

COMMUNITY DEVELOPMENT DEPARTMENT

COMMUNITY DEVELOPMENT DEPARTMENT

STATEMENT OF PURPOSE

The Community Development Department is responsible for a wide range of functions related to community preservation, change evolution and enhancement. Broad areas of responsibility include planning and zoning, building inspection and plan check services, economic development and retention. Specific task areas include current and advanced planning, zoning administration, environmental impact studies, management of historic structures and public arts programs, code compliance, resale inspections, business recruitment, downtown redevelopment and public information. The Department strives to provide vision and leadership within the context of innovative, high quality, equitable and efficient services which encompass and reflects community values.



ADMINISTRATION - DIVISION 31

Develop, implement and monitor departmental policies and procedures to ensure effective, efficient use of city resources. Coordinate and administer activities in the planning, economic development, code enforcement, housing, building and redevelopment programs.

- Budget Management
- Customer Service
- Special Projects/Studies
- Redevelopment Support
- City Council Project Coordination
- Interdepartmental / Governmental Projects / Relations
- Department Supervision / Personnel Management



PLANNING-DIVISION 32

Develop and implement planning and zoning services for the evolution of a livable and sustainable community.

- Public Information
- Current Planning Projects
- Community Planning
- Affordable Housing Programs
- Civic Art, Historic Resources Management & Art in public Places
- General Plan Preparation and Implementation
- Administer CEQA, Other City/State Codes/Regulations

COMMUNITY DEVELOPMENT DEPARTMENT

ECONOMIC DEVELOPMENT-DIVISION 32

Develop and implement planning and zoning services for the evolution of a livable and sustainable community.

- Business Attraction
- Business Retention
- Ombudsman to Business Community
- Liaison to Davis Downtown
- Customer Service Improvements
- Staff Business & Economic Development Commission

BUILDING - DIVISION 33

Ensure that all new construction and improvements to city or privately owned property conform to requirements of state and city codes including disabled access requirements and energy and water conservation. Promote preservation and conservation of existing housing stock and energy through the Resale program.

- Public Information
- Permit Processing / Inspections / Issuance
- Plan Checking
- Resale Program
- Code Enforcement
- Enforce City/State Codes and Regulations

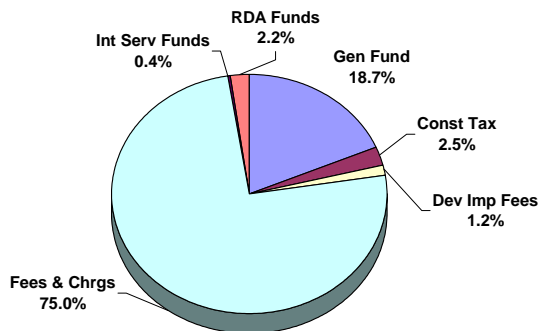


Revenues by Fund	Actual 2002-03	Adjusted Budget 2003-04	Estimated 2003-04	Proposed Budget 2004-05
<u>Source of Funds</u>				
General Fund Support	590,597	770,809	617,870	783,071
Construction Tax	56,170	68,851	60,042	87,006
Development Impact Fees	27,666	33,911	29,573	42,853
Fee Transfers	(101,878)	(129,074)	(129,074)	(132,477)
Fees & Charges	2,350,766	2,364,647	2,350,157	2,616,963
Grants/Designated Revenue	10,008	15,000	15,218	0
Internal Service Funds	0	0	0	14,000
RDA Funds	68,930	78,825	70,669	75,280
Special Revenue Funds	170,966	0	0	0
Total Revenues	3,173,225	3,202,969	3,014,455	3,486,696

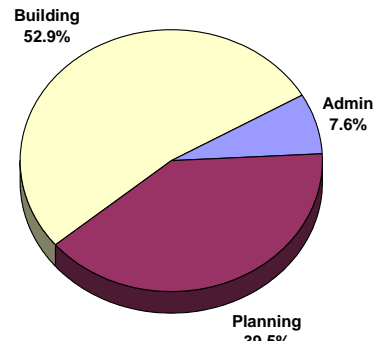
Expenses by Division	Actual 2002-03	Adjusted Budget 2003-04	Estimated 2003-04	Proposed Budget 2004-05
<u>Division</u>				
Administration	229,846	263,049	235,923	265,282
Planning Division	1,430,608	1,367,458	1,222,557	1,377,969
Building Division	1,512,771	1,572,462	1,555,975	1,843,445
Total Expenditures	3,173,225	3,202,969	3,014,455	3,486,696

Expenses by Category	Actual 2002-03	Adjusted Budget 2003-04	Estimated 2003-04	Proposed Budget 2004-05
<u>Expenditures</u>				
Capital Expenditures	188,951	12,000	16,522	22,000
Operating Expenditures	999,320	951,451	942,980	1,038,273
Salaries and Benefits	1,984,954	2,239,518	2,054,953	2,426,423
Total Expenditures	3,173,225	3,202,969	3,014,455	3,486,696

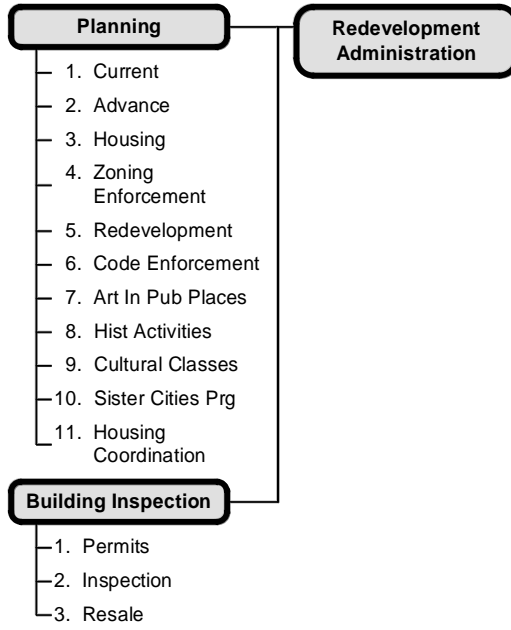
**Source of Funds for
Proposed Budget 2004-05**



Expenses by Division



Community Development



ADMINISTRATION – DIVISION 31

Major Accomplishments in FY 2003-04

- Completed transfer of code compliance to the Building Division
- Streamlined administrative functions for increased efficiency and reduced costs
- Continued to update, monitor and implement citywide and department goals, policies and objectives
- Trained employees to provide competent advice to citizens, city council and other city staff
- Continued to manage the department's budget in a fiscally prudent manner, by not filling or under filling vacant positions, consolidating functions, and postponing or eliminating outside contractual projects
- Provided primary administrative support for the Davis Redevelopment Agency
- Coordinated City responses on various UCD matters
- Continued to work with other city departments on improving public involvement in city decision-making
- Provided professional & technical support to other divisions in the department
- Contributed to the update of the Redevelopment Plan
- Coordinated and Completed transfer of Economic Development to the Department



Plans / Goals for FY 2004-05

- Respond to issues raised regarding a rental inspection program/Provide program options
- Improve quality control of department work products
- Continue to provide comprehensive, fair, efficient and timely planning and building services, while ensuring that development conforms to the goals, objectives and values of the citizens of Davis, as reflected in the city's General Plan, Specific Plans and other policies
- Explore ways to achieve greater employee retention
- Prepare, administer, and monitor the department's budget
- Function as lead on major projects requiring negotiation with developers, contractors, property owners, neighborhoods and interest groups
- Plan, organize and direct the activities of the department's divisions. Coordinate departmental activities with other departments, agencies and outside organizations
- Act as staff to the Davis Redevelopment Agency, administering various programs including commercial rehab., downtown improvements and affordable housing
- Ensure that the public, including members of commission/committees, receive competent advice, information and services from employees
- Provide support to various related council initiatives
- Continue to act as staff representative or liaison to various citywide and external committees
- Continue to expand use of technology and automation to enhance overall department efficiency
- Improve communications between department divisions and City departments in development review matters

No. 31

Revenues by Fund	Actual	Adjusted	Estimated	Proposed
<u>Source of Funds</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>2004-05</u>
General Fund Support	79,978	91,962	82,446	87,826
Fee Transfers	80,183	91,962	82,446	87,826
Fees & Charges	755	300	362	350
Internal Service Funds	0	0	0	14,000
RDA Funds	68,930	78,825	70,669	75,280
Total Revenues	229,846	263,049	235,923	265,282

Expenses by Category	Actual	Adjusted	Estimated	Proposed
<u>Expenditures</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>2004-05</u>
Capital Expenditures	1,788	12,000	2,819	22,000
Operating Expenditures	131,741	161,021	141,521	152,274
Salaries and Benefits	96,317	90,028	91,583	91,008
Total Expenditures	229,846	263,049	235,923	265,282

PLANNING/ECONOMIC DEVELOPMENT – DIVISION 32



Major Accomplishments in FY 2003-04

Planning

- Coordinated various downtown projects, such as H Street Alley improvements
- Completed community Zoning Ordinance amendments for Telecommunication Facilities, downtown parking, and the R-Z Conservation District
- Continued review of the UC Davis Long-Range Development Plan and New Neighborhood Plan
- Installation of first neighborhood art piece
- Completed construction on Core area projects including Chen Building (Terminal Hotel), McCormick building and Harrington offices.
- Created a historical context statement for the conservation district.
- Adopted 2:1 agricultural mitigation requirement
- Reorganized to provide greater support for affordable housing and economic development functions.
- Processed applications for: DaVinci Court apartments, Racquet & Fitness Club remodel, Davis Senior Housing Cooperative, Glacier Place, Lyndell Place commercial, Davis Waste removal expansion, Veterans' Memorial and Senior Center expansions, Verizon antennas, several right-of-way vacations and Pence Gallery.

Economic Development

- Reorganized to provide greater support for economic development functions.
- Coordinated various downtown projects, such as H Street Alley Improvements.
- Completed construction on Core Area projects including Chen Building, McCormick Building, Harrington Offices, D Street Terraces.
- Assisted in modifications to downtown parking districts to improve customer convenience and employee parking availability.
- Negotiated lease agreement for Historic City Hall with Bistro 33rd restaurant.
- Coordinated the plans, bidding, and initiation of construction for the shell improvements to Historic City Hall in preparation for the final building out of Bistro 33.
- Assumed staffing responsibilities to the BEDC.
- Facilitated BEDC workshops on Tourism and Davis Manor.
- Initiated analysis of the next Redevelopment Agency mixed use / parking structure project downtown
- Submitted grant application to SACOG and initiated scoping of 3rd Street improvements.



Plans / Goals for FY 2004-05

Planning

- Begin implementation phase of Housing Needs Assessment process
- Update the Phased Allocation Ordinance
- Begin planning process for re-use of Con Agra property
- Explore new methods and processes that more fully involve citizen groups in the planning process
- Process applications for downtown and B Street projects, continued commercial and office projects in Mace Ranch and South Davis, and the Sutter Davis Master Plan
- Continue processing the EIR and related applications for Covell Village
- Continue to process and review the UC Davis Long-Range Development Plan/New Neighborhood Plan
- Continue to be involved in regional planning efforts for air quality, transit, habitat, ag. conservation easements and open space
- Assess compliance with State Fair-Share requirements and complete update of the General Plan Housing Element
- Update & clarify the city's adopted California Environmental Quality Act Ordinance (CEQA) and procedures
- Complete development agreement annual reviews
- Explore new green development initiatives
- Streamline the process for implementing the New Davis Downtown and Traditional Neighborhood Design GuidelinesA
- Complete policy discussions on agriculture mitigation requirements and amend Ordinance as necessary
- Continue to monitor regional projects such as the Dixon Downs racetrack and the County's General Plan update
- Complete annexation of the new junior high school
- Complete the installation of remaining three neighborhood art projects
- Works with UC Davis to improve connections between downtown and the Mondavi Center
- Identify a venue for displaying a collection of work by Davis artists.

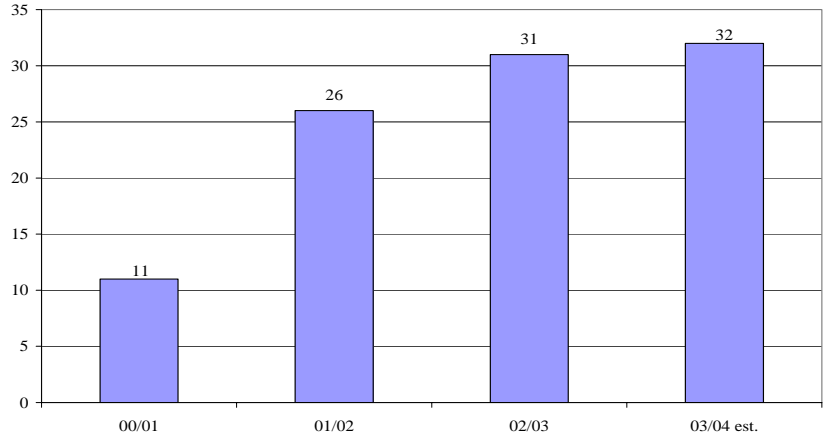
Economic Development

- Specifically focus on Second and Mace, Con Agra, Davis Manor, Downtown as opportunity sites for attracting retail uses to meet current and future retail needs of the community.
- Conduct feasibility analysis for community retail at Second and Mace Boulevard.
- Complete analysis of opportunities for additional parking and mixed use development downtown, specifically the 3rd/4th/E/F lot and other blocks with large City/Agency owned parcels.
- Enhance the city's business friendly reputation.
- Work with the business community to establish development impact fees and utility rates that meet the city's budget needs but do not create disincentives for business retention and attraction.
- Review and make recommendation to City Council on changes to the allowed uses/store sizes within neighborhood shopping centers.
- Work proactively with the various owners of Davis Manor and the neighborhood to continue the rehabilitation and leasing of the center.
- Expand partnerships with the University on economic development efforts such as business recruitment, business development, and visitor attraction.

How We Measure Up

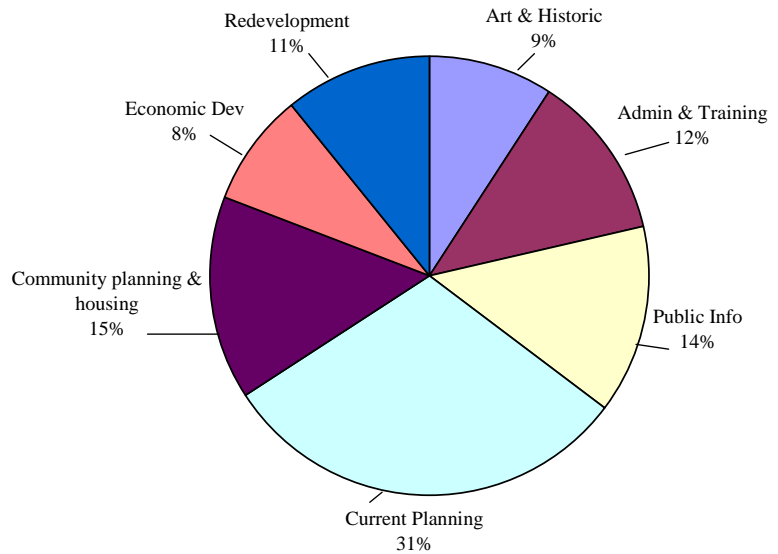
This chart shows the total number of Conditional Use Permit applications submitted.

Conditional Use Permit Applications Submitted



This chart shows staff hours spent providing service by category.

Planning Work Flow



No. 32

Revenues by Fund	Actual	Adjusted	Estimated	Proposed
<u>Source of Funds</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>2004-05</u>
General Fund Support	510,619	678,847	535,424	695,245
Construction Tax	56,170	68,851	60,042	87,006
Development Impact Fees	27,666	33,911	29,573	42,853
Fee Transfers	74,912	70,889	45,702	31,589
Fees & Charges	580,267	499,960	536,598	521,276
Grants/Designated Revenue	10,008	15,000	15,218	0
RDA Funds	0	0	0	0
Special Revenue Funds	170,966	0	0	0
Total Revenues	1,430,608	1,367,458	1,222,557	1,377,969

Expenses by Category	Actual	Adjusted	Estimated	Proposed
<u>Expenditures</u>	<u>2002-03</u>	<u>2003-04</u>	<u>2003-04</u>	<u>2004-05</u>
Capital Expenditures	170,321	0	1,238	0
Operating Expenditures	433,626	424,914	327,402	346,197
Salaries and Benefits	826,661	942,544	893,917	1,031,772
Total Expenditures	1,430,608	1,367,458	1,222,557	1,377,969

BUILDING – DIVISION 33



Major Accomplishments in FY 2003-04

- Reorganized, relocated, and updated staff work areas to provide for better supervision, more cohesive work groups, some privacy for supervisors, and to better utilize work space.
- Completed first phase of beta testing of tablet PCs for use by field inspection, resale, and code enforcement functions of the Building Division.
- Completed the transition of Code Enforcement from the Planning Division to the Building Division. Completed training of staff, implementing new or revised procedures, designing standard forms that allow for better tracking and streamlined enforcement.
- Completed cross training of Inspectors to allow for greater flexibility during absences and vacations.
- Added three additional plan review consultants to the approved list to allow for better management of backlogs during peak periods

Plans / Goals for FY 2004-05

- Implement Code Enforcement software to provide database for all City Agencies use. Enforcement will be more timely and effective.
- Complete the testing and implement the use of tablet PCs for Field Inspectors, Resale Inspectors, and code enforcement.
- Through the use of the tablet PCs and car mounted printers, field issue permits for minor permits such as water heaters, sprinkler systems, and water softeners.
- Fill vacant Field Inspector position with a Plans Examiner so that more applications can be reviewed and approved at the counter saving time and effort needed by the applicant and reducing the number of trips to the Building Division.
- Provide the option to applicants to bring their design team in to meet with the City's review team upon re-submittal of plans for review to insure that all items needing correction or clarification have been satisfactorily completed thereby reducing multiple plan reviews.



How We Measure Up

Plan Check Turn Around Times

The Division has decreased the time to process various plan checks.

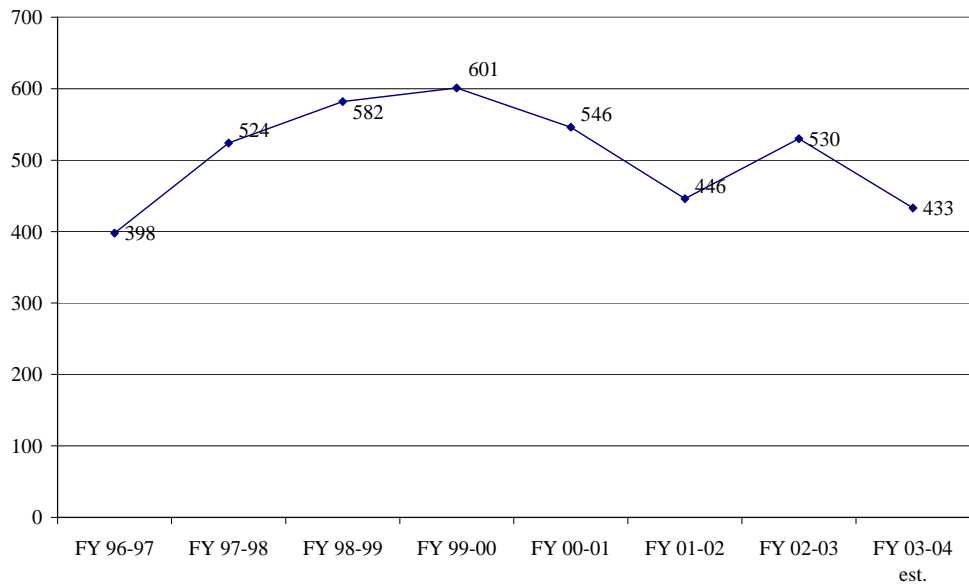
Application Type	# of Applications Received				Average # of Days to Process			
	Fiscal Year	99-00	00-01	01-02	02-03	99-00	00-01	01-02*
Patio Cover/Trellis	202	195	207	227	4.7	6.6	5.1	2.9
Swimming Pool	76	77	77	61	4.3	8.3	5.8	4.6
Residential Interior	199	88	175	256	20.2	9.2	6.1	3.1
SF Res (*does not include stock plan reviews)	102	77	58	49	32.4	47.5	40.7	28.6

*1 less Plans Examiner

Resale

This chart shows the total number of resale inspections completed by year. Our goal is to complete the resale inspection within 5 days of submittal 95% of the time.

Resale Activity - Original Inspections



No. 33

Revenues by Fund	<u>Actual</u> <u>2002-03</u>	<u>Adjusted</u> <u>Budget</u> <u>2003-04</u>	<u>Estimated</u> <u>2003-04</u>	<u>Proposed</u> <u>Budget</u> <u>2004-05</u>
Source of Funds				
Fee Transfers	(256,973)	(291,925)	(257,222)	(251,892)
Fees & Charges	1,769,744	1,864,387	1,813,197	2,095,337
Total Revenues	1,512,771	1,572,462	1,555,975	1,843,445

Expenses by Category	<u>Actual</u> <u>2002-03</u>	<u>Adjusted</u> <u>Budget</u> <u>2003-04</u>	<u>Estimated</u> <u>2003-04</u>	<u>Proposed</u> <u>Budget</u> <u>2004-05</u>
Expenditures				
Capital Expenditures	16,842	0	12,465	0
Operating Expenditures	433,953	365,516	474,057	539,802
Salaries and Benefits	1,061,976	1,206,946	1,069,453	1,303,643
Total Expenditures	1,512,771	1,572,462	1,555,975	1,843,445



**Community Development
Human Resources FY 04/05**

Position Title	2004-05 FTE	Step 1	Step 5
Administrative Analyst II	1.00	53,414	64,926
Assistant Chief Building Official	1.00	64,097	77,911
Assistant Planner	1.00	43,568	52,956
Associate Planner/Zoning Specialist	1.00	50,321	61,165
Building and Planning Technician I	1.00	33,238	40,401
Building and Planning Technician II	2.00	36,562	44,441
Building Inspector I	2.00	40,218	48,885
Building Inspector II	2.00	44,240	53,773
Chief Building Official	1.00	75,889	92,243
Code Compliance Coordinator	1.00	44,240	53,773
Community Development Administrator	1.00	75,889	92,243
Community Development Director	1.00	91,067	110,692
Economic Development Coordinator	1.00	62,429	75,883
Economic Development Specialist	1.00	47,924	58,252
Electrical Inspector II	2.00	46,452	56,462
Junior Planner	2.00	37,885	46,049
Office Assistant II	1.00	26,752	32,517
Planning and Bldg Services Coordinator	1.00	47,924	58,252
Plans Examiner II	1.00	44,240	53,773
Principal Planner	2.00	71,794	87,266
Residential Resale Inspector II	2.00	44,240	53,773
Secretary - Conf	2.00	32,370	39,345
Senior Building Inspector	1.00	53,419	64,931
Senior Office Assistant - Conf	1.00	29,427	35,768
Total Regular Full-Time FTE'S	32.00		
Program Assistant	0.50	26,752	32,517
Total Regular Part-Time FTE'S	0.50		
Planning Intern	0.57	18,396	22,360
Senior Planner - Management	0.11	65,267	79,333
Total Temporary Part-Time FTE'S	0.68		
Total Community Development	33.18		

