cultural Resources Preservation Ordinance,	Planning Department	No
Measure ED-H	Through the Economic Development Providers Network, provide periodic training workshops for business and public agency participants to develop understanding of business owners' needs (e.g., the particular problems of small business in the regulatory process, improved customer service in the permit process, and particular economic issues).	Office of Economic Development	Yes
Measure ED-I	Establish regulatory assistance services for the public, including businesses, to clarify government regulatory processes, to assist in coordinating regulatory functions, and to provide information regarding vacant land and facilitate locational assistance to business.	Office of Economic Development	Yes
Measure ED-J	As part of the annual budget review process, County departments shall identify potential changes in fees, improved regulatory processes, and appropriate staffing allocations and organization to match forecasted work load which minimize delays that create a negative effect on stimulating County economic activity.	Planning Department	No

Implementation Measure	Measure Text	Responsible Department	DOT Responsibility Transfers to DSD?
Measure ED-K	Assess the impact on large and small businesses of regulatory issues and recommend cost saving changes to permit processing procedures.	Office of Economic Development	No
Measure ED-N	Review existing County regulations and procedures to eliminate unneeded, inconsistent, and redundant legal requirements.	County Counsel	No
Measure ED-Q	Regulations shall include a means to accomplish regulatory needs with the least interference and/or barriers to business. Interested parties should be invited to participate in the development and review of new regulations.	County Counsel	No
Measure ED-SS	Review existing County impact fees and consider adopting fees necessary to assure that new development pays its fair share of public facility and services costs.	Department of Transportation	No
Measure ED-TT	When a project directly or indirectly affects existing public services and/or infrastructure, it shall provide for and finance improvements consistent with the degree of impact to public services and/or infrastructure directly or indirectly	Department of Transportation	No
Measure ED-UU	Government Code Section 65401 authorizes the County to obtain lists of all capital projects planned by public agencies within the County. Proposed capital improvements found inconsistent with the County's General Plan can be protested to the sponsoring agency. As part of its annual review of its Capital Improvement Programs, the County should include a Section 65401 review which lists all capital projects sponsored by other jurisdictions during the following year and makes a finding relative to the consistency of each project with the County's General Plan.	Office of Economic Development	No

Implementation Measure	Measure Text	Responsible Department	DOT Responsibility Transfers to DSD?
Measure HO-B	Periodically review and update the capital improvement programs under the County's control that contain strategies for extending services and facilities to areas that are designated for residential development.	Department of Transportation	No
Measure HO-I	Adopt a fee waiver or fee reduction ordinance for non-profit and/or for-profit developers that construct housing in which a specified percent of the units are affordable to very low or lower income households. The ordinance may waive, reduce, or defer application processing fees, and/or service mitigation fees when either an alternative funding source is identified to pay these fees or deferral terms are met. The County will promote the benefits of this program to the development community by posting information on their website and creating a handout to be distributed with land development applications.	Chief Administrative Officer	No
Measure HO-N	<p>Review the County's residential development processing procedures to identify additional opportunities to further streamline the procedures for affordable housing projects while maintaining adequate levels of public review. The review may include, but is not limited to:</p> <ul style="list-style-type: none"> • Prioritizing the development review process for projects that provide housing for very low and lower income households; • Developing a land development issues oversight committee and interdepartmental land development teams, with regular briefings on key issues; • Training and cross-training for new tools and processes; • Greater public outreach and education; and • Using new technology including on-line permitting, expanded use of geographic information systems, and greater use of the County website. 	Planning Department	Yes

Implementation Measure	Measure Text	Responsible Department	DOT Responsibility Transfers to DSD?
Measure HO-R	Establish an interdepartmental working group to ensure cooperation between departments in the implementation of policies and programs. Hold periodic meetings with the Chief Administrative Officer and have biennial workshops with the Board of Supervisors regarding the status and potential improvements to policies and programs.	Chief Administrative Officer	No
Measure HO-HH	Implement provisions of the Subdivision Map Act that require subdivisions to be oriented for solar access.	Planning Department	Yes
Measure HO-JJ	Promote programs that encourage efficient energy use, such as compact urban form, access to non-auto transit, non-traditional design, and use of traffic demand management into new and updated land use plans.	Planning Department	Yes
Measure HO-OO	Using information presented in Table A-3 of the County's vacant land inventory (Attachment A), identify the geographic areas where development consistent with the inventory could best be accommodated without the need to construct additional infrastructure (e.g., water lines, sewer connections, additional or expanded roadways) that could add substantial costs to affordable housing developments.	Planning Department	Yes
Measure HS-B	<p>Work with the local Fire Safe Councils, fire protection districts, U.S. Forest Service, and California Department of Forestry and Fire Protection to develop and implement a countywide Wildfire Safety Plan. The Wildfire Safety Plan shall focus on, but not be limited to, the following:</p> <ul style="list-style-type: none"> • Public wildfire safety education; • Basic fire protection standards for different areas of the county; • Appropriate mitigation for development in areas having high and very high fuel hazards; • Opportunities for fire fuel reduction; • Implementation of fire safe standards; • Coordination with fire protection districts • Fuels management standards to apply to new development adjacent to forested areas and within greenbelts; and 	Planning Department	No

Implementation Measure	Measure Text	Responsible Department	DOT Responsibility Transfers to DSD?
	Appropriate standards for open space and greenbelts.		
Measure HS-H	Continue to participate in the Federal Flood Insurance Program, maintain flood hazard maps and other relevant floodplain data made available by other sources, and revise or update this information as new information becomes available. In its review of applications for building permits, discretionary project applications, and capital improvement proposals, the County shall determine whether the proposed project is within the 100-year floodplain based on these data.	Planning Department	Yes
Measure HS-Q	Develop a program to encourage use of mechanisms to reduce peak hour vehicle trips consistent with Policy 6.7.2.2.	Department of Transportation	EMD No
Measure HS-W1	Survey and prioritize safety improvements on County roads. Develop financing programs for making necessary improvements.	Department of Transportation	No
Measure HS-W2	See body of Measure HS-W1 above. Develop financing programs within eight years of General Plan adoption.	Department of Transportation	No
Measure LU-A	Review the Zoning Ordinance (Title 17 of the El Dorado County Code) to identify revisions that accomplish the following: <ul style="list-style-type: none"> • Provide for mixed commercial and residential uses; • Provide consistency between the General Plan land use designations and the Zoning Ordinance; • Identify needed revisions to and improved application of the Planned Development combining zone district; • Develop a density bonus program; • Provide a Neighborhood Services zone district; • Establish provisions for extended family support services and institutional uses in residential areas; • Allow support services for agricultural and timber production in Rural Regions, including agricultural employee housing, feed and supply stores, veterinary services, agricultural and timber 	Planning Department	No

Implementation Measure	Measure Text	Responsible Department	DOT Responsibility Transfers to DSD?
	<p>processing, and sales of agricultural and timber products;</p> <ul style="list-style-type: none"> • Provide flexibility for minimum parcel size with boundary line adjustments; • Identify and separate incompatible uses (including public facilities) by setbacks and buffering; • Establish standards for parking lot shading and street trees in all new development projects; • Establish standards for providing visual separation between Community Regions where existing land use patterns do not facilitate physical separation; • Provide standards and incentives for commercial development; • Establish criteria for schools and places of worship in residential zone districts; • Establish a Scenic Corridor (-SC) Combining Zone District; • Modify Sign Ordinance standards for scenic corridors; • Strengthen limitations on light and glare; • Establish buffers around solid waste handling and disposal sites; • Provide incentives for indoor and outdoor art; • Establish siting criteria for placement of new structures for fire hazard protection; • Create an avalanche overlay zone; • Create a dam failure inundation overlay zone; • Establish open space protection measures; and • Promote tourist lodging facilities. 		
Measure LU-B	Incorporate General Plan consistency review for all development proposals and capital improvement projects.	Planning Department	No
Measure LU-E	Review and identify needed revisions to the County of El Dorado Design and Improvements Standards Manual.	Department of Transportation	40% DSD 60% DOT
Measure LU-I	Inventory potential scenic corridors and prepare a Scenic Corridor Ordinance, which should include development standards, provisions for avoidance of ridgeline	Planning Department	Yes

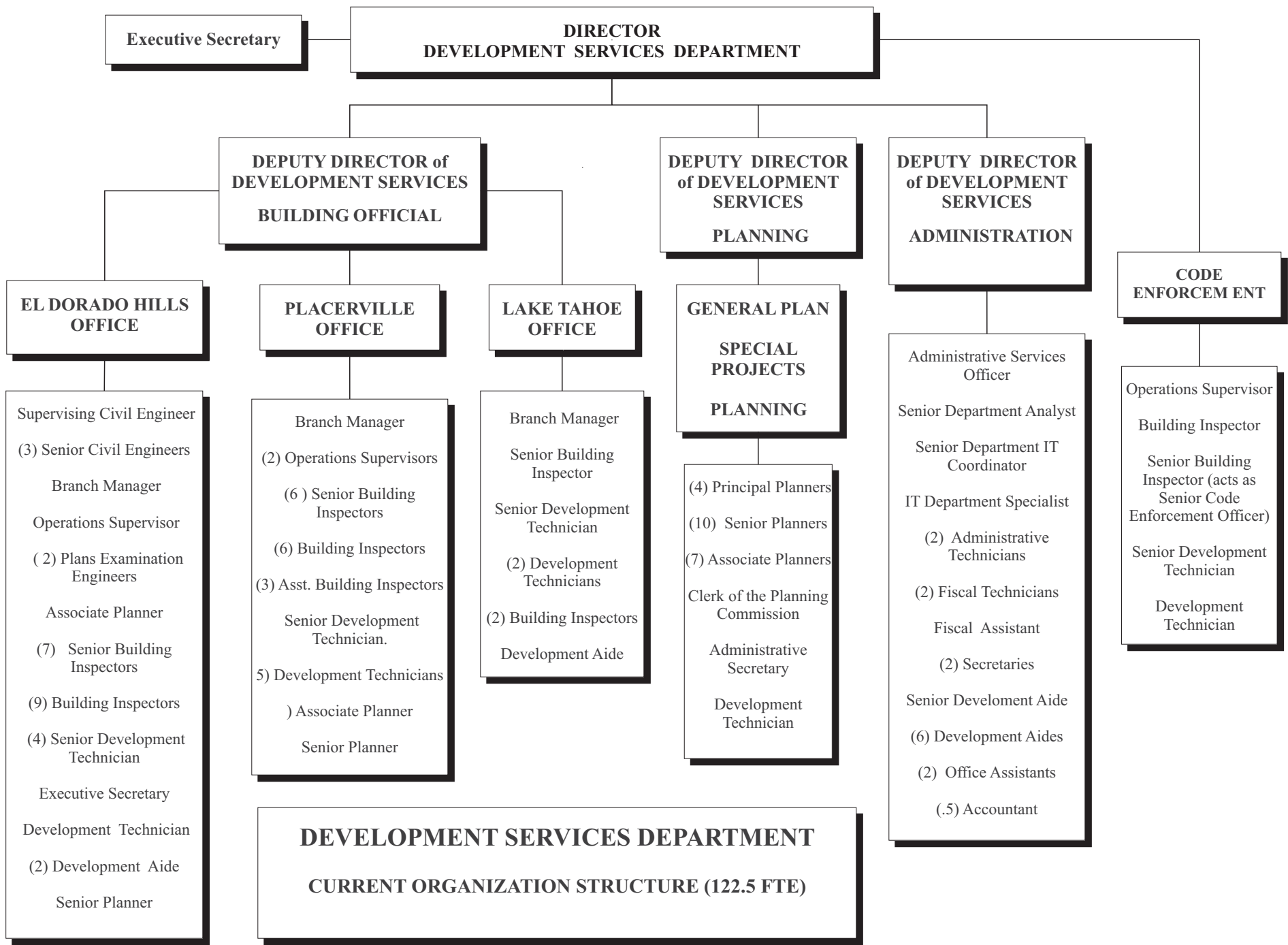
Implementation Measure	Measure Text	Responsible Department	DOT Responsibility Transfers to DSD?
	development, and off-premise sign amortization.		
Measure LU-J	If segments of State Route 49 are identified as appropriate for State Scenic Highway status during preparation of the Scenic Corridor Ordinance (see Measure LU-I above), prepare documentation in support of having those segments of State Route 49 identified as a State Scenic Highway.	Planning Department	Yes
Measure PR-C	Update the <i>Bikeway Master Plan</i> and <i>Hiking and Equestrian Trails Master Plan</i> . Both plans shall contain provisions for regular plan monitoring and updating.	General Services Department	No
Measure PS-C1	Develop and regularly update an infrastructure fee program.	Department of Transportation	No
Measure PS-C2	See body of Measure PS-C1 above. Adopt fees within three years of General Plan adoption.	Department of Transportation	No
Measure PS-L	Develop and implement a countywide drainage management program. NPDE	Department of Transportation	WQ EMD Flood Control DSD
Measure PS-N	Establish a means, either through formal agreement or through the identification of formal contacts, to coordinate a long-term planning process with private utility providers regarding the location and types of future utility delivery facilities.	Department of Transportation	No
Measure TC-A	Prepare and adopt a priority list of road and highway improvements for the Capital Improvement Program (CIP) based on a horizon of five years. The Board of Supervisors shall update the CIP every two years, or more frequently	Department of Transportation	No
Measure TC-B	Revise and adopt traffic impact fee program(s) for unincorporated areas of the county and adopt additional funding mechanisms necessary to ensure that improvements contained in the fee programs are fully funded and capable of being implemented concurrently	Department of Transportation	No

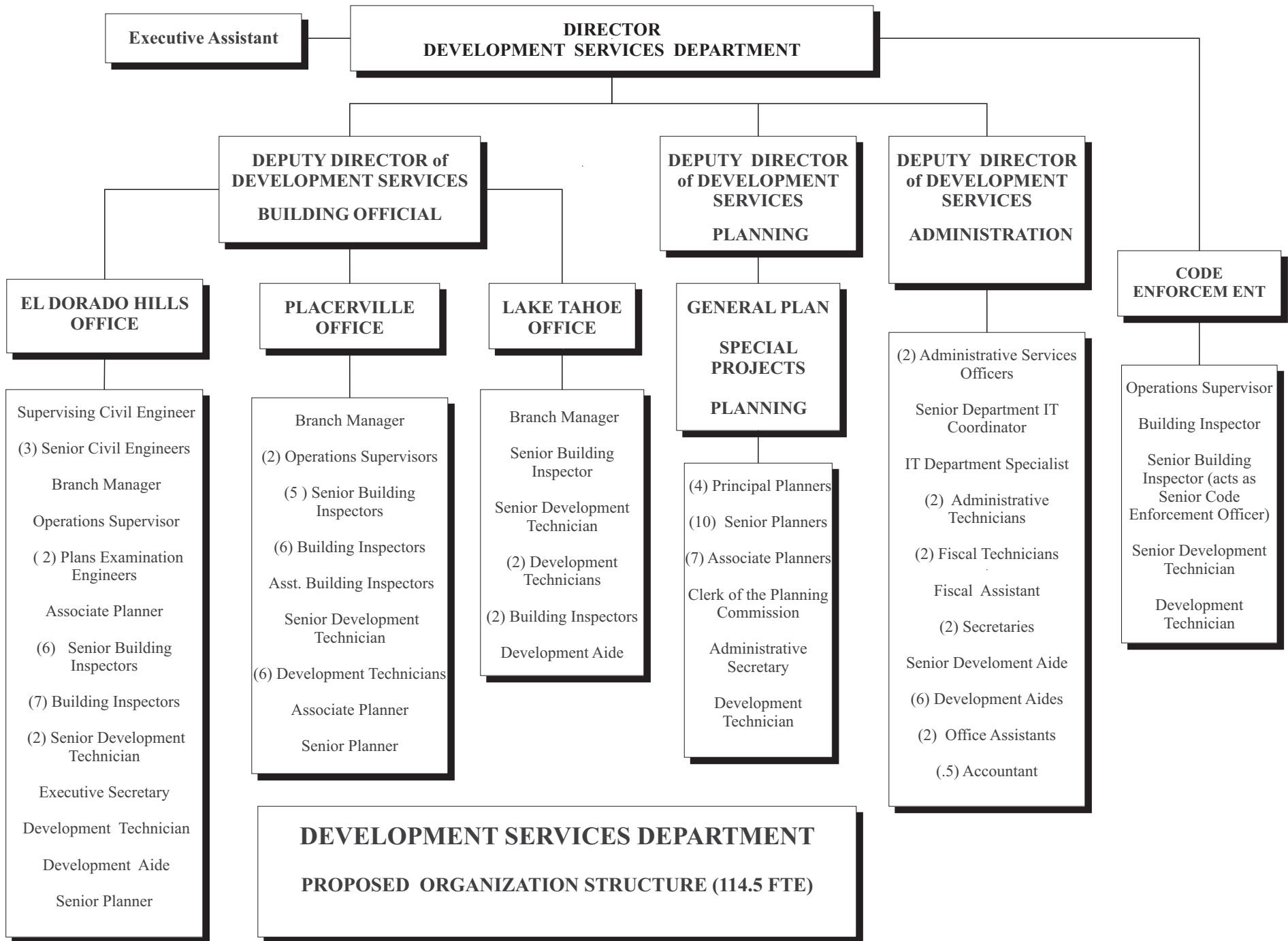
Implementation Measure	Measure Text	Responsible Department	DOT Responsibility Transfers to DSD?
Measure TC-C	Revise and update the Design and Improvement Standards Manual (DISM).	Department of Transportation	60/40 60% DOT/40% DSD
Measure TC-D	Continue to identify and pursue appropriate new funding sources for transportation improvements, road maintenance, and Department of Transportation operations. Grant funds from regional, state, and federal agencies should be pursued and utilized	Department of Transportation	No
Measure TC-E	Develop and adopt an ordinance to protect rights-of-way for future road improvements from encroachment by new development.	Department of Transportation	No
Measure TC-F	Develop and implement a countywide program to annually monitor county road and state highway segment and intersection conditions to ensure that acceptable Levels of Service are maintained.	Department of Transportation	No
Measure TC-G	Work with the cities of Placerville and South Lake Tahoe to establish a system of designated truck routes through urban areas.	Department of Transportation	No
Measure TC-H	Work with the El Dorado County Transportation Commission, the Tahoe Regional Planning Agency, and transit providers in the county to periodically review and update the short-range transit plans in the county.	Department of Transportation	No
Measure TC-I	Encourage transit providers, the El Dorado County Transportation Commission, the Tahoe Transportation District, and the Tahoe Regional Planning Agency, to prepare, adopt, and implement a long-range strategic transit master plan for the County or sub-areas	Department of Transportation	No

Implementation Measure	Measure Text	Responsible Department	DOT Responsibility Transfers to DSD?
Measure TC-J	Work with the El Dorado County Transportation Commission, Tahoe Transportation District, the Tahoe Regional Planning Agency, and other agencies to identify right-of-way needs within designated transit corridors and to acquire needed rights-of-way.	Department of Transportation	No
Measure TC-K	Work with the El Dorado County Transportation Commission, Tahoe Transportation District, Tahoe Regional Planning Agency, and Sacramento Area Council of Governments Board to identify and pursue funding for transit.	Department of Transportation	No
Measure TC-L	Develop a funding mechanism that requires new development to pay for additional park-and-ride lots identified by transit providers or Caltrans. Work with transit providers to determine the need for additional or expanded park-and-ride lots	Department of Transportation	No
Measure TC-M1	Update the Bikeway Master Plan, consistent with the Bicycle Transportation Act and in coordination with the El Dorado County Transportation Commission, Sacramento Area Council of Governments, California Department of Transportation, Tahoe Regional Planning	Department of Transportation	No
Measure TC-M2	See body of Measure TC-M1 above. Plan Adoption: Second full fiscal year following General Plan adoption.	Department of Transportation	No
Measure TC-N	Continue to identify and pursue appropriate funding sources for bikeway construction. Grant funds from regional, state, and federal agencies should be pursued and utilized when compatible with the General Plan policies and long-term local funding capability	Department of Transportation	No

Implementation Measure	Measure Text	Responsible Department	DOT Responsibility Transfers to DSD?
Measure TC-O	Work with other agencies to provide facilities that help link bicycles to other transportation modes, including provision of bike racks or space on buses and parking or lockers for bicycles at transportation terminals.	Department of Transportation	No
Measure TC-P	Use appropriate zoning in designated rail corridors to ensure preservation of rail facilities for future local rail use.	Planning Department	No
Measure TC-Q	Work with the El Dorado County Transportation Commission, the Sacramento Area Council of Governments, the City of Folsom, and Sacramento Regional Transit to support improvement, development, and expansion of rail service in El Dorado County.	Department of Transportation	No
Measure TC-R	Participate with the El Dorado County Transportation Commission, the El Dorado County Transit Authority, the Sacramento Area Council of Governments, the City of Folsom, and Sacramento Regional Transit.	Department of Transportation	No
Measure TC-S	Develop and implement a program to ensure that the concurrency requirements contained in this Transportation and Circulation Element are being enforced.	Department of Transportation	No
Measure TC-T	Develop and adopt a program of guidelines for reimbursement of development for costs associated with construction of regional road improvements.	Department of Transportation	No
Measure TC-U	Revise the County Design Improvement Standards Manual to allow for narrower streets and roadways. The standards should recognize the need to minimize visual impacts, preserve rural character, and ensure neighborhood quality to the maximum extent possible	Department of Transportation	No

Implementation Measure	Measure Text	Responsible Department	DOT Responsibility Transfers to DSD?
Measure TC-V1	Work with Sacramento County and the City of Folsom to identify potential alignments for a new arterial roadway from the west side of El Dorado Hills Business Park to U.S. Highway 50.	Department of Transportation	No
Measure TC-V2	Implement a growth control mechanism for all new discretionary and ministerial development (which includes approved development that has not yet been built) that would access Latrobe Road or White Rock Road.	Department of Transportation	60% DSD
Measure TC-V3	Identify potential rights-of-way needed for establishment of a frequent transit service operating on exclusive right-of-way to the El Dorado Hills Business Park from residential communities in El Dorado County and from the City of Folsom.	Department of Transportation	No
Measure TC-W	Develop a procedure to review truck routes associated with discretionary projects to ensure project-related heavy truck traffic noise impacts are minimized.	Department of Transportation	60% DSD
Measure TC-X	Develop and adopt a formal program to review signalized intersections that may benefit from synchronization. Include synchronization of intersections that could benefit in the Capital Improvement Program.	Department of Transportation	No





**DEPUTY DIRECTOR
DEVELOPMENT ENGINEERING SERVICES**

**DEVELOPMENT REVIEW
MANAGER**

**Discretionary Review
Project Conditioning
Technical & Grant Writing
Special Projects**

- (1) Senior Civil Engineer
- (1) Senior Planner
- (1) Associate Planner
- (1) Development Technician

Traffic Studies

- (1) Traffic Engineer

**SUPERVISING CIVIL
ENGINEER**

**OPERATIONS
SUPERVISOR**

**Subdivision Inspection
NPDES Compliance**

- (2) Senior Engineering Technicians
- (2) Engineering Technicians
- (1) Engineering Technician (vacant)

**Com'l Grading Inspection
Parcel Map Inspection
NPDES Compliance**

- (2) Senior Building Inspectors
- (1) Senior Development Technician

**Future Seasonal Inspection
Program**

- (Vacant in third quarter)

**Engineering Plan Review
Subdivisions, Commercial,
General Grading (complex),
Retaining Walls**

- (1) Senior Civil Engineer
- (1) Senior Civil Engineer
- (2) Associate Civil Engineers
- (2) Assistant in Engineering
- (1) Senior Development Technician

Flood Control

- (1) Senior Civil Engineer

DEVELOPMENT SERVICES DEPARTMENT

**PROPOSED COUNTY ENGINEER
ORGANIZATION STRUCTURE (25 FTE)**

**Moves 6 positions to Development Engineering
19 New Positions**

**DEPUTY DIRECTOR
DEVELOPMENT ENGINEERING SERVICES
(New position for DSD)**

**DEVELOPMENT REVIEW MANAGER
(New position for DSD)**

**SUPERVISING CIVIL ENGINEER
(Same position as DOT)**

**Discretionary Review
Project Conditioning
Technical & Grant Writing
Special Projects**

(1) Senior Civil Engineer
(Same position as DOT)

(1) Senior Planner
(Same position as DOT)

(1) Associate Planner
(Downgrade of DOT Associate/Assistant
in Engineering position)

(1) Development Technician
(Upgrade of DOT Senior Office Assistant
position)

Traffic Studies

(1) Traffic Engineer
(New position for DSD)

**OPERATIONS SUPERVISOR
(Downgrade of DOT Principal
Engineering Technician
position)**

**Subdivision Inspection
NPDES Compliance**

(2) Senior Engineering Technicians
(Same position as DOT)

(2) Engineering Technicians
(Downgrade one DOT Principal
Engineering Technician and transfer
one Engineering Technician
position)

(1) Engineering Technician (vacant)
(Downgrade DOT seasonal Senior
Engineering Technician position)

**Com'l Grading Inspection
Parcel Map Inspection
NPDES Compliance**

(2) Senior Building Inspectors
(Move position from DSD)

(1) Senior Development Technician
(Move position from DSD)

**Future Seasonal Inspection
Program**

(Vacant in third quarter)

**Engineering Plan Review
Subdivisions, Commercial,
General Grading (complex),
Retaining Walls**

(1) Senior Civil Engineer
(Move position from DSD)

(1) Senior Civil Engineer
(Same position in DOT)

(2) Associate Civil Engineers
(Upgrade one DOT Senior
Engineering Technician position
and transfer one Associate Civil
Engineer position)

(2) Assistant in Engineering
(Same positons in DOT)

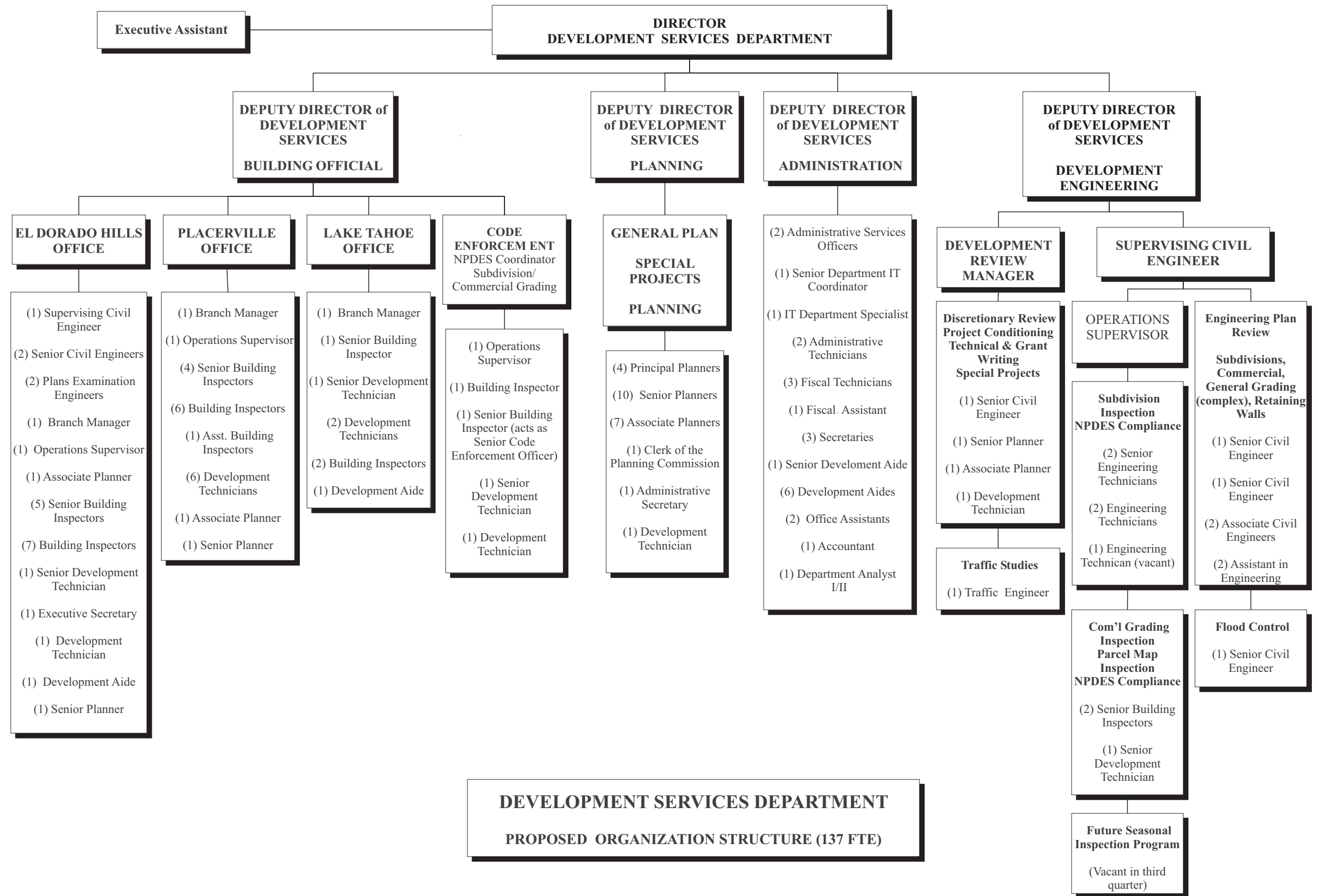
(1) Senior Development
Technician
(Move position from DSD)

Flood Control

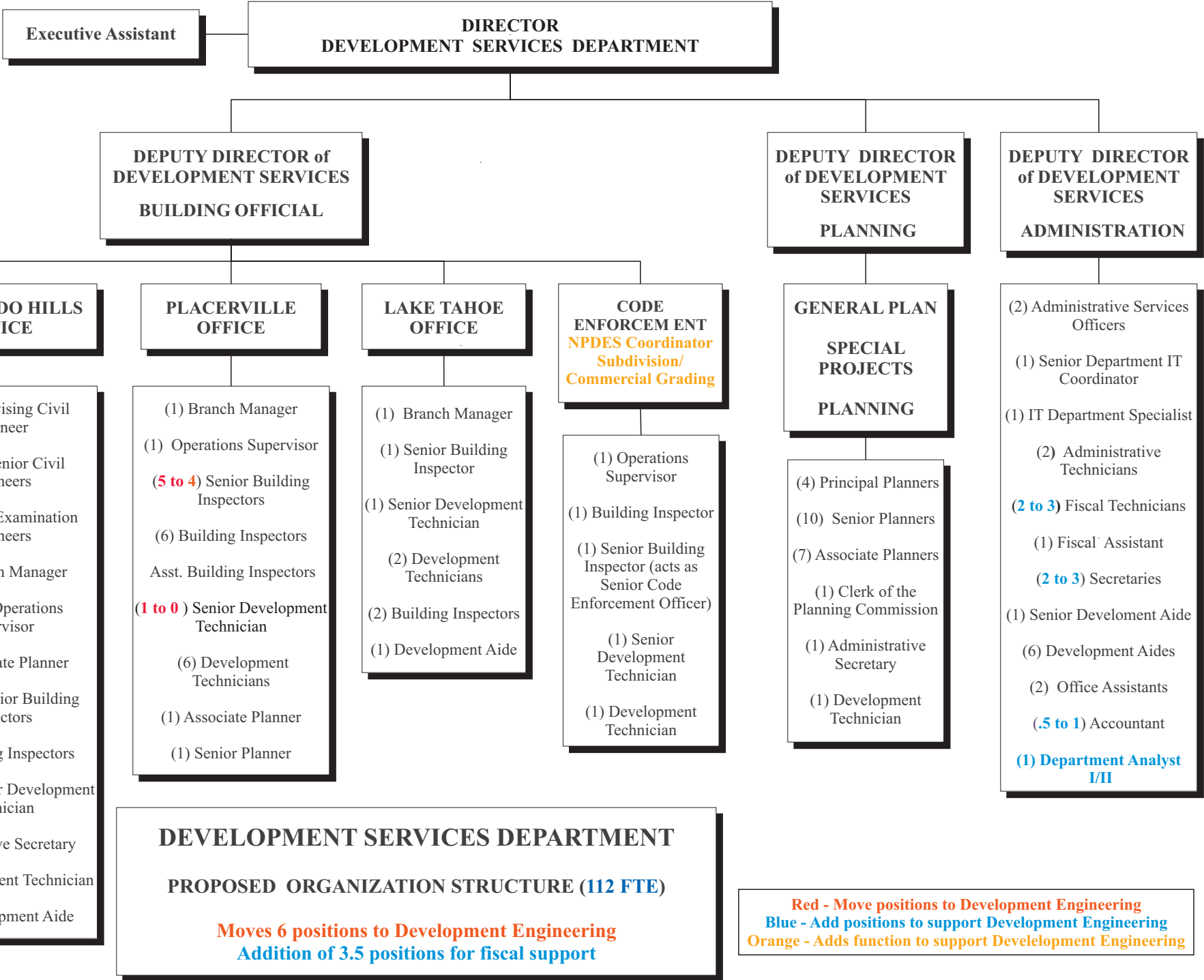
(1) Senior Civil Engineer
(Same position in DOT,
currently vacant)

DEVELOPMENT SERVICES DEPARTMENT

**PROPOSED COUNTY ENGINEER
ORGANIZATION STRUCTURE (25 FTE)**



DEVELOPMENT SERVICES DEPARTMENT
PROPOSED ORGANIZATION STRUCTURE (137 FTE)



Executive Assistant

**DIRECTOR
DEVELOPMENT SERVICES DEPARTMENT**

**DEPUTY DIRECTOR of
DEVELOPMENT SERVICES
BUILDING OFFICIAL**

**DEPUTY DIRECTOR of
DEVELOPMENT SERVICES
PLANNING**

**DEPUTY DIRECTOR of
DEVELOPMENT SERVICES
ADMINISTRATION**

**EL DORADO HILLS
OFFICE**

**PLACERVILLE
OFFICE**

**LAKE TAHOE
OFFICE**

**CODE ENFORCEMENT
NPDES Coordinator
Subdivision/
Commercial Grading**

**GENERAL PLAN
SPECIAL PROJECTS
PLANNING**

- (1) Supervising Civil Engineer
- (3 to 2)** Senior Civil Engineers
- (2) Plans Examination Engineers
- (1) Branch Manager
- (2 to 1)** Operations Supervisor
- (1) Associate Planner
- (6 to 5)** Senior Building Inspectors
- (7) Building Inspectors
- (2 to 1)** Senior Development Technician
- (1) Executive Secretary
- (1) Development Technician
- (1) Development Aide

- (1) Branch Manager
- (1) Operations Supervisor
- (5 to 4)** Senior Building Inspectors
- (6) Building Inspectors
- Asst. Building Inspectors
- (1 to 0)** Senior Development Technician
- (6) Development Technicians
- (1) Associate Planner
- (1) Senior Planner

- (1) Branch Manager
- (1) Senior Building Inspector
- (1) Senior Development Technician
- (2) Development Technicians
- (2) Building Inspectors
- (1) Development Aide

- (1) Operations Supervisor
- (1) Building Inspector
- (1) Senior Building Inspector (acts as Senior Code Enforcement Officer)
- (1) Senior Development Technician
- (1) Development Technician

- (4) Principal Planners
- (10) Senior Planners
- (7) Associate Planners
- (1) Clerk of the Planning Commission
- (1) Administrative Secretary
- (1) Development Technician

- (2) Administrative Services Officers
- (1) Senior Department IT Coordinator
- (1) IT Department Specialist
- (2) Administrative Technicians
- (2 to 3)** Fiscal Technicians
- (1) Fiscal Assistant
- (2 to 3)** Secretaries
- (1) Senior Development Aide
- (6) Development Aides
- (2) Office Assistants
- (.5 to 1)** Accountant
- (1) Department Analyst I/II**

**DEVELOPMENT SERVICES DEPARTMENT
PROPOSED ORGANIZATION STRUCTURE (112 FTE)**
Moves 6 positions to Development Engineering
Addition of 3.5 positions for fiscal support

Red - Move positions to Development Engineering
Blue - Add positions to support Development Engineering
Orange - Adds function to support Development Engineering

DOT DISCRETIONARY REVIEWS

TOTALS:

2004 – 130
2005 – 157
2006 – 218

TYPES:

BLA04 – 15
BLA05 – 48
BLA06 – 57

COC04 – 5
COC05 – 6
COC06 – 8

DR04 - 15
DR05 - 25
DR06 - 9

P04 - 13
P05 - 16
P06 - 35

PD04 - 5
PD05 - 8
PD06 - 6

S04 - 51
S05 – 18
S06 – 18

TM04 – 6
TM05 – 19
TM06 – 52*

TUP04 – 7
TUP05 – 7
TUP06 – 1

V04 – 1
V05 – 4
V06 – 6

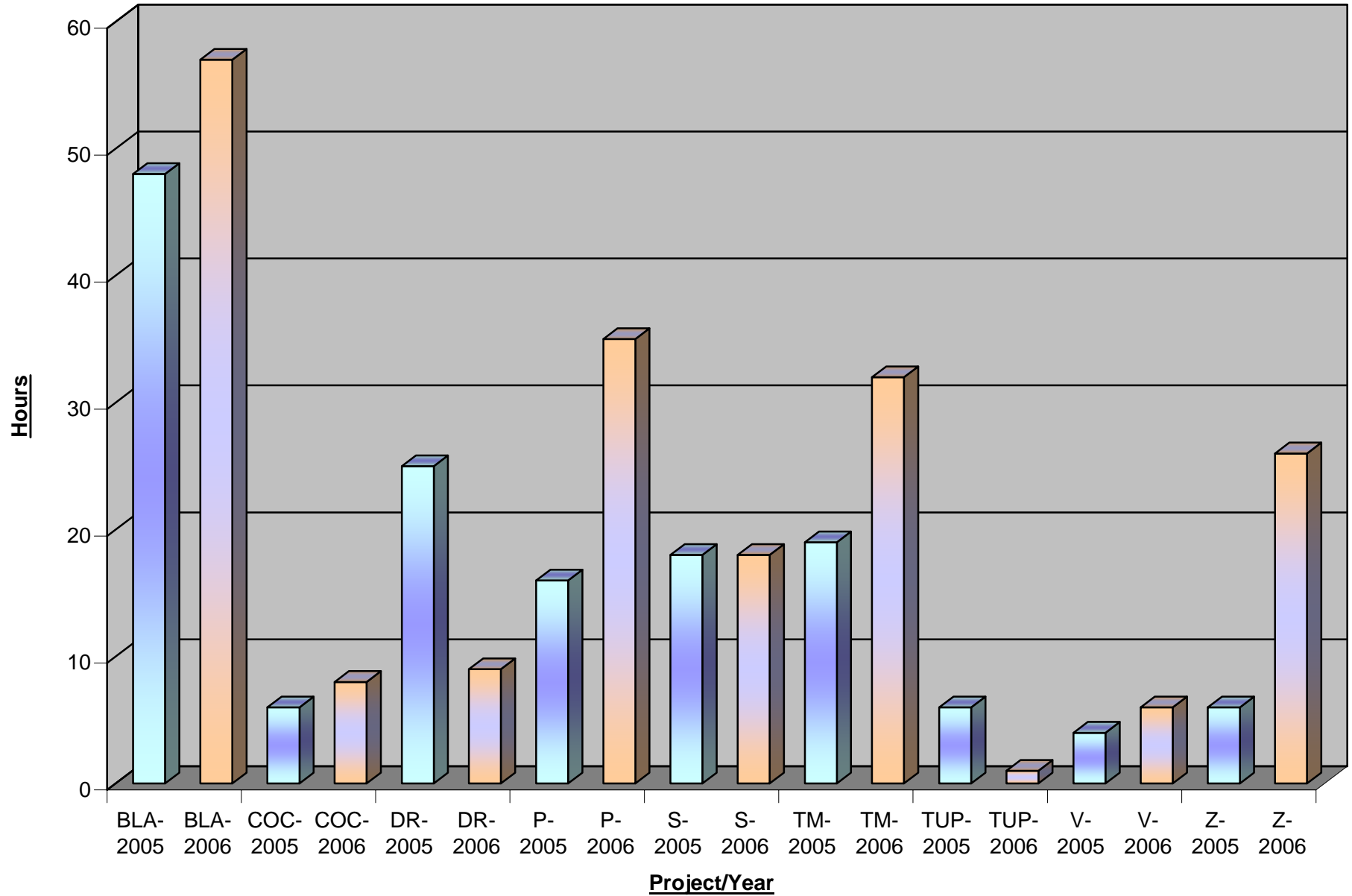
Z04 – 12
Z05 – 6
Z06 – 26

LEGEND:

BLA – Boundary Line Adjustment
COC – Certificate of Compliance
DR - Design Review
P - Parcel Map
PD - Planned Development
S - Specific Plan
TM - Tentative Map
TUP - Temporary Use Permit
V - Variance
Z - Zoning

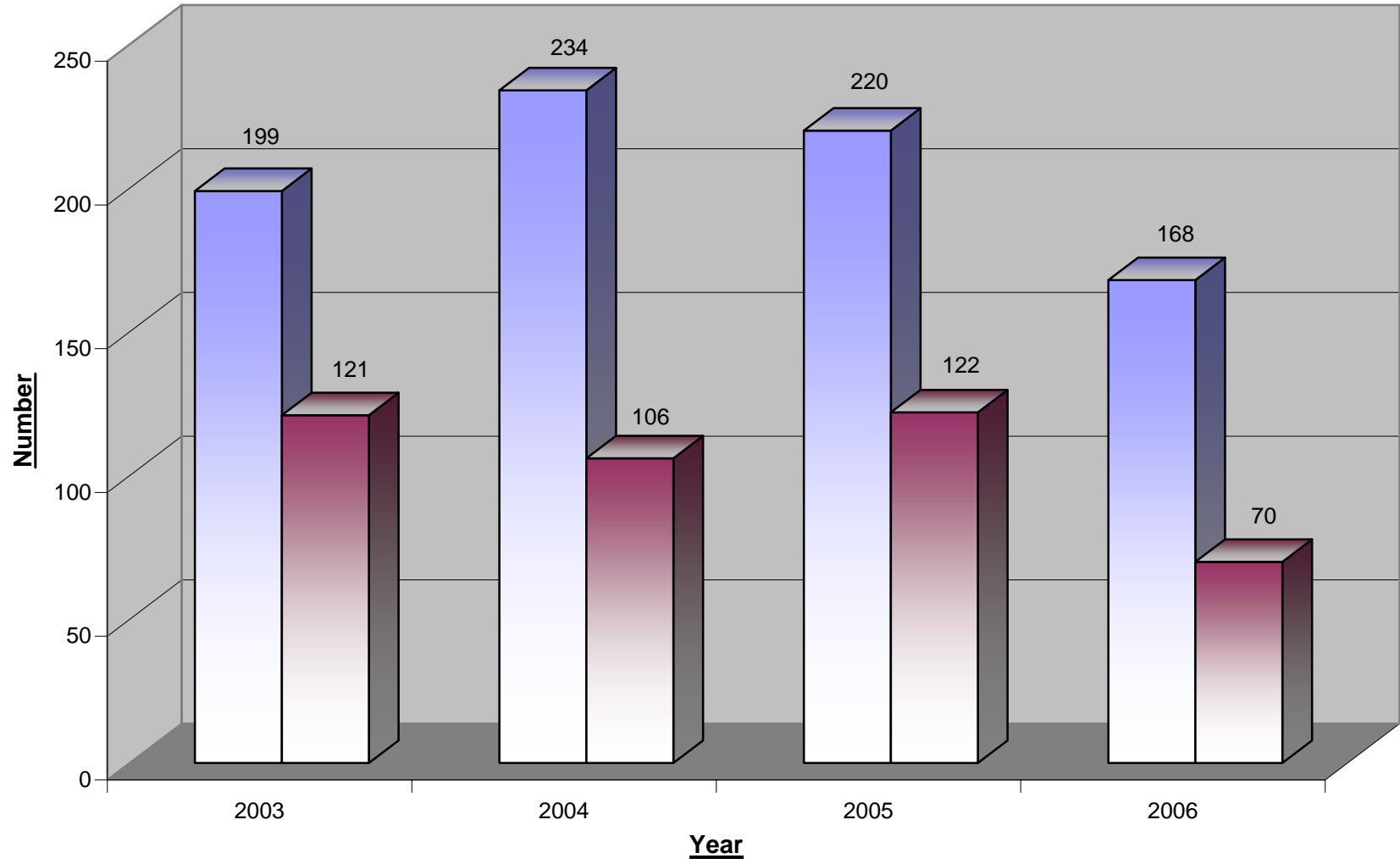
(16 accepted, 36 additional submittals)

D.O.T. Fixed Fee Pre-Applications and Discretionary Reviews

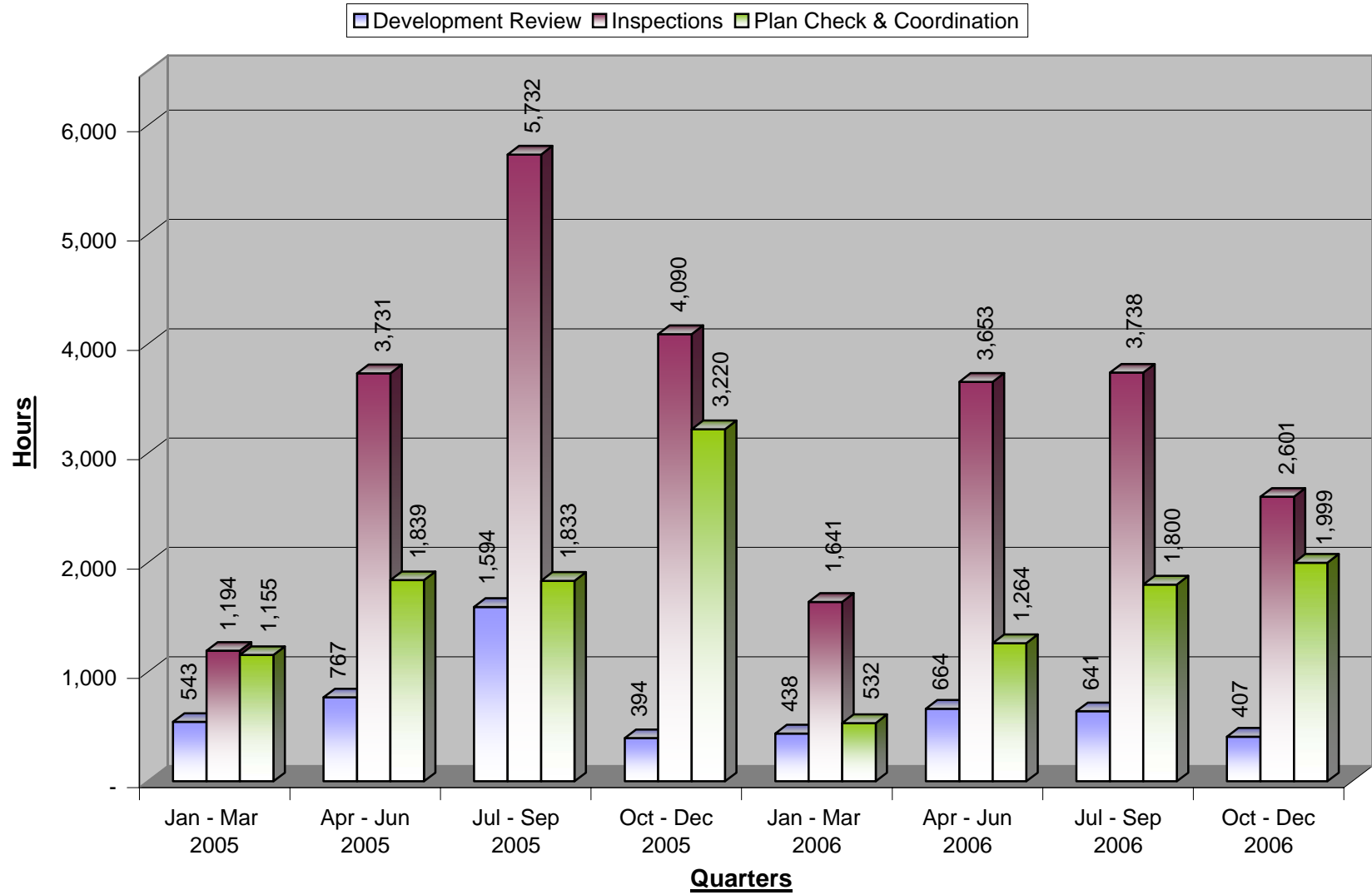


Applications Received

Encroachments Grading



Work Hours By Function



SUBDIVISIONS WITH IMPROVEMENT AGREEMENTS (SIA)

B=Bond ~ P=Private ~ LOC=Letter of Credit ~ N for M=Not for Maintenance ~ RZ=Road Zone ~ CD=Certificate of Deposit ~ CFD=MR

PROJECT NAME	AGMT MADE DATE	BOND LOC	% DONE	AGMT EXPIRATION DATE	ACCEPT. DATE BY BOS	STATUS / REMARKS
Barnett Business Park P 99-0013	01/25/05			01/25/07		See 03/13/07 letter
Cameron Glen Estates, Phase 3 & 4 TM 90-1199-3	07/13/04	Developers B		07/13/06	N for M 02/27/07	Warranty, slurry seal, thermoplastic
Creekside Greens, Unit 3 (RZ) TM 90-1217 CSA9, Zone 98607	04/29/03	B		04/29/05	03/20/07	Warranty
Euer Ranch 1 TM 96-1317-1	07/20/04			07/20/06	N for M 07/18/06	Warranty Accepted White Rock Rd & Carson Crossing Dr
Euer Ranch 2 TM 96-1317-2	08/31/04			08.31.06		To BOS 5/08/07
Euer Ranch 3 TM 96-1317-3	08/31/04			08/31/06	N for M 07/18/06	Warranty
Euer Ranch 4 TM 1317-4	12/07/04			12/07/06		To BOS 5/08/07
Euer Ranch 5 TM 1317-5	01/11/05			01/11/07		To BOS 5/08/07
Euer Ranch, Unit 6 TM 96-1317-6	08/23/05			08/23/07		
Euer Ranch, Unit 7 TM 96-1317-7	01/31/06			01/31/08		
Euer Ranch, Unit 8 TM 04-1389-1317-8	12/13/05			12/13/07		
Euer Ranch, Unit 9 TM 96-1317-9	?					
Highland View 3A (RZ) TM 88-1092-3A	10/04/05			10/04/07	07/11/06	Warranty

PROJECT NAME	AGMT MADE DATE	BOND LOC	% DONE	AGMT EXPIRATION DATE	ACCEPT. DATE BY BOS	STATUS / REMARKS
Hollow Oaks 1 + Off-site Rd. TM 94-1290F (RZ)	07/22/03	B		07/22/05		See 03/07/07 letter
Hollow Oaks, Unit 2 TM 94-1290F (RZ)	07/19/05			07/19/07		
Hollow Oaks, Unit 3 TM 94-1290-F (RZ)	04/04/06			04/04/08		
Hollow Oaks, Unit 4 TM 94-1290-F (RZ)	04/04/06			04/04/08		
Longview Estates 3 TM 89-1147-3	07/20/04	B		07/20/06		To BOS 5/01/07
Pioneer Place #4 TM 86-1051-4 (RZ)	03/08/05	B		01/06/06		To BOS 3/27/07
Promontory Village, Lot A TM 02-1383	08/31/04			08/31/06	N for M 08/15/06	Warranty
Promontory Village, Lot N TM 02-1382	09/13/05			09/13/07	N for M 12/05/06	Warranty
Promontory Village 1 (P) TM 98-1356-1	12/04/01	B		12/04/03	01/13/04	Warranty. Offsite water & sewer north/Ph.1 water T main - EID warranty issues. Accepted Sophia Pkwy for maintenance.
Promontory Village 2 (P) TM 98-1356-2	09/10/02	B		09/10/04	05/25/04	Warranty. EID issues. Accepted Brittany Way, Elmores Way, & Ambiance Way for maintenance.
Promontory Village 3 (P) TM 98-1356-3	11/20/01	B		11/20/03	01/13/04	Warranty. Accepted Alexandra Way, Elmores Way, & Ambiance Way for Maintenance.
Promontory Village 4 TM 98-1356-4	08/31/04			08/31/06	N for M 07/18/06	Warranty
Promontory Village 5, Unit 1 TM 98-1356	09/27/05			09/27/07	N for M 12/05/06	Warranty
Promontory Village 5, Unit 2 TM 98-1356	04/25/06			04/25/08		

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PROJECT NAME	AGMT MADE DATE	BOND LOC	% DONE	AGMT EXPIRATION DATE	ACCEPT. DATE BY BOS	STATUS / REMARKS
Promontory Village 5, Unit 3 TM 98-1356	08/22/06			08/22/08		
Promontory Village 6, Phase 2A (P) TM 97-1333-2A	11/22/02	B		11/22/04	08/16/05	Warranty. Accepted Beatty Dr. for Maintenance. EID Warranty issues? See 02/27/07 letter
Promontory Village 6, Phase 2B TM 97-1333-2B	03/29/05			03/29/07		Includes bonding for Francisco Dr/EDH improvements See 11/28/06 letter
Ridgeview Village Estates 3 TM 84-0196	03/29/05			03/29/07	N for M	See 03/22/07 letter
Ridgeview West 3 TM 95-1309	07/12/05			07/12/07		To BOS 5/01/07
Serrano Village G, Unit 1 TM 01-1375	06/29/04			06/29/06	N for M 09/26/06	Warranty
Serrano Village G, Unit 2 TM 01-1375	05/04/04			05/04/06	N for M 09/26/06	Warranty
Serrano Village G, Unit 3 TM 01-1375	06/29/04			06/29/06	N for M 09/26/06	Warranty
Serrano Village G, Unit 4 TM 01-1375	09/14/04	Continental B		09/14/06	N for M 09/26/06	Warranty
Serrano Village G, Unit 5 TM 01-1375	09/14/04	Continental B		09/14/06	N for M 09/26/06	Warranty
Serrano Village G, Unit 6 TM 01-1375	12/07/04			12/07/06	N for M 09/26/06	Warranty
Serrano Village G, Unit 7 TM 01-1375	12/07/04			12/07/06	N for M 09/26/06	Warranty
Serrano Village G, Unit 8 TM 01-1375	05/04/04			05/04/06	N for M 09/26/06	Warranty
Serrano Village G, Unit 9 TM 01-1375	02/15/05			02/15/07	N for M 09/26/06	Warranty

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PROJECT NAME	AGMT MADE DATE	BOND LOC	% DONE	AGMT EXPIRATION DATE	ACCEPT. DATE BY BOS	STATUS / REMARKS
Serrano Village G, Unit 10 TM 01-1375	04/05/05			04/05/07	N for M 09/26/06	Warranty
Serrano Village J3A, Unit 1 TM 01-1376-3A	02/14/06			02/14/08		
Serrano Village J3A, Unit 2 TM 01-1376-3A	06/13/06			06/13/08		
Serrano Village J3B, Unit 1 TM 01-1376-F	08/17/04			08/17/06		To BOS 03/27/07
Serrano Village J3B, Unit 2 TM 01-1376-3B	12/13/05			12/13/07		
Serrano Village J4 TM 03-1386	11/15/05			11/15/07		
Serrano Village K1 & K2, Unit 1 (P) TM 01-1377	03/02/04	B		03/02/06	N for M 10/26/04	Warranty
Serrano Village K1 & K2, Unit 2 (P) TM 01-1376	09/12/06			09/12/08		
Serrano Village K1 & K2, Unit 3 (P) TM 01-1377	10/18/05			10/18/07		
Serrano Village K5, Unit 1 TM 01-1378	06/30/06			06/30/08		
Serrano Village K5, Unit 2 TM 01-1378	05/16/06			05/16/08		
Serrano Village K5, Unit 3 TM 01-1378	09/12/06			09/12/08		
Serrano Village K6, Unit 1 TM 01-1378	08/17/04			08/17/06		To BOS 03/27/07
Silver Springs, Unit 1 TM 97-130F	09/26/06			09/26/08		

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PROJECT NAME	AGMT MADE DATE	BOND LOC	% DONE	AGMT EXPIRATION DATE	ACCEPT. DATE BY BOS	STATUS / REMARKS
Watermark (P) TM 98-1348	02/26/02	B		02/26/04	N for M 10/15/04	See letters 06/06/06, 03/20/07 and Notices of Non-Compliance for lots 14, 16, 18, 19, 22, 24, 30, 31. All Grading and Building Permits are on hold
West Valley Village, Unit 1A TM 99-1359F	12/12/06			12/12/08		
West Valley Village, Unit 2 TM 99-1359F	03/06/07			03/06/09		

SUBDIVISIONS WITH GRADING AGREEMENTS (SGA)

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PROJECT NAME	AGMT MADE DATE	BOND LOC	% DONE	AGMT EXPIRATION DATE	STATUS / REMARKS
Bell Woods TM 01-1380	05/24/05			10/31/07	
Hawk View TM 00-1371	05/24/05			10/01/07	
Ridgeview West , Unit 4 TM 95-1309	06/20/06			05/01/07	
West Valley Village, Ph 1 TM 99-1359R	07/02/04			06/15/06	
West Valley Village, Ph 2 TM 99-1359R	07/02/04			06/15/06	
West Valley Village, Unit 18 TM 99-1359-18	01/22/04			12/31/07	