

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 and one program each having focused specialties and staff with varied technical disciplines: Long-Range Planning, Environmental & Resource 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 & Resource 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 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.

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

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Goals and Objectives

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

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

Goal 2: Foster public and community trust

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

Goal 3: Achieve operational efficiencies

- Enhance productivity
- Invest in staff development and technology

Key Performance Indicators

Performance Indicator	Target ¹ FY2015	Actual ¹ FY2015	Estimated ² FY2016	Target FY2017
1. Percent of achieved major milestones associated with planning initiatives	N/A	N/A	N/A	80%
2. Percent of achieved major milestones associated with environmental resource initiatives	N/A	N/A	N/A	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 Proposed	FY2016-2017 Change
FTE Positions (Budgeted)	62.08	67.08	65.07	(2.01)
Personnel Expenditures	\$ 6,509,903	\$ 7,764,624	\$ 8,029,135	\$ 264,511
Non-Personnel Expenditures	1,510,300	2,558,494	2,492,094	(66,400)
Total Department Expenditures	\$ 8,020,203	\$ 10,323,118	\$ 10,521,229	\$ 198,111
Total Department Revenue	\$ 3,995,853	\$ 3,841,766	\$ 2,869,175	\$ (972,591)

General Fund

Department Expenditures

	FY2015 Actual	FY2016 Budget	FY2017 Proposed	FY2016-2017 Change
Environmental & Resource Analysis	\$ -	\$ -	\$ 3,169,898	\$ 3,169,898
Long Range Planning	-	-	5,438,154	5,438,154
Planning	8,020,203	10,323,118	1,913,177	(8,409,941)
Total	\$ 8,020,203	\$ 10,323,118	\$ 10,521,229	\$ 198,111

Department Personnel

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

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Land Development Code	3.00	\$ 435,675	\$ -
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.			
Salary and Benefit Adjustments	0.00	236,237	-
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.			
Parks Master Plan	0.00	200,000	-
Addition of non-personnel expenditures for the implementation of the Parks Master Plan.			
California Environmental Quality Act Review	1.00	97,717	-
Addition of 1.00 Senior Planner to provide environmental review support to the Transportation & Storm Water Department.			
Equipment/Support for Information Technology	0.00	65,860	-
Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.			

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Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Employee Rewards and Recognition Program Addition of non-personnel expenses to comply with the Employee Rewards and Recognition Program per Administrative Regulation 95.91.	0.00	3,750	-
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	(36,010)	-
Non-Standard Hour Personnel Funding Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	(1.01)	(60,215)	-
Transfer of Community Development Specialist 4 Transfer of 1.00 Community Development Specialist 4 and associated revenue from the Planning Department to the Economic Development Department.	(1.00)	(107,448)	(332,200)
Operational Efficiency Reduction of non-personnel expenditures due to savings in contracts.	0.00	(300,000)	-
Historical Resources 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)	(337,455)	(343,269)
One-Time Reductions and Annualizations 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)
Revised Revenue Adjustment to reflect Fiscal Year 2017 revenue projections.	0.00	-	(278,322)
Total	(2.01)	\$ 198,111	\$ (972,591)

Expenditures by Category

	FY2015 Actual	FY2016 Budget	FY2017 Proposed	FY2016-2017 Change
PERSONNEL				
Personnel Cost	\$ 3,869,361	\$ 4,840,965	\$ 4,871,373	\$ 30,408
Fringe Benefits	2,640,542	2,923,659	3,157,762	234,103
PERSONNEL SUBTOTAL	6,509,903	7,764,624	8,029,135	264,511
NON-PERSONNEL				
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	-
NON-PERSONNEL SUBTOTAL	1,510,300	2,558,494	2,492,094	(66,400)
Total	\$ 8,020,203	\$ 10,323,118	\$ 10,521,229	\$ 198,111

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Revenues by Category

	FY2015 Actual	FY2016 Budget	FY2017 Proposed	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)
Total	\$ 3,995,853	\$ 3,841,766	\$ 2,869,175	\$ (972,591)

Personnel Expenditures

Job Number	Job Title / Wages	FY2015 Budget	FY2016 Budget	FY2017 Proposed	Salary Range	Total
FTE, Salaries, and Wages						
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	0.00	0.35	0.00	46,966 - 172,744	-
90001155	Assistant to the Planning Director	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	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	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
	Overtime Budgeted					15,000

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Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2015 Budget	FY2016 Budget	FY2017 Proposed	Salary Range	Total
	Reg Pay For Engineers					49,601
	Sick Leave - Hourly					2,906
	Termination Pay Annual Leave					16,099
FTE, Salaries, and Wages Subtotal		62.08	67.08	65.07		\$ 4,871,373
		FY2015 Actual	FY2016 Budget	FY2017 Proposed		FY2016-2017 Change
Fringe Benefits						
Employee Offset Savings	\$	40,168	\$ 42,629	\$ 42,611	\$	(18)
Flexible Benefits		396,131	575,189	632,046		56,857
Insurance		24	-	-		-
Long-Term Disability		34,879	15,374	15,142		(232)
Medicare		55,475	69,823	69,782		(41)
Other		24	-	-		-
Other Post-Employment Benefits		319,389	370,818	361,059		(9,759)
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	1,563,088		138,726
Retirement DROP		9,060	9,330	12,117		2,787
Risk Management Administration		45,701	66,150	62,403		(3,747)
Supplemental Pension Savings Plan		197,326	289,373	292,488		3,115
Unemployment Insurance		8,077	8,815	8,687		(128)
Workers' Compensation		33,620	43,804	90,512		46,708
Fringe Benefits Subtotal	\$	2,640,542	\$ 2,923,659	\$ 3,157,762	\$	234,103
Total Personnel Expenditures				\$ 8,029,135		

Facilities Financing Program

Department Summary

	FY2015 Actual	FY2016 Budget	FY2017 Proposed	FY2016–2017 Change
FTE Positions (Budgeted)	16.35	16.70	16.35	(0.35)
Personnel Expenditures	\$ 1,421,297	\$ 1,794,807	\$ 1,949,191	\$ 154,384
Non-Personnel Expenditures	301,897	390,433	463,127	72,694
Total Department Expenditures	\$ 1,723,194	\$ 2,185,240	\$ 2,412,318	\$ 227,078
Total Department Revenue	\$ 1,836,694	\$ 2,185,240	\$ 2,412,318	\$ 227,078

Facilities Financing Fund

Department Expenditures

	FY2015 Actual	FY2016 Budget	FY2017 Proposed	FY2016–2017 Change
Facilities Financing Program	\$ 1,723,194	\$ 2,185,240	\$ 2,412,318	\$ 227,078
Total	\$ 1,723,194	\$ 2,185,240	\$ 2,412,318	\$ 227,078

Department Personnel

	FY2015 Budget	FY2016 Budget	FY2017 Proposed	FY2016–2017 Change
Facilities Financing Program	16.35	16.70	16.35	(0.35)
Total	16.35	16.70	16.35	(0.35)

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments 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	\$ 178,496	\$ -
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	61,153	-
Equipment/Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00	9,001	-
Employee Rewards and Recognition Program Addition of Non Personnel Expenditures to comply with the Employee Rewards and Recognition Program per Administrative Regulation 95.91.	0.00	1,752	-
Non-Standard Hour Personnel Funding Adjustment to expenditures according to a zero-based annual review of non-standard hour personnel funding requirements.	(0.35)	(23,324)	-

Facilities Financing Program

Significant Budget Adjustments (Cont'd)

	FTE	Expenditures	Revenue
Revenue Adjustment	0.00	-	227,078
Adjustment to reflect Fiscal Year 2017 revenue projections.			
Total	(0.35)	\$ 227,078	\$ 227,078

Expenditures by Category

	FY2015 Actual	FY2016 Budget	FY2017 Proposed	FY2016-2017 Change
PERSONNEL				
Personnel Cost	\$ 821,543	\$ 1,150,645	\$ 1,165,558	\$ 14,913
Fringe Benefits	599,754	644,162	783,633	139,471
PERSONNEL SUBTOTAL	1,421,297	1,794,807	1,949,191	154,384
NON-PERSONNEL				
Supplies	\$ 4,562	\$ 12,011	\$ 12,611	\$ 600
Contracts	222,724	281,976	345,069	63,093
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	-
NON-PERSONNEL SUBTOTAL	301,897	390,433	463,127	72,694
Total	\$ 1,723,194	\$ 2,185,240	\$ 2,412,318	\$ 227,078

Revenues by Category

	FY2015 Actual	FY2016 Budget	FY2017 Proposed	FY2016-2017 Change
Charges for Services	\$ 1,745,623	\$ 2,159,140	\$ 2,386,218	\$ 227,078
Licenses and Permits	91,000	24,000	25,500	1,500
Rev from Money and Prop	71	2,100	600	(1,500)
Total	\$ 1,836,694	\$ 2,185,240	\$ 2,412,318	\$ 227,078

Personnel Expenditures

Job Number	Job Title / Wages	FY2015 Budget	FY2016 Budget	FY2017 Proposed	Salary Range	Total
FTE, Salaries, and Wages						
20000024	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
90000743	Principal Engineering Aide	0.00	0.35	0.00	50,003 - 60,549	-
20000743	Principal Engineering Aide	2.00	2.00	2.00	50,003 - 60,549	115,799
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
90000970	Supervising Management Analyst	0.35	0.35	0.35	66,768 - 80,891	28,312
20000970	Supervising Management Analyst	2.00	2.00	2.00	66,768 - 80,891	161,782
20000756	Word Processing Operator	1.00	1.00	1.00	31,491 - 37,918	35,870
	Bilingual - Regular					1,456
	Overtime Budgeted					11,720
	Reg Pay For Engineers					13,534

Facilities Financing Program

Personnel Expenditures (Cont'd)

Job Number	Job Title / Wages	FY2015 Budget	FY2016 Budget	FY2017 Proposed	Salary Range	Total
	Sick Leave - Hourly					859
	Vacation Pay In Lieu					4,000
FTE, Salaries, and Wages Subtotal		16.35	16.70	16.35		\$ 1,165,558
		FY2015 Actual	FY2016 Budget	FY2017 Proposed		FY2016-2017 Change
Fringe Benefits						
Employee Offset Savings		\$ 7,771	\$ 7,263	\$ 8,178		\$ 915
Flexible Benefits		96,735	137,337	171,314		33,977
Long-Term Disability		7,520	3,576	3,616		40
Medicare		10,102	13,880	14,257		377
Other		2,094	-	-		-
Other Post-Employment Benefits		72,448	88,290	94,704		6,414
Retiree Medical Trust		69	756	628		(128)
Retirement 401 Plan		265	-	500		500
Retirement ADC		328,264	281,724	370,163		88,439
Retirement DROP		5,197	6,083	6,243		160
Risk Management Administration		10,488	15,750	16,368		618
Supplemental Pension Savings Plan		46,384	75,120	71,143		(3,977)
Unemployment Insurance		1,748	2,048	2,075		27
Workers' Compensation		10,671	12,335	24,444		12,109
Fringe Benefits Subtotal		\$ 599,754	\$ 644,162	\$ 783,633		\$ 139,471
Total Personnel Expenditures				\$ 1,949,191		

Facilities Financing Program

Revenue and Expense Statement (Non-General Fund)

Facilities Financing Fund	FY2015 Actual	FY2016* Budget	FY2017 Proposed
BEGINNING BALANCE AND RESERVES			
Balance from Prior Year	\$ 3,796	\$ 117,296	\$ 119,872
TOTAL BALANCE AND RESERVES	\$ 3,796	\$ 117,296	\$ 119,872
REVENUE			
Charges for Current Services	\$ 1,745,623	\$ 2,159,140	\$ 2,386,218
Licenses and Permits	91,000	24,000	25,500
Revenue from Use of Money and Property	71	2,100	600
TOTAL REVENUE	\$ 1,836,694	\$ 2,185,240	\$ 2,412,318
TOTAL BALANCE, RESERVES, AND REVENUE	\$ 1,840,490	\$ 2,302,536	\$ 2,532,190
OPERATING EXPENSE			
Personnel Expenses	\$ 821,543	\$ 1,150,645	\$ 1,165,558
Fringe Benefits	599,754	644,162	783,633
Supplies	4,562	12,011	12,611
Contracts	222,724	281,976	345,069
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
TOTAL OPERATING EXPENSE	\$ 1,723,194	\$ 2,185,240	\$ 2,412,318
TOTAL EXPENSE	\$ 1,723,194	\$ 2,185,240	\$ 2,412,318
BALANCE	\$ 117,296	\$ 117,296	\$ 119,872
TOTAL BALANCE, RESERVES, AND EXPENSE	\$ 1,840,490	\$ 2,302,536	\$ 2,532,190

* 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.