

Planning



Page Intentionally Left Blank



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 & Public Spaces, and Financial & Administrative Services. Within the Fiscal Year 21 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 & Public Spaces 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 support the department's operations, work program initiatives, as well as the funding of community serving capital improvements. The division provides business operations and support services, including technical GIS/mapping and innovative IT solutions.

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	FY2020 Target	FY2020 Actual	FY2021 Target	FY2021 Actual	FY2022 Target
Percent of achieved major milestones associated with environmental resource initiatives ¹	80%	N/A	80%	N/A	80%
Percent of achieved major milestones associated with planning initiatives	80%	100%	80%	100%	80%
Percent of achieved major milestones associated with policy implementation measures	80%	100%	80%	100%	80%
Percent of department's non-personnel expenditures (NPE) work program funded by grants	35%	27%	35%	45%	35%

1. No environmental resource initiatives were scheduled for completion in Fiscal Year 2021.

Department Summary

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
FTE Positions (Budgeted)	83.75	69.75	69.75	0.00
Personnel Expenditures	\$ 10,293,696	\$ 9,272,410	\$ 10,374,254	\$ 1,101,844
Non-Personnel Expenditures	4,473,407	5,486,118	6,298,922	812,804
Total Department Expenditures	\$ 14,767,103	\$ 14,758,528	\$ 16,673,176	\$ 1,914,648
Total Department Revenue	\$ 8,275,074	\$ 8,910,578	\$ 9,819,617	\$ 909,039

General Fund

Department Expenditures

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Community Planning & Implementation	\$ 4,035,604	\$ 3,959,874	\$ 3,907,101	\$ (52,773)
Environment & Mobility Planning	3,505,090	1,636,803	2,271,073	634,270
Planning	1,970,439	2,248,801	2,941,979	693,178
Total	\$ 9,511,133	\$ 7,845,478	\$ 9,120,153	\$ 1,274,675

Department Personnel

	FY2020 Budget	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Community Planning & Implementation	27.75	25.00	22.75	(2.25)
Environment & Mobility Planning	26.00	15.00	15.00	0.00
Planning	12.00	11.75	14.00	2.25
Total	65.75	51.75	51.75	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
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	\$ 992,939	\$ -
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology requirements.	0.00	184,862	-
Addition of Contract Services Costs Addition of non-personnel expenditures of \$100,000 to support contractual services to fund a position at the California Coastal Commission (CCC).	0.00	100,000	-
Pay-In-Lieu of Annual Leave Adjustments Adjustment to expenditures associated with projected compensation to employees in-lieu of the use of annual leave.	0.00	12,162	-

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Non-Discretionary Adjustment	0.00	279	-
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.			
Equipment Rate Reduction	0.00	(4,635)	-
Reduction in non-personnel expenditures associated with a rate reduction for equipment rentals.			
Citywide Contracts Reduction of 2.6%	0.00	(10,932)	-
Reduction of non-personnel expenditures associated with a 2.6% reduction in contracts citywide.			
Revised Revenue	0.00	-	606,540
Adjustment to reflect revised revenue projections.			
Total	0.00 \$	1,274,675 \$	606,540

Expenditures by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
PERSONNEL				
Personnel Cost	\$ 4,984,958	\$ 4,134,721	\$ 4,659,330	\$ 524,609
Fringe Benefits	3,368,258	2,803,606	3,284,098	480,492
PERSONNEL SUBTOTAL	8,353,216	6,938,327	7,943,428	1,005,101
NON-PERSONNEL				
Supplies	\$ 44,136	\$ 33,997	\$ 34,282	\$ 285
Contracts	702,626	384,888	467,390	82,502
Information Technology	390,553	468,755	653,617	184,862
Energy and Utilities	8,295	9,241	11,166	1,925
Other	12,306	10,270	10,270	-
NON-PERSONNEL SUBTOTAL	1,157,917	907,151	1,176,725	269,574
Total	\$ 9,511,133	\$ 7,845,478	\$ 9,120,153	\$ 1,274,675

Revenues by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Charges for Services	\$ 1,398,866	\$ 2,454,480	\$ 3,061,020	\$ 606,540
Licenses and Permits	4,701	20,000	20,000	-
Other Revenue	1,271	100	100	-
Transfers In	7,410	-	-	-
Total	\$ 1,412,248	\$ 2,474,580	\$ 3,081,120	\$ 606,540

Personnel Expenditures

Job Number	Job Title / Wages	FY2020 Budget	FY2021 Budget	FY2022 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000011	Account Clerk	1.00	1.00	1.00	\$ 34,957 - 42,074	\$ 41,443
20000024	Administrative Aide 2	1.00	1.00	1.00	47,266 - 56,957	52,453
20000116	Assistant Engineer-Traffic	3.00	0.00	0.00	67,437 - 81,247	-
20001083	Assistant Planning Director	1.00	1.00	1.00	35,217 - 193,066	155,361
20000167	Associate Engineer-Traffic	3.00	1.00	0.00	77,635 - 93,762	-

Planning

Personnel Expenditures

Job Number	Job Title / Wages	FY2020 Budget	FY2021 Budget	FY2022 Adopted	Salary Range	Total
20000119	Associate Management Analyst	1.00	1.00	1.00	60,007 - 72,510	69,423
20000162	Associate Planner	10.00	7.00	8.00	72,748 - 87,912	642,979
20000539	Clerical Assistant 2	1.00	0.00	0.00	33,205 - 40,019	-
20001168	Deputy Director	1.00	1.00	1.00	52,133 - 191,703	145,086
20001179	Deputy Planning Director	1.00	1.00	1.00	52,133 - 191,703	121,918
20000105	Development Project Manager 3	5.00	5.00	5.00	87,361 - 105,609	520,902
20000924	Executive Assistant	1.00	1.00	1.00	48,326 - 58,450	54,503
20000290	Information Systems Analyst 2	2.00	1.00	1.00	60,007 - 72,510	72,510
20000998	Information Systems Analyst 4	1.00	1.00	1.00	74,090 - 89,773	89,773
20000669	Park Designer	3.00	3.00	3.00	76,756 - 92,690	273,435
20000680	Payroll Specialist 2	1.00	1.00	1.00	43,414 - 52,417	50,581
20001132	Planning Director	1.00	1.00	1.00	65,653 - 248,703	194,212
20000743	Principal Engineering Aide	1.00	1.00	1.00	58,260 - 70,548	70,548
20001222	Program Manager	4.00	4.00	4.00	52,133 - 191,703	489,596
20000015	Senior Management Analyst	2.00	2.00	2.00	65,869 - 79,649	145,518
20000918	Senior Planner	17.75	16.75	16.75	83,802 - 101,324	1,652,381
20000926	Senior Traffic Engineer	3.00	0.00	0.00	89,492 - 108,185	-
20000970	Supervising Management Analyst	1.00	1.00	1.00	74,090 - 89,773	89,773
	Bilingual - Regular					1,456
	Budgeted Personnel					(411,440)
	Expenditure Savings					
	Landscape Architect Lic					27,808
	Overtime Budgeted					15,000
	Termination Pay Annual					23,570
	Leave					
	Vacation Pay In Lieu					70,541
FTE, Salaries, and Wages Subtotal		65.75	51.75	51.75		\$ 4,659,330

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Fringe Benefits				
Employee Offset Savings	\$ 35,408	\$ 31,779	\$ 29,772	\$ (2,007)
Flexible Benefits	655,969	540,140	599,647	59,507
Long-Term Disability	-	14,290	18,079	3,789
Medicare	75,940	59,925	65,975	6,050
Other	31,154	-	-	-
Other Post-Employment Benefits	357,715	283,185	294,288	11,103
Retiree Medical Trust	6,272	4,883	6,066	1,183
Retirement 401 Plan	3,120	1,494	1,554	60
Retirement ADC	1,774,839	1,516,060	1,854,799	338,739
Retirement DROP	7,946	7,278	7,671	393
Risk Management Administration	68,927	47,655	50,840	3,185
Supplemental Pension Savings Plan	329,538	275,019	319,660	44,641
Unemployment Insurance	7,668	6,343	6,600	257
Workers' Compensation	13,763	15,555	29,147	13,592

Planning

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Fringe Benefits Subtotal	\$ 3,368,258	\$ 2,803,606	\$ 3,284,098	\$ 480,492
Total Personnel Expenditures			\$ 7,943,428	

General Plan Maintenance Fund

Department Expenditures

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Community Planning & Implementation	\$ 2,398,229	\$ 3,472,508	\$ 3,859,508	\$ 387,000
Environment & Mobility Planning	147,836	306,492	306,492	-
Planning	20,118	-	-	-
Total	\$ 2,566,183	\$ 3,779,000	\$ 4,166,000	\$ 387,000

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Community Plan Update Support Addition of one-time non-personnel expenditures related to the support of Community Plan Updates budgeted in prior fiscal years.	0.00	\$ 766,000	\$ -
Revised Revenue and Expense Adjustment to reflect revised revenue projections and associated non-personnel expense increase.	0.00	100,000	100,000
One-Time Additions and Annualizations Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2021.	0.00	(479,000)	661,000
Prior-year Revenue Correction Adjustment to reflect prior-year actual revenues.	0.00	-	(661,000)
Total	0.00	\$ 387,000	\$ 100,000

Expenditures by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
NON-PERSONNEL				
Supplies	\$ 52	\$ -	\$ -	-
Contracts	2,554,525	3,779,000	4,166,000	387,000
Information Technology	11,606	-	-	-
NON-PERSONNEL SUBTOTAL	2,566,183	3,779,000	4,166,000	387,000
Total	\$ 2,566,183	\$ 3,779,000	\$ 4,166,000	\$ 387,000

Revenues by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Licenses and Permits	\$ 4,023,100	\$ 3,300,000	\$ 3,400,000	\$ 100,000
Rev from Money and Prop	43,866	-	-	-

Revenues by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Total	\$ 4,066,966	\$ 3,300,000	\$ 3,400,000	\$ 100,000

Facilities Financing Fund

Department Expenditures

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Public Facilities Planning	\$ 2,689,787	\$ 3,134,050	\$ 3,387,023	\$ 252,973
Total	\$ 2,689,787	\$ 3,134,050	\$ 3,387,023	\$ 252,973

Department Personnel

	FY2020 Budget	FY2021 Budget	FY2022 Adopted	FY2021-2022 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
Complete Communities Infrastructure Initiative Addition of non-personnel expenditures to reimburse department for General Fund staff time spent working on the Complete Communities Infrastructure initiative.	0.00	\$ 151,635	\$ -
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	78,064	-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology requirements.	0.00	33,846	-
Rent Expense Addition of one-time non-personnel expenditures related to the relocation to Aero Drive.	0.00	32,217	-
Pay-In-Lieu of Annual Leave Adjustments Adjustment to expenditures associated with projected compensation to employees in-lieu of the use of annual leave.	0.00	18,679	-
Equipment Rate Reduction Reduction in non-personnel expenditures associated with a rate reduction for equipment rentals.	0.00	(52)	-

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Non-Discretionary Adjustment	0.00	(20,296)	-
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	(41,120)	-
Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2021.			
Revised Revenue	0.00	-	202,499
Adjustment to reflect revised revenue projections.			
Total	0.00	\$ 252,973	\$ 202,499

Expenditures by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
PERSONNEL				
Personnel Cost	\$ 1,130,326	\$ 1,387,002	\$ 1,409,773	\$ 22,771
Fringe Benefits	810,153	947,081	1,021,053	73,972
PERSONNEL SUBTOTAL	1,940,480	2,334,083	2,430,826	96,743
NON-PERSONNEL				
Supplies	\$ 2,358	\$ 8,000	\$ 5,100	\$ (2,900)
Contracts	686,762	652,462	777,396	124,934
Information Technology	57,203	137,665	171,511	33,846
Energy and Utilities	1,636	1,190	1,190	-
Other	1,347	500	1,000	500
Capital Expenditures	-	150	-	(150)
NON-PERSONNEL SUBTOTAL	749,307	799,967	956,197	156,230
Total	\$ 2,689,787	\$ 3,134,050	\$ 3,387,023	\$ 252,973

Revenues by Category

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Charges for Services	\$ 2,753,481	\$ 3,092,398	\$ 3,304,897	\$ 212,499
Licenses and Permits	29,500	40,000	30,000	(10,000)
Rev from Money and Prop	3,255	3,600	3,600	-
Transfers In	9,624	-	-	-
Total	\$ 2,795,860	\$ 3,135,998	\$ 3,338,497	\$ 202,499

Personnel Expenditures

Job Number	Job Title / Wages	FY2020 Budget	FY2021 Budget	FY2022 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
20000024	Administrative Aide 2	1.00	1.00	1.00	\$ 47,266 - 56,957	\$ 56,103
20000143	Associate Engineer-Civil	1.00	1.00	1.00	77,635 - 93,762	93,762
20000119	Associate Management Analyst	3.00	1.00	1.00	60,007 - 72,510	60,007
20000162	Associate Planner	0.00	3.00	3.00	72,748 - 87,912	233,408

Planning

Personnel Expenditures

Job Number	Job Title / Wages	FY2020 Budget	FY2021 Budget	FY2022 Adopted	Salary Range	Total
20000290	Information Systems Analyst 2	1.00	1.00	1.00	60,007 - 72,510	72,510
20000743	Principal Engineering Aide	1.00	1.00	1.00	58,260 - 70,548	70,548
20001222	Program Manager	1.00	1.00	1.00	52,133 - 191,703	136,866
20000885	Senior Civil Engineer	1.00	1.00	1.00	89,492 - 108,185	108,185
20000015	Senior Management Analyst	6.00	3.00	3.00	65,869 - 79,649	208,599
20000918	Senior Planner	0.00	2.00	2.00	83,802 - 101,324	183,606
20000970	Supervising Management Analyst	2.00	2.00	2.00	74,090 - 89,773	179,546
20000756	Word Processing Operator Bilingual - Regular Budgeted Personnel Expenditure Savings Infrastructure In-Training Pay Infrastructure Registration Pay Overtime Budgeted Reg Pay For Engineers Termination Pay Annual Leave Vacation Pay In Lieu	1.00	1.00	1.00	34,957 - 42,074	42,074 1,456 (138,617) 7,501 17,310 11,720 16,228 26,932 22,029
FTE, Salaries, and Wages Subtotal		18.00	18.00	18.00		\$ 1,409,773

	FY2020 Actual	FY2021 Budget	FY2022 Adopted	FY2021-2022 Change
Fringe Benefits				
Employee Offset Savings	\$ 9,284	\$ 9,642	\$ 10,117	\$ 475
Flexible Benefits	178,760	229,895	198,441	(31,454)
Long-Term Disability	-	4,626	5,241	615
Medicare	16,288	18,642	18,260	(382)
Other	8,934	-	-	-
Other Post-Employment Benefits	90,478	106,981	98,096	(8,885)
Retiree Medical Trust	980	1,330	1,386	56
Retirement 401 Plan	1,462	1,436	725	(711)
Retirement ADC	400,908	449,607	561,433	111,826
Retirement DROP	7,477	9,389	7,061	(2,328)
Risk Management Administration	17,483	18,003	16,976	(1,027)
Supplemental Pension Savings Plan	68,308	87,802	91,369	3,567
Unemployment Insurance	1,730	2,053	1,907	(146)
Workers' Compensation	8,063	7,675	10,041	2,366
Fringe Benefits Subtotal	\$ 810,153	\$ 947,081	\$ 1,021,053	\$ 73,972
Total Personnel Expenditures			\$ 2,430,826	

Revenue and Expense Statement (Non-General Fund)

General Plan Maintenance Fund	FY2020 Actual	FY2021* Budget	FY2022** Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 479,065	\$ 1,979,848	\$ 1,866,833
TOTAL BALANCE AND RESERVES	\$ 479,065	\$ 1,979,848	\$ 1,866,833
REVENUE			
Licenses and Permits	\$ 4,023,100	\$ 3,300,000	\$ 3,400,000
Revenue from Use of Money and Property	43,866	-	-
TOTAL REVENUE	\$ 4,066,966	\$ 3,300,000	\$ 3,400,000
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 4,546,031	\$ 5,279,848	\$ 5,266,833
OPERATING EXPENSE			
Supplies	\$ 52	\$ -	\$ -
Contracts	2,554,525	3,779,000	4,166,000
Information Technology	11,606	-	-
TOTAL OPERATING EXPENSE	\$ 2,566,183	\$ 3,779,000	\$ 4,166,000
TOTAL EXPENSE	\$ 2,566,183	\$ 3,779,000	\$ 4,166,000
BALANCE	\$ 1,979,848	\$ 1,500,848	\$ 1,100,833
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 4,546,031	\$ 5,279,848	\$ 5,266,833

* At the time of publication, audited financial statements for Fiscal Year 2021 were not available. Therefore, the Fiscal Year 2021 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2021 Adopted Budget, while the beginning Fiscal Year 2021 balance amount reflects the audited Fiscal Year 2020 ending balance.

** Fiscal Year 2022 Beginning Fund Balance reflect the projected Fiscal Year 2021 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2021.

Revenue and Expense Statement (Non-General Fund)

Facilities Financing Fund	FY2020 Actual	FY2021* Budget	FY2022** Adopted
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 175,831	\$ 281,904	\$ 281,952
TOTAL BALANCE AND RESERVES	\$ 175,831	\$ 281,904	\$ 281,952
REVENUE			
Charges for Services	\$ 2,753,481	\$ 3,092,398	\$ 3,304,897
Licenses and Permits	29,500	40,000	30,000
Revenue from Use of Money and Property	3,255	3,600	3,600
Transfers In	9,624	-	-
TOTAL REVENUE	\$ 2,795,860	\$ 3,135,998	\$ 3,338,497
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 2,971,691	\$ 3,417,902	\$ 3,620,449
OPERATING EXPENSE			
Personnel Expenses	\$ 1,130,326	\$ 1,387,002	\$ 1,409,773
Fringe Benefits	810,153	947,081	1,021,053
Supplies	2,358	8,000	5,100
Contracts	686,762	652,462	777,396
Information Technology	57,203	137,665	171,511
Energy and Utilities	1,636	1,190	1,190
Other Expenses	1,347	500	1,000
Capital Expenditures	-	150	-
TOTAL OPERATING EXPENSE	\$ 2,689,785	\$ 3,134,050	\$ 3,387,023
TOTAL EXPENSE	\$ 2,689,785	\$ 3,134,050	\$ 3,387,023
BALANCE	\$ 281,906	\$ 283,852	\$ 233,426
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 2,971,691	\$ 3,417,902	\$ 3,620,449

* At the time of publication, audited financial statements for Fiscal Year 2021 were not available. Therefore, the Fiscal Year 2021 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2021 Adopted Budget, while the beginning Fiscal Year 2021 balance amount reflects the audited Fiscal Year 2020 ending balance.

** Fiscal Year 2022 Beginning Fund Balance reflect the projected Fiscal Year 2021 Ending Fund Balance based on updated Revenue and Expenditures projections for Fiscal Year 2021.