

**COMMUNITY DEVELOPMENT DEPARTMENT  
CORE & CRITICAL FUNCTIONAL ORGANIZATION CHART  
FY2009-10**

Community Development Department

Administrative Services

**CORE FUNCTIONS:**

- Department Business Operations
- Department Process Improvement Program
- Customer service and centralized administrative and clerical support
- Technical and Graphic Support

**OTHER CRITICAL FUNCTIONS:**

- Develop, execute and monitor CDD budget
- Implement Development Fees and Charges
- Nexus Studies
- Permit and Plan Check Fee calculation and estimates
- Monthly construction valuation and permit reports
- Personnel and Payroll
- Records Management
- Agenda preparation, public noticing and distribution for various Department boards and commissions:
  - Planning Commission
  - Development Oversight Commission
  - Climate Action Plan Advisory Committee
  - Cultural Heritage Board
  - Development Review and Architectural Review Committees
  - Building/Housing Board of Appeals
  - Handicapped Access Board of Appeals
- Mapping, graphics, data and other technical services to CDD, other City departments/agencies and the public
- Form and Brochure development and maintenance
- Staff Report production and delivery
- Maintenance of LandMaster map layers
- Office management
- Safety management
- In-house technical support
- Building Inspection scheduling
- Website management
- Equipment and Vehicle Management
- Process Improvement
- Enterprise Database system evaluation, implementation, Maintenance, operation and training (HTE Building Module, Plan Track, Neko scanning of departmental files, IVR)
- Customer Service
- Cashier

Planning and Engineering Services

**CORE FUNCTIONS:**

- Provide Staff support for:
  - Planning Commission
  - Development Oversight Commission
  - Climate Action Plan Advisory Committee
  - Cultural Heritage Board
  - Development Review and Architectural Review Committees
- Prepare, maintain and administer the General Plan
- Administer, enforce and maintain the Development Code
- Administer and enforce environmental regulations (CEQA, NEPA and others)
- Public park planning, design and construction
- Implement and administer the State Subdivision Map Act
- Review and approval of subdivision/development related public improvement plans
- Inspection of privately constructed public improvements

**OTHER CRITICAL FUNCTIONS:**

- Maintain computerized land use data file
- Conduct planning related studies
- Provide transportation planning and engineering services
- Coordinate historical/architectural preservation
- Oversee Heritage Oaks (citywide)
- Review and approval of Master Development/Specific Plans
- Review and approval of use permits
- Review and approval of Tentative Maps
- Review and approval of Final Maps and associated agreements
- Property line adjustments
- Review, approve and issue Encroachment, Revocable and Transportation Permits
- Green Building Code development
- Economic Review Committee
- Work with San Joaquin Partnership on future projects
- Site Plan Review Committee
- Expert Witness for various court actions
- Pre-application advisory meetings
- Area of Benefit formation and administration
- Review utility master plans
- Administer/manage developer reimbursements from the Public Facilities Fee program
- Administer outsourced land surveying services
- Property/easement dedication

Building and Life Safety

**CORE FUNCTIONS:**

- Building Life/Safety and Fire Plan Check
- Building Life Safety Inspections
- Disable Access Plan Check and Inspection
- Flood Plain Management review and Inspection
- Mandatory enforcement:
  - State Health & Safety Code
  - State Business Code
  - Uniform Building Code
  - Federal Building Laws
  - California Energy and Green Building Code
  - Uniform Construction Codes, including plan check and inspection
  - Locally adopted construction codes and standards

**OTHER CRITICAL FUNCTIONS:**

- Provide staff support services for:
  - Building/Housing Board of Appeals
  - Handicapped Access Board of Appeals
- Regulate:
  - Energy conservation
  - Handicapped access
  - Seismic safety
  - Fire and life safety
  - Demolition of structures
- Aid Code Enforcement Inspection and Investigation
- Aid Fire Department on fire damage inspections
- Prepare Stockton Municipal Code documentation
- Work with-out permit Investigations with State Contractors Board
- Green Building
- Special Inspections
- Economic Review Committee
- Site Plan Review Committee
- Expert Witness court actions
- Flood Community Rating System (CRS) documentation and administration
- Pre-application advisory meetings
- Aid Public works building construction projects
- Aid Revitalization Projects
- Aid Fire Department Construction project
- Work with San Joaquin Partnership on future projects