

Community Development Director

Business Operations

- Department Process Improvement Program
- Public Facilities Fees
- Technical and graphic support
- Implement development fees and charges
- Nexus studies
- Monthly construction valuation and permit reports
- Mapping, graphics, data and other technical services
- Building Inspection scheduling
- Permit Tracking system management
- Cashier
- Stockton Economic Stimulus Program compliance and administration
- Maintain computerized land use data file
- Legislative Analysis
- Policy/Initiative Development
- Financial Functions
 - Department budget
 - Department accounting
- Contract Management
 - Request for Proposal
 - Contracts
 - Purchase Orders
- Website Support
- Administrative support for boards and commissions:
 - Planning Commission
 - Climate Action Plan Advisory Committee
 - Cultural Heritage Board
 - Handicapped Access Board of Appeals

Building and Life Safety

- Building life/safety
- Building life safety inspections
- Disabled Access Plan Check and inspections
- Flood Plain Management review and inspection
- Flood Community Rating System documentation and administration
- Mandatory enforcement:
 - State Health & Safety Code
 - State Business Code
 - Uniform Building Code
 - Federal Building Laws
 - California Energy and Green Building Code
 - Uniform Construction Codes
 - Locally adopted construction codes and standards
- Regulate:
 - Energy conservation
 - Handicapped access
 - Seismic safety
 - Fire and life safety
 - Demolition of structures
- Assist departments
 - Code Enforcement inspection & investigation
 - Fire damage inspection
 - Building Construction projects
- Prepare Stockton Municipal Code documentation
- Work without permit investigations with State Contractors Board
- Green Building
- Special inspections
- Pre-application advisory meetings
- Interface with the following entities:
 - PG&E
 - Army Corps of Engineers
 - Reclamation Districts
 - Cal Water
 - California State License Board
 - State Architect's Office
- Administrative support for boards and commissions:
 - Building and Housing Board of Appeals

Planning and Engineering

- Prepare, maintain and administer the General Plan
- Administer, enforce and maintain the Development Code
- Administer and enforce environmental regulations
- Implement and administer the State Subdivision Map Act
- Conduct planning related studies
- Provide transportation planning services
- Flood Plain administration
- Coordinate historical/architectural preservation
- Review and approval of Master Development/Specific Plans
- Review and approval of use permits
- Review and approval of maps and associated agreements
- Administer Climate Action Plan
- Assist Economic Review Committee
- Work with San Joaquin Partnership on future projects
- Pre-application advisory meetings
- Attend/monitor Delta Stewardship Council
- Provide transportation planning and engineering services
- Area of Benefit formation and administration
- Review utility master plans
- Administer/manage developer reimbursements
- Administer outsourced land surveying services
- Property/easement dedication
- Code enforcement research and interpretation
- Legislative Analysis
- Administrative support for boards and commissions:
 - Development Review and Architectural Review Committees

COMMUNITY DEVELOPMENT DEPARTMENT



COMMUNITY DEVELOPMENT DEPARTMENT

MISSION STATEMENT

The City of Stockton Community Development Department serves residents and businesses in their desire to successfully grow, build and enhance quality of life by providing dedicated customer service to facilitate solutions for thoughtful urban planning and safe building.

Budget at a Glance:

Total Revenues	\$11,104,200
Total Expenditures	\$12,658,461
Total Net Cost	\$1,554,261
Total Staff	48

DEPARTMENT DESCRIPTION

The Community Development Department (CDD) is comprised of the Building and Life Safety Division, Planning and Engineering Division, and the Business Operations Division. The operational center of the department is at the City Permit Center. The purpose of the department is to:

- Plan for future growth, infrastructure needs, and service demands of the City
- Review and process permit applications for development activities
- Provide permit and life safety inspections of buildings, storage tanks, mechanical equipment lines and other structures
- Provide emergency operations inspection services and action plan support
- Coordinate floodplain management efforts
- Assist in economic development, climate action planning, design review, historic building analysis, environmental impact review, and geographic information mapping and analysis
- Serve as the Public Facilities Fees administrator citywide programmatic lead

The Department supports the Planning Commission, Climate Action Plan Advisory Committee, Cultural Heritage Board, Building and Housing Board of Appeals, and the Handicap Access Board of Appeals. Community-based planning efforts are funded by intergovernmental grants and the General Fund. Development permitting is largely funded by user fees.

DEPARTMENT STRATEGIC WORK PLAN

The Envision Stockton 2040 General Plan was adopted on December 4, 2018 and consists of a comprehensive update of public policies and programs that represented a fundamental shift from emphasizing growth at the periphery of the City, to focusing new construction and redevelopment in existing “infill” neighborhoods. Following completion of the General Plan update, the department will review the Stockton Municipal and Development Codes, land use zoning map, infrastructure needs and development impact fees within the City Fee Schedule for consistency with the change in policy framework for future development in Stockton. The post-General Plan approval activities summarized above will be a top FY 2020-21 budget priority.

COMMUNITY DEVELOPMENT DEPARTMENT

PRIOR YEAR ACCOMPLISHMENTS

The Community Development Department made significant strides to improve its customer service at the permit center. Since the implementation of a cloud-based permit management system, the Department has made continued adjustments over the past year to improve it. The department has also made significant efforts to develop in-house expertise on the system.

The Department continues to digitize permit records and plan sets to reduce paper storage. The initial phase is nearly complete with all historical data scanned, digitized, and backed up on high quality discs as well as cloud storage. Moving forward, periodic scanning and an annual back-up will be all that is needed. Phase two will focus on the refinement of the document library to enable data retrieval for internal and external customers with increased efficiency.

The CDD is continuing to promote voluntary electronic plan submission and review for building permits to save the customer the expense of printing multiple paper plan sets, provide a convenient exchange of comments and maintain an accurate record of revisions up to final. The rate of customer use has increased in the last three months to approximately 60% electronic plan check versus the paper plan submissions and has resulted in positive feedback. The Department has also initiated an expansion of electronic plan review for Development Engineering plans.

The Department successfully initiated its first on-line customer application submission, staff review, and issuance of transportation permits and intends to continue working to expand its on-line customer application opportunities.

The CDD has updated its three-year strategic plan for current and subsequent years. The strategic plan assessed priorities, process improvements, projects and timelines.

Our technical and electronic advancements from last year allowed 94% of our staff to mobilize to a remote operation when the Permit Center was closed to the public on March 12, 2020 due to the COVID-19 pandemic. The Department's ability to leverage our technology tools such as Bluebeam, Microsoft Teams, SharePoint, Accela and accept on-line payments gave us the ability to offer nearly the same level of services as usual.

The General Fund continues to contribute approximately \$800,000 to pay for general government expenses that are not directly related to development services or specific projects/ applications. The ongoing contribution from the General Fund may be adjusted as future analysis is completed and work programs are mandated or refined.

KEY CONSIDERATIONS

For this fiscal year, the Department has experienced significant growth of 13% in the number of permits that have been processed through February 2020. As of February 2020, the department processed 7,426 permits with a valuation of approximately \$302 million thus far in FY 2019-20, compared to FY 2018-19 where there were 6,507 permits processed with a valuation of \$243 million in the same period. Five new positions were approved during the mid-year budget cycle at an estimated cost of \$411,000 for salaries and related expenses. No new positions were requested and approximately \$1.9 million in professional services contract funding will be used to fulfill FY 2020-21 projects listed below. These resources are vital to address the demands of FY 2020-21 and beyond to maintain a sufficient level of service, meet customer service

COMMUNITY DEVELOPMENT DEPARTMENT

expectations of the department, accomplish proposed initiatives and implement the department's goals. It is important to note that additional funding sources from non-competitive State grants are not included in this budget, however, an additional \$1.4 million in grant funds is anticipated. The department has enough reserves to weather a decrease in both development activity and a drop in revenue during the current recession.

Post Council adoption of the General Plan, priority has been placed on the following programs and activities that will be carried out in FY 2020-21:

- A comprehensive update of Municipal Code Title 16 (Development Code) to ensure consistency and alignment with the new policies and implementation action measures contained in the Envision Stockton 2040 General Plan
- A master infrastructure study to determine the infrastructure (i.e. utilities, streets) and service needs that will support the reduced development footprint in the recently adopted General Plan
- A Public Facility Fee nexus study to update the City's Public Facilities Fees and provide for a defined plan for future infrastructure for the City
- Initiate electronic plan submission and review for development engineering permits to save customer expense of printing multiple paper plan sets, provide a convenient customer exchange of comments and maintain an accurate record of revisions up to final
- A citywide zoning map consistency review and update of the land use zoning map to be consistent with the Envision Stockton 2040 General Plan land use designations
- A feasibility study of inclusionary housing and funding programs that would encourage the construction of affordable housing units

In addition to the above, CDD continues to coordinate floodplain management efforts for the City. Flood Plain Management refers to the efforts to administer and operate Stockton's community flood program of corrective and preventative measures for reducing flood damage in compliance with the 100-year (National Flood Insurance Program) and 200-year State (SB 5 Urban Level of Flood Protection) programs. The SB 5 Urban Level of Flood Protection regulations went into full effect on July 1, 2016 and requires significant attention to the consideration of new development in Stockton. In addition to working with the recently expanded San Joaquin Area Flood Control Agency, the Federal Emergency Management Agency and other State agencies, the department will continue being active in achieving an improved Community Rating System score which helps to lower all citywide homeowner flood insurance rates.

The CDD will also continue to partner with the Economic Development Department towards the development of an Affordable Housing Strategic Plan.

**Community Development Department
FY 2020-21 Annual Budget**

	<u>Development Services 048</u>	<u>Public Facilities Fee Administration 999</u>	<u>Total</u>
	<i>See Page H-7 (excludes Fire portion of fund)</i>	<i>See Page H-8</i>	
Beginning Available Balance		\$ 1,598,462	
Revenues			
Fees	9,532,566	510,000	10,042,566
Other Revenues	251,634	10,000	261,634
	<u>9,784,200</u>	<u>520,000</u>	<u>10,304,200</u>
Expenditures			
Operating Expense	11,893,942	764,519	12,658,461
	<u>11,893,942</u>	<u>764,519</u>	<u>12,658,461</u>
Transfers			
Transfer In - General Fund	800,000	-	800,000
Transfer Out	-	-	-
	<u>800,000</u>	<u>-</u>	<u>800,000</u>
Net Annual Activity	<u>(1,309,742)</u>	<u>(244,519)</u>	<u>(1,554,261)</u>
Ending Available Balance		\$ 1,353,943	
		-	
		Revenues	\$ 10,304,200
		Transfers	800,000
		Total Sources	<u>\$ 11,104,200</u>
		Expenditures	\$ 12,658,461
		Transfers	-
		Total Appropriations	<u>\$ 12,658,461</u>

**Community Development and Fire Departments - Combined
Development Services - 048 (a)
FY 2020-21 Annual Budget**

	<u>FY 2017-18 Actual</u>	<u>FY 2018-19 Actual</u>	<u>FY 2019-20 Projected</u>	<u>FY 2020-21 Budget</u>
Beginning Available Balance	\$ 9,264,478	\$ 11,384,177	\$ 15,498,603	\$ 15,759,057
Revenues				
Community Development				
User Fees	7,764,153	9,082,563	8,030,808	8,121,600
Development Oversight	79,890	83,526	34,000	-
Technology Fee	439,766	498,851	488,000	525,300
Comm. Rating System Admin. Fee	101,746	142,363	100,000	102,000
General Plan Maint & Implementation	474,181	501,925	425,000	433,500
Capital Preservation	319,555	335,821	340,000	346,800
Grants	37,690	229	-	-
Fines & Penalties	9,079	3,414	3,300	3,366
Other Revenues	7,410	554,184	246,700	251,634
	<u>9,233,470</u>	<u>11,202,876</u>	<u>9,667,808</u>	<u>9,784,200</u>
Fire Prevention				
User Fees	2,346,994	2,620,126	2,972,152	2,894,504
Fines & Penalties	64,897	79,976	77,571	67,015
Other Revenues	2,045	215	2,000	3,125
	<u>2,413,936</u>	<u>2,700,317</u>	<u>3,051,723</u>	<u>2,964,644</u>
	<u>11,647,406</u>	<u>13,903,193</u>	<u>12,719,531</u>	<u>12,748,844</u>
Expenditures				
Community Development				
Business Ops and Customer Service	2,957,111	2,917,230	3,577,859	2,974,916
Planning & Engineering Services	2,740,910	2,927,979	4,333,416	4,578,051
Building and Life Safety	2,334,463	2,691,008	2,857,946	4,340,975
	<u>8,032,484</u>	<u>8,536,217</u>	<u>10,769,221</u>	<u>11,893,942</u>
Fire Prevention				
Fire Prevention	1,916,408	2,162,209	2,485,789	2,882,904
Fire Public Education	13,315	15,341	29,067	78,406
	<u>1,929,723</u>	<u>2,177,550</u>	<u>2,514,856</u>	<u>2,961,310</u>
	<u>9,962,207</u>	<u>10,713,767</u>	<u>13,284,077</u>	<u>14,855,252</u>
Transfers				
Transfer In - General Fund	925,000	925,000	825,000	800,000
Transfer Out - CIP	(490,500)	-	-	-
	<u>434,500</u>	<u>925,000</u>	<u>825,000</u>	<u>800,000</u>
Net Annual Activity				
Community Development	1,628,076	3,037,478	(523,113)	(1,561,376)
Fire	484,213	522,767	536,868	3,334
Other	7,410	554,184	246,700	251,634
	<u>2,119,699</u>	<u>4,114,429</u>	<u>260,455</u>	<u>(1,306,408)</u>
Ending Available Balance	<u>\$ 11,384,177</u>	<u>\$ 15,498,603</u>	<u>\$ 15,759,057</u>	<u>\$ 14,452,649</u>
Available Balance Calculation				
Current Assets		\$ 16,789,966		
Current Liabilities		(1,291,363)		
Ending Available Balance		<u>\$ 15,498,603</u>		

(a) The total Development Services Fund - 048 is presented with the Community Development Department budget. The portion relating to Fire has also been included on page E-13.

**Community Development
Public Facilities Fee Administration - 999
FY 2020-21 Annual Budget**

	<u>FY 2017-18 Actual</u>	<u>FY 2018-19 Actual</u>	<u>FY 2019-20 Projected</u>	<u>FY 2020-21 Budget</u>
Beginning Available Balance	\$ 706,457	\$ 1,087,381	\$ 1,391,766	\$ 1,598,462
Revenues				
Public Facilities Fee	542,742	423,130	500,000	510,000
Investment Proceeds	480	47,393	12,000	10,000
	<u>543,222</u>	<u>470,523</u>	<u>512,000</u>	<u>520,000</u>
Expenditures				
Operating Expenses	162,298	166,138	305,304	764,519
	<u>162,298</u>	<u>166,138</u>	<u>305,304</u>	<u>764,519</u>
Transfers				
Transfer In	-	-	-	-
Transfer Out	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Annual Activity	<u>380,924</u>	<u>304,385</u>	<u>206,696</u>	<u>(244,519)</u>
Ending Available Balance	<u>\$ 1,087,381</u>	<u>\$ 1,391,766</u>	<u>\$ 1,598,462</u>	<u>\$ 1,353,943</u>
Available Balance Calculation				
Cash		\$ 1,401,925		
Accounts Payable		(10,159)		
Ending Available Balance		<u>\$ 1,391,766</u>		