

PLANNING & BUILDING DEPARTMENT

STATEMENT OF PURPOSE

Delivery of community oriented planning and building related services, including long-range planning; environmental impact studies; development of housing policy and affordable housing; maintaining and enforcing municipal regulations; processing subdivision and development projects; issuing building and resale permits; and providing public information. The Department strives to provide innovative, high quality, equitable, efficient service, which encompasses 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, 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 / implement planning and zoning services for the evolution of a livable and sustainable community.

- Public Information
- Current Planning Projects
- Community Planning
- Affordable Housing Programs
- Code Enforcement - Zoning Ordinance Management
- General Plan Preparation and Implementation
- Administer CEQA and Other City/State Codes & Regulations



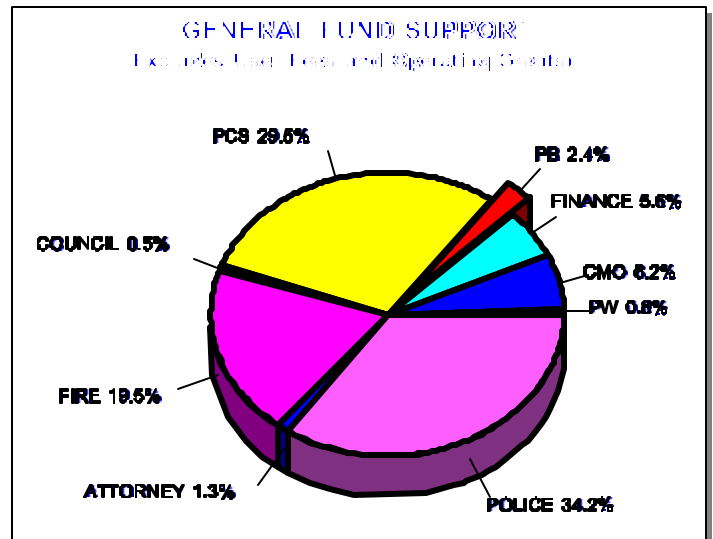
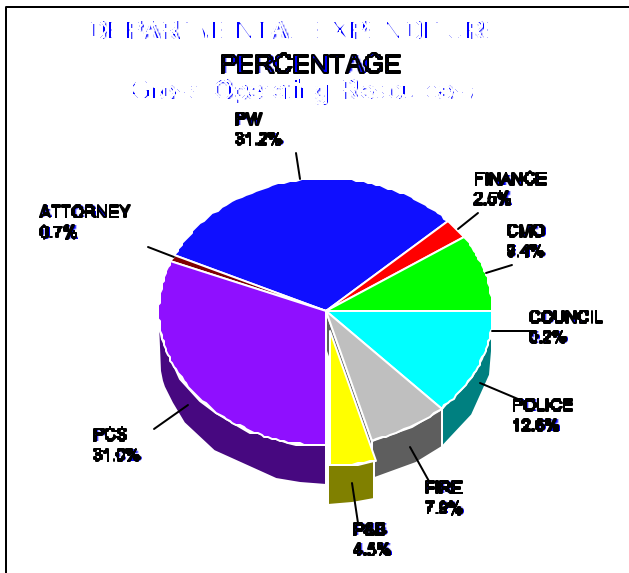
BUILDING - DIVISION 33

To 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
- Zoning and Handicap Compliance
- Enforce City/State Codes and Regulations

Source of Funds	Actual 1999-00	Budget 2000-01	Estimated 2000-01	Budget 2001-02
General Fund Support	360,021	480,288	480,288	485,609
Construction Tax	122,524	114,352	114,352	107,859
Development Impact Fees	55,421	56,323	56,323	53,125
Fee Transfers	98,538	(113,764)	(118,264)	(115,280)
Fees & Charges	1,917,142	2,184,885	2,189,385	1,938,268
Grants/Designated Revenue	8,946	30,000	30,000	30,000
Internal Service Funds	14,030	6,000	6,000	0
RDA Funds	84,911	106,006	106,006	77,882
Special Revenue Funds	6,713	566,022	4,822	553,373
Total Revenues	2,668,246	3,430,112	2,868,912	3,130,836

Expenditures	Actual 1999-00	Budget 2000-01	Estimated 2000-01	Budget 2001-02
Capital Expenditures	14,029	6,000	6,000	12,000
Operating Expenditures	1,020,471	1,599,021	1,037,821	1,239,557
Salaries and Benefits	1,633,746	1,825,091	1,825,091	1,879,279
Total Expenditures	2,668,246	3,430,112	2,868,912	3,130,836



Planning & Building Department

Administration

Administrative Secretary 1.0
Office Assistant II 4.0
Planning & Building Director 1.0
Planning/Bldg Service Coordinator 1.0
Senior Office Assistant 1.0

Planning

Assistant Plan/Code Compliance 1.0
Assistant Planner 1.0
Associate Planner 2.0
Junior Planner 1.0
Planning & Redevelopment Admin 1.0
Redevelopment Project Manager 1.0
Senior Planner 1.0

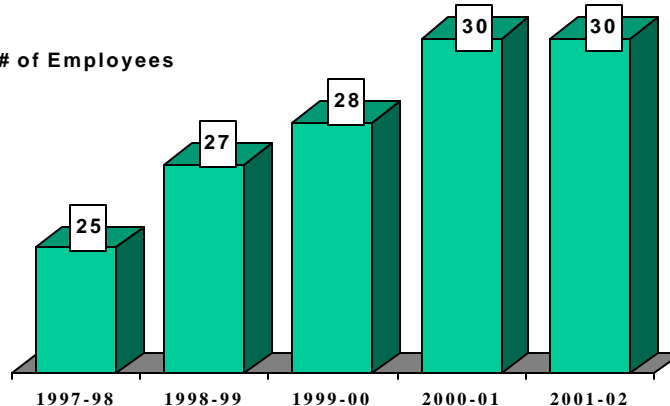
Building

Assistant Bldg Official 1.0
Building Inspector II 3.0
Building/Planning Tech I 1.0
Building/Planning Tech II 1.0
Chief Building Official 1.0
Electrical Inspector II 2.0
Plans Examiner II 2.0
Residential Resale Inspector I 1.0
Residential Resale Inspector II 1.0
Senior Building Inspector 1.0

FULL TIME EQUIVALENT	(FTE)
Regular Full Time	30.00
Regular Part Time	0.00
Temporary Part Time	<u>1.32</u>
TOTAL FTE's	31.32

Five Year Human Resource Trend Planning & Building Department

■ # of Employees



ADMINISTRATION – DIVISION 31

Major Accomplishments in FY 2000-01

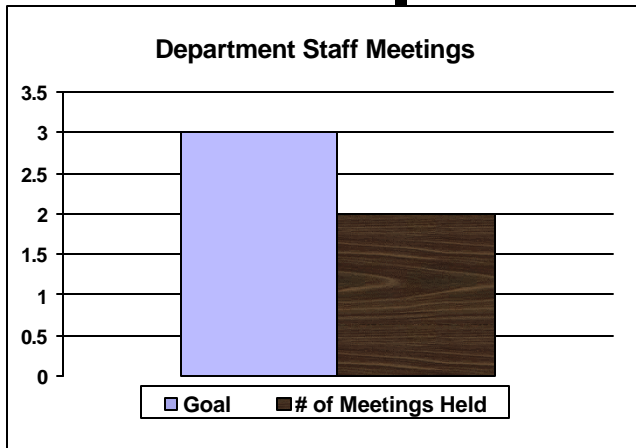
- Continued to update, monitor and implement citywide and department goals, policies and objectives
- Trained employees to provide competent advice to citizens, city council and other city staff
- Continued to fiscally manage the department's budget, including revenue and expenditures and contract management
- Provided primary administrative support for the Davis Redevelopment Agency
- Continued to work with other city departments on improving public involvement in city decision-making
- Received a Federal grant to develop a re-use plan for Frontier Fertilizer
- Completed updating the Freeway Sign Program
- Began implementation of a leaf blower certification program



Plans / Goals for FY 2001-02

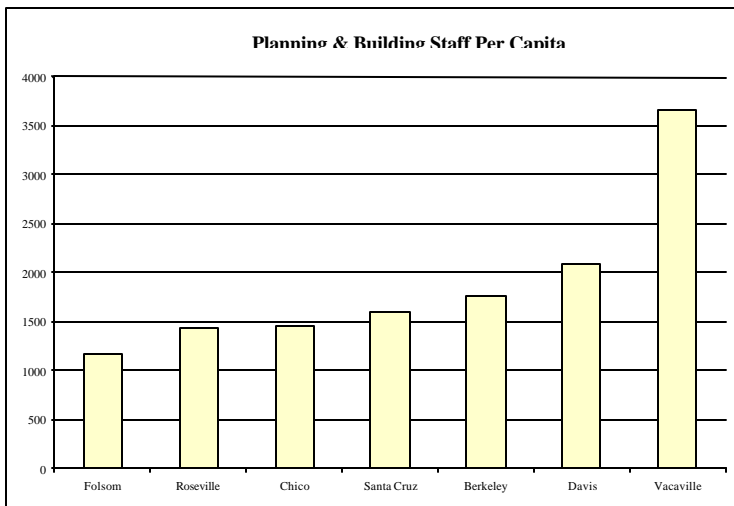
- Continue to provide comprehensive, fair, efficient and timely planning and building services, while ensuring that development conforms to the goals, objectives and values of the citizens of Davis, as reflected in the city's General Plan, Specific Plans and other policies
- Continuously strive to improve our customer service program
- 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 rehabilitation, downtown improvements and affordable housing
- Ensure that the public, including members of commission/committees, receive competent advice, information and services from employees
- Provide staff support to various planning related council initiatives
- Continue to act as staff representative or liaison to various citywide and external committees
- Complete a minimum staffing needs assessment
- Initiate a fee analysis for all department fees
- Continue to expand use of technology and automation to enhance overall department efficiency
- Provide more direct clerical support to department divisions
- Improve communications between department divisions

How We Measure Up



In an effort to increase morale, foster communication and increase training means, the Department will have a minimum of three department wide staff meetings per year. In calendar year 2000, the department held 2 meetings.

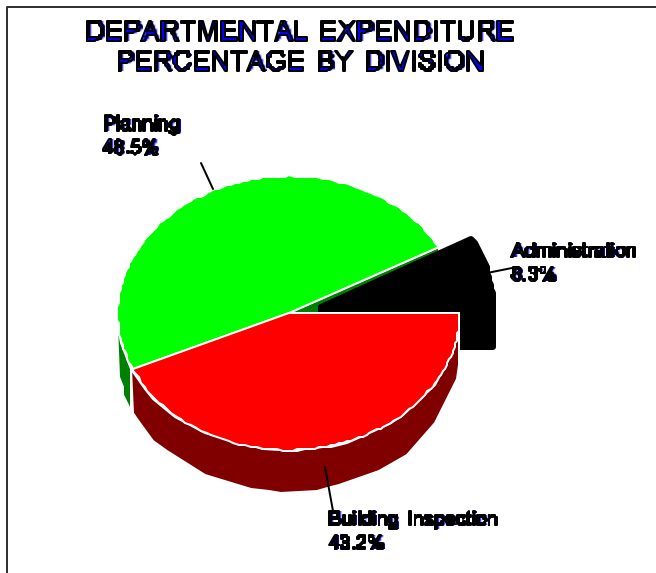
This benchmark compares the City of Davis Planning & Building Staff on a per capita basis to comparable cities.



No. 31

<u>Source of Funds</u>	<u>Actual 1999-00</u>	<u>Budget 2000-01</u>	<u>Estimated 2000-01</u>	<u>Budget 2001-02</u>
General Fund Support	86,941	94,784	94,784	90,862
Fee Transfers	100,090	100,784	100,784	90,863
Internal Service Funds	14,030	6,000	6,000	0
RDA Funds	84,911	86,385	86,385	77,882
Total Revenues	285,972	287,953	287,953	259,607

<u>Expenditures</u>	<u>Actual 1999-00</u>	<u>Budget 2000-01</u>	<u>Estimated 2000-01</u>	<u>Budget 2001-02</u>
Capital Expenditures	14,029	6,000	6,000	12,000
Operating Expenditures	155,320	172,989	172,989	156,075
Salaries and Benefits	116,623	108,964	108,964	91,532
Total Expenditures	285,972	287,953	287,953	259,607



**SUMMARY OF MAJOR
BUDGET CHANGES**

None to report.

PLANNING – DIVISION 32

Major Accomplishments in FY 2000-01



- Coordinate various downtown projects, such as E Street Plaza improvements
- Administer and continue to improve the code enforcement program, review public information efforts to improve awareness of city codes
- Completed the General Plan update and began implementation
- Improved the planning application review process to ensure timely processing
- Completed review and update of the Good Neighbor Policy
- Completed Frontier Fertilizer reuse planning effort
- Completed design guidelines for 1917 city area
- Continued oversight of the Wildhorse development, which is nearly complete
- Completed downtown sign guidelines and code changes
- Processed application for Covell/Catalina, Wildhorse multi-family parcel, Midtown Village, Simmons Estates, Trokansky Dance Studio & auto dealer expansions

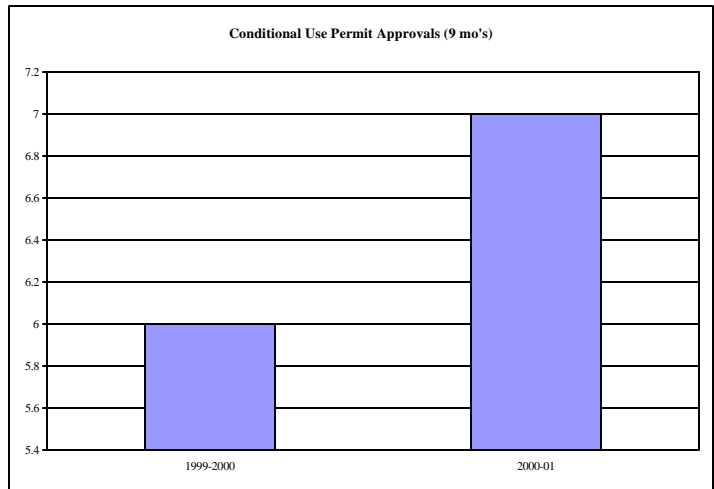
Plans / Goals for FY 2001-02

- Explore new methods and processes that more fully involve citizen groups in the planning process
- Monitor the various project development agreements
- Continue to be involved in regional planning efforts for air quality, transit, habitat, agricultural conservation easements, and open space
- Assess compliance with State Fair-Share requirements and update General Plan Housing Element as necessary
- Implement the city's adopted California Environmental Quality Act Ordinance (CEQA) and procedures
- Provide staff to the Affordable Housing Task Force
- Complete a series of public projects including Affordable Housing land dedications RFP (Request for Proposal), Terminal Hotel, and Regal Gas Station development
- Complete development agreement annual reviews
- Investigate Hunt-Wesson re-use options
- Complete the update to Planned Development PD-286
- Complete Planning fee study
- Explore new green development initiatives
- Facilitate adoption of new zoning provisions pertaining to demolishing and over development of single family lots

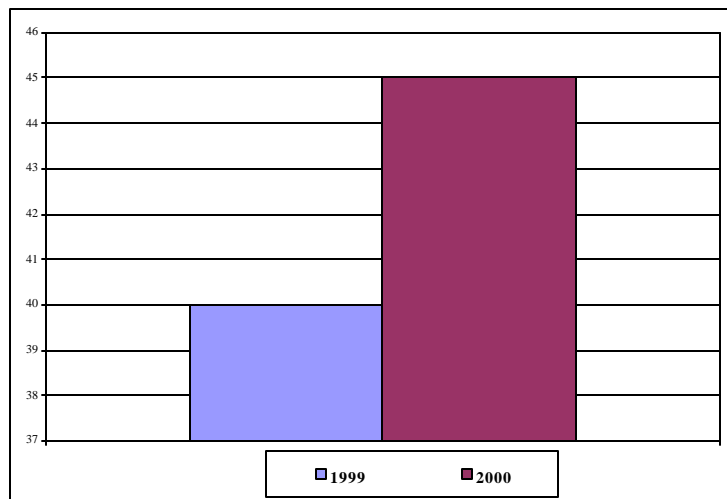
DIVISION 32 - CONTINUED

How We Measure Up

This chart shows the total number of Conditional Use Permit applications received in a nine month period.



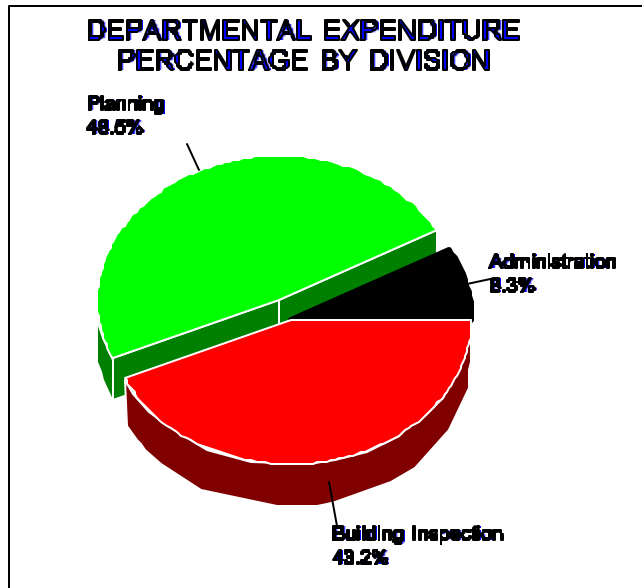
This chart shows the increase in public counter service, hours are based on a per week time period.



No. 32

<u>Source of Funds</u>	<u>Actual 1999-00</u>	<u>Budget 2000-01</u>	<u>Estimated 2000-01</u>	<u>Budget 2001-02</u>
General Fund Support	273,080	385,504	385,504	394,747
Construction Tax	122,524	114,352	114,352	107,859
Development Impact Fees	55,421	56,323	56,323	53,125
Fee Transfers	0	60,211	60,211	53,323
Fees & Charges	322,704	278,946	278,946	326,370
Grants/Designated Revenue	8,946	30,000	30,000	30,000
RDA Funds	0	19,621	19,621	0
Special Revenue Funds	6,713	566,022	4,822	553,373
Total Revenues	789,388	1,510,979	949,779	1,518,797

<u>Expenditures</u>	<u>Actual 1999-00</u>	<u>Budget 2000-01</u>	<u>Estimated 2000-01</u>	<u>Budget 2001-02</u>
Operating Expenditures	173,369	854,032	292,832	823,482
Salaries and Benefits	616,019	656,947	656,947	695,315
Total Expenditures	789,388	1,510,979	949,779	1,518,797



**SUMMARY OF MAJOR
BUDGET CHANGES**

- Rolled Housing Trust Fund loan funds to build affordable units at Owendale and Walnut Terrace.

BUILDING – DIVISION 33

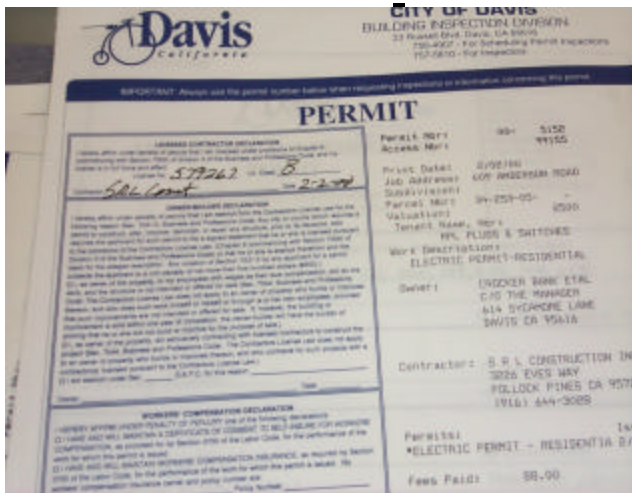
Major Accomplishments in FY 2000-01



- Improved customer service at the public counter by increasing hours available
- Maintained high level services despite unprecedented development levels
- Completed implementation of the division audit recommendations
- Added one full-time Resale Inspector
- Began implementation of a imaging system which will assist the public in reviewing historical building inspection records

Plans / Goals for FY 2001-02

- Ensure that all new construction and improvements to city or privately owned real property conforms to requirements of state and city codes including disabled access, energy, and water conservation
- Continue training and improve utilization of the building permit computerization and resale records via the Internet
- Work with other departments and divisions to ensure an efficient and customer oriented inspection process
- Analyze activity level and fees, adjusting as necessary to match payment with services rendered
- Complete the conversion of microfiche to an imaging system for historic records

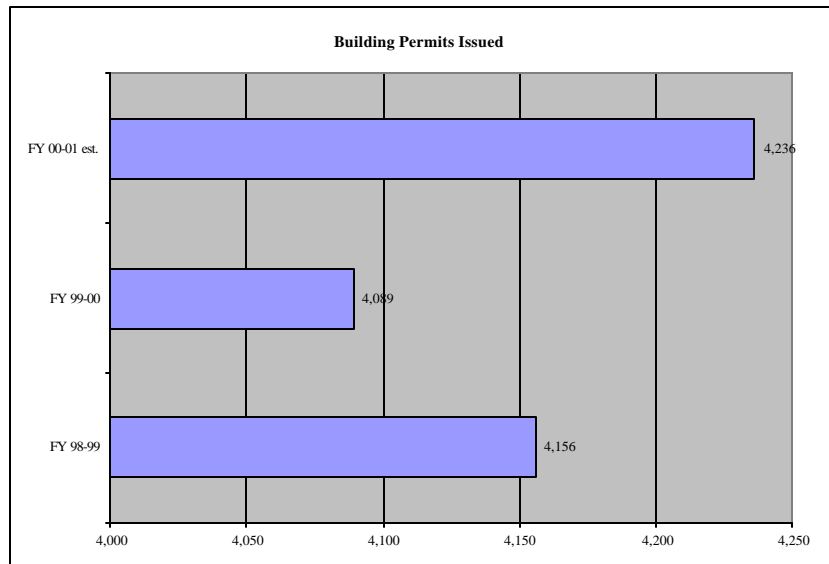


How We Measure Up

Plan Check Turn Around Times

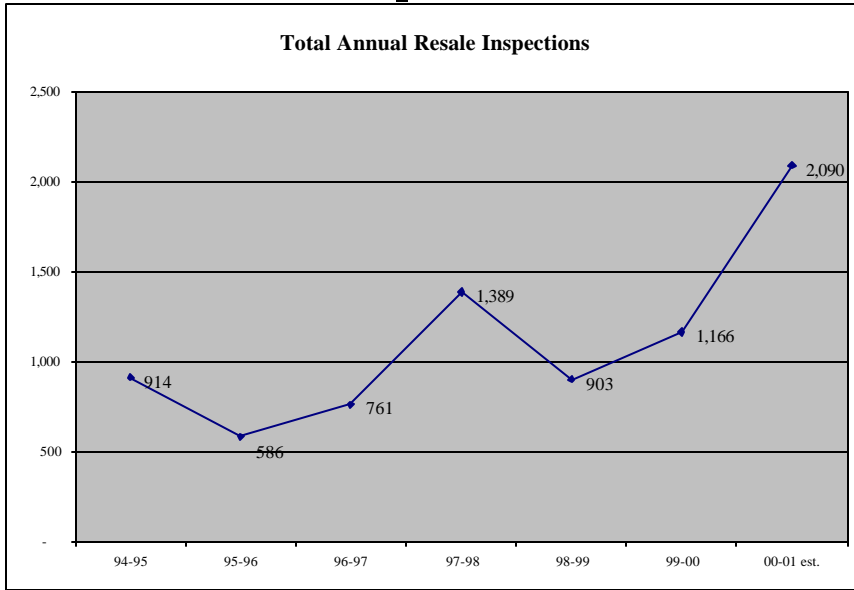
The Division has decreased the time to process various plan checks.

Application Type	# of Applications Recieved		Average # of Days to Process	
	Fy 98-99	Fy 99-00	Fy 98-99	Fy 99-00
Patio Cover/Trellis	162	201	8.2	5.9
Swimming Pool	65	76	7.1	5.3
Residential Interior	72	100	18.5	11.8
Single Family Residence	70	102	68.8	44.6



Building Permits

This chart shows the total number of building permits issued by year. Our goal is to complete a site inspection of all requests made before 4pm, the next working day 95% of the time.



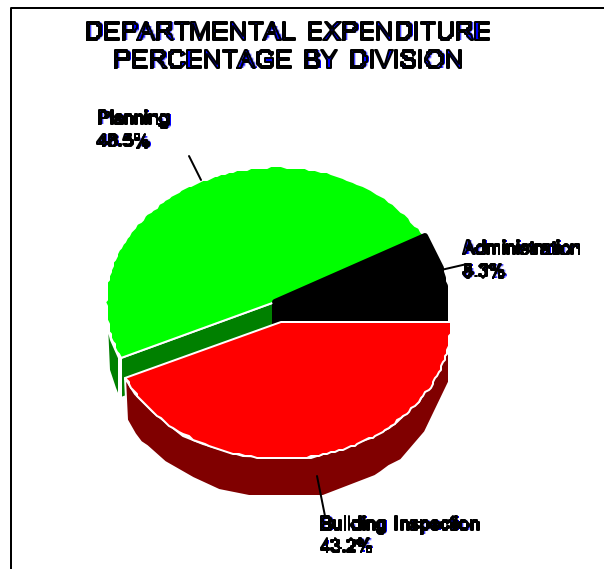
Resale

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 90% of the time.

No. 33

<u>Source of Funds</u>	<u>Actual 1999-00</u>	<u>Budget 2000-01</u>	<u>Estimated 2000-01</u>	<u>Budget 2001-02</u>
Fee Transfers	(1,552)	(274,759)	(279,259)	(259,466)
Fees & Charges	1,594,438	1,905,939	1,910,439	1,611,898
Total Revenues	1,592,886	1,631,180	1,631,180	1,352,432

<u>Expenditures</u>	<u>Actual 1999-00</u>	<u>Budget 2000-01</u>	<u>Estimated 2000-01</u>	<u>Budget 2001-02</u>
Operating Expenditures	691,782	572,000	572,000	260,000
Salaries and Benefits	901,104	1,059,180	1,059,180	1,092,432
Total Expenditures	1,592,886	1,631,180	1,631,180	1,352,432



**SUMMARY OF MAJOR
BUDGET CHANGES**

- Decreased contractual inspection and plan check services
- Included funds to implement an internet system that customers could use to inquire about the status of their building permit, schedule an inspection and review Inspector comments.

