



# DEVELOPMENT SERVICES

## MAJOR FUNCTIONS



**Roger Patterson,  
Interim  
Development  
Services Director/  
County Engineer**

To protect and enhance the health, safety and welfare of Yuma County and its citizens.

### Environmental Programs

Manages, administers, implements and coordinates environmental project programs for which Yuma County has a responsibility; these include specific aspects of storm water management, pollution prevention, the Federal Clean Water Act requirements, and air quality management. The Section also performs risk management assessments for environmental issues. In addition, the Environmental Programs Section administers the Yuma County Delegation Agreement with the Arizona Department of Environmental Quality for septic permitting, aquifer protection, solid waste oversight and initial investigation of all environmental complaints.

### Building Safety Division:

Conducts building related code enforcement to ensure that the safety contemplated by its various codes becomes an accomplished fact. Building Safety is built on the foundation of the “One Stop Shop”.

Plans Examining Section: Reviews plans for all permitted structures per adopted building codes.

Building Inspection Section: Inspects permitted projects to ensure consistency, accuracy and safety.

### Engineering Division:

Plans, designs and constructs the Yuma County Highway System, including all public road surfaces, bridges, drainage structures, and related supporting highway physical structures. The Division provides support for other County department sponsored Capital Improvement Plan Projects.

**Civil Drafting Section:** Provides design layout capabilities for the Engineer’s design concept and criteria on County design projects.

**Construction Section:** Inspects, tracks and keeps approved construction projects on schedule and minimizes change orders.

**Engineering Section:** Conducts plan reviews, designs projects and prepares projects for bidding.

**Right-of-Way Section:** Acquires property needed for County/public rights of way (ROW). It processes the establishment of County roads and the approval of encroachment permits for public utilities and private property owners into the County ROW’s. The Section also processes requests for the abandonment of County roads, public roads and the extinguishments of ROW easements.

### Customer Service Division:

Accepts permit applications, reviews plans, processes and approves permits.

**Permit Tracking Section:** Administers the computerized permitting system.



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## MAJOR FUNCTIONS-(Concluded)

### Planning & Zoning Division:

**Planning & Zoning Division:** Responsible for the planning and enforcement of all related land use activities in Yuma County.

**Planning Section:** Administers the zoning and subdivision ordinances, supports the Yuma County Planning & Zoning Commission, the Board of Adjustment, the Airport Board of Adjustment, and the Board of Supervisors. It also processes matters relating to the Yuma County Comprehensive Plan, modernization of the County development ordinances and their related regulations. The Section reviews all plans and studies relating to Yuma County’s Comprehensive Plan and County-wide development.

**Zoning Enforcement Section:** Enforces the Yuma County Zoning Ordinance, primarily on a reactive basis.

### Administration Division:

Provides administrative support and records management for the department; including budget preparation and maintenance, meeting support for Boards and Commissions, coordinates training, database development, web page design and maintenance, and administers document imaging system.

**Grants Section:** Evaluates project feasibility, develops the scope of the projects and secures outside (usually State or Federal) resources to implement them.

### Flood Control District:

Minimizes the impacts and protects life and property from flooding. The District annually prepares a Flood Control Assessment Report and Capital Improvement Plan.

## 2013-2018 OBJECTIVES

**CR-** Increase at annual rate of 15%, the integration of all historic department records into our inventory and EDMS systems.

- ✓ 50% of historic department wide records are integrated into the systems.

**CR-** To develop a singular information source that includes access to records, mapping services and permitting functions by FY2018.

- ✓ 25% of singular information sources developed.

**CS-** To provide external base service surveys to the customer base and that 98% of the responses are rated as good or excellent by FY17.

- ✓ 95% of responses to external base service surveys are rated as good or excellent.

**CS-** To provide service within a standard wait time 98% of the time by FY17.

- ✓ 95% of time service is provided within a standard wait time.

**CHSW-** Annually, review 100% of regulations and policies for concurrency with Federal and State mandates.

- ✓ 80% of regulations and policies have been reviewed.



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## 2013-2018 OBJECTIVES-(Concluded)

**CR-** To have 100% of advancement review completed by FY2018.

- ✓ Advancement review is at 50%.

**CHSW-** Increase the percent of roads that are at level D or above 5% by FY2018.

- ✓ 1% of roads are at level D or above.

**CHSW-** Annually, have 100% of standards align with State and Federal Guidelines.

- ✓ 100% of standards align with State and Federal Guidelines.

**ED-** Identify areas for possible bio-fuel production by FY16 and maintain support through FY18.

- ✓ 20% of Zoning Ordinance and Comprehensive Plan text amendments completed.

**ED-** For FYs 14-18, each year abate the hazards for a minimum of 2 properties on the Zoning Enforcement Section Hazard Abatement List.

- ✓ 2 properties with hazards conditions have been abated.

Strategic Plan: [www.yumacountyaz.gov/strategicplan](http://www.yumacountyaz.gov/strategicplan)

## PERFORMANCE REPORTING

### Performance Measure Actuals & Benchmark - Development Services

The following measures are departmental priorities identified in the County-wide Strategic Plan:

Department Goal:	Target/Benchmark				
Measure:	FY2014	FY2015	FY2016	FY2017	FY2018
Able to fulfill record requests from internal and external queries.					
% of all historic records integrated into the systems.	50%	65%	50%	95%	100%
Develop interconnectivity between records (EDMS), mapping services (e-GIS) and permitting functions (presently ACCELA).					
% singular information source developed.	0%	25%	25%	50%	75%
Adopt and moderate regulations and policies that safeguard residents against manmade and natural hazards while promoting sustainability and energy efficiency in the built environment.					
% of regulations and policies reviewed.	80%	90%	80%	100%	100%
Attract and retain competent staff that provides advanced plan review and knowledgeable building inspection for leading building techniques and materials.					
% of advancement review completed.	50%	70%	50%	100%	100%
Provide consistent and accurate customer service.					
% of responses rated as good or excellent.	95%	96%	95%	98%	98%
Provide timely response to serve.					
% of time service is provided within a standard wait time.	95%	98%	95%	98%	98%
Construct and improve roads that provide for a safe and reliable transportation system in a cost effective manner.					
% of roads that are at level D or above.	1%	2%	1%	4%	5%
Maintaining compliance with the National Flood Insurance Program.					
% of standards that align with State and Federal Guidelines.	100%	100%	100%	100%	100%
Preserve Yuma County Health, Safety, and Well-being.					
# of properties with hazardous conditions abated.	2	2	2	2	2
Diversify Yuma County's economic development opportunities.					
Percentage of Zoning Ordinance and Comprehensive Plan text amendments completed.	20%	100%	20%	100%	100%



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## AUTHORIZED FULL TIME EQUIVALENTS

Authorized Positions by Major Function				
	2013-14	2014-15	2015-16	2016-17
Director	1.00	1.00	1.00	1.00
Environmental Programs	4.00	4.00	4.00	4.00
Engineering	17.00	17.00	17.00	16.00
Building Safety	8.00	8.00	7.48	7.48
Customer Service	10.00	10.00	8.00	8.00
Planning & Zoning	12.00	10.00	10.00	10.00
Flood Control	3.00	3.00	3.00	3.00
Administration	16.00	15.00	15.00	15.00
<b>Total</b>	<b>71.00</b>	<b>68.00</b>	<b>65.48</b>	<b>64.48</b>

As part of the reorganization of the department, the department decreased staffing by 1.0 FTE of a Civil CADD Technician position to help fund personnel changes. Additionally, 5.48 FTE were defunded for fiscal year 2016-17 (1.0 FTE Combination Inspector I, .48 FTE

Plans Examiner II, 1.0 FTE Associate Planner, 1.0 FTE Permits Technician, 1.0 FTE Plans Specialist and 1.0 FTE Senior Permits Technician).

## 2017 ANNUAL BUDGET

**Revenue:** General Fund support is at the level needed for General Fund expenditures.

**Personnel:** The net decrease is primarily the result of reductions in the Regular Salaries & Wages, Health Insurance and Other Employee Benefits line items.

**Supplies and Services:** There are no substantial changes this fiscal year.

**Capital Outlay:** There is no Capital Outlay budgeted this fiscal year.

Administration, Building & Safety, Planning & Zoning, Environmental Programs & Customer Service	Actual 2013-14	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Budget 2016-17	%
						<b>Change</b>
<b>Sources</b>						
General Revenue	\$ 2,873,110	\$ 2,640,612	\$ 3,222,663	\$ 2,495,478	\$ 2,849,075	-11.59%
Special Revenue	-	-	-	-	-	-
Balance Forward	-	-	-	-	-	-
<b>Total Sources</b>	<b>\$ 2,873,110</b>	<b>\$ 2,640,612</b>	<b>\$ 3,222,663</b>	<b>\$ 2,495,478</b>	<b>\$ 2,849,075</b>	<b>-11.59%</b>
<b>Uses</b>						
Personnel	2,556,653	2,381,570	2,889,499	2,205,761	2,506,898	-13.24%
Supplies & Services	306,633	259,042	333,164	289,717	342,177	2.71%
Capital Outlay	9,824	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Reserves & Contingencies	-	-	-	-	-	-
<b>Total Uses</b>	<b>\$ 2,873,110</b>	<b>\$ 2,640,612</b>	<b>\$ 3,222,663</b>	<b>\$ 2,495,478</b>	<b>\$ 2,849,075</b>	<b>-11.59%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
<b>Total Other Sources &amp; Uses</b>	<b>\$ -</b>	<b>-</b>				
Other Restricted	\$ -	\$ -	\$ -	\$ -	\$ -	-



# DEVELOPMENT SERVICES

## 2017 ANNUAL BUDGET-(Continued)

The Community Development Block grant includes funding from federal grants.

**Revenues:** Special revenue is comprised of the Community Development Block Grant from the US Department of Housing & Urban Development and the Home Investment Partnership Program from the State Housing Fund.

**Personnel:** The net decrease is due to a reduction to the Regular Salaries & Wages line item. **Supplies and**

**Services:** The net decrease is primarily due to reductions to the Architectural and Engineering Services and Other Purchased Services line items. **Capital Outlay:** There is no Capital Outlay budget this fiscal year.

Community Development Block Grant	Actual 2013-14	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Budget 2016-17	% Change
<b>Sources</b>						
General Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	-
Special Revenue	429,565	417,264	746,824	706,596	317,700	-57.46%
Balance Forward	12,101	23,610	7,033	12,180	-	-
<b>Total Sources</b>	<b>\$ 441,666</b>	<b>\$ 440,874</b>	<b>\$ 753,857</b>	<b>\$ 718,776</b>	<b>\$ 317,700</b>	<b>-57.86%</b>
<b>Uses</b>						
Personnel	39,389	70,911	97,575	74,645	30,000	-
Supplies & Services	378,667	350,744	649,249	644,131	287,700	-55.69%
Capital Outlay	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-
Reserves & Contingencies	-	-	7,033	-	-	-
<b>Total Uses</b>	<b>\$ 418,056</b>	<b>\$ 421,655</b>	<b>\$ 753,857</b>	<b>\$ 718,776</b>	<b>\$ 317,700</b>	<b>-57.86%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
<b>Total Other Sources &amp; Uses</b>	<b>\$ -</b>	<b>-</b>				
Other Restricted	\$ 23,610	\$ 19,219	\$ -	\$ -	\$ -	-

\* Unbalanced amount due to fund 02269 transferred from dept 9500 to dept 5900.

The Highway Users Revenue Fund (HURF) is funded through federal and state sources including the auto in lieu tax and road fund permits. Funding also includes agency reimbursements and other miscellaneous sources.

**Revenues:** The Highway Users Revenue Fund (HURF) is revenue collected by the State of Arizona Department of Transportation. **Personnel:** The net decrease is primarily in the Other Employee Benefits line item. **Supplies and**

**Services:** The net decrease is primarily in the Architectural and Engineering Services line item. **Capital Outlay:** Capital Outlay consists of Land Site Preparation (\$1,395,697), Construction in Progress (\$12,413,803), Traffic Signals (\$1,500,000) and Bridges & Large Culverts (\$2,200,566) in the HURF budget and Paved Roads (\$775,085) in the Road Fund.

Highway Users Revenue Fund	Actual 2013-14	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Budget 2016-17	% Change
<b>Sources</b>						
General Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	-
Special Revenue	4,542,770	5,481,722	5,318,807	5,607,225	5,661,807	6.45%
Balance Forward	16,233,313	16,711,326	14,939,323	15,622,779	16,338,871	9.37%
<b>Total Sources</b>	<b>\$ 20,776,083</b>	<b>\$ 22,193,048</b>	<b>\$ 20,258,130</b>	<b>\$ 21,230,004</b>	<b>\$ 22,000,678</b>	<b>8.60%</b>
<b>Uses</b>						
Personnel	1,359,117	1,375,340	1,596,679	1,322,456	1,560,671	-2.26%
Supplies & Services	253,592	337,707	455,630	338,949	332,041	-27.12%
Capital Outlay	2,452,048	4,857,222	16,849,300	3,229,728	18,285,151	8.52%
Debt Service	-	-	-	-	-	-
Reserves & Contingencies	-	-	1,356,521	-	1,822,815	34.37%
<b>Total Uses</b>	<b>\$ 4,064,757</b>	<b>\$ 6,570,269</b>	<b>\$ 20,258,130</b>	<b>\$ 4,891,133</b>	<b>\$ 22,000,678</b>	<b>8.60%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	-	-	70,000	70,000	-	-100.00%
Transfers Out	-	-	(70,000)	(70,000)	-	-100.00%
<b>Total Other Sources &amp; Uses</b>	<b>\$ -</b>	<b>-</b>				
Other Restricted	\$ 16,711,326	\$ 15,622,779	\$ -	\$ 16,338,871	\$ -	-



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## 2017 ANNUAL BUDGET-(Concluded)

**Revenue:** The Flood Control District is primarily funded by property taxes and supplemented with city/town reimbursements.

The majority of the Flood Control District's expenditures are incorporated in the County's Capital Improvement Plan. A listing of projects including their estimated costs and time of completion can be found in the Capital Improvements Program section.

**Personnel:** There are no substantial changes this fiscal year.

**Supplies and Services:** There are no substantial changes this fiscal year.

**Capital Outlay:** Capital Outlay is comprised of \$2,000,000 for Land Site Preparation and \$17,436,130 for Construction in Progress.

Flood Control	Actual 2013-14	Actual 2014-15	Budget 2015-16	Estimate 2015-16	Budget 2016-17	% Change
<b>Sources</b>						
General Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	-
Special Revenue	2,805,238	2,719,136	3,470,419	2,586,599	3,476,838	0.18%
Balance Forward	17,731,496	17,059,163	16,420,898	16,571,980	17,724,259	7.94%
<b>Total Sources</b>	<b>\$ 20,536,734</b>	<b>\$ 19,778,299</b>	<b>\$ 19,891,317</b>	<b>\$ 19,158,579</b>	<b>\$ 21,201,097</b>	<b>6.58%</b>
<b>Uses</b>						
Personnel	345,931	253,968	432,956	277,489	441,448	1.96%
Supplies & Services	289,078	301,270	473,607	180,622	473,962	0.07%
Capital Outlay	2,842,562	2,651,081	18,203,857	976,209	19,436,130	6.77%
Debt Service	-	-	-	-	-	-
Reserves & Contingencies	-	-	780,897	-	849,557	8.79%
<b>Total Uses</b>	<b>\$ 3,477,571</b>	<b>\$ 3,206,319</b>	<b>\$ 19,891,317</b>	<b>\$ 1,434,320</b>	<b>\$ 21,201,097</b>	<b>6.58%</b>
<b>Other Sources &amp; Uses</b>						
Transfers In	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
<b>Total Other Sources &amp; Uses</b>	<b>\$ -</b>	<b>-</b>				
Other Restricted	<b>\$ 17,059,163</b>	<b>\$ 16,571,980</b>	<b>\$ -</b>	<b>\$ 17,724,259</b>	<b>\$ -</b>	<b>-</b>