

# **DEVELOPMENT SERVICES**

## **MISSION STATEMENT**

*Guide and Assist* in the orderly development of Butte County by providing quality planning, plan checking, building inspection, code compliance and public information services.

*Work Cooperatively* with the County's elected officials and other County departments to carry forward the County's adopted plans, policies and programs.

*Foster Public Understanding* of development-related requirements, issues and opportunities through public outreach and education, participation in community groups, building industry organizations (and other forums) and enhance public access to information.

*Facilitate Client Permits, Projects and Services* in a timely, professional manner.

*Maintain Core Services* during the current fiscal crisis and strategize for a prompt recovery for the post-fiscal crisis service demands. Continually evaluate operations seeking efficiencies through change in processes and where necessary propose code changes.

## **PROGRAMS AND SERVICES**

The Department oversees consolidated development services consisting of Administrative, Building, and Planning Divisions. The Department provides recommendations to the Board of Supervisors, other County agencies, and citizens seeking building and planning permits.

**Administrative Division** – Provides department-wide support including personnel records, payroll, accounts receivable and payable, budget preparation, review and control, contract administration, inventory ordering and tracking, review of system processes, and fiscal management of the Abandoned Vehicle Abatement (AVA) Program.

**Building Inspection Division** – Serves a customer base that includes owner-builders, contractors and citizens who live in or use structures built in the unincorporated areas of Butte County. The Building Division ensures that the end-user is provided with a safe structure through enforcement of the provisions of the new State Building Standards Codes and recently adopted updated County Building Code throughout the plan check/permitting/construction process. This includes serving a key role in maintaining and coordinating the County electronic permitting system – TrakIT. The Code Enforcement Section of the Building Division investigates complaints, issues citations for the violation of Butte County Codes and implements the Abandoned Vehicle Abatement (AVA) and Nuisance Abatement Programs. The Building Division provides support to the Building Code Board of Appeals, the Disabled Access Board of Appeals, and the Code Enforcement Advisory Board.

**Planning Division** – Provides staff support for the Board of Supervisors, Planning Commission, Land Conservation Act Committee, Airport Land Use Commission, Interdepartmental Development Review (IDR) Committee, Mining Committee, and other Butte County departments as directed. In addition, the Planning Division is responsible for developing land use plans, processing land use permits, General and Specific Plan amendments, and making land use related recommendations to the various committees and commissions. The department is providing significant resources to a comprehensive update to the County's General Plan and Zoning Ordinance, known as Butte County General Plan 2030 ([www.buttegeneralplan.net](http://www.buttegeneralplan.net)).

The Department also provides coordination of the Users' Group agenda and monthly meetings. This forum is available to those that use County services, primarily Development Services, Public Works and Environmental Health as it relates to building and development processes.

**FY 2008-09 ACCOMPLISHMENTS**

- Completed the following General Plan 2030 Update activities: Alternative Evaluation & Selection Workshop Series #4, Goals and Policy Development Workshop Series #5, and Housing Element Workshop Series #6; and initiated the EIR process, Draft General Plan Meeting Series #7 and Zoning Meeting Series #8.
- Provided outreach regarding and implemented new building codes (Title 24 and Title 25 pilot program).
- Participated in the summer 2008 fire response, recovery & rebuild activities including Emergency Operations Center, Local Assistance Center, Fire Assistance Center, permitting and related community outreach.
- Implemented Surface Mining and Reclamation Act (SMARA) program improvements including a new ordinance and received a satisfactory evaluation by the State Mining and Geology Board.
- Continued improvements to services such as Interactive Voice Response (IVR), payments and permits online, credit card payments in the lobby, limited agricultural building review and over-the-counter permits.
- Initiated an electronic review process for building permit plans, with the goal of creating a paperless building permit process.

**SUMMARY OF DEPARTMENTAL BUDGET REQUEST**

- The Department budget request includes funding to maintain FY 2008-09 staff and operations levels. This includes the restoration of six filled positions to maintain the level of public service for permits and project processing, inspections, and front counter/phone inquiries.
- The Department budget request budget includes funding for Butte County General Plan 2030 and the General Plan consultant contract.

**CHIEF ADMINISTRATIVE OFFICER'S RECOMMENDATION**

- The recommendation includes appropriation of \$3,893,146 with restricted revenue of \$2,210,912. The use of discretionary revenues by the department is \$1,682,234. The recommended use of discretionary revenues, includes one-time funding of \$515,980 for the continuation of the General Plan 2030 process.
- The recommendation includes the elimination of 1.0 Manager, Program Development and 0.5 Assistant Building Official, and the addition of 1.0 Administrative Analyst, Senior. The recommended reductions are in addition to those approved by the Board of Supervisors in FY 2008-09, which included:

December 16, 2008 – 1.0 Associate Planner, 1.0 Code Enforcement Supervisor, 2.0 Code Enforcement Officers, 0.2 Plan Check Engineer, 1.0 Plans Examiner, 2.0 Permit Technicians, and 1.0 Office Specialist - Senior

March 24, 2009 – 2.0 Associate Planners, 2.0 Building Inspectors, and 1.0 Permit Technician.

- The recommended budget includes the retention of 1.0 Information Systems Analyst that was proposed for elimination by the Department, due to the technical support needed for the project tracking and permit system used by all land use departments, payments and permits over the Internet, the Interactive Voice Response (IVR) system, and electronic plan submittal.

BUDGET CODE 440001

UNIT TITLE - DEVELOPMENT SERVICES

BUTTE COUNTY  
STATE OF CALIFORNIA  
BUDGET UNIT EXPENDITURE DETAIL  
SCHEDULE 9 2009-10

FUNCTION - 2 - DEVELOPMENT SERVICES  
ACTIVITY - 25 -  
FUND - 0010 COUNTY GENERAL FUND

ACCOUNT	TITLE	ACTUAL 2007-08	ADOPTED 2008-09	REQUESTED 2009-10	RECOMMENDED 2009-10	ADOPTED 2009-10
<b>EXPENDITURES</b>						
510	SALARIES & EMPLOYEE BENE	3,691,774	3,434,039	2,895,552	2,409,728	
520	SERVICES & SUPPLIES	958,222	1,811,237	950,393	950,393	
550	OTHER CHARGES	20,567	18,000	18,000	18,000	
560	FIXED ASSETS	71,003	6,454	6,454		
<b>TOTAL</b>	<b>DIRECT</b>	<b>4,741,567</b>	<b>5,269,730</b>	<b>3,870,399</b>	<b>3,378,121</b>	<b>-</b>
570	OTHER FINANCING USES	231,052	283,415	516,106	515,025	
<b>TOTAL EXPENDITURES</b>		<b>4,972,619</b>	<b>5,553,145</b>	<b>4,386,505</b>	<b>3,893,146</b>	<b>-</b>
<b>REVENUES</b>						
20000	LICENSES AND PERMITS	1,957,640	2,563,748	1,790,629	1,940,629	
30000	FINES FORFEITURES & PENALTIES	138,238	229,300	160,600	160,600	
40000	INTEREST, OTHER USES	554	250	250	250	
50100	STATE REVENUES	25,900	100,000	-	-	
60000	CHARGES FOR SERVICES	114,405	109,553	108,786	108,786	
70000	MISCELLANEOUS REVENUES	17,028	980	647	647	
<b>TOTAL REVENUES</b>		<b>2,253,765</b>	<b>3,003,831</b>	<b>2,060,912</b>	<b>2,210,912</b>	<b>-</b>
<b>NET COUNTY COSTS/USE OF FUND BALANCE</b>		<b>2,718,854</b>	<b>2,549,314</b>	<b>2,325,593</b>	<b>1,682,234</b>	<b>-</b>

**THIS PAGE INTENTIONALLY LEFT BLANK**