

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 residents 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 Environmental Health, as it relates to the building and development processes.

The Department of Development Services is organized 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 residents who design, live in, or use structures in unincorporated Butte County (and via contract for the cities of Biggs and Gridley), 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 current adopted CA Code of Regulations (Title 24) and current updates. 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 to General Plan 2030, the Zoning, Subdivision, and Surface Mining and Reclamation Ordinances, 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.

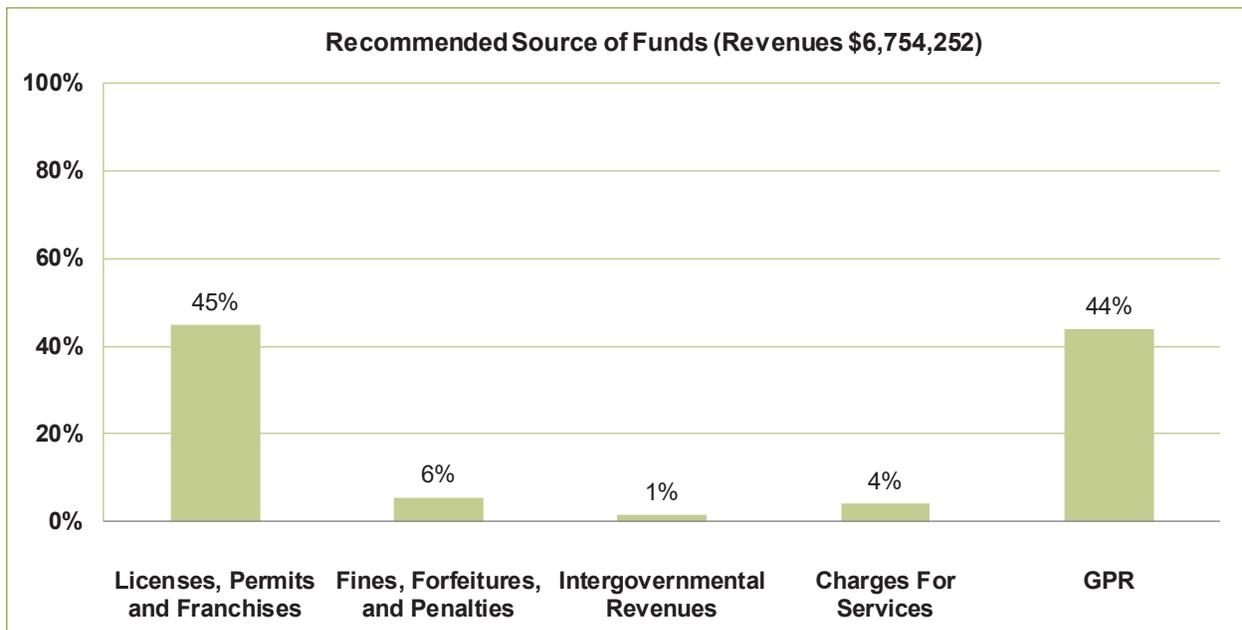
Key issues for the department in fiscal year 2019-20 include the continuation of improved customer service with a forecasted continuance of increased permit activity and implementation of recently adopted ordinances and grant programs. Customer service includes permit and project streamlining, expanding online services, and maintaining increased public hours for customers. Implementation of ordinances includes the 2016 Building Codes, Restrictions on Cultivation of Medical and Nonmedical Marijuana, the Zoning Ordinance, and the Camp Fire Disaster Recovery Ordinance. The department remains focused on supporting the recovery from the Camp Fire and residents who are rebuilding homes and other buildings burned during the Fire.

DEVELOPMENT SERVICES BUDGET

	2017-18 Actuals	2018-19 Adopted	2019-20 Requested	2019-20 Recommended
Licenses, Permits and Franchises	2,076,297	1,952,681	2,979,559	3,028,859
Fines, Forfeitures, and Penalties	414,178	333,178	375,068	375,068
Use of Money and Property	132	76	76	76
Intergovernmental Revenues	185,054	80,832	98,832	98,832
Charges For Services	562,906	221,700	271,353	271,353
Miscellaneous Revenues	168	11,000	11,000	11,000
Other Financing Sources	-	-	-	-
Total Revenues	\$ 3,238,735	\$ 2,599,467	\$ 3,735,888	\$ 3,785,188
Salaries and Employee Benefits	3,206,662	3,618,873	3,701,302	3,701,302
Services and Supplies	702,005	781,169	2,625,925	2,254,925
Other Charges	20,479	18,221	29,666	29,666
Capital Assets	30,407	-	-	-
Other Financing Uses	-	-	105,000	105,000
Special Items	1,122,865	1,004,112	663,359	663,359
Total Expenditures	\$ 5,082,418	\$ 5,422,375	\$ 7,125,252	\$ 6,754,252
Net Costs/Use of Fund Balance	\$ 1,843,683	\$ 2,822,908	\$ 3,389,364	\$ 2,969,064

Source of Funds (Revenues)

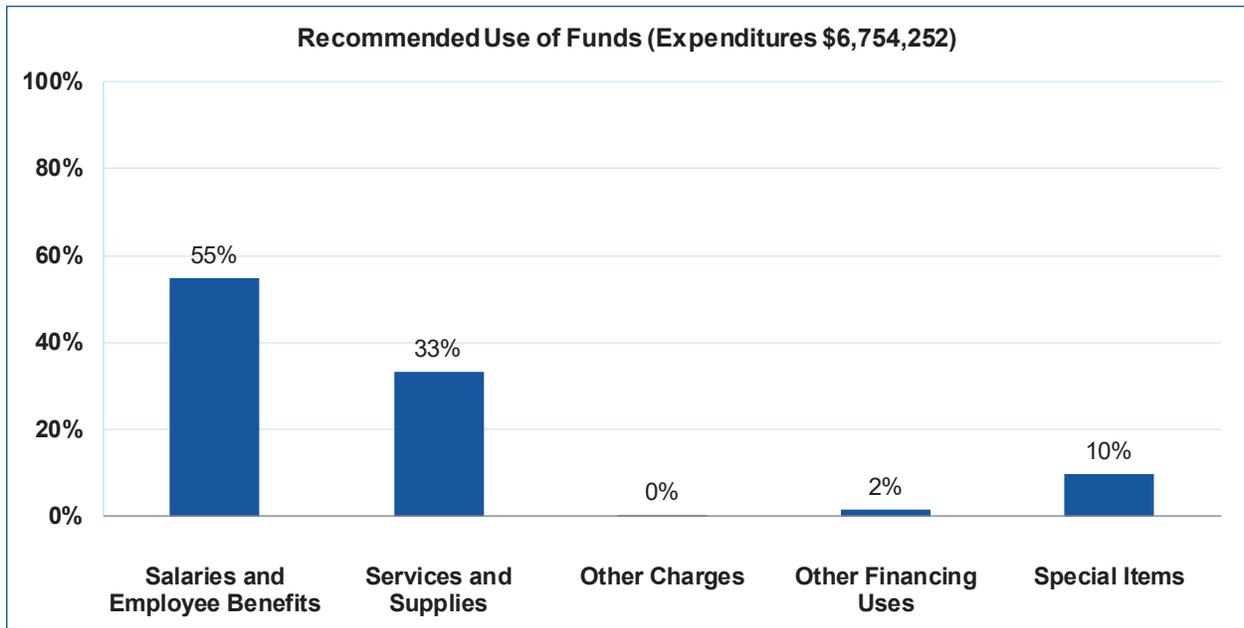
- Licenses and permits are revenues collected from customers for building plan checks, building inspections, and planning applications, and are the largest revenue source for the department.
- General purpose revenue (GPR) from the General Fund is the second largest revenue source for the department.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



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Use of Funds (Expenditures)

- Salaries and benefits are the largest expenditure category for the department.
- 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.
- Special items include costs for support services provided by Administration, Auditor, County Counsel, General Services, Human Resources, Information Systems, and Treasurer.
- Other financing uses include the purchase of three vehicles.



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Summary of Budget Request and Recommendation

Salaries & Employee Benefits

Requested

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

Recommended

- The recommendation includes funding to maintain current staffing levels.

Full Time Equivalent

Position Allocations

Total

2015-16	Adopted Positions	28.75
2016-17	Adopted Positions	33.75
2017-18	Adopted Positions	32.75
2018-19	Adopted Positions	31.75
2018-19	Current Positions *	31.75
2019-20	Recommended Positions	31.75

*As of 4/9/2019

Services & Supplies

Requested

- The department budget request includes funding to maintain current service levels.
- The department budget request includes funding for plan check services to process permits for rebuilding homes and buildings burned by the Camp Fire.
- The department budget request includes funding for a temporary facility for permit processing and inspections specific to rebuilding homes and buildings burned by the Camp Fire.
- The department budget request includes one-time funding for:
 - amendments to the General Plan Health and Safety Element to address Climate Change Adaptation and Resilience;
 - preparation of an Environmental Justice Element for the General Plan; and
 - amendments to the Climate Action Plan to address the 2030 GHG Emissions Target.

Recommended

- The recommendation includes funding to maintain current services levels.
- The recommendation includes funding for plan check services to process permits for rebuilding homes and buildings burned by the Camp Fire.
- The recommendation includes one-time funding for:
 - amendments to the General Plan Health and Safety Element to address Climate Change Adaptation and Resilience; and
 - preparation of an Environmental Justice Element for the General Plan.

Capital Assets

Requested

- The department budget request includes funding for three replacement vehicles for the Code Enforcement Division.

Recommended

- The recommendation includes funding for requested capital assets.

BUTTE COUNTY
 FINANCING SOURCES AND USES BY BUDGET UNIT BY OBJECT
 GOVERNMENTAL FUNDS
 FISCAL YEAR 2019-20

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

Detail by Revenue Category and Expenditure Object	2017-18 Actual	2018-19 Estimated	2019-20 Requested	2019-20 Recommended	2019-20 Adopted by Board of Supervisors
1	2	3	4	5	6
REVENUES					
420 LICENSE,PERMITS & FRANCHS	2,076,297	1,952,681	2,979,559	3,028,859	-
430 FINES,FORFEITURES & PNLTY	414,178	333,178	375,068	375,068	-
440 USE OF MONEY & PROPERTY	132	76	76	76	-
450 INTERGOVERNMENTAL REVENUES	185,054	80,832	98,832	98,832	-
460 CHARGES FOR SERVICES	562,906	221,700	271,353	271,353	-
470 MISCELLANEOUS REVENUE	168	11,000	11,000	11,000	-
TOTAL REVENUES	\$3,238,735	\$2,599,467	\$3,735,888	\$3,785,188	-
EXPENDITURES/APPROP.					
510 SALARIES & EMPLOYEE BENE	3,206,662	3,618,873	3,701,302	3,701,302	-
520 SERVICES & SUPPLIES	702,005	781,169	2,625,925	2,254,925	-
550 OTHER CHARGES	20,479	18,221	29,666	29,666	-
560 CAPITAL ASSETS					
EQUIPMENT	30,407	-	-	-	-
TOTAL Capital Assets	\$30,407	-	-	-	-
570 OTHER FINANCING USES	-	-	105,000	105,000	-
590 SPECIAL ITEMS	1,122,865	1,004,112	663,359	663,359	-
TOTAL EXPENDITURES/APPROP.	\$5,082,418	\$5,422,375	\$7,125,252	\$6,754,252	-
NET COSTS/USE OF FUND BALANCE	\$1,843,683	\$2,822,908	\$3,389,364	\$2,969,064	-