

Planning



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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

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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	FY2017-2018 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	FY2017-2018 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	\$ -
Policy and Ordinance Development 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	-
Transit Priority Area Parking Standard 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	-
Workforce Housing Density Program 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 contributions, retiree health contributions, and labor negotiations.	0.00	111,464	-

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Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Support for Information Technology 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)	-
Non-Discretionary Adjustment 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)	-
Urban Forestry Program 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	FY2017-2018 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)

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Revenues by Category

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017-2018 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

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	1.00	1.00	1.00	\$31,491 - \$37,918	\$ 37,349
20000024	Administrative Aide 2	1.00	1.00	1.00	42,578 - 51,334	50,448
20000116	Assistant Engineer-Traffic	3.00	3.00	3.00	57,866 - 69,722	182,356
20001083	Assistant Planning Director	1.00	1.00	1.00	31,741 - 173,971	140,000
90001233	Assistant to the Director - Hourly	0.35	0.00	0.00	46,966 - 172,744	-
20000167	Associate Engineer-Traffic	4.00	4.00	3.00	66,622 - 80,454	234,523
20000119	Associate Management Analyst	1.00	1.00	1.00	54,059 - 65,333	45,803
20000162	Associate Planner	11.00	9.00	9.00	56,722 - 68,536	562,511
20000539	Clerical Assistant 2	1.00	1.00	1.00	29,931 - 36,067	34,805
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	125,000
20001179	Deputy Planning Director	1.00	1.00	1.00	46,966 - 172,744	109,855
20000105	Development Project Manager 3	1.00	3.00	4.00	76,794 - 92,851	330,908
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	1.00	66,768 - 80,891	80,891
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	291,100
20000680	Payroll Specialist 2	1.00	1.00	1.00	34,611 - 41,787	34,624
20001132	Planning Director	1.00	1.00	1.00	59,155 - 224,099	170,000
90001145	Planning Intern - Hourly	1.32	1.32	1.20	24,274 - 29,203	32,024
20000743	Principal Engineering Aide	2.00	2.00	2.00	50,003 - 60,549	110,552
20001222	Program Manager	3.00	3.00	3.00	46,966 - 172,744	308,000
20000015	Senior Management Analyst	2.00	2.00	2.00	59,363 - 71,760	142,085
20000918	Senior Planner	16.75	17.75	17.75	65,354 - 79,019	1,395,001
20000926	Senior Traffic Engineer	1.00	1.00	2.00	76,794 - 92,851	185,702
20000970	Supervising Management Analyst	1.00	1.00	1.00	66,768 - 80,891	80,891
20000756	Word Processing Operator	1.00	1.00	0.00	31,491 - 37,918	-
	Bilingual - Regular					4,368
	Budgeted Vacancy Savings					(153,588)
	Landscape Architect Lic					44,148
	Overtime Budgeted					15,000

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Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Adopted	Salary Range	Total
	Reg Pay For Engineers					64,060
FTE, Salaries, and Wages Subtotal		67.08	65.07	64.95		\$ 4,857,306
		FY2016 Actual	FY2017 Budget	FY2018 Adopted		FY2017-2018 Change
Fringe Benefits						
Employee Offset Savings	\$	37,261	\$ 42,611	\$ 29,749	\$	(12,862)
Flexible Benefits		520,161	648,546	745,313		96,767
Long-Term Disability		15,136	15,103	-		(15,103)
Medicare		68,382	69,782	69,702		(80)
Other Post-Employment Benefits		371,264	360,813	372,062		11,249
Retiree Medical Trust		3,939	4,066	5,922		1,856
Retirement 401 Plan		4,503	3,761	4,430		669
Retirement ADC		1,420,963	1,558,769	1,706,291		147,522
Retirement DROP		11,907	12,117	4,483		(7,634)
Risk Management Administration		63,134	62,342	62,682		340
Supplemental Pension Savings Plan		266,403	292,488	307,242		14,754
Unemployment Insurance		8,614	8,644	8,460		(184)
Workers' Compensation		24,902	90,593	39,867		(50,726)
Fringe Benefits Subtotal	\$	2,816,566	\$ 3,169,635	\$ 3,356,203	\$	186,568
Total Personnel Expenditures					\$	8,213,509

General Plan Maintenance Fund

Department Expenditures

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017-2018 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
General Plan Maintenance Fund	0.00	\$ 1,486,721	\$ 2,310,000
Transfer of non-personnel expenditures and associated revenue from the General Fund to General Plan Maintenance Fund.			
Community Planning Updates	0.00	1,163,279	-
Addition of non-personnel expenditures to support contractual services and City billable services associated with Community Plan Updates.			
Revised Revenue	0.00	-	340,000
Adjustment to reflect revised revenue projections.			
Total	0.00	\$ 2,650,000	\$ 2,650,000

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Expenditures by Category

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

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Revenue and Expense Statement (Non-General Fund)

General Plan Maintenance Fund	FY2016 Actual	FY2017* 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.

Facilities Financing Program

Department Summary

	FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017–2018 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 Actual	FY2017 Budget	FY2018 Adopted	FY2017–2018 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	0.00	\$ 212,563	\$ -
Addition of non-personnel expenditures for rental compensation to the General Fund for use of the 101 Ash Street building.			
Salary and Benefit Adjustments	0.00	133,261	-
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			
Relocation to 101 Ash Street	0.00	71,975	-
Addition of one-time non-personnel expenditures related to the office relocation into the 101 Ash Street building.			
Support for Information Technology	0.00	44,357	-
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.			
Non-Discretionary Adjustment	0.00	37,890	-
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.			
Non-Standard Hour Personnel Funding	0.00	37	-
Funding allocated according to a zero-based annual review of hourly funding requirements.			

Facilities Financing Program

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	FY2017-2018 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	FY2017-2018 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, Salaries, 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

Facilities Financing Program

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2016 Budget	FY2017 Budget	FY2018 Adopted	Salary Range	Total
90000970	Supervising Management Analyst - Hourly	0.35	0.35	0.35	66,768 - 80,891	28,312
20000756	Word Processing Operator	1.00	1.00	1.00	31,491 - 37,918	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		16.70	16.35	16.35		\$ 1,125,150
		FY2016 Actual	FY2017 Budget	FY2018 Adopted	FY2017-2018 Change	
Fringe Benefits						
	Employee Offset Savings	\$ 10,087	\$ 8,178	\$ 12,599	\$ 4,421	
	Flexible Benefits	132,039	169,892	189,180	19,288	
	Long-Term Disability	3,309	3,605	-	(3,605)	
	Medicare	13,824	14,257	14,942	685	
	Other	4,056	-	-	-	
	Other Post-Employment Benefits	89,534	94,640	90,015	(4,625)	
	Retiree Medical Trust	343	628	426	(202)	
	Retirement 401 Plan	503	500	610	110	
	Retirement ADC	374,962	369,143	540,405	171,262	
	Retirement DROP	4,720	6,243	5,988	(255)	
	Risk Management Administration	15,533	16,352	15,165	(1,187)	
	Supplemental Pension Savings Plan	57,855	71,143	66,593	(4,550)	
	Unemployment Insurance	1,881	2,065	1,956	(109)	
	Workers' Compensation	14,431	24,344	15,958	(8,386)	
Fringe Benefits Subtotal		\$ 723,078	\$ 780,990	\$ 953,837	\$ 172,847	
Total Personnel Expenditures					\$ 2,078,987	

Facilities Financing Program

Revenue and Expense Statement (Non-General Fund)

Facilities Financing Fund	FY2016 Actual	FY2017* Budget	FY2018 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.