

BUILDING DEPARTMENT

CHIEF BUILDING OFFICIAL

ASST. CHIEF BLDG. OFFICIAL

**Supervising Building
Official (1)**

Plan Checker I/II (3)

Permit Tech (4)

Fire Prevention Planner (1)

Assistant Planner (1)

Senior Permit Tech (1)

**Supervising Building
Official (1)**

Building Inspector III (2)

Building Inspect. I/II (12)

**Comm.Dev. Spec. (2)
Vacant (1)**

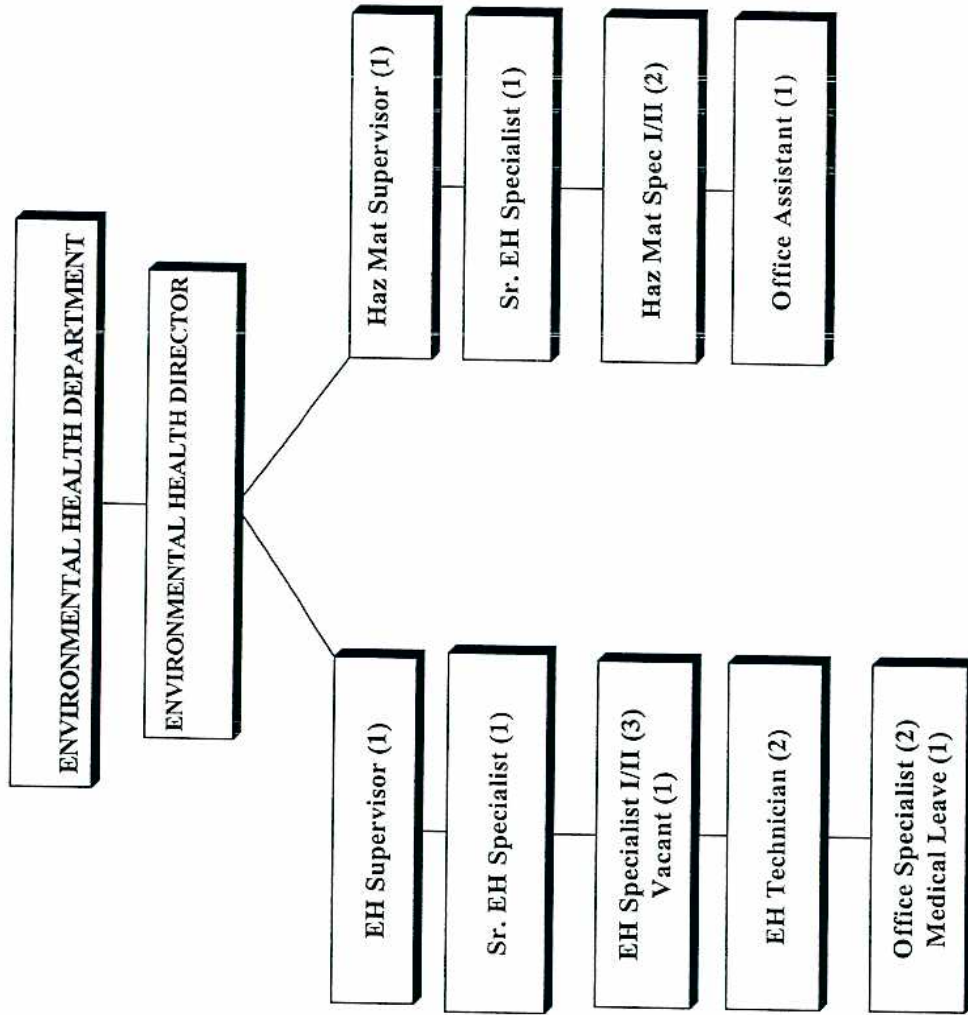
**Office Specialist (1)
Proposed (1)**

**Supervising Bldg. Official
Proposed (1)**

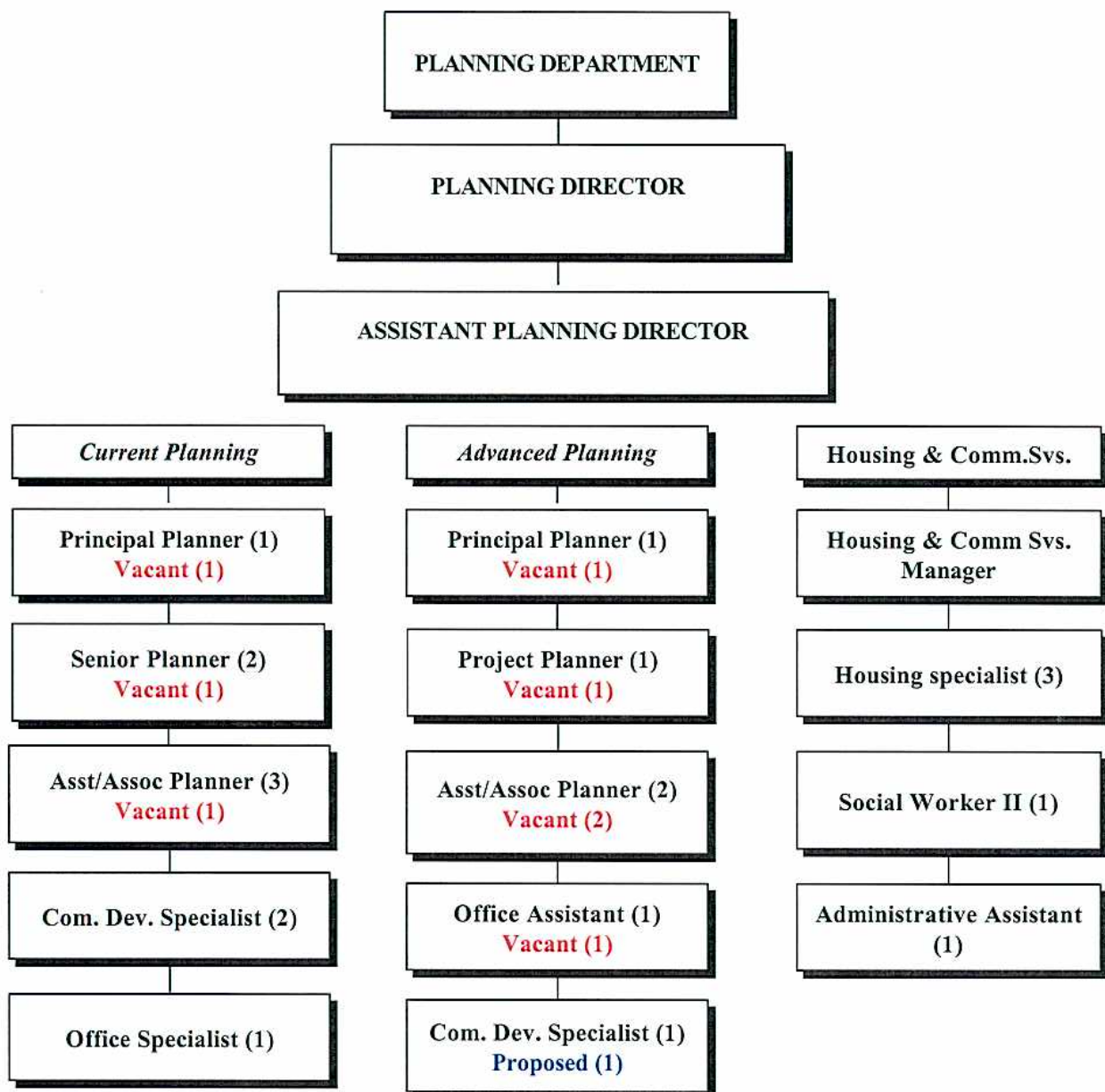
**Code Enforcement
Supervisor**

**Code Enforcement
Officer (5)**

Office Specialist (1)







COMMUNITY DEVELOPMENT & SERVICES AGENCY

The Community Development & Services Agency coordinates the orderly growth and development of the County while ensuring proper housing, circulation and public health and safety of its residents. The Agency provides direction, coordination and administrative support for the Building, Environmental Health, Planning and Public Works Departments. The four Departments within the Agency and the Divisions within the Departments which include Code Enforcement, CUPA, Housing & Community Services and the County Surveyor encompass all services necessary for the County to provide land use, building, housing, circulation and code compliance information in an efficient, courteous, professional and cost-effective manner to the residents of Yuba County.

PLANNING DEPARTMENT

Budget Category	Budget 2006/07	Requested 2007/08	Recommend 2007/08	Change (Col 3-Col 1)
APPROPRIATIONS				
Salaries & Benefits	\$1,433,961	\$1,020,700	\$1,020,700	-\$413,261
Svs & Supplies	\$1,877,730	\$3,084,396	\$3,084,396	\$1,206,666
Other Charges	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$5,860	\$5,860	\$5,860
Cap/Imp Other Finance	\$0	\$0	\$0	\$0
Cost Reimbursements	-\$129,129	\$0	\$0	\$129,129
A-87 Charges	\$0	\$0	\$0	\$0
Total Appropriations	\$3,182,562	\$4,110,956	\$4,110,956	\$928,394
REVENUES				
Fed/State Revenue	\$0	\$0	\$0	\$0
Grant Revenue	\$0	\$0	\$0	\$0
Realignment Revenue	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$2,648,000	\$3,379,224	\$3,379,224	\$731,224
Fund Balance	\$0	\$0	\$0	\$0
General Fund	\$534,562	\$731,732	\$731,732	\$197,170
Total Revenues	\$3,182,562	\$4,110,956	\$4,110,956	\$928,394

Mission Statement

To enhance the community's physical, social and economic character through comprehensive review of individual development projects for consistency with the community's long-term goals and objectives.

Planning Programs

The Planning Department is charged with implementing local, state and federal policy related to development, land division and related land use processes. Individual development proposals are reviewed for consistency with the County of Yuba General Plan and Zoning Code, California Environmental Quality Act (CEQA), Subdivision Map Act and other State and Federally enacted legislation. Additionally, the Planning Department is responsible for coordinating the dissemination of the above referenced information to the general public, developers and their agents, public officials and governmental agencies.

Assignments

- ✓ Planning Commission
- ✓ Staff Development Committee/Zoning Administrator
- ✓ Plumas Lake Specific Plan Design Committee
- ✓ Fish and Game Commission
- ✓ Trails Commission
- ✓ Building Industry Association
- ✓ Redevelopment Agency

The Planning Department is responsible for maintenance and implementation of Yuba County General Plan, Community Plans, Area Plans, and Specific Plans. These plans and their goals and guidelines are the constitution for all development within the County and are applied to all issues concerning economic development, historic preservation, housing and preservation of natural resources. The Planning Department is also responsible for maintenance of the County's Zoning and Subdivision ordinances. Ensuring that all projects are developed in accordance with the adopted ordinances of the County enhances public safety. The Department coordinates review of all new projects by distributing the project proposal to all applicable County departments, special districts, and state and federal agencies.

Major Accomplishments FY 2006/07

- ✓ Initiated Comprehensive General Plan Update
- ✓ Updated sections of the Zoning Ordinance to be in compliance with current state laws and the County's General Plan policies.
- ✓ Ongoing implementation of the Housing Element Action Items
- ✓ EIR's completed – Yuba Highlands, Kibbe Road, & Baldwin Expansion
- ✓ EIR's and Major Projects in process – Teichert's Marysville Plant Expansion, Yuba Highlands Area Plan, Ostrom Road Quarry (De Silva Gates), Woodbury Specific Plan, Bear River (Amendment to PLSP), Feather Creek Specific Plan; Country Club Estates (Amendment to PLSP); Chippewa, Terra Linda Specific Plan, & Magnolia Ranch Specific Plan
- ✓ Technical Advisory Committees: Beale Joint Land Use Study & Yuba County Master Parks Plan
- ✓ Over 164 approved projects and final map reviews
- ✓ Over 196 current planning projects in process
- ✓ Reduced reliance on contract planners for current planning projects

Major Goals and Objectives FY 2007/08

- ✓ General Plan Update and release of Draft EIR
- ✓ Updates to the Zoning Ordinance
- ✓ Completion of Major Projects and EIRs listed above (except projects being processed with General Plan Update)
- ✓ Implement a revised fee schedule that creates a flat fee for smaller current planning projects and full cost recovery for larger scale/more complex projects
- ✓ Continue to reduce reliance on contract planners for current planning functions
- ✓ Successfully recruit and fill vacant positions
- ✓ Continue to evaluate and improve internal processes to increase efficiency and shorten processing time
- ✓ Provide additional internal and external training for staff

Major Workload Indicators

	Applications submitted 7/1/05-6/30/06	Approved projects 7/1/06-4/15/07	Applications submitted 7/1/06-4/15/07
CC		2	
CZ	14		4
CUP	20	3	10
Design Review	10	2	2
FMR	20	33	17
General		8	
GPA	11		5
LUC		63	
LLA	55	12	26
Map Extension		6	
PUD	5		5
TPM	82	35	30
TSTM	56	3	25
TUP		3	
TOTAL		170	

BUILDING INSPECTION

Budget Category	Budget 2006/07	Requested 2007/08	Recommend 2007/08	Change (Col 3-Col 1)
APPROPRIATIONS				
Salaries & Benefits	\$1,995,259	\$2,340,996	\$2,340,996	\$345,737
Svs & Supplies	\$1,156,290	\$1,218,823	\$1,218,823	\$62,533
Other Charges	\$0	\$0	\$0	\$0
Fixed Assets	\$58,000	\$40,800	\$40,800	-\$17,200
Cap/Imp Other Finance	\$0	\$0	\$0	\$0
Cost Reimbursements	-\$127,494	\$0	\$0	\$127,494
A-87 Charges	\$0	\$0	\$0	\$0
Total Appropriations	\$3,082,055	\$3,600,619	\$3,600,619	\$518,564

REVENUES

Fed/State Revenue	\$0	\$0	\$0	\$0
Grant Revenue	\$0	\$0	\$0	\$0
Realignment Revenue	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$3,082,055	\$3,600,619	\$3,600,619	\$518,564
Fund Balance	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0
Total Revenues	\$3,082,055	\$3,600,619	\$3,600,619	\$518,564

Mission Statement

The Building Department's mission is Building and Safety services; ensuring new and existing buildings are safe and suitable for their intended use by performing plan review and field inspection of construction projects and development proposals. Our Department provides support to County Counsel, the Planning Department, Housing and Community Services and oversees Code Enforcement.

Program Description

The Building Department is responsible for implementation of Yuba County's ordinances related to construction and private infrastructure improvements. More specific responsibilities include: receiving and plan checking applications for permits to ensure compliance with State and County building and grading requirements. The permit process combines in-house plan review and approval with comprehensive field inspections. This two-fold approach ensures design and construction will meet or exceed adopted structural, electrical, mechanical and plumbing standards. The Department is responsible for inspection of residential, commercial, industrial, and grading projects; certifying structures for use and occupancy; review and recommendation for adoption of construction codes; and assisting the public with technical information regarding County and State Codes. The Building Department review is a coordinated clearance process by which fire, school and utility district standards are implemented. In addition, the process includes review for consistency with requirements of State mandates including, but not limited to, the California Fire Code and California Accessibility Regulations.

Code Enforcement Division

With the consolidation of departments into the Community Development & Services Agency in fiscal year 2006-07, the Code Enforcement Division was brought under the direction of the Building Department. The Code Enforcement Division is responsible for property maintenance and addressing a myriad of complaints regarding activities on private property, taking or directing appropriate corrective action. This Division enforces Environmental Health Department's construction and debris ordinance; investigates complaints and enforces codes and ordinances related to property maintenance.

Major Goals and Objectives FY 2007/08

In Fiscal Year 2007/08, the Building Department will become more efficient and user-friendly by filling the remaining vacant positions in the Building Department. The vacant positions include five Building Inspectors, one Permit Technician, and one Community Development Specialist. New positions include an Office Specialist and one Supervising Building Official. The vacant positions will be filled as the anticipated workload warrants it. Building Division personnel will be well supervised, creating an organized, uniform and consistent Building Department in all aspects.

In Fiscal Year 2007/08, the Building Department will oversee and finance an 11,000 square foot two-story addition adjacent to the Building Department's Suite 133 to accommodate major growth within the Department, creating a system that will function properly and efficiently, streamlining the permit processing system.

In Fiscal Year 2007/08, the Building Department is proposing to add another Supervising Building Official to oversee the Code Enforcement Division. This will ensure the Code Enforcement Division works closely with other departments within the Community Development & Services Agency, which will provide a better process for obtaining code compliance..

Code Enforcement's 2007/08 goals include a greater ability to work effectively with citizens, property owners, the development community and have the ability to develop and administer departmental programs in a manner sensitive to these groups with greater emphasis on customer service. Our goal is to exercise professional judgment in the evaluation of citizens' complaints, property owner's violations, complaints and proposals by the Building Department. We will endeavor to resolve field and office matters regarding the application and/or interpretation of codes and regulations administered by this department. Assistance in the coordination of proposed projects and participation in related meetings with regard to site clean-up/vehicle abatement will be enhanced to further Code Enforcement activities.

Workload Indicators for Building Department

	Year 2004/05	Year 2005/06	Year 2006/07
Inspections	63,000	70,000	87,000
Permit Applications	3,120	3,000	3,500
Permits Finaled	2,500	2,500	2,000
Permits Issued	3,289	2,628	2,500
Plan Checks	2,500	2,000	2,450

CODE ENFORCEMENT

Budget Category	Budget 2006/07	Requested 2007/08	Recommend 2007/08	Change (Col 3-Col 1)
APPROPRIATIONS				
Salaries & Benefits	\$410,850	\$484,110	\$484,110	\$73,260
Svs & Supplies	\$111,434	\$229,693	\$229,693	\$118,259
Other Charges	\$0	\$0	\$0	\$0
Fixed Assets	\$58,000	\$0	\$0	-\$58,000
Cap/Imp Other Finance	\$0	\$0	\$0	\$0
Cost Reimbursements	\$0	\$0	\$0	\$0
A-87 Charges	\$0	\$0	\$0	\$0
Total Appropriations	\$580,284	\$713,803	\$713,803	\$133,519

REVENUES

Fed/State Revenue	\$40,000	\$44,000	\$44,000	\$4,000
Grant Revenue	\$0	\$0	\$0	\$0
Realignment Revenue	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$214,000	\$105,000	\$105,000	-\$109,000
Fund Balance	\$0	\$0	\$0	\$0
General Fund	\$326,284	\$564,803	\$564,803	\$238,519
Total Revenues	\$580,284	\$713,803	\$713,803	\$133,519

Major Workload Indicators 2006/07

➤ County Performed Abatements	7
➤ Voluntary Abatements	24
➤ Vehicles Abated	331
➤ Cases Opened	768
➤ Cases Closed	765
➤ Active Case Load	339
➤ Site Inspections	1719
➤ Notice and Orders Issued	13
➤ Hearings	7
➤ Warrants Executed	3
➤ Citations Issued	3

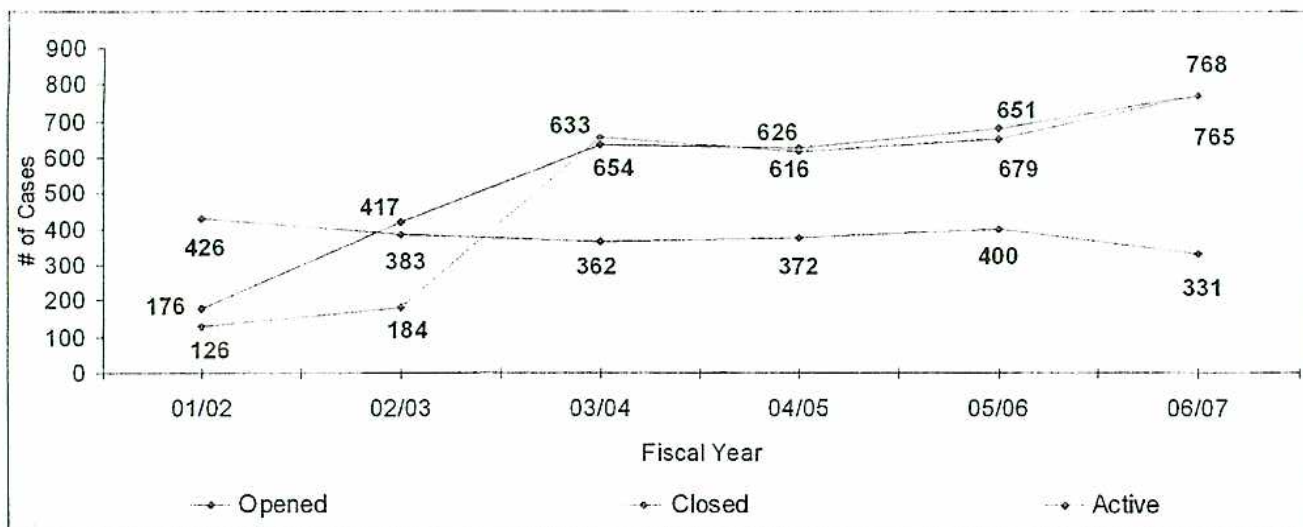
Major Accomplishments 2006/07

- 7 liens placed totaling more than \$101,000.00
- Hiring of 2 Officers
- Participated in Website overhaul/update
- Assisted in State and Local organized clean-ups
- Assisted Housing and Community Services with Section-8 and CDBG programs
- Assisted with the Preliminary Site Assessment of Rackerby property
- Continued oversight of clean-up of property on Feather River Blvd
- Incorporation under Building Department with new CDSA restructure

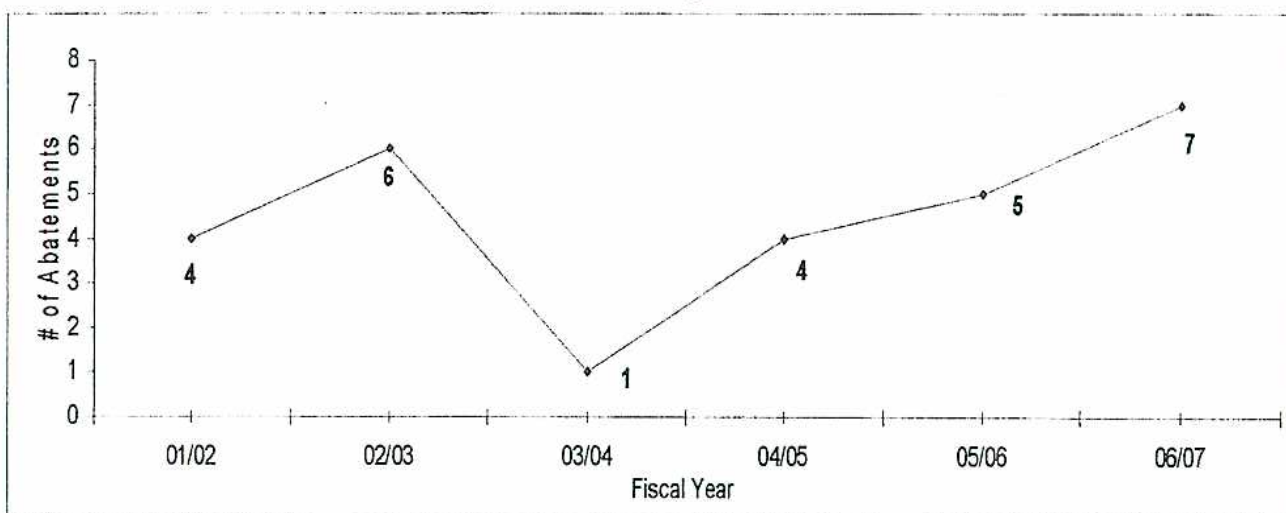
Goals and Objectives 2007/08

- Implement progressive/flexible staff organizational structure within Division
- Deliver various Ordinance revisions to Board for consideration and approval
- Reduce the number of Active Cases (cases per officer)
- Reestablish a Community Action Task Force (Sheriff, Health Officer, CDSA Departments, Linda Fire, Olivehurst Fire) to meet regularly and identify community needs and areas of concern

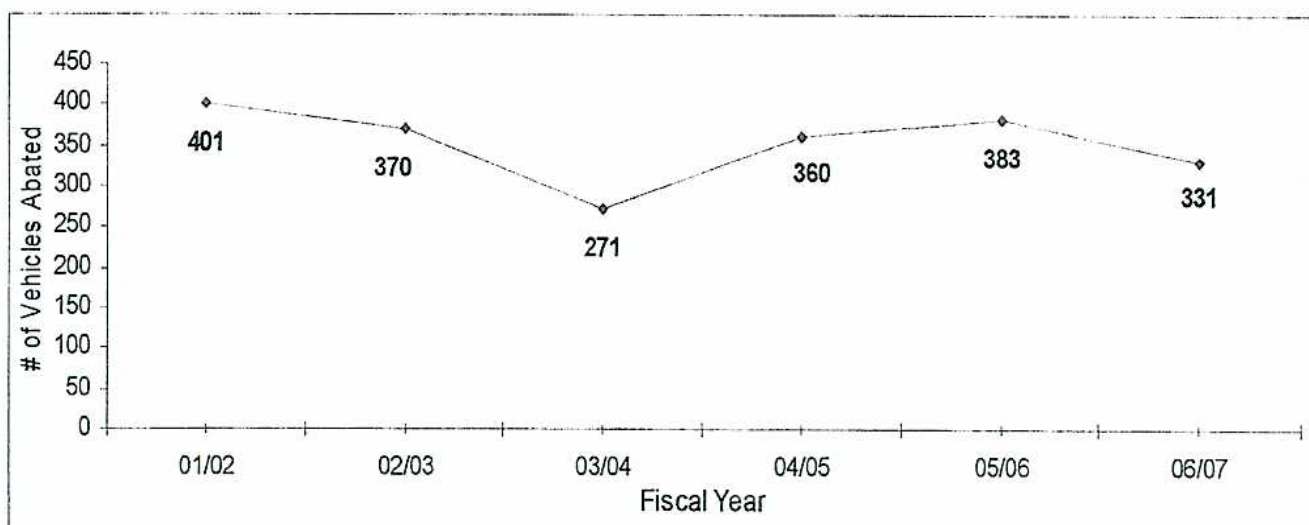
Case Load Comparison by Fiscal Year



Properties Abated by Fiscal Year



Vehicles Abated by Fiscal Year



COMMUNITY DEVELOPMENT BLOCK GRANT

<u>CDBG-2004</u>	Budget	Requested	Recommend	Change
Budget Category	2006/07	2007/08	2007/08	(Col 3-Col 1)
APPROPRIATIONS				
Salaries & Benefits	\$0	\$0	\$0	\$0
Svs & Supplies	\$230,029	\$563,700	\$563,700	\$333,671
Other Charges	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0
Cap/Imp Other Finance	\$0	\$0	\$0	\$0
Cost Reimbursements	\$0	\$0	\$0	\$0
A-87 Charges	\$0	\$0	\$0	\$0
Total Appropriations	\$230,029	\$563,700	\$563,700	\$333,671

REVENUES				
Fed/State Revenue	\$0	\$0	\$0	\$0
Grant Revenue	\$230,029	\$563,700	\$563,700	\$333,671
Realignment Revenue	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0
Total Revenues	\$230,029	\$563,700	\$563,700	\$333,671

<u>CDBG- P&TA 2004</u>	Budget	Requested	Recommend	Change
Budget Category	2006/07	2007/08	2007/08	(Col 3-Col 1)
APPROPRIATIONS				
Salaries & Benefits	\$0	\$0	\$0	\$0
Svs & Supplies	\$11,000	\$0	\$0	-\$11,000
Other Charges	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0
Cap/Imp Other Finance	\$0	\$0	\$0	\$0
Cost Reimbursements	\$0	\$0	\$0	\$0
A-87 Charges	\$0	\$0	\$0	\$0
Total Appropriations	\$11,000	\$0	\$0	-\$11,000

REVENUES				
Fed/State Revenue	\$0	\$0	\$0	\$0
Grant Revenue	\$11,000	\$0	\$0	-\$11,000
Realignment Revenue	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0
Total Revenues	\$11,000	\$0	\$0	-\$11,000

COMMUNITY SERVICES BLOCK GRANT

<u>CSBG -2008</u>	Budget	Requested	Recommend	Change
Budget Category	2006/07	2007/08	2007/08	(Col 3-Col 1)

APPROPRIATIONS

Salaries & Benefits	\$23,718	\$23,718	\$23,718	\$0
Svs & Supplies	\$2,701	\$2,701	\$2,701	\$0
Other Charges	\$60,160	\$60,160	\$60,160	\$0
Fixed Assets	\$0	\$0	\$0	\$0
Cap/Imp Other Finance	\$0	\$0	\$0	\$0
Cost Reimbursements	\$0	\$0	\$0	\$0
A-87 Charges	\$0	\$126	\$126	\$126
Total Appropriations	\$86,579	\$86,705	\$86,705	\$126

REVENUES

Fed/State Revenue	\$0	\$0	\$0	\$0
Grant Revenue	\$86,579	\$86,705	\$86,705	\$126
Realignment Revenue	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0
Total Revenues	\$86,579	\$86,705	\$86,705	\$126

<u>CSBG Sutter Co-2007</u>	Budget	Requested	Recommend	Change
Budget Category	2006/07	2007/08	2007/08	(Col 3-Col 1)

APPROPRIATIONS

Salaries & Benefits	\$6,618	\$6,504	\$6,504	-\$114
Svs & Supplies	\$2,518	\$2,632	\$2,632	\$114
Other Charges	\$76,865	\$76,865	\$76,865	\$0
Fixed Assets	\$0	\$0	\$0	\$0
Cap/Imp Other Finance	\$0	\$0	\$0	\$0
Cost Reimbursements	\$0	\$0	\$0	\$0
A-87 Charges	\$2,760	\$442	\$442	-\$2,318
Total Appropriations	\$88,761	\$86,443	\$86,443	-\$2,318

REVENUES

Fed/State Revenue	\$0	\$0	\$0	\$0
Grant Revenue	\$88,761	\$86,443	\$86,443	-\$2,318
Realignment Revenue	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0
Total Revenues	\$88,761	\$86,443	\$86,443	-\$2,318

<u>CSBG-2007</u>	Budget	Requested	Recommend	Change
Budget Category	2006/07	2007/08	2007/08	(Col 3-Col 1)
APPROPRIATIONS				
Salaries & Benefits	\$23,718	\$23,718	\$23,718	\$0
Svs & Supplies	\$2,701	\$2,701	\$2,701	\$0
Other Charges	\$60,160	\$60,160	\$60,160	\$0
Fixed Assets	\$0	\$0	\$0	\$0
Cap/Imp Other Finance	\$0	\$0	\$0	\$0
Cost Reimbursements	\$0	\$0	\$0	\$0
A-87 Charges	\$1,399	-\$526	-\$526	-\$1,925
Total Appropriations	\$87,978	\$86,053	\$86,053	-\$1,925
REVENUES				
Fed/State Revenue	\$0	\$0	\$0	\$0
Grant Revenue	\$87,978	\$86,053	\$86,053	-\$1,925
Realignment Revenue	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0
Total Revenues	\$87,978	\$86,053	\$86,053	-\$1,925

Mission/Vision Statement

The mission of the Yuba County Housing and Community Services Division is to assist low-income residents of Yuba County in achieving self-sufficiency.

It is envisioned this will be accomplished by advocating on behalf of the poor, identifying community needs, developing new approaches to remove obstacles causing poverty, and providing innovative and effective programs to eliminate the conditions of poverty.

The Community Development Block Grant (CDBG) program provides loans to rehabilitate the housing stock within the areas of greatest need.

Major Accomplishments FY 2006/07

The housing rehabilitation program continues to operate efficiently and we have successfully incorporated procedures into the program that help support internal divisions with non-general fund dollars. We continue to have a significant number of loan payoffs, which has provided the opportunity for us to expand our rehabilitation program to all low-income households in Yuba County (including the City of Marysville). In addition, we have loaned Mercy Housing California \$900,000 of CDBG Program Income to assist in the land purchase and development of the Ross Ranch affordable housing.

We continue to implement the Housing Element by finding additional dollars to support affordable housing to low-income residents of Yuba County. Listed below are some of the efforts being made toward this goal:

- ✓ Successful administration and closeout of 2004 CDBG Housing Rehabilitation program with no monitoring findings
- ✓ Continued administration of \$1,300,000 of CDBG program income to the 2005 CDBG application for a First Time Homebuyer's program to compliment the HOME FTHB program
- ✓ Continued administration of CDBG Planning and Technical Assistance application in the amount of \$25,000 for a feasibility study to expand the Harmony Health Clinic
- ✓ Continued administration of HOME application in the amount of \$800,000 for a First Time Homebuyer's (FTHB) program.

- ✓ Successful application of HOME application in the amount of \$800,000 for a First Time Homebuyer's (FTHB) project at Sierra Vista.
- ✓ Successful completion of \$30,000 of program income for a Housing Conditions Survey
- ✓ Continued administration of Cal HFA HELP application in the amount of \$1,500,000 to provide a loan to Mercy Housing to buy the land for the Ross Ranch development and start predevelopment work for 140 affordable rental housing units.
- ✓ Successful application for 2006 HOME application in the amount of \$4,000,000 for the development of the Ross Ranch affordable rental housing project.

Major Goals and Objectives FY 2007/08

We will expand the marketing of the rehabilitation program to areas of Yuba County outside the target areas of Linda and Olivehurst and continue to apply for additional funding for the housing rehabilitation program. In addition, we will continue to pursue ways to implement the Housing Element and affordable housing.

- ✓ Implement \$1,300,000 2005 CDBG Housing Rehabilitation program housing rehabilitation, SNAC program and a First Time Homebuyer's program
- ✓ Assist with Affordable Housing aspect of the General Plan/Housing Element using the Housing Conditions Survey and Vacant Lands Survey
- ✓ Housing Element Task—Identify Affordable Housing projects
- ✓ Implement 2006 HOME application in the amount of \$4,000,000 for the development of the Ross Ranch affordable rental housing project
- ✓ Implement HOME application in the amount of \$800,000 for a First Time Homebuyer's (FTHB) project at Sierra Vista

Major Workload Indicators

	<u>2006/2007</u>	<u>2007/2008</u>
✓ CDBG Housing Rehabilitation Applications Opened	30	22
✓ CDBG Housing Rehabilitation Applications/Loans Approved	20	3
✓ CDBG Housing Rehabilitation Applications Canceled	10	9
✓ CDBG Housing Rehabilitation Applications Pending	5	9
✓ HOME FTHB Applications/Loans Pending	15	15
✓ CDBG PI FTHB Applications/Loans Pending	3	3

The Yuba County Community Services Commission provides family self-sufficiency assistance to low-income persons in Yuba County.

Major Accomplishments FY 2006/07

- ✓ Successful administration of CSBG program with no monitoring findings

Major Goals and Objectives FY 2007/08

- ✓ Administer State of California Community Services and Development Grant Agreement
- ✓ Create and implement Community Action Plan
- ✓ Release Request for Proposals for subcontracting services to low-income households, enter into contracts with successful applications

Major Workload Indicators

	<u>2006/2007</u>	<u>2007/2008</u>
✓ Provide emergency services to low income households	1,076	950
✓ Provide youth services to low-income individuals	111	20
✓ Provide employment services to low-income individuals	130	120
✓ Provide income and budget assistance to low-income individuals	71	60
✓ Provide housing assistance to low income households	22	60
✓ Provide assistance with education to low-income individuals	60	55
✓ Provide child care to low-income individuals	48	20
✓ Provide independent living assistance to low-income individuals	119	60

The Sutter County Community Action Agency provides family self-sufficiency assistance to low-income persons in Sutter County.

Major Accomplishments FY 2006/07

- ✓ Successful administration of CSBG program with no monitoring findings

Major Goals and Objectives FY 2007/08

- ✓ Administer State of California Community Services and Development Grant Agreement
- ✓ Create and implement Community Action Plan
- ✓ Release Request for Proposals for subcontracting services to low-income households, enter into contracts with successful applications
- ✓ Reclassify Secretary to Community Development Specialist

Major Workload Indicators

	<u>2006/2007</u>	<u>2007/2008</u>
✓ Provide emergency services to low income households	1,039	850
✓ Provide youth services to low-income individuals	20	10
✓ Provide employment services to low-income individuals	48	15
✓ Provide income and budget assistance to low-income individuals	23	10
✓ Provide housing assistance to low income households	23	10
✓ Provide child care to low-income individuals	46	15
✓ Provide independent living assistance to low-income individuals	53	111

The Housing Authority provides Section 8 Rental Assistance to low-income persons in Yuba County.

Major Accomplishments FY 2007/08

The Yuba County Housing Authority continues administer its Housing Choice Voucher (Section 8) Rental Assistance Program successfully by utilizing new software programs. HAPPY software provides an efficient system to track and submit information electronically to the Housing and Urban Development Department (HUD) regarding the Housing Choice Voucher (Section 8) Rental Assistance Program. The financial component (Quickbooks) compliments the HAPPY program and has made a huge improvement to our ability to operate in a timely and efficient manner.

The Housing Authority received a Family Self-Sufficiency Coordinator grant for the second time in four years due mostly to the fact that the program is no longer in "TROUBLED STATUS".

The Housing Authority has been working diligently toward successful submission of un-audited and audited financial information for two years. Even though this was not a requirement last year, we were able to successfully submit electronically on March 31, 2006. This task became a HUD requirement this year effective March 31, 2007 and was successfully submitted prior to the due date.

- ✓ Updated Administrative Plan
- ✓ Updated Annual and 5-Year Plan
- ✓ Successful application for FSS Coordinator
- ✓ Successfully submitted Un-audited and Audited financial information electronically
- ✓ Leased up to HUD regulations

Major Goals and Objectives FY 2007/08

We are continuing our review of all tenants files to assure compliance with HUD regulations and making adjustments where needed. HUD reduced our administration budget, which poses a significant challenge to our ability to provide services. We are leased up to HUD regulations, but it continues to be a challenge to stay apprised of all the changes to the Housing Choice Voucher program.

- ✓ Review all tenant files for compliance with Admin Plan
- ✓ Stay leased up at a higher level to use available resources and house more families
- ✓ Find ways to stay within our budget without losing resources

Major Workload Indicators

	<u>2006/2007</u>	<u>2007/2008</u>
✓ Active tenant files	439	449
✓ Active application files	500	269
✓ HQS inspections	439	450
✓ Quality Control HQS inspections	14	14
✓ Quality Control SEMAP files	84	84
✓ Informal Hearings	12	10

COMMUNITY DEVELOPMENT BLOCK GRANT

<u>CDBG -2001 Home Program</u>	Budget	Requested	Recommend	Change
Budget Category	2006/07	2007/08	2007/08	(Col 3-Col 1)

APPROPRIATIONS

Salaries & Benefits	\$0	\$0	\$0	\$0
Svs & Supplies	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0
Cap/Imp Other Finance	\$0	\$0	\$0	\$0
Cost Reimbursements	\$0	\$0	\$0	\$0
A-87 Charges	\$0	\$0	\$0	\$0
Total Appropriations	\$0	\$0	\$0	\$0

REVENUES

Fed/State Revenue	\$0	\$0	\$0	\$0
Grant Revenue	\$0	\$0	\$0	\$0
Realignment Revenue	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0
Total Revenues	\$0	\$0	\$0	\$0

<u>CDBG -2004 Home Program</u>	Budget	Requested	Recommend	Change
Budget Category	2006/07	2007/08	2007/08	(Col 3-Col 1)

APPROPRIATIONS

Salaries & Benefits	\$0	\$0	\$0	\$0
Svs & Supplies	\$800,000	\$799,653	\$799,653	-\$347
Other Charges	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0
Cap/Imp Other Finance	\$0	\$0	\$0	\$0
Cost Reimbursements	\$0	\$0	\$0	\$0
A-87 Charges	\$0	\$0	\$0	\$0
Total Appropriations	\$800,000	\$799,653	\$799,653	-\$347

REVENUES

Fed/State Revenue	\$0	\$0	\$0	\$0
Grant Revenue	\$800,000	\$799,653	\$799,653	-\$347
Realignment Revenue	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0
Total Revenues	\$800,000	\$799,653	\$799,653	-\$347

<u>CSBG Sutter Co-2008</u>	Budget	Requested	Recommend	Change
Budget Category	2006/07	2007/08	2007/08	(Col 3-Col 1)
APPROPRIATIONS				
Salaries & Benefits	\$6,618	\$6,501	\$6,501	-\$117
Svs & Supplies	\$2,518	\$2,635	\$2,635	\$117
Other Charges	\$76,865	\$76,865	\$76,865	\$0
Fixed Assets	\$0	\$0	\$0	\$0
Cap/Imp Other Finance	\$0	\$0	\$0	\$0
Cost Reimbursements	\$0	\$0	\$0	\$0
A-87 Charges	\$0	\$0	\$0	\$0
Total Appropriations	\$86,001	\$86,001	\$86,001	\$0

REVENUES				
Fed/State Revenue	\$0	\$0	\$0	\$0
Grant Revenue	\$86,001	\$86,001	\$86,001	\$0
Realignment Revenue	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0
Total Revenues	\$86,001	\$86,001	\$86,001	\$0

COMMUNITY DEVELOPMENT BLOCK GRANT

<u>CDBG -2002</u>	Budget	Requested	Recommend	Change
Budget Category	2006/07	2007/08	2007/08	(Col 3-Col 1)
APPROPRIATIONS				
Salaries & Benefits	\$0	\$0	\$0	\$0
Svs & Supplies	\$0	\$0	\$0	\$0
Other Charges	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0
Cap/Imp Other Finance	\$0	\$0	\$0	\$0
Cost Reimbursements	\$0	\$0	\$0	\$0
A-87 Charges	\$0	\$0	\$0	\$0
Total Appropriations	\$0	\$0	\$0	\$0

REVENUES				
Fed/State Revenue	\$0	\$0	\$0	\$0
Grant Revenue	\$0	\$0	\$0	\$0
Realignment Revenue	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0
Total Revenues	\$0	\$0	\$0	\$0

ENVIRONMENTAL HEALTH SERVICES

Budget Category	Budget 2006/07	Requested 2007/08	Recommend 2007/08	Change (Col 3-Col 1)
APPROPRIATIONS				
Salaries & Benefits	\$971,780	\$1,074,674	\$1,074,674	\$102,894
Svs & Supplies	\$511,211	\$526,591	\$526,591	\$15,380
Other Charges	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$2,500	\$2,500	\$2,500
Cap/Imp Other Finance	\$0	\$0	\$0	\$0
Cost Reimbursements	\$0	-\$32,000	-\$32,000	-\$32,000
A-87 Charges	\$0	\$0	\$0	\$0
Total Appropriations	\$1,482,991	\$1,571,765	\$1,571,765	\$88,774

REVENUES

Fed/State Revenue	\$0	\$0	\$0	\$0
Grant Revenue	\$626,300	\$451,900	\$451,900	-\$174,400
Realignment Revenue	\$60,000	\$0	\$0	-\$60,000
Miscellaneous Revenue	\$785,000	\$1,059,865	\$1,059,865	\$274,865
Fund Balance	\$0	\$0	\$0	\$0
General Fund	\$11,691	\$60,000	\$60,000	\$48,309
Total Revenues	\$1,482,991	\$1,571,765	\$1,571,765	\$88,774

Mission Statement

To protect the environmental health and well being of the citizens of Yuba County:

- ✓ Through education and community awareness of environmental health issues.
- ✓ Through the administration and enforcement of environmental and public health laws.
- ✓ And to provide the highest quality services in an efficient, courteous and cost effective manner.

Program Description

Provides for the protection of the environmental health and well being of the citizens of Yuba County through education and community awareness of environmental health issues and the administration and enforcement of environmental and public health laws. Funding for these services is from grants, fees, health realignment revenue and some general fund.

Allocated Positions (current, vacant, requested)

Allocated FTE positions funded base	15
Allocated FTE positions funded requested	15
Current vacant positions	1
Current filled positions	14

Major Accomplishments FY 2006/07

CUPA

- ✓ Fully implemented certification of Clandestine Drug Labs as required by AB 1078.
- ✓ Brought all inventoried facilities into compliance with the required inspection frequencies.
- ✓ Administering contracts for services under both approved EAR grants.
- ✓ Completed state required Inspection and Enforcement Plan mandated under SB1082.

Environmental Health

- ✓ Issued permits and conducted inspections within reasonable timeframes.
- ✓ Completed the required work as described in various grants and contracts.
- ✓ Inspected all facilities at the required frequency.
- ✓ Implemented new fees.
- ✓ Worked on Gold Village sewer system with the State Water Quality Control Board.

Major Goals and Objectives FY 2007/08***CUPA***

- ✓ Continue to meet required inspection frequencies.
- ✓ Insure that all required facilities in the county are permitted.
- ✓ Finalize the Yuba County Hazardous Materials Response Plan (Area Plan).
- ✓ Complete standard operating procedures for all CUPA program elements.
- ✓ Develop a training program to assist first responders in Yuba County.
- ✓ Develop a training outreach program for businesses required to meet CUPA program elements.

Environmental Health

- ✓ Inspect all inventoried facilities at the required frequency.
- ✓ Issue permits and conduct inspections within reasonable timeframes.
- ✓ Complete all required work for grants and contracts.
- ✓ Proactively protect the environmental health of all citizens.
- ✓ Fully fund and staff all allocated positions to improve service to public.
- ✓ Update the County Sewage Ordinance as the State Water Board implements AB 885.

FISH AND GAME

Budget Category	Budget 2006/07	Requested 2007/08	Recommend 2007/08	Change (Col 3-Col 1)
APPROPRIATIONS				
Salaries & Benefits	\$0	\$0	\$0	\$0
Svs & Supplies	\$4,556	\$5,500	\$5,500	\$944
Other Charges	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0
Cap/Imp Other Finance	\$0	\$0	\$0	\$0
Cost Reimbursements	\$0	\$0	\$0	\$0
A-87 Charges	\$144	\$406	\$406	\$262
Total Appropriations	\$4,700	\$5,906	\$5,906	\$1,206
REVENUES				
Fed/State Revenue	\$0	\$0	\$0	\$0
Grant Revenue	\$0	\$0	\$0	\$0
Realignment Revenue	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$2,700	\$5,906	\$5,906	\$3,206
Fund Balance	\$2,000	\$0	\$0	-\$2,000
General Fund	\$0	\$0	\$0	\$0
Total Revenues	\$4,700	\$5,906	\$5,906	\$1,206

HOUSING AUTHORITY

Budget Category	Budget 2006/07	Requested 2007/08	Recommend 2007/08	Change (Col 3-Col 1)
APPROPRIATIONS				
Salaries & Benefits	\$317,688	\$356,495	\$356,495	\$38,807
Svs & Supplies	\$33,922	\$37,183	\$37,183	\$3,261
Other Charges	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0
Cap/Imp Other Finance	\$0	\$0	\$0	\$0
Cost Reimbursements	-\$125,570	-\$197,074	-\$197,074	-\$71,504
A-87 Charges	\$0	\$0	\$0	\$0
Total Appropriations	\$226,040	\$196,604	\$196,604	-\$29,436
REVENUES				
Fed/State Revenue	\$226,040	\$196,604	\$196,604	-\$29,436
Grant Revenue	\$0	\$0	\$0	\$0
Realignment Revenue	\$0	\$0	\$0	\$0
Miscellaneous Revenue	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0
General Fund	\$0	\$0	\$0	\$0
Total Revenues	\$226,040	\$196,604	\$196,604	-\$29,436

Program Description – Housing Authority

The Housing Authority provides Section 8 Rental Assistance to low-income persons in Yuba County.

Major Accomplishments FY 2006/07

The Yuba County Housing Authority continues administer its Housing Choice Voucher (Section 8) Rental Assistance Program successfully by utilizing new software programs. HAPPY software provides an efficient system to track and submit information electronically to the Housing and Urban Development Department (HUD) regarding the Housing Choice Voucher (Section 8) Rental Assistance Program. The financial component (Quickbooks) compliments the HAPPY program and has made a huge improvement to our ability to operate in a timely and efficient manner.

The Housing Authority received a Family Self-Sufficiency Coordinator grant for the second time in four years due mostly to the fact that the program is no longer in "TROUBLED STATUS".

The Housing Authority has been working diligently toward successful submission of un-audited and audited financial information for two years. Even though this was not a requirement last year, we were able to successfully submit electronically on March 31, 2006. This task became a HUD requirement this year effective March 31, 2007 and was successfully submitted prior to the due date.

- ✓ Updated Administrative Plan
- ✓ Updated Annual and 5-Year Plan
- ✓ Successful application for FSS Coordinator
- ✓ Successfully submitted Un-audited and Audited financial information electronically
- ✓ Leased up to HUD regulations

Major Goals and Objectives FY 2007/08

We are continuing our review of all tenants files to assure compliance with HUD regulations and making adjustments where needed. HUD reduced our administration budget, which poses a significant challenge

to our ability to provide services. We are leased up to HUD regulations, but it continues to be a challenge to stay apprised of all the changes to the Housing Choice Voucher program.

- ✓ Review all tenant files for compliance with Admin Plan
- ✓ Stay leased up at a higher level to use available resources and house more families
- ✓ Find ways to stay within our budget without losing resources

Major Workload Indicators

	<u>2006/2007</u>	<u>2007/2008</u>
✓ Active tenant files	439	449
✓ Active application files	500	269
✓ HQS inspections	439	450
✓ Quality Control HQS inspections	14	14
✓ Quality Control SEMAP files	84	84
✓ Informal Hearings	12	10