

COMMUNITY DEVELOPMENT DEPARTMENT OPERATIONS & BUDGET OVERVIEW



Presented By: Assistant City Manager/Community Development Director, Seimone Jurjis

October 16, 2025

Newport Beach Community Development Department

Acting Community Development Director
Jaime Murillo

Administrative Assistant
Clarivel Rodriguez

Deputy Community Development Director / Chief Building Official
Tonee Thai
(Building Division)

Planning Manager/ZA
Ben Zdeba

Principal Planner
Liz Westmoreland
Associate Planner
Oscar Orozco
Assistant Planner
Melinda Whelan

Associate Planner
Jenny Tran
Intern (P/T)
Saul Mercado

Senior Planner
Joselyn Perez
Assistant Planner
Danny Kopshever
Assistant Planner
Jerry Arregui

Principal Planner
David Lee
Assistant Planner
Laura Rodriguez
Planning Technician
Jasmine Leon
Planning Technician
Cameron Younger

Code Enforcement Supervisor
John Murray
Code Enforcement Officer Senior
Monique Navarrete
Code Enforcement Officer II
Jonathan Munoz
Code Enforcement Officer II
Jesse Castro
Code Enforcement Officer I
Aydee Inzunza
Code Enforcement Officer I
Ashely Gonzalez
Code Enforcement Officer I
Riley Brockman
Code Enforcement Officer I
Jacob Dopudja
Intern (P/T)
Luca Olivieri

Principal Engineer/PC
Dan Aquino
Civil Engineer
Ben Qu
Civil Engineer, Sr.
Eric Skarin
Civil Engineer, Sr.
Sergio Gutierrez
Civil Engineer, Sr.
Zhao Zhang
Civil Engineer
Austin Guan
Civil Engineer
Alex Liu
Civil Engineer
Dustin Homey
Civil Engineer
Ting-Wei Wang
EMP Plans Examiner
Oliver Daluz

Administrative Assistant
Debi Schank

Principal Bldg. Inspector
Chris Sanchez
Bldg. Inspector, Sr.
Jason Rudenick
Bldg. Inspector II
Chad Shelton
Bldg. Inspector II
Ken Kripe
Bldg. Inspector II
Chuck Wilson

Principal Bldg. Inspector
Steve Lane
Bldg. Inspector, Sr.
Jaime Molina
Bldg. Inspector II
Bill Tuman
Bldg. Inspector II
David Reed
Bldg. Inspector II
JJ Thornton

Principal Engineer/CS
Melissa Kubischta
Permit Counter Supervisor
Judi Igasaki
Permit Technician I
Ronnie Mejia
Permit Technician II
Ben Jen
Permit Technician II
Savanah Reyes
Permit Technician II
Cara Eng
Permit Technician II
Robert Chavez
Department Assistant
Raul Cortez
Interns (P/T)
Cole Cooper
Nic Jacome
Brigitte Donahugh

Systems & Administration Manager

Dan Campagnolo
(Administration Division)
Department Assistant
Beatriz Avila
Department Assistant
Vacant
Records Specialist
Amanda Lee
Interns (P/T)
Matt Behm
Carlos Cervantes
William Combs
Ximena Castellon

Senior Management Analyst
Brittany Ramirez
Department Assistant
Susan Yamada

Real Property Administrator
Lauren Whitlinger
Management Analyst (P/T)
Carrera Mullinax
Management Analyst
Vacant
Assistant Management Analyst
Amanda Jawhary

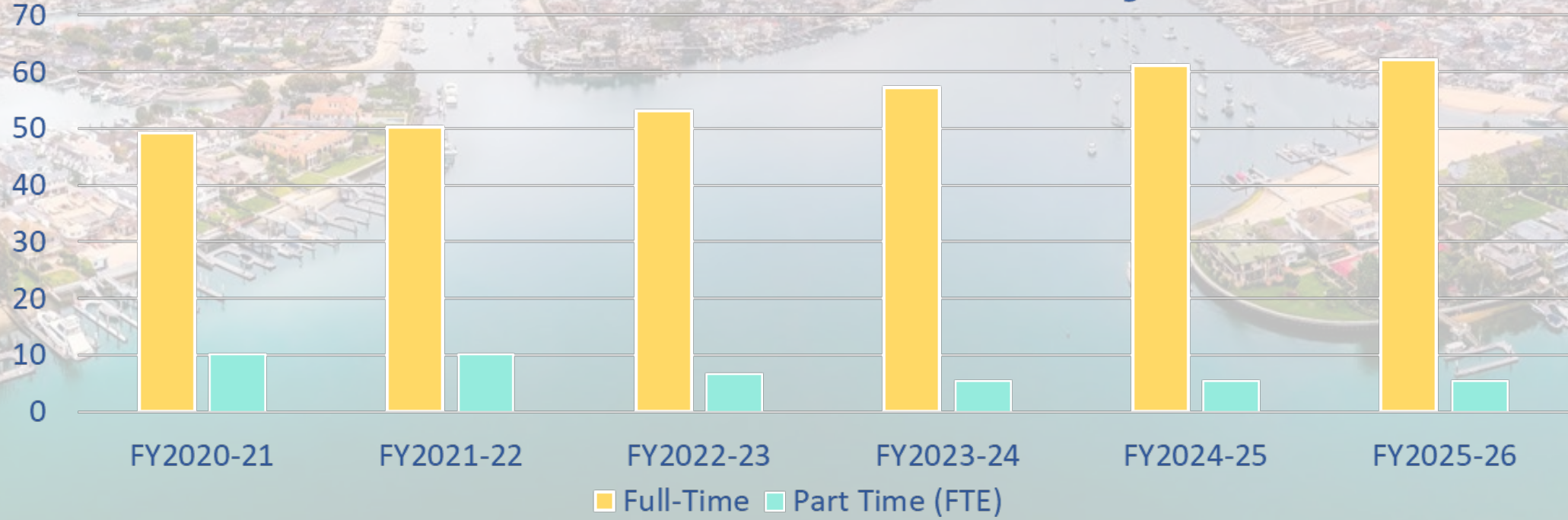
Contract Staff
Building Inspectors (2-5)
Office Staff (2-5)
Permit Technicians (2)
Planners (1)

Newport Beach Community Development Department

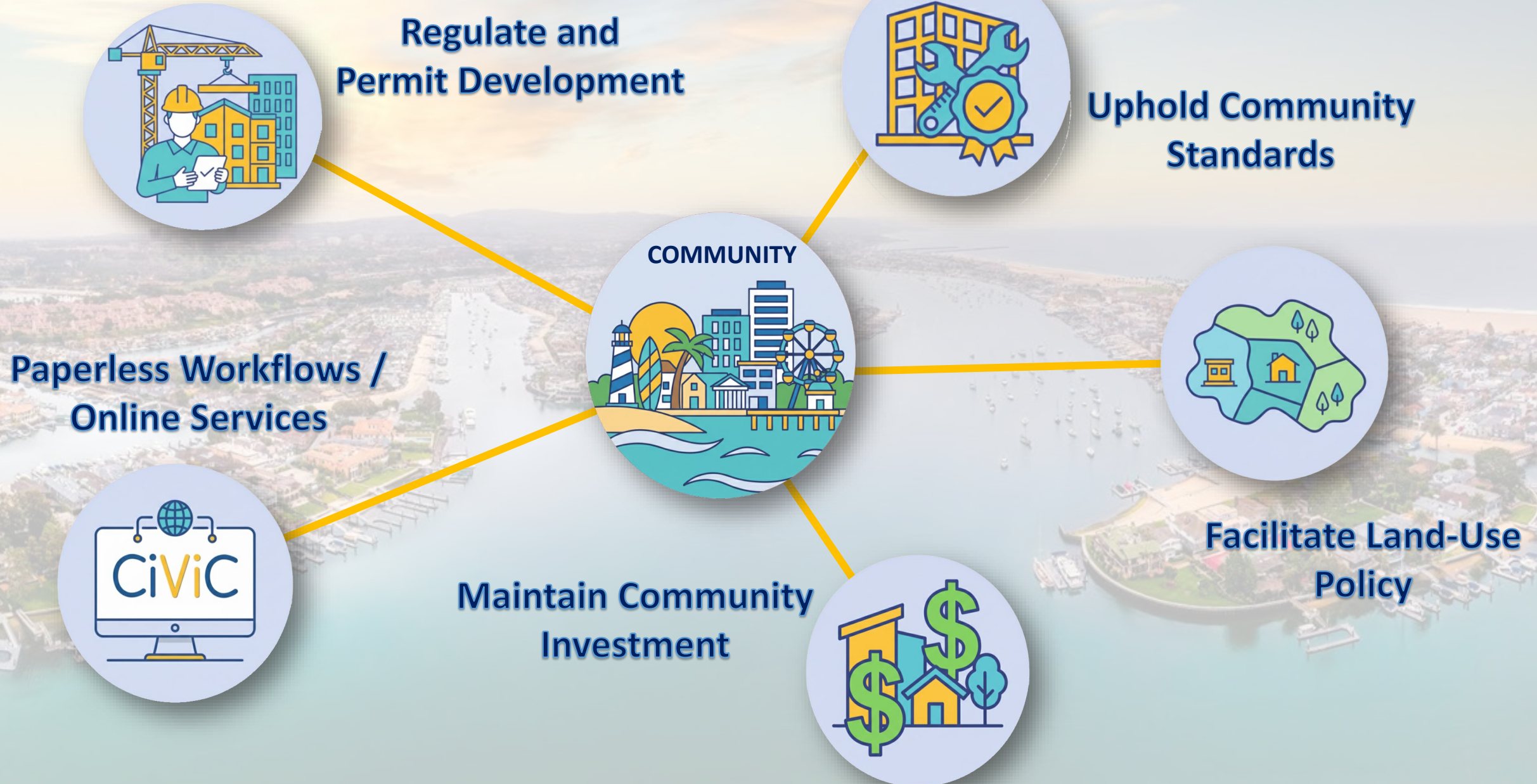
DEPARTMENT PERSONNEL

	FY2020-21	FY2021-22	FY2022-23	FY2023-24	FY2024-25	FY2025-26
FULL-TIME	49.2	50.2	53.2	57.2	61.2	62.2
PART-TIME	10.2	10.2	6.7	5.45	5.45	5.45
TOTAL	59.4	60.4	59.9	62.65	66.65	67.65

Personnel - 6-Year History



DEPARTMENT OBJECTIVES



DEPARTMENT OVERVIEW

PLANNING



- Land-Use Entitlements
- Planning Commission
- Coastal Commission
- Land-Use Policy
- Development Standard

BUILDING



- Permits
- Plan Review
- Inspections
- Building & Fire Board
- Hearing Officer

CODE ENFORCEMENT



- Noise Complaints
- Water Quality
- Trash Complaints
- Property Maintenance
- Short-Term Lodging
- Street Vending

REAL PROPERTY



- Manage City Properties
- Lease Agreements
- Property Acquisitions
- Property Maintenance
- CDBG Administration
- Tideland Facilities

SYSTEMS & ADMIN



- Customer Service
- Department Budget
- Contracts
- Boards & Commissions
- Records Management
- GIS/Land Management

PLANNING - FY25



	Original Budget	Actual	% of Budget
Expenditures	\$3,682,667	\$3,563,320	96%
Revenue	\$954,155	\$894,620	94%



	Full-Time	Part-Time	Total
Staffing	15	0.6	15.6



Activity	Workload
Revenue Applications	188
Non-Revenue Projects	31
Total	219

BUILDING/FIRE PREVENTION - FY25



	Original Budget	Actual	% of Budget
Expenditures (Building)	\$7,864,343	\$8,054,131	102%
Revenue (Building)	\$9,316,522	\$9,782,381	105%
Revenue (Fire Prevention)	\$264,027	\$436,454	165%



	Full-Time	Part-Time	Total
Staffing (Building)	30	0.6	30.6



Permit Activity	Combo Permits	Trade Permits	Total
In-Person (Permit Center)	3,932	1,578	5,510
Online (Civic Portal)	1,160	660	1,820
Total	5,092	2,238	7,330

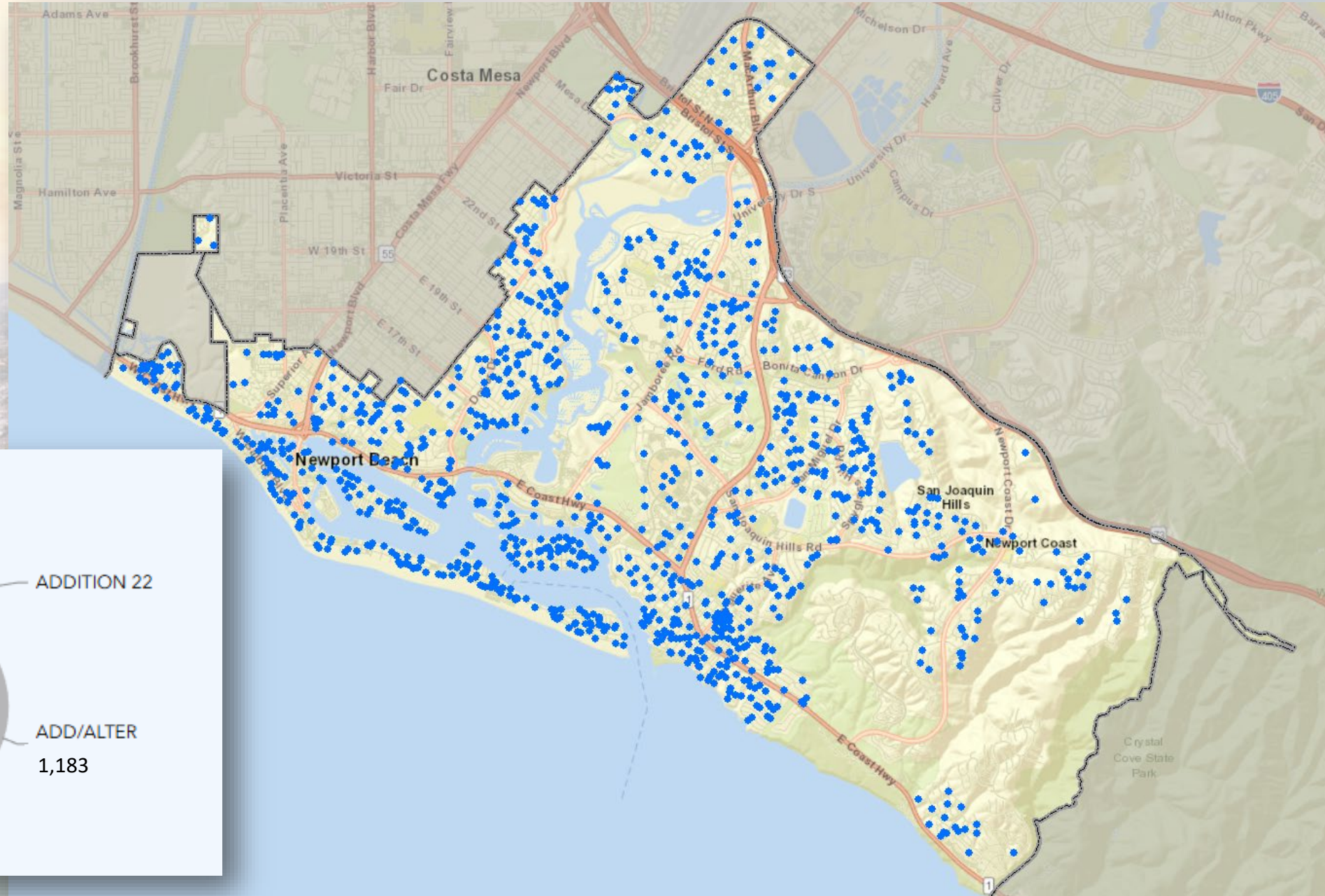
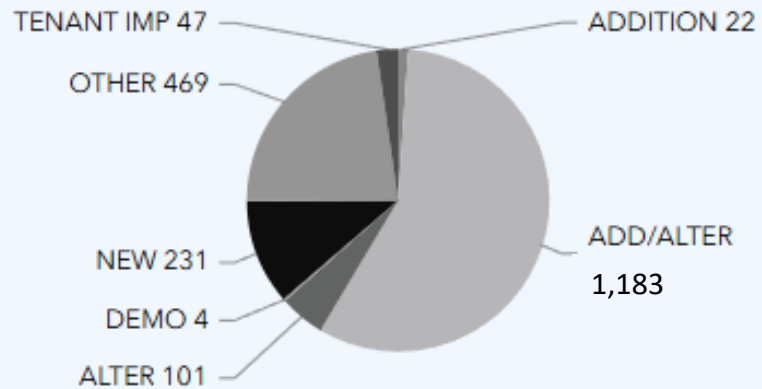


Inspection Activity	# of Inspections
Inspections Performed	43,175

ACTIVE BUILDING PERMITS

Total Active Permits:
2,057

Permit Type



CODE ENFORCEMENT - FY25



	Original Budget	Actual	% of Budget
Expenditures	\$1,289,886	\$1,272,140	99%
Revenue	\$345,153	\$893,787*	259%

*Demolition Permit Program Backlog



	Full-Time
Staffing	8



Activity	Workload
Code Cases Initiated	8,820
Notices of Violation	2,119
Citations Issued	1,890
Fines Collected	\$338,272

Top 5 Code Complaints



Refuse Regulations (3,910)



Short-Term Rentals (657)



Zoning (631)



Right-of-Way (590)



Unpermitted Construction (594)

REAL PROPERTY - FY25



	Original Budget	Actual	% of Budget
Expenditures (GF)	\$2,264,852*	\$1,800,805	80%
Revenue (GF/CDBG)	\$8,305,807	\$9,053,764	109%
Expenditures (CDBG)	\$183,586	\$408,757	223%
Expenditures (Tidelands)	\$2,280	\$13,525	593%
Revenue (Tidelands)	\$7,225,075	\$12,835,799	178%

*1201 Dove



	Full-Time	Part-Time	Total
Staffing	3	0.75	3.75



Activity	Workload
Income Properties	431
Non-Income Properties	130
Total	561

SYSTEMS & ADMINISTRATION - FY25



	Original Budget	Actual	% of Budget
Expenditures	\$2,131,617	\$1,787,992	84%
Revenue	\$80,253	\$60,317	75%



	Full-Time	Part-Time	Total
Staffing	6	3.5	9.5



Activity	Workload
Customer Visits	19,834
Phone Calls Received	32,600
Records Requests	586
Plan Sets Scanned	2,343 Rolls / 143,564 Pages
Contracts Processed	66
Public Mtgs Administered	52

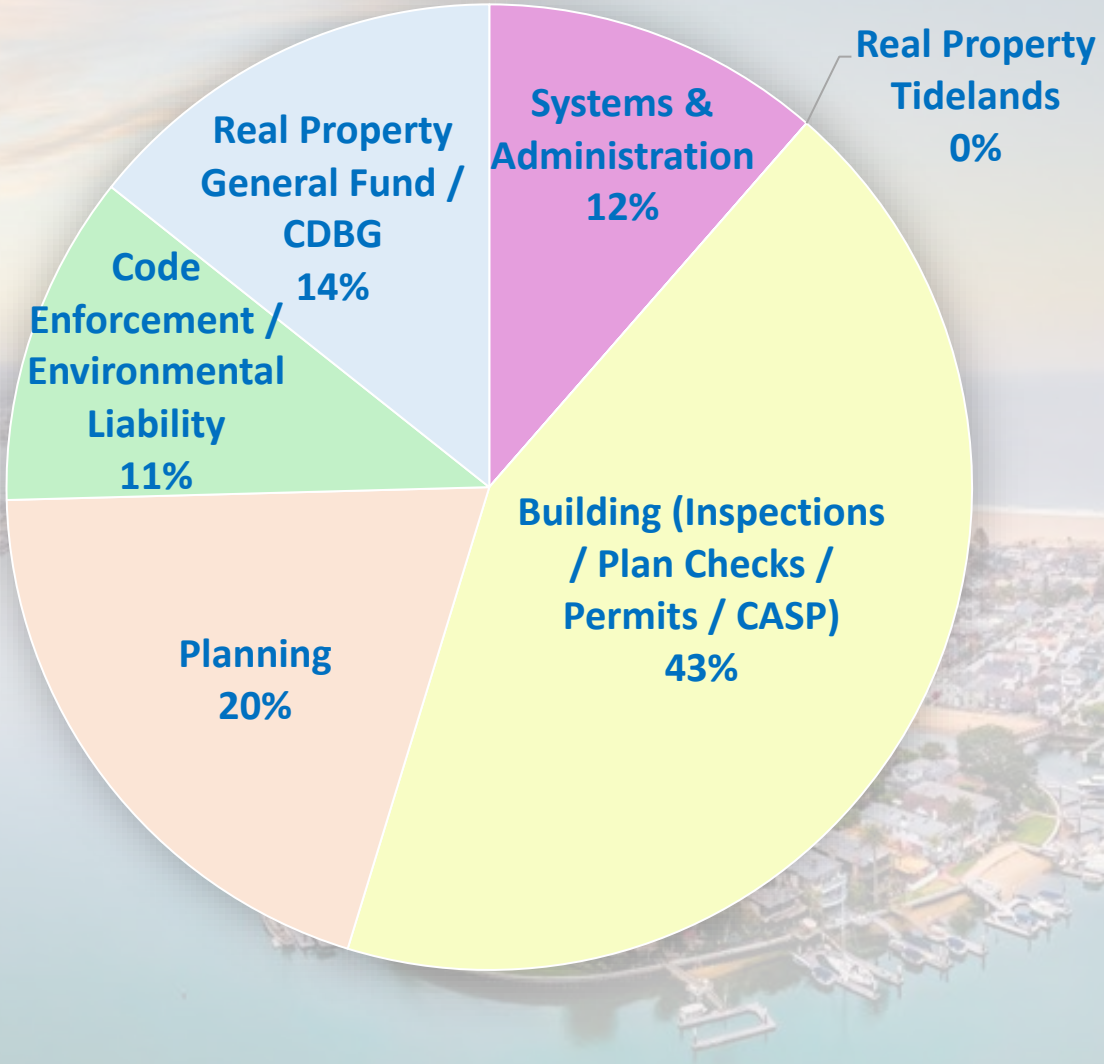
GENERAL FUND EXPENDITURES

Account Type	Actual FY22/23	Actual FY23/24	Actual FY24/25	Original Budget FY25/26
Salaries & Benefits	\$10,251,067	\$10,707,214	\$11,510,366	\$12,721,316
Contract Services	\$1,475,594	\$1,196,437	\$1,883,007	\$1,066,294
Utilities (Electricity, Water, Gas, Etc.)	\$23,628	\$19,794	\$21,101	\$26,537
Maintenance & Repair	\$29,269	\$28,931	\$36,572	\$40,233
General Expenses	\$437,740	\$1,317,334	\$1,048,150	\$1,861,322
Insurance/Internal	\$1,777,085	\$1,940,620	\$1,481,552	\$1,647,755
Capital	\$21,586	\$145,915	\$474,204	\$27,025
Total CDD Expense	\$14,015,969	\$15,356,244	\$16,454,953	\$17,390,481

Newport Beach Community Development Department

FY2025-26 EXPENDITURES BY DIVISION

Division	FY26 Budget
Building (Inspections/Plan Checks/Permits/CASP)	\$7,835,261
Planning	\$3,587,593
Real Property General Fund/CDBG	\$2,589,510
Systems & Administration	\$2,063,709
Code Enforcement/Environmental Liability	\$2,003,410
Real Property Tidelands	\$750
Total	\$18,080,233

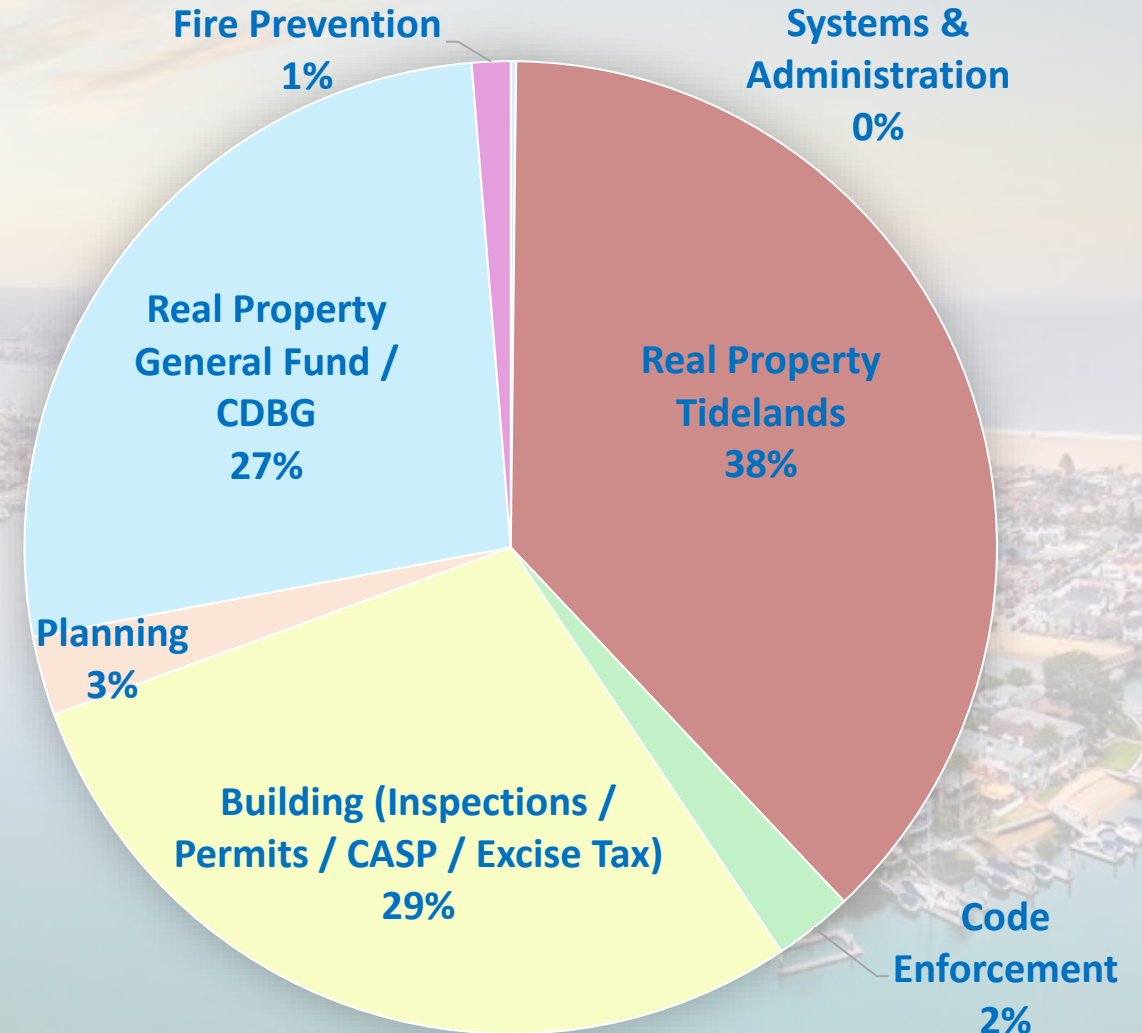


PROFESSIONAL SERVICES BY DIVISION

Division	Actual FY22/23	Actual FY23/24	Actual FY24/25	Original Budget FY25/26
Building	\$1,041,016	\$713,215	\$1,159,695	\$587,000
Planning	\$260,131	\$237,659	\$496,072	\$290,000
Code Enforcement	\$41,405	\$79,166	\$63,443	\$69,744
Real Property	\$10,150	\$45,186	\$73,071	\$25,550
Total	\$1,352,702	\$1,075,226	\$1,792,281	\$972,294

FY2024-25 REVENUE ACTUALS BY DIVISION

Division	FY25 Actuals
Real Property Tideland	\$12,835,799
Building (Inspections/Permits/CASP/Excise Tax)	\$9,782,381
Real Property General Fund/CDBG	\$9,053,764
Planning	\$894,620
Code Enforcement	\$893,787
Fire Prevention	\$436,454
Systems & Administration	\$60,317
Total	\$33,957,122



FY2025-26 APPROVED BUDGET ENHANCEMENTS

- 1. 1 Re-Class of Full-Time Management Analyst to Senior Management Analyst**
- 2. 1 Re-Class of Senior Planner to Principal Planner**
- 3. 1 Assistant Planner Position Budgeted at the Associate Planner Level**
- 4. 1 New Vehicle for the Code Enforcement Division**
- 5. 1 Full-Time Management Analyst for the Real Property Division**
- 6. 1 Compensation and Classification Study to Re-Class Code Enforcement Supervisor to Code Enforcement Manager**
- 7. 1 Compensation and Classification Study to Re-Class Real Property Administrator to Real Property Manager**

NOTABLE ACCOMPLISHMENTS

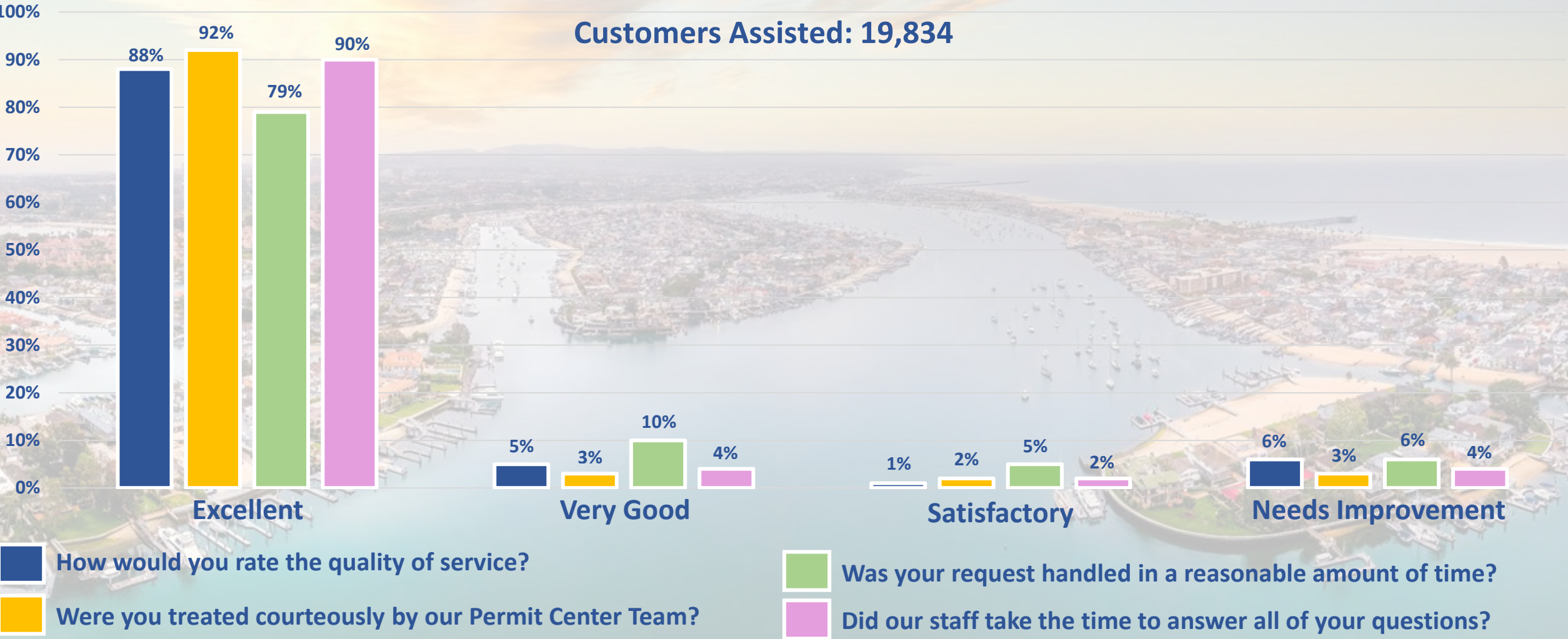
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- An aerial photograph of Newport Beach, California, showing the harbor filled with boats, the coastline with residential and commercial buildings, and the ocean in the background. The image is used as a background for the slide.
- 1. Demolition Deposit Program Overhaul**
 - 2. Housing Element Implementation**
 - 3. Amending Newport Center Height Limit to Accommodate Housing**
 - 4. Online Residential and Commercial Plan Check and Permitting**
 - 5. Implementation of the Beach Vendor Enforcement Program**
 - 6. Acquisition of Property at 301 E Balboa Blvd**
 - 7. 93% Permit Center Customer Satisfaction Survey Results**
 - 8. Accessory Dwelling Unit Program**
 - 9. Three-Year Construction Limit – Processed 40 Projects**
 - 10. Automation and Streamlining: Refund Process, Tentative Agenda, and Deputy Inspector Program**

PERFORMANCE METRICS

Performance Measure	FY23-24 Actual	FY24-25 Actual	FY25-26 Projected	Target
BUILDING DIVISION PERFORMANCE METRIC				
% of building inspections provided within 1 business day	91%	90%	95%	95%
% of 1st plan checks reviewed and completed OTC	81%	77%	80%	80%
% of 1st plan checks reviewed within 10 days of submittal	95%	88%	90%	90%
CODE ENFORCEMENT DIVISION PERFORMANCE METRIC				
% of first enforcement actions within 3 days of complaint	90%	91%	90%	90%
% of violations resolved in 30 days or less	80%	88%	65%	65%
PLANNING DIVISION PERFORMANCE METRIC				
% of 1st plan checks reviewed and completed OTC	83%	85%	80%	80%
% of 1st plan checks reviewed within 10 days of submittal	90%	95%	90%	90%

FY2024-25 PERMIT CENTER CUSTOMER SERVICE SURVEY RESULTS

Customers Assisted: 19,834



LOOKING AHEAD

1. Master Plan in Airport Area and West Newport-Mesa
2. Continue to Expand Online Services and Automate Internal Processes
3. Support New Housing Development / Existing Development (5,626 Units)

Preliminary: 3 yielding 398 Units	Applied: 7 yielding 1,404 Units
▪ Park Newport - 300 Units ▪ 12 Corporate Plaza - 38 Units ▪ 1470 Jamboree Road - 60 Units	▪ 1500 Quail Street - 100 Units ▪ MacArthur Court - 700 Units ▪ 1300 Dove Street - 132 Units ▪ Shea (Dover Drive) - 33 Units ▪ NB Country Club - 199 Units ▪ Related (Edwards) - 150 Units ▪ St. Michael's - 90 Units
Entitled: 7 yielding 1,947 Units	Entitled (Pre-Housing Element): 7 yielding 1,877 Units
▪ 1201 Dove Street - 179 Units ▪ Monrovia - 89 Units ▪ Police/Fire Station Site - 152 Units ▪ Ford Road - 27 Units ▪ Newport Center - 800 San Clemente - 200 Units ▪ Newport Center - 100 Block - 600 Units ▪ Newport Center - TBD - 700 Units	▪ Newport Crossings – 350 Units ▪ 4400 Von Karman – 312 Units ▪ 1300 Bristol Street – 193 Units ▪ 1400 Bristol Street – 229 Units ▪ 1401 Quail Street – 67 Units ▪ 1600 Dove Street – 282 Units ▪ Newport Airport Village – 444 Units

An aerial photograph of Newport Beach, California, showing the harbor filled with sailboats and yachts. The city is visible on the surrounding land, and the ocean extends to the horizon under a dramatic sunset sky with orange and blue hues.

THANK YOU!

QUESTIONS?

Newport Beach Community Development Department