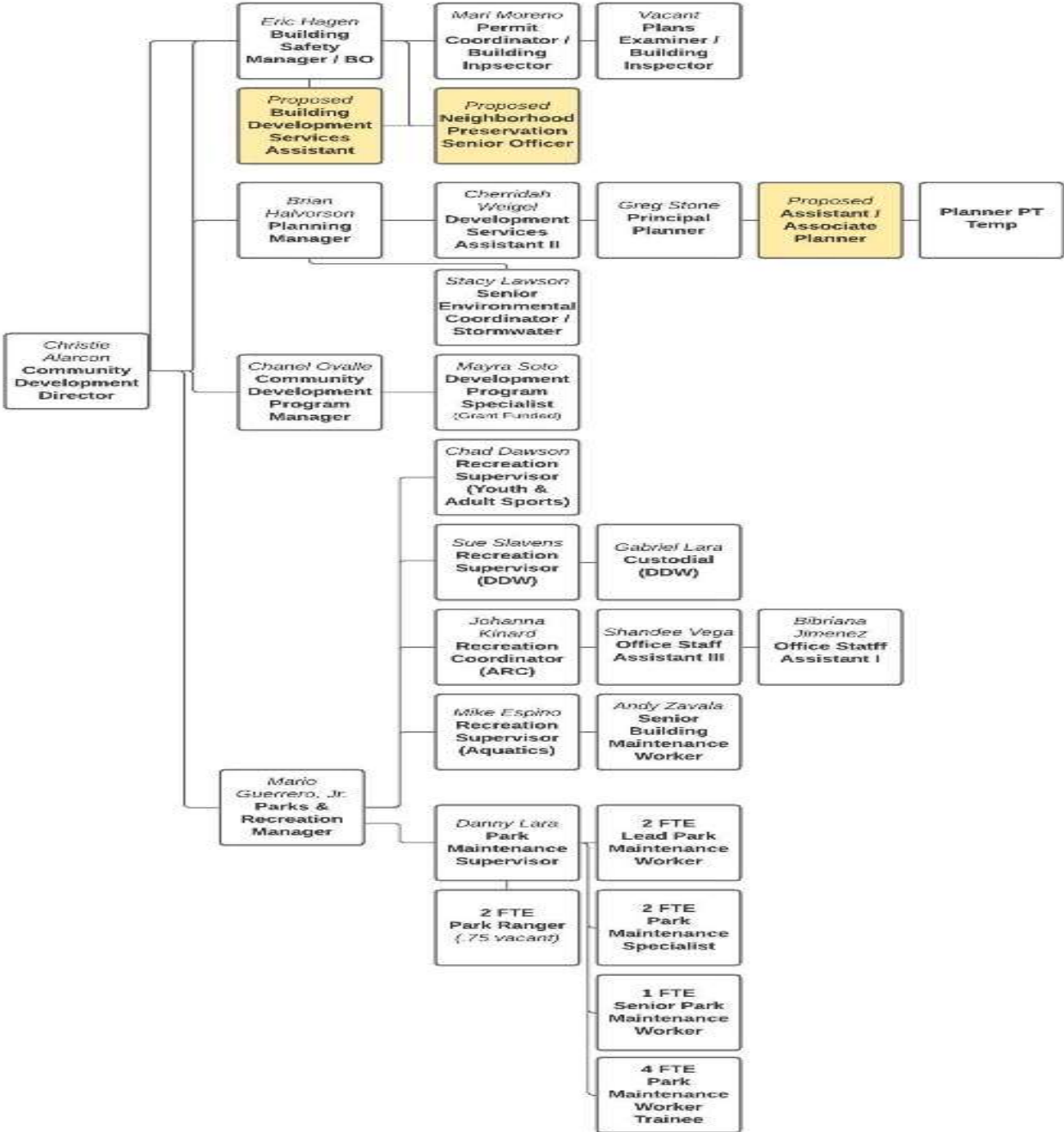


# Community Development Department

Budget Presentation  
2021-23



# Building Division

## Mission

*Provide the City of Lompoc community with professional, courteous and efficient Building and Safety Division services that safeguard life, limb, health, property and public welfare to enhance the quality of life for all of our citizens.*

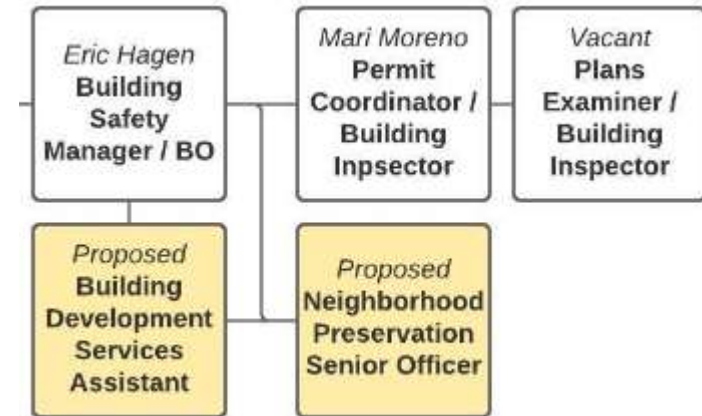
## Services

- Plan Review
- Inspection Services
- Administration/Permit Processing
- Neighborhood Preservation

## Program Goals

- Enhance public safety in the built environment by providing thorough and timely plan review services and building inspections.
- Provide customer-oriented services to the public in a professional, courteous and efficient manner, seeking the highest quality product and outcomes.
- Maintain accountability and efficiency in our dealings with clients, consistently applying a problem-solving approach to conflict resolution.

## Building Division Team



# Building Division Accomplishments 2019-21

- Issued over 1,180 building permits.
  - Completed over 3,920 inspections.
  - Improved coordination with the various City Departments that perform plan review and established targeted time frames based on project size and complexity.
  - Performed a thorough analysis of building permit fees and provided recommendations for improving cost recovery efforts for the Division
  - In the process of consolidating three staff positions into two positions at higher compensation rates in order to improve the City's ability to attract a capable, talented workforce
  - On schedule to complete ordinance for adoption of 2020 State codes
  - Instituted a method of completeness checks prior to full plan submittal, to improve quality of initial plan review and reduce the amount of necessary plan check cycles
- Major Projects Approved and/or Under Construction
    - Completed inspections and issued final Certificate of Occupancy on Community Health Center
    - Performing ongoing building inspections of La Purisima/Summit View Homes project which consists of 44 single family residences.
    - Completed plan review and permitting on mixed use building at 233 N H Street
    - Performed plan review and/or building inspection on over 20 Cannabis-related tenant improvements, including laboratories, dispensaries and extraction facilities.



# Building Division – Goals & Needs

## Work Task Related to City Council Goals

*#3 Implement a Community Development program that improves opportunities for growth of our residents and businesses*

- Complete Staffing of Building Division (approved 2/16; position requisitioned 2/22)
- Electronic Plan Review – soft introduction
- Policy Development – Plan Review Process Improvements (Internal Services Agreement)
- Meet Plan Check timeframe objectives (95% of times)

*#2 Determine a sustainable financial plan*

- Implementation of new Fee Schedule (Master Fee Study currently underway)

*#1-4 Ensure a safe and supportive city through fully staffed and equipped Public Safety departments; sustainable financial plan; implement a Community Development program that improves opportunities for growth of our residents and businesses; provide support and partnerships that empower community members and volunteers' ability to improve Lompoc*

- Code Compliance Re-Implementation
- Creation of Neighborhood Preservation Program - Priorities and Citations



## *Plan / needs for achieving goals:*

- Staffing / Consultant Funding: continue to fund staffing levels as presented along with a budget for part-time staffing and consultant usage.
- Current fees: are not based on accurate cost. Undervaluation costing City revenue; labor intensive projects should be recouping all costs; policy development and revised fees proposed in Master Fee Schedule based on true staffing levels (proposed); need Council support to adopt fees that allow for higher cost recovery.
- Unpermitted Construction: Need Council support in regards to policies surrounding permit requirements and fees associated with such; Neighborhood Preservation staffing to conduct inspections and citations; since the elimination of staffing there have been 452 complaints on the online system.

# Planning Division

## Mission

*The Mission of the Planning Division is to foster the orderly growth and protect the quality of life of the community. This is accomplished by utilizing the best available planning techniques and resources to implement the City's long-range plans and to perform design and environmental review of development proposals and public projects.*

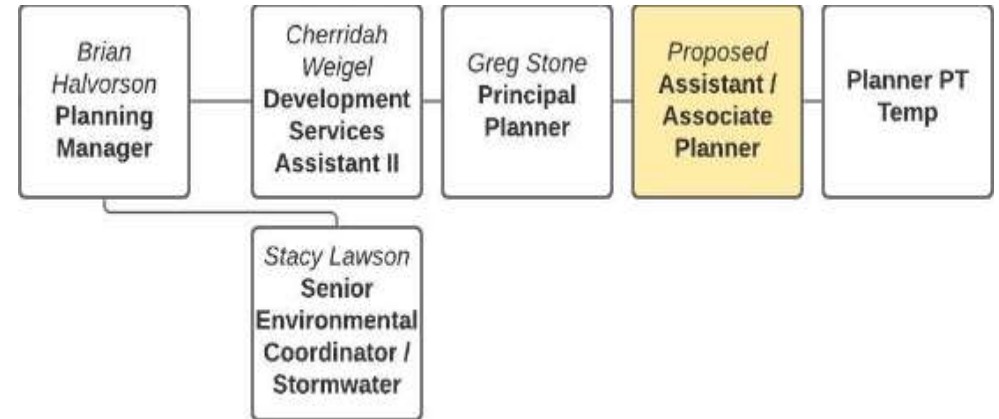
## Services

- Maintain the City's General Plan
- Administer City's Zoning Code
- Development Review
- Staff Planning Commission
- Environmental Review
- Stormwater Quality Management Ordinance

## Program Goals

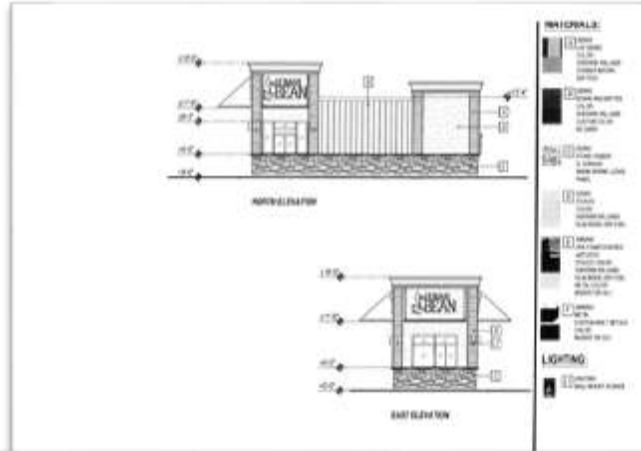
- Improve the quality of life for residents of the community including compliance with ordinances and regulations regarding health and housing codes and land use and zoning ordinances.
- Provide customer-oriented services to the public in a professional, courteous and efficient manner, seeking the highest quality product and outcomes.
- Maintain accountability and efficiency in our dealings with clients, consistently applying a problem-solving approach to conflict resolution.

## Planning Division Team



# Planning Division Accomplishments 2019-21

- Completed 12 Development Review Board (DRB) meetings.
- Planning Commission approved 20 development projects; Planning Staff worked on 123 projects including Administrative Approvals, HUP, TUP, CFO, Cannabis Review, Mobile Vendor, Landscape Plans, etc.
- Adopted and implemented a comprehensive update to the Zoning Code.
- Adopted and implemented Zoning Code Text Amendments to accelerate housing production and streamline permitting processes.
- Received approval of a CFD for the Summit View Homes (Purisima Highlands) project.
- Adopted a code amendment to allow the non-commercial raising of small animals on lots containing a single family residence.
- Prepared the Planning Commission Annual Report to Council.
- Prepared the General Plan Annual Report
- Continue to work on Bailey Avenue Annexation
- SB1 Sustainable Communities Planning Grant (Cal-Trans) – began work with consultant anticipate completion by 2023



- Major Projects Approved (under or anticipate construction in coming budget cycle)
  - Dutch Brothers
  - The Human Bean
  - Housing Authority 15-unit housing
  - 6 residential in-fill units (SFR/Duplexes)
  - Castillo de Rosas 24-unit housing
  - Flower City Ballroom / Event Center
  - Cannabis Dispensary
  - Confidential Biotherapy Delivery
  - Stiizy Dispensary
  - Campbell Cooling Expansion
  - Campbell Box Warehouse
  - Crocker Lockers Mini-Storage
  - 233 Mixed Use Development
  - Mustang Cannabis Cultivation
  - Organic Liberty Cannabis Cultivation

# Planning Division – Goals & Needs

## Work Task Related to City Council Goals

*#3 Implement a Community Development program that improves opportunities for growth of our residents and businesses*

- Planning Staffing - Increase Planning Division staffing by 1 FTE to allow for appropriate response and processing times given the number of new developments in the pipeline.
- Online Permit Development / Electronic signature
- Policy Development – Expedited Application Processing
- Policy Development – Accelerate Additional Housing Production

*#2 Determine a sustainable financial plan*

- Housing Element Update (partly grant funded LEAP/REAP)



*Plan / needs for achieving goals:*

- Staffing / Consultant Funding: since the significant reductions in staffing (2019-21 Budget – loss of 4 FTEs) and the boom of the commercial cannabis industry and new residential projects submitted during the last budget cycle we are requesting -increase funding to staffing levels to allow for recruitment of 1 additional planning staff member, with the continued funding for part-time staffing for as needed support staff during increase in workloads (i.e. Munis transition; development of online/electronic systems; document imaging to allow for better retention of historical records)
- Professional Services Funding: funding requested this budget cycle for the Housing Element update (partly covered with grant funding); evaluation and possible development of policies that accelerate development processes

# Community Development Division

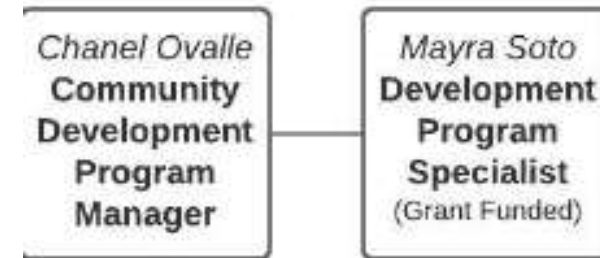
## Mission

*The Mission of the Community Development Division is to provide decent housing, a suitable living environment, and expanded economic opportunities for person of low- and moderate-income through public services, public facilities, housing programs, community infrastructure improvements and the elimination of blighting conditions in the community which improve the quality of life for City residents.*

## Services / Duties / Responsibilities

- CDBG Grant Administrator
- Prepare Five Year Consolidated Plan and One-Year Action Plan
- Capital Project Support
- Homebuyer Assistance Program
- Prepare meeting materials and serve as staff liaison for the Human Services Commission
- Human Services Grants Administrator
- Affordable Housing Monitoring (334 affordable housing units)
- Loan Servicing Portfolio (120+ loans – CDBG/HOME/RDA/LAHTF)
- CDBG-CV (Utility Assistance Program)
- Prepare grant applications to solicit funding from state, federal, and/or private agencies

## Community Development Division Team





# Community Development Division – Accomplishments 2019-21

- COVID Utility Grant Program - 490 persons assisted to date. (2020-21 490)
- Mobile Home Emergency Repair Grants - 14 households assisted
- Monitoring Portfolio: Completed annual and semi-annual monitoring reports to City Council.
- HOME: Tenant Based Rental Assistance Program provided rent and utility deposits to 33 low-income households
- Human Services Grants - \$108,168 to 13 human service programs
- Capital Improvement Program: 2020-21 ADA Park Improvements (Beattie Park)



# Community Development Division – Goals & Needs

## Work Task Related to City Council Goals

*#1 Ensure a safe and supportive city through fully staffed and equipped Public Safety departments*

- Evaluate utilizing CDBG and/or other grant funds to assist with Public Safety needs

*#2 Determine a sustainable financial plan*

- Continue to provide assistance through the Utility Assistance Program that benefits residents struggling financially to pay City utilities
- Continue to evaluate capital projects in the City that defray impacts to General Fund utilizing CDBG and/or other grant opportunities
- Seek outside grants to defray General Fund impacts



## Work Task Related to City Council Goals

*#3 Implement a Community Development program that improves opportunities for growth of our residents and businesses*

- Homebuyer Assistance Program
- Implementation of Neighborly Software Program for Annual CDBG/Human Services Grant Application process (starting 2022-23 NOFA)

*#4 Provide support and partnerships that empower community members and volunteers' ability to improve Lompoc*

- Fund non-profit agencies through CDBG Human Services grant program



# Parks & Recreation Division

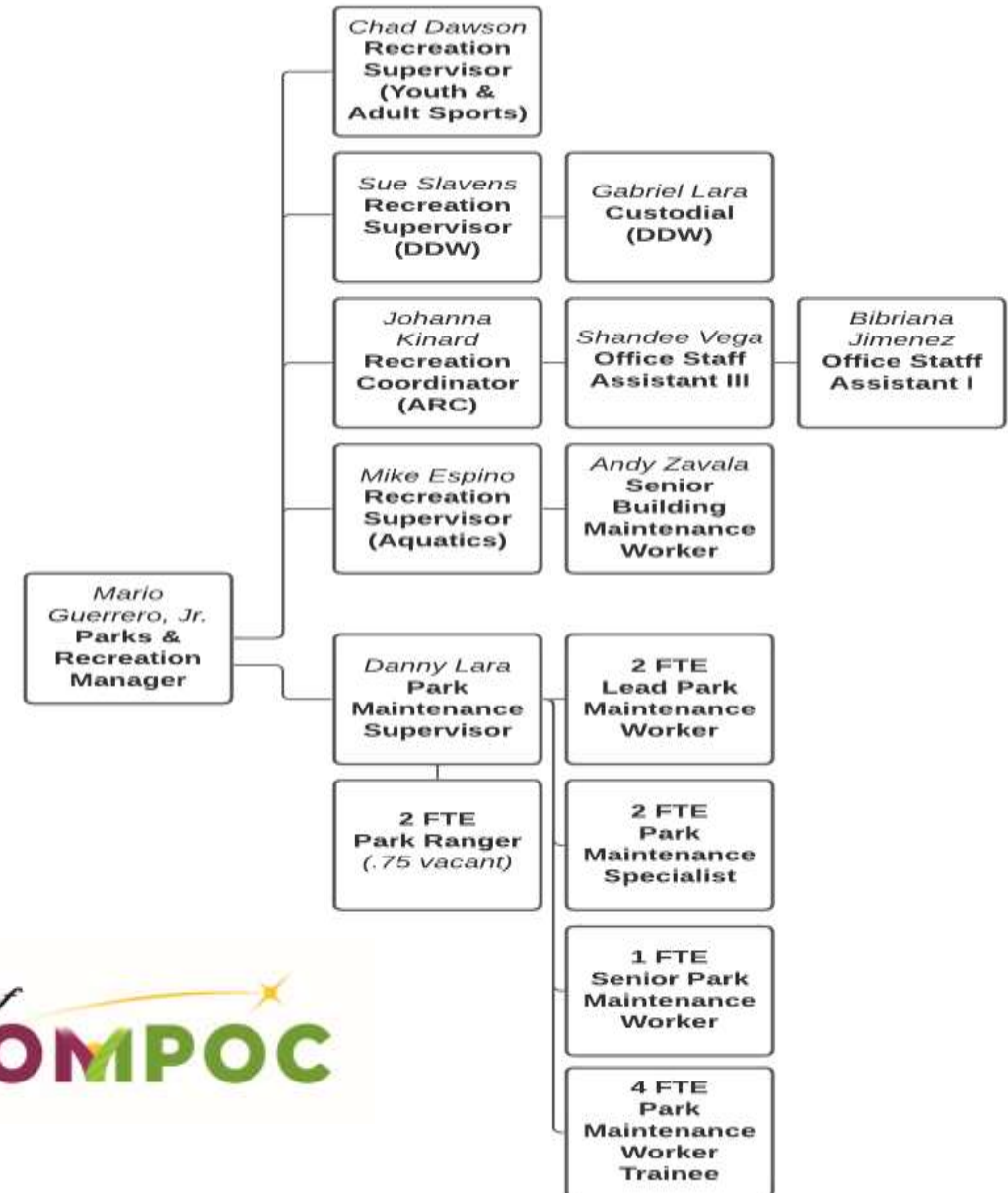
## Mission

- *The Mission of the Parks & Recreation in partnership with our citizens, is to provide residents and visitors with safe, comprehensive and enjoyable recreation programs, parks, facilities and services which respond to the changing needs of our community.*

## Services

- Adult, Youth & Family Services
- Aquatic Services
- Park and Recreation Facilities Capital Project Management
- Facility Management
- Prepare meeting materials and serve as staff liaison for the Parks & Recreation Commission
- Youth, Adult & Community Sports
- Senior Services
- Lompoc Outdoor Community Market
- Park Operations (14 City Parks)
- School District Partnerships – track, civic auditorium, and middle school sports fields

## Parks & Recreation Division Team



# Parks & Recreation Division – Accomplishments 2019-21

- 129 rentals/419 bookings Anderson Recreation Center
- 16 rentals/346 bookings Civic Auditorium
- 117 rentals/1,228 bookings Lompoc Aquatic Center
- 68 rentals/1,712 bookings Dick DeWees Community & Senior Center
- 168 rentals/229 bookings parks and downtown parking lots
- 73 rentals/3,020 bookings sports fields
- Coordinated 26 special events and collaborated with 13 community special events
- Hosted 16 outside organization swim competitions
- 10,247 registrations for programs, classes, camps and workshops
- Creation of Lompoc Outdoor Community Market
- Beattie Park Inclusive Playground & Fitness Project



**Learn to Swim**

The learn to swim program during this phased reopening will only be available in a max of four 40 minutes per class. Upon registration, you will receive an informational letter regarding new protocols and procedures prior to attending the lesson. Cost per session is \$20 per child.

Mon & Wed	Tue & Thur
July 20 - August 11	July 27 - August 18
Level 5: 1:20PM-1:55PM (12 classes)	Level 5: 1:20PM-1:55PM (12 classes)
Level 6: 2:00PM-2:35PM (12 classes)	Level 6: 2:00PM-2:35PM (12 classes)
Level 7: 2:40PM-3:15PM	Level 7: 2:40PM-3:15PM
Level 8: 3:20PM-3:55PM	Level 8: 3:20PM-3:55PM
Level 9: 4:00PM-4:35PM	Level 9: 4:00PM-4:35PM
Level 10: 4:40PM-5:15PM	Level 10: 4:40PM-5:15PM
Level 11: 5:20PM-5:55PM	Level 11: 5:20PM-5:55PM

**ADULT LEARN TO SWIM - BEGINNER**

This video is designed for adults and teens 16 years and up who want to learn swimming skills in a small group setting. This class is taught in our 100-gallon lap pool. Class meets twice per week on Saturdays for 10 weeks. Cost is \$45.

July 25 - August 7  
9:30AM-10:00AM

Pre-registration is REQUIRED for all Aquatics Programs.

# Parks & Recreation Division – Goals & Needs

## Work Task Related to City Council Goals

### *#1 Ensure a safe and supportive city through fully staffed and equipped Public Safety departments*

- Policy development – any new park capital project will incorporate security lighting and surveillance cameras with feed to Lompoc Police Department

### *#2 Determine a sustainable financial plan*

- Seek Prop 68 Grant Funds – College Park / JM Park / Pioneer Park
- Explore Opportunity for Funding: Regional Park Grant Funds and Rural Recreation Tourism Program

### *#3 Implement a Community Development program that improves opportunities for growth of our residents and businesses*

- Re-organization of Parks & Recreation to streamline operational efforts and be more impactful with limited resources.

### *#4 Provide support and partnerships that empower community members and volunteers' ability to improve Lompoc*

- Continue to partner and collaborate with Youth Sports Organizations to improve and further youth sports opportunities and address facility improvements in Lompoc.



## *Plan / needs for achieving goals:*

- Staffing Funding: continued funding of part-time staffing to provide flexibility in operations and address parks and recreation facilities needs
- Re-Organization: approve reclassification of Recreation Manager to Parks & Recreation Manager
- Operational Funding: fund supply budget line item in order to be poised for non-profit, community and youth organization collaborative opportunities for park and recreation facility improvements as they arise (previous partnership projects: Thompson Park, Bocce Ball Courts, Tennis Courts)
- Support use of Park Impact fees for design and development planning efforts associated with Parks



# Community Development Department

## 2021-23 Needs (Annual Basis)

<u>Division</u>	<u>Needs</u>	<u>Purpose</u>	<u>Annual Cost</u>
Planning	Associate Planner (1 FTE)	Development demand for service	\$108,845
	Professional Services	Housing Element Update	75,000
<i>Planning Division Total</i>			<b>\$183,845</b>
Building	Development Services Assistant (1 FTE)	Neighborhood Preservation	\$72,971
	Neighborhood Preservation Officer (1 FTE)	Neighborhood Preservation	\$104,626
<i>Building Division Total</i>			<b>\$177,597</b>
Parks & Recreation	Supplies	Allow for leveraging volunteer participation in order to complete improvements to City owned Parks and/or Recreation facilities	\$25,000
	Parks & Recreation Manager	Reclassification from Recreation Manager (delete Rec Manager position)	18,508
<i>Parks &amp; Recreation Division Total</i>			<b>\$43,508</b>
<i>Community Development Department Total Needs</i>			<b>\$404,950</b>

# ARPA Funding Request



<b>ANDERSON RECREATION CENTER</b>	Removal of the existing wood and replaced with siding that will be painted so the material is protected. New ADA access to front entrance and landscaping.	\$350,000
<b>ANDERSON RECREATION CENTER</b>	Heating/Air Conditioning/Ventilation for first floor.	\$100,000
<b>AQUATIC CENTER POOL HEATER</b>	Replace the Activity and Therapy Pool heater, the heater is about 15 years old	\$220,000
<b>BEATTIE PARK - BASKETBALL COURT</b>	Renovate and replace basketball asphalt surfacing with concrete surfacing and Musco LED lighting.	\$350,000
<b>AERATOR EQUIPMENT FOR ALL PARKS</b>	Will improve the quality of the fields in all of the City parks and playfields; allowing for better aeration/water absorption.	\$85,000
<b>RIVER BEND PARK - GRASS</b>	Renovate grass area.	\$1,650,000
<b>PIONEER PARK - PLAYGROUND</b>	Replace/update the existing playground equipment due to safety / compliance issues, add fitness equipment and new safety surfacing.	\$600,000
<b>JM PARK - PLAYGROUND EQUIPMENT</b>	Replace/update the existing playground equipment due to safety and compliance issues. Add ADA safety surfacing to existing playground. Add Fitness equipment and New ADA safety surfacing	\$400,000
<b>BRIAR CREEK PARK - PLAYGROUND</b>	Add ADA safety surfacing to existing playground.	\$20,000
<b>RYON PARK - PLAYGROUND</b>	Add ADA safety surfacing to existing playground.	\$30,000
<b>RIVER PARK - PLAYGROUND</b>	Add ADA safety surfacing to existing playground and ADA pathway to parking lot.	\$80,000
<b>WESTVALE PARK - PLAYGROUND</b>	Replace/update the existing playground equipment due to safety and compliance issues. Add Fitness equipment and New safety surfacing.	\$750,000
<b>WESTVALE PARK - TENNIS, PICKLEBALL, &amp; ADA IMPROVEMENTS</b>	Renovate the existing grass area for two Tennis courts and two Pickle Ball courts with ADA Restroom	\$750,000
<b>COMMUNITY DEVELOPMENT / RECREATION TOTAL</b>		<b>\$5,385,000</b>