

## 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 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. 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 and grant 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.

**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). 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 and is active in community outreach and assistance of the rebuild efforts as a result of the Camp Fire.

**Planning Division** – Includes 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 County departments as directed. 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.

**Code Enforcement Division** - The Code Enforcement Division investigates land use complaints; issues citations for violations of Butte County Codes, including 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 2020-21 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 2019 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 structures burned during the fire.

<b>DEVELOPMENT SERVICES BUDGET</b>				
	<b>2018-19 Actuals</b>	<b>2019-20 Adopted</b>	<b>2020-21 Requested</b>	<b>2020-21 Recommended</b>
Licenses, Permits and Franchises	2,452,335	3,028,859	3,975,381	3,975,381
Fines, Forfeitures, and Penalties	808,766	375,068	906,304	906,304
Use of Money and Property	163	76	76	76
Intergovernmental Revenues	98,044	98,832	410,637	410,637
Charges For Services	344,112	271,353	388,430	388,430
Miscellaneous Revenues	23,925	11,000	11,000	11,000
Other Financing Sources	-	-	250,000	250,000
<b>Total Revenues</b>	<b>\$ 3,727,345</b>	<b>\$ 3,785,188</b>	<b>\$ 5,941,828</b>	<b>\$ 5,941,828</b>
Salaries and Employee Benefits	3,336,109	3,701,302	4,488,613	4,373,244
Services and Supplies	432,585	2,254,925	3,323,031	2,988,031
Other Charges	31,157	29,666	3,880	3,880
Capital Assets	32,001	-	-	-
Other Financing Uses	95,000	105,000	52,800	52,800
Special Items	1,023,746	663,359	538,130	538,130
<b>Total Expenditures</b>	<b>\$ 4,950,598</b>	<b>\$ 6,754,252</b>	<b>\$ 8,406,454</b>	<b>\$ 7,956,085</b>
<b>Net Costs/Use of Fund Balance</b>	<b>\$ 1,223,253</b>	<b>\$ 2,969,064</b>	<b>\$ 2,464,626</b>	<b>\$ 2,014,257</b>

**Source of Funds (Revenues)**

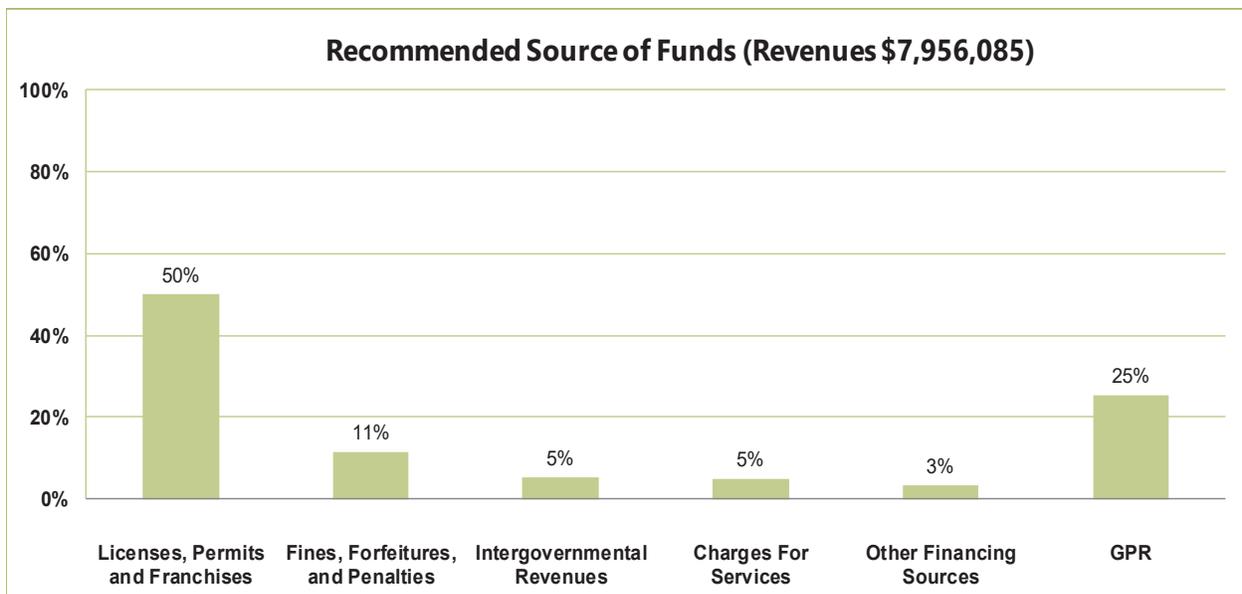
- Licenses and permits are revenues collected from customers for building plan checks, building inspections, and planning applications, and are the largest revenue source for the department.

**Full Time Equivalent**

<b>Position Allocations</b>	<b>Total</b>
2016-17 Adopted Positions	33.75
2017-18 Adopted Positions	32.75
2018-19 Adopted Positions	31.75
2019-20 Adopted Positions	31.75
2019-20 Current Positions *	37.75
2020-21 Recommended Positions	35.75

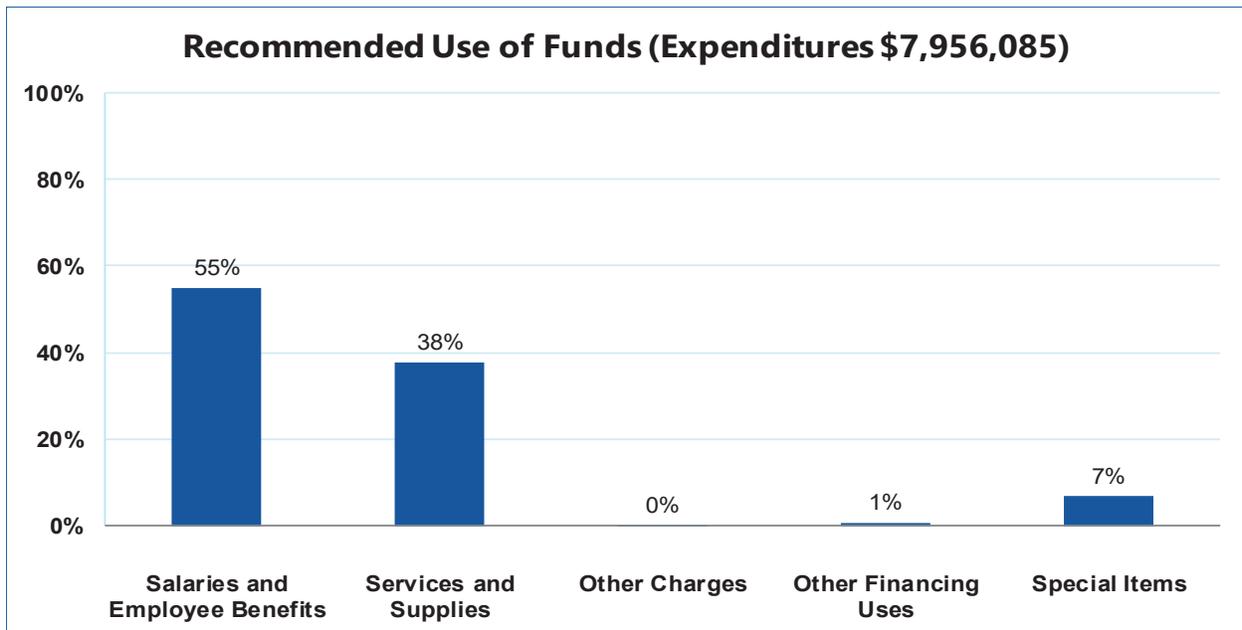
\*As of 4/14/2020

- 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 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 include State grants as well as State vehicle license fees for the Abandoned Vehicle Abatement program.
- Other financing sources include the transfer from the Disaster Recovery fund for the Magalia community planning effort.



### Use of Funds (Expenditures)

- Salaries and benefits is the largest expenditure category for the department.
- Services and supplies include contracts for completion of the General Plan 2030 update and other services such as environmental analysis and documents, building plan check services, building inspection services, and other professional services. Office supplies, software improvements, utilities, and training are also included.
- Special items include costs for support services provided by County Administration, Auditor-Controller’s Office, County Counsel, Department of General Services, Department of Human Resources, Department of Information Systems, and Treasurer-Tax Collector’s Office.
- Other financing uses include the department’s payment of depreciation on equipment to the Development Services Equipment Replacement Fund.
- Other charges include interfund transfers for vehicle maintenance and the department’s share of depreciation on facilities.



## Summary of Budget Request and Recommendation

### Salaries & Employee Benefits

#### Requested

- The department budget request includes the elimination of 1.0 flexibly staffed Office Specialist and 1.0 Senior Building Inspector.

#### Recommended

- The recommendation includes funding for the requested staffing levels.

### 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 nearly 500 permits for rebuilding homes and buildings burned by the Camp Fire.
- The department budget request includes funding for several planning projects including the North Chico Specific Plan (Village Core area), portions of the Municipal Service Reviews for the Lake Oroville Area Public Utility District (LOAPUD), Thermalito Water and Sewer District (TWSD), South Feather Water and Power Agency (SFWPA) and Sewerage Commission Oroville Region (SC-OR), Climate Action Plan (CAP) update, Upper Ridge Community Plan, and revisions to the Noise Ordinance.
- The department budget request includes funding to update the General Plan to address the changes in the County related to the displacement and redistribution of population as

a result of the Camp Fire, State law changes, and Climate Change Adaptation and Resilience.

- The department budget request includes preparation of a Hazard Mitigation element for the General Plan.
- The department budget request includes funding for enforcement of County Code Chapter 53 – Camp Fire Recovery, which is set to expire at the end of calendar year 2020.

### **Recommended**

- The recommendation includes funding to maintain current service levels.
- The recommendation includes funding for plan check services, several planning projects, an update to the General plan, and preparation of the Hazard Mitigation element of the General Plan.

### **Capital Assets**

#### **Requested**

- The department budget request does not include any capital assets.

#### **Recommended**

- The recommendation does not include any capital assets.

BUTTE COUNTY  
 FINANCING SOURCES AND USES BY BUDGET UNIT BY OBJECT  
 GOVERNMENTAL FUNDS  
 FISCAL YEAR 2020-21

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

Detail by Revenue Category and Expenditure Object	2018-19 Actual	2019-20 Estimated	2020-21 Requested	2020-21 Recommended	2020-21 Adopted by Board of Supervisors
1	2	3	4	5	6
<b>REVENUES</b>					
420 LICENSE,PERMITS & FRANCHS	2,452,335	3,028,859	3,975,381	3,975,381	-
430 FINES,FORFEITURES & PNLTY	808,766	375,068	906,304	906,304	-
440 USE OF MONEY & PROPERTY	163	76	76	76	-
450 INTERGOVERNMENTAL REVENUES	98,044	98,832	410,637	410,637	-
460 CHARGES FOR SERVICES	344,112	271,353	388,430	388,430	-
470 MISCELLANEOUS REVENUE	23,925	11,000	11,000	11,000	-
480 OTHER FINANCING SOURCES	-	-	250,000	250,000	-
<b>TOTAL REVENUES</b>	<b>\$3,727,345</b>	<b>\$3,785,188</b>	<b>\$5,941,828</b>	<b>\$5,941,828</b>	<b>-</b>
<b>EXPENDITURES/APPROP.</b>					
510 SALARIES & EMPLOYEE BENE	3,336,109	3,701,302	4,488,613	4,373,244	-
520 SERVICES & SUPPLIES	432,585	2,254,925	3,323,031	2,988,031	-
550 OTHER CHARGES	31,157	29,666	3,880	3,880	-
560 CAPITAL ASSETS					
EQUIPMENT	32,001	-	-	-	-
TOTAL CAPITAL ASSETS	32,001	-	-	-	-
570 OTHER FINANCING USES	95,000	105,000	52,800	52,800	-
590 SPECIAL ITEMS	1,023,746	663,359	538,130	538,130	-
<b>TOTAL EXPENDITURES/APPROP.</b>	<b>\$4,950,598</b>	<b>\$6,754,252</b>	<b>\$8,406,454</b>	<b>\$7,956,085</b>	<b>-</b>
<b>NET COSTS/USE OF FUND BALANCE</b>	<b>\$1,223,253</b>	<b>\$2,969,064</b>	<b>\$2,464,626</b>	<b>\$2,014,257</b>	<b>-</b>