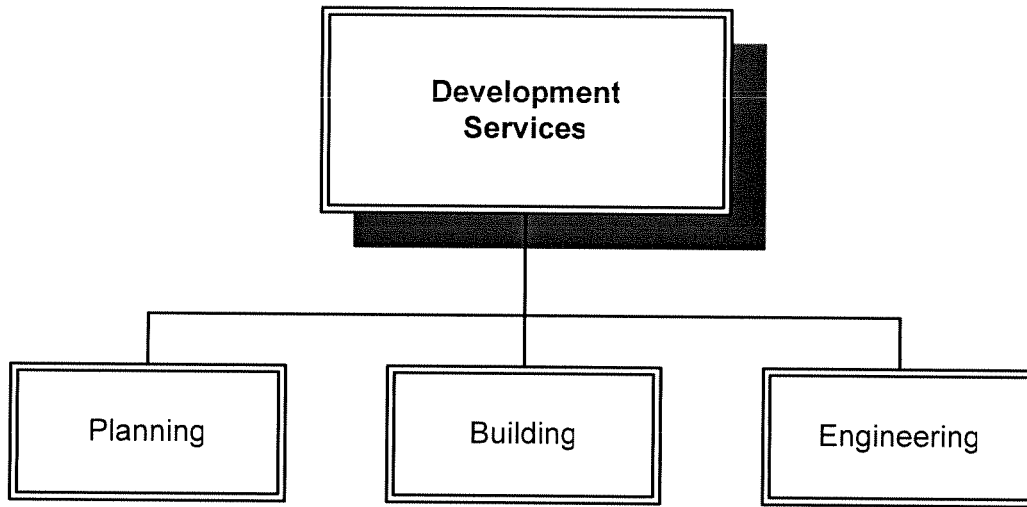


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# Development Services

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## Development Services

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### BUDGET SUMMARY

	Actual Expenditures 2004-2005	Adopted Budget 2005-2006	Adopted Budget 2006-2007	Change From Prior Year	% Change
Full Time Equivalent Positions	29.0	28.0	27.0	(1.0)	-3.6%
Salaries & Benefits	\$ 1,986,269	\$ 2,517,560	\$ 2,532,221	\$ 14,661	0.6%
Supplies & Services	716,262	880,803	810,625	(70,178)	-8.0%
Capital Acquisitions	20,347	122,000	-	(122,000)	0.0%
Contributions to Other Funds	-	-	-	-	0.0%
<b>Total</b>	<b>\$ 2,722,878</b>	<b>\$ 3,520,363</b>	<b>\$ 3,342,846</b>	<b>\$ (177,517)</b>	<b>-5.0%</b>
<b>Financing Sources</b>					
General Fund	2,722,878	3,520,363	3,342,846		

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# Development Services

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## PERSONNEL SUMMARY

(shown in full time equivalents)

	Adopted Budget 2005-2006	Adopted Budget 2006-2007
<b>Administration</b>		
Assistant City Manager	1	1
Administrative Assistant	1	1
<i>Subtotal</i>	2.0	2.0
<b>Planning</b>		
Community Development Director	1	1
Senior/Principal Planner	2	1
Assistant/Associate Planner	2	2
Administrative Assistant	1	1
Administrative Clerk I/II	1	0
<i>Subtotal</i>	7.0	5.0
<b>Building</b>		
Chief Building Inspector	1	1
Permit Center Manager	0	1
Building Inspector II	1	1
Building Inspector I	4	2
Building Inspector I limited term	1	1
Code Enforcement Officer	1	1
Community Development Tech I/II	2	2
Customer Service Representative I/II	0	2
Administrative Clerk I/II limited term	1	1
<i>Subtotal</i>	11.0	12.0
<b>Engineering</b>		
City Engineer	1	1
Senior Engineer	1	1
Assistant/Associate Civil Engineer	2	2
Senior Construction Inspector	1	1
Construction Inspector	1	1
Engineering Technician I/II/III	2	1
Administrative Assistant	0	1
<i>Subtotal</i>	8.0	8.0
<b>Grand Total</b>	<b>28.0</b>	<b>27.0</b>

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# City of Yuba City 2006-2007 Budget

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Quality Development

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# Development Services

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## 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 Development Services 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 150,000 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 for 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 the development impact fee update to address future growth based on the newly adopted General Plan.
7. Complete the Code Enforcement Procedures Manual and revise the Municipal Code where appropriate to achieve consistency.
8. Traffic Circulation Improvements: Implement the Circulation Element of the General Plan to provide, in conjunction with development, north-south and east-west major streets intended to be arterials and collectors in order to move traffic away from neighborhoods quickly and with minimal congestion.
9. Economic Development and Redevelopment Infrastructure: Encourage the continued construction needed to enhance redevelopment areas.
10. 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.

## FY 2005 – 2006 ACCOMPLISHMENTS

- ❖ Began work on the 1,160-acre Lincoln East Specific Plan, the City's first specific plan located within the Sphere of Influence west of the current City limits, as well as on three master plans on lands annexed into the City under the City Council's adopted twelve growth policies.

## FY 2006 - 2007 INITIATIVES

- ❖ Continue to develop, implement, and improve the City's services as identified in our customer survey.
  - ❖ 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
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## Development Services

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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.
- ❖ Continue to provide exceptional customer service.

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## Development Services Administration

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100-1905

Appropriation Line-Item	Actual 2004-05	Adopted 2005-06	Adopted 2006-07
612 Salaries & Wages	\$ 194,816	\$ 160,264	\$ 180,082
613 Extra Help	-	1,000	40,000
614 Overtime	3,064	3,000	6,000
615 Total Benefits	42,911	62,670	68,981
<b>Salaries &amp; Benefits Sub - Total</b>	<b>240,791</b>	<b>226,934</b>	<b>295,063</b>
622 Telephone	5,086	2,596	3,870
623 Postage & Freight	5,351	5,000	5,000
625 Forms & Supplies	3,109	4,233	6,000
626 Printing & Binding	2,069	3,500	3,500
627 Professional Services	26,120	21,750	22,650
628 Travel & Meeting	2,571	4,200	5,800
631 Dues & Subscriptions	1,117	2,500	2,500
633 Equipment - O & M	55	700	700
635 Vehicle - O & M	9,288	12,310	-
638 Small Tools & Supplies	282	500	500
639 Training Programs	183	500	500
643 Insurance	50,466	100,013	4,275
658 Technology ISF	2,240	2,050	4,103
<b>Supplies &amp; Services Sub - Total</b>	<b>107,938</b>	<b>159,852</b>	<b>59,398</b>
692 Capital Acquisitions	-	-	-
<b>Acquisitions Sub - Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations</b>	<b>\$ 348,729</b>	<b>\$ 386,786</b>	<b>\$ 354,461</b>

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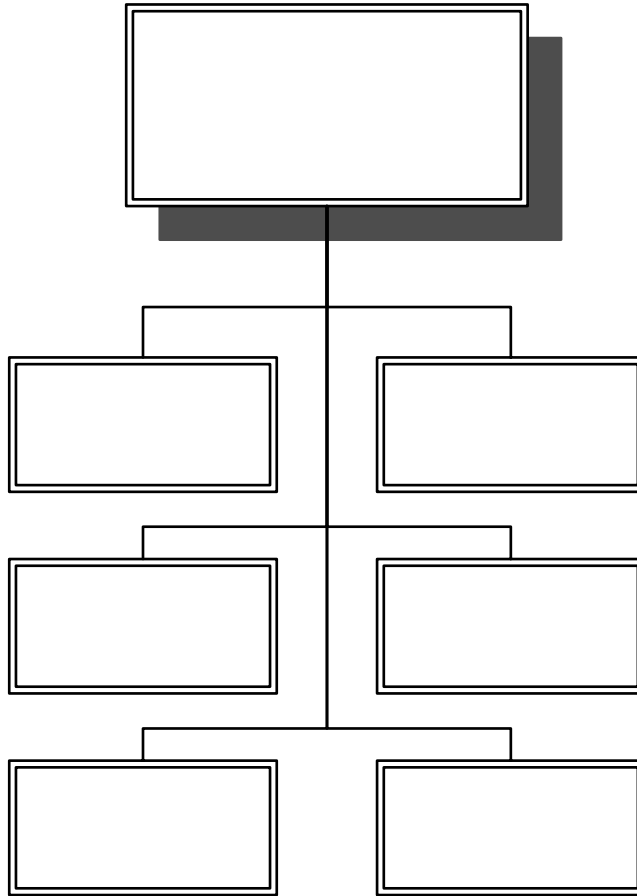
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# City of Yuba City FY 2006-2007 Budget

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**Plan**

General  
Plan

LAFCO

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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 2005 – 2006 ACCOMPLISHMENTS

- ❖ The City's Zoning Regulations related to signs were amended, addressing the work done by the City Council appointed Sign Committee.
- ❖ Code Enforcement continues to evaluate our current municipal codes to achieve consistency. There were 250 cases opened during the year, of which 241 cases were resolved. The City continues to receive voluntary compliance to resolve the vast majority of complaints.

## FY 2006 - 2007 INITIATIVES

- ❖ Continue annexing land within the City's Sphere of Influence in accordance with the twelve 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.

## CONTINUOUS IMPROVEMENT PERFORMANCE MEASURES

1. Resolve all code enforcement cases within 60 days without the use of citations.

Performance Measure	2004-	2005-	2006-
	2005	2006	2007
	Actual	Actual	Target
Measure 1 - Cases without Citations	95.0%	95.0%	95.0%

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# Planning

100-1910

Appropriation Line-Item	Actual 2004-05	Adopted 2005-06	Adopted 2006-07
612 Salaries & Wages	\$ 359,363	\$ 477,579	\$ 394,538
613 Extra Help	17,307	20,000	20,000
614 Overtime	353	3,000	5,000
615 Total Benefits	119,970	204,169	156,161
<b>Salaries &amp; Benefits Sub - Total</b>	<b>496,993</b>	<b>704,748</b>	<b>575,699</b>
622 Telephone	4,708	5,528	5,000
623 Postage & Freight	2,186	4,000	4,000
624 Advertising	3,690	3,000	3,000
625 Forms & Supplies	5,940	9,909	6,900
626 Printing & Binding	10,291	8,000	4,000
627 Professional Services	25,224	50,000	80,000
628 Travel & Meeting	15,552	18,400	15,870
631 Dues & Subscriptions	2,842	2,200	2,200
633 Equipment - O & M	216	300	300
638 Small Tools & Supplies	-	200	200
639 Training Programs	77	-	-
643 Insurance	5,539	11,006	12,151
648 Filing Fees	350	200	200
658 Technology ISF	7,452	6,862	10,354
660 Other Material and Supplies	404	350	350
<b>Supplies &amp; Services Sub - Total</b>	<b>84,471</b>	<b>119,955</b>	<b>144,525</b>
692 Capital Acquisitions	-	-	-
<b>Acquisitions Sub - Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations</b>	<b>\$ 581,464</b>	<b>\$ 824,703</b>	<b>\$ 720,224</b>

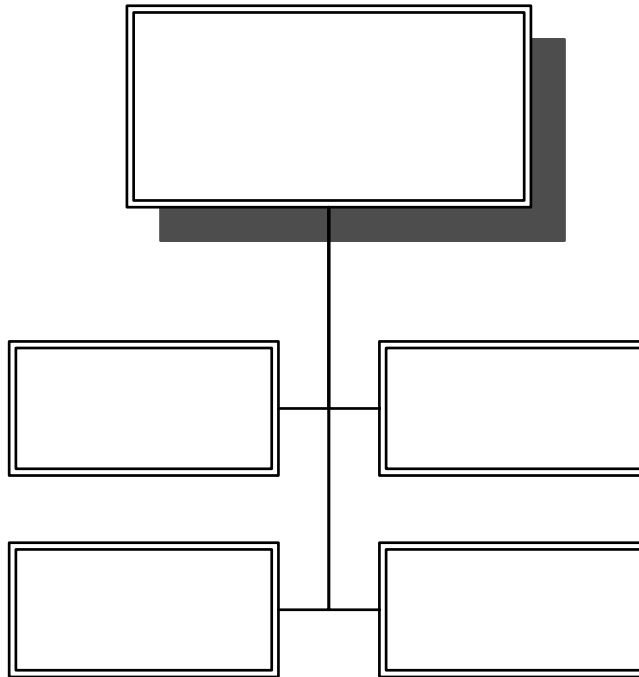
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# City of Yuba City FY 2006-2007 Budget

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**Buil**

Code  
Enforcement

Plan Check  
Services

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## SERVICE DESCRIPTION

Provide the residents, business owners, and visitors to the City with peace of mind by ensuring the buildings they live and 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 2005 – 2006 ACCOMPLISHMENTS

- ❖ The building community continues to enjoy a very productive year. Permits were issued for over 500 single-family dwellings and 58 apartment units. Keeping pace with FY 2004/2005, the City issued 61 major commercial permits, including over 120,000 square feet of new office space incorporating several new medical facilities, issued during FY 2005/2006. Permit valuation for this fiscal year exceeded \$140,000,000.
- ❖ Construction of a new hotel, retail space, and two restaurants is nearing completion near the new State Route 99/Sunsweet Boulevard intersection.
- ❖ The Marketplace and Super Wal-Mart off Harter Road opened their doors to the public in the spring of 2006.

## FY 2006 - 2007 INITIATIVES

- ❖ Continue to be involved with the development of the International Building Code process.
- ❖ Provide instructional classes for local contractors and developers on the changes to the new California codes.

## CONTINUOUS IMPROVEMENT PERFORMANCE MEASURES

1. Reduce the number of failed building inspections by 5% until the pass/fail rate reaches 75/25.
2. Reduce plan check turnaround time on initial comments by 33% on commercial (nonstructural) tenant improvement plans.

Performance Measure	2004-	2005-	2006-
	2005	2006	2007
	Actual	Actual	Target
Measure 1 - Failed Building Inspections	37%	34%	32%
Measure 2 - Plan Check Time	39%	33%	33%

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**Building****100-1920**

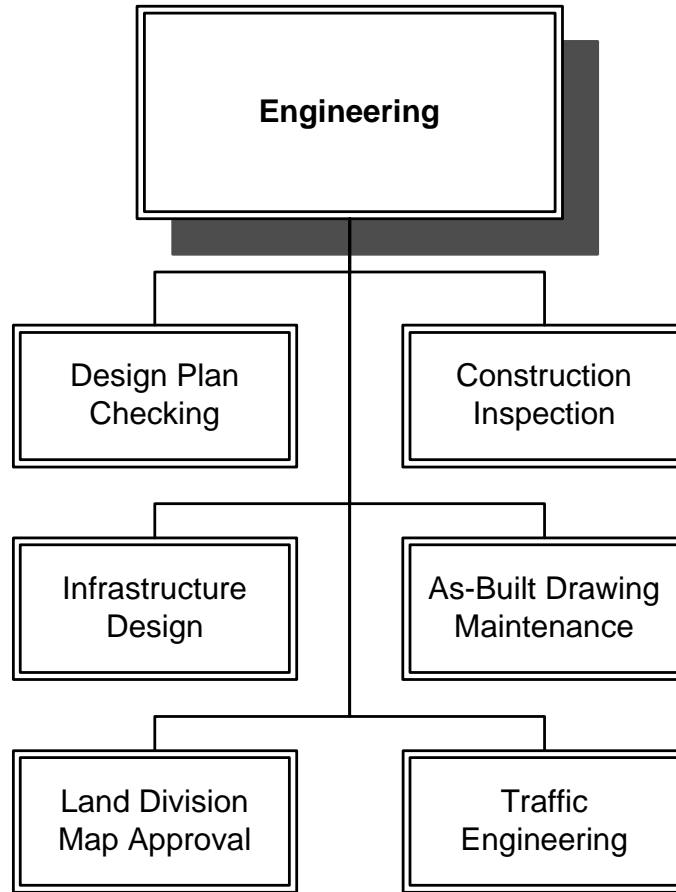
Appropriation Line-Item	Actual 2004-05	Adopted 2005-06	Adopted 2006-07
612 Salaries & Wages	\$ 395,700	\$ 520,053	\$ 564,228
613 Extra Help	13,431	25,000	25,000
614 Overtime	43,385	25,000	25,000
615 Total Benefits	168,915	252,808	272,545
<b>Salaries &amp; Benefits Sub - Total</b>	<b>621,431</b>	<b>822,861</b>	<b>886,773</b>
622 Telephone	9,876	13,680	10,300
623 Postage & Freight	1,503	1,500	1,500
625 Forms & Supplies	12,134	8,338	7,250
626 Printing & Binding	2,483	3,000	3,000
627 Professional Services	273,341	250,000	250,000
628 Travel & Meeting	15,391	17,418	13,348
631 Dues & Subscriptions	8,423	6,850	5,500
633 Equipment - O & M	-	450	450
634 Special Equipment - O & M	177	175	175
635 Vehicle - O & M	19,001	30,870	25,149
638 Small Tools & Supplies	1,289	3,600	3,600
639 Training Programs	2,081	-	-
643 Insurance	7,039	12,534	14,521
658 Technology ISF	16,206	18,588	18,807
<b>Supplies &amp; Services Sub - Total</b>	<b>368,944</b>	<b>367,003</b>	<b>353,600</b>
692 Capital Acquisitions	-	-	-
<b>Acquisitions Sub - Total</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Appropriations</b>	<b>\$ 990,375</b>	<b>\$ 1,189,864</b>	<b>\$ 1,240,373</b>

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# Engineering

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## SERVICE DESCRIPTION

The Engineering Division provides a livable community by ensuring public health and safety through the orderly development of land in a cost-effective manner, supporting Yuba City's General Plan. The Engineering Division operates in three areas: Development Services, Inspection, and Capital Improvement Program Management.

**Development Services:** Oversees all design phase concepts and plans for conformity to the City's adopted standards, regulations, and ordinances. Manages all of the City's real property that comprises the street right-of-way.

**Inspection:** Assures construction of high-quality transportation infrastructure by providing permitting and inspection services to private developers and contractors.

**Capital Improvement Program Management:** Provides program management, design and construction management, inspection for capital projects to improve neighborhood quality and cleanliness, to improve traffic flow, and to invest in the quality of life for Yuba City residents. Provides plan review, bidding, construction management, and inspection functions for other client agencies as well.

All of these services are provided utilizing the Team Based Management philosophy.

## FY 2005-2006 ACCOMPLISHMENTS

- ❖ Completed the Sunsweet roadway construction project linking Walton Avenue to State Route 99.
- ❖ Prequalified bidders for the Gauche Park Aquatics Center.
- ❖ Completion of the Sanitary Sewer, Water, and Drainage Master Plans has facilitated orderly development within the City's Sphere of Influence.
- ❖ Updated the City's Improvement Standards and Details.

- ❖ Constructed ADA Improvements in several locations.
- ❖ Modified and expanded the Conditions of Approval for projects in order to ensure public health and safety through the orderly development of land in a cost-effective manner, supporting Yuba City's General Plan.
- ❖ Included a Traffic Enhancement Activities (TEA) grant program to design pedestrian transportation improvements in the vicinity of Bridge Street and Shasta Street.
- ❖ Prequalified bidders for the Plumas Streetscape, Bridge Street improvements, and Plumas Boulevard from Bridge Street to B Street.
- ❖ Initiated the legislation process with the State legislature which will give Yuba City the ability to use the design/build methodology of project delivery, thereby delivering certain projects faster, cheaper, and with better quality.

## FY 2006-2007 INITIATIVES

- ❖ Improve the development review process by implementing a concept plan review process in collaboration with the Planning Division. This process would allow approval of concepts while reducing the developers' costs for engineering plans and studies.
  - ❖ Construct the Gauche Park Aquatics Center.
  - ❖ Construct the Plumas Streetscape and Bridge Street projects.
  - ❖ Implement and publish a Development Services Handbook outlining the development process in Yuba City.
  - ❖ Launch a public outreach program which assists the public with navigating their projects to successful and timely completion.
  - ❖ Complete the Transportation Master Plan.
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## CONTINUOUS IMPROVEMENT PERFORMANCE MEASURES

1. Increase the number of Development Services projects completed that are listed in the Capital Improvement Program toward a future target of 80%.
2. Complete plan checking within two weeks of receiving the plans, and increase the amount of times the goal is reached toward a future target of 90%.

Performance Measure	2004-	2005-	2006-
	2005 Actual	2006 Actual	2007 Target
Measure 1 - CIP Projects	40%	45%	80%
Measure 2 - Plan Check Requests	56%	62%	90%

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# Engineering

100-1930

Appropriation Line-Item	Actual 2004-05	Adopted 2005-06	Adopted 2006-07
612 Salaries & Wages	\$ 419,027	\$ 494,374	\$ 541,744
613 Extra Help	68,512	40,000	1,000
614 Overtime	4,932	6,000	3,000
615 Total Benefits	134,583	222,643	228,942
<b>Salaries &amp; Benefits Sub - Total</b>	<b>627,054</b>	<b>763,017</b>	<b>774,686</b>
622 Telephone	4,722	5,582	8,308
623 Postage & Freight	187	500	500
625 Forms & Supplies	3,089	3,365	6,600
626 Printing & Binding	1,725	1,500	2,000
627 Professional Services	63,581	120,400	122,500
628 Travel & Meeting	629	2,000	7,935
631 Dues & Subscriptions	111	550	550
632 Rental Bldgs/EQ/Land	431	3,600	3,600
633 Equipment - O & M	10,384	9,000	9,000
634 Special Equipment - O & M	2,013	1,600	1,600
635 Vehicle - O & M	15,529	23,798	28,898
638 Small Tools & Supplies	1,297	3,000	3,000
639 Training Programs	5,337	7,000	7,000
643 Insurance	9,373	11,881	13,303
648 Filing Fees	34	100	100
658 Technology ISF	36,467	40,117	38,208
<b>Supplies &amp; Services Sub - Total</b>	<b>154,909</b>	<b>233,993</b>	<b>253,102</b>
692 Equipment	20,347	122,000	-
<b>Acquisitions Sub - Total</b>	<b>20,347</b>	<b>122,000</b>	-
<b>Total Appropriations</b>	<b>\$ 802,310</b>	<b>\$ 1,119,010</b>	<b>\$ 1,027,788</b>

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# City of Yuba City FY 2006-2007 Budget

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