

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, 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
- Neighborhood Services, Public Education & Outreach



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
- General Plan Preparation and Implementation
- Administer CEQA, Other City/State Codes/Regulations
- Staff to Planning 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
- Sustainability and Green Building Initiatives



DEPARTMENT
SUMMARY

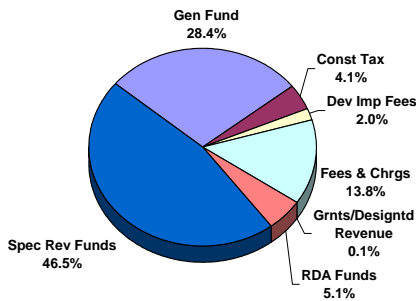
COMMUNITY DEVELOPMENT DEPARTMENT

Revenues by Fund	Actual 2005-06	Actual 2006-07	Budget 2007-08	Budget 2008-09
General Fund Support	767,493	1,080,986	1,029,353	1,078,268
Construction Tax	89,683	266,597	377,701	156,673
Development Impact Fees	44,227	83,345	186,032	77,168
Fee Transfers	(267,238)	0	0	0
Fees & Charges	2,521,569	645,892	820,175	521,984
Grants/Designated Revenue	17,307	5,078	3,600	5,000
Internal Service Funds	1,227	11,815	0	0
RDA Funds	81,264	86,783	148,175	192,307
Special Revenue Funds	0	1,977,542	2,219,230	1,766,100
Trust/Agency Funds	0	4,863	0	0
Total Revenues	3,255,532	4,162,901	4,784,266	3,797,500

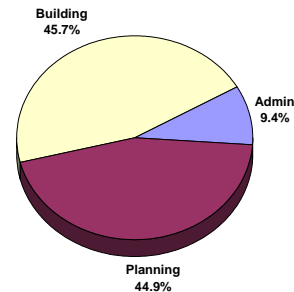
Expenses by Division	Actual 2005-06	Actual 2006-07	Budget 2007-08	Budget 2008-09
Administration	326,264	404,122	484,985	358,149
Planning Division	1,307,179	2,016,027	2,079,842	1,704,870
Building Division	1,622,089	1,742,752	2,219,439	1,734,481
Total Expenditures	3,255,532	4,162,901	4,784,266	3,797,500

Expenses by Category	Actual 2005-06	Actual 2006-07	Budget 2007-08	Budget 2008-09
Expenditures	0	11,815	0	0
Operating Expenditures	662,868	1,436,813	1,391,512	889,865
Salaries and Benefits	2,592,664	2,714,273	3,392,754	2,907,635
Total Expenditures	3,255,532	4,162,901	4,784,266	3,797,500

Source of Funds for
Final Budget 2008-09

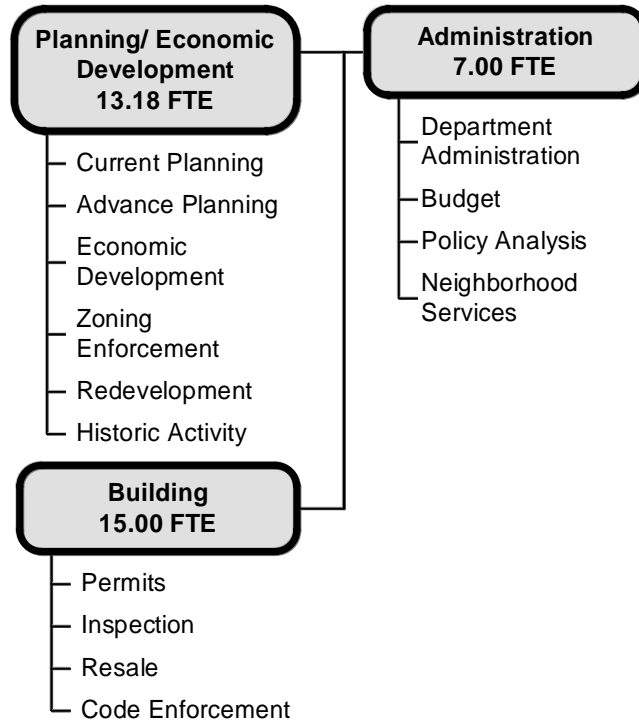


Expenses by Division



Community Development

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ADMINISTRATION – DIVISION 31



Major Accomplishments in FY 2007- 08

- 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
- Assisted with implementation of the 2007 Davis Neighbors' Night Out
- Conducted the 2007 Davis Neighborhood Safety Walk
- 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 2008 - 09

- 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
- 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
- Continue with assistance in support and development of Neighborhood Associations

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Revenues by Fund	Actual <u>2005-06</u>	Actual <u>2006-07</u>	Budget <u>2007-08</u>	Budget <u>2008-09</u>
<u>Source of Funds</u>				
General Fund Support	144,858	199,200	275,094	145,205
Fee Transfers	94,807	0	0	0
Grants/Designated Revenue	4,108	5,078	3,600	5,000
Internal Service Funds	1,227	11,815	0	0
RDA Funds	81,264	86,783	95,210	95,973
Special Revenue Funds	0	101,246	111,081	111,971
Total Revenues	326,264	404,122	484,985	358,149

Expenses by Category	Actual <u>2005-06</u>	Actual <u>2006-07</u>	Budget <u>2007-08</u>	Budget <u>2008-09</u>
<u>Expenditures</u>				
Capital Expenditures	0	11,815	0	0
Operating Expenditures	167,406	181,914	229,387	189,105
Salaries and Benefits	158,858	210,393	255,598	169,044
Total Expenditures	326,264	404,122	484,985	358,149

**SUMMARY OF MAJOR
BUDGET CHANGES**

There are no major budget changes.

PLANNING/ECONOMIC DEVELOPMENT – DIVISION 32



Major Accomplishments in FY 2007- 08

Planning

- Completed processing Target applications and Measure K vote
 - Initiated a design charette process for the Simmons property on E. Eighth Street, using civic engagement funds from the Sacramento Area Council of Governments (SACOG)
 - Initiated work with the General Plan / Housing Element Steering Committee, to develop a Housing Element for submittal to the State and recommendations for how the one percent growth guideline should be accommodated
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- Completed zoning regulations for homes with six or more bedrooms
 - Continued to monitor regional projects such as the County's General Plan update
 - Processed applications for the new 34,000 square foot West Yost headquarters, the Roe Building, Trader Joe's, and the Alhambra Center retail project
 - Continued to staff the Planning Commission and completed a Downtown Parking workshop with the Planning Commission and Safety and Parking Advisory Commission
 - Initiated process streamlining efforts and development of Citywide Sign Guidelines
 - Completed the EIR for the Anderson Bank Building window conversion proposal



Economic Development

- Completed B Street Visioning process
 - Processed planning entitlements and building permits for three auto deal expansions. Continued regular outreach and communications with auto dealers. Installed auto dealer directional signs
 - Processed entitlements for approximately 250,000 square feet of new retail development
 - Staffed the Business and Economic Development Commission.
 - Westlake Shopping Center: processed site improvement plans, worked to locate prospective grocery store tenant; initiated processing of General Plan amendments and rezoning to modify grocery store size requirement; initiated market feasibility study for retention of grocery store prior to final
-
- Continued to worked proactively with the various owners of the Davis Council consideration Manor Center to continue the rehabilitation and leasing of the center
 - Coordinated/assisted in various public and private projects, including the E. 8th Street Corridor Improvements

- Initiated process for 3rd Street Improvements between A and B Streets identified in B Street Visioning Process, including CalTrans grant application for street design
- Supported collaborative effort of City, DDBA, Unitrans, and UC Davis to complete feasibility study for City / UCD Downtown shuttle
- Assisted businesses looking to relocate or expand in Davis
- Monitored citywide, downtown, and auto dealer sales tax to gauge retail sector performance
- Updated City commercial and industrial database, and other economic trend data.
- Participated in creation of Yolo County Chapter of Golden Capital Angel Investment Network, initiating process to link with other City's and County, and other Northern California regions to create region based investment funds for startup companies
- Co-sponsored two day Investorfest event promoting Davis as a business location and providing opportunity for entrepreneurs and prospective investors to meet.
- Co-sponsored Central Valley 100, Golden Capital Network event to honor lead entrepreneurs in Central Valley region, and attract new companies and investors
- Collaborated with UC Davis, BEDC, DDBA and Chamber of Commerce to identify/initiate city projects undertaken to celebrate UC Davis Centennial, including establishment of new Bicycle Museum, new City banners and signage, Celebrate UC Davis street fair, Downtown City/UC Davis visitor information center and ticket hub, and other Downtown enhancement efforts.

Plans / Goals for FY 2008 - 09

Planning

- Complete the recommendations of the General Plan / Housing Element Steering Committee including a draft housing Element and recommendations for how the one percent growth guideline should be accommodated. Initiate implementation of the recommendations
- Submit a draft Housing Element to the State Housing and Community Development Department (HCD)
- Continue non-residential viability study and planning process for the Hunt Wesson/Con Agra site
- 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 on 5th and 2nd Street, in Mace Ranch and South Davis
- Complete processing applications for Shepherds Close, Davis Korean Church, Henderson Building, and the Westlake Shopping Center
- Participate in the City's Sustainability Working Group process to develop sustainable practices for the city
- Continue to work with Yolo County LAFCO on the update to the Sphere of Influence
- Continue to monitor the Yolo County General Plan update
- Streamline development review practices and complete and implement the City Wide Sign Design Guidelines.

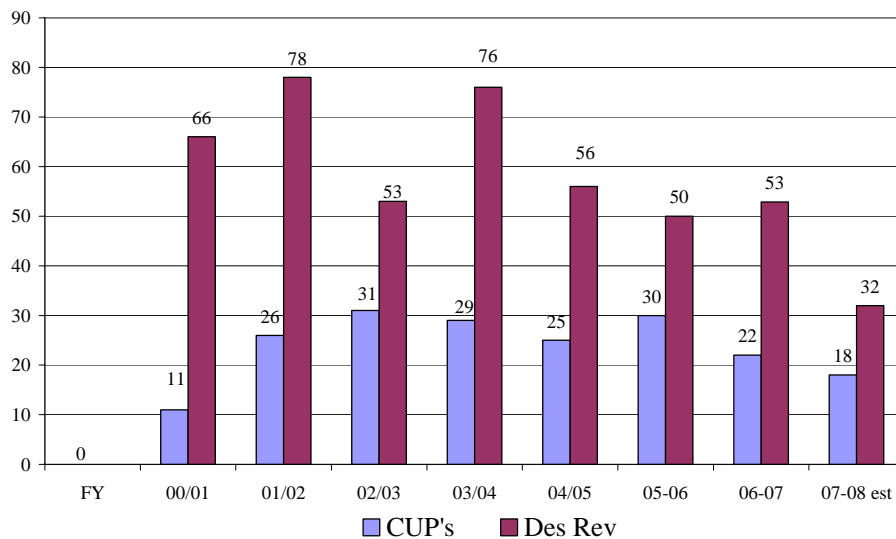
Economic Development

- Continue to enhance the city's reputation as a business friendly community.
- Work with BEDC, UCD and business community to implement the City's Economic Development Strategic Plan
- Continue to evaluate proposed fee increases for impacts on new development and existing businesses
- Continue to facilitate the recruitment, retention, and expansion of business in Davis
- Continue to seek means to increase/improve access to business support services in Davis
- Update marketing materials and strategies
- Specifically focus on Downtown, Second and Mace, Davis Manor and Westlake Shopping Center as opportunity sites for attracting retail uses to meet current & future retail needs of the community.
- Specifically focus on area between 5th Street and 2nd Street north of I-80 and Research Park Drive and Cowell/Chiles Roads south of I-80 and Con Agra for new high-tech/biotech and green tech businesses
- 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, including design of 3rd Street improvements
- Continue support for efforts to construct Trader Joe's at University Mall
- Continue support for development of Golden Capital Angel Investment Network, co-hosting events to attracting/informing prospective investors, share investment opportunities and attract prospective businesses and investors to Davis area.



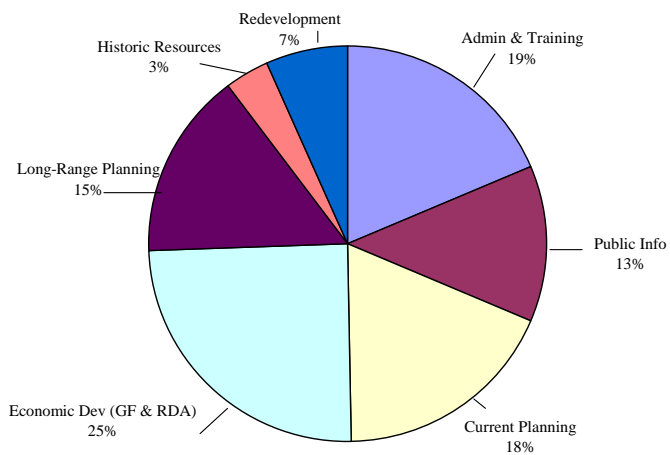
How We Measure Up

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>2005-06</u>	Actual <u>2006-07</u>	Budget <u>2007-08</u>	Budget <u>2008-09</u>
General Fund Support	622,635	881,786	642,969	852,711
Construction Tax	89,683	266,597	377,701	156,673
Development Impact Fees	44,227	83,345	186,032	77,168
Fee Transfers	39,435	0	0	0
Fees & Charges	510,899	645,892	820,175	521,984
Grants/Designated Revenue	300	0	0	0
RDA Funds	0	0	52,965	96,334
Special Revenue Funds	0	133,544	0	0
Trust/Agency Funds	0	4,863	0	0
Total Revenues	1,307,179	2,016,027	2,079,842	1,704,870

Expenses by Category	Actual <u>2005-06</u>	Actual <u>2006-07</u>	Budget <u>2007-08</u>	Budget <u>2008-09</u>
Operating Expenditures	187,530	825,421	622,468	372,606
Salaries and Benefits	1,119,649	1,190,606	1,457,374	1,332,264
Total Expenditures	1,307,179	2,016,027	2,079,842	1,704,870

**SUMMARY OF MAJOR
BUDGET CHANGES**

There are no major budget changes.

Roe Building at Fifth & G Streets



BUILDING – DIVISION 33

Major Accomplishments in FY 2007- 08

- Developed hand-outs, website links and power-point display in lobby to address increased community interest in the principles of Green Building.
- Cross trained existing staff to cover tasks performed by departing staff thereby reducing payroll expenses without reducing service.
- Trained all Building Division staff and successfully transitioned Inspectors, Plans Examiners and Counter Technicians to the new California Building Code.
- Created a module for the Resale Inspectors to simplify writing the reports while providing clear consistent reports.
- Complete implementation of the Code Enforcement software to provide a database for all City Department's use. Enforcement will be more timely and effective.
- Hired Senior Plans Examiner to decrease Plan Check turn around time and increase the percentage of plan checks done in house.
- The Assistant Building Official and Counter Technicians were certified as Green Building Professionals. The Assistant Building Official was also certified as a Green Points Rater.

Plans / Goals for FY 2008 - 09

- Work with other jurisdictions to develop consistent Green Building requirements throughout the region.
- Develop and implement Green Building Ordinance
- Integrate Code Compliance with Finance to improve follow through on billing for Municipal Code violations.
- Further investigate 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.
- Assistant Building Official to become LEED accredited.

How We Measure Up

Plan Check Turn Around Times

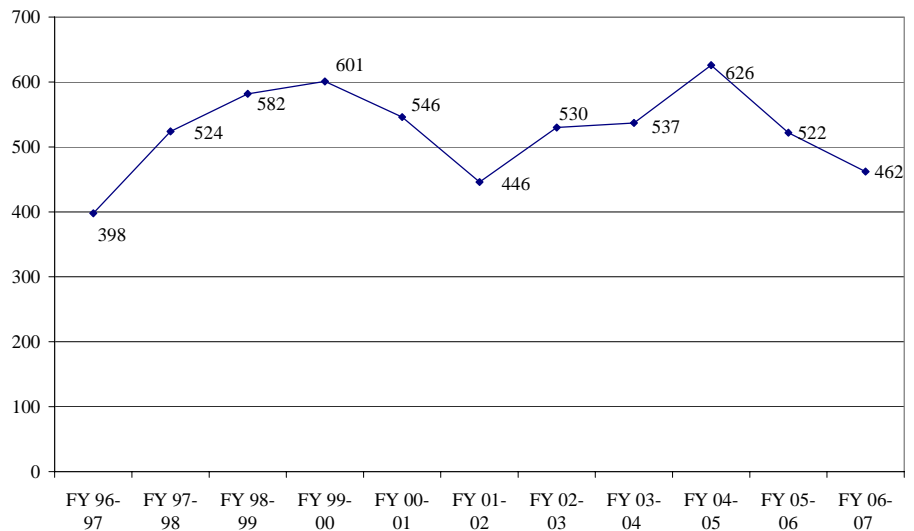
Application Type	# of Applications Received						Average # of Days to Process					
	Fiscal Year	01-02*	02-03*	03-04*	04-05	05-06	06-07	01-02*	02-03*	03-04*	04-05	05-06
Patio Cover/Trellis/Enclosure	208	239	173	158	141	106	5.1	2.9	5.1	4.8	4.8	4.2
Swimming Pool	77	63	53	84	51	50	5.8	4.6	5.2	4.7	4.7	3.8
Residential Interior	175	256	177	14	687	741	6.1	3.1	5.8	5.3	5.2	5.4
SF Res (*does not include stock plan reviews)	58	51	40	44	66	58	40.7	28.6	27.4	26.1	25.8	25.2
Residential Additions	92	113	135	109	100	127	20.0	14.1	13.9	13.6	13.4	12.8

*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

Expenses by Category	Actual <u>2005-06</u>	Actual <u>2006-07</u>	Budget <u>2007-08</u>	Budget <u>2008-09</u>
<u>Expenditures</u>				
General Fund Support	0	0	111,290	80,352
Fee Transfers	(401,480)	0	0	0
Fees & Charges	2,010,670	0	0	0
Grants/Designated Revenue	12,899	0	0	0
Special Revenue Funds	0	1,742,752	2,108,149	1,654,129
Total Expenditures	1,622,089	1,742,752	2,219,439	1,734,481

Revenues by Fund	Actual <u>2005-06</u>	Actual <u>2006-07</u>	Budget <u>2007-08</u>	Budget <u>2008-09</u>
<u>Source of Funds</u>				
Operating Expenditures	307,932	429,478	539,657	328,154
Salaries and Benefits	1,314,157	1,313,274	1,679,782	1,406,327
Total Revenues	1,622,089	1,742,752	2,219,439	1,734,481

**SUMMARY OF MAJOR
BUDGET CHANGES**

There are no major budget changes.