

Planning



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Description

The Planning Department is responsible for the long-term growth of the City. The department performs this primarily by implementing the General Plan, creating and refining land use policies and ordinances, and conducting analysis for new citywide plans and policies. The Department has been structured into three divisions, each having focused specialties and staff with varied technical disciplines: Community Planning & Implementation, Environmental Policy & Planning, and Financial & Administrative Services. Within the Fiscal Year 2021 Adopted Budget, the long-range mobility policy and planning functions were relocated to the new Department of Mobility. Implementation of the Planning Department Work Program and many long-range planning initiatives will require continued close coordination and collaboration with the Department of Mobility.

The Community Planning & Implementation Division is responsible for maintaining a comprehensive, citywide General Plan, Community Plans and other long-range plans. This division also updates and amends the Land Development Code, develops housing policies, reviews state bills and prepares housing data reports. The division is responsible for the City's long-range historic preservation efforts and urban design support for our comprehensive community plan updates.

The Environmental Policy and Planning Division is responsible for creating and implementing General Plan policies related to land use and circulation, public spaces and parks, conservation and resource management, and environmental protection. This division establishes citywide CEQA-specific policies and thresholds and conducts reviews of all City projects and other actions under CEQA.

The Financial & Administrative Services 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 department's operations as well as the financing of community serving infrastructure, such as roads, parks, recreation facilities, libraries, and fire and police stations. The division administers the Development Impact Fee program for the City.

Planning

The vision is:

An innovative and collaborative leader in planning

The mission is:

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

Goals and Objectives

Goal 1: Balance growth, preservation, and conservation in our 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 our department efforts
- Promote inclusiveness, equity, and effective communication

Goal 3: Achieve operational efficiencies

- Enhance productivity with consideration of budget and overall City priorities
- Invest in staff development and technology

Key Performance Indicators

Performance Indicator	FY2019 Target	FY2019 Actual	FY2020 Target	FY2020 Actual	FY2021 Target
Percent of achieved major milestones associated with environmental resource initiatives ¹	80%	67%	80%	N/A	80%
Percent of achieved major milestones associated with planning initiatives	80%	80%	80%	100%	80%
Percent of achieved major milestones associated with policy implementation measures	80%	67%	80%	100%	80%
Percent of department's non-personnel expenditures (NPE) work program funded by grants	35%	34%	35%	27%	35%

1. No environmental resource initiatives were scheduled for completion in Fiscal Year 2020



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Department Summary

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
FTE Positions (Budgeted)	82.95	83.75	69.75	(14.00)
Personnel Expenditures	\$ 9,667,867	\$ 11,019,194	\$ 9,272,410	\$ (1,746,784)
Non-Personnel Expenditures	4,720,929	6,421,905	5,486,118	(935,787)
Total Department Expenditures	\$ 14,388,797	\$ 17,441,099	\$ 14,758,528	\$ (2,682,571)
Total Department Revenue	\$ 6,805,939	\$ 8,663,414	\$ 8,910,578	\$ 247,164

General Fund

Department Expenditures

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Community Planning & Implementation	\$ 4,244,009	\$ 4,064,438	\$ 3,959,874	\$ (104,564)
Environment & Mobility Planning	3,378,256	3,672,926	1,636,803	(2,036,123)
Planning	1,712,058	2,238,881	2,248,801	9,920
Total	\$ 9,334,323	\$ 9,976,245	\$ 7,845,478	\$ (2,130,767)

Department Personnel

	FY2019 Budget	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Community Planning & Implementation	26.95	27.75	25.00	(2.75)
Environment & Mobility Planning	27.00	26.00	15.00	(11.00)
Planning	11.00	12.00	11.75	(0.25)
Total	64.95	65.75	51.75	(14.00)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Non-Discretionary Adjustment	0.00	\$ 444,513	\$ -
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.			
Salary and Benefit Adjustments	0.00	128,104	-
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			
Pay-in-Lieu of Annual Leave Adjustments	0.00	43,096	-
Adjustment to expenditures associated with projected compensation in-lieu of the use of annual leave.			
Reduction of Community Planning Support	0.00	(71,000)	-
Reduction of non-personnel expenditures for Community Planning that will now be supported by the General Plan Maintenance Fund.			

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Reduction of Associate Engineer-Traffic Reduction of 1.00 Associate Engineer-Traffic associated with the formation of the new Mobility Department.	(1.00)	(109,554)	-
Reduction of Administrative Support Reduction of 1.00 Associate Planner, 1.00 Information Systems Technician, and 1.00 Executive Assistant related to Community Planning and administrative support.	(3.00)	(263,823)	-
Reduction of Department Support Reduction of 1.00 Associate Planner and 1.00 Senior Planner related to the Multiple Species Conservation Program and Community Plan Updates.	(2.00)	(285,401)	447,414
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	(335,090)	-
Reduction of Contractual Services Reduction of non-personnel expenditures associated with the completion of the Parks Master Plan in fall 2020.	0.00	(399,050)	-
Mobility Department Restructure Transfer of 8.00 FTE positions from the Planning Department to the new Mobility Department.	(8.00)	(1,282,562)	-
Revised Revenue Adjustment to reflect revised revenue projections.	0.00	-	425,000
Total	(14.00)	\$ (2,130,767)	\$ 872,414

Expenditures by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
PERSONNEL				
Personnel Cost	\$ 4,585,318	\$ 5,297,429	\$ 4,134,721	\$ (1,162,708)
Fringe Benefits	3,238,801	3,411,038	2,803,606	(607,432)
PERSONNEL SUBTOTAL	7,824,119	8,708,467	6,938,327	(1,770,140)
NON-PERSONNEL				
Supplies	\$ 34,646	\$ 54,480	\$ 33,997	\$ (20,483)
Contracts	1,198,576	812,629	384,888	(427,741)
Information Technology	254,452	381,330	468,755	87,425
Energy and Utilities	4,895	9,069	9,241	172
Other	17,637	10,270	10,270	-
NON-PERSONNEL SUBTOTAL	1,510,204	1,267,778	907,151	(360,627)
Total	\$ 9,334,323	\$ 9,976,245	\$ 7,845,478	\$ (2,130,767)

Revenues by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Charges for Services	\$ 1,325,539	\$ 1,602,066	\$ 2,454,480	\$ 852,414
Licenses and Permits	3,284	-	20,000	20,000
Other Revenue	1,273	100	100	-
Rev from Other Agencies	100,000	-	-	-
Total	\$ 1,430,097	\$ 1,602,166	\$ 2,474,580	\$ 872,414

Planning

Personnel Expenditures

Job Number	Job Title / Wages	FY2019 Budget	FY2020 Budget	FY2021 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	1.00	1.00	1.00	\$ 33,605 - 40,459	\$ 39,849
20000024	Administrative Aide 2	1.00	1.00	1.00	45,444 - 54,769	43,528
20000116	Assistant Engineer-Traffic	3.00	3.00	0.00	61,752 - 74,407	-
20001083	Assistant Planning Director	1.00	1.00	1.00	33,863 - 185,643	149,386
20000167	Associate Engineer-Traffic	3.00	3.00	1.00	71,099 - 85,860	71,094
20000119	Associate Management Analyst	1.00	1.00	1.00	57,691 - 69,723	63,603
20000162	Associate Planner	9.00	10.00	7.00	69,950 - 84,531	500,173
20000539	Clerical Assistant 2	1.00	1.00	0.00	31,929 - 38,482	-
20000303	Community Development Specialist 4	1.00	0.00	0.00	71,249 - 86,311	-
20001168	Deputy Director	1.00	1.00	1.00	50,128 - 184,332	139,506
20001179	Deputy Planning Director	1.00	1.00	1.00	50,128 - 184,332	133,390
20000105	Development Project Manager 3	4.00	5.00	5.00	81,949 - 99,074	472,733
20000924	Executive Assistant	1.00	1.00	1.00	46,475 - 56,208	46,467
20000290	Information Systems Analyst 2	2.00	2.00	1.00	57,691 - 69,723	69,722
20000998	Information Systems Analyst 4	1.00	1.00	1.00	71,249 - 86,311	86,320
20000669	Park Designer	4.00	3.00	3.00	71,141 - 85,903	254,705
20000680	Payroll Specialist 2	1.00	1.00	1.00	40,726 - 49,171	47,450
20001132	Planning Director	1.00	1.00	1.00	63,127 - 239,144	186,742
90001145	Planning Intern - Hourly	1.20	0.00	0.00	28,080 - 29,120	-
20000743	Principal Engineering Aide	1.00	1.00	1.00	53,351 - 64,610	64,605
20001222	Program Manager	3.00	4.00	4.00	50,128 - 184,332	470,766
20000015	Senior Management Analyst	2.00	2.00	2.00	63,342 - 76,578	138,773
20000918	Senior Planner	17.75	17.75	16.75	80,579 - 97,427	1,580,966
20000926	Senior Traffic Engineer	2.00	3.00	0.00	81,949 - 99,074	-
20000970	Supervising Management Analyst	1.00	1.00	1.00	71,249 - 86,311	86,320
	Bilingual - Regular					1,456
	Budgeted Vacancy Factor					(599,098)
	Landscape Architect Lic					12,886
	Overtime Budgeted					15,000
	Vacation Pay In Lieu					58,379
FTE, Salaries, and Wages Subtotal		64.95	65.75	51.75	\$	4,134,721

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Fringe Benefits				
Employee Offset Savings	\$ 33,411	\$ 31,463	\$ 31,779	\$ 316
Flexible Benefits	646,113	705,738	540,140	(165,598)
Long-Term Disability	-	-	14,290	14,290
Medicare	69,820	76,370	59,925	(16,445)
Other Post-Employment Benefits	348,377	361,375	283,185	(78,190)
Retiree Medical Trust	5,128	6,911	4,883	(2,028)
Retirement 401 Plan	2,358	2,571	1,494	(1,077)
Retirement ADC	1,752,332	1,746,315	1,516,060	(230,255)

Planning

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Retirement DROP	6,717	7,175	7,278	103
Risk Management Administration	59,016	71,095	47,655	(23,440)
Supplemental Pension Savings Plan	296,491	369,143	275,019	(94,124)
Unemployment Insurance	7,660	7,834	6,343	(1,491)
Workers' Compensation	11,379	25,048	15,555	(9,493)
Fringe Benefits Subtotal	\$ 3,238,801	\$ 3,411,038	\$ 2,803,606	\$ (607,432)
Total Personnel Expenditures			\$ 6,938,327	

Facilities Financing Fund

Department Expenditures

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Public Facilities Planning	\$ 2,508,422	\$ 3,099,854	\$ 3,134,050	\$ 34,196
Total	\$ 2,508,422	\$ 3,099,854	\$ 3,134,050	\$ 34,196

Department Personnel

	FY2019 Budget	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Public Facilities Planning	18.00	18.00	18.00	0.00
Total	18.00	18.00	18.00	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Increase to City Services Billed	0.00	\$ 84,000	\$
Addition of non-personnel expenditures to reflect additional inter-fund services provided to the department.			
Rent Expense	0.00	41,120	
Addition of one-time non-personnel expenditures related to the relocation to Aero Drive.			
Flexible Benefit Plan Adjustments	0.00	18,000	
Adjustments to the Flexible Benefit plan as a result of negotiated changes in how the plan will be administered for new and existing employees, including changes to tiers and cash-back options.			
Salary and Benefit Adjustments	0.00	11,554	
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			
Pay-in-Lieu of Annual Leave Adjustments	0.00	(650)	
Adjustment to expenditures associated with projected compensation in-lieu of the use of annual leave.			

Planning

Non-Discretionary Adjustment	0.00	(35,119)	-
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.			
One-Time Additions and Annualizations	0.00	(39,258)	-
Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2020.			
Support for Information Technology	0.00	(45,451)	-
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.			
Revised Revenue	0.00	-	35,750
Adjustment to reflect revised revenue projections.			
Total	0.00	\$ 34,196	\$ 35,750

Expenditures by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
PERSONNEL				
Personnel Cost	\$ 1,060,119	\$ 1,361,164	\$ 1,387,002	25,838
Fringe Benefits	783,630	949,563	947,081	(2,482)
PERSONNEL SUBTOTAL	1,843,748	2,310,727	2,334,083	23,356
NON-PERSONNEL				
Supplies	\$ 3,843	\$ 8,000	\$ 8,000	
Contracts	573,142	677,666	652,462	(25,204)
Information Technology	84,553	101,621	137,665	36,044
Energy and Utilities	735	1,190	1,190	
Other	2,402	500	500	
Capital Expenditures	-	150	150	
NON-PERSONNEL SUBTOTAL	664,673	789,127	799,967	10,840
Total	\$ 2,508,422	\$ 3,099,854	\$ 3,134,050	\$ 34,196

Revenues by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Charges for Services	\$ 2,729,017	\$ 3,049,648	\$ 3,092,398	42,750
Licenses and Permits	25,000	50,000	40,000	(10,000)
Rev from Money and Prop	1,377	600	3,600	3,000
Transfers In	72	-	-	
Total	\$ 2,755,467	\$ 3,100,248	\$ 3,135,998	\$ 35,750

Personnel Expenditures

Job Number	Job Title / Wages	FY2019 Budget	FY2020 Budget	FY2021 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000024	Administrative Aide 2	1.00	1.00	1.00	\$ 45,444 - 54,769	\$ 53,146
20000143	Associate Engineer-Civil	1.00	1.00	1.00	71,099 - 85,860	84,696
20000119	Associate Management Analyst	3.00	3.00	1.00	57,691 - 69,723	64,233

Planning

20000162	Associate Planner	0.00	0.00	3.00	69,950 -	84,531	224,431
20000290	Information Systems Analyst 2	1.00	1.00	1.00	57,691 -	69,723	69,722
20000743	Principal Engineering Aide	1.00	1.00	1.00	53,351 -	64,610	64,605
20001222	Program Manager	1.00	1.00	1.00	50,128 -	184,332	131,602
20000885	Senior Civil Engineer	1.00	1.00	1.00	81,949 -	99,074	99,070
20000015	Senior Management Analyst	6.00	6.00	3.00	63,342 -	76,578	213,828
20000918	Senior Planner	0.00	0.00	2.00	80,579 -	97,427	184,509
20000970	Supervising Management Analyst	2.00	2.00	2.00	71,249 -	86,311	172,640
20000756	Word Processing Operator Bilingual - Regular	1.00	1.00	1.00	33,605 -	40,459	40,456
	Budgeted Vacancy Factor						1,456
	Infrastructure In-Training Pay						(69,950)
	Infrastructure Registration Pay						6,776
	Overtime Budgeted						15,851
	Reg Pay For Engineers						11,720
	Vacation Pay In Lieu						14,861
							3,350
FTE, Salaries, and Wages Subtotal		18.00	18.00	18.00		\$	1,387,002

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Fringe Benefits				
Employee Offset Savings	\$ 9,168	\$ 10,289	\$ 9,642	\$ (647)
Flexible Benefits	181,170	223,600	229,895	6,295
Long-Term Disability	-	-	4,626	4,626
Medicare	15,351	18,175	18,642	467
Other Post-Employment Benefits	89,567	110,250	106,981	(3,269)
Retiree Medical Trust	666	1,152	1,330	178
Retirement 401 Plan	1,480	1,435	1,436	-
Retirement ADC	397,280	461,662	449,607	(12,055)
Retirement DROP	8,185	8,805	9,389	584
Risk Management Administration	15,184	21,690	18,003	(3,687)
Supplemental Pension Savings Plan	55,815	79,092	87,802	8,710
Unemployment Insurance	1,789	2,021	2,053	332
Workers' Compensation	7,977	11,392	7,675	(3,717)
Fringe Benefits Subtotal	\$ 783,630	\$ 949,563	\$ 947,081	\$ (2,482)
Total Personnel Expenditures			\$ 2,334,083	

General Plan Maintenance Fund

Department Expenditures

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Community Planning & Implementation	\$ 2,305,684	\$ 4,058,508	\$ 3,472,508	\$ (586,000)
Environment & Mobility Planning	240,368	306,492	306,492	-
Total	\$ 2,546,052	\$ 4,365,000	\$ 3,779,000	\$ (586,000)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Community Plan Updates	0.00	\$ 479,000	\$ -
Addition of one-time non-personnel expenditures to support community plan development from anticipated fund balance.			
One-Time Additions and Annualizations	0.00	(404,000)	-
Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2020.			
General Plan Maintenance Fee Revised Revenue	0.00	(661,000)	(661,000)
Reduction of one-time non-personnel expenditures and General Plan Maintenance Fee revenue due to anticipated reductions in permit applications during the COVID-19 pandemic.			
Total	0.00	\$ (586,000)	\$ (661,000)

Expenditures by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
NON-PERSONNEL				
Contracts	\$ 2,546,052	\$ 4,365,000	\$ 3,779,000	\$ (586,000)
NON-PERSONNEL SUBTOTAL	2,546,052	4,365,000	3,779,000	(586,000)
Total	\$ 2,546,052	\$ 4,365,000	\$ 3,779,000	\$ (586,000)

Revenues by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Licenses and Permits	\$ 2,609,848	\$ 3,961,000	\$ 3,300,000	\$ (661,000)
Rev from Money and Prop	10,527	-	-	-
Total	\$ 2,620,375	\$ 3,961,000	\$ 3,300,000	\$ (661,000)

Revenue and Expense Statement (Non-General Fund)

Facilities Financing Fund	FY2019 Actual	FY2020* Budget	FY2021** Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ (71,214)	\$ 175,831	\$ 192,501
Continuing Appropriation - CIP	71,975	-	-
TOTAL BALANCE AND RESERVES	\$ 761	\$ 175,831	\$ 192,501
REVENUE			
Charges for Services	\$ 2,729,017	\$ 3,049,648	\$ 3,092,398
Licenses and Permits	25,000	50,000	40,000
Revenue from Use of Money and Property	1,377	600	3,600
Transfers In	72	-	-
TOTAL REVENUE	\$ 2,755,467	\$ 3,100,248	\$ 3,135,998
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 2,756,228	\$ 3,276,079	\$ 3,328,499
OPERATING EXPENSE			
Personnel Expenses	\$ 1,060,119	\$ 1,361,164	\$ 1,387,002
Fringe Benefits	783,630	949,563	947,081
Supplies	3,843	8,000	8,000
Contracts	573,142	677,666	652,462
Information Technology	84,553	101,621	137,665
Energy and Utilities	735	1,190	1,190
Other Expenses	2,402	500	500
Capital Expenditures	-	150	150
TOTAL OPERATING EXPENSE	\$ 2,508,422	\$ 3,099,854	\$ 3,134,050
EXPENDITURE OF PRIOR YEAR FUNDS			
CIP Expenditures	\$ 71,975	\$ -	\$ -
TOTAL EXPENDITURE OF PRIOR YEAR FUNDS	\$ 71,975	\$ -	\$ -
TOTAL EXPENSE	\$ 2,580,397	\$ 3,099,854	\$ 3,134,050
BALANCE	\$ 175,831	\$ 176,225	\$ 194,449
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 2,756,228	\$ 3,276,079	\$ 3,328,499

* At the time of publication, audited financial statements for Fiscal Year 2020 were not available. Therefore, the Fiscal Year 2020 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2020 Adopted Budget, while the beginning Fiscal Year 2020 balance amount reflects the audited Fiscal Year 2019 ending balance.

** Fiscal Year 2021 Beginning Fund Balance reflect the projected Fiscal Year 2020 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2020.

Revenue and Expense Statement (Non-General Fund)

General Plan Maintenance Fund	FY2019 Actual	FY2020* Budget	FY2021** Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 404,742	\$ 479,065	\$ 1,984,591
TOTAL BALANCE AND RESERVES	\$ 404,742	\$ 479,065	\$ 1,984,591
REVENUE			
Licenses and Permits	\$ 2,609,848	\$ 3,961,000	\$ 3,300,000
Revenue from Use of Money and Property	10,527	-	-
TOTAL REVENUE	\$ 2,620,375	\$ 3,961,000	\$ 3,300,000
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 3,025,117	\$ 4,440,065	\$ 5,284,591
OPERATING EXPENSE			
Contracts	\$ 2,546,052	\$ 4,365,000	\$ 3,779,000
TOTAL OPERATING EXPENSE	\$ 2,546,052	\$ 4,365,000	\$ 3,779,000
TOTAL EXPENSE	\$ 2,546,052	\$ 4,365,000	\$ 3,779,000
BALANCE	\$ 479,065	\$ 75,065	\$ 1,505,591
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 3,025,117	\$ 4,440,065	\$ 5,284,591

* At the time of publication, audited financial statements for Fiscal Year 2020 were not available. Therefore, the Fiscal Year 2020 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2020 Adopted Budget, while the beginning Fiscal Year 2020 balance amount reflects the audited Fiscal Year 2019 ending balance.

** Fiscal Year 2021 Beginning Fund Balance reflect the projected Fiscal Year 2020 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2020.



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