

# 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, Environmental & 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 Environmental & Policy Analysis Division is responsible for creating and implementing General Plan policies related to recreation, land use, conservation, resource management, and environmental protection.

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

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*

# Planning

## Goals and Objectives

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

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

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

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

### *Goal 3: Achieve operational efficiencies*

- Enhance productivity
- Invest in staff development and technology

## Key Performance Indicators

Performance Indicator	Actual <sup>1</sup> FY2015	Target <sup>2</sup> FY2016	Actual FY2016	Target FY2017
1. Percent of achieved major milestones associated with planning initiatives	72%	N/A	83%	80%
2. Percent of achieved major milestones associated with environmental resource initiatives	74%	N/A	62%	80%

1. During Fiscal Year 2016, new department tactical plans and key performance indicators were developed. As such, Fiscal Year 2015 data is unavailable.
2. New performance indicators for Fiscal Year 2016. Baseline data is currently under development.

## Department Summary

	FY2015 Actual	FY2016 Budget	FY2017 Adopted	FY2016-2017 Change
FTE Positions (Budgeted)	62.08	67.08	<b>65.07</b>	(2.01)
Personnel Expenditures	\$ 6,509,903	\$ 7,764,624	\$ <b>8,041,008</b>	\$ 276,384
Non-Personnel Expenditures	1,510,300	2,558,494	<b>2,492,094</b>	(66,400)
<b>Total Department Expenditures</b>	<b>\$ 8,020,203</b>	<b>\$ 10,323,118</b>	<b>\$ 10,533,102</b>	<b>\$ 209,984</b>
<b>Total Department Revenue</b>	<b>\$ 3,995,853</b>	<b>\$ 3,841,766</b>	<b>\$ 2,869,175</b>	<b>\$ (972,591)</b>

## General Fund

### Department Expenditures

	FY2015 Actual	FY2016 Budget	FY2017 Adopted	FY2016-2017 Change
Environmental & Resource Analysis	\$ -	\$ -	\$ <b>3,172,336</b>	\$ 3,172,336
Long Range Planning	-	-	<b>5,443,814</b>	5,443,814
Planning	8,020,203	10,323,118	<b>1,916,952</b>	(8,406,166)
<b>Total</b>	<b>\$ 8,020,203</b>	<b>\$ 10,323,118</b>	<b>\$ 10,533,102</b>	<b>\$ 209,984</b>

### Department Personnel

	FY2015 Budget	FY2016 Budget	FY2017 Adopted	FY2016-2017 Change
Environmental & Resource Analysis	0.00	0.00	<b>21.00</b>	21.00
Long Range Planning	0.00	0.00	<b>33.07</b>	33.07
Planning	62.08	67.08	<b>11.00</b>	(56.08)
<b>Total</b>	<b>62.08</b>	<b>67.08</b>	<b>65.07</b>	<b>(2.01)</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Land Development Code</b> Transfer of 3.00 FTE as a result of the restructure of the Land Development Code function from the Development Services Department to the Planning Department.	3.00	\$ 435,299	\$ -
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2016 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	248,605	-
<b>Park Master Plan</b> Addition of non-personnel expenditures for the implementation of the Parks Master Plan.	0.00	200,000	-
<b>California Environmental Quality Act Review</b> Addition of 1.00 Senior Planner to provide environmental review support to the Transportation & Storm Water Department.	1.00	98,799	-
<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	65,860	-

# Planning

## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Employee Rewards and Recognition Program</b> Addition of non-personnel expenses to comply with the Employee Rewards and Recognition Program per Administrative Regulation 95.91.	0.00	3,750	-
<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	(36,010)	-
<b>Non-Standard Hour Personnel Funding</b> Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	(1.01)	(60,215)	-
<b>Transfer of Community Development Specialist 4</b> Transfer of 1.00 Community Development Specialist 4 and associated revenue from the Planning Department to the Economic Development Department.	(1.00)	(108,941)	(332,200)
<b>Operational Efficiency</b> Reduction of non-personnel expenditures due to savings in contracts.	0.00	(300,000)	-
<b>Historical Resources</b> Transfer of 4.00 FTE and associated revenue as a result of the restructure of the Historical Resources function from the Planning Department to the Development Services Department.	(4.00)	(337,163)	(343,269)
<b>One-Time Reductions and Annualizations</b> Adjustment to reflect the removal of one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2016.	0.00	-	(18,800)
<b>Revised Revenue</b> Adjustment to reflect Fiscal Year 2017 revenue projections.	0.00	-	(278,322)
<b>Total</b>	<b>(2.01)</b>	<b>\$ 209,984</b>	<b>\$ (972,591)</b>

## Expenditures by Category

	FY2015 Actual	FY2016 Budget	FY2017 Adopted	FY2016-2017 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 3,869,361	\$ 4,840,965	\$ 4,871,373	\$ 30,408
Fringe Benefits	2,640,542	2,923,659	3,169,635	245,976
<b>PERSONNEL SUBTOTAL</b>	<b>6,509,903</b>	<b>7,764,624</b>	<b>8,041,008</b>	<b>276,384</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 50,704	\$ 74,717	\$ 69,049	\$ (5,668)
Contracts	1,182,463	2,188,055	2,148,500	(39,555)
Information Technology	190,516	179,404	245,264	65,860
Energy and Utilities	79,705	91,548	4,511	(87,037)
Other	6,913	24,770	24,770	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>1,510,300</b>	<b>2,558,494</b>	<b>2,492,094</b>	<b>(66,400)</b>
<b>Total</b>	<b>\$ 8,020,203</b>	<b>\$ 10,323,118</b>	<b>\$ 10,533,102</b>	<b>\$ 209,984</b>

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## Revenues by Category

	FY2015 Actual	FY2016 Budget	FY2017 Adopted	FY2016-2017 Change
Charges for Services	\$ 935,096	\$ 1,187,497	\$ 558,675	\$ (628,822)
Licenses and Permits	3,058,942	2,653,269	2,310,000	(343,269)
Other Revenue	1,815	1,000	500	(500)
<b>Total</b>	<b>\$ 3,995,853</b>	<b>\$ 3,841,766</b>	<b>\$ 2,869,175</b>	<b>\$ (972,591)</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2015 Budget	FY2016 Budget	FY2017 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
20000011	Account Clerk	1.00	1.00	1.00	\$31,491 - \$37,918	\$ 34,591
20000024	Administrative Aide 2	1.00	1.00	1.00	42,578 - 51,334	44,533
20000116	Assistant Engineer-Traffic	1.00	3.00	3.00	57,866 - 69,722	183,676
20001083	Assistant Planning Director	1.00	1.00	1.00	31,741 - 173,971	140,000
90001233	Assistant to the Director - Hourly	0.00	0.35	0.00	46,966 - 172,744	-
90001155	Assistant to the Planning Director - Hourly	0.35	0.00	0.00	46,966 - 172,744	-
20000167	Associate Engineer-Traffic	4.00	4.00	4.00	66,622 - 80,454	309,954
20000119	Associate Management Analyst	2.00	1.00	1.00	54,059 - 65,333	65,333
20000162	Associate Planner	14.00	11.00	9.00	56,722 - 68,536	582,110
20000539	Clerical Assistant 2	1.00	1.00	1.00	29,931 - 36,067	34,752
20000303	Community Development Specialist 4	2.00	2.00	1.00	66,768 - 80,891	80,891
20001168	Deputy Director	1.00	1.00	1.00	46,966 - 172,744	113,275
20001179	Deputy Planning Director	1.00	1.00	1.00	46,966 - 172,744	125,000
20000105	Development Project Manager 3	1.00	1.00	3.00	76,794 - 92,851	273,561
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	1.00	0.00	41,558 - 50,232	-
90001073	Management Intern - Hourly	0.66	0.66	0.00	24,274 - 29,203	-
20000669	Park Designer	2.00	4.00	4.00	66,664 - 80,496	306,920
20000680	Payroll Specialist 2	1.00	1.00	1.00	34,611 - 41,787	41,787
20001132	Planning Director	1.00	1.00	1.00	59,155 - 224,099	170,000
90001145	Planning Intern - Hourly	1.32	1.32	1.32	24,274 - 29,203	35,226
20000743	Principal Engineering Aide	2.00	2.00	2.00	50,003 - 60,549	121,098
20001222	Program Manager	3.00	3.00	3.00	46,966 - 172,744	303,000
20000015	Senior Management Analyst	0.00	2.00	2.00	59,363 - 71,760	142,371
20000918	Senior Planner	13.75	16.75	17.75	65,354 - 79,019	1,381,673
20000926	Senior Traffic Engineer	1.00	1.00	1.00	76,794 - 92,851	92,851
20000970	Supervising Management Analyst	1.00	1.00	1.00	66,768 - 80,891	80,891
20000756	Word Processing Operator	1.00	1.00	1.00	31,491 - 37,918	31,491
	Bilingual - Regular					5,824
	Budgeted Vacancy Savings					(146,079)
	Landscape Architect Lic					34,148

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## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2015 Budget	FY2016 Budget	FY2017 Adopted	Salary Range	Total
	Overtime Budgeted					15,000
	Reg Pay For Engineers					49,601
	Sick Leave - Hourly					2,906
	Termination Pay Annual Leave					16,099
<b>FTE, Salaries, and Wages Subtotal</b>		<b>62.08</b>	<b>67.08</b>	<b>65.07</b>		<b>\$ 4,871,373</b>
		<b>FY2015 Actual</b>	<b>FY2016 Budget</b>	<b>FY2017 Adopted</b>		<b>FY2016-2017 Change</b>
<b>Fringe Benefits</b>						
	Employee Offset Savings	\$ 40,168	\$ 42,629	\$ 42,611		\$ (18)
	Flexible Benefits	396,131	575,189	648,546		73,357
	Insurance	24	-	-		-
	Long-Term Disability	34,879	15,374	15,103		(271)
	Medicare	55,475	69,823	69,782		(41)
	Other	24	-	-		-
	Other Post-Employment Benefits	319,389	370,818	360,813		(10,005)
	Retiree Medical Trust	1,947	4,115	4,066		(49)
	Retirement 401 Plan	3,535	3,877	3,761		(116)
	Retirement ADC	1,495,187	1,424,362	1,558,769		134,407
	Retirement DROP	9,060	9,330	12,117		2,787
	Risk Management Administration	45,701	66,150	62,342		(3,808)
	Supplemental Pension Savings Plan	197,326	289,373	292,488		3,115
	Unemployment Insurance	8,077	8,815	8,644		(171)
	Workers' Compensation	33,620	43,804	90,593		46,789
<b>Fringe Benefits Subtotal</b>		<b>\$ 2,640,542</b>	<b>\$ 2,923,659</b>	<b>\$ 3,169,635</b>		<b>\$ 245,976</b>
<b>Total Personnel Expenditures</b>					<b>\$</b>	<b>8,041,008</b>



# Facilities Financing Program

## Department Summary

	FY2015 Actual	FY2016 Budget	FY2017 Adopted	FY2016-2017 Change
FTE Positions (Budgeted)	16.35	16.70	16.35	(0.35)
Personnel Expenditures	\$ 1,421,297	\$ 1,794,807	\$ 1,946,548	\$ 151,741
Non-Personnel Expenditures	301,897	390,433	462,339	71,906
<b>Total Department Expenditures</b>	<b>\$ 1,723,194</b>	<b>\$ 2,185,240</b>	<b>\$ 2,408,887</b>	<b>\$ 223,647</b>
<b>Total Department Revenue</b>	<b>\$ 1,836,694</b>	<b>\$ 2,185,240</b>	<b>\$ 2,408,887</b>	<b>\$ 223,647</b>

## Facilities Financing Fund

### Department Expenditures

	FY2015 Actual	FY2016 Budget	FY2017 Adopted	FY2016-2017 Change
Facilities Financing Program	\$ 1,723,194	\$ 2,185,240	\$ 2,408,887	\$ 223,647
<b>Total</b>	<b>\$ 1,723,194</b>	<b>\$ 2,185,240</b>	<b>\$ 2,408,887</b>	<b>\$ 223,647</b>

### Department Personnel

	FY2015 Budget	FY2016 Budget	FY2017 Adopted	FY2016-2017 Change
Facilities Financing Program	16.35	16.70	16.35	(0.35)
<b>Total</b>	<b>16.35</b>	<b>16.70</b>	<b>16.35</b>	<b>(0.35)</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b> Adjustments to reflect the annualization of the Fiscal Year 2016 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	\$ 175,066	\$ -
<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	61,153	-
<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	9,001	-
<b>Employee Rewards and Recognition Program</b> Addition of Non Personnel Expenditures to comply with the Employee Rewards and Recognition Program per Administrative Regulation 95.91.	0.00	1,752	-
<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)	(23,325)	-

# Facilities Financing Program

## Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
<b>Revenue Adjustment</b>	0.00	-	223,647
Adjustment to reflect Fiscal Year 2017 revenue projections.			
<b>Total</b>	<b>(0.35)</b>	<b>\$ 223,647</b>	<b>\$ 223,647</b>

## Expenditures by Category

	FY2015 Actual	FY2016 Budget	FY2017 Adopted	FY2016-2017 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 821,543	\$ 1,150,645	\$ 1,165,558	\$ 14,913
Fringe Benefits	599,754	644,162	780,990	136,828
<b>PERSONNEL SUBTOTAL</b>	<b>1,421,297</b>	<b>1,794,807</b>	<b>1,946,548</b>	<b>151,741</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 4,562	\$ 12,011	\$ 12,611	\$ 600
Contracts	222,724	281,976	344,281	62,305
Information Technology	58,926	93,812	102,813	9,001
Energy and Utilities	587	1,190	1,190	-
Other	53	1,294	1,294	-
Transfers Out	15,046	-	-	-
Capital Expenditures	-	150	150	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>301,897</b>	<b>390,433</b>	<b>462,339</b>	<b>71,906</b>
<b>Total</b>	<b>\$ 1,723,194</b>	<b>\$ 2,185,240</b>	<b>\$ 2,408,887</b>	<b>\$ 223,647</b>

## Revenues by Category

	FY2015 Actual	FY2016 Budget	FY2017 Adopted	FY2016-2017 Change
Charges for Services	\$ 1,745,623	\$ 2,159,140	\$ 2,382,787	\$ 223,647
Licenses and Permits	91,000	24,000	25,500	1,500
Rev from Money and Prop	71	2,100	600	(1,500)
<b>Total</b>	<b>\$ 1,836,694</b>	<b>\$ 2,185,240</b>	<b>\$ 2,408,887</b>	<b>\$ 223,647</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2015 Budget	FY2016 Budget	FY2017 Adopted	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
2000024	Administrative Aide 2	1.00	1.00	1.00	\$42,578 - \$51,334	\$ 49,818
20000119	Associate Management Analyst	2.00	2.00	2.00	54,059 - 65,333	115,357
20000743	Principal Engineering Aide	2.00	2.00	2.00	50,003 - 60,549	115,799
90000743	Principal Engineering Aide - Hourly	0.00	0.35	0.00	50,003 - 60,549	-
20001222	Program Manager	1.00	1.00	1.00	46,966 - 172,744	109,855
20000885	Senior Civil Engineer	1.00	1.00	1.00	76,794 - 92,851	90,224
20000015	Senior Management Analyst	6.00	6.00	6.00	59,363 - 71,760	426,972
20000970	Supervising Management Analyst	2.00	2.00	2.00	66,768 - 80,891	161,782
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	35,870
	Bilingual - Regular					1,456
	Overtime Budgeted					11,720

# Facilities Financing Program

## Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2015 Budget	FY2016 Budget	FY2017 Adopted	Salary Range	Total
	Reg Pay For Engineers					13,534
	Sick Leave - Hourly					859
	Vacation Pay In Lieu					4,000
<b>FTE, Salaries, and Wages Subtotal</b>		<b>16.35</b>	<b>16.70</b>	<b>16.35</b>		<b>\$ 1,165,558</b>
		FY2015 Actual	FY2016 Budget	FY2017 Adopted	FY2016-2017 Change	
<b>Fringe Benefits</b>						
	Employee Offset Savings	\$ 7,771	\$ 7,263	\$ 8,178	\$ 915	
	Flexible Benefits	96,735	137,337	169,892	32,555	
	Long-Term Disability	7,520	3,576	3,605	29	
	Medicare	10,102	13,880	14,257	377	
	Other	2,094	-	-	-	
	Other Post-Employment Benefits	72,448	88,290	94,640	6,350	
	Retiree Medical Trust	69	756	628	(128)	
	Retirement 401 Plan	265	-	500	500	
	Retirement ADC	328,264	281,724	369,143	87,419	
	Retirement DROP	5,197	6,083	6,243	160	
	Risk Management Administration	10,488	15,750	16,352	602	
	Supplemental Pension Savings Plan	46,384	75,120	71,143	(3,977)	
	Unemployment Insurance	1,748	2,048	2,065	17	
	Workers' Compensation	10,671	12,335	24,344	12,009	
<b>Fringe Benefits Subtotal</b>		<b>\$ 599,754</b>	<b>\$ 644,162</b>	<b>\$ 780,990</b>	<b>\$ 136,828</b>	
<b>Total Personnel Expenditures</b>				<b>\$ 1,946,548</b>		

# Facilities Financing Program

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

Facilities Financing Fund	FY2015 Actual	FY2016* Budget	FY2017 Adopted
<b>BEGINNING BALANCE AND RESERVES</b>			
Balance from Prior Year	\$ 3,796	\$ 117,296	\$ 116,539
<b>TOTAL BALANCE AND RESERVES</b>	<b>\$ 3,796</b>	<b>\$ 117,296</b>	<b>\$ 116,539</b>
<b>REVENUE</b>			
Charges for Services	\$ 1,745,623	\$ 2,159,140	\$ 2,382,787
Licenses and Permits	91,000	24,000	25,500
Revenue from Use of Money and Property	71	2,100	600
<b>TOTAL REVENUE</b>	<b>\$ 1,836,694</b>	<b>\$ 2,185,240</b>	<b>\$ 2,408,887</b>
<b>TOTAL BALANCE, RESERVES, AND REVENUE</b>	<b>\$ 1,840,490</b>	<b>\$ 2,302,536</b>	<b>\$ 2,525,426</b>
<b>OPERATING EXPENSE</b>			
Personnel	\$ 821,543	\$ 1,150,645	\$ 1,165,558
Fringe Benefits	599,754	644,162	780,990
Supplies	4,562	12,011	12,611
Contracts	222,724	281,976	344,281
Information Technology	58,926	93,812	102,813
Energy and Utilities	587	1,190	1,190
Other Expenses	53	1,294	1,294
Transfers Out	15,046	–	–
Capital Expenditures	–	150	150
<b>TOTAL OPERATING EXPENSE</b>	<b>\$ 1,723,194</b>	<b>\$ 2,185,240</b>	<b>\$ 2,408,887</b>
<b>TOTAL EXPENSE</b>	<b>\$ 1,723,194</b>	<b>\$ 2,185,240</b>	<b>\$ 2,408,887</b>
<b>BALANCE</b>	<b>\$ 117,296</b>	<b>\$ 117,296</b>	<b>\$ 116,539</b>
<b>TOTAL BALANCE, RESERVES, AND EXPENSE</b>	<b>\$ 1,840,490</b>	<b>\$ 2,302,536</b>	<b>\$ 2,525,426</b>

\* At the time of publication, audited financial statements for Fiscal Year 2016 were not available. Therefore, the Fiscal Year 2016 column reflects final budgeted revenue and expense amounts from the Fiscal Year 2016 Adopted Budget, while the beginning FY 2016 balance amount reflects the audited Fiscal Year 2015 ending balance.