

City Planning & Community Investment



Department Description

The City Planning & Community Investment Department (CPCI) combines planning, urban form, economic development, and redevelopment to integrate the City's development strategy, policies, and visioning processes with some of its major implementation tools. The Department is organized into four divisions: Planning, Urban Form, Economic Development, and Redevelopment. Additionally, the Department includes the Facilities Financing Program which monitors development agreements and formulates and administers a variety of funds used to finance public facilities in community planning areas throughout the City.

The Department's mission is:

To engage San Diegans to envision, plan, implement, and maintain a sustainable city through the wise use of land, resources, and aesthetics ensuring a high quality of life for all generations

Goals and Objectives

Goals and objectives have been reprinted here as they were adopted in the Fiscal Year 2010 budget. They will be revisited during Fiscal Year 2012.

Goal 1: Create visionary plans that are achievable

Creating plans that are highly valued by the public requires coordination and collaboration in order to form implementation strategies that effectively execute plans. The Department will move toward accomplishing this goal by focusing on the following objectives.

- Employ the collaborative use of multi-disciplinary teams
- Present plans in a cohesive and comprehensive way
- Ensure that all work efforts include an implementation strategy

Goal 2: Plan and enhance San Diego's urban form

As the City develops over time, protection and creation of our open space and park systems, conservation of our historic resources, and attention to urban design are increasingly important to maintain and enhance community

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values. This requires envisioning the outcomes of the City's plans and policies so that the communities will embrace them and give their support to implement them. The Department will move toward accomplishing this goal by focusing on the following objectives.

- Create more regulatory and incentive tools for respecting our historic resources
- Plan open space, trails, and parks comprehensively so that they become a connected citywide system
- Protect the natural habitat and sensitive species
- Include methods to achieve sustainability in plans and projects
- Use flexible techniques to achieve excellence in urban design

Goal 3: Foster economic development

Encouraging community revitalization and promoting economic opportunity for all segments of the population is a key component in ensuring a high quality of life. It is essential to retain, attract, and maintain the type of businesses that contribute positively to the local economy. The Department will move toward accomplishing this goal by focusing on the following objectives.

- Leverage public incentives and assistance to promote community revitalization
- Promote economic development efforts to attract and induce investment in local businesses
- Support and encourage local businesses to provide private sector revitalization solutions

Goal 4: Implement redevelopment

The purpose of redevelopment is to assist local governments in the elimination of blight from designated areas through new development, infrastructure, public spaces and facilities, reconstruction, and rehabilitation. The Department will move toward accomplishing this goal by focusing on the following objectives.

- Provide, upgrade, restore, and enhance public infrastructure and facilities
- Increase the supply of affordable housing, improve housing conditions, and increase affordable housing opportunities
- Promote economic development activities that retain and expand business and employment opportunities
- Enhance and preserve neighborhood character and rehabilitate historical properties

Goal 5: Finance public facilities

One ongoing challenge is providing adequate public facilities such as parks, libraries, fire stations, and streets to serve the City's current and future populations. Funding these facilities will occur through a combination of financing strategies. The Department will move toward accomplishing this goal by focusing on the following objectives.

- Maintain an effective facilities financing program to ensure the impact of new development is mitigated through appropriate fees
- Pursue a broad range of funding sources to finance public facilities and infrastructure
- Invest in public infrastructure that supports and leverages private investment in communities
- Coordinate with redevelopment agencies to effectively utilize tax increment and other agency financing in order to leverage additional funds

Goal 6: Develop a focused and productive department workforce

A skilled and productive workforce is essential for every type of organization. Having highly-trained, self-directed employees results in more operational effectiveness, as well as a better work product. The Department will move toward accomplishing this goal by focusing on the following objectives.

- Establish and integrate CPCI work plan priorities
- Promote the use of cross-disciplinary teams
- Promote professional growth and development
- Reward and recognize good employee performance

Service Efforts and Accomplishments

Planning

During Fiscal Year 2010, the Planning Division provided services by preparing community plans, special projects and grant administration, as well as General Plan monitoring, development project review, planning group support, and other efforts.

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San Diego's General Plan, adopted in 2008, is the blueprint for how the City of San Diego will grow and develop over the next 20 to 30 years. The General Plan Action Plan was approved in 2009 and the General Plan Monitoring Report was completed and presented to the Planning Commission in the last quarter of Fiscal Year 2010. This report measures progress toward implementing the Action Plan and the overall policies of the General Plan.

The Planning Division made significant progress on community plan updates for the Otay Mesa, Ocean Beach, and Barrio Logan communities. Preparation of environmental impact reports for these updates was underway with public hearings anticipated in Fiscal Year 2011. In addition, community stakeholder meetings began for the Uptown, North Park, and Golden Hill community plan updates. The consultant selection process for the San Ysidro Community Plan update was completed and work began in the fourth quarter of Fiscal Year 2010. City Council approval of the consultant contract for the Midway and Old Town Community Plan updates is expected to occur in the first quarter of Fiscal Year 2011. The Planning Division also worked on several special planning efforts. The Division continued work on the Grantville Master Plan to develop a mixed-use planning concept for the Navajo Community. The Division also began work on four Smart Growth Incentive Program Grants awarded by SANDAG for multi-modal planning efforts in the mid-city and southeastern communities. In addition, the Division prepared applications for several transportation and planning grants which will, if funded, enable the Division to pursue additional community plan updates and special projects. The Mobility Planning Section continued to develop the Bicycle Master Plan and work on pilot communities for the Pedestrian Master Plan.

In addition to these efforts, the Planning Division processed a number of community plan amendments and reviewed discretionary development proposals in order to ensure conformance with adopted community plans and related policy documents. The Division also supported San Diego's 42 recognized community planning groups by attending meetings periodically, advising groups on operational issues, and conducting training sessions.

Urban Form

The Urban Form Division includes five sections: Urban Design, Park Planning, Historic Resources, Spatial Analysis and Visualization, and the Multiple Species Conservation Program (MSCP). Work conducted in this division continues to focus on urban design strategies, project design, open space and park systems planning, and historic preservation.

The Park Planning section helped prepare the proposed General Plan amendment regarding the development and management of trails, drafted policy documents pertaining to community gardens and off-leash dog areas located within parks, and worked on citywide Parks Master Plan scope development. Park Planning staff initiated and monitored the acquisition of parkland located in four communities (Uptown, Pacific Highlands Ranch, Otay Mesa and Southeastern San Diego) in accordance with requests from community groups and discretionary permit conditions, and reviewed 75 discretionary and ministerial development proposals for impacts to existing parks and open space which resulted in four new parks and six development/joint-use/reimbursement agreements. Park Planning staff prepared and submitted fourteen new park projects for the Fiscal Year 2011 Capital Improvements Program Budget. Additionally, Park Planning staff has prepared or are preparing recreation elements for nine community plan updates, ten park and recreation sections of public facilities financing plan updates, and are managing three resource-based park master plans including the proposed San Diego River Park Master Plan.

The Historic Resources section completed a number of significant tasks in Fiscal Year 2010 including establishing the Historic Preservation Fund for grants, donations, fines, penalties or other sources of funding for local historic preservation programs and incentives consistent with the General Plan; working with the Redevelopment Agency to establish an early historical resources review process as part of the Storefront Improvement Program; processing 12 new Mills Act contracts and completing 161 inspections of historic properties receiving property tax reductions under the City's Mills Act program; conducting a very successful seminar in Best Practices in Historic Preservation that was well-attended by the public and preservation professionals; and preparing guidelines for use by property owners, consultants, staff, and the Historical Resources Board (HRB) for consistent application of significance criteria in the designation process. The Section was actively involved in community plan updates through preparation of a Historic Context for San Ysidro and work on historic surveys for Uptown, North Park, Greater Golden Hill, Midway, Old Town, San Ysidro, and Barrio Logan. Staff also reviewed and took forward 59 individually significant historical

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resources for designation by the HRB, reviewed 1,428 projects for historic impact, and held 11 public hearings and 20 public subcommittee meetings.

The Multiple Species Conservation Program (MSCP) section conducted 154 development review cycles for compliance with the MSCP Implementing Agreement, compiled the MSCP Annual Report for the U.S. Fish and Wildlife Service and California Department of Fish and Game, and administered over \$5.5 million in grants for endangered species policy, monitoring, habitat restoration and conservation planning, and land acquisition. Additionally, in accordance with the City's MSCP Implementing Agreement, 52,727 acres are required to be conserved within the City's Multi-Habitat Planning Area (MHPA). To date, approximately 94 percent of this acreage has been conserved or is obligated for future conservation.

Economic Development

The Office of Small Business (OSB) provided individual assistance to more than 5,000 aspiring and existing entrepreneurs with information and referrals. Project and contract management services with funding of \$9.0 million to more than 50 non-profit organizations promoting tourism, developing economic opportunities, or providing clean and safe programs to more than 12,000 businesses in 20 neighborhoods within Maintenance Assessment Districts (MADs) was also provided. The Small Business Development and Outreach Pilot Program was implemented with participation from 55 businesses to assess and then create specific services to assist small businesses in developing competencies to increase participation in City contracts. Additionally, OSB staff provided project and contract management services to three community parking districts to develop local solutions to mitigate parking-related impacts and partnered on the Parking Meter Utilization Improvement plan designed to provide for more effective management of on-street parking.

The OSB managed the Tourism Marketing District (TMD) which was established in January 2008 for a five year period. The TMD raises more than \$22.0 million annually to promote tourism and increase hotel room night consumption in the City of San Diego. Of this \$22 million, approximately \$10.0 million offsets tourism support expenses previously provided by the City's General Fund.

The HUD Programs Administration (HPA) section is administered by the Economic Development Division staff of the City Planning & Community Investment Department. HPA staff is responsible for grant compliance and the overall administration of the City's CDBG entitlements. Each year, the City is obligated to follow a Department of Housing and Urban Development (HUD)-defined "consolidated planning" process to ensure community involvement, project eligibility, and a strategic approach to utilizing CDBG funds. Grantees are required to submit both a five-year strategic plan and annual action plans (which are subject to HUD approval) in order to be approved for funding. The HPA section provided over \$16.0 million for Fiscal Year 2011 projects that serve the low to moderate income communities of the City of San Diego.

In addition, the City is a grantee of the Emergency Shelter Grant (ESG) Entitlement. The objectives of the ESG Program are to increase the number and quality of emergency shelters and transitional facilities for homeless individuals and families, to operate these facilities and provide essential social services, and to help prevent homelessness. Since its inception, the ESG Program has helped to provide facilities and services to meet the needs of the homeless people. The City has utilized the ESG funds to support the City's Cortez Hill Family Center and the Homeless Emergency Winter Shelter Program. The ESG Program provided over \$660,000 for Fiscal Year 2011 projects that serve the low to moderate income communities of the City of San Diego.

In September 2009, the City Council adopted major reforms to the CDBG allocation process which will provide greater efficiencies and measurable effectiveness of the Program. The HPA staff provided oversight on more than 200 projects and directly managed 110 contracts. During Fiscal Year 2010, a combination of 65 brick-and-mortar executed contracts and pending projects were transferred from Engineering & Capital Projects Department to the HPA unit to provide project management and oversight. Staff worked diligently with non-profit agencies to complete the contracts and move towards construction completion. There are currently eight projects in construction with three projects already completed as of June 30, 2010. Providing project management oversight to the non-profit agencies has improved confidence in the HPA section and its administration of all federal entitlements.

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The HPA unit also administers three stimulus grants awarded to the City under programs authorized by the Housing and Economic Recovery Act of 2008 and the American Recovery and Reinvestment Act of 2009. The City's grants for the Neighborhood Stabilization Program, Community Development Block Grant Recovery program, and the Homelessness Prevention and Rapid Re-Housing Program collectively total \$19.7 million. The HPA unit has facilitated the timely implementation of these grants through the drafting and processing of sub-grantee agreements with the San Diego Housing Commission, providing program administration and project set-up assistance to various project managers, and completing program progress reports for the HUD on a quarterly basis.

The Business Finance section manages the HUD Section 108 Loan Program portfolio consisting of 18 loans totaling approximately \$31.5 million. In addition, the Business Finance section manages two small business revolving loan fund programs totaling \$4.6 million, funded by federal Economic Development Administration grants. In Fiscal Year 2010, Business Finance provided assistance and referral information to 128 inquiries, conducted 19 Business Outreach Presentations, and closed two loans totaling \$115,000.

Facilities Financing

Facilities Financing continues to administer, as well as update, the Public Facilities Financing Plans (PFFP) in the City of San Diego. There are several community financing plans moving forward with preliminary analyses with the intent to update these plans in Fiscal Year 2011. Based on current economic conditions, approximately \$15-20 million in fees (consisting of Development Impact Fees and Facilities Benefit Assessment fees) are scheduled to be collected in Fiscal Year 2011 to fund community facilities identified in the PFFPs. Facilities Financing staff administers the City of San Diego Statewide Community Infrastructure Program (SCIP), the Regional Transportation Congestion Improvement Plan (RTCIP), and the Development Fee Deferral Program. It also monitors Development Agreements, Deferred Improvement Agreements, Reimbursement Agreements, the Mission Bay and Regional Park Improvements Funds, Special Park Funds, and a variety of other special purpose funds. Approximately eight new reimbursement agreements are currently being negotiated in Fiscal Year 2010 with various developers at an estimated dollar value of \$18.4 million, which will provide for a variety of infrastructure projects in Fiscal Year 2011. Facilities Financing has prepared initial work on an Infrastructure Financing Strategy as referenced in the approved General Plan.

Redevelopment

The Redevelopment Agency manages 17 redevelopment project areas through three operating agreements. Two operating agreements are with the City's non-profit public corporations, the Centre City Development Corporation (CCDC) and the Southeastern Economic Development (SEDC) Corporation and the City of San Diego, Redevelopment Division. The Redevelopment Division of the City Planning & Community Investment Department provides services to the Redevelopment Agency for overall Agency administration and management of 11 redevelopment project areas.

The Redevelopment Agency's annual budget is comprised of all Agency activities and the administrative budgets of all three operating groups. Redevelopment law requires that the Agency's annual budget include, among other things, a work program and a comparison between the previous year's achievements and goals. The link to the Agency's Fiscal Year 2011 budget can be found at: <http://www.sandiego.gov/redevelopmentagency/index.shtml>



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Department Summary

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Positions	124.70	128.50	3.80
Personnel Expenses	\$ 12,772,333	\$ 13,761,957	\$ 989,624
Non-Personnel Expenses	10,203,504	8,536,646	(1,666,858)
Total Department Expenses	\$ 22,975,837	\$ 22,298,603	\$ (677,234)
Total Department Revenue	\$ 10,858,292	\$ 11,318,279	\$ 459,987

General Fund

Department Expenditures

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Administrative & Technical Services	\$ 4,353,796	\$ 3,831,118	\$ (522,678)
Economic Development	2,367,445	2,680,012	312,567
Planning Division	6,322,633	5,163,867	(1,158,766)
Redevelopment	–	64,538	64,538
Urban Form	1,758,807	1,842,108	83,301
Total	\$ 14,802,681	\$ 13,581,643	\$ (1,221,038)

Department Personnel

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Administrative & Technical Services	17.70	14.00	(3.70)
Economic Development	10.00	11.00	1.00
Planning Division	23.00	20.50	(2.50)
Redevelopment	0.00	2.50	2.50
Urban Form	15.00	14.00	(1.00)
Total	65.70	62.00	(3.70)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Adjustment to Contracts and Equipment Outlay Funding allocated according to a zero-based annual review of contract and equipment outlay requirements.	0.00	\$ 3,500,000	\$ –
Public Use Lease Adjustment Adjustment reflects the change in the contractually required payment and reserve amount for the Las Americas, Imperial Marketplace, and Marketplace at the Grove shopping centers.	0.00	264,282	–
Addition of City's Small Business Ambassador Position Addition of 1.00 Program Manager which will perform duties as the City's Small Business Ambassador.	1.00	133,188	–
Adjustment to Hourly Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	2.50	64,538	–
Revenue from New/Revised User Fees Adjustment to reflect an anticipated increase from the implementation of new and revised user fee charges.	0.00	–	50,000

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Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Revised Revenue	0.00	–	(308,034)
Adjustment to reflect Fiscal Year 2011 revenue projections.			
Total	3.50	\$ 3,962,008	\$ (258,034)

Expenditures by Category

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
PERSONNEL			
Salaries and Wages	\$ 4,650,340	\$ 4,532,983	\$ (117,357)
Fringe Benefits	2,225,050	2,907,535	682,485
PERSONNEL SUBTOTAL	\$ 6,875,390	\$ 7,440,518	\$ 565,128
NON-PERSONNEL			
Supplies	\$ 185,902	\$ 135,338	\$ (50,564)
Contracts	5,190,776	3,960,452	(1,230,324)
Information Technology	412,616	296,102	(116,514)
Energy and Utilities	96,556	81,556	(15,000)
Other	2,037,069	1,667,677	(369,392)
Capital Expenditures	4,372	–	(4,372)
NON-PERSONNEL SUBTOTAL	\$ 7,927,291	\$ 6,141,125	\$ (1,786,166)
Total	\$ 14,802,681	\$ 13,581,643	\$ (1,221,038)

Revenues by Category

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Licenses and Permits	\$ 784,600	\$ 834,600	\$ 50,000
Charges for Current Services	1,974,548	1,669,014	(305,534)
Other Revenue	3,000	500	(2,500)
Total	\$ 2,762,148	\$ 2,504,114	\$ (258,034)

Personnel Expenses

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20000011	1104	Account Clerk	1.00	1.00	\$31,491 - \$37,918	\$ 35,832
20000012	1105	Administrative Aide 1	2.00	2.00	36,962 - 44,533	86,840
20000024	1107	Administrative Aide 2	3.00	3.00	42,578 - 51,334	140,934
20000167	1233	Associate Engineer-Traffic	2.00	2.00	66,622 - 80,454	154,472
20000119	1218	Associate Management Analyst	1.00	1.00	54,059 - 65,333	59,425
20000162	1227	Associate Planner	8.00	7.00	56,722 - 68,536	458,521
20000539	1535	Clerical Assistant 2	0.50	0.00	29,931 - 36,067	–
20000295	1350	Community Development Coordinator	1.00	1.00	76,731 - 92,893	92,893
20000300	1352	Community Development Specialist 2	1.00	1.00	54,059 - 65,333	61,740
20000301	1353	Community Development Specialist 3	1.00	1.00	62,254 - 75,275	71,513
20000303	1354	Community Development Specialist 4	4.00	4.00	66,768 - 80,891	317,914
20001168	2214	Deputy Director	3.00	3.00	46,966 - 172,744	352,797

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Personnel Expenses (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20000924	1876	Executive Secretary	1.00	1.00	43,555 - 52,666	50,419
20001224	2272	Homeless Services Coordinator	1.00	1.00	23,005 - 137,904	84,001
20000290	1348	Information Systems Analyst 2	1.00	1.00	54,059 - 65,333	65,333
20000998	1926	Information Systems Analyst 4	1.00	1.00	66,768 - 80,891	80,891
20000377	1401	Information Systems Technician	0.20	0.00	42,578 - 51,334	-
90001073	2103	Management Intern - Hourly	0.00	2.50	24,274 - 29,203	60,684
20000669	1638	Park Designer	3.00	3.00	66,664 - 80,496	235,452
20000680	1648	Payroll Specialist 2	1.00	1.00	34,611 - 41,787	40,742
20001132	2172	Planning Director	1.00	1.00	59,155 - 224,099	161,999
20000743	1727	Principal Engineering Aide	2.00	2.00	50,003 - 60,549	118,070
20001187	2234	Principal Planner	2.00	2.00	46,966 - 172,744	187,150
20001222	2270	Program Manager	1.00	2.00	46,966 - 172,744	175,001
20000761	1751	Project Officer 1	1.00	0.00	66,622 - 80,454	-
20000763	1752	Project Officer 2	1.00	1.00	76,794 - 92,851	90,530
20000927	1879	Senior Clerk/Typist	2.00	1.00	36,067 - 43,514	42,426
20000015	1106	Senior Management Analyst	1.00	0.00	59,363 - 71,760	-
20000918	1872	Senior Planner	15.00	13.50	65,354 - 79,019	1,022,256
20000926	1878	Senior Traffic Engineer	1.00	1.00	76,794 - 92,851	87,744
20000970	1917	Supervising Management Analyst	1.00	1.00	66,768 - 80,891	78,464
20000756	1746	Word Processing Operator	2.00	1.00	31,491 - 37,918	36,970
		Bilingual - Regular				5,824
		Landscape Architect Lic				36,222
		Reg Pay For Engineers				39,924
Salaries and Wages Subtotal			65.70	62.00		\$ 4,532,983
		Employee Offset Savings				\$ 77,176
		Flexible Benefits				430,589
		Long-Term Disability				40,887
		Medicare				65,117
		Other Post-Employment Benefits				375,956
		Retirement ARC				1,563,639
		Retirement DROP				3,257
		Retirement Offset Contribution				104,263
		Risk Management Administration				57,820
		Supplemental Pension Savings Plan				149,203
		Unemployment Insurance				9,471
		Unused Sick Leave				3,521
		Workers' Compensation				26,636
Fringe Benefits Subtotal						\$ 2,907,535
Total Personnel Expenses						\$ 7,440,518

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Budget by Program

	FY2011 Positions	FY2011 Expenditures	FY2011 Revenue
Budget and Fiscal Services	2.00	\$ 234,846	\$ -
Community Planning	11.75	3,852,893	1,125,000
Department Management	4.00	847,793	128,775
Economic Development	2.00	251,766	151,500
General Administration	6.00	2,481,544	11,640
General Administration/Management	2.50	64,538	-
Historical Resources Planning	5.00	602,572	207,472
IT Non-Discretionary	0.00	296,102	-
Information Technology	4.00	486,085	-
Multiple Species Conservation Program	3.00	354,720	-
Park Planning	4.00	579,599	10,000
Planning & Economic Research	1.00	131,705	165,960
Planning Policy	4.75	627,739	106,667
Small Business & Neighborhood Revitalization	8.00	2,191,107	597,100
Transportation Planning	4.00	578,634	-
Total	62.00	\$ 13,581,643	\$ 2,504,114

Facilities Financing Fund

Department Expenditures

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
Facilities Financing Program	\$ 2,473,364	\$ 2,232,374	\$ (240,990)
Total	\$ 2,473,364	\$ 2,232,374	\$ (240,990)

Department Personnel

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
Facilities Financing Program	16.00	15.00	(1.00)
Total	16.00	15.00	(1.00)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Adjustment to Non-Personnel Expenditures Adjustment to non-personnel expenditures to align appropriations with projected revenue.	0.00	\$ (75,574)	\$ -
Position Reduction Reduction of 1.00 vacant reimbursable Senior Management Analyst as insufficient revenues are being generated to fund the position.	(1.00)	(87,559)	(100,000)
Revised Revenue Adjustment to reflect Fiscal Year 2011 revenue projections.	0.00	-	92,000
Total	(1.00)	\$ (163,133)	\$ (8,000)

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Expenditures by Category

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
PERSONNEL			
Salaries and Wages	\$ 1,023,244	\$ 883,209	\$ (140,035)
Fringe Benefits	502,804	582,956	80,152
PERSONNEL SUBTOTAL	\$ 1,526,048	\$ 1,466,165	\$ (59,883)
NON-PERSONNEL			
Supplies	\$ 9,385	\$ 9,385	\$ -
Contracts	837,201	697,373	(139,828)
Information Technology	91,863	50,358	(41,505)
Energy and Utilities	3,136	3,570	434
Other	5,581	5,373	(208)
Capital Expenditures	150	150	-
NON-PERSONNEL SUBTOTAL	\$ 947,316	\$ 766,209	\$ (181,107)
Total	\$ 2,473,364	\$ 2,232,374	\$ (240,990)

Revenues by Category

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
Special Assessments	\$ -	\$ 96,000	\$ 96,000
Licenses and Permits	590,300	536,300	(54,000)
Revenue from Money and Property	2,100	2,100	-
Charges for Current Services	244,500	294,500	50,000
Other Revenue	1,500,679	1,400,679	(100,000)
Total	\$ 2,337,579	\$ 2,329,579	\$ (8,000)

Personnel Expenses

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20000024	1107	Administrative Aide 2	1.00	1.00	\$42,578 - \$51,334	\$ 47,550
20000119	1218	Associate Management Analyst	2.00	2.00	54,059 - 65,333	120,863
20000743	1727	Principal Engineering Aide	2.00	2.00	50,003 - 60,549	114,438
20001222	2270	Program Manager	1.00	1.00	46,966 - 172,744	109,855
20000015	1106	Senior Management Analyst	7.00	6.00	59,363 - 71,760	281,855
20000970	1917	Supervising Management Analyst	2.00	2.00	66,768 - 80,891	154,502
20000756	1746	Word Processing Operator	1.00	1.00	31,491 - 37,918	36,970
		Bilingual - Regular				1,456
		Overtime Budgeted				15,720
Salaries and Wages Subtotal			16.00	15.00		\$ 883,209

Employee Offset Savings	\$ 14,481
Flexible Benefits	93,296
Long-Term Disability	8,309
Medicare	8,148
Other Post-Employment Benefits	86,149
Retirement ARC	275,270
Retirement DROP	4,314
Retirement Offset Contribution	22,612
Risk Management Administration	13,720

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Personnel Expenses (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
		Supplemental Pension Savings Plan				46,662
		Unemployment Insurance				1,937
		Unused Sick Leave				768
		Workers' Compensation				7,290
Fringe Benefits Subtotal						\$ 582,956
Total Personnel Expenses						\$ 1,466,165

Budget by Program

	FY2011 Positions	FY2011 Expenditures	FY2011 Revenue
Development Monitoring	1.00	\$ 134,901	\$ 135,287
General Administration	3.00	375,437	–
General Administration/Management	0.00	486,051	491,343
IT Non-Discretionary	0.00	50,358	–
Public Facilities & Financing	11.00	1,185,627	1,702,949
Total	15.00	\$ 2,232,374	\$ 2,329,579

Redevelopment Fund

Department Expenditures

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Redevelopment	\$ 3,399,596	\$ 3,634,020	\$ 234,424
Total	\$ 3,399,596	\$ 3,634,020	\$ 234,424

Department Personnel

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Redevelopment	29.00	31.50	2.50
Total	29.00	31.50	2.50

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Adjustment to Hourly Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	2.50	\$ 64,604	\$ 64,604
Revised Revenue Adjustment to reflect Fiscal Year 2011 revenue projections.	0.00	–	169,820
Total	2.50	\$ 64,604	\$ 234,424

Expenditures by Category

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
PERSONNEL			
Salaries and Wages	\$ 2,109,257	\$ 2,009,572	\$ (99,685)

City Planning & Community Investment

Expenditures by Category (Cont'd)

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
Fringe Benefits	970,886	1,313,628	342,742
PERSONNEL SUBTOTAL	\$ 3,080,143	\$ 3,323,200	\$ 243,057
NON-PERSONNEL			
Supplies	\$ 17,853	\$ 17,853	\$ -
Contracts	180,936	181,408	472
Information Technology	101,005	88,893	(12,112)
Energy and Utilities	2,912	5,713	2,801
Other	16,469	16,675	206
Capital Expenditures	278	278	-
NON-PERSONNEL SUBTOTAL	\$ 319,453	\$ 310,820	\$ (8,633)
Total	\$ 3,399,596	\$ 3,634,020	\$ 234,424

Revenues by Category

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
Charges for Current Services	\$ 3,399,596	\$ 3,634,020	\$ 234,424
Total	\$ 3,399,596	\$ 3,634,020	\$ 234,424

Personnel Expenses

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20000011	1104	Account Clerk	1.00	1.00	\$31,491 - \$37,918	\$ 35,389
20001140	2181	Assistant Department Director	1.00	1.00	31,741 - 173,971	134,830
20000119	1218	Associate Management Analyst	1.00	1.00	54,059 - 65,333	63,700
20000539	1535	Clerical Assistant 2	2.00	2.00	29,931 - 36,067	66,020
20000295	1350	Community Development Coordinator	3.00	3.00	76,731 - 92,893	270,318
20000300	1352	Community Development Specialist 2	5.00	5.00	54,059 - 65,333	303,951
20000303	1354	Community Development Specialist 4	12.00	12.00	66,768 - 80,891	869,192
20001172	2217	Financial Operations Manager	1.00	1.00	25,376 - 148,200	-
20000346	1382	Legislative Recorder 1	1.00	1.00	41,558 - 50,232	47,469
90001073	2103	Management Intern - Hourly	0.00	2.50	24,274 - 29,203	60,684
20000015	1106	Senior Management Analyst	1.00	1.00	59,363 - 71,760	59,363
20000970	1917	Supervising Management Analyst	1.00	1.00	66,768 - 80,891	78,464
		Bilingual - Regular				10,192
		Overtime Budgeted				10,000
Salaries and Wages Subtotal			29.00	31.50		\$ 2,009,572

Employee Offset Savings	\$ 47,584
Flexible Benefits	195,047
Long-Term Disability	18,399
Medicare	28,914
Other Post-Employment Benefits	170,910
Retiree Medical Trust	202
Retirement 401 Plan	809

City Planning & Community Investment

Personnel Expenses (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
		Retirement ARC				698,274
		Retirement Offset Contribution				25,836
		Risk Management Administration				26,460
		Supplemental Pension Savings Plan				88,425
		Unemployment Insurance				4,294
		Unused Sick Leave				1,588
		Workers' Compensation				6,886
Fringe Benefits Subtotal						\$ 1,313,628
Total Personnel Expenses						\$ 3,323,200

Budget by Program

	FY2011 Positions	FY2011 Expenditures	FY2011 Revenue
Affordable Housing	2.00	\$ 236,059	\$ -
Department Management	1.00	215,531	-
General Administration	9.00	966,857	3,571,071
General Administration/Management	3.00	452,056	-
IT Non-Discretionary	0.00	88,893	-
Project Management	16.50	1,674,624	62,949
Total	31.50	\$ 3,634,020	\$ 3,634,020

HUD Programs Administration Fund

Department Expenditures

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
HUD Programs Administration	\$ 2,300,196	\$ 2,850,566	\$ 550,370
Total	\$ 2,300,196	\$ 2,850,566	\$ 550,370

Department Personnel

	FY2010 Budget	FY2011 Adopted	FY2010-2011 Change
HUD Programs Administration	14.00	20.00	6.00
Total	14.00	20.00	6.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Increase in CDBG Entitlement Addition of non-personnel expenses and grant revenue due to an increased Community Development Block Grant (CDBG) entitlement from Housing and Urban Development (HUD).	0.00	\$ 272,318	\$ 272,318
Adjustment to Hourly Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	5.00	129,073	-

City Planning & Community Investment

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Addition of Account Clerk Addition of 1.00 Account Clerk position to the Fiscal Unit of the CDBG Program, and grant reimbursable revenue. This position will be responsible for entering Purchase Requisition/Purchase Order requests in SAP, reviewing payment requests to verify eligible costs, and routing contracts for execution.	1.00	59,833	59,833
Non-Personnel Expenditures Adjustment Adjustment reflects addition to non-personnel expenditures to balance revenue and expenditures.	0.00	853	–
Adjustment to Rent Expenditure Adjustment to accurately reflect the amount of rent expenditures paid for by the HUD Programs Administration.	0.00	(138,618)	–
Revised Revenue Adjustment to reflect Fiscal Year 2011 revenue projections.	0.00	–	159,446
Total	6.00	\$ 323,459	\$ 491,597

Expenditures by Category

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
PERSONNEL			
Salaries and Wages	\$ 862,952	\$ 975,831	\$ 112,879
Fringe Benefits	427,800	556,243	128,443
PERSONNEL SUBTOTAL	\$ 1,290,752	\$ 1,532,074	\$ 241,322
NON-PERSONNEL			
Supplies	\$ 10,000	\$ 12,000	\$ 2,000
Contracts	976,175	1,244,346	268,171
Information Technology	23,269	59,146	35,877
Energy and Utilities	–	2,000	2,000
Other	–	1,000	1,000
NON-PERSONNEL SUBTOTAL	\$ 1,009,444	\$ 1,318,492	\$ 309,048
Total	\$ 2,300,196	\$ 2,850,566	\$ 550,370

Revenues by Category

	FY2010 Budget	FY2011 Adopted	FY2010–2011 Change
Revenue from Federal Agencies	\$ –	\$ 2,850,566	\$ 2,850,566
Charges for Current Services	2,358,969	–	(2,358,969)
Total	\$ 2,358,969	\$ 2,850,566	\$ 491,597

Personnel Expenses

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20000011	1104	Account Clerk	0.00	1.00	\$31,491 - \$37,918	\$ 31,491
20000866	1842	Accountant 2	1.00	1.00	54,059 - 65,333	–
20000007	1100	Accountant 3	1.00	1.00	59,363 - 71,760	69,966
20000024	1107	Administrative Aide 2	1.00	1.00	42,578 - 51,334	47,108
20000119	1218	Associate Management Analyst	1.00	1.00	54,059 - 65,333	61,435

City Planning & Community Investment

Personnel Expenses (Cont'd)

Job Number	Job Class	Job Title / Wages	FY2010 Budget	FY2011 Adopted	Salary Range	Total
20000295	1350	Community Development Coordinator	1.00	1.00	76,731 - 92,893	86,209
20000300	1352	Community Development Specialist 2	5.00	5.00	54,059 - 65,333	301,188
20000303	1354	Community Development Specialist 4	1.00	1.00	66,768 - 80,891	78,707
90001073	2103	Management Intern - Hourly	0.00	5.00	24,274 - 29,203	121,369
20000015	1106	Senior Management Analyst	2.00	2.00	59,363 - 71,760	139,932
20000756	1746	Word Processing Operator Bilingual - Regular	1.00	1.00	31,491 - 37,918	36,970
Salaries and Wages Subtotal			14.00	20.00		\$ 975,831

Employee Offset Savings	\$	12,036
Flexible Benefits		87,526
Long-Term Disability		8,894
Medicare		13,390
Other Post-Employment Benefits		88,644
Retirement ARC		264,463
Retirement DROP		3,663
Retirement Offset Contribution		24,760
Risk Management Administration		13,720
Supplemental Pension Savings Plan		31,906
Unemployment Insurance		2,015
Unused Sick Leave		697
Workers' Compensation		4,529

Fringe Benefits Subtotal \$ **556,243**

Total Personnel Expenses \$ **1,532,074**

Budget by Program

	FY2011 Positions	FY2011 Expenditures	FY2011 Revenue
Budget and Fiscal Services	3.00	\$ 77,445	\$ 266,188
Contract Services	5.00	497,007	569,420
Financial Administration	4.00	268,947	59,833
General Administration	6.00	637,047	-
General Administration/Management	2.00	1,323,424	1,955,125
IT Non-Discretionary	0.00	46,696	-
Total	20.00	\$ 2,850,566	\$ 2,850,566

City Planning & Community Investment

Revenue and Expense Statement (Non-General Fund)

Facilities Financing Fund	FY2010 Budget*	FY2011 Adopted
BEGINNING BALANCE AND RESERVES		
Balance from Prior Year	\$ 135,785	\$ -
TOTAL BALANCE AND RESERVES	\$ 135,785	\$ -
REVENUE		
Facilities Benefit Assessment & Development Impact Fees	\$ 2,090,679	\$ 2,032,379
Interest Earnings	2,100	2,100
Miscellaneous Revenue	300	600
Services to Other Funds/Other Services to Outside	244,500	294,500
TOTAL REVENUE	\$ 2,337,579	\$ 2,329,579
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 2,473,364	\$ 2,329,579
OPERATING EXPENSE		
Personnel Expense	\$ 1,526,048	\$ 1,466,165
Non-Personnel Expense	947,316	766,209
TOTAL OPERATING EXPENSE	\$ 2,473,364	\$ 2,232,374
TOTAL EXPENSE	\$ 2,473,364	\$ 2,232,374
BALANCE	\$ -	\$ 97,205
TOTAL EXPENSE, RESERVES, AND BALANCE	\$ 2,473,364	\$ 2,329,579

* At the time of publication, audited financial statements for Fiscal Year 2010 were not available. Therefore, the Fiscal Year 2010 column reflects final budget amounts from the Fiscal Year 2010 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.

City Planning & Community Investment

Revenue and Expense Statement (Non-General Fund)

Redevelopment Fund	FY2010 Budget*		FY2011 Adopted	
BEGINNING BALANCE AND RESERVES				
Balance from Prior Year	\$	–	\$	55,694
TOTAL BALANCE AND RESERVES	\$	–	\$	55,694
REVENUE				
Redevelopment Agency Reimbursement	\$	3,399,596	\$	3,634,020
TOTAL REVENUE	\$	3,399,596	\$	3,634,020
TOTAL BALANCE, RESERVES, AND REVENUE	\$	3,399,596	\$	3,689,714
OPERATING EXPENSE				
Personnel Expense	\$	3,080,143	\$	3,323,200
Non-Personnel Expense		319,453		310,820
TOTAL OPERATING EXPENSE	\$	3,399,596	\$	3,634,020
TOTAL EXPENSE	\$	3,399,596	\$	3,634,020
BALANCE	\$	–	\$	55,694
TOTAL EXPENSE, RESERVES, AND BALANCE	\$	3,399,596	\$	3,689,714

* At the time of publication, audited financial statements for Fiscal Year 2010 were not available. Therefore, the Fiscal Year 2010 column reflects final budget amounts from the Fiscal Year 2010 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.

City Planning & Community Investment

Revenue and Expense Statement (Non-General Fund)

HUD Programs Administration Fund	FY2010 Budget*	FY2011 Adopted
REVENUE		
Grant Receipts	\$ 2,358,969	\$ 2,850,566
TOTAL REVENUE	\$ 2,358,969	\$ 2,850,566
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 2,358,969	\$ 2,850,566
OPERATING EXPENSE		
Personnel Expense	\$ 1,290,752	\$ 1,782,196
Non-Personnel Expense	1,009,444	1,068,370
TOTAL OPERATING EXPENSE	\$ 2,300,196	\$ 2,850,566
TOTAL EXPENSE	\$ 2,300,196	\$ 2,850,566
BALANCE	\$ 58,773	\$ -
TOTAL EXPENSE, RESERVES, AND BALANCE	\$ 2,358,969	\$ 2,850,566

* At the time of publication, audited financial statements for Fiscal Year 2010 were not available. Therefore, the Fiscal Year 2010 column reflects final budget amounts from the Fiscal Year 2010 Adopted Budget. As such, current fiscal year balances and reserves are estimates of carryover from the previous fiscal year.