

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

908



FROM: Transportation and Land Management Agency (TLMA)

SUBMITTAL DATE:
August 31, 2010

SUBJECT: BIA/Riverside County Streamlining Strike Force:
Progress Report 2010

RECOMMENDED MOTION: That the Board of Supervisors:

1. Receive and file the BIA/Riverside County Streamlining Strike Force Progress Report for FY 09/10;
2. Support the Strike Force continuing to meet on a quarterly basis;
3. Direct the participating departments to continue to submit quarterly implementation progress report updates to the TLMA Director and,
4. Direct the TLMA Director to submit annual progress reports to the Board, quantifying land development system improvements.

George A. Johnson
George A. Johnson

Director, Transportation and Land Management Agency

GAJ/KMG/pg
(Continued On Attached Pages)

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	N/A
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	N/A
	Annual Net County Cost:	\$ 0	For Fiscal Year:	N/A

SOURCE OF FUNDS:	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY:

Tina Grande
Tina Grande

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Stone, seconded by Supervisor Tavaglione and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: August 31, 2010
xc: TLMA

Kecia Harper-Ihem
Clerk of the Board

By: *[Signature]*
Deputy

Prev. Agn. Ref. 4/28/09, 3.35

District: All

Agenda Number:

3.75

ATTACHMENTS FILED WITH
THE CLERK OF THE BOARD

Departmental Concurrence

Dep't Recomm.: ☐ Consent ☐ Policy ☒ Policy
Per Exec. Ofc.: ☐ Consent ☒ Policy

BACKGROUND: The BIA/Riverside County Streamlining Strike Force continues to be an effective forum for streamlining land development case processes thereby reducing public and private costs. This report highlights streamlining accomplishments from the Strike Force Annual Report for FY 09/10 and updates the Board of Supervisors on the Deposit Based Fee (DBF)/ flat fee analysis.

Strike Force Achievements:

In the February 24, 2009 report to the Board of Supervisors, the BIA/Riverside County Strike Force highlighted current and future streamlining improvements that assist in transparent and cost-effective development processes. Streamlining improvements from FY 09/10 include:

Entitlement Process Improvements and Future Efforts:

- The Planning Department's Triage Process was expanded to include Code Enforcement cases, whereby the Code Enforcement Officer and County Counsel participate to expedite resolution of land use violations.
- In response to BIA comments, the Pic-A-Lot program was streamlined.
- Environmental Health developed an On-Line Owners Guide for the operation and maintenance of on-site waste water treatment systems and On-Line Guidelines for on-site waste water plan check submittals. Both documents have been posted on the Environmental Health website.
- A Fast Track and Façade Improvement Committee was formed with EDA to improve management of commercial projects. Issues are resolved early in the process to expedite the permitting process.
- On April 20, 2010, the Board of Supervisors approved the Riverside County Jumpstart Our Business Sectors (J.O.B.S.) program and revisions to Board Policy A-32, which broadened the eligibility criteria for Fast Track Processing.
- By identifying lead roles, the Fire and Transportation Departments expedited case processing. Specifically, Fire is responsible for ensuring secondary access and Transportation sets road width requirements.
- The Hazardous Area Fire Maps approved by the Board of Supervisors on June 22, 2010, have been updated and posted in RCLIS.
- A Parcel Map Guide, prepared to assist the public in the development process, is available on the Planning Department website.

Future Efforts:

- Progress continues on the update of the Conditions of Approval library. This project is scheduled to be completed by the end of 2010.
- The Surveyor, Assessor, Flood Control, TLMA Geographic Information System (GIS) and Executive Office are collaborating on funding to enhance GIS parcel data layers.
- In fall 2010, Flood Control will begin training on the newly completed Water Quality Management Plan (WQMP) Manual.

Plan Check Improvements and Future Efforts:

- Transportation has reduced street plan check from an average of 35 days to 26 days.
- On September 15, 2009, the Board of Supervisors adopted an amendment to Ordinance 460, allowing the use of liens to replace bonds under certain circumstances, eliminating bonding costs for qualifying subdivisions.

Future Efforts:

- TLMA is reviewing the system capability and customer benefits in allowing electronic submission of cases.

Counter Services Improvements and Future Efforts:

- The Development Application form was redesigned to define property owners' responsibilities in paying DBF fees.
- Credit card payments are now accepted at the Permit Assistance Centers for non-mitigation fee payments.
- TLMA Administrative Services prepared Guidelines for invoice statements to assist customers better understand billing statements.

Future Efforts:

- Counter Staff training continued with a focus on Building and Safety to further the "one-stop" shop capabilities of counter staff. Training will continue to address changes to the Building Code and other related issues.

Cost Reduction Measures and Future Efforts:

- Transportation set a cap of \$75,000, for the initial inspection fee for street construction, which resulted in lower development start-up costs.
- On July 21, 2009, the Board of Supervisors approved a 50% reduction in Development Impact Fees, effective August 20, 2009 and ending on August 20, 2010. This fee reduction reduced fees to the development industry by \$3,363,912 as of July 6, 2010. On July 27, 2010, the Board of Supervisors extended the 50% DIF fee reduction for one year.
- The Board of Supervisors approved a Western Riverside County Transportation Uniform Mitigation Fee (WRTUMF) fee reduction of \$234/single family dwelling unit and \$164/multi-family project which was in effect from June 29, 2009 to December 31, 2009. On November 24, 2009, the Board of Supervisors approved a 50% reduction in WRTUMF effective January 1, 2010 through December 31, 2010. These reductions resulted in approximately \$2,377,630 in TUMF fee reductions as of July 6, 2010.

Outreach Improvements and Future Efforts

- TLMA implemented a document imaging program to facilitate document sharing between departments. To-date, over 100,000 documents were imaged, resulting in greater efficiencies in sharing documents between departments. TLMA IT is working on posting these images in the public domain; the first phase of completion is scheduled for early 2011.
- Procedures and contracts were established to assist newly formed cities in processing transferred development projects.
- An appointment system was established at the permit counters to assist customers and handle peak workloads.
- The Survey Map Preparation Manual was updated and posted to the website.

Future Efforts:

- TLMA is preparing to assist the newly incorporated City of Eastvale for a smooth transition of services.

Flat v. DBF Fee Recommendations:

Per Board direction, TLMA and other County development-related departments evaluated the existing DBF cost recovery system comparing it against a flat fee approach for processing land development cases. Planning Commissioners Snell and Petty participated with county staff and BIA representatives and discussed the need for predictability and transparency in permitting costs, ensuring customers pay only their fair share of permitting costs, and the County's requirement for full cost recovery.

In general, the BIA recommended a deposit based fee system with an initial deposit to cover the cost to process an application to a specific step in the review process with supplemental fees requested before the completion of the review. Staff favored this approach on development review applications that are large and complex and included predictable milestones in the review process.

Projects that are eligible for flat fees are characterized by predictable, typically single-department staff work, at low project cost without much cost deviation. The Departments of Building and Safety, Surveyor, Transportation and Department of Environmental Health have identified case types that are eligible for a fee study to set a flat fee rate. The fee studies, when completed, will be discussed with the BIA/County Strike Force, prior to any amendment to Ordinances 671 and 457 and public hearings with the Board of Supervisors.

Conclusion:

The Strike Force continues to be an effective forum for discussing improvements to the land development process and fees and strategies for addressing new state and local requirements. The Strike Force effort has received a CSAC Challenge award and the BIA presented a Special Recognition Award to the TLMA Agency Director for his leadership and commitment to the Strike Force program. TLMA continues to receive inquiries from other counties and cities interested in learning about the successes that have resulted from the Strike Force.

It is recommended that the Board of Supervisors continue its prior direction that the TLMA Director, working with BIA and County Strike Force members, continue to meet quarterly, implement program improvements, plan for future needs and report to the Board on an annual basis, with interim reports provided to the Board on an as-needed basis. TLMA and other County development-related departments are in the process of updating fee studies and related ordinance amendments for case types that warrant conversion from DBF to flat fee.