

COMMUNITY DEVELOPMENT DEPARTMENT

STATEMENT OF PURPOSE

The Community Development Department is responsible for a wide range of functions related to community change evolution, enhancement and preservation. Areas of responsibility include planning and zoning, building inspection and plan check services, and economic development. 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, retention and expansion, 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
- Staff to City-UCD Student Liaison Commission



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
- Historic Resources Management
- Civic Art & Art in Public Places
- General Plan Preparation and Implementation
- Administer CEQA, Other City/State Codes/Regulations
- Staff to Planning Commission, Civic Arts Commission & Historic Resources Management Commission

ECONOMIC DEVELOPMENT-DIVISION 32

Develop and implement effective strategies for the development of a healthy and sustainable economy.

- Economic Development strategies and policies
- Business Attraction
- Business Retention
- Ombudsman to Business Community
- Liaison to Davis Downtown
- Customer Service Improvements
- Staff to Business & Economic Development Commission
- Redevelopment projects

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 and the Code Enforcement program.

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

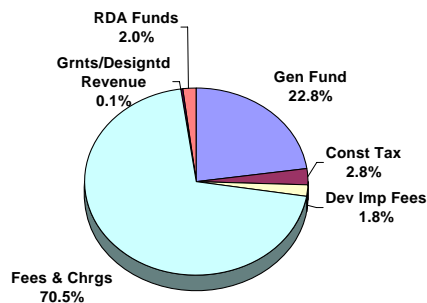


| Revenues by Fund | Actual <u>2003-04</u> | Actual <u>2004-05</u> | Budget <u>2005-06</u> | Budget <u>2006-07</u> |
|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| General Fund Support | 603,081 | 713,228 | 912,504 | 938,428 |
| Construction Tax | 67,020 | 54,652 | 104,528 | 116,873 |
| Development Impact Fees | 36,135 | 26,913 | 51,718 | 72,490 |
| Fee Transfers | 569,070 | (143,860) | (152,926) | 0 |
| Fees & Charges | 1,564,279 | 2,840,489 | 3,018,912 | 698,181 |
| Grants/Designated Revenue | 10,141 | 6,643 | 4,550 | 4,109 |
| Internal Service Funds | 0 | 9,506 | 0 | 0 |
| RDA Funds | 71,740 | 74,240 | 75,670 | 82,084 |
| Special Revenue Funds | 61,801 | 23,429 | 0 | 2,203,044 |
| Trust/Agency Funds | 1,021 | 0 | 0 | 0 |
| Total Revenues | 2,984,288 | 3,605,240 | 4,014,956 | 4,115,209 |

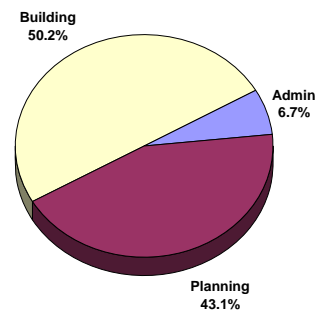
| Expenses by Division | Actual <u>2003-04</u> | Actual <u>2004-05</u> | Budget <u>2005-06</u> | Budget <u>2006-07</u> |
|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Administration | 239,849 | 260,513 | 252,783 | 277,721 |
| Planning Division | 1,271,227 | 1,804,132 | 1,644,706 | 1,774,575 |
| Building Division | 1,473,212 | 1,540,595 | 2,117,467 | 2,062,913 |
| Total Expenditures | 2,984,288 | 3,605,240 | 4,014,956 | 4,115,209 |

| Expenses by Category | Actual <u>2003-04</u> | Actual <u>2004-05</u> | Budget <u>2005-06</u> | Budget <u>2006-07</u> |
|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Capital Expenditures | 14,943 | 9,503 | 51,700 | 51,700 |
| Operating Expenditures | 905,197 | 1,224,354 | 1,067,023 | 944,021 |
| Salaries and Benefits | 2,064,148 | 2,371,383 | 2,896,233 | 3,119,488 |
| Total Expenditures | 2,984,288 | 3,605,240 | 4,014,956 | 4,115,209 |

**Source of Funds for
Final Budget 2006-07**

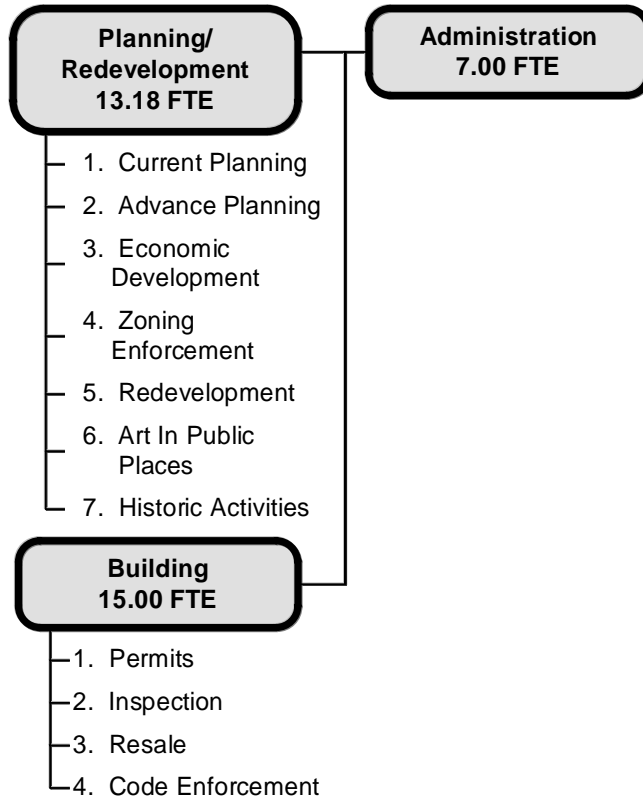


Expenses by Division



Community Development

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ADMINISTRATION – DIVISION 31



Major Accomplishments in FY 2005-06

- Completed transfer of code compliance to the Building Division
- 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
- Managed Department in a fiscally prudent manner
- Provided primary administrative support for the Davis Redevelopment Agency
- Coordinated City responses on various UCD matters, including UC Davis LRDP Update and New Neighborhood
- 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 2006-07

- Continue to respond to rental issues
- Maintain 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
- Prepare, administer, & monitor the department's budget
- Function as lead on major projects requiring negotiation with developers, contractors, property owners, neighborhoods and interest groups, such as Con Agra property and similar proposals
- Plan, organize and direct the activities of the department's divisions. Coordinate departmental activities with other departments, agencies and outside organizations
- Continue to work on various UCD matters, including UC Davis LRDP Update and New Neighborhood
- 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 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 <u>2003-04</u> | Actual <u>2004-05</u> | Budget <u>2005-06</u> | Budget <u>2006-07</u> |
|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| General Fund Support | 83,650 | 87,280 | 88,282 | 95,764 |
| Fee Transfers | 83,671 | 87,768 | 88,281 | 0 |
| Grants/Designated Revenue | 788 | 1,719 | 550 | 4,109 |
| Internal Service Funds | 0 | 9,506 | 0 | 0 |
| RDA Funds | 71,740 | 74,240 | 75,670 | 82,084 |
| Special Revenue Funds | 0 | 0 | 0 | 95,764 |
| Total Revenues | 239,849 | 260,513 | 252,783 | 277,721 |

| Expenses by Category | Actual <u>2003-04</u> | Actual <u>2004-05</u> | Budget <u>2005-06</u> | Budget <u>2006-07</u> |
|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Capital Expenditures | 2,819 | 9,503 | 0 | 0 |
| Operating Expenditures | 141,963 | 151,303 | 156,818 | 169,572 |
| Salaries and Benefits | 95,067 | 99,707 | 95,965 | 108,149 |
| Total Expenditures | 239,849 | 260,513 | 252,783 | 277,721 |

**SUMMARY OF MAJOR
BUDGET CHANGES**

There are no major budget changes.

PLANNING/ECONOMIC DEVELOPMENT – DIVISION 32



Major Accomplishments in FY 2005-06

Planning

- Completed processing Covell Village applications and Measure J vote
- Completed implementation phase of Middle Income Needs Analysis, middle income requirements, and incentive system
- Processed Parque Santiago infill workforce project and development agreement providing additional contribution to City recreation facilities
- Continued to encourage development of accessory second units in residential areas

- Processed General Plan Amendment for revitalization of Davis Manor Shopping Center
- Completed zoning regulations for mini dorm's
- Assisted in analysis of options for the Cesar Chavez housing development
- Processed applications for downtown and B Street projects, continued commercial and office projects in Mace Ranch and South Davis
- Coordinated City efforts towards a comprehensive agreement with UCD addressing various impacts and opportunities associated with campus projects
- Continued to monitor regional projects such as the Dixon Downs racetrack and the County's General Plan update
- Worked with UC Davis to develop a concept plan to improve connections between downtown and the Mondavi Center
- Continued planning process for re-use of Hunt Wesson/Con Agra
- Processed applications for: Glacier Place subdivision, including a senior housing component and ownership affordable units, and Cassell Lane subdivision.



Economic Development

- Processed planning entitlements and building permits for three auto deal expansions. Continued regular outreach and communications with auto dealers.
- Processed entitlements for approximately 140,000 square feet of new retail development (Interland, 5th and G, Mace Ranch)
- Processed planning entitlements for approximately 300,000 square feet of new office/medical buildings (Sutter Hospital, Glacier, Interland, Mace Ranch)
- Continued processing of applications and EIR for Target at 2nd and Mace.
- Staffed the Business and Economic Development Commission.
- Completed process for selection of development/management partner for the Varsity Theater and "reopening" theater with new operator.
- Processed GPA and rezoning of the Davis Manor Shopping Center. Processed design review and building permits for Dollar Tree at the former Ralph's grocery store site.

- Worked proactively with the various owners of the Davis Manor Center to continue the rehabilitation and leasing of the center
- Assisted in the SACOG grant application for which \$650,000 was awarded for the E. 8th Street Corridor improvements
- Managed the completion and opening of the Bistro 33 restaurant at Historic City Hall
- Coordinated the completion of the Third Street Corridor and Central Park/Farmer's Market Kiosk improvements project
- Coordinated various public and private projects such as plans for Third Street Corridor and Central Park improvements, Fifth and G Street mixed use project approvals, and B Street Visioning process.
- Conducted property owner outreach and analysis for Redevelopment Agency mixed use / parking structure project downtown on Third, Fourth, E and G Street blocks.
- Completed negotiations and executed the lease agreement for the Varsity Theater. Facilitated the public and private improvements to the Theater in time for the grand re-opening to an independent film venue.
- Initiated negotiations and analysis for a disposition/lease agreement for the development of the Hunt Boyer Tank House site.
- Assisted in modifications to downtown parking districts and signage to improve customer convenience and employee parking availability
- Assisted businesses looking to relocate or expand in Davis
- Monitored citywide, downtown, and auto dealer sales tax to gauge retail sector performance

Plans / Goals for FY 2006-07

Planning

- Complete establishment of a growth management system
- Continue planning process for re-use of Hunt Wesson/Con Agra
- 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
- Coordinate City efforts towards a comprehensive agreement with UCD addressing various impacts and opportunities associated with campus projects
- Continue to be involved in regional planning efforts for air quality, transit, habitat, ag. conservation easements and open space
- Resolve questions on window changes for the Anderson Bank building
- Complete review of possible requirements for visitability in new residential development
- Explore new green development initiatives
- Streamline the process for implementing the New Davis Downtown and Traditional Neighborhood Design Guidelines
- Continue to monitor regional projects such as the Dixon Downs racetrack and the County's General Plan update
- Identify a venue for displaying a collection of work by Davis artists.



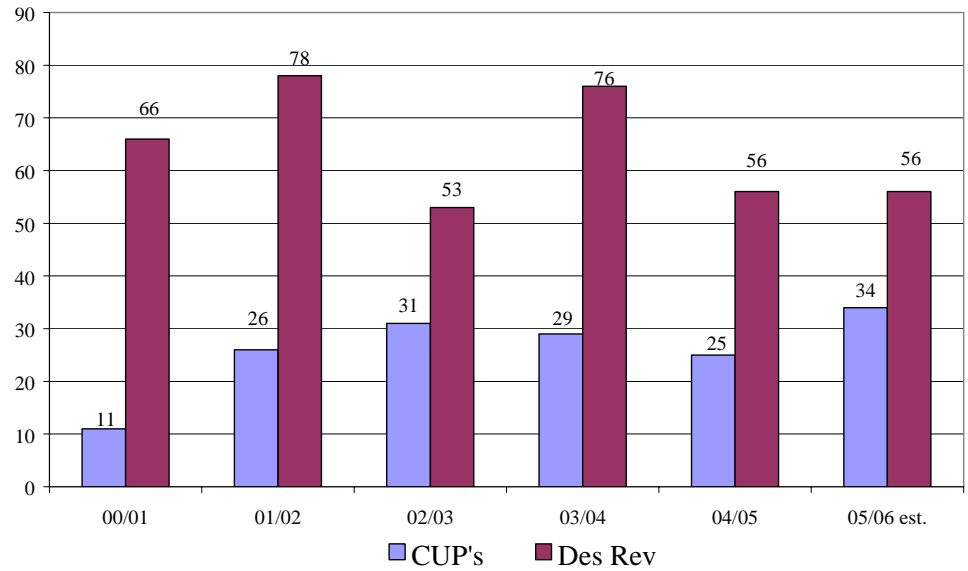
Economic Development

- Continue to enhance the city’s reputation as a business friendly community.
- Work with BEDC, UCD and business community to update the City’s Economic Development Strategic Plan
- Continue to evaluate proposed fee increases for impacts on new development and existing businesses
- Continue to streamline permitting of applications and permits for commercial development consistent with city goals and objectives
- Continue to facilitate the recruitment, retention, and expansion if business in Davis
- Specifically focus on Second and Mace, Davis Manor, Lewis Project (Hunt Wesson), & Downtown as opportunities sites for attracting retail uses to meet current & future retail needs of the community.
- Complete EIR, policy analysis, public review of the proposed Target at Second and Mace.
- Complete analysis of opportunities for additional parking and mixed use development downtown on Third, Fourth, E and G Streets.
- Continue to improve the management and use of existing parking resources downtown. Secure sites for additional parking downtown.
- Pursue opportunities to expand hotel and conference facilities in and/or near the downtown.
- Review and make recommendation to City Council on changes to the allowed uses/store sizes within neighborhood shopping centers.
- Expand partnerships with the University on economic development efforts such as business recruitment, business development, and visitor attraction.
- Complete implementation phase of the B and Third Street visioning process



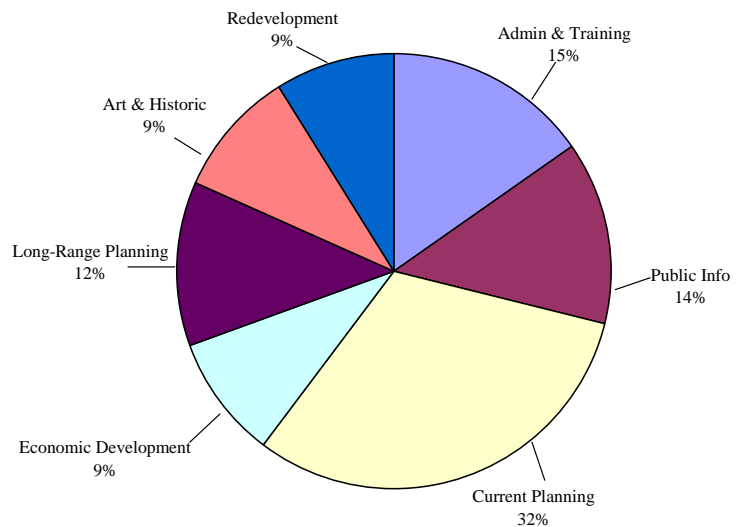
How We Measure Up

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



This chart shows planning staff hours spent providing service by category.

Planning Work Flow



No. 32

| Revenues by Fund | Actual <u>2003-04</u> | Actual <u>2004-05</u> | Budget <u>2005-06</u> | Budget <u>2006-07</u> |
|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| General Fund Support | 519,431 | 625,948 | 824,222 | 842,664 |
| Construction Tax | 67,020 | 54,652 | 104,528 | 116,873 |
| Development Impact Fees | 36,135 | 26,913 | 51,718 | 72,490 |
| Fee Transfers | 95,860 | 31,587 | 40,321 | 0 |
| Fees & Charges | 480,606 | 1,041,603 | 623,917 | 698,181 |
| Grants/Designated Revenue | 9,353 | 0 | 0 | 0 |
| RDA Funds | 0 | 0 | 0 | 0 |
| Special Revenue Funds | 61,801 | 23,429 | 0 | 44,367 |
| Trust/Agency Funds | 1,021 | 0 | 0 | 0 |
| Total Revenues | 1,271,227 | 1,804,132 | 1,644,706 | 1,774,575 |

| Expenses by Category | Actual <u>2003-04</u> | Actual <u>2004-05</u> | Budget <u>2005-06</u> | Budget <u>2006-07</u> |
|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Capital Expenditures | 1,238 | 0 | 0 | 0 |
| Operating Expenditures | 346,386 | 689,799 | 372,676 | 374,428 |
| Salaries and Benefits | 923,603 | 1,114,333 | 1,272,030 | 1,400,147 |
| Total Expenditures | 1,271,227 | 1,804,132 | 1,644,706 | 1,774,575 |

**SUMMARY OF MAJOR
BUDGET CHANGES**

There are no major budget changes.

BUILDING – DIVISION 33

Major Accomplishments in FY 2005-06

- Hired a full time Code Enforcement Officer.
- Completed first phase of implementation of the Code Enforcement software to further enhance a proactive approach to reacting to Municipal Code violations.
- Modified and enhanced Code Enforcement documents to allow for automated responses to the reporting party as well as the violator and the property owner when the violation occurs on a rental property.
- Hired a Code Enforcement consultant attorney to complete revisions and update the Nuisance, Resale and Noise Ordinances for Code Enforcement functions.
- Enacted a Administrative Citation Ordinance which ensures compliance to Notices of Violation by compelling the violator to pay imposed fines.
- Added three contract inspectors that are willing to work on an “as needed-emergency” basis reducing to zero the number of inspection that were not completed on the day they were requested.
- Filled vacant Resale Inspector position with a Clerical staff member maintaining the continuity and work flow with no drop off in production.
- Significantly reduced plan review time on many projects by providing 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. This insured that all items needing correction or clarification were satisfactorily completed thereby reducing multiple plan reviews.



Plans / Goals for FY 2006-07

- Complete implementation of the Code Enforcement software to provide a database for all City Department’s use. Enforcement will be more timely and effective.
- 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 and Resale Inspectors can issue permits for minor permits such as water heaters, sprinkler systems, and water softeners while on the job site.
- Update Building Permitting software to more efficiently track plan check turnaround. Identify project types that seem to take longer than average.

How We Measure Up

Plan Check Turn Around Times

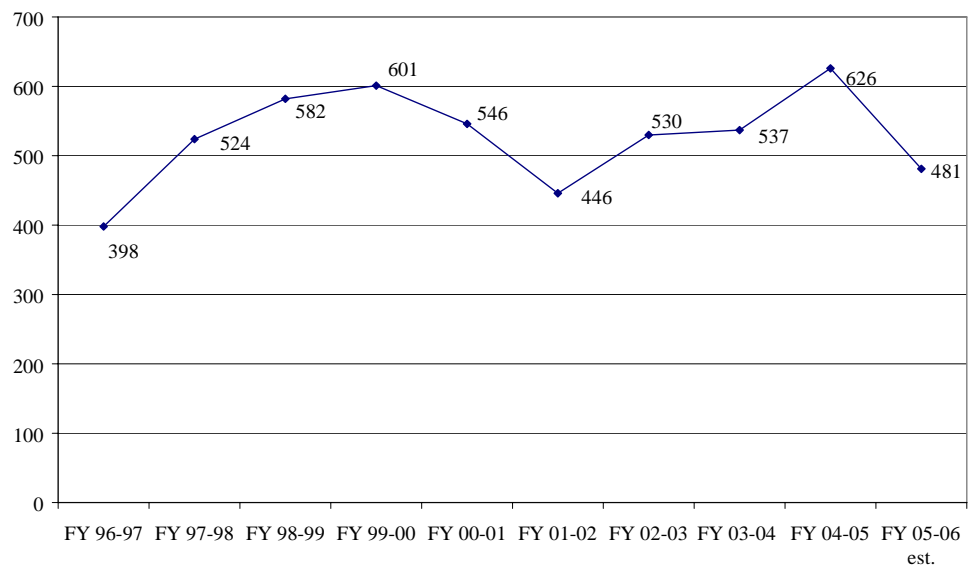
| Application Type | # of Applications Received | | | | | | Average # of Days to Process | | | | | |
|---|----------------------------|-------|-------|--------|--------|--------|------------------------------|-------|-------|--------|--------|--------|
| | Fiscal Year | 99-00 | 00-01 | 01-02* | 02-03* | 03-04* | 04-05 | 99-00 | 00-01 | 01-02* | 02-03* | 03-04* |
| Patio Cover/Trellis/Enclosure | 206 | 201 | 208 | 239 | 173 | 158 | 4.7 | 6.6 | 5.1 | 2.9 | 5.1 | 4.8 |
| Swimming Pool | 79 | 80 | 77 | 63 | 53 | 84 | 4.3 | 8.3 | 5.8 | 4.6 | 5.2 | 4.7 |
| Residential Interior | 98 | 89 | 175 | 256 | 177 | 14 | 20.2 | 9.2 | 6.1 | 3.1 | 5.8 | 5.3 |
| SF Res (*does not include stock plan reviews) | 99 | 77 | 58 | 51 | 40 | 44 | 32.4 | 47.5 | 40.7 | 28.6 | 27.4 | 26.1 |
| Residential Additions | 66 | 69 | 92 | 113 | 135 | 109 | 16.2 | 23.5 | 20.0 | 14.1 | 13.9 | 13.6 |

*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 | Actual <u>2003-04</u> | Actual <u>2004-05</u> | Budget <u>2005-06</u> | Budget <u>2006-07</u> |
|---------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <u>Source of Funds</u> | | | | |
| Fee Transfers | 389,539 | (263,215) | (281,528) | 0 |
| Fees & Charges | 1,083,673 | 1,798,886 | 2,394,995 | 0 |
| Grants/Designated Revenue | 0 | 4,924 | 4,000 | 0 |
| Special Revenue Funds | 0 | 0 | 0 | 2,062,913 |
| Total Revenues | 1,473,212 | 1,540,595 | 2,117,467 | 2,062,913 |

| Expenses by Category | Actual <u>2003-04</u> | Actual <u>2004-05</u> | Budget <u>2005-06</u> | Budget <u>2006-07</u> |
|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <u>Expenditures</u> | | | | |
| Capital Expenditures | 10,886 | 0 | 51,700 | 51,700 |
| Operating Expenditures | 416,848 | 383,252 | 537,529 | 400,021 |
| Salaries and Benefits | 1,045,478 | 1,157,343 | 1,528,238 | 1,611,192 |
| Total Expenditures | 1,473,212 | 1,540,595 | 2,117,467 | 2,062,913 |

**SUMMARY OF MAJOR
BUDGET CHANGES**

There are no major budget changes.