

# Planning



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## Department Description

The Planning Department is responsible for the long-range planning of San Diego's communities and neighborhoods. The Department's work is divided into three divisions: Long-Range Planning; Environmental & Resource Analysis; and Facilities Financing which is a separately funded program.

### Long-Range Planning

The Long-Range Planning Division is responsible for maintaining a comprehensive citywide General Plan, updating and amending the City's community plans, and facilitating and monitoring implementation of those plans. The City has 52 community planning areas and 42 community planning groups. The Division has the following responsibilities:

- **Community Plan Updates:** Work with City Council-recognized community planning groups and diverse stakeholders to update and amend community plans. There are currently ten community plan updates underway: San Ysidro, Southeastern San Diego, Encanto, Golden Hill, North Park, Uptown, Midway-Pacific Highway, Old Town San Diego, the Grantville Focused Plan (amendment to the Navajo Community Plan), and Mission Valley.
- **Plan Amendments/Project Review:** Manage privately-initiated community plan amendments and review larger and complex development projects for conformance with community plans and the General Plan.
- **Focused/Specific Planning:** Prepare focused community plan amendments to implement the General Plan City of Villages strategy. Expand the use of smaller area land use plans, such as specific plans, as an implementation tool and continue to proactively seek grant funding to facilitate the preparation and implementation of Transit-Oriented Development (TOD) and active transportation plans, and to support community plan updates.

The Long-Range Planning Division's mission is:

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

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## Goals and Objectives

The following goal and objectives represent the action plan for the Long-Range Planning Division:

### ***Goal 1: Create visionary plans that are achievable and support the success of neighborhoods***

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Update community plans and prepare focused amendments, specific plans, and rezones to reflect the community's vision of the future, implement the General Plan, reflect changes that have taken place since the community plan was last updated, and proactively anticipate future needs
- Form collaborative, multi-disciplinary teams to prepare community, specific, and other land use plans with an engaging process according to a predictable process and schedule
- Present plans in a cohesive and comprehensive way
- Monitor and revise adopted plans to ensure continued relevance and effectiveness
- Proactively seek grant funds to update and implement plans

## Key Performance Indicators

Performance Indicator	Target FY2014	Actual FY2014	Estimated FY2015	Target FY2016
1. Number of long-range plans brought to a City Council hearing	N/A <sup>1</sup>	3 <sup>2</sup>	4 <sup>3</sup>	4
2. Maintain a beneficial leveraging ratio between new grant funds awarded to matching General Fund financial requirements	N/A <sup>1</sup>	10:1 <sup>4</sup>	10:1 <sup>5</sup>	10:1 <sup>5</sup>

1. New performance measure for Fiscal Year 2015; prior year data not available.
2. Barrio Logan Community Plan Update (CPU); Bicycle Master Plan Update; Otay Mesa CPU.
3. Ocean Beach CPU; Grantville TOD; Southeastern CPU; Encanto Neighborhoods Community Plan; Chollas Triangle TOD; General Plan focused amendments.
4. The Department received, or anticipates receiving, larger awards of grant funds without a City match requirement.
5. Additional information was received after the original Performance Measures were presented to Budget & Government Efficiency Committee on 2/18/2015.

## Service Efforts and Accomplishments

### Long-Range Planning

San Diego's General Plan, adopted in 2008, is the blueprint for how the City of San Diego will grow and develop over the next 20 to 30 years. General Plan implementation occurs through a wide variety of programs and actions that involve many City departments. Planning staff also works with other agencies, including the San Diego Association of Governments (SANDAG), to help ensure that City and regional plans together represent a unified vision and implementation strategy. Staff proactively pursues and secures grant funding to further General Plan implementation and leverage General Fund dollars. In Fiscal Year 2015, Long-Range Planning, under the leadership of the Mayor's Office, released a draft of the City's Climate Action Plan (CAP) and began preparation of the associated environmental document.

The Long-Range Planning Division continues to make progress on community plan updates. The Barrio Logan Community Plan was adopted by the City Council in July 2013, but was overturned by voter referendum in June 2014. The Otay Mesa Community Plan Update (CPU) was adopted by the City Council in March 2014, and the

Ocean Beach CPU was adopted in July 2014. The Grantville Focused Plan Amendment (update to the Navajo Community Plan) and the Chollas Triangle focused community plan amendment are anticipated to be before the City Council in spring 2015. The Southeastern CPU and the proposed Encanto Neighborhoods Community Plan are scheduled for Council adoption in Fiscal Year 2016. The Division is currently administering 27 grants with a value totaling over \$17.6 million. In Fiscal Year 2015, Planning received notices of awards for approximately \$6.6 million in grant funds, including the Balboa Avenue Station Area Specific Plan (\$0.8 million), and a Housing-Related Parks Grant for approximately \$4.4 million to design and construct skate parks in Linda Vista and City Heights. Long-Range Planning provides support to San Diego's 42 City Council-recognized community planning groups and the Community Planners Committee. Four training sessions will have been held by the end of Fiscal Year 2015. In addition, a new program was instituted to reimburse community planning groups for some of their expenses.

## Environmental & Resource Analysis

The Environmental & Resource Analysis (E&RA) Division is responsible for implementation of General Plan policies related to Environmental Analysis of all citywide projects, Historic Preservation, the Multiple Species Conservation Program (MSCP), and Park Planning.

- The Historic Resources Section reviews projects for impacts to historic resources, conducts historic surveys, takes forward historic designations, serves as staff to the Historical Resources Board and as liaison to the State Office of Historic Preservation, contributes to community plan updates, and implements the Mills Act
- The Multiple Species Conservation Program (MSCP) Section reviews discretionary projects for impacts to wetlands and within the Multi-Habitat Planning Area (MHPA) preserve, contributes to community plan updates, works to acquire new MHPA open space lands, prepares a Vernal Pool Habitat Conservation Plan, and coordinates with the federal and State wildlife agencies
- The Park Planning Section reviews discretionary projects for impacts to population-based parks, prepares General Development and Natural Resource Management plans; contributes to community plan updates and impact fee studies, and prepares project sheets creating new CIP park projects
- The CEQA & Environmental Policy Section reviews all City projects and other actions under CEQA for potential environmental impacts, prepares environmental documents, directs the work of outside environmental consultants, and provides CEQA training to community planning groups

The Environmental & Resource Analysis Division's mission is:

*To implement adopted plans, policies, and regulations in a manner that protects the quality of the environment, expands open space and parklands, and manages historical resources for future generations*

## Goals and Objectives

The following goals and objectives represent the action plan for the Environmental & Resource Analysis Division:

### ***Goal 1: Improve the City's CEQA process for public and private projects***

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Coordinate delegated CEQA review by other departments
- Update the City's CEQA Significance Thresholds and associated resource guidelines to address current best legal practices and reflect State-approved streamlined review process for transit priority areas
- Conduct regular CEQA training for City staff, community planning groups, and environmental consultants

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## ***Goal 2: Plan for and manage the City's historical resources, Multiple Species Conservation Program, and Parks consistent with the General Plan***

The Division will move toward accomplishing this goal by focusing on the following objectives:

- Inspect existing historic Mills Act properties for compliance with conditions of contracts
- Process historic designation nominations for both individual sites and districts
- Acquire additional MSCP preserve open space through grant funding and project exactions
- Complete the Vernal Pool Habitat Conservation Plan
- Prepare the Recreation Elements for all the community plan updates
- Complete the Mission Trails Regional Park Master Plan update
- Review and provide recommendations for proposed developments in Balboa Park and Mission Bay Park
- Prepare new CIP projects for Fiscal Year 2016 and transfer to Public Works for development

## Key Performance Indicators

Performance Indicator	Target FY2014	Actual FY2014	Estimated FY2015	Target FY2016
1. Number of historic Mills Act inspections completed	N/A <sup>1</sup>	200 <sup>2</sup>	250 <sup>2</sup>	250 <sup>2</sup>
2. Number of Planning PEIRs completed and certified by City Council	N/A	0	4	4

1. This measure was not tracked in Fiscal Year 2013 because it was new for Fiscal Year 2014.

2. Additional information was received after the original performance measures were presented to Budget & Government Efficiency Committee on 02/15/2015.

## Service Efforts and Accomplishments

### Environmental & Resource Analysis

Environmental staff is preparing environmental documents for community plan updates (CPUs), the Transportation & Storm Water Department Jurisdictional Urban Water Management Plans/Water Quality Improvement Plans, and amendments to the Storm Water Regulation Updates. In addition, it is estimated that approximately 50 projects will be submitted for review in both Fiscal Year 2015 and Fiscal Year 2016 resulting in the preparation of approximately 25-30 environmental documents. The Section conducted several tribal consultations with the local Native American community in accordance with Senate Bill 18.

The Historic Resources staff has completed and recorded 55 new Mills Act contracts and 40 inspections of historic properties. Staff expects to complete an additional 75-100 inspections this fiscal year. Thus far, during Fiscal Year 2015, staff has processed 26 new individual historic nominations and has reviewed 1,745 projects for compliance with the historical resources regulations. Staff expects to complete 40-50 new individual historic nominations and 2,900 project reviews this fiscal year. In addition, staff continues to work on several historic surveys, as well as processing two new historic district nominations. It is anticipated that during Fiscal Year 2016, another 2,500-3,000 projects will be reviewed.

The Multiple Species Conservation Program (MSCP) section continued work on a Habitat Conservation Plan (HCP) for endangered and threatened vernal pool species. During Fiscal Year 2015, staff is on pace to reach 74 development project reviews for compliance with the MSCP regulations, and anticipate similar activity in Fiscal Year 2016. Staff also began work on a new strategy for addressing impacts to burrowing owls and their habitat and completed the

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MSCP Annual Report. By the end of Fiscal Year 2015, it is anticipated that the draft HCP and burrowing owl strategy will be completed, as well as the Conservation elements of several community plan updates. In accordance with the City's MSCP Implementing Agreement, 52,727 acres are required to be conserved within the City's Multi-Habitat Planning Area (MHPA). To date, approximately 94 percent of this acreage has been conserved or is obligated for future conservation.

Park Planning staff continues to initiate and monitor the acquisition of parkland in accordance with requests from community groups and discretionary permit conditions, and to review development proposals for impacts to existing parks and open space. As of mid-Fiscal Year 2015, staff is on track to conduct 300 development project reviews. During Fiscal Year 2015 staff will continue to work on community plan updates and provide revisions to the associated impact fee studies. During Fiscal Year 2015, staff anticipates that there will be approximately four amendments initiated to the Mission Bay Park Master Plan and that staff will begin the initial research for a citywide Park's Master Plan. As of the mid-year, staff reviewed eight City and school district surplus sites for park acquisition. Park Planning staff is preparing to submit eight new park projects for the Proposed Fiscal Year 2016 Capital Improvements Program budget.

## Program Description

### Facilities Financing

The Facilities Financing Program, in the Planning Department, administers the Facilities Benefit Assessment (FBA) and Development Impact Fee (DIF) programs for the City. For additional detail, refer to the Facilities Financing Program section.



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## Department Summary

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015–2016 Change
FTE Positions (Budgeted)	0.00	62.08	<b>66.08</b>	4.00
Personnel Expenditures	\$ -	\$ 7,504,184	\$ <b>7,691,635</b>	\$ 187,451
Non-Personnel Expenditures	-	1,821,433	<b>2,558,494</b>	737,061
<b>Total Department Expenditures</b>	<b>\$ -</b>	<b>\$ 9,325,617</b>	<b>\$ 10,250,129</b>	<b>\$ 924,512</b>
<b>Total Department Revenue</b>	<b>\$ -</b>	<b>\$ 3,831,968</b>	<b>\$ 3,895,484</b>	<b>\$ 63,516</b>

## General Fund

### Department Expenditures

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015–2016 Change
Planning	\$ -	\$ 9,325,617	\$ <b>10,250,129</b>	\$ 924,512
<b>Total</b>	<b>\$ -</b>	<b>\$ 9,325,617</b>	<b>\$ 10,250,129</b>	<b>\$ 924,512</b>

### Department Personnel

	FY2014 Budget	FY2015 Budget	FY2016 Proposed	FY2015–2016 Change
Planning	0.00	62.08	<b>66.08</b>	4.00
<b>Total</b>	<b>0.00</b>	<b>62.08</b>	<b>66.08</b>	<b>4.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Support for Community Plan Updates/Amendments</b> Addition of 1.00 Assistant Traffic Engineer, 1.00 Park Designer, 1.00 Senior Management Analyst, non-personnel expenditures, and revenue to perform General Plan maintenance and additional Community Plan Updates.	3.00	\$ 609,725	\$ 58,646
<b>Mission Bay Master Plan</b> Addition of 1.00 Park Designer and associated non-personnel expenditures to support the DeAnza Special Study and the Mission Bay Master Plan amendment.	1.00	501,961	-
<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	36,655	-
<b>Equipment/Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	8,106	-
<b>Non-Standard Hour Personnel Funding</b> Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	0.00	6,188	-

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## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>One-Time Reductions and Annualizations</b>	0.00	(3,700)	(50,895)
Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2015.			
<b>Salary and Benefit Adjustments</b>	0.00	(234,423)	-
Adjustments to reflect the annualization of the Fiscal Year 2015 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.			
<b>Revised Revenue</b>	0.00	-	55,765
Adjustment to reflect Fiscal Year 2016 revenue projections.			
<b>Total</b>	<b>4.00</b>	<b>\$ 924,512</b>	<b>\$ 63,516</b>

## Expenditures by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ -	\$ 4,395,497	\$ 4,780,193	\$ 384,696
Fringe Benefits	-	3,108,687	2,911,442	(197,245)
<b>PERSONNEL SUBTOTAL</b>	<b>-</b>	<b>7,504,184</b>	<b>7,691,635</b>	<b>187,451</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ -	\$ 85,374	\$ 74,717	\$ (10,657)
Contracts	-	1,402,379	2,105,447	703,068
Information Technology	-	148,557	159,820	11,263
Energy and Utilities	-	73,049	90,415	17,366
Other	-	24,770	24,770	-
Transfers Out	-	87,304	103,325	16,021
<b>NON-PERSONNEL SUBTOTAL</b>	<b>-</b>	<b>1,821,433</b>	<b>2,558,494</b>	<b>737,061</b>
<b>Total</b>	<b>\$ -</b>	<b>\$ 9,325,617</b>	<b>\$ 10,250,129</b>	<b>\$ 924,512</b>

## Revenues by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Charges for Services	\$ -	\$ 1,178,814	\$ 1,242,330	\$ 63,516
Licenses and Permits	-	2,652,154	2,652,154	-
Other Revenue	-	1,000	1,000	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 3,831,968</b>	<b>\$ 3,895,484</b>	<b>\$ 63,516</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	0.00	1.00	1.00	\$31,491 - \$37,918	\$ 37,569
20000024	Administrative Aide 2	0.00	1.00	1.00	42,578 - 51,334	49,537
20000116	Assistant Engineer-Traffic	0.00	1.00	2.00	57,866 - 69,722	127,588
20001083	Assistant Planning Director	0.00	1.00	1.00	31,741 - 173,971	102,856
90001233	Assistant to the Director - Hourly	0.00	0.00	0.35	46,966 - 172,744	38,500

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## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range	Total
90001155	Assistant to the Planning Director - Hourly	0.00	0.35	0.00	46,966 - 172,744	-
20000167	Associate Engineer-Traffic	0.00	4.00	4.00	66,622 - 80,454	315,459
20000119	Associate Management Analyst	0.00	2.00	1.00	54,059 - 65,333	64,353
20000162	Associate Planner	0.00	14.00	11.00	56,722 - 68,536	674,417
20000539	Clerical Assistant 2	0.00	1.00	1.00	29,931 - 36,067	29,931
20000303	Community Development Specialist 4	0.00	2.00	2.00	66,768 - 80,891	161,782
20001168	Deputy Director	0.00	1.00	1.00	46,966 - 172,744	125,000
20001179	Deputy Planning Director	0.00	1.00	1.00	46,966 - 172,744	125,000
20000105	Development Project Manager 3	0.00	1.00	1.00	76,794 - 92,851	92,851
20000924	Executive Secretary	0.00	1.00	1.00	43,555 - 52,666	52,666
20000290	Information Systems Analyst 2	0.00	1.00	1.00	54,059 - 65,333	65,333
20000998	Information Systems Analyst 4	0.00	1.00	1.00	66,768 - 80,891	80,891
20000346	Legislative Recorder 1	0.00	1.00	1.00	41,558 - 50,232	49,479
90001073	Management Intern - Hourly	0.00	0.66	0.66	24,274 - 29,203	17,613
20000669	Park Designer	0.00	2.00	4.00	66,664 - 80,496	308,152
20000680	Payroll Specialist 2	0.00	1.00	1.00	34,611 - 41,787	41,787
20001132	Planning Director	0.00	1.00	1.00	59,155 - 224,099	160,000
90001145	Planning Intern - Hourly	0.00	1.32	1.32	24,274 - 29,203	35,226
20000743	Principal Engineering Aide	0.00	2.00	2.00	50,003 - 60,549	119,215
20001222	Program Manager	0.00	3.00	3.00	46,966 - 172,744	307,855
20000015	Senior Management Analyst	0.00	0.00	2.00	59,363 - 71,760	143,520
20000918	Senior Planner	0.00	13.75	16.75	65,354 - 79,019	1,284,697
20000926	Senior Traffic Engineer	0.00	1.00	1.00	76,794 - 92,851	92,851
20000970	Supervising Management Analyst	0.00	1.00	1.00	66,768 - 80,891	80,891
20000756	Word Processing Operator	0.00	1.00	1.00	31,491 - 37,918	31,491
	Bilingual - Regular					4,368
	Budgeted Vacancy Savings					(159,578)
	Landscape Architect Lic					46,222
	Overtime Budgeted					15,000
	Reg Pay For Engineers					49,769
	Termination Pay Annual Leave					7,902
<b>FTE, Salaries, and Wages Subtotal</b>		<b>0.00</b>	<b>62.08</b>	<b>66.08</b>		<b>\$ 4,780,193</b>
		<b>FY2014 Actual</b>	<b>FY2015 Budget</b>	<b>FY2016 Proposed</b>		<b>FY2015-2016 Change</b>

### Fringe Benefits

Employee Offset Savings	\$	-	\$ 62,072	\$ 42,629	\$ (19,443)
Flexible Benefits		-	454,706	566,634	111,928
Long-Term Disability		-	14,818	15,322	504
Medicare		-	63,575	68,984	5,409
Other Post-Employment Benefits		-	351,828	371,070	19,242
Retiree Medical Trust		-	339	3,970	3,631
Retirement 401 Plan		-	1,357	3,877	2,520
Retirement ADC		-	1,878,319	1,423,254	(455,065)

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	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Retirement DROP	-	6,508	9,330	2,822
Risk Management Administration	-	54,926	66,278	11,352
Supplemental Pension Savings Plan	-	194,013	284,049	90,036
Unemployment Insurance	-	8,489	8,761	272
Workers' Compensation	-	17,737	47,284	29,547
<b>Fringe Benefits Subtotal</b>	<b>\$ -</b>	<b>\$ 3,108,687</b>	<b>\$ 2,911,442</b>	<b>\$ (197,245)</b>
<b>Total Personnel Expenditures</b>			<b>\$ 7,691,635</b>	

# Facilities Financing Program



## Program Description

The Facilities Financing Program, part of the Planning Department, administers the Facilities Benefit Assessment (FBA) and Development Impact Fee (DIF) programs for the City of San Diego. A core function of this program is the preparation and updating of Public Facilities Financing Plans (PFFPs) for Facilities Benefit Assessment (FBA) communities, Impact Fee Studies (IFS) for Development Impact Fee (DIF) communities, and implementing the Capital Improvement Program (CIP) budget for PFFP- and IFS-programmed projects. Facilities Financing staff administers the City of San Diego Statewide Community Infrastructure Program (SCIP), the Regional Transportation Congestion Improvement Plan (RTCIP), and the Impact Fee Deferral Program (IFDP). They also monitor Development Agreements, Reimbursement Agreements, Special Park Funds, and a variety of other special purpose funds. The group also coordinates with Park Planning on a variety of park projects and administers the Mission Bay and Regional Park Improvement Funds.

## Goals and Objectives

The following goal and objectives represent the action plan for the Program:

### ***Goal 1: Finance public facilities***

Providing adequate financing is critical to developing and maintaining public facilities (e.g., parks, libraries, fire stations, and streets) that will serve the City's current and future populations. The Program will move toward accomplishing this goal by focusing on the following objectives:

- Maintain an effective facilities financing program to ensure that the impact of new development is mitigated through appropriate fees
- Coordinate with other departments and programs in order to pursue a broad range of funding sources to finance public facilities and infrastructure
- Invest in public infrastructure that supports and leverages private investment in communities

## Key Performance Indicators

Performance Indicator	Target FY2014	Actual FY2014	Estimated FY2015	Target FY2016
1. Number of Public Facilities Financing Plans and Impact Fee Studies updated/amended	11	10	4	8

# Facilities Financing Program

## Service Efforts and Accomplishments

Facilities Financing administers the Facilities Benefit Assessment (FBA) and Development Impact Fee (DIF) programs for the City of San Diego. A core function of this program is the preparation and update of communities' Public Facilities Financing Plans (PFFPs) and Impact Fee Studies (IFS) and implementation of the Capital Improvement Program (CIP) budget for PFFP- and IFS-programmed projects. The following PFFPs and IFSSs have been, or are anticipated to be, approved in Fiscal Year 2015/2016: Del Mar Mesa, Encanto CP, Greater North Park CP, Golden Hill CP, Midway/Pacific Highway CP, Mission Valley, Southeastern CP, Old San Diego CP, Pacific Highlands Ranch, San Ysidro CP, Torrey Highlands and Uptown CP. A CP designation has been included on all PFFPs and IFSSs which are being prepared in conjunction with a Community Plan Update. As other community plan updates are being completed, Facilities Financing staff will continue to coordinate with Long-Range Planning staff to concurrently prepare PFFP and IFS updates.

Based on current economic conditions, approximately \$55.0 - \$60.0 million in fees are anticipated to be collected in Fiscal Year 2016 to fund community facilities identified in the PFFPs and IFSSs. In Fiscal Year 2015, \$50.0 million in DIF, FBA, and other impact fees were collected for the year.

Facilities Financing staff also administers the City of San Diego Statewide Community Infrastructure Program (SCIP), the Regional Transportation Congestion Improvement Program (RTCIP), and the Impact Fee Deferral Program (IFDP). They also monitor Development Agreements, Reimbursement Agreements, Special Park Funds, and a variety of other special purpose funds. It also coordinates with Park Planning on a variety of park projects and administers the Mission Bay and Regional Park Improvement Funds.

# Facilities Financing Program

## Department Summary

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
FTE Positions (Budgeted)	0.00	16.35	<b>16.70</b>	0.35
Personnel Expenditures	\$ -	\$ 1,888,206	\$ <b>1,796,180</b>	\$ (92,026)
Non-Personnel Expenditures	-	386,904	<b>390,090</b>	3,186
<b>Total Department Expenditures</b>	<b>\$ -</b>	<b>\$ 2,275,110</b>	<b>\$ 2,186,270</b>	<b>\$ (88,840)</b>
<b>Total Department Revenue</b>	<b>\$ -</b>	<b>\$ 2,275,110</b>	<b>\$ 2,186,270</b>	<b>\$ (88,840)</b>

## Facilities Financing Fund

### Department Expenditures

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Facilities Financing Program	\$ -	\$ 2,275,110	\$ <b>2,186,270</b>	\$ (88,840)
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,275,110</b>	<b>\$ 2,186,270</b>	<b>\$ (88,840)</b>

### Department Personnel

	FY2014 Budget	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Facilities Financing Program	0.00	16.35	<b>16.70</b>	0.35
<b>Total</b>	<b>0.00</b>	<b>16.35</b>	<b>16.70</b>	<b>0.35</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Non-Standard Hour Personnel Funding</b> Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	0.35	\$ 23,386	\$ -
<b>Equipment/Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	21,976	-
<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	(18,790)	-
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2015 negotiated salary compensation schedule, changes to savings resulting from positions to be vacant for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiation adjustments.	0.00	(115,412)	-
<b>Revised Revenue</b> Adjustment to reflect Fiscal Year 2016 revenue projections.	0.00	-	(88,840)
<b>Total</b>	<b>0.35</b>	<b>\$ (88,840)</b>	<b>\$ (88,840)</b>

# Facilities Financing Program

## Expenditures by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ -	\$ 1,135,394	\$ 1,149,786	\$ 14,392
Fringe Benefits	-	752,812	646,394	(106,418)
<b>PERSONNEL SUBTOTAL</b>	-	<b>1,888,206</b>	<b>1,796,180</b>	<b>(92,026)</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ -	\$ 12,011	\$ 12,011	\$ -
Contracts	-	256,219	252,739	(3,480)
Information Technology	-	63,610	86,728	23,118
Energy and Utilities	-	1,190	1,190	-
Other	-	1,294	1,294	-
Transfers Out	-	52,430	35,978	(16,452)
Capital Expenditures	-	150	150	-
<b>NON-PERSONNEL SUBTOTAL</b>	-	<b>386,904</b>	<b>390,090</b>	<b>3,186</b>
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,275,110</b>	<b>\$ 2,186,270</b>	<b>\$ (88,840)</b>

## Revenues by Category

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
Charges for Services	\$ -	\$ 2,255,010	\$ 2,160,170	\$ (94,840)
Licenses and Permits	-	18,000	24,000	6,000
Rev from Money and Prop	-	2,100	2,100	-
<b>Total</b>	<b>\$ -</b>	<b>\$ 2,275,110</b>	<b>\$ 2,186,270</b>	<b>\$ (88,840)</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2014 Budget	FY2015 Budget	FY2016 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000024	Administrative Aide 2	0.00	1.00	1.00	\$42,578 - \$51,334	\$ 44,634
20000119	Associate Management Analyst	0.00	2.00	2.00	54,059 - 65,333	119,392
20000743	Principal Engineering Aide	0.00	2.00	2.00	50,003 - 60,549	110,552
90000743	Principal Engineering Aide - Hourly	0.00	0.00	0.35	50,003 - 60,549	21,192
20001222	Program Manager	0.00	1.00	1.00	46,966 - 172,744	109,855
20000885	Senior Civil Engineer	0.00	1.00	1.00	76,794 - 92,851	76,794
20000015	Senior Management Analyst	0.00	6.00	6.00	59,363 - 71,760	424,311
20000970	Supervising Management Analyst	0.00	2.00	2.00	66,768 - 80,891	161,782
90000970	Supervising Management Analyst - Hourly	0.00	0.35	0.35	66,768 - 80,891	28,312
20000756	Word Processing Operator	0.00	1.00	1.00	31,491 - 37,918	31,491
	Bilingual - Regular					1,456
	Budgeted Vacancy Savings					(31,491)
	Overtime Budgeted					11,720
	Reg Pay For Engineers					11,519
	Termination Pay Annual Leave					24,267
	Vacation Pay In Lieu					4,000
<b>FTE, Salaries, and Wages Subtotal</b>		<b>0.00</b>	<b>16.35</b>	<b>16.70</b>		<b>\$ 1,149,786</b>

# Facilities Financing Program

	FY2014 Actual	FY2015 Budget	FY2016 Proposed	FY2015-2016 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ -	\$ 12,637	\$ 7,263	\$ (5,374)
Flexible Benefits	-	119,895	137,337	17,442
Long-Term Disability	-	3,798	3,609	(189)
Medicare	-	13,158	13,880	722
Other Post-Employment Benefits	-	90,990	89,775	(1,215)
Retiree Medical Trust	-	-	756	756
Retirement ADC	-	415,201	281,498	(133,703)
Retirement DROP	-	6,503	6,083	(420)
Risk Management Administration	-	14,205	16,035	1,830
Supplemental Pension Savings Plan	-	58,954	75,120	16,166
Unemployment Insurance	-	2,173	2,063	(110)
Workers' Compensation	-	15,298	12,975	(2,323)
<b>Fringe Benefits Subtotal</b>	<b>\$ -</b>	<b>\$ 752,812</b>	<b>\$ 646,394</b>	<b>\$ (106,418)</b>
<b>Total Personnel Expenditures</b>			<b>\$ 1,796,180</b>	

# Facilities Financing Program

## Revenue and Expense Statement (Non-General Fund)

Facilities Financing Fund	FY2014 Actual	FY2015 <sup>*</sup> Budget	FY2016 Proposed
<b>BEGINNING BALANCE AND RESERVES</b>			
Balance from Prior Year	\$ (359)	\$ 3,796	\$ -
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ (359)</b>	<b>\$ 3,796</b>	<b>\$ -</b>
<b>REVENUE</b>			
Charges for Current Services	\$ 1,780,130	\$ 2,255,010	\$ 2,160,170
Licenses and Permits	37,500	18,000	24,000
Other Revenue	327	-	-
Revenue from Use of Money and Property	(204)	2,100	2,100
<b>TOTAL REVENUE</b>	<b>\$ 1,817,753</b>	<b>\$ 2,275,110</b>	<b>\$ 2,186,270</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 1,817,394</b>	<b>\$ 2,278,906</b>	<b>\$ 2,186,270</b>
<b>OPERATING EXPENSE</b>			
Personnel Expenses	\$ 875,791	\$ 1,135,394	\$ 1,149,786
Fringe Benefits	642,753	752,812	646,394
Supplies	3,322	12,011	12,011
Contracts	196,362	256,219	252,739
<i>Rent Expenses</i>	<i>121,757</i>	<i>105,376</i>	<i>124,678</i>
<i>General Government Services Billing</i>	<i>58,274</i>	<i>92,911</i>	<i>55,588</i>
<i>Contracts-Miscellaneous</i>	<i>16,331</i>	<i>57,932</i>	<i>72,473</i>
Information Technology	48,749	63,610	86,728
Energy and Utilities	-	1,190	1,190
Other Expenses	199	1,294	1,294
Transfers Out	46,522	52,430	35,978
Capital Expenditures	-	150	150
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 1,813,697</b>	<b>\$ 2,275,110</b>	<b>\$ 2,186,270</b>
<b>TOTAL EXPENSE</b>	<b>\$ 1,813,697</b>	<b>\$ 2,275,110</b>	<b>\$ 2,186,270</b>
<b>BALANCE</b>	<b>\$ 3,697</b>	<b>\$ 3,796</b>	<b>\$ -</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 1,817,394</b>	<b>\$ 2,278,906</b>	<b>\$ 2,186,270</b>

\* At the time of publication, audited financial statements for Fiscal Year 2015 were not available. Therefore, the Fiscal Year 2015 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2015 Adopted Budget, while the beginning FY 2015 balance amount reflects the audited Fiscal Year 2014 ending balance.

<sup>1</sup>The Facilities Financing Fund was budgeted in the Development Services Department in Fiscal Year 2014