

# 11

## **SECTION – 11** **Community Development**

# Community Development

*“We help plan, build and maintain a great city.”*

The **Community Development Department** plans for the future growth, development, and prosperity of Sacramento; reviews and approves development applications and building permits; responds to issues related to the health and safety code while ensuring well-maintained properties and preserving the existing housing stock; and provides animal care services. The Community Development Department consists of the Planning, Building, Code Compliance, Animal Care Services, and Administrative Services Divisions. Services within the Community Development Department include:

- Providing a vision for a great city.
- Leading citywide planning, development, and urban design efforts.
- Guiding public development for private investment.
- Protecting public safety through building permit and inspection services.
- Providing public counter operations for planning and building applications.
- Maintaining the health and safety of neighborhoods by responding to complaints regarding nuisance property, including junk and debris, abandoned vehicles, weeds, and zoning violations.
- Responding to complaints and performing inspections of substandard structures, monitoring vacant buildings, and performing environmental health inspections.
- Responding within 24-hours to reports of immediately dangerous structures, properties, or vehicles with potential threat to health and safety.
- Providing graffiti vandalism abatement services for public and private property and promoting graffiti prevention through education and awareness.
- Conducting proactive inspections under the Rental Housing Inspection Program to ensure healthy and safe housing and prevent deterioration of rental housing stock.
- Enforcing state and local health and safety codes to ensure safe and fair business operations, including tobacco retailer licensing, entertainment permits, taxi cabs, and outdoor vending.
- Conducting public hearings as part of the enforcement process for the Community Development Department as well as other City departments.
- Providing animal care services, including enforcement, sheltering, adoption, and education.

## **MEASURE U**

Measure U funding in the amount of \$226,854 was approved to restore two Animal Control Officer positions that were eliminated as a result of prior year budget reductions. Filling these positions was delayed while the City worked with Local 39 and the Civil Service Board to clarify the Animal Control Officer job specification. One of these positions has been filled, and it is expected that the second position will be filled in the near future. These positions will address critical public safety challenges including animal bites, animal cruelty, and rabies control.

Below are recent accomplishments and current initiatives that meet the requisite characteristics of a 3.0 city: innovation, infrastructure improvement, and/or inclusion.

## **INNOVATION**

- A shovel-ready concept is proposed for the development of housing in the Central City, which will reduce development risks and costs. Reduction of risk may come in the form of a programmatic environmental impact review, infrastructure studies, incentives for infill development, and streamlined development (planning, design, environmental, building, and infrastructure) processes.
- The Department will introduce a pilot program to streamline the building permit approval process for tenant improvement projects. The result of the program should be a reduction in staff time and costs for the applicant. This will also reduce the reliance and need for consultant services.
- The Code Compliance Division will implement a program to partner with neighborhood associations and residents in a pro-active approach to code matters within their communities.
- Partnered with the Sacramento Ballet to feature a Front Street Animal Shelter dog and kitten during each performance of the 2014 holiday classic The Nutcracker.
- Expanding community partnerships with the Front Street Animal Shelter to save more animals. One example is partnering with the Petco Foundation to operate an adoption center at the Petco store on Arden Way.

## **INFRASTRUCTURE**

- A Central City Strategic Plan is proposed to frame the requirements needed for a great city. This effort will supplement the proposed shovel-ready concept for the additional housing developments in the Central City, which will spur economic development and other real estate development.
- Implemented online licensing and the “License for Love” campaign in the Front Street Animal Shelter to increase pet licensing in the community.
- Building a new public dog activity yard in the Front Street Animal Shelter to feature training of shelter dogs for adoptability.

**INCLUSION**

- The Citizen’s Planning Academy will continue; it is designed to educate and engage residents as well as business and community leaders in the City’s planning process and how planning shapes our community.
- The Code Compliance Division is developing and will implement a neighborhood clean-up program in partnership with residents.
- The Code Compliance Division will provide educational outreach to neighborhood associations regarding citywide code enforcement efforts.
- Received national recognition for the Front Street Animal Shelter for use of social media to create community engagement.
- Expanded the volunteer program at the Front Street Animal Shelter to include a diverse pool of 946 community volunteers who logged more than 48,500 hours of service in 2014.

**BUDGET CHANGES**

Program	Description	Fund	Revenue/ Offset Adjustment	Expenditure Change	FTE Change
Animal Care Administration	Add a Program Analyst to pursue grant and donation funding opportunities.	General	-	96,456	1.00
Animal Care Shelter	Add a Veterinarian, a Registered Veterinary Technician, and a Veterinary Assistant to address increased adoptions, required veterinary rounds, increased surgeries due to improved live release rates, and quality of care.	General	-	252,083	3.00
Animal Care Shelter	Add 2.0 FTE Animal Care Technicians to address the increase in animals being housed at the shelter (up to 300 per day).	General	-	126,923	2.00
Building Inspections	Increase staffing with two Building Inspector IIs and one Supervising Building Inspector to perform building inspections with three additional vehicles due to the increase in building and development activity.	General	417,271	417,271	3.00
Building Plan Review	Increase staffing with a Building Inspector III to support plan review due to the increase in building and development activity.	General	103,062	103,062	1.00
Code Enforcement	Reduce vacant Code Enforcement Officer positions and redirect resources according to current department needs.	General	(162,609)	(162,609)	(2.00)
Customer Service	Increase staffing with two Development Services Technicians and a Junior Development Project Manager to provide additional planning and building permit services and project management services due to the increase in building and development	General	270,032	270,032	3.00
Long Range Planning	Fund a multi-year operating project (I21005300) for the development of the Central City Strategic Plan.	General	-	2,100,000	-
<b>Total Change</b>			<b>\$ 627,756</b>	<b>\$ 3,203,218</b>	<b>11.00</b>

**Department Budget Summary**

<b>Community Development Budget Summary</b>	<b>FY2013/14 Actuals</b>	<b>FY2014/15 Approved</b>	<b>FY2014/15 Amended</b>	<b>FY2015/16 Approved</b>	<b>Change More/(Less) Approved/Amended</b>
Employee Services	17,073,255	18,178,605	18,479,885	23,077,140	4,597,255
Other Services and Supplies	2,871,313	3,157,942	6,327,942	4,524,162	(1,803,780)
City Property	65,573	207,947	91,045	232,635	141,590
Transfers	3,578	-	-	-	-
Labor and Supply Offset	(773,121)	(1,311,709)	(1,323,709)	(1,394,571)	(70,862)
<b>Total</b>	<b>19,240,599</b>	<b>20,232,785</b>	<b>23,575,163</b>	<b>26,439,366</b>	<b>2,864,203</b>

<b>Funding Summary by Fund/Special District</b>	<b>FY2013/14 Actuals</b>	<b>FY2014/15 Approved</b>	<b>FY2014/15 Amended</b>	<b>FY2015/16 Approved</b>	<b>Change More/(Less) Approved/Amended</b>
Block Grant/Housing & Redevel	99,907	-	-	-	-
Citywide Low Income Housing Fund	-	-	-	300,000	300,000
Development Services Fund	(536,068)	(432,000)	(432,000)	(490,000)	(58,000)
General Fund	19,540,867	20,514,785	20,704,163	26,479,366	5,775,203
Landscaping and Lighting	135,893	150,000	150,000	150,000	-
Worker's Compensation Fund	-	-	3,153,000	-	(3,153,000)
<b>Total</b>	<b>19,240,599</b>	<b>20,232,785</b>	<b>23,575,163</b>	<b>26,439,366</b>	<b>2,864,203</b>

**Division Budget Summary**

<b>Community Development Division Budgets</b>	<b>FY2013/14 Actuals</b>	<b>FY2014/15 Approved</b>	<b>FY2014/15 Amended</b>	<b>FY2015/16 Approved</b>	<b>Change More/(Less) Approved/Amended</b>
Administration Division	2,031,157	2,455,015	2,454,015	2,512,694	58,679
Animal Care Services-CDD Division	-	-	-	4,026,968	4,026,968
Building Division	4,455,267	4,419,596	7,873,148	5,614,553	(2,258,595)
Code Enforcement Division	7,433,250	8,204,881	7,631,504	7,850,040	218,536
Customer Service Division	1,082,799	1,407,993	1,784,866	2,246,938	462,072
Planning Division	4,238,126	3,745,300	3,831,630	4,188,173	356,543
<b>Total</b>	<b>19,240,599</b>	<b>20,232,785</b>	<b>23,575,163</b>	<b>26,439,366</b>	<b>2,864,203</b>

**Staffing Levels**

<b>Community Development Division Budgets</b>	<b>FY2013/14 Actuals</b>	<b>FY2014/15 Approved</b>	<b>FY2014/15 Amended</b>	<b>FY2015/16 Approved</b>	<b>Change More/(Less) Approved/Amended</b>
Administration Division	15.50	18.00	19.00	19.00	-
Animal Care Services-CDD Division	-	-	-	42.00	42.00
Building Division	33.00	31.00	33.00	37.00	4.00
Code Enforcement Division	63.00	65.00	65.00	59.00	(6.00)
Customer Service Division	10.00	13.00	14.00	21.00	7.00
Planning Division	41.00	39.00	41.00	41.00	-
<b>Total</b>	<b>162.50</b>	<b>166.00</b>	<b>172.00</b>	<b>219.00</b>	<b>47.00</b>

**PERFORMANCE MEASURES**

**Animal Care Services-CDD Division**

Key Measure	FY14 Actual	FY15 Estimate	FY16 Target
Percent of animals that are adopted, transferred, sent to rescue or returned to owner (live release rate)	70.0%	75.0%	85.0%

The live release rate is a key measure of the Front Street Animal Shelter's success in achieving its mission of saving lives. The live release rate can be affected by a variety of factors including the health of animals upon intake, the number of animals received due to bite/abuse/neglect investigations, staffing levels, and volunteer/community involvement. With the additional staff proposed in the FY2015/16 budget, the live release rate is expected to rise to 85 percent.

**Building Division**

Key Measure	FY14 Actual	FY15 Estimate	FY16 Target
Percent of development inspections completed on time	98%	98%	98%

In FY14 the Building Division performed 138 inspections per day, or about 13 inspections per inspector, per day. Most inspections are completed on the day that they are scheduled. Development activity is increasing which will result in more inspections, especially as development resumes in North Natomas.

Key Measure	FY14 Actual	FY15 Estimate	FY16 Target
Average wait time for building services at the permit counter	23 minutes	21 minutes	21 minutes

The permit counter served an average of 88 customers per day for building services with an average wait time of 23 minutes for FY14. Currently in FY15, the permit counter has served an average of 64 customers per day for building services, with an average wait time of 21 minutes. As development activity increases, especially with an increase in customers for the North Natomas Basin permits, the anticipated number of customers per day will increase. However, with the augmentation of additional resources the average wait time of 21 minutes will remain for FY16.

**Customer Service Division**

Key Measure	FY14 Actual	FY15 Estimate	FY16 Target
Percent of respondents rating the customer service of project management staff as good or excellent	100%	90%	100%

In FY14 project managers handled an average of 28 development projects with building valuations over \$1 million. In FY15 the project building valuation threshold was increased from \$1 million to \$3 million in an attempt to lower the average number of projects per project manager. However, with the amount of building activity, this average still increased to 35 projects each. It is expected that the number of projects will increase in FY16. The augmentation of resources will be necessary to maintain a manageable average of projects per project manager and to maintain a high level of customer service.