

---

Section 4.9 **Other Administrative Services**

---



## **4.9 OTHER ADMINISTRATIVE SERVICES**

### **4.9.1 Programs and Practices**

#### **■ Staffing**

According to the Community Development Department Strategic Plan (2005/06-2009/10), there are currently 37 employees that work in the City's Community Development Department that includes Administration, Housing, Planning, and Building. The Community Development Department coordinates private development activities from the planning stage through project completion.

The Administration Office is responsible for the overall management of the Community Development Department which includes overseeing the department budget and supervising department personnel. In addition, staff from the Administrative Office also assist the City Manager's office and other departments on special projects. The Administrative Office, with a total of 5 positions, manages the City's annexation program.

The Housing Office is responsible for assisting low-and moderate-income households to obtain affordable housing or to upgrade their current housing to meet code requirements. The Housing Office uses funds from a variety of local, redevelopment agency housing set-aside, state and federal programs to run various programs. There are a total of 5 positions in the Housing Office.

The Planning Division provides long range planning, current planning, and environmental review for planning projects in the City. The long-range planning capabilities include updating the City's General Plan, preparing other studies, and assisting in developing land use, growth, and development policies; current planning activities include processing development applications and providing any required environmental review. The Planning Division includes a total of 12 positions.

The Building Division is responsible for enforcing the City's land use regulations and code enforcement programs as well as conducting plan review and project inspection to ensure compliance with the City's adopted building codes. Within the Building Division there are a total of 14 positions.

#### **■ Funding and Fees**

As shown in Table 4.9-1, the funding for any new positions proposed and the funding of existing positions would come from permit and application fees paid by private developers and others using the services provided by the Community Services Department. It is intended that new positions would not be funded through the City's General Fund, but in reality it is likely that some funds from this source will be utilized to cover costs not attributable to providing services.

### **4.9.2 Plans and Regulatory Requirements**

#### **■ City of Chico General Plan Policies**

There are no applicable General Plan policies that pertain to the provision of Administrative Services.

**Table 4.9-1 Community Development Department Funding Summary**

Title	Fiscal Year 2005-06		
	General Fund	Other Funds	Total Funds
CDD Administration	16,641	0	16,641
Annexation	293,247	0	293,247
Street Facility Improvement	0	33,465	33,465
Community Park	0	30,007	30,007
Private Development	0	107,047	107,047
Private Development - CDD Administration	0	465,405	465,405
Private Development – Planning	0	1,086,096	1,086,096
Private Development – Building Inspection	0	1,598,182	1,598,182
<b>Department Total</b>	<b>309,888</b>	<b>3,320,202</b>	<b>3,630,090</b>

Notes:

\* Reflects the cost of administering the Planning Division including implementing the General Plan, planning and zoning administration, special planning studies, Planning Commission costs, preparing required environmental documents and analysis, and growth related planning. In addition to the Planning functions, the Planning Director has the responsibility of preparing State Department of Finance housing and population reports and, under the direction of the Community Development Director, is also substantially involved in redevelopment activities.

Source: City of Chico, *Annual Budget 2005– 2006*, adopted June 21, 2005.

### 4.9.3 Anticipated Demand and Planned Improvements

Based on the analysis contained in the Community Development Department Strategic Plan 2005/06-2009/10, the anticipated staffing demand for the Community Development Department includes five new positions: two in the Building Division; two in the Planning Division; and one in the Administrative Office.

#### ■ Organizational Changes

In the City’s 2005-06 Annual Budget Message, the City Manager recommended a number of organizational changes. One change included reorganizing the Community Services Department to include Planning, Building, Engineering, and Airport, Housing and Economic Development in one department. The other change included the formation of a General Services Department that would combine Operations and Maintenance with the Parks department.

#### ■ Funding and Fees

As shown in Table 4.9-1, the funding for any new positions proposed and the funding of existing positions would come from development fees paid by private developers. It is unlikely that new positions would be funded through the City’s General Fund.

### 4.9.4 Summary of Written Determinations

4.9-1 *The City of Chico development and development-related functions (Planning, Building, Engineering, and Airport, Housing and Economic Development) have been combined under a single Community Services Department to provide more unified direction and to ensure that levels of service are maintained or improved.*

4.9-2 *Funding for any new positions proposed and the funding of existing positions would come from permit and application fees paid by private developers and others using the services provided by the Community Services Department. It is intended that new positions would not be funded through the City's General Fund, but in reality it is likely that some funds from this source will cover costs not attributable to providing services.*

