

**GENERAL FUND  
DEPARTMENT RESOURCE SUMMARY**

**PLANNING & BUILDING AGENCY**

ACTIVITIES		ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
11-503	Administrative Services	1,898,158	1,971,825	2,082,585	2,070,285
11-505	Planning Division	2,044,633	2,463,901	2,527,590	2,603,375
11-507	New Construction	1,960,985	2,093,561	2,294,805	2,447,355
11-508	Permits & Plan Check	1,485,232	1,670,126	1,740,065	2,067,230
11-509	Community Preservation	743,224	863,219	1,009,735	1,521,650
11-510	Proactive Rental Enforcement Program	609,882	641,925	703,070	743,255
TOTAL		<u>8,742,114</u>	<u>9,704,557</u>	<u>10,357,850</u>	<u>11,453,150</u>
OPERATING EXPENSE		ACTUAL FY 04-05	ACTUAL FY 05-06	PROJECTED FY 06-07	APPROVED FY 07-08
6100	Personnel	6,858,190	7,141,585	8,124,365	9,206,530
6200	Contractual	774,032	1,421,296	1,105,175	1,037,520
6300	Commodities	166,427	181,040	245,345	245,345
6500	Fixed Charges	802,921	814,580	882,965	923,155
6600	Capital	16,157	21,670	0	40,600
6700	Debt Service	124,387	124,387	0	0
TOTAL		<u>8,742,114</u>	<u>9,704,557</u>	<u>10,357,850</u>	<u>11,453,150</u>
Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
		Full Time	Part Time	Full Time	Part Time
0249	Ex. Director of Planning & Building Safety	1.00		1.00	
2492	Asst. Director of Planning & Building	1.00		0.00	
0940	Building Safety Manager	0.00		1.00	
1730	Administrative Assistant II	1.00		1.00	
2500	Planning Manager	0.90		0.93	
2380	Principal Plan Check Engineer	1.00		1.00	
2750	Community Preservation Manager	1.00		1.00	
	Community Preservation Coordinator	0.00		1.00	
1720	Management Analyst	1.00		1.00	
2370	Supervisor of Inspections	1.00		1.00	
7010	Accounting Assistant	1.00		1.00	
1410	Assistant Plan Check Engineer II	1.00		1.00	
2440	Assistant Planner II	5.00		5.00	
2280	Associate Plan Check Engineer	3.00		3.00	
2450	Associate Planner	6.25		6.25	
2300	Building Inspector	1.00		1.00	
6430	Combination Building Inspector	7.00		7.00	
9800	Combination Inspector (P/T)		2.00		2.00
2740	Community Preservation Inspector	26.00		26.00	
2360	Community Preservation Inspector II	1.00		1.00	
2310	Electrical Inspector	2.00		2.00	
0110	Environmental Coordinator	1.00		1.00	
4300	Landscape Development Associate	1.00		1.00	
2590	Permit Supervisor	1.00		1.00	
2580	Permit Technician	5.00		5.00	
7320	Planning Commission Secretary	1.00		1.00	

**GENERAL FUND  
DEPARTMENT RESOURCE SUMMARY**

**PLANNING & BUILDING AGENCY**

Class Code	AUTHORIZED PERSONNEL	ADOPTED FY 06-07		APPROVED FY 07-08	
			Part Time	Full Time	Part Time
2320	Plumbing Inspector	2.00		2.00	
0810	Principal Planner	2.00		2.00	
0060	Receptionist	2.00		1.00	
7270	Secretary	2.00	1.00	2.00	1.00
7280	Senior Accounting Assistant	1.00		1.00	
2330	Senior Building Inspector	1.00		1.00	
TBD	Senior Combination Building Insp.	2.00		2.00	
0070	Sr. Community Preservation Inspector	4.00		3.00	
2340	Senior Electrical Inspector	1.00		1.00	
7330	Senior Office Assistant	11.65	1.00	11.65	1.00
0330	Senior Plan Check Engineer	2.00		2.00	
2470	Senior Planner	2.80		2.85	
2350	Senior Plumbing Inspector	1.00		1.00	
1640	Senior Receptionist	0.00		1.00	
7400	Senior Secretary	1.00		1.00	
2180	Sr. Electrical Systems Specialist	1.00		1.00	
2430	Sr. Plumbing/Mechanical Systems Spec.	1.00		1.00	
0120	Systems Administrator	1.00		1.00	
	<b>TOTAL</b>	<u>108.60</u>	<u>4.00</u>	<u>108.68</u>	<u>4.00</u>
	<b>SECTION 5: SPECIAL REVENUE</b>				
31-505	Air Quality Improvement Trust Fund	<u>1.40</u>		<u>1.32</u>	
		1.40		1.32	
	<b>TOTAL</b>	<u><u>110.00</u></u>	<u><u>4.00</u></u>	<u><u>110.00</u></u>	<u><u>4.00</u></u>
<p><i>Notes:</i>  <i>Remaining 1.40 positions are shown in Special Revenue Fund 31-505.</i></p> <p><i>2 Community Preservation Inspector positions added in FY 2006-07 (11-509)</i></p> <p><i>2 Part-time Combination Inspector positions added in FY 2006-07 (11-509).</i></p> <p><i>\$1,596,070 in salary and benefits for Community Preservation 11-509 funded by CDBG Fund 135 in FY 07-08.</i></p>					

## GENERAL FUND

**PLANNING & BUILDING AGENCY**  
**Administrative Services**

**FUND      11**  
**Activity    503**

**Statement of Purpose**

*To ensure that Santa Ana is a thoughtfully planned, safely built, and well maintained community.*

This program provides direction to the Planning & Building Agency by providing management and fiscal support to the Planning, Inspections, Permit & Plan Check, and Community Preservation Divisions. This program also provides executive support to the Planning Commission and Historic Resources Commission.

**SERVICE PROGRAM**

**PLANNING DIVISION**

The Planning Division provides a framework in which the future social and economic well-being of the City's residents can be ensured through the adoption of a comprehensive General Plan and development standards. This division also coordinates the delivery of services to developers.

**BUILDING SAFETY DIVISION**

**New Construction Section**

This section provides inspections for all new construction, conversions, and maintenance and repairs of buildings to ensure compliance with State codes and City ordinances.

**Permits and Plan Check Section**

This sections provides review and approval of building construction plans to ensure compliance with building, plumbing, heating, electrical, and handicapped requirements, as well as compliance with all State laws and City ordinances.

**COMMUNITY PRESERVATION DIVISION**

This division enforces Santa Ana Municipal Code provisions to ensure safe, orderly, and aesthetically pleasing neighborhoods and commercial areas.

**GENERAL FUND**

<b>PLANNING &amp; BUILDING AGENCY</b>					<b>FUND</b>	<b>11</b>
<b>Administrative Services</b>					<b>Activity</b>	<b>503</b>
<b>Object Code</b>	<b>LINE ITEM RESOURCES</b>	<b>ACTUAL FY 04-05</b>	<b>ACTUAL FY 05-06</b>	<b>PROJECTED FY 06-07</b>	<b>APPROVED FY 07-08</b>	
6111	Salaries & Wages-Regular	640,406	650,675	688,485	723,050	
6131	Salaries & Wages-Temporary	32,259	13,352	24,290	16,290	
6141	Salaries & Wages-Overtime	302	958	2,000	2,000	
6151	Retirement Plan	6,175	51,464	57,465	60,300	
6161	Medicare Insurance	6,963	7,114	7,495	7,990	
6171	Employees Insurance	73,399	73,205	72,230	76,525	
6172	Retiree Medical Insurance	4,510	5,679	5,435	6,300	
6181	Compensation Insurance	11,609	13,438	14,105	15,775	
6191	Other Personnel Services	0	0	4,000	0	
	<b>SUBTOTAL PERSONNEL</b>	<u>775,623</u>	<u>815,885</u>	<u>875,505</u>	<u>908,230</u>	
6211	Communications	8,580	7,382	10,445	10,445	
6221	Training & Transportation	28,990	32,779	49,935	51,090	
6251	Other Agency Services	3,849	1,255	1,830	1,830	
6261	M&R Buildings & Grounds	0	0	5,340	5,340	
6281	M&R Machinery & Equipment	4,024	1,677	28,000	1,855	
6291	Other Contractual Services	15,252	3,939	103,825	52,275	
6294	Lease Payments	415,939	414,805	415,915	416,530	
	<b>SUBTOTAL CONTRACTUAL</b>	<u>476,634</u>	<u>461,837</u>	<u>615,290</u>	<u>539,365</u>	
6311	Office Supplies	0	0	0	0	
6341	Non-Consumable Items	0	0	0	0	
6391	Operating Materials & Supplies	12,671	5,412	9,110	9,110	
	<b>SUBTOTAL COMMODITIES</b>	<u>12,671</u>	<u>5,412</u>	<u>9,110</u>	<u>9,110</u>	
6511	Rental, City Equipment	4,015	4,015	4,265	4,325	
6521	Insurance (Risk Management)	170,500	180,730	191,575	203,070	
6571	Building & Site Rental	333,804	364,150	386,840	406,185	
	<b>SUBTOTAL FIXED CHARGES</b>	<u>508,319</u>	<u>548,895</u>	<u>582,680</u>	<u>613,580</u>	
6641	Machinery & Equipment	0	9,372	0	0	
6651	Books, Records & Video	0	6,038	0	0	
6661	Computer Software	524	0	0	0	
	<b>SUBTOTAL CAPITAL</b>	<u>524</u>	<u>15,410</u>	<u>0</u>	<u>0</u>	
6771	Capitalized Lease Obligation	124,387	124,387	0	0	
	<b>SUBTOTAL DEBT SERVICE</b>	<u>124,387</u>	<u>124,387</u>	<u>0</u>	<u>0</u>	
	<b>TOTAL</b>	<u>1,898,158</u>	<u>1,971,825</u>	<u>2,082,585</u>	<u>2,070,285</u>	
<b>Class Code</b>	<b>AUTHORIZED PERSONNEL</b>	<b>ADOPTED FY 06-07</b>		<b>APPROVED FY 07-08</b>		
		<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>	
0249	Ex. Director of Planning & Building Safety	1.00		1.00		
1730	Administrative Assistant II	1.00		1.00		
1720	Management Analyst	1.00		1.00		
7280	Senior Accounting Assistant	1.00		1.00		
7010	Accounting Assistant	1.00		1.00		
7400	Senior Secretary	1.00		1.00		
7330	Senior Office Assistant	1.00		1.00		
0120	Systems Administrator	1.00		1.00		
	Secretary (PT)		1.00		1.00	
	<b>TOTAL</b>	<u>8.00</u>	<u>1.00</u>	<u>8.00</u>	<u>1.00</u>	

GENERAL FUND

**PLANNING & BUILDING AGENCY**  
**Planning Division**

**PROGRAM**  
**11-505**

**Statement of Purpose**

*To provide a framework in which the future social and economic well-being of the City's residents can be ensured through the adoption of a comprehensive General Plan and development standards.*

The Planning Division maintains the City's General Plan and provides for zoning administration through the issuance of conditional use permits, variances and minor exceptions. Through the Planning and Zoning counter, this division is the first contact in development activity, land use permitting, and occupancy zoning clearances. This division also is responsible for the environmental review and site plan review programs, subdivision processing and monitoring of development through the City's various development agencies. In addition, this division provides staff support to the Planning Commission, Historical Resources Commission, and Council Committees.

**Current Planning**

Coordinates the review of development proposals from project conception through the final building occupancy. Staff work includes internal design review, site plan review and coordination of the site plan review process for the development review agencies. This section facilitates and monitors projects throughout the development review and construction process and provides general policy and land use recommendations to the City's Planning Commission.

**Planning Counter**

A key component of the Development Service Center, activities include providing the public with such information as the City's long-term planning and specific development standards and procedures. The counter handles design review for typical single family and historic neighborhood projects and minor tenant improvement projects in the commercial and industrial sectors. Activities include review of occupancy, home occupation, temporary and seasonal land use, fences, signage and zoning verification..

**Environmental Planning/Landscape Planning and Review**

Provides environmental planning reviews of unique environmental circumstances for both public and private projects within the community. The environmental review process provides disclosure, mitigation preparation and project monitoring services for all development proposals. This section also is responsible for environmental review and analysis of larger regional projects outside of City boundaries. Landscape planning and review provides the services to promote the City's urban forest efforts. The services include review and critique of landscape development proposals for compliance with the adopted landscape standards and amendments to the Municipal Code that promote these efforts.

**Regional and Advanced Planning**

Conducts comprehensive land use research establishing policy to guide the future development vision of the City. Prepares updates to the General Plan Elements and monitors implementation of policies. This section also facilitates zoning ordinance revisions, municipal annexations, the creation of Specific Plans and provides representation to the Orange County Council of Governments. Staff work additionally includes providing general policy and technical support to the Historic Resources Commission.

**GENERAL FUND**

<b>PLANNING &amp; BUILDING AGENCY</b>					<b>FUND</b>	<b>11</b>
<b>Planning Division</b>					<b>Activity</b>	<b>505</b>
<b>Object Code</b>	<b>LINE ITEM RESOURCES</b>	<b>ACTUAL FY 04-05</b>	<b>ACTUAL FY 05-06</b>	<b>PROJECTED FY 06-07</b>	<b>APPROVED FY 07-08</b>	
6111	Salaries & Wages-Regular	1,533,244	1,420,896	1,725,140	1,759,795	
6131	Salaries & Wages-Temporary	72,924	56,920	57,875	57,880	
6141	Salaries & Wages-Overtime	0	1,015	5,000	5,000	
6151	Retirement Plan	15,032	110,600	141,400	153,365	
6161	Medicare Insurance	19,907	17,380	25,220	27,335	
6171	Employees Insurance	156,225	156,200	161,670	208,530	
6172	Retiree Medical Insurance	10,271	9,665	12,685	16,810	
6181	Compensation Insurance	19,394	17,559	21,465	22,615	
6191	Other Personnel Services	12,003	14,991	4,000	20,800	
	<b>SUBTOTAL PERSONNEL</b>	<u>1,839,000</u>	<u>1,805,226</u>	<u>2,154,455</u>	<u>2,272,130</u>	
6211	Communications	28,709	31,817	33,025	33,025	
6221	Training & Transportation	10,969	11,003	24,910	12,910	
6231	Advertising	7,668	11,362	43,085	13,085	
6251	Other Agency Services	5,297	8,987	7,405	7,405	
6281	M&R Machinery & Equipment	528	720	1,050	1,050	
6291	Other Contractual Services	66,600	504,382	124,535	124,535	
	<b>SUBTOTAL CONTRACTUAL</b>	<u>119,771</u>	<u>568,271</u>	<u>234,010</u>	<u>192,010</u>	
6311	Office Supplies	0	0	0	0	
6341	Non-Consumable Items	0	0	0	0	
6391	Operating Materials & Supplies	70,371	80,202	126,525	126,525	
	<b>SUBTOTAL COMMODITIES</b>	<u>70,371</u>	<u>80,202</u>	<u>126,525</u>	<u>126,525</u>	
6511	Equipment Rental, City	8,870	8,870	12,600	12,710	
	<b>SUBTOTAL FIXED CHARGES</b>	<u>8,870</u>	<u>8,870</u>	<u>12,600</u>	<u>12,710</u>	
6641	Machinery & Equipment	6,621	0	0	0	
6661	Computer Software		1,332			
	<b>SUBTOTAL CAPITAL</b>	<u>6,621</u>	<u>1,332</u>	<u>0</u>	<u>0</u>	
	<b>TOTAL</b>	<u><u>2,044,633</u></u>	<u><u>2,463,901</u></u>	<u><u>2,527,590</u></u>	<u><u>2,603,375</u></u>	

  

<b>Class Code</b>	<b>AUTHORIZED PERSONNEL</b>	<b>ADOPTED FY 06-07</b>		<b>APPROVED FY 07-08</b>	
		<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
2500	Planning Manager *	0.90		0.93	
0810	Principal Planner	2.00		2.00	
2470	Senior Planner *	2.80		2.85	
2450	Associate Planner * **	6.25		6.25	
2440	Assistant Planner II	5.00		5.00	
4300	Landscape Development Associate	1.00		1.00	
0110	Environmental Coordinator	1.00		1.00	
7320	Planning Commission Secretary	1.00		1.00	
7330	Senior Office Assistant *	2.65	1.00	2.65	1.00
0060	Receptionist	1.00		1.00	
	<b>TOTAL</b>	<u>23.60</u>	<u>1.00</u>	<u>23.68</u>	<u>1.00</u>

  

\* Remainder charged to Air Quality Fund 31-505.  
 \*\* 1 Associate Planner reimbursed from Public Works Fund 101-611.

**GENERAL FUND**

<b>PLANNING &amp; BUILDING AGENCY</b>		<b>PROGRAM</b>		
<b>New Construction</b>		<b>11-507</b>		
<b>Statement of Purpose</b>				
<p><i>To adopt and prudently enforce construction, occupancy, and housing laws and to promote an attractive environment for development.</i></p> <p>New Construction provides inspections of new construction, conversions, maintenance, and repair of buildings. This section is responsible for the enforcement of building, plumbing heating and electrical codes and handicapped requirements. This section also assists individuals and institutions in the areas of business licenses, energy conservation and housing and zoning compliance with State laws and City ordinances.</p>				
<b>Accomplishments in FY 05-06 &amp; FY 06-07</b>				
<ul style="list-style-type: none"> <li>* Per inspector, the average load of New Construction and Occupancy inspections to date has been 320 per month.</li> <li>* Continue to develop a complete emergency operation proposal for the New Construction inspection unit.</li> <li>* Continued implementation of Residential Combination Building Inspection training program.</li> <li>* Continued assistance to CDA with special inspections programs to Enterprise and Empowerment Zone programs</li> <li>* Continued special assistance efforts to city-sponsored projects.</li> <li>* Completed State certification of all inspectors as essential emergency services/damage assessment inspectors.</li> </ul>				
<b>Action Plan for FY 2007-08</b>				
<ul style="list-style-type: none"> <li>* Maximize inspection efficiency and outreach to our customers through a balance of combination and specialty inspections.</li> <li>* Continue to revise phase of specialty and residential combination building inspection training program.</li> <li>* Continue emergency damage assessment training.</li> <li>* Continue assisting CDA with special emphasis on Enterprise and Empowerment Zone programs.</li> <li>* Facilitate cross-training efforts with Planning and Community Preservation staff.</li> <li>* Complete development of New Construction Policies and Procedures Manual.</li> </ul>				
<b>PERFORMANCE MEASURES</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimated</b>	<b>Objective</b>
	<b>FY 04-05</b>	<b>FY 05-06</b>	<b>FY 06-07</b>	<b>FY 07-08</b>
<b>Service Levels</b>				
Total Inspections	40,015	41,659	44,606	48,000
Training (employee hours)	1,123	1,123	1,200	1,200
<b>Efficiency</b>				
Reduction in number of trips to site, and enhanced customer service, due to use of Combination Inspectors to conduct multiple residential inspections during each visit. This allows specialty inspectors to focus on commercial, industrial and manufacturing projects throughout the city.	20.0%	20.0%	20.0%	20.0%
Base Year = FY 00-01				

**GENERAL FUND**

<b>PLANNING &amp; BUILDING AGENCY</b>		<b>FUND 11</b>			
<b>New Construction</b>		<b>Activity 507</b>			
<b>Object Code</b>	<b>LINE ITEM RESOURCES</b>	<b>ACTUAL FY 04-05</b>	<b>ACTUAL FY 05-06</b>	<b>PROJECTED FY 06-07</b>	<b>APPROVED FY 07-08</b>
6111	Salaries & Wages-Regular	1,477,721	1,389,848	1,663,055	1,725,005
6131	Salaries & Wages-Temporary	25,831	36,666	40,860	45,625
6141	Salaries & Wages-Overtime	18,639	33,690	5,000	5,000
6151	Retirement Plan	14,231	108,355	137,485	141,690
6161	Medicare Insurance	18,176	17,480	22,380	23,225
6171	Employees Insurance	177,700	160,764	192,350	231,020
6172	Retiree Medical Insurance	10,542	10,341	11,960	14,950
6181	Compensation Insurance	67,820	70,460	41,245	45,525
6191	Other Personnel Services	4,192	0	0	0
	<b>SUBTOTAL PERSONNEL</b>	<u>1,814,852</u>	<u>1,827,604</u>	<u>2,114,335</u>	<u>2,232,040</u>
6211	Communications	22,632	35,208	22,540	22,540
6221	Training & Transportation	3,475	3,081	7,370	26,315
6251	Other Agency Services	930	1,051	550	550
6281	M&R Machinery & Equipment	158	575	835	835
6291	Other Contractual Services	17,398	119,074	22,090	22,365
	<b>SUBTOTAL CONTRACTUAL</b>	<u>44,593</u>	<u>158,989</u>	<u>53,385</u>	<u>72,605</u>
6311	Office Supplies	0	0	0	0
6341	Non-Consumable Items	0	0	0	0
6391	Operating Materials & Supplies	14,182	19,702	24,045	24,045
	<b>SUBTOTAL COMMODITIES</b>	<u>14,182</u>	<u>19,702</u>	<u>24,045</u>	<u>24,045</u>
6511	Equipment Rental, City	82,495	82,495	103,040	104,065
	<b>SUBTOTAL FIXED CHARGES</b>	<u>82,495</u>	<u>82,495</u>	<u>103,040</u>	<u>104,065</u>
6651	Books, Records & Films	0	0	0	14,600
6661	Computer Software	4,863	4,771	0	0
	<b>SUBTOTAL CAPITAL</b>	<u>4,863</u>	<u>4,771</u>	<u>0</u>	<u>14,600</u>
	<b>TOTAL</b>	<u>1,960,985</u>	<u>2,093,561</u>	<u>2,294,805</u>	<u>2,447,355</u>

  

<b>Class Code</b>	<b>AUTHORIZED PERSONNEL</b>	<b>ADOPTED FY 06-07</b>		<b>APPROVED FY 07-08</b>	
		<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
2492	Asst. Dir. of Planning & Building	1.00		0.00	
0940	Building Safety Manager	0.00		1.00	
2370	Supervisor of Inspections	1.00		1.00	
2330	Senior Building Inspector	1.00		1.00	
2300	Building Inspector	1.00		1.00	
TBD	Senior Combination Bldg. Inspector	2.00		2.00	
6430	Combination Building Inspector	7.00		7.00	
2350	Senior Plumbing Inspector	1.00		1.00	
2320	Plumbing Inspector	2.00		2.00	
2340	Senior Electrical Inspector	1.00		1.00	
2310	Electrical Inspector	2.00		2.00	
2180	Senior Electrical Systems Specialist	1.00		1.00	
2430	Sr. Plumbing/Mech. Sys. Specialist	1.00		1.00	
7270	Secretary	1.00		1.00	
7330	Senior Office Assistant	2.00		2.00	
	<b>TOTAL</b>	<u>24.00</u>		<u>24.00</u>	

**GENERAL FUND**

**PLANNING & BUILDING AGENCY**  
**Permits & Plan Check**

**PROGRAM**  
**11-508**

**Statement of Purpose**

*To prudently enforce construction and occupancy laws and promote an attractive environment for development by providing efficient delivery of plan check and permit services.*

The Permit and Plan Check Section reviews plans for compliance with the California Building Standards Code for all new construction, tenant improvements, conversions and repairs to buildings and other structures. This section is responsible for the enforcement of regulations for disabled access, energy conservation, flood plain management, fire and life safety, structural systems, electrical, plumbing, and mechanical ventilation systems. The section assists the public in obtaining permits for construction. It maintains construction records for all buildings in the City.

**Accomplishments in FY 06-07**

- \* The Plan Check Section processed a record high of approximately 13,020 permits and served more than 19,900 public customers.
- \* It continues to achieve compliance with AB 717 with on-going specialized training of plan check engineering staff..
- \* This section processed the plans and permits for a number of major projects, including: Bowers Museum Expansion, MacArthur Lake Residential Towers, the City Place multi-use development, The First American Title expansion, Santiago Lofts, The Santa Ana Zoo improvements, and Improvements at Mater Dei High School.

**Action Plan for FY 2007-08**

- \* Be actively involved in developing an emergency response plan for the Planning and Building Agency.
- \* Be a key player in major development projects: Main and MacArthur multi-use developments, One Broadway, a 27-story office building, Park Plance, various live/work projects, and Main Place with upgrading and renovations. With
- \* the number and complexity of projects being planned for Santa Ana, provide adequate staffing of plan check engineers to ensure timely turn-around time.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
<b>Service Levels</b>				
# of building plans checked	*1,939	*1,782	*2,100	*2,000
# of building permits issued	3,970	4,581	3,800	3,700
# of electrical plans checked	404	488	480	500
# of electrical permits issued	2,658	3,223	2,700	2,700
# of plumbing plans checked	198	150	240	220
# of plumbing permits issued	1,635	2,344	1,400	1,600
# of mechanical-solar plans checked	193	154	240	180
# of mechanical-solar permits issued	1102	1596	1,000	1,000
# of occupancy permits issued	1,804	1,441	1,350	1,300
# of grading permits issued	35	31	33	35
<b>EFFICIENCY</b>				
# of plans checked within 72 hours	925	799	820	800
% of plans checked within 72 hours	48%	45%	50%	50%
<b>EFFECTIVENESS</b>				
% of total plans completed within 3 weeks	95%	98%	98%	95%
* "Small Plan Checks" now included with regular plan check totals.				

**GENERAL FUND**

<b>PLANNING &amp; BUILDING AGENCY</b>		<b>FUND 11</b>			
<b>Permits &amp; Plan Check</b>		<b>Activity 508</b>			
<b>Object Code</b>	<b>LINE ITEM RESOURCES</b>	<b>ACTUAL FY 04-05</b>	<b>ACTUAL FY 05-06</b>	<b>PROJECTED FY 06-07</b>	<b>APPROVED FY 07-08</b>
6111	Salaries & Wages-Regular	1,045,089	1,058,844	1,245,130	1,463,240
6131	Salaries & Wages-Temporary	0	17,734	17,870	18,670
6141	Salaries & Wages-Overtime	145,245	148,173	67,300	67,300
6151	Retirement Plan	10,097	83,081	101,785	119,700
6161	Medicare Insurance	13,431	13,947	17,090	21,400
6171	Employees Insurance	108,325	115,586	124,350	153,185
6172	Retiree Medical Insurance	7,817	7,691	8,775	12,365
6181	Compensation Insurance	12,921	14,327	19,230	32,060
6191	Other Personnel Services	8,132	14,432	0	0
	<b>SUBTOTAL PERSONNEL</b>	<b>1,351,057</b>	<b>1,473,815</b>	<b>1,601,530</b>	<b>1,887,920</b>
6211	Communications	17,584	17,982	17,420	17,420
6221	Training & Transportation	8,525	5,820	8,225	24,000
6251	Other Agency Services	1,619	1,950	3,775	3,775
6281	M&R Machinery & Equipment	539	466	3,480	3,480
6291	Other Contractual Services	42,707	131,053	69,435	69,435
	<b>SUBTOTAL CONTRACTUAL</b>	<b>70,974</b>	<b>157,271</b>	<b>102,335</b>	<b>118,110</b>
6311	Office Supplies	(1,082)	(536)	0	0
6341	Non-Consumable Items	0	0	0	0
6391	Operating Materials & Supplies	29,788	39,419	36,200	36,200
	<b>SUBTOTAL COMMODITIES</b>	<b>28,706</b>	<b>38,883</b>	<b>36,200</b>	<b>36,200</b>
6571	Building Rental	30,346	0	0	0
	<b>SUBTOTAL FIXED CHARGES</b>	<b>30,346</b>	<b>0</b>	<b>0</b>	<b>0</b>
6651	Books, Records & Films	0	0	0	25,000
6661	Computer Software	4,149	157	0	0
	<b>SUBTOTAL CAPITAL</b>	<b>4,149</b>	<b>157</b>	<b>0</b>	<b>25,000</b>
	<b>TOTAL</b>	<b>1,485,232</b>	<b>1,670,126</b>	<b>1,740,065</b>	<b>2,067,230</b>

  

<b>Class Code</b>	<b>AUTHORIZED PERSONNEL</b>	<b>ADOPTED FY 06-07</b>		<b>APPROVED FY 07-08</b>	
		<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
2380	Principal Plan Check Engineer	1.00		1.00	
0330	Senior Plan Check Engineer	2.00		2.00	
2280	Associate Plan Check Engineer	3.00		3.00	
1410	Assistant Plan Check Engineer II	1.00		1.00	
2590	Permit Supervisor	1.00		1.00	
2580	Permit Technician	4.00		4.00	
7330	Senior Office Assistant	2.00		2.00	
0060	Receptionist	1.00		0.00	
1640	Senior Receptionist	0.00		1.00	
	<b>TOTAL</b>	<b>15.00</b>	<b>0.00</b>	<b>15.00</b>	<b>0.00</b>

**GENERAL FUND**

**PLANNING & BUILDING AGENCY**  
**Community Preservation**

**PROGRAM**  
**11-509**

**Statement of Purpose**

*To improve the integrity of our neighborhoods through personalized neighborhood contact, education in code requirements, quality inspections, responsive and dedicated personnel, and innovative processes.*

Community Preservation provides professional inspections throughout the City, responds to complaints concerning substandard living conditions, maintenance and use of existing properties, and issues citations for violations of the Santa Ana Municipal Code. This section continues to be an active partner with the Police Department in their fight against crime and with the residents of Santa Ana through increasing interaction with the neighborhood associations.

**Accomplishments in FY 05-06 & FY 06-07**

- \* Community Preservation continued to respond to complaints from the citizens, neighborhood associations and City Council. Residential enforcement focused heavily on vehicle abatement, auto repair and neighborhood association interests throughout the City. The Commercial Code Enforcement program continues to be hugely successful in eliminating much of the visual blight in the commercial community.
- \* Community Preservation's Proactive Enforcement Team has completed door-to-door inspections of another five (5) neighborhoods addressing Santa Ana Municipal Code violations, which negatively impact the aesthetics of a neighborhood. Efforts are being taken to determine the next group of neighborhoods to receive inspections.
- \* Community Preservation began working closely with the Public Works Agency to establish a more comprehensive effort to eliminate graffiti from public and private properties.
- \* Community Preservation also began working with the Public Works Agency to develop a plan to address and maintain standards in regards to shopping cart retrieval.

**Action Plan for FY 2007-08**

- \* Community Preservation's primary focus will remain neighborhoods. The commercial corridors, which have been consistently patrolled, will continue to be monitored.
- \* Community Preservation's new enforcement efforts, along with Public Works, will take a more prominent role over the course of next fiscal year.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
<b>Service Levels</b>				
Number of Notices of Violations issued	1,008	639	871	900
Number of citations issued	2,951	3,957	3,840	3,900
Number of complaints recorded (citizen)	4,176	3,852	3,525	3,600
Number of violations recorded	10,251	11,874	10,812	12,000
Number of inspections conducted	21,935	16,482	14,683	16,000
<b>Effectiveness</b>				
% of compliance	95%	91%	95%	95%

**GENERAL FUND**

<b>PLANNING &amp; BUILDING AGENCY</b>		<b>FUND 11</b>			
<b>Community Preservation</b>		<b>Activity 509</b>			
<b>Object Code</b>	<b>LINE ITEM RESOURCES</b>	<b>ACTUAL FY 04-05</b>	<b>ACTUAL FY 05-06</b>	<b>PROJECTED FY 06-07</b>	<b>APPROVED FY 07-08</b>
6111	Salaries & Wages-Regular	448,761	515,035	580,570	950,300
6131	Salaries & Wages-Temporary	0	0	0	59,795
6141	Salaries & Wages-Overtime	(1,539)	131	5,000	5,000
6151	Retirement Plan	4,260	39,763	46,700	62,455
6161	Medicare Insurance	2,636	3,442	5,015	10,835
6171	Employees Insurance	50,247	59,111	67,895	98,590
6172	Retiree Medical Insurance	2,273	2,711	4,165	5,930
6181	Compensation Insurance	8,723	9,820	11,105	16,700
6191	Other Personnel Services	9,828	5,553	30,000	30,000
	<b>SUBTOTAL PERSONNEL</b>	<b>525,189</b>	<b>635,566</b>	<b>750,450</b>	<b>1,239,605</b>
6211	Communications	24,861	24,854	36,045	36,045
6221	Training & Transportation	5,715	1,640	11,750	26,750
6231	Advertising	0	0	0	0
6251	Other Agency Services	3,730	4,371	14,350	14,350
6281	M&R Machinery & Equipment	247	670	395	395
6291	Other Contractual Services	23,117	38,608	27,620	27,895
	<b>SUBTOTAL CONTRACTUAL</b>	<b>57,670</b>	<b>70,143</b>	<b>90,160</b>	<b>105,435</b>
6311	Office Supplies	0	0	0	0
6341	Non-Consumable Items	0	0	0	0
6391	Operating Materials & Supplies	35,644	31,360	35,200	35,200
	<b>SUBTOTAL COMMODITIES</b>	<b>35,644</b>	<b>31,360</b>	<b>35,200</b>	<b>35,200</b>
6511	Equipment Rental, City	124,721	126,150	133,925	140,410
	<b>SUBTOTAL FIXED CHARGES</b>	<b>124,721</b>	<b>126,150</b>	<b>133,925</b>	<b>140,410</b>
6641	Machinery & Equipment	0	0	0	0
6651	Books, Records & Video	0	0	0	1,000
	<b>SUBTOTAL CAPITAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,000</b>
	<b>TOTAL</b>	<b>743,224</b>	<b>863,219</b>	<b>1,009,735</b>	<b>1,521,650</b>

  

<b>Class Code</b>	<b>AUTHORIZED PERSONNEL</b>	<b>ADOPTED FY 06-07</b>		<b>APPROVED FY 07-08</b>	
		<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
2750	Community Preservation Manager	1.00		1.00	
	Community Preservation Coordinator	0.00		1.00	
0070	Senior Community Pres. Inspector	4.00		3.00	
2740	Community Preservation Inspector	22.00		22.00	
9800	Combination Inspector (P/T)		2.00		2.00
7270	Secretary	1.00		1.00	
7330	Senior Office Assistant	3.00		3.00	
	<b>TOTAL</b>	<b>31.00</b>	<b>2.00</b>	<b>31.00</b>	<b>2.00</b>

*2 Community Preservation Inspector positions and 2 Part-time Combination Inspector positions added in FY 2006-07.*

*\* \$1,596,070 in salary and benefits funded by CDBG Fund 135 in FY 07-08.*

**GENERAL FUND**

**PLANNING & BUILDING AGENCY**  
**Proactive Rental Enforcement Program**

**PROGRAM**  
**11-510**

**Statement of Purpose**

*To reduce unhealthy conditions and life safety hazards for occupants of residential rental properties in highly impacted areas of Santa Ana by identifying and correcting code violations through a systematic inspection program.*

The Proactive Rental Enforcement Program (PREP) is responsible for the inspection of all residential rental units in designated areas of Santa Ana with the goal of long-term upgrading of rental properties and thus decreasing the demand for City services and restoring stability to the neighborhoods.

**Accomplishments in FY 05-06 & FY 06-07**

- \* The Proactive Rental Enforcement Program completed inspections in the southwest quadrant of the City, as well as numerous previously unreported rental properties in the southeast area. PREP also responded to all complaints received referencing rental properties.
- \* The Rental Housing Task Force was consulted on rental property issues and received updates on the progress of the program. Information on PREP was forwarded to numerous other cities, as well as to the statewide code enforcement association regarding the implementation of programs similar to PREP.
- \* The Gold Seal Incentive Program continued to reward exemplary rental property owners with Rental Inspection Fee exemptions. Properties qualifying previously for Gold Seal benefits were rechecked to ensure were that they were being maintained at Gold Seal level.
- \* PREP continued to conduct citywide re-inspections of properties that previously had received a violation notice to ensure they were being properly maintained and to address any new property maintenance issues that had developed.
- \* PREP forwarded lists of previously unknown rental properties to the Finance Agency for collection of Business License and Rental Inspection Fees.

**Action Plan for FY 2007-08**

- \* Present the program to the City Council with a request for undetermined continuation of the PREP Program.
- \* Respond to all complaints received for rental housing.
- \* Conduct inspections of properties that apply for qualification for The Gold Seal Incentive Program benefits.
- \* Conduct inspections of 1,800 known rental properties in the northeast area of the City.
- \* Conduct survey of properties in previously inspected areas.
- \* Participate in CDA sponsored rental manager training programs with Rental Housing Task Fore members.
- \* Conduct presentation on rental inspection programs at state-wide code enforcement conference.

PERFORMANCE MEASURES	Actual	Actual	Estimated	Objective
	FY 04-05	FY 05-06	FY 06-07	FY 07-08
<b>Service Levels</b>				
Inspection areas	2	2	2	2
Total inspections	5,000	7,000	8,000	7,000
Reinspections	2,000	3,000	3,500	4,000
Gold Seal Inspections	350	200	200	400

**GENERAL FUND**

<b>PLANNING &amp; BUILDING AGENCY</b>		<b>FUND 11</b>			
<b>Proactive Rental Enforcement Program</b>		<b>Activity 510</b>			
<b>Object Code</b>	<b>LINE ITEM RESOURCES</b>	<b>ACTUAL FY 04-05</b>	<b>ACTUAL FY 05-06</b>	<b>PROJECTED FY 06-07</b>	<b>APPROVED FY 07-08</b>
6111	Salaries & Wages-Regular	470,909	468,385	501,450	526,075
6141	Salaries & Wages-Overtime	216	720	1,000	1,000
6151	Retirement Plan	4,575	37,226	42,625	43,210
6161	Medicare Insurance	2,520	2,478	3,885	4,060
6171	Employees Insurance	64,895	65,311	69,265	80,590
6172	Retiree Medical Insurance	3,656	3,331	3,475	4,540
6181	Compensation Insurance	5,698	6,038	6,390	7,130
6191	Other Personnel Services	0	0	0	0
	<b>SUBTOTAL PERSONNEL</b>	<b>552,469</b>	<b>583,489</b>	<b>628,090</b>	<b>666,605</b>
6211	Communications	3,323	2,904	4,075	4,075
6221	Training & Transportation	130	760	1,065	1,065
6251	Other Agency Services	300	450	405	405
6281	M&R Machinery & Equipment	0	0	110	110
6291	Other Contractual Services	637	671	4,340	4,340
	<b>SUBTOTAL CONTRACTUAL</b>	<b>4,390</b>	<b>4,785</b>	<b>9,995</b>	<b>9,995</b>
6311	Office Supplies	0	0	0	0
6341	Non-Consumable Items	0	0	0	0
6391	Operating Materials & Supplies	4,853	5,481	14,265	14,265
	<b>SUBTOTAL COMMODITIES</b>	<b>4,853</b>	<b>5,481</b>	<b>14,265</b>	<b>14,265</b>
6511	Equipment Rental, City	18,230	18,230	20,400	20,705
6535	Treasury Service Charge	29,940	29,940	30,320	31,685
	<b>SUBTOTAL FIXED CHARGES</b>	<b>48,170</b>	<b>48,170</b>	<b>50,720</b>	<b>52,390</b>
	<b>TOTAL</b>	<b>609,882</b>	<b>641,925</b>	<b>703,070</b>	<b>743,255</b>
<b>Class Code</b>	<b>AUTHORIZED PERSONNEL</b>	<b>ADOPTED FY 06-07</b>		<b>APPROVED FY 07-08</b>	
		<b>Full Time</b>	<b>Part Time</b>	<b>Full Time</b>	<b>Part Time</b>
2360	Community Preservation Inspector II	1.00		1.00	
2740	Community Preservation Inspector	4.00		4.00	
2580	Permit Technician	1.00		1.00	
7330	Senior Office Assistant	1.00		1.00	
	<b>TOTAL</b>	<b>7.00</b>		<b>7.00</b>	