

COUNTY OF SACRAMENTO CALIFORNIA

For the Agenda of:
September 14, 2006

To: Board of Supervisors
From: Department of Planning and Community Development
Subject: REPORT BACK: Additional Funding for Staffing of Community Services Center
Contact: Robert Sherry, Director, 874-6141

BACKGROUND

The Department of Planning and Community Development (Planning) was asked to report back to your Board and provide information on:

- ♦ The department's request for additional funding for 1.0 Planner 3 to staff the North Highlands and Fair Oaks-Orangevale Community Services Centers (CSC).
- ♦ If additional fees could be applied to pay for the position and what affect the cost would have on the application processing fees.

DISCUSSION

In 2004-05, Planning relocated a Planner 3 to the North Highlands Community Services Center when it opened. The position is funded through application processing fees. The intent was for the Planner 3 to process development applications at the service center while, occasionally, dealing with the public. The department's experience is the position spends significant time providing public counter information and has not been able to produce staff reports on pending applications at the anticipated level.

The request for an additional Planner 3 for 2006-07 is to provide Planning staff at the proposed Community Services Center for Fair Oaks-Orangevale-Old Foothill Farms, and to backfill for the lost productivity due to the loss of staff time at North Highlands. This would be accomplished through posting public information hours of at both Community Services Center, with the remaining hours devoted for application processing.

The question was posed as to whether the requested position could be funded through increased application processing fees, based on a similar request for public counter staffing at Planning's downtown location. Most of the issues at the public counter concern application issues, so the nexus between the public counter and application processing exists.

The fee increase for staff costs including benefits would be, approximately, a 4% increase per Planner 1-2 for the recommended staffing of the public information counter, or approximately 8% for the two. For the proposed Planner 3 position to staff the CSC, the fee increase would be approximately 5%. In the following attachment, the department presents examples of typical types of entitlement fees and what the projected fee increases would be based on applying the same methodology as currently used for each entitlement.

- ◆ Column 3 – “Tentative Fee 2006-07” is a preliminary estimate of fees based on the 2006-07 Proposed Budget. The right side of the column includes percentage increases. (Please note: These preliminary efforts are subject to change when the department submits its revised fee package in October or November 2006. The department is looking at methodology and other factors which would affect the fees.)
- ◆ Column 4 – “Fee w/Pub Counter Staff” is an estimate of the respective entitlement fee which includes the Tentative Fee for 2006-07 and the addition of the recommended “staff at the public information counter.”
- ◆ Column 5 – “Fee w/Pub counter & CSC Staff Added” is an estimate of the respective entitlement fee which includes the Tentative Fee for 2006-07 and the addition of the recommended “staff at the public information counter” and the proposed staff at the Community Services Center.

Funding to staff the Planning Department’s public information counter has shifted over time between application fees and the General Fund. However, experience has shown that the demand for public information services does not appreciably change with the number of applications submitted. If the volume of applications were to diminish, as has occurred in the past, then the Planning Department would have insufficient funds to maintain the staff levels for public information at the service centers.

Respectfully submitted,

APPROVED:

ROBERT SHERRY, Director
Planning and Community Development
Department

TERRY SCHUTTEN
County Executive

By _____
CHERYL CRESON, Administrator
Municipal Services Agency

**Department of Planning and Community Development
Report Back - Community Services Center Staffing
Examples of Typical Fee Increases Due to Added Staffing
(Including Tentative Fee Increases for 2006-07)**

Entitlement	Current Typical Fee	Tentative Fee 2006-07*	% Increase	Fee w/Pub. Counter Staff (2.0 Plnrr 1-2)*	% Increase	Fee w/Pub. Counter & CSC Staff Added (1.0 Plnrr 3)*	% Increase
Temporary Use Permit	\$ 172	\$ 212	23.51%	\$ 229	8.00%	\$ 240	13.00%
Use Permits	\$ 3,088	\$ 3,824	23.83%	\$ 4,130	8.00%	\$ 4,321	13.00%
Variance	\$ 3,088	\$ 3,824	23.83%	\$ 4,130	8.00%	\$ 4,321	13.00%
General Plan Amendment	\$ 12,010	\$ 14,871	23.82%	\$ 16,060	8.00%	\$ 16,804	13.00%
Boundary Line Adjustment	\$ 686	\$ 850	23.87%	\$ 918	8.00%	\$ 960	13.00%
Subdivision Map – PRJ (1-25 Lots)	\$ 5,451	\$ 6,798	24.71%	\$ 7,342	8.00%	\$ 7,682	13.00%
Special Development Permit	\$ 4,672	\$ 5,948	27.31%	\$ 6,424	8.00%	\$ 6,721	13.00%

*

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