
COMMUNITY DEVELOPMENT DEPARTMENT



"Promoting And Sustaining Quality Development"

MISSION:

The mission of the Community Development Department is to promote quality development, sustain quality neighborhoods, and ensure that all new development is constructed in accordance with the highest standards of safety.

DEPARTMENT GOALS AND OBJECTIVES:

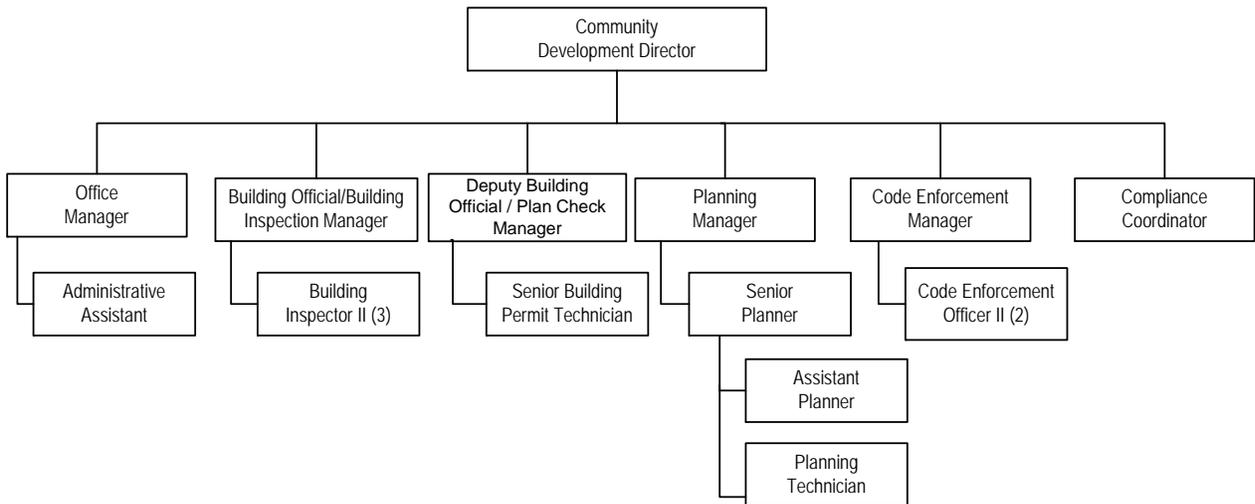
1. Provide professional planning, building and code enforcement services to the public in a manner that is responsive, knowledgeable, courteous, helpful, innovative, efficient, and effective.
2. Seek to provide a balanced community with an appropriate mix of housing, employment, commercial and retail services, recreational and cultural opportunities to all sectors of the City consistent with the goals and policies established by the City Council.
3. Provide a high standard of technical expertise for department staff through regular training and awareness of new legislation, environmental concerns, infrastructure requirements, architectural/planning design trends, and innovative construction techniques.
4. Provide a continuing review, update, and implementation of the City's ordinances, codes, specific plans, and General Plan in response to changes in legislation and to the changing needs of the community and business environment.
5. Ensure compliance with existing codes and standards to enhance quality of life and protect the public health, safety, and general welfare.
6. Foster communication and outreach to the City's residents and businesses regarding land use, planning, and code compliance issues.
7. Ensure coordination and communication with regional and local agencies through participation in regional boards, committees, professional associations, and programs.
8. Protect and enhance the natural and built environment of the City through the implementation of state and federal laws and the City's codes and ordinances.
9. Embrace and promote the City's corporate values consisting of *service, quality, value, innovation, team, initiative, communication, skill, balance, and integrity* in all our daily work activities and contact with the public, other departments, the business community, and each other.

SCHEDULE OF POSITIONS BY DEPARTMENT

*For historical and salary information, please reference the Citywide
Schedule of Positions located under the "Personnel" Section*

	<u>Authorized FY 2011-12</u>	<u>Adopted FY 2012-13</u>
<u>COMMUNITY DEVELOPMENT</u>		
Community Development Director	1	1
Planning Manager	1	1
Building Official / Building Inspection Manager	1	1
Deputy Building Official / Plan Check Manager	1	1
Senior Planner	1	1
Code Enforcement Manager	1	1
Compliance Coordinator	1	1
Assistant Planner	1	1
Building Inspector II	3	3
Code Enforcement Officer II	2	2
Office Manager	1	1
Planning Technician	1	1
Senior Building Permit Technician	1	1
Administrative Assistant	<u>1</u>	<u>1</u>
<u>Total Community Development</u>	17	17

Community Development Department



FINANCIAL SUMMARY OPERATIONAL

COMMUNITY DEVELOPMENT

<u>Account/Description</u>	Actual Expenditures FY 2009-10	Actual Expenditures FY 2010-11	Adopted Budget FY 2011-12	Cumulative Budget FY 2011-12	Estimated Expenditures FY 2011-12	Adopted Budget FY 2012-13
BUDGET SUMMARY						
1000 Salaries - Benefits	\$ 2,973,342	\$ 2,616,438	\$ 2,646,914	\$ 2,574,951	\$ 2,426,043	\$ 2,458,124
2000 Services - Supplies	298,862	611,729	621,942	621,942	549,403	621,807
5000 Capital Outlay	-	-	-	-	-	-
Total Department	<u>\$ 3,272,204</u>	<u>\$ 3,228,167</u>	<u>\$ 3,268,856</u>	<u>\$ 3,196,893</u>	<u>\$ 2,975,446</u>	<u>\$ 3,079,931</u>

PROGRAMS

2111 Administration	\$ 699,179	\$ 707,584	\$ 704,651	\$ 656,458	\$ 504,090	\$ 571,349
2112 Current Planning	488,452	483,109	499,190	507,640	534,784	522,710
2113 Advance Planning	261,926	270,467	277,188	269,821	283,853	282,575
2114 Code Enforcement	667,574	520,962	514,963	522,624	567,501	533,203
2116 Building Inspection	745,217	571,137	609,691	574,445	557,016	543,516
2117 Plan Check	409,856	674,908	663,173	665,905	528,202	626,578
Total Programs	<u>\$ 3,272,204</u>	<u>\$ 3,228,167</u>	<u>\$ 3,268,856</u>	<u>\$ 3,196,893</u>	<u>\$ 2,975,446</u>	<u>\$ 3,079,931</u>

FUNDING SOURCES

110 General Fund	\$ 3,142,892	\$ 3,098,858	\$ 3,139,353	\$ 3,116,900	\$ 2,895,453	\$ 3,079,931
475 Successor Agency Administration Fund	129,312	129,309	129,503	79,993	79,993	-
Total Funding	<u>\$ 3,272,204</u>	<u>\$ 3,228,167</u>	<u>\$ 3,268,856</u>	<u>\$ 3,196,893</u>	<u>\$ 2,975,446</u>	<u>\$ 3,079,931</u>

COMMUNITY DEVELOPMENT DEPARTMENT

PROGRAM DESCRIPTION – ADMINISTRATION:

Community Development Administration is responsible for maintaining high quality public service, support of project review, departmental budgeting, personnel, contract administration, oversight of daily operations, coordination with other City departments, and providing information and reports to the City Manager, Planning Commission, and City Council.

PROGRAM ONGOING OBJECTIVES:

1. Coordinate the efficient and effective operation of the department through departmental management meetings, staff meetings, and training sessions as needed.
2. Prepare materials for and attend City Council meetings, as well as provide presentations at workshops, Council Committee meetings, and to the public.
3. Prepare, review, and distribute Planning Commission agenda packets, attend and prepare minutes and letters for Planning Commission meetings and special workshops.
4. Receive, process, and distribute support materials and reports for Development Plan Review and Project Environmental Review applications, Board of Zoning applications, and Zoning Administrator applications.
5. Represent the City as needed at regional planning and environmental agencies such as the Western Riverside Council of Governments, Southern California Association of Governments, and the Local Agency Formation Commission.
6. Respond to planning related requests and Code Enforcement issues raised by the public and development community, City Council, Planning Commission, City Manager, and City staff.
7. Continue to utilize and enhance new computer software programs for input, tracking, and retrieval of information regarding various department applications and activities.
8. Respond to changes in the real estate market to maintain and further enhance the City's economic base.
9. Promote the development of projects that will have a fiscal benefit to the City.

PROGRAM GOALS:

1. Continue to monitor State Legislation that would affect local planning efforts through June 2013.
2. Continue to examine the organizational structure of the Community Development Department for maximum effectiveness through June 2013.
3. Attend to daily phone calls requesting assistance from the planning, building and code enforcement divisions through June 2013.
4. Attend to daily inspection requests via phone, fax and internet through June 2013.
5. Attend to approximately 1,000 archive research requests by June 2013.

COMMUNITY DEVELOPMENT DEPARTMENT

PROGRAM DESCRIPTION – CURRENT PLANNING:

Current Planning is primarily responsible for the following daily operations: reviewing proposed development projects for conformity with the City's codes, policies, and General Plan, ensuring that projects comply with the provisions of the California Environmental Quality Act, administering the Development Plan Review and Project/Environmental Review Committee programs, providing staff support for the Zoning Administrator, the Board of Zoning Adjustment and Planning Commission, coordinating landscape and certificate of occupancy inspections with the City's landscape consultants, reviewing business licenses for conformity, coordinating and distributing plan check development plans, staffing the public counter, responding to telephone inquiries, and conducting field inspections on newly constructed projects.

PROGRAM ONGOING OBJECTIVES:

1. Perform accurate, timely, and comprehensive review of proposed development applications to ensure conformity with City standards and policies, the California Environmental Quality Act, and the City's Climate Action Plan.
2. Coordinate, prepare, and conduct Development Plan Review and Project Review Committee meetings with City staff and applicants throughout the year.
3. Coordinate applications for the Planning Commission's tentative agenda, which has 24 scheduled public hearings throughout the year.
4. Process Development Plan Review applications and plan checks within three weeks of receipt.
5. Process Board of Zoning Adjustment and Zoning Administrator applications within two weeks of receipt.
6. Provide inspection support and coordinate landscape inspections with contract landscape consultants for the issuance of Certificates of Occupancy within one working day.
7. Provide responsive technical assistance on a daily basis to patrons regarding City zoning, regulations, General Plan, and application procedures.
8. Provide updated Geographic Information System, or GIS, zoning, General Plan and telecommunication facility location maps to staff and the public on a quarterly basis.
9. Issue over the counter permits or approvals for fences/walls, signs, banners, temporary use permits and garage sales.
10. Monitor and report monthly and quarterly permits in accordance with the Multiple Species Habitat Conservation Plan and the Riverside Conservation Authority.

PROGRAM GOALS:

1. Continue to review and/or respond to business license inquiries on a weekly basis to ensure compliance with the Corona Municipal Code by June 2013.
2. Attend and respond to an estimated 4,500 public counter visits, 5,000 telephone inquiries, and 600 electronic mail inquiries on City zoning, regulations, application procedures, and projected related applications by June 2013.
3. Continue to update the City's zoning and General Plan maps to conform to recently approved amendments by June 2013.
4. Continue to process discretionary project applications for the Planning Commission through June 2013.

COMMUNITY DEVELOPMENT DEPARTMENT

PROGRAM DESCRIPTION – ADVANCE PLANNING:

Advance Planning provides forward planning services for the City. The division processes large scale development projects and specific plans, maintains the General Plan text and maps, processes annexations, monitors and responds to legislative changes, compiles demographic data for the City, prepares future population and housing estimates for the City, coordinates and distributes information provided from the U.S. Census, and implements the City's Historic Preservation Program.

PROGRAM ONGOING OBJECTIVES:

1. Process applications related to General Plan amendments, annexations, specific plans, zone text amendments, development agreements, and other applications as required.
2. Maintain, update, and create records and maps regarding the General Plan, annexations, demographics, land uses, and environmental constraints.
3. Provide updates to Corona Municipal Code Zoning (Title 17) in response to state legislation, development projects, and community interests.
4. Conduct the annual inspection of the City's surface mines each year.
5. Provide efficient, applicable environmental review within the timeframes outlined in the California Environmental Quality Act, or CEQA, and provide state mandated environmental mitigation monitoring for all applicable projects.
6. Maintain the City's Historic Resource Registry and Inventory, process nominations for listing, and review proposals for alterations, relocation, or demolition of listed resources.
7. Implement compliance with state mandated programs pertaining to new development.
8. Prepare Annual Progress Report to the California Department of Housing and Community Development on Implementation of Housing Element Programs by April 2013.

PROGRAM GOALS:

1. Conduct public outreach, information gathering, process pre-zoning, and prepare the Local Agency Formation Commission submittal for the proposed Temescal Canyon Annexation by December 2012.
2. Continue to oversee surface mine permits and annual reporting through January 2013.
3. Complete the annual population and housing projections by February 2013.
4. Conduct the annual update of the City's environmental procedures and provide training on new state planning and CEQA legislation by April 2013.
5. Coordinate monitoring and reporting of Greenhouse Gas Emissions under the City's Climate Action Plan by June 2013.
6. Process and oversee annexations within the City's sphere of influence through June 2013.
7. Continue to implement remaining changes to the Corona Municipal Code as prescribed by the 2008-2014 Housing Element through June 2013.
8. Work with a consultant for information collection and development of the 2013-2021 Housing Element by June 2013.

COMMUNITY DEVELOPMENT DEPARTMENT

PROGRAM DESCRIPTION – CODE ENFORCEMENT:

The Code Enforcement Division is responsible for the enforcement of certain health and safety regulations as well as the ongoing maintenance and consistent use of private property throughout the City through the education and enforcement of City property maintenance codes, inoperative vehicle abatement codes, and a variety of zoning codes which cover land use, signs, and development standards. Code Enforcement also assists Animal Control, Fire, Police, Building, and various other City departments in the interpretation and enforcement of various municipal codes.

PROGRAM ONGOING OBJECTIVES:

1. Respond to all code enforcement complaints citywide, and resolve them in a timely fashion.
2. Identify and resolve health and safety, property maintenance, sign, landscaping, and other zoning violations in commercial and residential areas throughout the City.
3. Abate inoperative, wrecked, or abandoned vehicles on private property within the City through owner cooperation or by means of towing and dismantling the subject vehicle.
4. Educate and promote understanding of violations and the code enforcement program.
5. Provide for enhancement of the downtown neighborhood through enforcement of landscaping and other property maintenance regulations, including restoration of nuisance structures.
6. Enforce regulations that require removal of trash, debris, storage, harmful vegetation, and other items that can cause fire or health issues.
7. Provide immediate abatement of temporary signs in the public right-of-way.
8. Continue to provide online access for violation reporting to enhance customer service.
9. Work in conjunction with the Public Works and Police Departments for abandoned shopping cart removal.
10. Improve code enforcement processes and procedures to serve the citizens of Corona in the most effective and efficient manner.
11. Continue providing a quality Volunteer Program to enhance the removal of illegal signs throughout the City.

PROGRAM GOALS:

1. Participate in a task force with the Police Department to enforce non-permitted and illegal food vending through June 2013.
2. Continue to participate in Public Safety Day and other City sponsored events through June 2013.
3. Abate/remove illegal signs in the public right-of-way through June 2013.
4. Pursue abatement of 500 inoperative vehicles by voluntary means or through the vehicle abatement program by June 2013.
5. Obtain compliance on 1,300 code enforcement cases by June 2013.
6. Monitor approximately 1,450 garage sale permits through June 2013.
7. Participate with the Public Works and Police Departments in the education and cleanup of transient encampments through June 2013.

COMMUNITY DEVELOPMENT DEPARTMENT

PROGRAM DESCRIPTION – BUILDING INSPECTION:

Building Inspection is responsible for providing inspections of all construction activities. The inspectors check for compliance with Title 24, California Code of Regulations; California Building Standards Code; selected California Health and Safety Laws; the Uniform Housing Code; and the Corona Municipal Code. This section also investigates complaints concerning violations of those regulations, and of illegal and unsafe construction practices. In the event of an emergency or disaster, it is the responsibility of the inspectors to perform damage assessments for all structures. Other duties include assisting with plan reviews, permit issuance, answering questions from design professionals, contractors and the public, record keeping, and preparing reports and correspondence for enforcement procedures. The inspection staff also assists the Code Enforcement Division in enforcement and collection of illegal parkway signs and assists in enforcement of illegal street vendor regulations.

PROGRAM ONGOING OBJECTIVES:

1. Provide monthly job safety training to comply with California Occupational Safety and Health Administration regulations.
2. Provide training on updates to the 2010 edition of the California Building, Plumbing, Mechanical, Electrical and Energy Codes as adopted by the State of California.
3. Provide plan checking services for the technical trades as needed, in order to assist the department's plans examiners in achieving their service goals.
4. Respond to and perform an average of 15,000 inspections annually.
5. Respond to an average of 500 technical inquiries referred from the clerical staff and from the City website.
6. Respond to an average of 500 complaints of illegal, sub-standard and/or hazardous structures and prepare required case files and associated correspondence.
7. Provide 24 hour response to requests for safety assessments from the City of Corona emergency responders.
8. Provide approximately 300 staff hours to assist Code Enforcement with the removal of illegal signs in the public right-of-way through June 2013.

PROGRAM GOALS:

1. Provide weekly training to maintain and increase the quality of inspections and to meet the provisions of the California Health and Safety Code Part 2.5 of Division 13, Chapter 7 Sections 18949.25-18949.31, which require that inspectors complete 45 hours of continuing education for each three year period through June 2013.
2. Provide training and Applied Technology Council, or ATC-20, certification for all of the inspection staff in preparation for any disaster/emergency response activities through June 2013.
3. Encourage, support, and provide training assistance to the department staff in order to obtain additional nationally recognized professional certifications by June 2013.
4. Provide information to educate the public about enforcement practices and understanding of all applicable codes through June 2013.

COMMUNITY DEVELOPMENT DEPARTMENT

PROGRAM DESCRIPTION – PLAN CHECK:

The Plan Check section performs reviews of plans to verify compliance of the California Building Code, Plumbing, Mechanical, and Electrical Codes; Residential Code, Green Building Code, structural calculations, and state handicap and energy requirements. The Plan Check Manager also contributes to the Developmental Plan Review process. The Plan Check section is responsible for coordinating the routing of plans throughout the City. This section collects fees, issues permits, and provides technical support for the professional community and inspectors. The plans examiners and permit technicians provide technical assistance at the counter and provide over-the-counter plan check services. The staff prepares correspondence, builder's advisories, and researches and generates construction standards for the public use.

PROGRAM ONGOING OBJECTIVES:

1. Respond to an average of 160 technical phone and e-mail inquiries per week.
2. Collect plan check fees, coordinate, and route a monthly average of 246 building plans to all departments for plan check.
3. Respond to approximately 40 Public Records Requests per month.
4. Attend an average of 16 Development Plan Review meetings, 10 Team Corona meetings, and 20 Project Review Committee meetings.
5. Provide service to an average of 22 customers per day at the public counter and process an average of 1,400 computerized permits.
6. Collect plans and fees and coordinate the routing for fire sprinkler, fire alarm, underground fire lines, and landscape plan submittals.
7. Continue to provide training on the California Building Code and the most current version of the California Plumbing, Mechanical, and Electrical Codes.
8. Complete all counter training manuals, the master development manual, project development manual, and provide training on all new programs.

PROGRAM GOALS:

1. Provide weekly training sessions to increase code knowledge and technical ability of the staff and involve various departments to help improve communications and work flow through June 2013.
2. Encourage staff to obtain one professional/technical certification by June 2013.
3. Revise all of the informational handouts in compliance with the 2010 California Codes through June 2013.
4. Perform an average of 20 hours per week of plan checking for structures by June 2013.