



Planning

The Planning and Community Development Department is organized by the following divisions: Advance Planning; Current Planning; Building & Safety, including Plan Check and Inspection Services; Code compliance, including Rental Inspection Services; and Administration, including the department's records program.

The Planning Department's mission statement is to enhance quality of life, safety, and civic pride for our community by providing land use and development guidance through responsive, respectful, and efficient public service.

Core Service

- Provide long-range planning for the City's future development that protects the life, health, and safety of our community.
- Ensure community engagement in the land use decision-making process.
- Conduct plan review and inspection of new and remodeled structures.
- Facilitate green building practices.
- Issue of permits for construction and inspect for code compliance.
- Ensure safety of rental housing through inspections.
- Coordinate and develop the City's sustainability programs with other departments.
- Provide excellent customer service acting as a one-stop payment counter for all City payments, except water utilities.



Accomplishments and Goals

FY 2021 Accomplishments	Infrastructure	DT & Other Business Sectors	Fiscal Sustainability	Core Services	Equity, Health & Well-Being, Sustainability	New & Improved Funding Sources	Green Economy
Initiated informational outreach effort to develop objective development standards for multi-family and mixed used projects.				X			
Engaged the public and development community via online surveys for feedback on improving department services.				X			
Implemented new Green Building Electrification standards for new development.				X			X
Approved the permits for 398 new multi-family housing units including a 175 unit mixed-use project between Front Street and the Riverwalk, a 126 unit 100% affordable housing development on Coral Street, and an 85 unit 100% affordable development between Pacific Avenue and Front St.		X		X	X		
Approved 55 discretionary permits, 61 Zoning Clearances, and 15 short-term rentals.				X			
Assisted with the enforcement of the City's executive orders regarding Sidewalk Vending.					X		
Instituted Remote Inspections in Code Compliance and Building & Safety divisions in response to COVID-19.				X	X		
Updated the Code Compliance cost recovery fee structure to a flat-rate system to encourage resolution of property violations.			X	X			
Prepared resolutions to City Council for adoption of new Childcare and Public Safety Impact Fees.			X	X		X	

FY 2022 Goals	Infrastructure	DT & Other Business Sectors	Fiscal Sustainability	Core Services	Equity, Health & Well-Being, Sustainability	New & Improved Funding Sources	Green Economy
Conduct fee analysis for Building, Code, and other department fees to assess cost recovery and present to Council for consideration.			X				
Implement new Land Use System with improved efficiencies leveraging digital and automation features.			X	X	X		
Implement online payment features for planning, building, and rental inspection services.				X			
Complete the \$310,000 grant-funded project to develop objective zoning standards for multifamily and mixed residential through a robust equity and inclusion-based outreach effort.				X	X	X	
Continue work on a \$300,000 grant-funded project to expand the Downtown Plan boundary.		X		X	X	X	
Finalize policies, procedures, and training program for electronic plan intake, submittal, and review.				X			
Implement electronic plan intake and review software in the Building & Safety division.				X			X

Workload Indicators and Performance Measures

Workload Indicators	Focus Area	FY 2019 Actual	FY 2020 Actual	FY 2021 Target	FY 2021 Estimate	FY 2022 Goal
Number of permits issued	Core Services	1,673	1,545	1,500	1,500	1,500
Number of discretionary applications approved	Core Services	155	110	135	135	150
Number of closed code compliance cases	Core Services	372	398	400	400	375
Number of phone calls and individuals served in person	Core Services	N/A	14,581	15,000	15,000	15,000
Number of Building, Code, and Rental Inspections Completed	Core Services	13,953	7,638	13,000	13,000	13,000

Performance Measures	Focus Area	FY 2019 Actual	FY 2020 Actual	FY 2021 Target	FY 2021 Estimate	FY 2022 Goal
Provide feedback on pre-application reviews within 30 days of application submittal*	Core Services	N/A	N/A	95%	100%	95%
Percent of code compliance cases closed within 60 days	Core Services	38%	47%	50%	46%	50%
Number of discretionary planning applications completed within established timeframes*	Core Services	N/A	N/A	95%	100%	95%
Number of building permits approved within 30 days*	Core Services	N/A	N/A	65%	60%	65%

*New measure, data not available

Budget Summary - Planning and Community Development

	Fiscal Year* 2020 Actuals	Fiscal Year 2021			Fiscal Year 2022 Adopted
		Adopted Budget	Amended* Budget	Year-End Estimate	
EXPENDITURES BY CHARACTER:					
Personnel Services	4,653,097	5,575,217	5,575,217	4,178,021	5,455,132
Services, Supplies, and Other Charges	1,146,358	1,032,503	2,074,356	1,054,013	1,323,521
Capital Outlay	37,368	10,000	10,000	10,000	10,000
Total Expenditures	<u>5,836,822</u>	<u>6,617,720</u>	<u>7,659,573</u>	<u>5,242,034</u>	<u>6,788,653</u>
EXPENDITURES BY ACTIVITY:					
Planning Administration	1301 1,238,136	1,385,959	1,375,959	1,100,051	1,116,411
Current Planning	1302 1,153,086	1,345,249	1,497,170	1,030,872	1,485,186
Advance Planning	1303 622,070	877,856	1,241,093	675,990	848,914
Building & Safety	2301 1,619,603	1,728,409	2,290,104	1,499,651	2,105,403
Code Enforcement	2302 453,311	329,799	329,799	401,991	492,440
SB 1186 Accessibility Programs	2303 4,062	5,800	5,800	-	5,800
Rental Programs	2304 418,243	497,134	472,134	286,405	338,119
Subtotal General Fund	<u>5,508,510</u>	<u>6,170,206</u>	<u>7,212,059</u>	<u>4,994,961</u>	<u>6,392,273</u>
Building & Safety	2301 236,226	344,192	344,192	205,678	309,559
Code Enforcement	2302 34,649	103,322	103,322	41,396	86,821
Subtotal Other General Funds	<u>270,875</u>	<u>447,514</u>	<u>447,514</u>	<u>247,074</u>	<u>396,380</u>
CDBG Code Enforcement	5206 57,437	-	-	-	-
Subtotal Other Funds	<u>57,437</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures	<u>5,836,822</u>	<u>6,617,720</u>	<u>7,659,573</u>	<u>5,242,034</u>	<u>6,788,653</u>
RESOURCES BY FUND					
General Fund	101 4,049,244	3,466,080	3,776,080	2,749,876	3,953,055
Code Enforcement/Civil Penalties	103 55,031	24,600	24,600	7,230	16,000
Green Bldg Educational Resource Fund	108 165,732	190,000	190,000	145,000	125,000
	141 -	-	-	15,000	2,000
Housing In-lieu Program	150 28	-	-	-	-
Total Resources	<u>4,270,035</u>	<u>3,680,680</u>	<u>3,990,680</u>	<u>2,917,106</u>	<u>4,096,055</u>
Net General Fund Cost	<u>(1,459,267)</u>	<u>(2,704,126)</u>	<u>(3,435,979)</u>	<u>(2,245,085)</u>	<u>(2,439,218)</u>
	FY 2020			FY 2021	FY 2022
TOTAL AUTHORIZED PERSONNEL:	<u>37.50</u>			<u>34.00</u>	<u>33.00</u>

*Sums may have discrepancies due to rounding

Staffing

Positions	2018-19 Revised*	2019-20 Revised*	2020-21 Revised*	2021-22 Adopted	FY 2022 Change
Administrative Assistant I/II	3.00	3.00	2.00	2.00	-
Administrative Assistant III	1.00	1.00	1.00	1.00	-
Associate Planner I/II	3.00	3.50	3.00	3.00	-
Asst Director of Planning and Comm Dev.	1.00	1.00	1.00	1.00	-
Building Inspector	1.00	1.00	-	-	-
Chief Building Official	1.00	1.00	1.00	1.00	-
Code Compliance Manager	1.00	1.00	1.00	1.00	-
Code Compliance Services Tech.	1.00	1.00	1.00	1.00	-
Code Compliance Specialist	5.00	5.00	4.00	4.00	-
Deputy Building Official	1.00	1.00	1.00	1.00	-
Director of Planning and Comm Dev.**	1.00	1.00	1.00	-	(1.00)
Green Building Environmental Sp.	1.00	1.00	1.00	1.00	-
Management Analyst	1.00	1.00	1.00	1.00	-
Office Supervisor	-	-	-	-	-
Principal Management Analyst	1.00	1.00	1.00	1.00	-
Principal Planner	2.00	2.00	2.00	2.00	-
Records Coordinator	1.00	1.00	1.00	1.00	-
Senior Building Inspector	3.00	3.00	3.00	3.00	-
Senior Planner	5.00	5.00	5.00	5.00	-
Senior Plans Examiner	2.00	2.00	2.00	2.00	-
Supervising Building Inspector	1.00	1.00	1.00	1.00	-
Supervising Plans Examiner	1.00	1.00	1.00	1.00	-
Transportation Planner	1.00	-	-	-	-
Total	38.00	37.50	34.00	33.00	(1.00)

*Revised salary authorizations are Adopted staffing plus any Mid-year adjustments

**The proposed budget adds 1.0 FTE Deputy City Manager level II position, paired with a budget deletion of the 1.0 FTE Planning and Community Development Department Director position. The resultant consolidated, shared Deputy City Manager level II would oversee the CMO citywide homelessness response program and the Planning and Community Development Department.

Organization Chart

