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SECTION – 12

DEVELOPMENT SERVICES

We help build a great city!"

DESCRIPTION

The Development Services Department consolidates into one agency those functions necessary to review and approve development applications. Through the application of appropriate procedures and codes, the department promotes the safety, livability and economic vitality of the City of Sacramento. Service areas within the Development Services Department include:

- Citywide planning functions.
- Building functions including structural, mechanical, and fire/life safety.
- Public counter operations for planning and building applications.

The Development Services Department (DSD) consists of the Administration, Customer Service, Building and Current Planning Divisions.

MORE INFORMATION

For more information about the Development Services Department:

Web site - <http://www.cityofsacramento.org/dsd>

PROGRAMS/SERVICE HIGHLIGHTS

Major Development Projects

- Continue to work on major development projects including partnerships and community outreach for the Railyards, Delta Shores and Township 9. The Development Services Department is leading the City's effort in coordinating multiple departments to bring these projects and customers to success.

Sustainability/Green Program

- Provide leadership to City staff and private development to implement "green" building projects.

Citywide MATRIX

- Continue citywide MATRIX which has resulted in the Department being ranked #1 in the Sacramento Business Journal's survey of development services departments in the region.

Customer Service

- Continue to provide full-service public counter services at one location.

OBJECTIVES FOR FY2008/09

Urban Design Guidelines

- Adopt Urban Design Plans and supporting environmental documents that encompass a variety of components to help reach the City Council's goal of making Sacramento the most livable city in America. Urban Design Plans in process include the Central City Urban Design Plan and the River District Plan.
 - Develop a model of downtown Sacramento that includes electronic modeling and Graphical Information Systems (GIS) to help bring the Urban Design Plan to life.
 - Establish a partnership with the California State University, Sacramento Urban Geography Department to develop a downtown urban analysis that will guide future planning efforts.
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“Tools of Transparency” and Enhanced Technology

- Continue improvements to the “Tools of Transparency,” including Accela Citizen Access and other Web-based tools and applications.
- Build upon communication and transparency by providing greater Web-based outreach and notification to the community.
- Enhance user-friendliness of the DSD Web site through reorganization of the public and internal Web sites.

Getting the Customer to Success

- Consolidate operations and improve customer service by fully implementing MATRIX principles for all development services functions in one location at 300 Richards Boulevard.
- Implement ongoing comprehensive customer surveys, and utilize the responses to measure effectiveness of department service.
- Implement electronic agendas and streamline reports and procedures for the five boards and commissions supported by DSD.

Developing Partners and Communicating with Stakeholders

- Continue to develop partnerships with external agencies (i.e., Sacramento Municipal Utility District, Sacramento County, Regional Transit, etc.) through continued outreach and coordination.

Professional Growth

- Provide employees with the tools, training, information, and support needed for professional growth. This includes the implementation of a new professional growth tool kit to foster and track professional growth development among staff and continued implementation of our mentoring program.

Being a Leader in Sustainability

- Enhance sustainability in Sacramento by implementing green building incentives for private development.
- Become a local leader in green building standards through increased outreach and training.

APPROVED BUDGET/STAFFING CHANGES

Organizational Changes

Transfer Development Engineering services, along with funding and 24 FTE positions, to the Department of Transportation.

Transfer 1.0 FTE Senior Management Analyst position, funded by the Local Agency Formation Commission, to the Planning Department to better align staffing with Department objectives.

Service Level Impacts

The DSD budget will be reduced by \$1.6 million. This reduction includes the right size of Department revenues and reimbursements, including the unfunding of 56 FTE positions. In addition, this reduction reflects the transfer of Development Engineering to the Department of Transportation. These reductions will result in the following service level impacts:

- Weekly customer Homeowner’s Night will be eliminated.
- Customer waiting times will increase to 20-30 minutes at peak hours.
- Customer Helpline hold time will increase by 10%.
- Parcel information for customer access will not be updated.
- Commercial plan review will increase from 20 to 25 days.
- Residential plan review will increase from 14 to 18 days.
- Building inspectors will no longer respond within 24 hours.
- Special planning application processing time will increase by 26%.
- Staff participation at public meetings will be reduced by 40%.
- Public hearings for planning projects will be delayed.
- 3D geographical project modeling will be eliminated for customers.

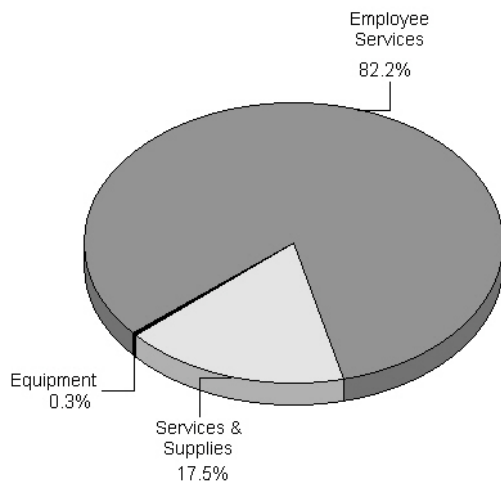
Department Budget Summary

Development Services Budget Summary	FY	FY	FY	Change	
	2006/07	2007/08	2008/09	More/(Less)	
	Actual	Approved	Amended	Approved/Amended	
Positions (FTE)	242.50	246.50	246.50	221.50	(25.00)
Budgeted Expenditures					
Employee Services	21,655,333	23,032,927	23,216,004	17,310,407	(5,905,597)
Services & Supplies	4,228,397	3,750,357	3,750,357	3,684,240	(66,117)
Equipment	158,000	66,000	66,000	66,000	0
CIP & Grant Offsets	(4,163,395)	(4,594,607)	(4,594,607)	(218,784)	4,375,823
Total:	21,878,335	22,254,677	22,437,754	20,841,863	(1,595,891)

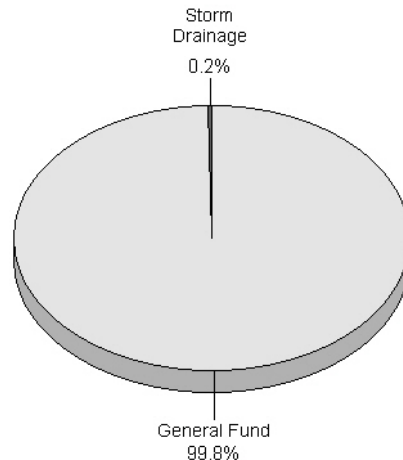
Funding Summary by Fund/Special District

Development Services	720,588	0	0	(994,000)	(994,000)
General Fund	21,011,068	22,107,998	22,291,075	21,789,184	(501,891)
Private Development Fund	100,000	100,000	100,000	0	(100,000)
Storm Drainage	46,679	46,679	46,679	46,679	0
Total:	21,207,555	22,254,677	22,437,754	20,841,863	(1,595,891)

Budgeted Expenditures - FY09



Funding Summary - FY09



FY2008/09 Approved Budget

Division Budget Summary

Development Services Division Budgets	FY 2006/07 Actual	FY 2007/08 Approved	FY 2007/08 Amended	FY 2008/09 Approved	Change More/(Less) Approved/Amended
Administration	3,197,306	5,328,624	5,558,078	5,164,465	(393,613)
Customer Service	2,632,770	3,850,417	3,938,832	2,599,928	(1,338,904)
Development	16,048,259	0	0	0	0
Building	0	4,843,494	8,791,484	7,938,676	(852,808)
Current Planning	0	5,631,048	4,641,767	5,138,794	497,027
Development Engineering	0	2,601,094	(492,407)	0	492,407
Total:	21,878,335	22,254,677	22,437,754	20,841,863	(1,595,891)

Staffing Levels

Development Services Division FTEs	FY 2006/07 Actual	FY 2007/08 Approved	FY 2007/08 Amended	FY 2008/09 Approved	Change More/(Less) Approved/Amended
Administration	29.50	40.50	40.50	42.50	2.00
Customer Service	34.00	48.00	48.00	44.00	-4.00
Development	179.00	0.00	0.00	0.00	0.00
Building	0.00	80.00	80.00	80.00	0.00
Current Planning	0.00	54.00	54.00	54.00	0.00
Development Engineering	0.00	24.00	24.00	1.00	-23.00
Total:	242.50	246.50	246.50	221.50	-25.00