

Community Development

BUDGET SUMMARY

	Actual Expenditures 2005-06	Adopted Budget 2006-07	Adopted Budget 2007-08	Proposed Budget 2008-09	Change From Year 2006-07 to 2007-08	% Change
Full Time Equivalent Positions	18.0	17.0	15.0	16.0	(2.0)	-11.8%
Salaries & Benefits	\$ 913,667	\$ 1,503,240	\$ 1,209,081	\$ 1,290,775	\$ (294,159)	-19.6%
Supplies & Services	808,854	498,125	306,430	315,672	(191,695)	-38.5%
Capital Acquisitions	-	-	-	-	-	0.0%
Contributions to Other Funds	-	-	-	-	-	0.0%
Total	\$ 1,722,522	\$ 2,001,365	\$ 1,515,511	\$ 1,606,447	\$ (485,854)	-24.3%

Financing Sources

General Fund	1,722,522	2,001,365	1,515,511	1,606,447
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PERSONNEL SUMMARY

(shown in full time equivalents)

	Adopted Budget 2006-2007	Adopted Budget 2007-08	Proposed Budget 2008-09
Administration			
Community Development Director	1	1	1
Administrative Assistant	1	1	1
<i>Subtotal</i>	2.0	2.0	2.0
Planning			
Senior/Principal Planner	1	1	1
Assistant/Associate Planner	2	2	2
<i>Subtotal</i>	3.0	3.0	3.0
Building			
Chief Building Inspector	1	1	1
Permit Center Manager	1	1	1
Plans Examiner	0	1	1
Building Inspector II	1	1	1
Building Inspector I	2	1	1
Building Inspector I (Limited Term)	1	0	0
Code Enforcement Officer	1	1	1
Community Development Tech I/II	2	2	2
Customer Service Representative I/II	2	2	2
Administrative Clerk I/II	0	0	1
Administrative Clerk I/II (Limited Term)	1	0	0
<i>Subtotal</i>	12.0	10.0	11.0
Grand Total	17.0	15.0	16.0

Community Development

MISSION STATEMENT

Create a distinctive and livable community through quality design, use of good site development and building standards, and efficient use of land and services. In so doing, provide everyone with professional and courteous service in a fair and timely manner.

SERVICE DESCRIPTION

The Community Development Department plans for and implements the growth and physical development of the City. This is done by working with the community to develop a 20-year vision for a city that will have 130,000 residents and by overseeing private development from its inception (on a piece of paper) through completion of building construction. This oversight ensures that the City's General Plan is implemented per the community's desires and that compliance with all state and local safety regulations are met.

STRATEGIC ISSUES

1. Safeguard the citizens of our community by continued participation in code development and support of the adoption of the International Building Code at the state level.
2. Ensure public health and safety in building construction by providing an informed and knowledgeable working staff.
3. Enhance communication between the City and our customers by providing an open discussion forum for feedback on Department services.
4. Continue pre-annexation zoning for the Sphere of Influence in conformance with the General Plan Land Use Diagram through the completion of master and specific plans and with policy direction from the City Council.
5. Complete the re-write of the Zoning Regulations along with the Yuba City Design Guidelines.

6. Complete and implement the development impact fee update to address future growth based on the adopted General Plan.
7. Complete the Code Enforcement Procedures Manual and revise the Municipal Code where appropriate to achieve consistency.
8. Economic Development and Redevelopment Infrastructure: Encourage the continued construction needed to enhance redevelopment areas.
9. Quality of Life: Continue the program to update, enhance and expand those City facilities (parks, etc.) that provide quality of life for residents of the City.
10. Ensure implementation of City Growth Policies to provide for improved quality of life for all City residents.

FY 2006 – 2007 ACCOMPLISHMENTS

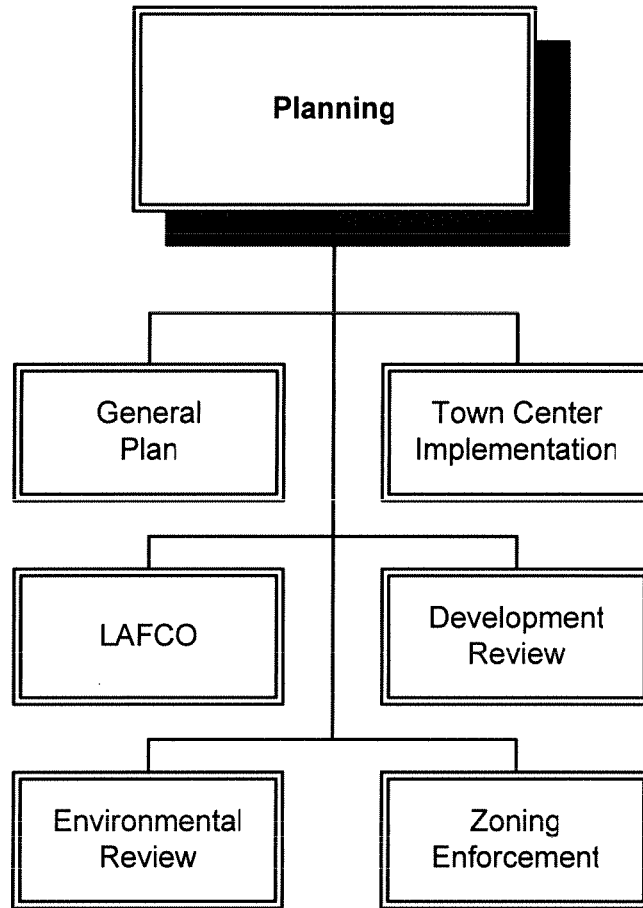
- ❖ Successfully completed the processing of the Sutter Heritage Master Plan.
- ❖ Created new process improvements that streamlined the City's development approval process.
- ❖ Eliminated the reliance on outsourcing plan check services and brought that function in-house for staff review.

FY 2007 - 2009 INITIATIVES

- ❖ Provide in-house support for our stakeholders by maintaining accessible and available staff.
 - ❖ Continue to work with developers and other interested parties to ensure that new development is of a quality that enhances the City's image.
 - ❖ Continue to work with the Redevelopment Agency, business owners, and property owners on downtown improvement projects.
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Community Development

- ❖ Successful adoption and implementation of new development impact fees, zoning regulations, and completion of new master plans and specific plans.
 - ❖ Continue implementing the City's adopted Growth Policies.
 - ❖ Create and implement new programs that promote infill development projects.
 - ❖ Promote new economic development opportunities for business expansion, retention and attraction through the implementation of a "business-friendly" development approval process.
 - ❖ Continue to coordinate, standardize, and streamline the City's development approval process through the implementation of new procedures and policies, and new technology.
 - ❖ Continue to provide the necessary technical support staff at the City's Permit Center in order to improve and simplify the permitting process.
 - ❖ Develop a new customer survey program that allows for continuous customer feedback and promotes exceptional customer service.
 - ❖ Explore new opportunities for additional industrial zoned land.
 - ❖ Coordinate the creation and adoption of a new long-range infrastructure strategic plan with the City's Utilities and Public Works Departments.
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SERVICE DESCRIPTION

Provide technical assistance and professional guidance to the City Council, the Planning Commission, and the public regarding policies and plans that guide the physical development of the community. Responsible for updating and maintaining the City's General Plan, Specific Plans, Zoning Regulations, and development related ordinances.

FY 2006 – 2007 ACCOMPLISHMENTS

- ❖ Amended the City's Sign Ordinance to implement the recommendations of the City Council appointed Sign Committee.
- ❖ Code Enforcement continues to evaluate our current municipal codes to achieve consistency. There were 176 cases opened during the year, of which 169 cases were resolved. The City continues to receive voluntary compliance to resolve the vast majority of complaints.
- ❖ Processed the Sutter Heritage Master Plan project.
- ❖ Processed multiple pre-annexation zoning requests which created the potential for 1,700 new residential units.
- ❖ Processed 12 new subdivisions which created 1,341 new residential lots.

FY 2007 - 2009 INITIATIVES

- ❖ Continue annexing land within the City's Sphere of Influence in accordance with the 12 Growth Policies adopted by the City Council.
- ❖ Continue to improve the code enforcement program, including strengthening our codes, developing a procedure manual that standardizes our process, and better utilizing the code enforcement computer program for tracking violations.
- ❖ Implement a new Customer Service Survey program.

- ❖ Process all development applications within statutory deadlines while maintaining a high level of customer service.
- ❖ Actively participate in coordinating with Sutter County and adjacent jurisdictions on long-range and regional planning programs.
- ❖ Complete work on major planning programs, including: Central City Specific Plan update; Lincoln East Specific Plan; comprehensive update to the City's Zoning Ordinance and Zoning Map; and other master plans.
- ❖ Respond in a timely manner to complaints about potential municipal code violations, while providing for fair and effective enforcement of the municipal code.

CONTINUOUS IMPROVEMENT PERFORMANCE MEASURES

1. Resolve all code enforcement cases within 60 days without the use of citations.
2. Approve 95% of plan checks within 3 plan check reviews.

Performance Measure	2005-	2006-	2007-
	2006	2007	2008
	Actual	Actual	Target
Measure 1 - Cases without Citations	95.0%	95%	96%
Measure 2 - Plan Reviews	no data	no data	95%

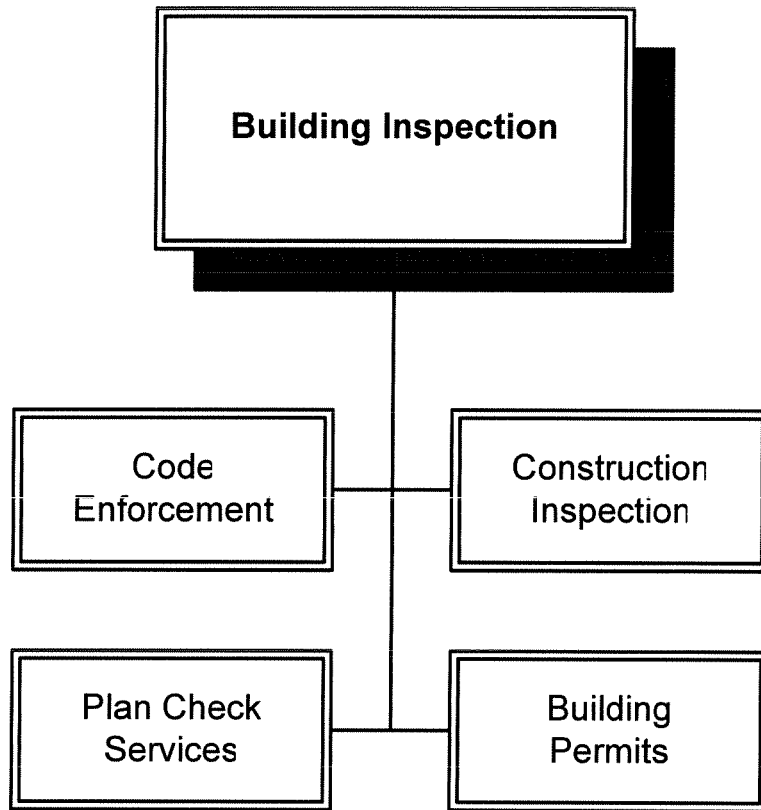
Planning**100-1910**

Appropriation Line-Item	Actual 2005-06	Adopted 2006-07	Adopted 2007-08	Proposed 2008-09
612 Salaries & Wages	\$ 202,688	\$ 401,444	\$ 356,343	\$ 366,530
613 Extra Help	12,757	20,000	20,000	20,000
614 Overtime	547	5,000	2,500	2,500
615 Total Benefits	80,485	156,161	143,717	147,160
Salaries & Benefits Sub - Total	296,477	582,605	522,560	536,190
622 Telephone	7,051	5,000	5,967	6,146
623 Postage & Freight	2,020	4,000	2,000	2,060
624 Advertising	3,452	3,000	3,800	3,914
625 Forms & Supplies	7,404	6,900	6,209	6,395
626 Printing & Binding	6,259	4,000	4,000	4,120
627 Professional Services	232,683	80,000	80,000	82,400
628 Travel & Meeting	5,253	15,870	16,730	17,232
631 Dues & Subscriptions	919	2,200	2,500	2,575
633 Equipment - O & M	336	300	150	155
635 Vehicle - O & M	288	-	-	-
638 Small Tools & Supplies	688	200	100	103
639 Training Programs	5	-	-	-
643 Insurance	11,006	12,151	6,532	7,812
648 Filing Fees	(100)	200	100	103
658 Technology ISF	6,862	10,354	10,234	10,228
660 Other Material and Supplies	37	350	175	180
Supplies & Services Sub - Total	284,161	144,525	138,497	143,423
692 Capital Acquisitions	-	-	-	-
Acquisitions Sub - Total	-	-	-	-
Total Appropriations	\$ 580,638	\$ 727,130	\$ 661,057	\$ 679,613



Quality Development

Building Inspection



Building Inspection

SERVICE DESCRIPTION

Provide the residents, business owners, and visitors to the City with peace of mind by ensuring the buildings they live, work in and visit are safe. Ensure compliance to minimum fire-life standards by providing review and inspection of construction projects within the City.

FY 2006 – 2007 ACCOMPLISHMENTS

- ❖ The building community slowed this past year due to changes in the market. The City issued over 1,800 building permits for a total valuation of \$180,160,890. The Division issued 421 Certificates of Occupancy including 36 new commercial projects.
- ❖ Construction of a new hotel, retail space, and restaurants were completed near the new State Route 99/Sunsweet Boulevard intersection.
- ❖ Lowe's and Kohl's opened their doors to the public in 2006.

FY 2007 - 2009 INITIATIVES

- ❖ Encourage the approval of "minor" permits for private pools, residential patio covers, re-roofing, electrical/gas service, heating and ventilation permits are performed over the counter.
- ❖ Provide instructional classes for local contractors and developers on the changes to the new California codes.
- ❖ Actively support the implementation of the new International Building Code.
- ❖ Perform the majority of all plan checks with City plan review staff in order to reduce the processing time and number of plan checks needed for new construction projects.
- ❖ Have all building inspectors and plans examiners certified by the International Code Council.

- ❖ Implement a new "Quick Check" plan check program for "minor" residential permits and for commercial tenant improvement projects.
- ❖ Continue to automate intra-departmental permit and project tracking systems that also integrate with the City's GIS system.
- ❖ Implement a new Customer Service Survey Program.

CONTINUOUS IMPROVEMENT PERFORMANCE MEASURES

1. Approve 100% of plan reviews within three plan check reviews or less. Staff will meet with the permit applicant, owner, designer or contractor to explain corrections and/or concerns if plan reviews go beyond three reviews.
2. Ensure that 95% of inspections are made within 24 hours of initial request.

Performance Measure	2005-	2006-	2007-
	2006	2007	2008
	Actual	Actual	Target
Measure 1 - Plan Review Process	no data	no data	100%
Measure 2 - Inspection within 24 hours	no data	no data	95%

Building Inspection

100-1920

Appropriation Line-Item	Actual 2005-06	Adopted 2006-07	Adopted 2007-08	Proposed 2008-09
612 Salaries & Wages	\$ 398,195	\$ 598,090	\$ 431,302	\$ 474,801
613 Extra Help	-	25,000	40,000	40,000
614 Overtime	31,864	25,000	25,000	25,000
615 Total Benefits	187,131	272,545	190,219	214,784
Salaries & Benefits Sub - Total	617,190	920,635	686,521	754,585
622 Telephone	10,847	10,300	14,636	15,075
623 Postage & Freight	2,204	1,500	1,500	1,545
625 Forms & Supplies	5,531	7,250	5,664	5,834
626 Printing & Binding	4,835	3,000	2,500	2,575
627 Professional Services	414,420	250,000	65,000	66,950
628 Travel & Meeting	12,796	13,348	15,372	15,833
631 Dues & Subscriptions	3,615	5,500	5,500	5,665
633 Equipment - O & M	1,760	450	300	309
634 Special Equipment - O & M	-	175	175	180
635 Vehicle - O & M	24,895	25,149	20,954	21,583
638 Small Tools & Supplies	12,411	3,600	2,000	2,060
639 Training Programs	259	-	500	515
642 Uniform Clothing	-	-	1,500	1,545
643 Insurance	12,534	14,521	10,150	10,840
658 Technology ISF	18,588	18,807	22,182	21,740
Supplies & Services Sub - Total	524,694	353,600	167,933	172,249
692 Capital Acquisitions	-	-	-	-
Acquisitions Sub - Total	-	-	-	-
Total Appropriations	\$ 1,141,884	\$ 1,274,235	\$ 854,454	\$ 926,834

