

PLANNING & BUILDING DEPARTMENT

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; management of historic resources, administration of public arts programs, 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.



The Lofts



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

BUILDING - DIVISION 33

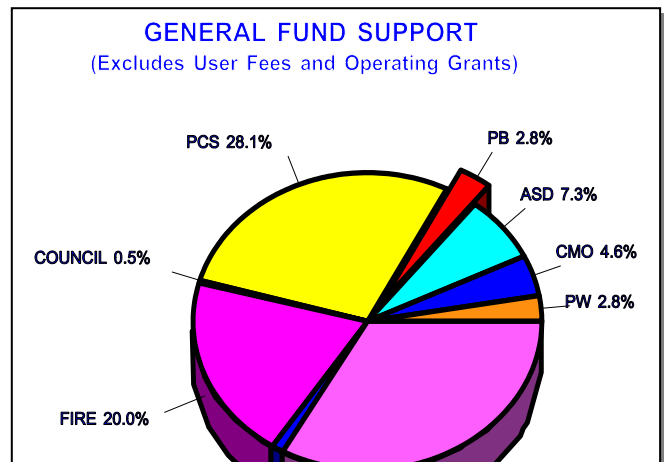
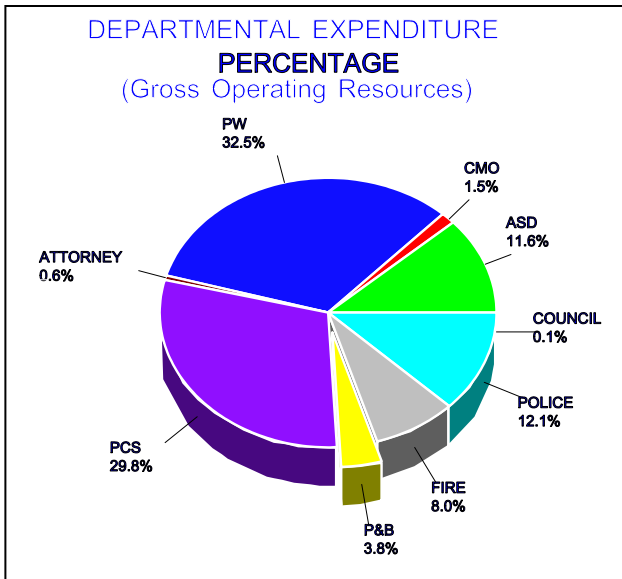
Ensure that all new construction and improvements to city or privately owned property conform to requirements of state and city codes including disabled access requirements and energy and water conservation. Promote preservation and conservation of existing housing stock and energy through the Resale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

- Public Information
- Permit Processing / Inspections / Issuance
- Plan Checking
- Resale Program
- Zoning and Handicap Compliance
- Enforce City/State Codes and Regulations

DEPARTMENT
SUMMARY

PLANNING & BUILDING DEPARTMENT

<u>Source of Funds</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Budget 2003-04</u>
General Fund Support	348,379	738,403	609,392	699,070
Construction Tax	72,325	102,278	34,019	68,851
Development Impact Fees	35,625	50,376	16,756	33,911
Fee Transfers	131,364	(115,280)	(130,334)	(129,074)
Fees & Charges	1,774,264	2,146,296	2,284,619	2,328,647
Grants/Designated Revenue	231	15,000	34,820	15,000
Internal Service Funds	0	0	0	0
RDA Funds	74,185	83,364	67,223	78,825
Special Revenue Funds	0	171,321	171,321	0
Total Revenues	2,436,373	3,191,758	3,087,816	3,095,230



<u>Expenditures</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Budget 2003-04</u>
Capital Expenditures	15,059	200,655	190,914	12,000
Operating Expenditures	668,725	804,127	857,830	843,712
Salaries and Benefits	1,752,589	2,186,976	2,039,072	2,239,518
Total Expenditures	2,436,373	3,191,758	3,087,816	3,095,230

PLANNING AND BUILDING

Administration

Office Assistant II 1.0
 Planning & Building Director 1.0
 Planning/Bldg Service Coordinator 1.0
 Senior Office Assistant 2.0

Building

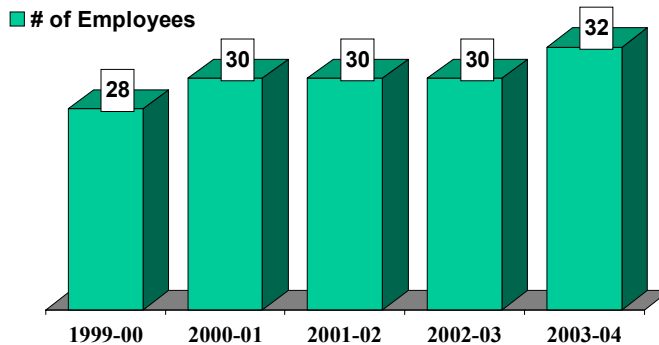
Assistant Chief Bldg Official 1.0
 Building Inspector II 4.0
 Building/Planning Tech I 1.0
 Building/Planning Tech II 1.0
 Chief Building Official 1.0
 Electrical Inspector II 2.0
 Plans Examiner II 1.0
 Residential Resale Inspector I 1.0
 Residential Resale Inspector II 1.0
 Secretary 1.0
 Senior Building Inspector 1.0

Planning

Administrative Analyst II 1.0
 Assistant Planner 2.0
 Associate Planner 2.0
 Code Compliance Coordinator 1.0
 Junior Planner 1.0
 Planning & Redevelopment Admin 1.0
 Redevelopment Project Manager 1.0
 Senior Office Assistant 1.0
 Senior Planner 1.0
 Program Assistant .5

FULL TIME EQUIVALENT (FTE)	
Regular Full Time	31.00
Regular Part Time	0.50
Temporary Part Time	0.67
TOTAL FTE's	32.17

Five Year Human Resource Trend Planning & Building Department



ADMINISTRATION – DIVISION 31



Major Accomplishments in FY 2002-03

- Initiated 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

Plans / Goals for FY 2003-04

- Facilitate changes to management of the affordable housing program
- 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

How We Measure Up

Davis Planning & Building
Employees per capita: .48 per
1,000 population

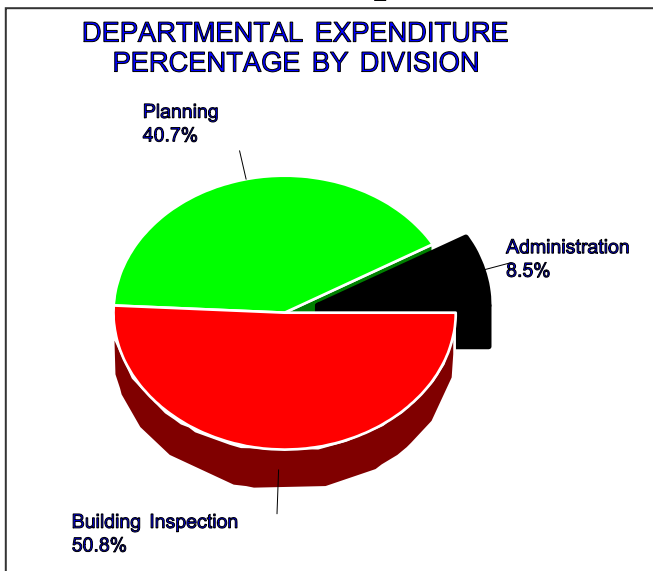
As compared to other cities

-Woodland	.26
-Vacaville	.46
-San Luis Obispo	.52
-Chico	.58
-Roseville	.72
-Folsom	.74

No. 31

<u>Source of Funds</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Budget 2003-04</u>
General Fund Support	86,920	97,258	78,426	91,962
Fee Transfers	85,779	97,258	78,426	91,962
Fees & Charges	400	100	300	300
Internal Service Funds	0	0	0	0
RDA Funds	74,185	83,364	67,223	78,825
Total Revenues	247,284	277,980	224,375	263,049

<u>Expenditures</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Budget 2003-04</u>
Capital Expenditures	5,689	12,000	2,751	12,000
Operating Expenditures	137,018	158,030	129,943	161,021
Salaries and Benefits	104,577	107,950	91,681	90,028
Total Expenditures	247,284	277,980	224,375	263,049



**SUMMARY OF MAJOR
BUDGET CHANGES**

None to report.

PLANNING – DIVISION 32

Major Accomplishments in FY 2002-03



Olive Park Apartments

- Coordinated various downtown projects, such as E Street Plaza improvements
- Administered and continue to improve the code enforcement program, review public information efforts to improve awareness of city codes
- Completed community Zoning Ordinance amendments for Large Houses, Demolition, and Second Units
- Began review of the UC Davis Long-Range Development Plan and New Neighborhood Plan
- Completed apartment projects for Olive Park (123 units) and Sterling University Vista (132 units)
- Began construction on Core area projects including Harrington Office Building, D St. Terraces, The Lofts, McCormick Building, and Chen Building (Terminal Hotel)
- Completed the update to PD-286

- Processed applications for: Davis Manor Renovation, IHOP, Phoenix Place, Interland Headquarters, Cost Plus at University Mall, multiple church expansions, Oasis Place, Covell Village, and Fifth St. residential

Plans / Goals for FY 2003-04



400 F Street

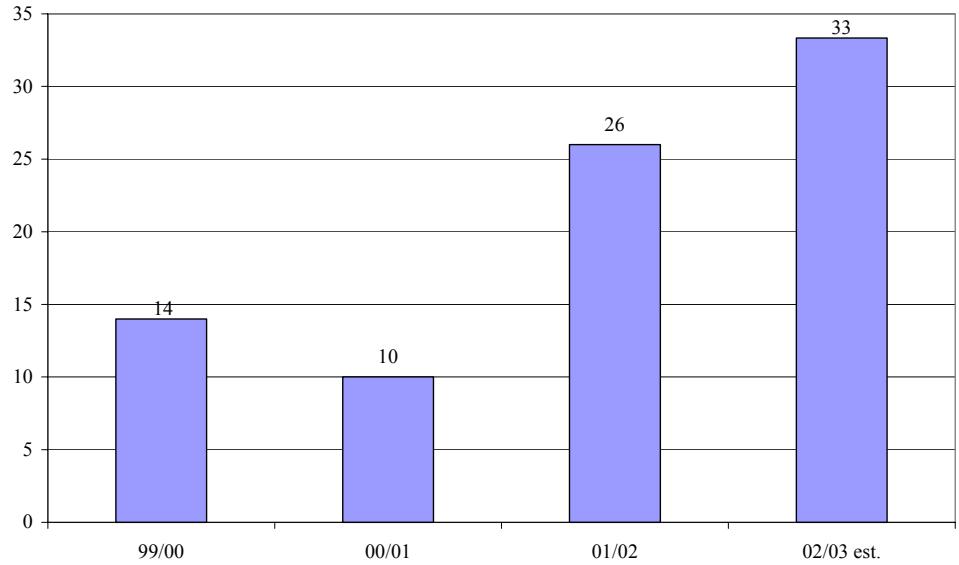
- Begin implementation phase of Housing Needs Assessment process
- Update the Phased Allocation and Agricultural Mitigation Ordinances
- Explore new methods and processes that more fully involve citizen groups in the planning process
- Process applications for Covell Tech Park, Apartments in Wildhorse, continued commercial and office projects in Mace Ranch and South Davis, the Sutter Davis Master Plan and complete annual reviews of development agreements
- 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

- Begin construction on Oasis Place & Fifth St. residential,
- 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
- Provide staff to the Affordable Housing Task Force
- Complete development agreement annual reviews
- Explore new green development initiatives
- Streamline the process for implementing the New Davis Downtown and Traditional Neighborhood Design Guidelines
- Initiate B Street and I-80 corridor planning study

How We Measure Up

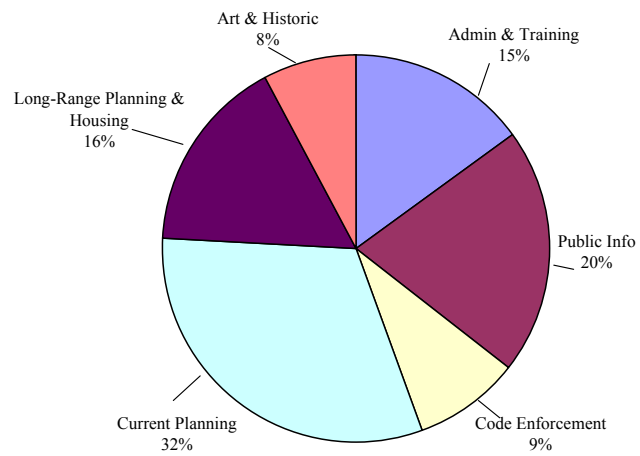
This chart shows the total number of Conditional Use Permit applications submitted.

Conditional Use Permit Applications Submitted



This chart shows staff hours spent providing service by category.

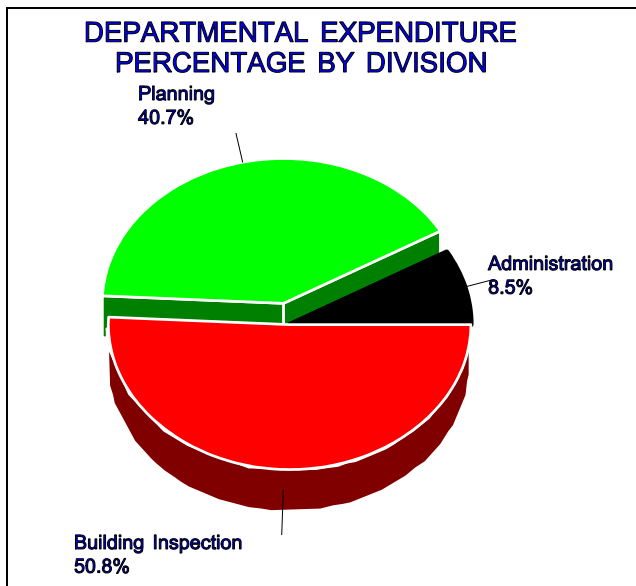
Planning Work Flow



No. 32

<u>Source of Funds</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Budget 2003-04</u>
General Fund Support	261,459	641,145	530,966	607,108
Construction Tax	72,325	102,278	34,019	68,851
Development Impact Fees	35,625	50,376	16,756	33,911
Fee Transfers	37,535	57,772	48,075	70,889
Fees & Charges	396,245	341,619	463,788	463,960
Grants/Designated Revenue	231	15,000	34,820	15,000
RDA Funds	0	0	0	0
Special Revenue Funds	0	171,321	171,321	0
Total Revenues	803,420	1,379,511	1,299,745	1,259,719

<u>Expenditures</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Budget 2003-04</u>
Capital Expenditures	0	171,321	171,321	0
Operating Expenditures	167,914	375,825	289,333	317,175
Salaries and Benefits	635,506	832,365	839,091	942,544
Total Expenditures	803,420	1,379,511	1,299,745	1,259,719



SUMMARY OF MAJOR BUDGET CHANGES

- None to report

BUILDING – DIVISION 33



Major Accomplishments in FY 2002-03

- Completed implementation of an imaging system which will assist the public in reviewing historical building inspection records
- Filled the long-time vacant Assistant Building Official position
- Began to review feasibility of providing laptop computers for the Field Inspectors
- Completed follow-up on building permits that had not been finalized



Interland Headquarters

Plans / Goals for FY 2003-04

- 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
- Explore ways to improve public education of plan check process with the goal of reducing plan check corrections
- Find additional options for outside plan checks to better manage backlogs during peak periods
- Analyze activity level and fees, adjusting as necessary to match payment with services rendered
- Continue crosstraining of Field Inspectors and Plans Examiners
- Streamline the Code Enforcement process
- Implement a laptop solution for Field Inspectors

How We Measure Up

Plan Check Turn Around Times

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

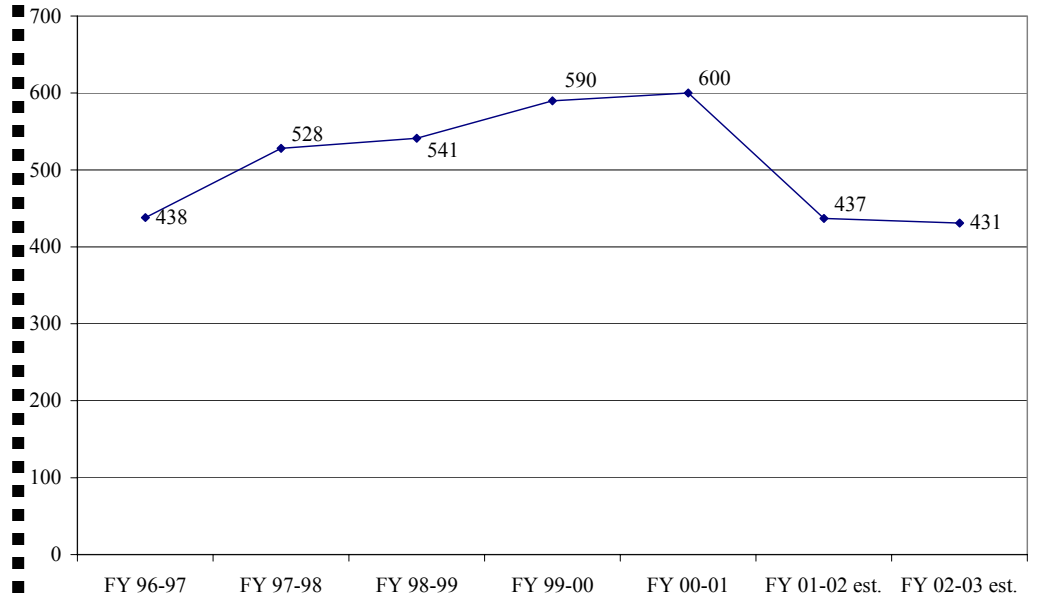
Application Type	# of Applications Received				Average # of Days to Process				
	Fiscal Year	98-99	99-00	00-01	01-02	98-99	99-00	00-01	01-02*
Patio Cover/Trellis		162	201	210	210	8.2	5.9	5.3	6.6
Swimming Pool		65	76	81	77	7.1	5.3	4.7	7.6
Residential Interior		72	100	395	394	18.5	11.8	8.9	8.2
SF Residential		70	102	255	115	68.8	44.6	38.2	59.5

*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.

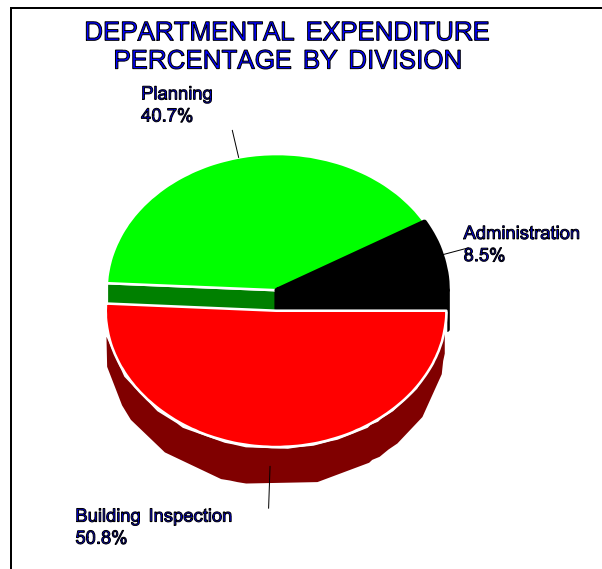
Resale Activity - Original Inspections



No. 33

<u>Source of Funds</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Budget 2003-04</u>
Fee Transfers	8,050	(270,310)	(256,835)	(291,925)
Fees & Charges	1,377,619	1,804,577	1,820,531	1,864,387
Total Revenues	1,385,669	1,534,267	1,563,696	1,572,462

<u>Expenditures</u>	<u>Actual 2001-02</u>	<u>Budget 2002-03</u>	<u>Estimated 2002-03</u>	<u>Budget 2003-04</u>
Capital Expenditures	9,370	17,334	16,842	0
Operating Expenditures	363,793	270,272	438,554	365,516
Salaries and Benefits	1,012,506	1,246,661	1,108,300	1,206,946
Total Expenditures	1,385,669	1,534,267	1,563,696	1,572,462



**SUMMARY OF MAJOR
BUDGET CHANGES**

- None to report

