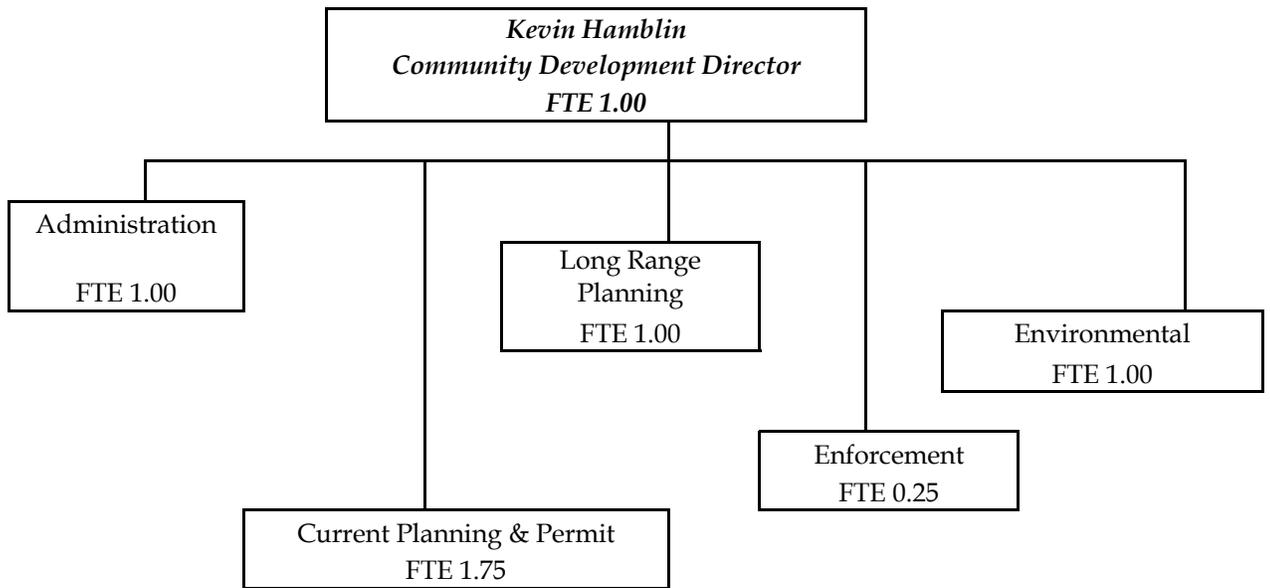


COMMUNITY DEVELOPMENT



Mission.

Administering and implementing the goals and policies of the City of Eureka's adopted General Plan and promoting comment, understanding, and public interest in the planning process and the numerous regulations pertaining to it by providing public information services to a broad range of citizens and citizen groups.



DEPARTMENT DESCRIPTION:

The Department is comprised of a number of different divisions including: Current Planning/Permitting, Long Range Planning, Enforcement, and Environmental Planning. The Current Planning/Permitting division administers and implements the goals and policies of the general plan through, among other things, the administration and enforcement of local zoning and subdivision ordinances; the California Coastal Act; Subdivision Map Act; California Environmental Quality Act; and, other local, state, and federally mandated regulations, statutes; and/or programs. The Long Range Planning division is responsible for updates and amendments to the General Plan; plan interpretation; ordinance implementation; General Plan compliance and consistency determinations; Housing element review and updates; grant preparation and support; administration for long range City planning; and annexations through LAFCO.

The Enforcement division implements the goals and policies of the General Plan through the enforcement of local zoning and subdivision ordinances. The Environmental division supports the other Divisions of the Community Development Department, and other City Departments through preparation of environmental studies and documents, and permitting of City projects. The Community Development Department also provides direct staff support to numerous Boards and Commissions, including the Planning Commission, Historic Preservation Commission, Design Review Committee, and a variety of ad hoc committees.

	2006-07	2007-08	2007-08	2008-09
	Actual	Amended Budget	Estimated	Budget
EXPENDITURES BY PROGRAM:				
City Programs:				
Administration	\$88,322	\$123,828	\$103,416	\$104,843
Current Planning/Permitting	208,242	223,456	234,059	207,823
Long Range Planning	117,303	132,632	130,495	133,020
Enforcement	15,321	16,423	16,955	20,103
Environmental	90,271	93,591	92,455	93,031
Total	\$519,459	\$589,930	\$577,380	\$558,820

EXPENDITURES BY CATEGORY:

Salaries and Benefits	\$458,619	\$503,415	\$488,018	\$504,905
Services and Supplies	60,840	86,515	89,362	53,915
Total	\$519,459	\$589,930	\$577,380	\$558,820

Department Summary

Community Development



	<u>2006-07 Actual</u>	<u>2007-08 Amended Budget</u>	<u>2007-08 Estimated</u>	<u>2008-09 Budget</u>
REVENUES BY FUND:				
City Funds:				
General Fund	\$519,459	\$589,930	\$577,380	\$558,820
Total	\$519,459	\$589,930	\$577,380	\$558,820

	<u>2006-07 Actual</u>	<u>2007-08 Actual</u>	<u>2008-09 Budget</u>
PERSONNEL:			
Full-time Positions	6.00	6.00	6.00
Total	6.00	6.00	6.00

	<u>2006-07 Actual</u>	<u>2007-08 Actual</u>	<u>2008-09 Budget</u>
FULL TIME EQUIVALENT SUMMARY BY FUND:			
General Fund	6.00	6.00	6.00
Total	6.00	6.00	6.00

Community Development



DEPARTMENT: Community Development FUND: General
 PROGRAM: Administration ACCOUNT: 46101

PROGRAM DESCRIPTION:

The Administration Division provides guidance and leadership for, and plans, coordinates, supports and monitors the activities of the Community Development Department in accordance with established City policies. The Administration Division provides staff support to boards, commissions, the City Manager and the City Council. The Administration Division also provides the secretarial services for the entire Community Development Department.

	<u>2006-07 Actual</u>	<u>2007-08 Amended Budget</u>	<u>2007-08 Estimated</u>	<u>2008-09 Budget</u>
PROGRAM EXPENDITURES:				
Salaries and Benefits	\$75,440	\$90,178	\$67,316	\$85,493
Services and Supplies	12,882	33,650	36,100	19,350
Capital Outlay				
Total Expenditures	<u>\$88,322</u>	<u>\$123,828</u>	<u>\$103,416</u>	<u>\$104,843</u>

	<u>2006-07 Actual</u>	<u>2007-08 Actual</u>	<u>2008-09 Actual</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:			
Community Development Director	0.34	0.34	0.34
Administrative Services Assistant	1.00	1.00	
Senior Administrative Assistant			1.00
Total	<u>1.34</u>	<u>1.34</u>	<u>1.34</u>

SERVICE LEVEL CHANGES:

Reclassify Administrative Services Assistant to **Senior** Administrative Assistant

Community Development



DEPARTMENT: Community Development
 PROGRAM: Administration

FUND: General
 ACCOUNT: 46101

COUNCIL GOALS SUPPORTED:

PROVIDE STAFF SUPPORT TO BOARDS, COMMISSIONS, THE CITY MANAGER AND CITY COUNCIL.

<u>Supporting Departmental Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2006-07 <u>Actual</u>	2007-08 <u>Target</u>	2007-08 <u>Estimated</u>	2008-09 <u>Target</u>
Attend meetings of the City Council, Boards and Commissions	90%	100%	95%	100%
Meet "one-on-one" with the City Manager	90%	100%	95%	100%

MAINTAIN DEPARTMENT FINANCIAL RECORDS

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2006-07 <u>Actual</u>	2007-08 <u>Target</u>	2007-08 <u>Estimated</u>	2008-09 <u>Target</u>
Prepare Annual budget	100%	100%	100%	100%
Review and approve Department expenditures	100%	100%	100%	100%

INVENTORY AND MAINTAIN DEPARTMENT SUPPLIES AND EQUIPMENT

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2006-07 <u>Actual</u>	2007-08 <u>Target</u>	2007-08 <u>Estimated</u>	2008-09 <u>Target</u>
Track use of supplies and equipment	95%	100%	95%	100%
Order department supplies	100%	100%	100%	100%
Call for service on department equipment when needed	90%	100%	90%	100%

SUPERVISE PROGRAMS THAT IMPLEMENT THE GENERAL PLAN

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2006-07 <u>Actual</u>	2007-08 <u>Target</u>	2007-08 <u>Estimated</u>	2008-09 <u>Target</u>
Provide direction to program coordinators	85%	100%	90%	100%

SUPPORT THE CONTINUED PROFESSIONAL EDUCATION OF ALL COMMUNITY DEVELOPMENT DEPARTMENT PERSONNEL

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2006-07 <u>Actual</u>	2007-08 <u>Target</u>	2007-08 <u>Estimated</u>	2008-09 <u>Target</u>
Include training in Department budget	100%	100%	100%	100%

Community Development



DEPARTMENT: Community Development FUND: General
 PROGRAM: Administration ACCOUNT: 46101

PROMOTE PUBLIC INTEREST IN, COMMENT ON, AND UNDERSTANDING OF THE PLANNING PROCESS AND THE NUMEROUS REGULATIONS RELATING TO IT BY PROVIDING PUBLIC INFORMATION SERVICES TO A BROAD RANGE OF CITIZENS AND CITIZEN GROUPS

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2006-07 Actual</u>	<u>2007-08 Target</u>	<u>2007-08 Estimated</u>	<u>2008-09 Target</u>
Prepare Department handouts	85%	100%	90%	100%
Maintain Department web page	85%	100%	90%	100%
Respond in timely manner to public inquiries	85%	100%	90%	100%

GREET AND ASSIST VISITORS TO THE DEPARTMENT AND ANSWER PHONE CALLS RECEIVED BY THE DEPARTMENT

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2006-07 Actual</u>	<u>2007-08 Target</u>	<u>2007-08 Estimated</u>	<u>2008-09 Target</u>
Return phone calls within one business day	80%	100%	90%	100%
Greet and assist visitors in timely manner	90%	100%	95%	100%

Community Development



DEPARTMENT: Community Development FUND: General
 PROGRAM: Current Planning/Permitting ACCOUNT: 46102

PROGRAM DESCRIPTION:

The Current Planning/Implementation Division administers and implements the goals and policies of the General Plan through, among other things, the administration and enforcement of local zoning and subdivision ordinances; the California Coastal Act; Subdivision Map Act; California Environmental Quality Act; and other local, state, and federally mandated regulations, statutes, and/or programs. The Current Planning/Implementation Division endeavors to promote comment, understanding, and public interest in the planning process and the numerous regulations pertaining to it by providing public information services to a broad range of citizens and citizen groups. The Current Planning/Implementation Division provides direct staff support to numerous boards and commissions, including the Planning Commission; Historic Preservation Commission; Design Review Committee; and, a variety of ad hoc committees

	<u>2006-07 Actual</u>	<u>2007-08 Amended Budget</u>	<u>2007-08 Estimated</u>	<u>2008-09 Budget</u>
PROGRAM EXPENDITURES:				
Salaries and Benefits	\$168,532	\$181,341	\$191,801	\$185,358
Services and Supplies	39,710	42,115	42,258	22,465
Total Expenditures	<u>\$208,242</u>	<u>\$223,456</u>	<u>\$234,059</u>	<u>\$207,823</u>

	<u>2006-07 Actual</u>	<u>2007-08 Actual</u>	<u>2008-09 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:			
Community Development Director	0.33	0.33	0.33
Senior Planner	1.00	1.00	
Principal Planner			1.00
Planner	0.75	0.75	
Assistant Planner			0.75
Total	<u>2.08</u>	<u>2.08</u>	<u>2.08</u>

SERVICE LEVEL CHANGES:

Upgrade Senior Planner position to **Principal** Planner
 Reclassify Planner position to **Assistant** Planner

Community Development



DEPARTMENT: Community Development
 PROGRAM: Current Planning/Permitting

FUND: General
 ACCOUNT: 46102

COUNCIL GOALS SUPPORTED:

PROCESS APPLICATIONS FOR PRIVATE DEVELOPMENT				
	PERFORMANCE MEASURES:			
	2006-07	2007-08	2007-08	2008-09
<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Comply with Permit Streamlining Act timelines	90%	100%	100%	100%
Conduct pre-application meetings with applicants	20%	50%	20%	50%
Keep applicants informed of application process	80%	100%	90%	100%
Process applications in timely manner	85%	100%	95%	100%

ADMINISTER AND PROVIDE STAFF SUPPORT FOR THE PROGRAMS WITHIN THE COMMUNITY DEVELOPMENT DEPARTMENT				
	PERFORMANCE MEASURES:			
	2006-07	2007-08	2007-08	2008-09
<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Maintain professional knowledge and education through training	100%	100%	100%	100%

IMPLEMENT THE GOALS AND POLICIES OF THE GENERAL PLAN THROUGH THE ADMINISTRATION AND ENFORCEMENT OF LOCAL ZONING AND SUBDIVISION ORDINANCES; THE CALIFORNIA COASTAL ACT; SUBDIVISION MAP ACT; CALIFORNIA ENVIRONMENTAL QUALITY ACT; AND OTHER LOCAL, STATE AND FEDERALLY MANDATED REGULATIONS, STATUTES AND/OR PROGRAMS				
	PERFORMANCE MEASURES:			
	2006-07	2007-08	2007-08	2008-09
<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Prepare staff report findings and recommendations based on sound planning principals and smart growth policies	100%	100%	100%	100%

PROMOTE PUBLIC INTEREST IN, COMMENT ON, AND UNDERSTANDING OF THE PLANNING PROCESS AND THE NUMEROUS REGULATIONS RELATING TO IT BY PROVIDING PUBLIC INFORMATION SERVICES TO A BROAD RANGE OF CITIZENS AND CITIZEN GROUPS.				
	PERFORMANCE MEASURES:			
	2006-07	2007-08	2007-08	2008-09
<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Respond to public inquiries in a timely	80%	90%	80%	95%
Attend community meetings	80%	90%	80%	95%

PROVIDE DIRECT STAFF SUPPORT TO NUMEROUS BOARDS AND COMMISSIONS, INCLUDING THE PLANNING COMMISSION; HISTORIC PRESERVATION COMMISSION; DESIGN REVIEW COMMITTEE; AND, A VARIETY OF AD HOC COMMITTEES				
	PERFORMANCE MEASURES:			
	2006-07	2007-08	2007-08	2008-09

Community Development



DEPARTMENT: Community Development
PROGRAM: Current Planning/Permitting

FUND: General
ACCOUNT: 46102

<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Attend meetings	90%	95%	90%	95%

Community Development



DEPARTMENT: Community Development
PROGRAM: Long Range Planning

FUND: General
ACCOUNT: 46103

PROGRAM DESCRIPTION:

The Long Range Planning Division is responsible for updates and amendments to the General Plan; plan interpretation; ordinance implementation; General Plan compliance and consistency determinations; Housing element review and updates; grant preparation and support; administration for long range city planning; and, annexations and other city reorganizations through LAFCO. In addition, the division is responsible for special land use surveys, studies and reports supporting land use decisions as required.

	<u>2006-07 Actual</u>	<u>2007-08 Amended Budget</u>	<u>2007-08 Estimated</u>	<u>2008-09 Budget</u>
PROGRAM EXPENDITURES:				
Salaries and Benefits	\$110,829	\$125,832	\$123,495	\$125,720
Services and Supplies	6,474	6,800	7,000	7,300
Capital Outlay				
Total Expenditures	<u>\$117,303</u>	<u>\$132,632</u>	<u>\$130,495</u>	<u>\$133,020</u>

	<u>2006-07 Actual</u>	<u>2007-08 Actual</u>	<u>2008-09 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:			
Senior Planner	1.00	1.00	1.00
Community Development Director	0.33	0.33	0.33
Total	<u>1.33</u>	<u>1.33</u>	<u>1.33</u>

SERVICE LEVEL CHANGES:

None.

Community Development



DEPARTMENT: Community Development
 PROGRAM: Long Range Planning

FUND: General
 ACCOUNT: 46103

COUNCIL GOALS SUPPORTED:

PREPARE ANNUAL REPORT ON THE CAPITAL IMPROVEMENT PROGRAM'S CONSISTENCY WITH THE GENERAL PLAN				
	PERFORMANCE MEASURES:			
	2006-07	2007-08	2007-08	2008-09
<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Update annual General Plan conformance report on the Capital Improvement Program	100%	100%	100%	100%

PROVIDE INFORMATION TO THE PUBLIC REGARDING THE GENERAL PLAN, CEQA, CENSUS/POPULATION, AND FLOOD PLAIN DATA. COORDINATE WITH OTHER CITY DEPARTMENTS AND OUTSIDE AGENCIES TO MAINTAIN AND IMPROVE INTERGOVERNMENTAL RELATIONS.				
	PERFORMANCE MEASURES:			
	2006-07	2007-08	2007-08	2008-09
<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Respond to public inquiries in timely manner	85%	95%	90%	95%
Provide interagency coordination	90%	95%	90%	95%

FACILITATE THE EFFECTIVE AND EFFICIENT PLANNING OF DEVELOPMENT WITHIN THE CITY				
	PERFORMANCE MEASURES:			
	2006-07	2007-08	2007-08	2008-09
<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Update General and Zoning Ordinances as necessary	85%	95%	90%	95%
Implement the Housing Element	95%	100%	95%	100%

PROCESS APPLICATIONS PERTAINING TO LONG RANGE PLANNING ON PUBLIC AND PRIVATE DEVELOPMENTS TO DECISION BEFORE A VARIETY OF BOARDS, COMMISSIONS AND THE COUNCIL				
	PERFORMANCE MEASURES:			
	2006-07	2007-08	2007-08	2008-09
<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Process applications for long range planning projects	100%	100%	100%	100%

Community Development



DEPARTMENT: Community Development FUND: General
 PROGRAM: Enforcement ACCOUNT: 46104

PROGRAM DESCRIPTION:

The Enforcement Division implements the goals and policies of the General Plan through the enforcement of local zoning and subdivision ordinances. The primary goal of the Enforcement Division is voluntary compliance. The Enforcement Division oversees, directs and conducts the notification and inspection necessary for abatement of zoning violations in accordance with City policy and ordinance. The division coordinates with other City, local, State and Federal regulators on enforcement actions that cross over jurisdictional boundaries. The division includes the maintenance of logs and records for all citizen and agency filed complaints, ongoing compliance investigations, abatement proceedings, and violation compliance

	<u>2006-07 Actual</u>	<u>2007-08 Amended Budget</u>	<u>2007-08 Estimated</u>	<u>2008-09 Budget</u>
PROGRAM EXPENDITURES:				
Salaries and Benefits	\$15,056	\$15,573	\$16,105	\$19,253
Services and Supplies	265	850	850	850
Total Expenditures	<u>\$15,321</u>	<u>\$16,423</u>	<u>\$16,955</u>	<u>\$20,103</u>

	<u>2006-07 Actual</u>	<u>2007-08 Actual</u>	<u>2008-09 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:			
Planner	0.25	0.25	
Assistant Planner			0.25
Total	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>

SERVICE LEVEL CHANGES:

Reclassify Planner position to **Assistant Planner**

Community Development



DEPARTMENT: Community Development
 PROGRAM: Enforcement

FUND: General
 ACCOUNT: 46104

COUNCIL GOALS SUPPORTED:

**ENDEAVOR TO OBTAIN VOLUNTARY COMPLIANCE FOR VIOLATIONS OF CITY ORDINANCES.
 IMPLEMENT THE GOALS AND POLICIES OF THE GENERAL PLAN THROUGH ENFORCEMENT OF
 LOCAL ZONING AND SUBDIVISION ORDINANCES**

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2006-07 Actual</u>	<u>2007-08 Target</u>	<u>2007-08 Estimated</u>	<u>2008-09 Target</u>
Notify property owners of alleged violations	100%	100%	100%	100%
Explain Codes and Regulations to foster cooperation and compliance	100%	100%	100%	100%

**PROVIDE INTER-AGENCY ASSISTANCE AND STAFF SUPPORT TO THE CITY'S COMMUNITY
 IMPROVEMENT TEAM**

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2006-07 Actual</u>	<u>2007-08 Target</u>	<u>2007-08 Estimated</u>	<u>2008-09 Target</u>
Attend CIT meetings	4	6	6	6
Communicate regularly with team members	weekly	weekly	weekly	weekly

**COORDINATE WITH OTHER CITY, LOCAL, STATE AND FEDERAL AGENCIES FOR ENFORCEMENT
 ACTIONS THAT CROSS OVER JURISDICTIONAL BOUNDARIES**

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2006-07 Actual</u>	<u>2007-08 Target</u>	<u>2007-08 Estimated</u>	<u>2008-09 Target</u>
Communicate and cooperate with outside agencies	100%	100%	100%	100%

Community Development



DEPARTMENT: Community Development FUND: General
 PROGRAM: Environmental Planning ACCOUNT: 46105

PROGRAM DESCRIPTION:

The Environmental Division supports the other divisions of the Community Development Department, and other City departments through preparation of environmental studies and documents and permitting of City projects. The Environmental Division endeavors to promote public interest in, comment on, and understanding of the environmental review process and the numerous regulations relating to it by providing public information services to other City departments, developers and a broad range of citizens and citizen groups

	<u>2006-07 Actual</u>	<u>2007-08 Amended Budget</u>	<u>2007-08 Estimated</u>	<u>2008-09 Budget</u>
PROGRAM EXPENDITURES:				
Salaries and Benefits	\$88,762	\$90,491	\$89,301	\$89,081
Services and Supplies	1,509	3,100	3,154	3,950
Total Expenditures	<u>\$90,271</u>	<u>\$93,591</u>	<u>\$92,455</u>	<u>\$93,031</u>

	<u>2006-07 Actual</u>	<u>2007-08 Actual</u>	<u>2008-09 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:			
Environmental Planner	1.00	1.00	1.00
Total	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

SERVICE LEVEL CHANGES:

None.

Community Development



DEPARTMENT: Community Development
 PROGRAM: Environmental Planning

FUND: General
 ACCOUNT: 46105

COUNCIL GOALS SUPPORTED:

PROVIDE SUPPORT TO THE COMMUNITY DEVELOPMENT DEPARTMENT AND OTHER CITY DEPARTMENTS FOR PREPARATION OF ENVIRONMENTAL STUDIES AND DOCUMENTS

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2006-07 Actual</u>	<u>2007-08 Target</u>	<u>2007-08 Estimated</u>	<u>2008-09 Target</u>
Assist in preparation of environmental documents and studies	100%	100%	100%	100%
Process environmental clearances for city projects	100%	100%	100%	100%

IMPLEMENT THE GOALS AND POLICIES OF THE GENERAL PLAN. PROMOTE PUBLIC INTEREST IN, COMMENT ON, AND UNDERSTANDING OF THE ENVIRONMENTAL REVIEW PROCESS.

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2006-07 Actual</u>	<u>2007-08 Target</u>	<u>2007-08 Estimated</u>	<u>2008-09 Target</u>
Respond to public inquiries in a timely manner	85%	95%	90%	95%
Attend community meetings	85%	95%	90%	95%

PROVIDE INFORMATION PERTAINING TO, AND EDUCATION OF THE ENVIRONMENTAL REVIEW PROCESS TO OTHER CITY DEPARTMENTS

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2006-07 Actual</u>	<u>2007-08 Target</u>	<u>2007-08 Estimated</u>	<u>2008-09 Target</u>
Continue professional development through training	60%	95%	50%	90%