



City Manager's Report
August 28, 2018 City Council Meeting
Prepared By: Pierre Rivas, Director of Development Services

Item#: 15.1

Subject: Receive and file the Development Services Department 2017-18 Fiscal Year 4th Quarter Report

Purpose: To provide a quarterly report of activities of each City department for submittal to the City Council in accordance with the request made by Councilmember Acuna on September 26, 2017.

Discussion: The City of Placerville Development Services Department is comprised of five functional divisions that include: Building, Planning, Engineering, Code Enforcement, and the Hangtown Creek Water Reclamation Facility. The following is a brief summary of the activities performed within each of these functional divisions between April 1, 2018 and June 30, 2018.

The Development Services Department provides staffing support to the City Council, Planning Commission, Placerville Economic Advisory Committee, Court House Reuse Blue Ribbon Committee; Measure H/L Committee; and the El Dorado Solid Waste Advisory Committee.

Building Division: The Building Division is primarily responsible for plan checking building, electrical, and plumbing plans; issuance of permits to construct; construction inspections; and the collection of development impact fees.

In summary, the Building Division conducted 8 commercial plan checks taking in \$1,572 in plan check fees; and 67 residential plan checks taking in \$6,193 in plan check fees. 28 commercial permits were issued with a total evaluation \$960,516 and taking in \$10,235 in permit fees. 101 residential permits were issued with a total valuation of \$2,076,847 and taking in \$25,936 in permit fees. A total of \$276,088 in impact fees (water, sewer, TIM, and park) was received. (See Attachment 1, Construction Permits tables for detail.)

Planning Division: The Planning Division's primary responsibilities are processing of land use permit/entitlement applications, review of building applications and site plans; enforcement of zoning code violations; and staffing the public counter. The Planning Division received a total of 11 land use permit applications as summarized on the Planning Applications Table included in Attachment 1. These include 5 site plan review applications, 1 variance application; 2 conditional use permits; 1 General Plan map amendment; 1 zoning map amendment; and 1 tentative subdivision map extension. 1 site plan review application request was approved during this quarter.

Also during this quarter, the Planning Division was processing nine land use application and planning related reviews including: 948 Oak Terrace Variance; 2904 & 2908 Bedford Avenue Site Plan Review; 3094 Cedar Ravine Road Site Plan Review; Astoria Subdivision Improvement Plans;

1200 Broadway McDonald's Reimaging Site Plan Review; 2971 & 2977 Bedford Avenue Lot Line Adjustment; 301/305 Main Street-Herrick Building Site Plan Review; and 2971 & 2977 Bedford Avenue Lot Line adjustment.

The Planning Division staff provides staff support to the City Council and the Planning Commission.

Engineering Division: The primary responsibilities of the Engineering Division are development and implementation of the Cities Capital Improvement Program (CIP); infrastructure improvements including the public water distribution system, the public sewer collection system, storm drainage system, and circulation (road) systems; private development improvement plan review and permitting.

The Engineering Division provides staff support to the City Council, the Planning Commission, Measure H/L Committee, and to the other department divisions and other City departments including engineering support services to the Public Works Division. The Engineering Division also provides liaison support to El Dorado County, El Dorado County Transportation Commission, El Dorado County Transit Authority, the Sacramento Area Council of Governments (SACOG); and Caltrans. The Division also provides Geographical Information System (GIS) mapping support to the other division and City departments.

In summary, Engineering Division issued 22 encroachment permits, 3 transportation permits, 6 annual transportation permits, and processed 13 development permits (T&M only). The total fees collected were \$33,022. (See Attachment 2, Engineering Division Activity table.)

The Engineering Division directly oversees the engineering and implementation of 26 CIP projects totaling \$54,929,955. See Attachment 3 *Master Capital Improvement Program Project List* for detail. Please note that the table was revised on July 10, 2018 and reflects that status of these projects as of that date. The Engineering Division is directly responsible for the delivery of 26 CIP projects totaling an estimated project cost of \$47,589,600.

Code Enforcement: Code enforcement is a function borne by the Building, Planning, and Engineering Divisions depending on the type of code violation and subsequent permitting required bringing compliance. Code enforcement activities are overseen by Development Services Administrative function. Code Enforcement is staffed by a part-time building inspector/code enforcement officer.

In summary, at total of 142 code enforcement cases were open at the beginning of the quarter and ending with 128 open cases. 27 new complaints were received and 18 cases were closed. A total of 155 personnel hours were spent on code enforcement. (See Attachment 2, *Code Enforcement* table).

Hangtown Creek Water Reclamation Facility (WRF): The City's WRF is staffed by 8 full time persons: 1 supervisor, 1 laboratory supervisor, 1 mechanic, and 5 operators. The staff maintains the continuous operation of plant which processes waste water 24 hours a day, 7 days a week in accordance with the WRF's NPDES permit. The Department is in the process of contracting with a ½ time retired annuitant Wastewater Operator IV.

In summary, the WRF staff is implementing 6 CIP projects including: the Digester No. 2 Chopper Pump Replacement; Automatic Transfer Switch replacement; Grit Pump Replacement, Headworks Screen Replacement; and the Modular Treatment Unit Servicing; at a total estimated cost of \$536,115. (See Attachment 3, *Master Capital Improvement Program Project List* for details.)

Recommendation: Receive and file the Development Services Department 2017-18 Fiscal Year 4th Quarter Report



M. Cleve Morris, City Manager



Pierre Rivas, Development Services Director

Attachments:

1. Development Services Building Construction Permits and Planning Applications
2. Engineering Division Activity Tables
3. *Master Capital Improvement Program Project List* (updated July 10, 2018)