

# COMMUNITY DEVELOPMENT AGENCY

Function & Organization Chart - FY 2003 -  
2004



## MISSION STATEMENT

To enhance the County's living, working, business and agricultural environment and plan for the future well-being of the County's diverse communities; and to balance the physical, economic, and social needs of County residents through land use planning, environmental management, neighborhood improvement, community development, and enforcement of State agricultural and weights and measures laws.

DEPT. UNIT #	BUDGETED POSITIONS	FTE
260101	9	7.50
260102	11	7.84
260150	37	31.88
260200	14	14.42
260250	10	9.08
450101	23	20.00
260300	14	12.00
260600	20	19.41
260401	42	34.01
260700	7	7.00
260900	26	24.50
260500	0	2.00 CONTRACT
<b>TOTAL</b>	<b>213</b>	<b>187.64</b>

COMMUNITY DEVELOPMENT AGENCY

1- DIRECTOR, COMMUNITY DEVELOPMENT AGENCY - 1 FTE

**PLANNING DEPARTMENT  
(260401)**

Administration  
Policy & Research  
Zoning Administration  
Development Planning

1-Deputy Director, CDA - 1FTE

**BONDS & FINANCE  
DEPARTMENT  
(260900)**

Agency-wide Finance Support  
Independent Services to Outside  
Agencies

1- Director of Finance, CDA - 1FTE

**OPERATIONS & MANAGEMENT  
SERVICES/REDEVELOPMENT  
DEPARTMENT (260900,260700)**

Redevelopment  
Administration/Safety  
Personnel/Payroll/Benefits/Training  
Purchasing/Assets  
Information Technology  
Facilities/Special Projects

1 - Director of Operations & Management  
Services - 1 FTE

**AGRICULTURE/  
WEIGHTS & MEASURES  
DEPARTMENT  
(260150, 260101, 260102)**

Weights & Measures  
Agricultural Commissioner  
Administration

1- Deputy Director, CDA - 1 FTE

**HOUSING & COMMUNITY  
DEVELOPMENT DEPARTMENT  
(260600,260300)**

CDBG/Office Administration  
HOME/Program Planning  
Housing Development  
Homeless Programs  
Housing Preservation/  
Neighborhood Improvements

1-Deputy Director, CDA - 1FTE

**LEAD POISONING PREVENTION  
DEPARTMENT  
(450101, 260200, 260250)**

Health Protection  
Lead Abatement  
Lead Administration

1-Deputy Director, CDA - 1 FTE

**SURPLUS PROPERTY  
AUTHORITY  
(260500)**

Surplus Property Development

1- Santa Rita Project Director (contract)  
1- Senior Property Development Planner  
(contract)

## BONDS & FINANCE DEPARTMENT

- Provide Agency-wide Finance Support
- Independent Service Provider to Outside Agencies
- Administration

**1- DIRECTOR OF FINANCE, CDA - 1 FTE  
(260900)**

### Housing Bonds, Public Improvement Assessment Districts & Redevelopment Districts Finance

- Administer Bond Issues, Assessment and Redevelopment Districts
- Restructure, Refund and/or Refinance Bonds & Assessment Districts
- Manage Assessments, Investments, & Debt Service
- Assist in the Development of New Housing Bonds & Public Improvement Assessment Districts
- Approve Assessed Levies, Subdivision Levies, Recording of Assessments & Discharge of Liens
- Confer & Coordinate with Bond Counsels, Financial Advisors, Trustees, Paying Agents, Legal Counsels, Lenders, Servicers and Administrators, to Ensure Issue Compliance
- Recommend & Take Legal Action on Delinquent Parcels Including Judicial Foreclosures
- Supervise Bond Calls, Arbitrage, Credit Ratings, Audits, Financial Disclosures, and Investments
- Supervise Preparation of State Controllor's Report for CSA & Redevelopment Districts
- Supervise Independent Audits per Single Audit Act & Program Financial Compliance
- Agency-wide Accounting & Record Retention
- Cost Allocations
- Cost Recoveries to Maximize Funding

1- CDA Finance Coordinator - 1 FTE  
1- Bonds and Finance Technician II - 1 FTE

### Grants, Audits, Budgets & Internal Controls

- Implement Internal Controls & Ensure Compliance
- Federal/State Grants Financial Compliance with Standard Accounting & Reporting Practices
- Audit Sub-recipients & Sub-grantees
- Develop & Monitor Agency-wide Annual, Quarterly & Semiannual Budgets & Revisions
- Manage Budgets & Take Actions to Mitigate & Control Net County Cost
- Coordinate Special Projects such as Capital Improvements, Alcolink, etc.
- Develop Strategies for Cost Allocation Policies to Maximize Funding from Complex Grants
- Develop A-87 Overhead Recovery Rates & State Claims from Competitive Pool
- Grants Management, REporting & Accounting
- Supervise Payables, Receivables, Encumbrances
- Alcolink Protocols, Setups & Processing

1 - CDA Finance Coordinator - 1 FTE  
1 - Financial Services Specialist I - 1 FTE  
3 - Bonds and Finance Technician II - 2 FTE

### Real Estate Loan Portfolio Zoning Enforcement Liens & Releases

- Manage & Service Real Estate Loans
- Administer Delinquencies, follow through to Resolve & Negotiate Resolution
- Recommend Actions to Cure Defaulting Loans including Foreclosures
- Monitor Property Titles & Compliance of Loan Terms & Conditions
- Confer & Coordinate with Title Companies, Borrowers, Lenders & Other Agencies
- Negotiate Restructure of Loans to Accommodate Borrowers' Financial Ability to Pay
- Coordinate activities for Collections for Servicers & Title Companies
- Liaison with Legal Counsel, County Counsel & Departments
- Zoning Enforcement & Liens Processing

1 - Financial Services Specialist II - 1 FTE  
1 - Bonds and Finance Technician II - 1 FTE

OPERATIONS AND MANAGEMENT SERVICES/  
REDEVELOPMENT DEPARTMENT

**1- DIRECTOR, OPERATIONS & MANAGEMENT SERVICES - 1FTE  
(260900)**

**INFORMATION TECHNOLOGY/  
GIS/DEMOGRAPHICS DIVISION**

- Information & Computer Systems
- Geographic Information Systems
- Research
- Demographics
- Census

2- Senior Planner - 2 FTE  
1 - Administrative Specialist II - 1 FTE  
1 - Information System Specialist -.5 FTE  
1 - Data Input Clerk - 1 FTE  
1 - Contractor

**OPERATIONS AND  
MANAGEMENT SERVICES  
DIVISION**

- Program & Policy Development
- Legislative Analysis & Evaluation
- Public Information
- Human Resources
- Labor Relations/EEO
- Contract Administration
- Purchasing
- Timekeeping
- Payroll & Benefits
- Staff Development & Training
- Facilities & Asset Management

1 - Assistant Deputy Director, CDA - 1 FTE  
1- Administrative Services Officer - 1 FTE  
1 - Administrative Services Specialist II - 1 FTE  
1 - Administrative Secretary - 1 FTE  
2 - Administrative Assistant - 2 FTE  
1 - HCD Technician - 1 FTE  
1 - Clerk II - 1 FTE

**SPECIAL PROJECTS  
DIVISION**

- Facilities Development
- Website Development

1 - Assistant Deputy Director, CDA - 1 FTE

**REDEVELOPMENT DIVISION**

- Revitalize Redevelopment Project Areas
- Rehabilitation and/or Expansion of Existing Commercial Business
- Development of New Commercial Businesses
- Public Area Improvements including Utility Undergrounding, Street Tree Planting, Pedestrian Lighting, & Public Plazas
- Improving the Surrounding Residential Neighborhoods

1 Deputy Director, CDA - 1 FTE  
2 Assistant Deputy Director, CDA - 2 FTE  
1-Redevelopment Manager - 1 FTE  
3-Redevelopment Specialist - 3 FTE

**PLANNING DEPARTMENT**  
 Planning Commission  
 8 - Planning Commissionr - 1.01 FTE  
**1- DEPUTY DIRECTOR, CDA - 1 FTE**  
**(260401)**

**POLICY PLANNING & RESEARCH**

- Public Agency Coordination
- Development Planning of County Properties
- Public Information
- Preparation, Maintenance & Environmental Review of Policy Documents
- Inter-jurisdictional and Inter-agency Coordination
- Staff to County Commissions
- Transportation Planning
- Biodiversity Planning
- Environmental Staff to LAFCO
- Manage County/City Master Plan Process for North Livermore
- Waste Management Coordination

1 - Assistant Deputy Director, CDA - 1 FTE  
 1 - Senior Planner - 1 FTE  
 1 - Senior Transportation Planner - 1 FTE  
 4 - Planner III - 4 FTE  
 1 - Planning Technician II - 1 FTE

**DEVELOPMENT PLANNING**

- Zoning/General Plan Conformance & Rezoning Petitions
- Subdivision Ordinance Administration
- Specific Plan Preparation
- Environmental Review
- Surface Mining Ordinance Administration
- Design Review
- Public Agency Coordination
- Land Use Findings
- Public Information
- Staff to County Commissions
- Provide Information to Public about Zoning Regulations
- Conduct Special Studies
- Public Information & Outreach
- Subdivision Ordinance Administration
- Design Review
- Land Use Findings

1 Assistant Deputy Director, CDA - 1 FTE  
 1 - Senior Planner - 1 FTE  
 5 - Planner III - 5 FTE  
 1 - Planning Technician II - 1 FTE

**ZONING ADMINISTRATION**

- Administration
- Program Development
- Provide Information to Public about Zoning Regulations
- Evaluate & Conduct Hearings on Conditional Use Permits & Variance Applications
- Administer Windfarm Regulations & Review Program
- Maintain Zoning Maps
- Conduct Special Studies
- Public Information & Outreach
- Subdivision Ordinance Administration
- Design Review
- Land Use Findings
- Public Agency Coordination
- Staff to County Commissions

1 - Assistant Deputy Director, CDA - 1 FTE  
 1 - Senior Planner - 1 FET  
 1 - Planner III - 1 FTE  
 1 - Planning Technician II - 1 FTE

**ZONING ENFORCEMENT OPERATIONS/ ADMINISTRATION**

- Enforcement of Zoning Regulations
- Enforcement of Neighborhood Preservation Ordinance
- Administration & Enforcement of Abandoned Vehicle Abatement
- Enforcement of Zoning & Other Ordinances

1- Assistant Deputy Director, CDA - 1 FTE  
 1 - Senior Planner - 1 FTE  
 5 - Zoning Investigator III - 5 FTE  
 1 - Supervising Secretary II - 1 FTE  
 1 - Secretary I - 1 FTE  
 2 - Specialist Clerk - 1 FTE

HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT  
(260300, 260600)

1- DEPUTY DIRECTOR, CDA - 1 FTE

2 - Assistant Deputy Director, CDA - 2 FTE



**LEAD POISONING PREVENTION PROGRAM**  
**Joint Powers Authority**  
**(260200) (260250) (450101)**

**1 - DEPUTY DIRECTOR - 1 FTE**

**HOUSING SERVICES**

- Conduct Environmental Investigation & Assessment
- Provide Residential Lead Hazard Reduction
- Provide Outreach and Education
- Conduct Safe Work Practices Training

1 - Assistant Deputy Director, CDA - 1 FTE  
 1 - Senior Program Specialist - 1 FTE  
 1 CDA Construction Manager - 1 FTE  
 2 - Lead Project Designer - 2 FTE  
 1 -Supervising Industrial Hygiene Engineer - 1 FTE  
 4 - Community Development Specialist III - 4 FTE  
 1 - Housing Rehabilitation Specialist - 1 FTE  
 2 - Housing & Community Development Technician - 2 FTE  
 1 - Health Educator - 1 FTE  
 1 - Lead Inspection Technician - 1 FTE  
 5 - Lead Risk Assessor - 5 FTE  
 1 - Environmental Health Specialist (P) - 1 FTE

**SYSTEMS AND OPERATIONS**

- Provide Program-wide Information Technology, Purchasing & Administrative Support

1 - Management Analyst - 1 FTE  
 1 - Secretary II - 1 FTE  
 1 - Information Systems Specialist - 1 FTE  
 1 - Community Development Specialist III - 1 FTE  
 1 - Specialist Clerk - 1 FTE  
 3 - Clerk II - 3 FTE

**HEALTH SERVICES**

- Community Health Education
- Provide Case Management Services
- Medical Provider Outreach
- Train Housing & Health Professionals about Lead
- Referrals for Screening & Other Social Services

1 - Assistant Deputy Director, CDA - 1 FTE  
 1- Clinical Nurse IV - .5 FTE  
 2 - Clinical Nurse III - 2 FTE  
 4 - Clinical Nurse II - 2 FTE  
 1 - Senior Program Specialist - 1 FTE  
 4 - Community Outreach Worker - 3.5 FTE  
 1 - Information Referral Worker - 1 FTE  
 1 - Community Development Specialist IV - 1 FTE  
 1 - Housing & Community Development Technician - 1 FTE  
 1 - Specialist Clerk - 1 FTE

**DEPARTMENT OF AGRICULTURE/  
WEIGHTS AND MEASURES  
(260101, 260102, 260159)**

Enforcement of State Laws & Related State/Federal Regulations

**1-Deputy Director, CDA - 1 FTE**

**ADMINISTRATION**

Staff Support

1 -Secretary II - 1 FTE  
1 - Secretary I - 1 FTE  
3 - Clerk II - 1.08 FTE  
1 - Clerk Intermittent I - 0 FTE

1 - Assistant Agricultural Commissioner - 1 FTE

1 - Chief Deputy Agricultural Commissioner - 1 FTE

1 - Chief Deputy Sealer of Weights & Measures - 1.5 FTE

**PEST MANAGEMENT**

- > PEST MANAGEMENT
  - Vertebrate/Weed Pest Control
  - Eradication Programs -Vertebrate & Weed
  - Bio-Control
  - Pest Management Service Contracts
- > CROP STATISTICS
- > PESTICIDE USE ENFORCEMENT
  - Related to Pest Management
- > APIARY

1 - Deputy Agricultural Commissioner - 1 FTE  
5 Senior Agricultural Biologist - 5 FTE  
1 - Pest Detection Specialist P - 1 FTE

**PESTICIDE USE ENFORCEMENT/  
PEST DETECTION (TRAPPING)**

- > PESTICIDE USE ENFORCEMENT
  - Structural/Commodity Fumigation
  - Agricultural/Structural Inspection
  - Investigation
  - Administrative Hearings
- > EXOTIC INSECT TRAPPING

4 - Senior Agricultural Biologists - 4 FTE  
1 - Supervising Pest Detection Specialist - 1 FTE  
1 - Pest Detection Specialist - 1 FTE  
1 - Pest Detection Specialist (P) - 1 FTE  
16 - Insect Trappers (SAN) 10.88 FTE

**QUARANTINE/EXCLUSION  
PEST DETECTION/SPECIAL  
PROJECTS**

- > QUARANTINE/EXCLUSION
  - Federal Express/UPS
  - Phyto Cert/Brown Garden Snail Certs
- > NURSERY & SEED INSPECTION
- > FRUIT/VEG/HONEY STANDARDS
- > COMPUTER MANAGEMENT
- > GYPSY MOTH INSPECTION
- > PEST DETECTION
- > EGG QUALITY CONTROL

1 - Deputy Agricultural Commissioner - 1 FTE  
1 - Senior Agricultural Biologists - 1 FTE  
1 - Pest Detection Specialist SAN - 1 FTE  
1 - Pest Detection Specialist P - 1 FTE

**WEIGHTS AND MEASURES**

- > WEIGHING DEVICES
- > MEASURING DEVICES
- > WEIGHMASTER & PETROLEUM
- > ELECTRIC MEASURING DEVICES
- > COMPRESSED GASES
- > QUANTITY CONTROL
  - Packages
  - Commodities

7 - Senior Weights & Measures Inspector - 5 FTE