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### **Department Description**

The Planning Department is responsible for maintaining the General Plan, creating and refining land use policies, and amending and furthering implementation of community plans. Updates account for community values and priorities, State laws, development pressure, and changing regional and citywide needs over time. Given the complex nature of these documents, the Department has been structured into three divisions each having focused specialties and staff with varied technical disciplines: Long-Range Planning, Environment & Policy Analysis, and Financial & Administrative Services.

The Long-Range Planning Division is responsible for maintaining a comprehensive, citywide General Plan, updating and amending community plans, and facilitating and monitoring plan implementation.

The Environment & Policy Analysis Division is responsible for creating and implementing General Plan policies related to recreation, land use, conservation, resource management, and environmental protection. The Division also updates and amends the Land Development Code to implement the policy goals of the General Plan and Community Plans.

The Financial & Administrative Services (F&AS) Division serves as the center for all financial, technical, and administrative activities for the Department. This division is responsible for developing, updating, and administering programs and plans that provide funding sources to assist in the financing of community serving-infrastructure such as roads, parks, recreation facilities, libraries, and fire and police stations. As part of F&AS, the Facilities Financing section administers the Development Impact Fee (DIF) program for the City.

The Department's mission is:

#### To envision, plan, and create a world-class city

The Department's vision is:

An innovative and collaborative leader in planning

### **Goals and Objectives**

#### Goal 1: Balance growth, preservation, and conservation in land use plans and programs

- Promote sustainable and responsible development
- Practice preservation of our natural, physical, and cultural environment

#### Goal 2: Foster public and community trust

- Improve transparency regarding Department efforts
- Promote inclusiveness, equity, and effective communication

#### Goal 3: Achieve operational efficiencies

- Enhance productivity
- Invest in staff development and technology

### **Key Performance Indicators**

	Performance Indicator	FY2016 Target	FY2016 Actual	FY2017 Target	FY2017 Actual	FY2018 Target
1.	Percent of achieved major milestones associated with environmental resource initiatives	N/A	62%	80%	86%	80%
2.	Percent of achieved major milestones associated with planning initiatives	N/A	83%	80%	80%	80%

### **Department Summary**

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	F١	2017–2018' Change
FTE Positions (Budgeted)	67.08	65.07	64.95		(0.12)
Personnel Expenditures	\$ 7,480,345	\$ 8,041,008	\$ 8,213,509	\$	172,501
Non-Personnel Expenditures	2,368,849	2,492,094	4,535,830		2,043,736
Total Department Expenditures	\$ 9,849,195	\$ 10,533,102	\$ 12,749,339	\$	2,216,237
Total Department Revenue	\$ 4,109,725	\$ 2,869,175	\$ 4,012,454	\$	1,143,279

### **General Fund**

#### **Department Expenditures**

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY	2017–2018 Change
Environment & Policy Analysis	\$ -	\$ 3,172,336	\$ 3,317,090	\$	144,754
Long Range Planning	-	5,443,814	4,872,652		(571,162)
Planning	9,849,195	1,916,952	1,909,597		(7,355)
Total	\$ 9,849,195	\$ 10,533,102	\$ 10,099,339	\$	(433,763)

#### **Department Personnel**

	FY2016 Budget	FY2017 Budget	FY2018 Adopted	FY2017–2018 Change
Environment & Policy Analysis	0.00	21.00	21.00	0.00
Long Range Planning	0.00	33.07	32.95	(0.12)
Planning	67.08	11.00	11.00	0.00
Total	67.08	65.07	64.95	(0.12)

#### Significant Budget Adjustments

	FTE	Expenditures	Revenue
Parks Master Plan Addition of non-personnel expenditures to support the development of a Citywide Parks Master Plan.	0.00	\$ 400,000	\$ -
<b>Policy and Ordinance Development</b> Addition of 1.00 Program Manager and 1.00 Development Project Manager 3 in the Environment and Policy Analysis Division to support the policy and ordinance development initiative.	2.00	256,561	-
<b>Transit Priority Area Parking Standard</b> Addition of one-time non-personnel expenditures to prepare a parking study and an environmental impact report as part of evaluating the Transit Priority Area parking standards.	0.00	250,000	-
<b>Workforce Housing Density Program</b> Addition of one-time non-personnel expenditures for the preparation of an ordinance and environmental impact report in support of the Workforce Housing Density Bonus Program.	0.00	250,000	-
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement	0.00	111,464	-

positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.

### Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to a zero- based annual review of information technology funding requirements.	0.00	(2,785)	-
Hourly Sick Leave Adjustment to reflect prior year expenditure trends, related to paid sick leave benefits for eligible hourly employees consistent with the requirements of Assembly Bill 1522.	0.00	(2,906)	-
Non-Standard Hour Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements.	(0.12)	(3,198)	-
<b>Non-Discretionary Adjustment</b> Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	(16,758)	-
Reduction of Word Processing Operator Reduction of 1.00 Word Processing Operator in the Environment & Policy Analysis Division.	(1.00)	(54,957)	-
<b>Urban Forestry Program</b> Transfer of 1.00 Program Manager from the Planning Department to the Transportation & Storm Water Department for the newly developed Urban Forestry Program.	(1.00)	(134,463)	-
General Plan Maintenance Fund Transfer of non-personnel expenditures and associated revenue from the General Fund to General Plan Maintenance Fund.	0.00	(1,486,721)	(2,310,000)
General Plan Maintenance Fund Revenue Addition of revenue associated with the increase in City billable services to the General Plan Maintenance Fund.	0.00		823,279
Revised Revenue Adjustment to reflect revised revenue projections.	0.00	-	(20,000)
Total	(0.12)	\$ (433,763)	\$ (1,506,721)

### Expenditures by Category

	FY2016 Actual	FY2017 Budget		FY2018 Adopted		FY	2017–2018 Change
	Actual		Budget		Adopted		Change
PERSONNEL							
Personnel Cost	\$ 4,663,779	\$	4,871,373	\$	4,857,306	\$	(14,067)
Fringe Benefits	2,816,566		3,169,635		3,356,203		186,568
PERSONNEL SUBTOTAL	7,480,345		8,041,008		8,213,509		172,501
NON-PERSONNEL							
Supplies	\$ 55,535	\$	69,049	\$	58,695	\$	(10,354)
Contracts	2,085,103		2,148,500		1,569,811		(578,689)
Information Technology	169,815		245,264		242,479		(2,785)
Energy and Utilities	47,205		4,511		4,575		64
Other	11,191		24,770		10,270		(14,500)
NON-PERSONNEL SUBTOTAL	2,368,849		2,492,094		1,885,830		(606,264)
Total	\$ 9,849,195	\$	10,533,102	\$	10,099,339	\$	(433,763)

### **Revenues by Category**

	FY2016	6 FY2017		FY2018	F	Y2017–2018
	Actual		Budget	Adopted		Change
Charges for Services	\$ 1,023,131	\$	558,675	\$ 1,361,954	\$	803,279
Licenses and Permits	3,083,762		2,310,000	-		(2,310,000)
Other Revenue	1,647		500	500		-
Rev from Other Agencies	1,185		-	-		-
Total	\$ 4,109,725	\$	2,869,175	\$ 1,362,454	\$	(1,506,721)

#### **Personnel Expenditures**

FTE, Salaries, and Wages       20000011     Account Clerk     1.00     1.00     \$31,491 - \$37,918 \$     37,34       20000024     Administrative Aide 2     1.00     1.00     1.00     42,578 - 51,334     50,44       20001016     Assistant Engineer-Traffic     3.00     3.00     57,866 - 69,722     182,33       20001023     Assistant Planning Director     1.00     1.00     1.00     42,578 - 51,334     50,44       20001017     Assistant Planning Director     1.00     1.00     3.00     66,622 - 80,454     234,52       2000012     Associate Management Analyst     1.00     1.00     1.00     54,059 - 65,333     45,86       20000162     Associate Planner     11.00     9.00     56,722 - 68,536     562,57       20000162     Associate Planner     1.00     1.00     1.00     66,788 - 80,891     80,86       20000163     Cenical Assistant 2     1.00     1.00     1.00     46,966 - 172,744     125,00       20000175     Deputy Director     1.00     1.00     1.00     46,966 - 172,744	Job		FY2016	FY2017	FY2018		
20000011     Account Clerk     1.00     1.00     \$31,491 - \$37,918 \$     37,34       20000024     Administrative Aide 2     1.00     1.00     42,578 - 51,334     50,44       20001016     Assistant Engineer-Traffic     3.00     3.00     57,866 - 69,722     182,33       20001023     Assistant Planning Director     1.00     1.00     31,741 - 173,971     140,00       20001017     Associate Engineer-Traffic     4.00     4.00     3.00     66,622 - 80,454     234,52       2000012     Associate Planner     1.00     1.00     1.00     54,059 - 65,333     45,86       2000013     Cerical Assistant 2     1.00     1.00     1.00     29,931 - 36,067     34,86       2000103     Community Development     2.00     1.00     1.00     46,966 - 172,744     125,00       2000115     Deputy Director     1.00     1.00     1.00     46,966 - 172,744     125,00       2000105     Development Project Manager 3     1.00     1.00     1.00     46,966 - 172,744     109,86       20000291     Information	Number	Job Title / Wages	Budget	Budget	Adopted	Salary Range	Total
20000024     Administrative Aide 2     1.00     1.00     42,578 - 51,334     50,44       2000116     Assistant Engineer-Traffic     3.00     3.00     57,866 - 69,722     182,32       20001033     Assistant Planning Director     1.00     1.00     31,741 - 173,971     140,00       90001233     Assistant to the Director - Hourly     0.35     0.00     46,662 - 80,454     234,52       20000101     Associate Engineer-Traffic     4.00     4.00     3.00     66,622 - 80,454     234,52       2000012     Associate Planner     11.00     1.00     1.00     56,722 - 68,536     562,57       2000033     Community Development     2.00     1.00     66,768 - 80,891     80,891       2000116     Deputy Director     1.00     1.00     46,966 - 172,744     125,00       2000013     Deputy Planning Director     1.00     1.00     40,966 - 172,744     125,00       20000145     Deputy Planning Director     1.00     1.00     1.00     46,966 - 172,744     199,66       20000294     Ixecutive Secretary     1.00 <t< td=""><td>FTE, Salar</td><td>ies, and Wages</td><td></td><td></td><td></td><td></td><td></td></t<>	FTE, Salar	ies, and Wages					
20000116     Assistant Engineer-Traffic     3.00     3.00     57,866 - 69,722     182,33       20001033     Assistant Planning Director     1.00     1.00     31,741 - 173,971     140,00       90001233     Assistant to the Director - Hourly     0.35     0.00     46,966 - 172,744     12000107       20000107     Associate Engineer-Traffic     4.00     4.00     3.00     56,622 - 80,454     234,55       20000103     Associate Planner     11.00     9.00     56,722 - 68,536     552,57       2000033     Cenral Assistant 2     1.00     1.00     1.00     66,768 - 80,891     80,867       20001163     Deputy Director     1.00     1.00     1.00     46,966 - 172,744     125,00       2000105     Deputy Director     1.00     1.00     1.00     46,966 - 172,744     109,86       20000105     Deputy Planning Director     1.00     1.00     1.00     46,966 - 172,744     109,86       2000029     Information Systems Analyst 2     1.00     1.00     46,966 - 172,744     109,86       2000029     Information	20000011	Account Clerk	1.00	1.00	1.00	\$31,491 - \$37,918 \$	37,349
20001083     Assistant Planning Director     1.00     1.00     31,741 - 173,971     140,00       90001233     Assistant to the Director - Hourly     0.35     0.00     46,966 - 172,744     100       20000167     Associate Engineer-Traffic     4.00     4.00     3.00     66,622 - 80,454     234,52       2000012     Associate Planner     11.00     1.00     1.00     29,931 - 36,667     34,86       2000033     Clerical Assistant 2     1.00     1.00     1.00     29,931 - 36,667     34,86       2000118     Deputy Director     1.00     1.00     1.00     46,966 - 172,744     125,00       2000119     Deputy Director     1.00     1.00     1.00     46,966 - 172,744     109,85       20001042     Executive Secretary     1.00     1.00     1.00     46,966 - 172,744     109,85       20000120     Information Systems Analyst 2     1.00     1.00     46,966 - 172,744     109,85       2000020     Information Systems Analyst 2     1.00     1.00     46,966 - 172,744     109,85       2000033     <	20000024	Administrative Aide 2	1.00	1.00	1.00	42,578 - 51,334	50,448
90001233     Assistant to the Director - Hourly     0.35     0.00     46,966 - 172,744       20000167     Associate Engineer-Traffic     4.00     4.00     3.00     66,622 - 80,454     234,52       20000119     Associate Management Analyst     1.00     1.00     1.00     54,059 - 65,333     45,86       20000126     Associate Planner     11.00     9.00     56,722 - 68,636     52,57       20000303     Clerical Assistant 2     1.00     1.00     1.00     66,768 - 80,891     80,865       20000116     Deputy Director     1.00     1.00     1.00     46,966 - 172,744     125,00       20000115     Deputy Planning Director     1.00     1.00     1.00     46,966 - 172,744     109,86       20000120     Development Project Manager 3     1.00     1.00     1.00     43,555 - 52,666     52,666       2000020     Information Systems Analyst 2     1.00     1.00     1.00     54,059 - 65,333     65,33       20000209     Information Systems Analyst 4     1.00     1.00     1.00     44,056     50,232	20000116	Assistant Engineer-Traffic	3.00	3.00	3.00	57,866 - 69,722	182,356
20000167     Associate Engineer-Traffic     4.00     4.00     3.00     66,622     80,454     234,52       20000119     Associate Management Analyst     1.00     1.00     1.00     54,059     65,333     45,80       20000162     Associate Planner     11.00     9.00     56,722     68,536     562,57       2000033     Clerical Assistant 2     1.00     1.00     1.00     29,931     36,067     34,86       20000130     Community Development Specialist 4     2.00     1.00     1.00     46,966     172,744     125,00       20000145     Deputy Director     1.00     1.00     1.00     46,966     172,744     109,85       20000145     Development Project Manager 3     1.00     3.00     4.00     76,794     92,851     330,96       2000020     Information Systems Analyst 2     1.00     1.00     54,055     52,666     52,666       20000346     Legislative Recorder 1     1.00     1.00     1.00     44,055     50,232       20000469     Park Designer     4.00 </td <td>20001083</td> <td>Assistant Planning Director</td> <td>1.00</td> <td>1.00</td> <td>1.00</td> <td>31,741 - 173,971</td> <td>140,000</td>	20001083	Assistant Planning Director	1.00	1.00	1.00	31,741 - 173,971	140,000
20000119     Associate Management Analyst     1.00     1.00     1.00     54,059 - 65,333     45,80       20000162     Associate Planner     11.00     9.00     56,722 - 68,536     562,57       2000033     Cerrical Assistant 2     1.00     1.00     1.00     29,931 - 36,067     34,80       20000303     Community Development Specialist 4     2.00     1.00     1.00     66,768 - 80,891     80,88       20001168     Deputy Director     1.00     1.00     1.00     46,966 - 172,744     125,00       2000105     Development Project Manager 3     1.00     1.00     1.00     46,966 - 172,744     109,85       20000290     Information Systems Analyst 2     1.00     1.00     43,555 - 52,666     52,666       20000336     Legislative Recorder 1     1.00     1.00     1.00     66,768 - 80,891     80,857       2000069     Park Designer     4.00     4.00     4.00     4.00     4.00     4.00     4.00     4.06     66,664 - 80,496     291,10       2000069     Park Designer     1.00     1	90001233	Assistant to the Director - Hourly	0.35	0.00	0.00	46,966 - 172,744	-
20000162     Associate Planner     11.00     9.00     56,722 - 68,536     562,57       20000539     Clerical Assistant 2     1.00     1.00     1.00     29,931 - 36,067     34,80       20000303     Community Development Specialist 4     2.00     1.00     1.00     66,768 - 80,891     80,83       20001168     Deputy Director     1.00     1.00     1.00     46,966 - 172,744     125,00       20000120     Development Project Manager 3     1.00     3.00     4.00     76,794 - 92,851     330,90       20000120     Information Systems Analyst 2     1.00     1.00     1.00     54,059 - 65,333     65,33       20000120     Information Systems Analyst 4     1.00     1.00     1.00     66,768 - 80,891     80,892       20000346     Legislative Recorder 1     1.00     1.00     1.00     41,558 - 50,232     90001073       20000699     Park Designer     4.00     4.00     4.00     66,664 - 80,496     291,10       20000690     Park Designer     1.00     1.00     1.00     34,611 - 41,787     34,62<	20000167	Associate Engineer-Traffic	4.00	4.00	3.00	66,622 - 80,454	234,523
20000539     Clerical Assistant 2     1.00     1.00     1.00     29,931 - 36,067     34,80       20000303     Community Development Specialist 4     2.00     1.00     1.00     66,768 - 80,891     80,891       20001168     Deputy Director     1.00     1.00     1.00     46,966 - 172,744     125,00       20001179     Deputy Planning Director     1.00     1.00     46,966 - 172,744     109,86       20000105     Development Project Manager 3     1.00     3.00     4.00     76,794 - 92,851     330,90       20000209     Information Systems Analyst 2     1.00     1.00     1.00     45,555 - 52,666     52,333     65,333       20000346     Legislative Recorder 1     1.00     1.00     1.00     66,768 - 80,891     80,881       20000469     Park Designer     4.00     4.00     4.00     66,664 - 80,496     291,100       20000132     Planning Director     1.00     1.00     1.00     59,155 - 224,099     170,00       20000145     Planning Intern - Hourly     1.32     1.32     1.20     24,274	20000119	Associate Management Analyst	1.00	1.00	1.00	54,059 - 65,333	45,803
20000303     Community Development Specialist 4     2.00     1.00     1.00     66,768 - 80,891     80,85       20001168     Deputy Director     1.00     1.00     1.00     46,966 - 172,744     125,00       20000105     Deputy Planning Director     1.00     1.00     1.00     46,966 - 172,744     109,85       20000124     Executive Secretary     1.00     1.00     40,00     76,794 - 92,851     330,90       20000290     Information Systems Analyst 2     1.00     1.00     1.00     43,555 - 52,666     52,66       20000303     Legislative Recorder 1     1.00     1.00     1.00     66,768 - 80,891     80,865       20000699     Information Systems Analyst 4     1.00     1.00     1.00     41,558 - 50,232     90001073       20000669     Park Designer     4.00     4.00     4.00     66,664 - 80,496     291,100       20000619     Park Designer     4.00     1.00     1.00     34,611 - 41,787     34,62       20001132     Planning Intern - Hourly     1.32     1.32     2.00     50,003 - 60,54	20000162	Associate Planner	11.00	9.00	9.00	56,722 - 68,536	562,511
Specialist 4     Specialist 4       20001168     Deputy Director     1.00     1.00     1.00     46,966 - 172,744     125,00       20001179     Deputy Planning Director     1.00     1.00     1.00     46,966 - 172,744     109,85       20000105     Development Project Manager 3     1.00     3.00     4.00     76,794 - 92,851     330,90       20000290     Information Systems Analyst 2     1.00     1.00     1.00     43,555 - 52,666     52,666       20000308     Information Systems Analyst 2     1.00     1.00     1.00     66,768 - 80,891     80,865       20000346     Legislative Recorder 1     1.00     0.00     0.00     41,558 - 50,232     1.00     1.00     1.00     66,664 - 80,496     291,100     20000669     Park Designer     4.00     4.00     4.00     66,664 - 80,496     291,100     20000680     Payroll Specialist 2     1.00     1.00     34,611 - 41,787     34,622       20001132     Planning Intern - Hourly     1.32     1.32     1.20     24,274 - 29,203     20,022     2000     20,03 - 60,549	20000539	Clerical Assistant 2	1.00	1.00	1.00	29,931 - 36,067	34,805
20001179   Deputy Planning Director   1.00   1.00   1.00   46,966 - 172,744   109,85     20000105   Development Project Manager 3   1.00   3.00   4.00   76,794 - 92,851   330,90     20000290   Information Systems Analyst 2   1.00   1.00   1.00   43,555 - 52,666   52,66     20000290   Information Systems Analyst 2   1.00   1.00   1.00   54,059 - 65,333   65,333     20000346   Legislative Recorder 1   1.00   0.00   0.00   41,558 - 50,232   90001073     20000669   Park Designer   4.00   4.00   4.00   66,664 - 80,496   291,100     200006132   Planning Director   1.00   1.00   1.00   59,155 - 224,099   170,00     20000614   Payroll Specialist 2   1.00   1.00   1.00   59,155 - 224,099   170,00     200001132   Planning Intern - Hourly   1.32   1.32   1.20   24,274 - 29,203   32,02     20000145   Planning Intern - Hourly   1.32   1.32   1.20   24,274 - 29,203   32,02     200007143   Principal Engineering Aide	20000303		2.00	1.00	1.00	66,768 - 80,891	80,891
20000105   Development Project Manager 3   1.00   3.00   4.00   76,794 -   92,851   330,90     20000924   Executive Secretary   1.00   1.00   1.00   43,555 -   52,666   52,666     20000929   Information Systems Analyst 2   1.00   1.00   1.00   54,059 -   65,333   65,333     20000928   Information Systems Analyst 4   1.00   1.00   1.00   66,768 -   80,891   80,853     20000346   Legislative Recorder 1   1.00   0.00   41,558 -   50,232   90001073     90001073   Management Intern - Hourly   0.66   0.00   0.00   24,274 -   29,203   2000669     20000669   Park Designer   4.00   4.00   4.00   66,664 -   80,496   291,10     20000132   Planning Director   1.00   1.00   1.00   59,155 -   224,099   170,00     90001145   Planning Intern - Hourly   1.32   1.32   1.20   24,274 -   29,203   32,02     20000743   Principal Engineering Aide   2.00   2.00   50,003 -   60,549	20001168	Deputy Director	1.00	1.00	1.00	46,966 - 172,744	125,000
20000924     Executive Secretary     1.00     1.00     1.00     43,555 - 52,666     52,666       20000290     Information Systems Analyst 2     1.00     1.00     1.00     54,059 - 65,333     65,333       20000998     Information Systems Analyst 4     1.00     1.00     66,768 - 80,891     80,892       20000346     Legislative Recorder 1     1.00     0.00     0.00     41,558 - 50,232       90001073     Management Intern - Hourly     0.66     0.00     0.00     24,274 - 29,203       20000669     Park Designer     4.00     4.00     4.00     66,664 - 80,496     291,10       20000132     Planning Director     1.00     1.00     1.00     34,611 - 41,787     34,622       2000132     Planning Intern - Hourly     1.32     1.32     1.20     24,274 - 29,203     32,022       20000743     Principal Engineering Aide     2.00     2.00     50,003 - 60,549     110,55       20000125     Senior Management Analyst     2.00     2.00     59,363 - 71,760     142,062       20000926     Senior Traffic Engine	20001179	Deputy Planning Director	1.00	1.00	1.00	46,966 - 172,744	109,855
20000290   Information Systems Analyst 2   1.00   1.00   1.00   54,059 -   65,333   65,33     20000398   Information Systems Analyst 4   1.00   1.00   1.00   66,768 -   80,891   80,853     20000346   Legislative Recorder 1   1.00   0.00   0.00   41,558 -   50,232     90001073   Management Intern - Hourly   0.66   0.00   0.00   24,274 -   29,203     20000669   Park Designer   4.00   4.00   4.00   66,664 -   80,496   291,10     20001132   Planning Director   1.00   1.00   1.00   34,611 -   41,787   34,62     20000143   Planning Intern - Hourly   1.32   1.32   1.20   24,274 -   29,203   32,02     20000743   Principal Engineering Aide   2.00   2.00   50,003 -   60,549   110,55     20000122   Program Manager   3.00   3.00   3.00   3.00   46,966 -   172,744   308,00     20000125   Senior Management Analyst   2.00   2.00   59,363 -   71,760   142,08	20000105	Development Project Manager 3	1.00	3.00	4.00	76,794 - 92,851	330,908
20000998   Information Systems Analyst 4   1.00   1.00   1.00   66,768 - 80,891   80,85     20000346   Legislative Recorder 1   1.00   0.00   41,558 - 50,232   90001073     90001073   Management Intern - Hourly   0.66   0.00   0.00   24,274 - 29,203   20000669     20000669   Park Designer   4.00   4.00   4.00   66,664 - 80,496   291,10     20000132   Planning Director   1.00   1.00   1.00   34,611 - 41,787   34,62     20001132   Planning Intern - Hourly   1.32   1.32   1.20   24,274 - 29,203   32,02     20000743   Principal Engineering Aide   2.00   2.00   50,003 - 60,549   110,55     20000122   Program Manager   3.00   3.00   3.00   46,966 - 172,744   308,00     20000151   Senior Management Analyst   2.00   2.00   59,363 - 71,760   142,06     20000926   Senior Traffic Engineer   1.00   1.00   1.00   66,768 - 80,891   80,85     20000970   Supervising Management Analyst   1.00   1.00   66,768 - 80,891	20000924	Executive Secretary	1.00	1.00	1.00	43,555 - 52,666	52,666
20000346   Legislative Recorder 1   1.00   0.00   41,558 - 50,232     90001073   Management Intern - Hourly   0.66   0.00   0.00   24,274 - 29,203     20000669   Park Designer   4.00   4.00   4.00   66,664 - 80,496   291,10     20000680   Payroll Specialist 2   1.00   1.00   1.00   34,611 - 41,787   34,62     20001132   Planning Director   1.00   1.00   1.00   59,155 - 224,099   170,00     90001145   Planning Intern - Hourly   1.32   1.32   1.20   24,274 - 29,203   32,02     20000743   Principal Engineering Aide   2.00   2.00   50,003 - 60,549   110,55     20001222   Program Manager   3.00   3.00   3.00   46,966 - 172,744   308,00     2000015   Senior Management Analyst   2.00   2.00   59,363 - 71,760   142,06     20000926   Senior Traffic Engineer   1.00   1.00   2.00   76,794 - 92,851   185,70     20000976   Supervising Management Analyst   1.00   1.00   1.00   66,768 - 80,891   80,892 <t< td=""><td>20000290</td><td>Information Systems Analyst 2</td><td>1.00</td><td>1.00</td><td>1.00</td><td>54,059 - 65,333</td><td>65,333</td></t<>	20000290	Information Systems Analyst 2	1.00	1.00	1.00	54,059 - 65,333	65,333
90001073   Management Intern - Hourly   0.66   0.00   0.00   24,274 - 29,203     20000669   Park Designer   4.00   4.00   4.00   66,664 - 80,496   291,10     20000680   Payroll Specialist 2   1.00   1.00   1.00   34,611 - 41,787   34,62     20001132   Planning Director   1.00   1.00   1.00   59,155 - 224,099   170,00     90001145   Planning Intern - Hourly   1.32   1.32   1.20   24,274 - 29,203   32,02     20000743   Principal Engineering Aide   2.00   2.00   50,003 - 60,549   110,55     20001222   Program Manager   3.00   3.00   3.00   46,966 - 172,744   308,00     20000015   Senior Management Analyst   2.00   2.00   59,363 - 71,760   142,06     20000926   Senior Traffic Engineer   1.00   1.00   2.00   76,794 - 92,851   185,70     20000975   Supervising Management Analyst   1.00   1.00   1.00   66,768 - 80,891   80,892     20000756   Word Processing Operator   1.00   1.00   0.00   31,491 - 37,91	20000998	Information Systems Analyst 4	1.00	1.00	1.00	66,768 - 80,891	80,891
20000669   Park Designer   4.00   4.00   4.00   66,664 - 80,496   291,10     20000680   Payroll Specialist 2   1.00   1.00   1.00   34,611 - 41,787   34,622     20001132   Planning Director   1.00   1.00   1.00   59,155 - 224,099   170,00     90001145   Planning Intern - Hourly   1.32   1.32   1.20   24,274 - 29,203   32,02     20000743   Principal Engineering Aide   2.00   2.00   50,003 - 60,549   110,55     20001222   Program Manager   3.00   3.00   3.00   46,966 - 172,744   308,00     2000015   Senior Management Analyst   2.00   2.00   59,363 - 71,760   142,08     20000918   Senior Planner   16.75   17.75   17.75   65,354 - 79,019   1,395,00     20000926   Senior Traffic Engineer   1.00   1.00   1.00   66,768 - 80,891   80,895     20000970   Supervising Management Analyst   1.00   1.00   1.00   31,491 - 37,918   4,36     20000756   Word Processing Operator   1.00   1.00   0.00   3	20000346	Legislative Recorder 1	1.00	0.00	0.00	41,558 - 50,232	-
20000680   Payroll Specialist 2   1.00   1.00   1.00   34,611 - 41,787   34,62     20001132   Planning Director   1.00   1.00   1.00   59,155 - 224,099   170,00     90001145   Planning Intern - Hourly   1.32   1.32   1.20   24,274 - 29,203   32,02     20000743   Principal Engineering Aide   2.00   2.00   50,003 - 60,549   110,55     20000122   Program Manager   3.00   3.00   3.00   46,966 - 172,744   308,00     2000015   Senior Management Analyst   2.00   2.00   59,363 - 71,760   142,08     20000918   Senior Planner   16.75   17.75   17.75   65,354 - 79,019   1,395,00     20000926   Senior Traffic Engineer   1.00   1.00   2.00   76,794 - 92,851   185,70     20000970   Supervising Management Analyst   1.00   1.00   1.00   66,768 - 80,891   80,895     20000756   Word Processing Operator   1.00   1.00   0.00   31,491 - 37,918   4,36     Bilingual - Regular   Landscape Architect Lic   44,14   44,14 <td< td=""><td>90001073</td><td>Management Intern - Hourly</td><td>0.66</td><td>0.00</td><td>0.00</td><td>24,274 - 29,203</td><td>-</td></td<>	90001073	Management Intern - Hourly	0.66	0.00	0.00	24,274 - 29,203	-
20001132   Planning Director   1.00   1.00   1.00   59,155 - 224,099   170,00     90001145   Planning Intern - Hourly   1.32   1.32   1.20   24,274 - 29,203   32,02     20000743   Principal Engineering Aide   2.00   2.00   50,003 - 60,549   110,55     20001222   Program Manager   3.00   3.00   3.00   46,966 - 172,744   308,00     20000015   Senior Management Analyst   2.00   2.00   59,363 - 71,760   142,08     20000918   Senior Planner   16.75   17.75   17.75   65,354 - 79,019   1,395,00     20000926   Senior Traffic Engineer   1.00   1.00   200   31,491 - 37,918   80,891     20000756   Word Processing Operator   1.00   1.00   0.00   31,491 - 37,918   44,14     8lingual - Regular   Eandscape Architect Lic   44,14   44,14   44,14	20000669	Park Designer	4.00	4.00	4.00	66,664 - 80,496	291,100
90001145   Planning Intern - Hourly   1.32   1.32   1.20   24,274 - 29,203   32,02     20000743   Principal Engineering Aide   2.00   2.00   50,003 - 60,549   110,55     20001222   Program Manager   3.00   3.00   3.00   46,966 - 172,744   308,00     2000015   Senior Management Analyst   2.00   2.00   59,363 - 71,760   142,08     20000918   Senior Planner   16.75   17.75   17.75   65,354 - 79,019   1,395,00     20000926   Senior Traffic Engineer   1.00   1.00   2.00   76,794 - 92,851   185,70     20000970   Supervising Management Analyst   1.00   1.00   66,768 - 80,891   80,895     20000756   Word Processing Operator   1.00   1.00   0.00   31,491 - 37,918   4,36     Bilingual - Regular   4,36   44,14   44,14   44,14	20000680	Payroll Specialist 2	1.00	1.00	1.00	34,611 - 41,787	34,624
20000743   Principal Engineering Aide   2.00   2.00   2.00   50,003 - 60,549   110,55     20001222   Program Manager   3.00   3.00   3.00   46,966 - 172,744   308,00     20000015   Senior Management Analyst   2.00   2.00   59,363 - 71,760   142,08     20000918   Senior Planner   16.75   17.75   17.75   65,354 - 79,019   1,395,00     20000926   Senior Traffic Engineer   1.00   1.00   2.00   76,794 - 92,851   185,70     20000970   Supervising Management Analyst   1.00   1.00   1.00   66,768 - 80,891   80,895     20000756   Word Processing Operator   1.00   1.00   0.00   31,491 - 37,918   4,36     Bilingual - Regular   Eudgeted Vacancy Savings   1.00   1.00   0.00   31,491 - 37,918   4,36     Landscape Architect Lic   44,14   44,14   44,14   44,14	20001132	Planning Director	1.00	1.00	1.00	59,155 - 224,099	170,000
20001222   Program Manager   3.00   3.00   3.00   46,966 - 172,744   308,00     20000015   Senior Management Analyst   2.00   2.00   59,363 - 71,760   142,08     20000918   Senior Planner   16.75   17.75   17.75   65,354 - 79,019   1,395,00     20000926   Senior Traffic Engineer   1.00   1.00   2.00   76,794 - 92,851   185,70     20000970   Supervising Management Analyst   1.00   1.00   1.00   66,768 - 80,891   80,89     20000756   Word Processing Operator   1.00   1.00   0.00   31,491 - 37,918   4,36     Bilingual - Regular   4,36   44,14   44,14   44,14	90001145	Planning Intern - Hourly	1.32	1.32	1.20	24,274 - 29,203	32,024
20000015   Senior Management Analyst   2.00   2.00   2.00   59,363 -   71,760   142,08     20000918   Senior Planner   16.75   17.75   17.75   65,354 -   79,019   1,395,00     20000926   Senior Traffic Engineer   1.00   1.00   2.00   76,794 -   92,851   185,70     20000970   Supervising Management Analyst   1.00   1.00   1.00   66,768 -   80,891   80,89     20000756   Word Processing Operator   1.00   1.00   0.00   31,491 -   37,918     Bilingual - Regular   4,36     Budgeted Vacancy Savings   (153,58     Landscape Architect Lic   44,14	20000743	Principal Engineering Aide	2.00	2.00	2.00	50,003 - 60,549	110,552
20000918   Senior Planner   16.75   17.75   65,354 -   79,019   1,395,00     20000926   Senior Traffic Engineer   1.00   1.00   2.00   76,794 -   92,851   185,70     20000970   Supervising Management Analyst   1.00   1.00   1.00   66,768 -   80,891   80,89     20000756   Word Processing Operator   1.00   1.00   0.00   31,491 -   37,918     Bilingual - Regular   4,36     Budgeted Vacancy Savings   (153,58     Landscape Architect Lic   44,14	20001222	Program Manager	3.00	3.00	3.00	46,966 - 172,744	308,000
20000926   Senior Traffic Engineer   1.00   1.00   2.00   76,794 -   92,851   185,70     20000970   Supervising Management Analyst   1.00   1.00   1.00   66,768 -   80,891   80,892     20000756   Word Processing Operator   1.00   1.00   1.00   31,491 -   37,918     Bilingual - Regular   4,36     Budgeted Vacancy Savings   (153,58)     Landscape Architect Lic   44,14	20000015	Senior Management Analyst	2.00	2.00	2.00	59,363 - 71,760	142,085
20000970   Supervising Management Analyst   1.00   1.00   1.00   66,768 -   80,891   80,892     20000756   Word Processing Operator   1.00   1.00   0.00   31,491 -   37,918     Bilingual - Regular   -   -   -   4,362     Budgeted Vacancy Savings   -   -   -   44,14     Landscape Architect Lic   -   -   -   -	20000918	Senior Planner	16.75	17.75	17.75	65,354 - 79,019	1,395,001
20000756Word Processing Operator1.001.000.0031,491 -37,918Bilingual - Regular4,36Budgeted Vacancy Savings(153,58)Landscape Architect Lic44,14	20000926	Senior Traffic Engineer	1.00	1.00	2.00	76,794 - 92,851	185,702
Bilingual - Regular4,36Budgeted Vacancy Savings(153,58)Landscape Architect Lic44,12	20000970	Supervising Management Analyst	1.00	1.00	1.00	66,768 - 80,891	80,891
Budgeted Vacancy Savings(153,58)Landscape Architect Lic44,14	20000756	Word Processing Operator	1.00	1.00	0.00	31,491 - 37,918	-
Landscape Architect Lic 44,14		Bilingual - Regular					4,368
		Budgeted Vacancy Savings					(153,588)
Overtime Budgeted 15.00		Landscape Architect Lic					44,148
Overtime budgeted 10,00		Overtime Budgeted					15,000

### Personnel Expenditures (Cont'd)

Job	FY	2016 F	Y2017	7	FY2018				
Number Job Title / Wages	Bu	dget B	ludge	t	Adopted	Sal	ary Range		Total
Reg Pay For Engineers									64,060
FTE, Salaries, and Wages Subtotal	6	7.08	65.07	7	64.95			\$	4,857,306
		FY20 <sup>-</sup> Actu			FY2017 Budget		FY2018 Adopted	FY	2017–2018 Change
Fringe Benefits									
Employee Offset Savings	\$	37,20	61 \$	\$	42,611	\$	29,749	\$	(12,862)
Flexible Benefits		520,10	61		648,546		745,313		96,767
Long-Term Disability		15,13	36		15,103		-		(15,103)
Medicare		68,38	82		69,782		69,702		(80)
Other Post-Employment Benefits		371,20	64		360,813		372,062		11,249
Retiree Medical Trust		3,93	39		4,066		5,922		1,856
Retirement 401 Plan		4,50	03		3,761		4,430		669
Retirement ADC		1,420,90	63		1,558,769		1,706,291		147,522
Retirement DROP		11,90	07		12,117		4,483		(7,634)
Risk Management Administration		63,13	34		62,342		62,682		340
Supplemental Pension Savings Plan		266,40	03		292,488		307,242		14,754
Unemployment Insurance		8,6	14		8,644		8,460		(184)
Workers' Compensation		24,90	02		90,593		39,867		(50,726)
Fringe Benefits Subtotal	\$	2,816,5	66 9	\$	3,169,635	\$	3,356,203	\$	186,568
Total Personnel Expenditures						\$	8,213,509		

### **General Plan Maintenance Fund**

#### **Department Expenditures**

	FY2016	FY2017	FY2018	F۱	2017–2018
	Actual	Budget	Adopted		Change
Environment & Policy Analysis	\$ -	\$ -	\$ 906,492	\$	906,492
Long Range Planning	-	-	1,743,508		1,743,508
Total	\$ -	\$ -	\$ 2,650,000	\$	2,650,000

#### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>General Plan Maintenance Fund</b> Transfer of non-personnel expenditures and associated revenue from the General Fund to General Plan Maintenance Fund.	0.00	\$ 1,486,721	\$ 2,310,000
<b>Community Planning Updates</b> Addition of non-personnel expenditures to support contractual services and City billable services associated with Community Plan Updates.	0.00	1,163,279	-
Revised Revenue Adjustment to reflect revised revenue projections.	0.00	-	340,000
Total	0.00	\$ 2,650,000	\$ 2,650,000

### Expenditures by Category

	FY2016	FY2017	FY2018	F۱	2017–2018
	Actual	Budget	Adopted		Change
NON-PERSONNEL					
Contracts	\$ -	\$ -	\$ 2,650,000	\$	2,650,000
NON-PERSONNEL SUBTOTAL	-	-	2,650,000		2,650,000
Total	\$ -	\$ -	\$ 2,650,000	\$	2,650,000

#### **Revenues by Category**

	FY2016	FY2017	FY2018	F۱	2017–2018
	Actual	Budget	Adopted		Change
Licenses and Permits	\$ -	\$ -	\$ 2,650,000	\$	2,650,000
Total	\$ -	\$ -	\$ 2,650,000	\$	2,650,000

#### **Revenue and Expense Statement (Non–General Fund)**

General Plan Maintenance Fund	FY2016 Actual	FY2017 <sup>*</sup> Budget	FY2018 Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ _	\$ _	\$ _
TOTAL BALANCE AND RESERVES	\$ -	\$ -	\$ -
REVENUE			
Licenses and Permits	\$ _	\$ _	\$ 2,650,000
TOTAL REVENUE	\$ -	\$ -	\$ 2,650,000
TOTAL BALANCE, RESERVES, AND REVENUE	\$ -	\$ _	\$ 2,650,000
OPERATING EXPENSE			
Contracts	\$ _	\$ _	\$ 2,650,000
TOTAL OPERATING EXPENSE	\$ _	\$ -	\$ 2,650,000
TOTAL EXPENSE	\$ -	\$ -	\$ 2,650,000
BALANCE	\$ -	\$ -	\$ -
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 	\$ _	\$ 2,650,000

\*At the time of publication, audited financial statements for Fiscal Year 2017 were not available. Therefore, the Fiscal Year 2017 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2017 Adopted Budget, while the beginning Fiscal Year 2017 balance amount reflects the audited Fiscal Year 2016 ending balance.

### **Department Summary**

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY	2017–2018 Change
FTE Positions (Budgeted)	16.70	16.35	16.35		0.00
Personnel Expenditures	\$ 1,767,918	\$ 1,946,548	\$ 2,078,987	\$	132,439
Non-Personnel Expenditures	343,035	462,339	829,124		366,785
Total Department Expenditures	\$ 2,110,953	\$ 2,408,887	\$ 2,908,111	\$	499,224
Total Department Revenue	\$ 2,136,818	\$ 2,408,887	\$ 2,908,283	\$	499,396

## **Facilities Financing Fund**

#### **Department Expenditures**

	FY2016	FY2017	FY2018	FY	2017–2018
	Actual	Budget	Adopted		Change
Facilities Financing Program	\$ 2,110,953	\$ 2,408,887	\$ 2,908,111	\$	499,224
Total	\$ 2,110,953	\$ 2,408,887	\$ 2,908,111	\$	499,224

#### **Department Personnel**

	FY2016 Budget	FY2017 Budget	FY2018 Adopted	FY2017–2018 Change
Facilities Financing Program	16.70	16.35	16.35	0.00
Total	16.70	16.35	16.35	0.00

#### **Significant Budget Adjustments**

	FTE	Expenditures	 Revenue
Rental Compensation Addition of non-personnel expenditures for rental compensation to the General Fund for use of the 101 Ash Street building.	0.00	\$ 212,563	\$ -
Salary and Benefit Adjustments Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	133,261	-
<b>Relocation to 101 Ash Street</b> Addition of one-time non-personnel expenditures related to the office relocation into the 101 Ash Street building.	0.00	71,975	-
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to a zero- based annual review of information technology funding requirements.	0.00	44,357	-
<b>Non-Discretionary Adjustment</b> Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	37,890	-
Non-Standard Hour Personnel Funding Funding allocated according to a zero-based annual review of hourly funding requirements	0.00	37	-

### Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Hourly Sick Leave Adjustment to reflect prior year expenditure trends, related to paid sick leave benefits for eligible hourly employees consistent with the requirements of Assembly Bill 1522.	0.00	(859)	-
Revenue Adjustment Adjustment to reflect revised revenue projections.	0.00	-	499,396
Total	0.00	\$ 499,224	\$ 499,396

#### **Expenditures by Category**

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY	2017–2018 Change
PERSONNEL					
Personnel Cost	\$ 1,044,841	\$ 1,165,558	\$ 1,125,150	\$	(40,408)
Fringe Benefits	723,078	780,990	953,837		172,847
PERSONNEL SUBTOTAL	1,767,918	1,946,548	2,078,987		132,439
NON-PERSONNEL					
Supplies	\$ 6,662	\$ 12,611	\$ 12,611	\$	-
Contracts	251,112	344,281	454,090		109,809
Information Technology	85,094	102,813	147,170		44,357
Energy and Utilities	-	1,190	1,246		56
Other	167	1,294	1,294		-
Transfers Out	-	-	212,563		212,563
Capital Expenditures	-	150	150		-
NON-PERSONNEL SUBTOTAL	343,035	462,339	829,124		366,785
Total	\$ 2,110,953	\$ 2,408,887	\$ 2,908,111	\$	499,224

#### **Revenues by Category**

, , ,	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY	2017–2018 Change
Charges for Services	\$ 2,061,833	\$ 2,382,787	\$ 2,857,683	\$	474,896
Licenses and Permits	73,500	25,500	50,000		24,500
Rev from Money and Prop	1,485	600	600		-
Total	\$ 2,136,818	\$ 2,408,887	\$ 2,908,283	\$	499,396

#### **Personnel Expenditures**

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Adopted	Salary Range	Total
FTE, Salari	ies, and Wages					
20000024	Administrative Aide 2	1.00	1.00	1.00	\$42,578 - \$51,334 \$	50,564
20000119	Associate Management Analyst	2.00	2.00	2.00	54,059 - 65,333	119,231
20000743	Principal Engineering Aide	2.00	2.00	2.00	50,003 - 60,549	110,552
90000743	Principal Engineering Aide - Hourly	0.35	0.00	0.00	50,003 - 60,549	-
20001222	Program Manager	1.00	1.00	1.00	46,966 - 172,744	115,000
20000885	Senior Civil Engineer	1.00	1.00	1.00	76,794 - 92,851	92,851
20000015	Senior Management Analyst	6.00	6.00	6.00	59,363 - 71,760	428,048
20000970	Supervising Management Analyst	2.00	2.00	2.00	66,768 - 80,891	161,782

### Personnel Expenditures (Cont'd)

Job	FY201	6 FY2(	)17	FY2018					
Number Job Title / Wages	Budge			Adopted	Sala	ary Ra	ange		Total
90000970 Supervising Management Analyst - Hourly	0.3	5 0	.35	0.35	66,7	68 -	80,89	1	28,312
20000756 Word Processing Operator	1.0	0 1	.00	1.00	31,4	91 -	37,918	3	37,709
Bilingual - Regular									1,456
Budgeted Vacancy Savings									(50,003)
Overtime Budgeted									11,720
Reg Pay For Engineers									13,928
Vacation Pay In Lieu									4,000
FTE, Salaries, and Wages Subtotal	16.7	0 16	.35	16.35				\$	1,125,150
		FY2016		FY2017		F١	(2018	F١	/2017–2018
		Actual		Budget		Ad	opted		Change
Fringe Benefits									
Employee Offset Savings	\$	10,087	\$	8,178	\$		2,599	\$	4,421
Flexible Benefits		132,039		169,892		18	9,180		19,288
Long-Term Disability		3,309		3,605			-		(3,605)
Medicare		13,824		14,257		1	4,942		685
Other		4,056		-			-		-
Other Post-Employment Benefits		89,534		94,640		9	0,015		(4,625)
Retiree Medical Trust		343		628			426		(202)
Retirement 401 Plan		503		500			610		110
Retirement ADC		374,962		369,143		54	0,405		171,262
Retirement DROP		4,720		6,243			5,988		(255)
Risk Management Administration		15,533		16,352		1	5,165		(1,187)
Supplemental Pension Savings Plan		57,855		71,143		6	6,593		(4,550)
Unemployment Insurance		1,881		2,065			1,956		(109)
Workers' Compensation		14,431		24,344		1	5,958		(8,386)
Fringe Benefits Subtotal	\$	723,078	\$	780,990	\$		3,837	\$	172,847
Total Personnel Expenditures					\$	2,07	8,987		

#### **Revenue and Expense Statement (Non–General Fund)**

Facilities Financing Fund		FY2016	FY2017 <sup>*</sup>	FY2018
		Actual	Budget	Adopted
BEGINNING BALANCE AND RESERVES				
Balance from Prior Year	\$	117,240	\$ 143,105	\$ 0
TOTAL BALANCE AND RESERVES	\$	117,240	\$ 143,105	\$ 0
REVENUE				
Charges for Services	\$	2,061,833	\$ 2,382,787	\$ 2,857,683
Licenses and Permits		73,500	25,500	50,000
Revenue from Use of Money and Property		1,485	600	600
TOTAL REVENUE	\$	2,136,818	\$ 2,408,887	\$ 2,908,283
TOTAL BALANCE, RESERVES, AND REVENUE	\$	2,254,058	\$ 2,551,992	\$ 2,908,283
OPERATING EXPENSE				
Personnel Expenses	\$	1,044,841	\$ 1,165,558	\$ 1,125,150
Fringe Benefits		723,078	780,990	953,837
Supplies		6,662	12,611	12,611
Contracts		251,112	344,281	454,090
Information Technology		85,094	102,813	147,170
Energy and Utilities		-	1,190	1,246
Other Expenses		167	1,294	1,294
Transfers Out		-	-	212,563
Capital Expenditures		-	150	150
TOTAL OPERATING EXPENSE	\$	2,110,953	\$ 2,408,887	\$ 2,908,111
TOTAL EXPENSE	\$	2,110,953	\$ 2,408,887	\$ 2,908,111
BALANCE	\$	143,105	\$ 143,105	\$ 171
TOTAL BALANCE, RESERVES, AND EXPENSE	\$	2,254,058	\$ 2,551,992	\$ 2,908,283

\*At the time of publication, audited financial statements for Fiscal Year 2017 were not available. Therefore, the Fiscal Year 2017 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2017 Adopted Budget, while the beginning Fiscal Year 2017 balance amount reflects the audited Fiscal Year 2016 ending balance.