

## Mission Statement

The mission of the Department of Development Services is to proactively guide and assist in the orderly development of Butte County by providing quality land use planning, building plan checking, building inspection, code compliance, and public information services relative to applicable codes, regulations, and General Plan 2030 goals and policies in the County.

## Department Description and Key Issues

The department oversees consolidated development services consisting of the Administrative, Building, Planning, and Code Enforcement Divisions. The department provides building permit and planning project processing as well as coordination with the public and other County land use departments. The department leads the County's building permit/planning project/land use complaint computer program known as TRAKiT. The department provides recommendations to the Board of Supervisors, other County agencies, and citizens seeking building and planning permits. The department serves as the Zoning Administrator for the General Plan, Zoning, and Subdivision Ordinances. The department also provides coordination of the Users' Group agenda and quarterly meetings. This forum is available to those that use County services, primarily Development Services, Public Works, and Public Health, as it relates to the building and development processes.

The Department of Development Services is separated into four divisions with the following functions:

**Administrative Division** – Provides department-wide management and support of all divisions including personnel records; payroll; accounts receivable and payable; budget preparation, review, and control; contract administration; inventory ordering and tracking; review of system processes; processing 'fees for services' for planning projects; and support for various Board-appointed committees and commissions. Administrative staff also coordinates Work Experience Program (WEX) participants in gaining work experience with various department office filing, scanning, reception, and related tasks.

**Building Division** – Serves a customer base that includes owner-builders, contractors, architects, engineers, and citizens who design, live in, or use structures in unincorporated Butte County (and via contract for the City of Biggs), and includes the Permit Center, Plan Check, and Building Inspection. The Building Division ensures the end-user is provided with a safe structure through the 2016 California Code of Regulations and the County adopted Building Code. The division also serves a key role in permit streamlining and maintaining and coordinating TRAKiT, as well as managing permit related documents in Laserfiche. The division supports the Building Stakeholders Meetings, Building Code Board of Appeals, and the Disabled Access Board of Appeals.

**Planning Division** – Includes Butte County's current and advance planning functions and provides staff support for the Board of Supervisors, Planning Commission, Land Conservation Act Committee (Williamson Act), Airport Land Use Commission, Interdepartmental Development Review Committee, Economic Development Advisory Committee, Surface Mining Advisory Committee, and other Butte County departments as directed. In addition, the division's current planning function is responsible for processing land use and subdivision applications and permits, General Plan and Specific Plan amendments, and making land use recommendations

to various committees and commissions. The department serves as the County’s Zoning Administrator for Parcel Maps, Minor Use Permits, and other non-controversial land use entitlements as delegated by the Board of Supervisors. Advance planning functions include implementation and amendments of General Plan 2030, the County’s Climate Action Plan, and other Board directed updates. The Planning Division also coordinates with the CSU, Chico Geography/Planning internship program.

**Code Enforcement Division** – The Code Enforcement Division investigates land use complaints; issues citations for the violations of Butte County Codes, including the Restrictions on the Cultivation of Medical and Nonmedical Marijuana; and implements the Abandoned Vehicle Abatement (AVA) and Nuisance Abatement Programs. The Code Enforcement Division supports the Code Enforcement Advisory Board and the AVA Advisory Board.

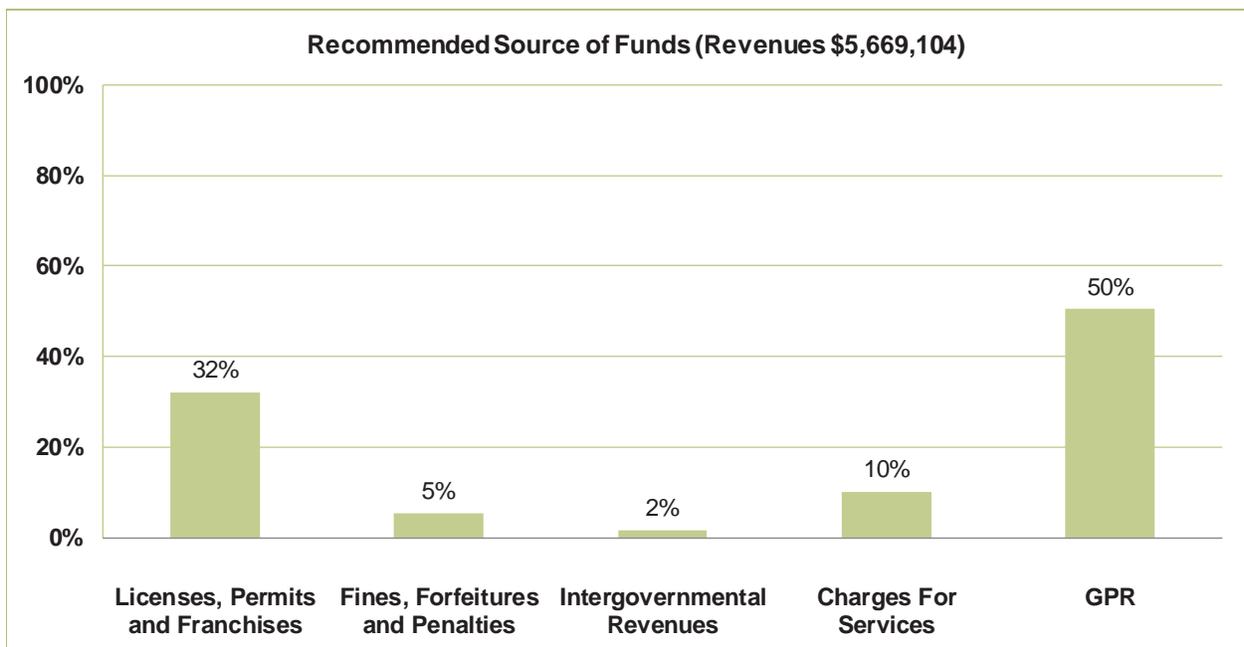
Key issues for the department in fiscal year 2017-18 include the continuation of improved customer service with a forecasted continuance of increased permit activity and implementation of recently adopted ordinances and grant programs. Customer service includes permit and project streamlining, expanding online services, and maintaining increased public hours for customers. The year will be a transition year focusing on electronic records, as an outcome of a large-scale scanning project completed in fiscal year 2016-17. Implementation of ordinances includes the 2016 Building Codes, Restrictions on Cultivation of Medical and Nonmedical Marijuana, the Zoning Ordinance, and the Noise Ordinance. Grant programs include the completion of the Utility Scale Solar Guidance Document Grant, the Caltrans Airport Land Use Commission Planning Grant, and the Sustainable Agricultural Lands Conservation Grant.

**DEVELOPMENT SERVICES BUDGET**

	<b>2015-16 Actuals</b>	<b>2016-17 Adopted</b>	<b>2017-18 Requested</b>	<b>2017-18 Recommended</b>
Licenses, Permits and Franchises	1,775,988	1,766,083	1,823,600	1,823,600
Fines, Forfeitures and Penalties	207,793	230,000	307,039	307,039
Use of Money and Property	278	-	76	76
Intergovernmental Revenues	383,198	61,000	91,832	91,832
Charges For Services	345,069	671,000	575,360	575,360
Miscellaneous Revenues	449	-	-	-
Other Financing Sources	-	-	11,000	11,000
<b>Total Revenues</b>	<b>\$ 2,712,775</b>	<b>\$ 2,728,083</b>	<b>\$ 2,808,907</b>	<b>\$ 2,808,907</b>
Salaries and Employee Benefits	2,859,758	3,427,862	3,548,515	3,548,515
Services and Supplies	936,957	1,502,199	1,082,345	957,345
Other Charges	20,834	13,883	3,890	3,890
Capital Assets	30,862	33,000	31,403	31,403
Other Financing Uses	-	-	22,000	22,000
Special Items	345,792	723,558	1,015,109	1,105,951
<b>Total Expenditures</b>	<b>\$ 4,194,203</b>	<b>\$ 5,700,502</b>	<b>\$ 5,703,262</b>	<b>\$ 5,669,104</b>
<b>Net Costs/Use of Fund Balance</b>	<b>\$ 1,481,428</b>	<b>\$ 2,972,419</b>	<b>\$ 2,894,355</b>	<b>\$ 2,860,197</b>

### Source of Funds (Revenues)

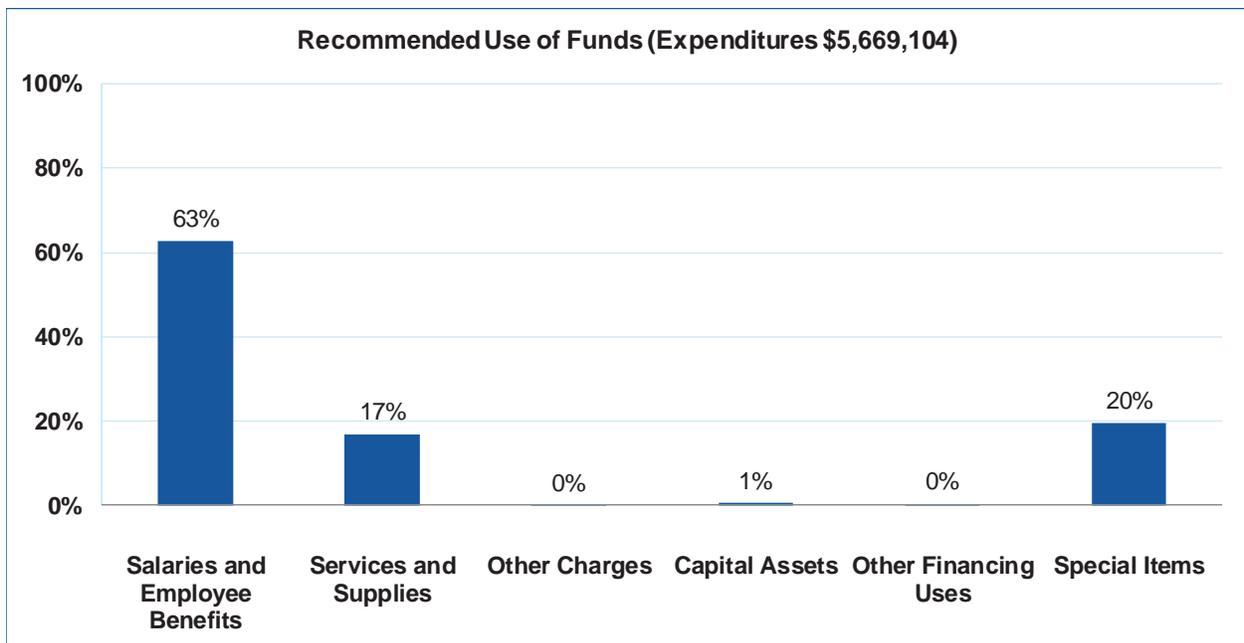
- General purpose revenue (GPR) from the General Fund is the largest revenue source for the department.
- Licenses and permits are revenues collected from customers for building plan checks, building inspections, and planning applications.
- Charges for services are the fees paid by developers for items such as environmental impact reports.
- Fines, forfeitures and penalties are revenues related to administrative penalties and cost recovery for violations of the Medical and Nonmedical Marijuana programs and nuisance abatements resulting from violations to the Butte County Codes overseen by Code Enforcement.
- Intergovernmental revenues are from State planning grants.



THIS SPACE INTENTIONALLY LEFT BLANK

**Use of Funds (Expenditures)**

- Salaries and benefits are the largest expenditure category for the department.
- Special items include costs for support services provided by Administration, Auditor, County Counsel, General Services, Human Resources, Information Systems, and Treasurer.
- Services and supplies include contracts for consultant services such as environmental impact reports, building plan check services, building inspection services, and other professional services. They also include office supplies, software improvements, utilities, and training.
- Capital assets include the purchase of one new vehicle.



THIS SPACE INTENTIONALLY LEFT BLANK

## Summary of Budget Request and Recommendation

### Salaries & Employee Benefits

#### Requested

- The department budget request includes funding to maintain current staffing levels.
- The department budget request includes converting 2.0 flexibly-staffed, limited-term positions in the Building Division to regular help. They include 1.0 Building Inspector/Building Inspector, Senior and 1.0 Permit Assistant/Permit Technician. The conversion to regular help positions will assist with recruitment and retention in the division in order to reduce outside consultant costs for building plan review services.

#### Full Time Equivalent

##### Position Allocations

##### Total

2013-14 Adopted Positions	23.75
2014-15 Adopted Positions	27.75
2015-16 Adopted Positions	28.75
2016-17 Adopted Positions	33.75
2016-17 Current Positions *	32.75
2017-18 Recommended Positions	32.75

\*As of 4/11/2017

#### Recommended

- The recommendation includes funding for the requested staffing levels.

### Services & Supplies

#### Requested

- The department budget request includes funding to maintain current service levels.

#### Recommended

- The recommendation includes funding for requested services and supplies, except for \$125,000 for nuisance abatement costs associated with remediating public nuisance sites.

### Capital Assets

#### Requested

- The department budget request includes one replacement truck for building inspections.

#### Recommended

- The recommendation includes the funding for the requested capital asset.

BUDGET UNIT 440 - DEVELOPMENT SERVICES  
 FUNCTION PUBLIC PROTECTION  
 ACTIVITY PROTECTION INSPECTION  
 FUND 0010 - GENERAL FUND

Detail by Revenue Category and Expenditure Object	2015-16 Actual	2016-17 Estimated	2017-18 Requested	2017-18 Recommended	2017-18 Adopted by the Board of Supervisors
1	2	3	4	5	6
<b>REVENUES</b>					
420 LICENSE, PERMITS & FRANCHS	1,775,988	1,766,083	1,823,600	1,823,600	-
430 FINES, FORFEITURES & PNTLY	207,793	230,000	307,039	307,039	-
440 USE OF MONEY & PROPERTY	278	-	76	76	-
450 INTERGOVERNMENTAL REVENUES	383,198	61,000	91,832	91,832	-
460 CHARGES FOR SERVICES	345,069	671,000	575,360	575,360	-
470 MISCELLANEOUS REVENUE	449	-	-	-	-
480 OTHER FINANCING SOURCES	-	-	11,000	11,000	-
<b>TOTAL REVENUES</b>	<b>\$2,712,775</b>	<b>\$2,728,083</b>	<b>\$2,808,907</b>	<b>\$2,808,907</b>	<b>-</b>
<b>EXPENDITURES/APPROPRIATIONS</b>					
510 SALARIES & EMPLOYEE BENE	2,859,758	3,427,862	3,548,515	3,548,515	-
520 SERVICES & SUPPLIES	936,957	1,502,199	1,082,345	957,345	-
550 OTHER CHARGES	20,834	13,883	3,890	3,890	-
560 CAPITAL ASSETS					
EQUIPMENT	30,862	33,000	31,403	31,403	-
TOTAL CAPITAL ASSETS	30,862	33,000	31,403	31,403	-
570 OTHER FINANCING USES	-	-	22,000	22,000	-
590 SPECIAL ITEMS	345,792	723,558	1,015,109	1,105,951	-
<b>TOTAL EXPENDITURES/APPROP.</b>	<b>\$4,194,203</b>	<b>\$5,700,502</b>	<b>\$5,703,262</b>	<b>\$5,669,104</b>	<b>-</b>
<b>NET COSTS / USE OF FUND BALANCE</b>	<b>\$1,481,428</b>	<b>\$2,972,419</b>	<b>\$2,894,355</b>	<b>\$2,860,197</b>	<b>-</b>