



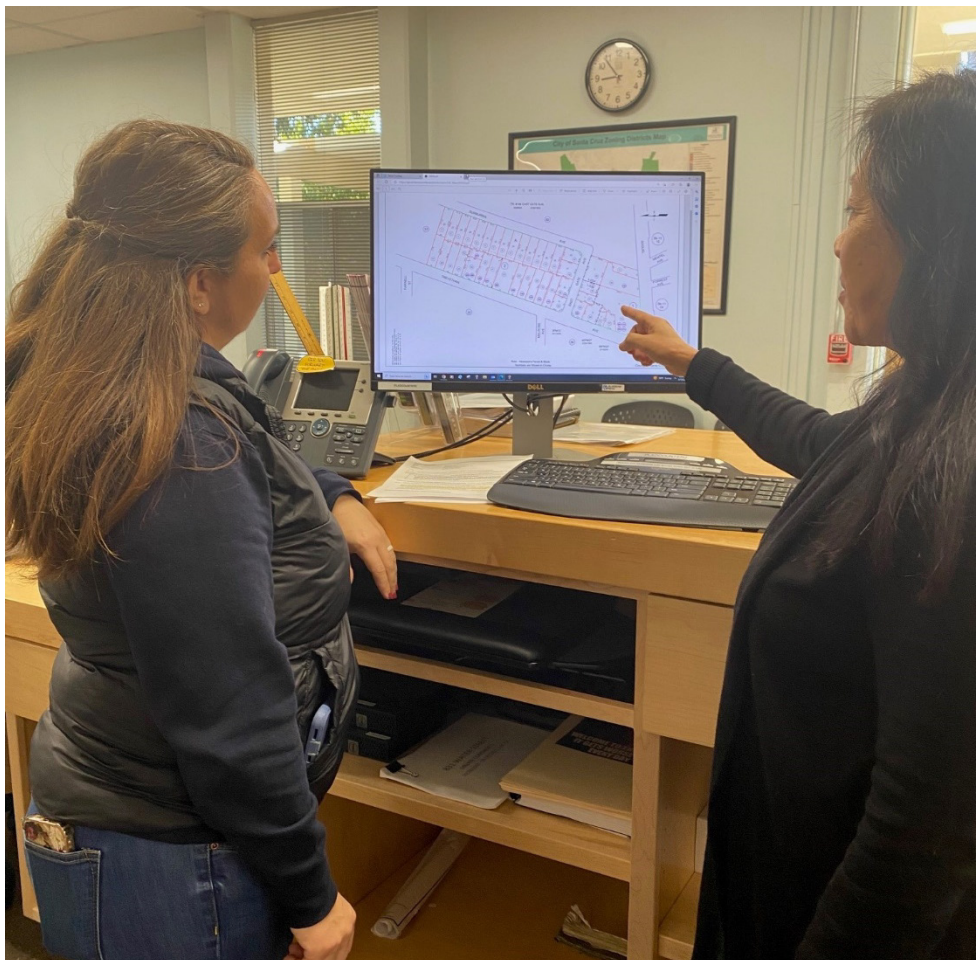
Planning & Community Development

The Planning and Community Development Department is organized by the following divisions: Advance Planning; Current Planning; Building & Safety, including Plan Review 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

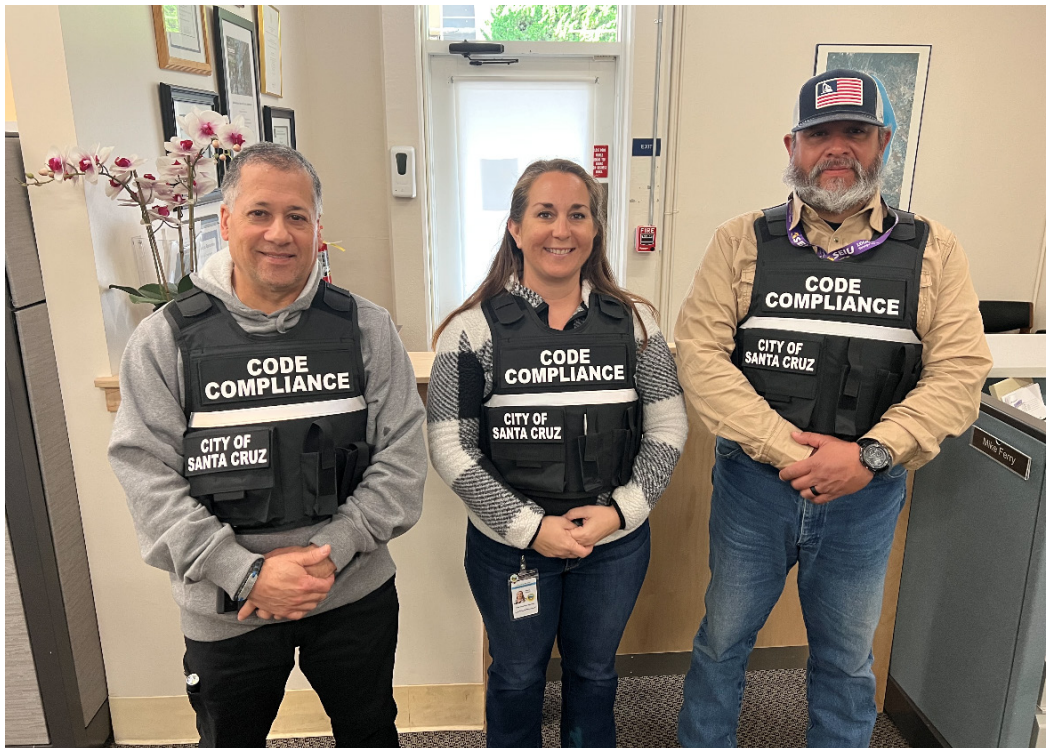
- Provide long-range planning for the City's future development that promotes quality of life for a diverse, growing population and that protects the life, health, and safety of our community.
- Ensure community engagement in the land use decision-making process.
- Conduct plan review, issue permits for construction, and inspect new and remodeled structures for code compliance.
- Facilitate green building practices.
- Ensure safety of rental housing through inspections.
- Coordinate and develop the City's sustainability programs with other departments.
- Provide excellent service to customers for development issues as well as for the range of other departments' functions provided at the public counter.
- Respond to code compliance issues to address safety, quality of life, and civic pride in in the community.



Accomplishments and Goals

FY 2023 Accomplishments	Infrastructure	DT & Other Business Sectors	Fiscal Sustainability	Core Services	Equity, Health & Well-Being, Sustainability	New & Improved Funding Sources	Green Economy
Submitted first draft of the 6 th Cycle 2023-2031 Housing Element to the state	X	X	X	X	X	X	X
Implemented and improved electronic permitting and plan review processes and expanded online payment options		X		X	X		X
Approved ~800 residential units, 59 Assisted-Living units, and 15 Memory Care units, ~189 deed-restricted affordable units, 85 discretionary permits, 32 zoning clearances, and 19 short-term rentals		X		X	X		
Updated the Accessory Dwelling Unit Legalization Program to continue compliance with state regulations				X			
Further refined the interdepartmental process for short-term rental applications				X			
Initiated Downtown Plan Expansion Project community outreach and hearings	X	X	X	X	X	X	X
Implemented the Sidewalk Vending Ordinance, inspection, citation, and impoundment process				X	X		
Developed zoning standards for multifamily and mixed residential through a robust equity- and inclusion-based outreach effort				X	X	X	
Updated the Zoning Ordinance to ensure internal consistency, streamlined permit processes, and compliance with state law				X	X		
Completed the Code Enforcement Officer Safety Policy to comply with state regulations				X	X		
Coordinated with other City departments to ensure that permits for City-led projects including affordable housing, public infrastructure, and public facilities are processed in accordance with funding timeframes		X		X	X		
Created new procedures and informational documents and implemented new state laws that affect permit processing requirements				X			

FY 2023 Accomplishments	Infrastructure	DT & Other Business Sectors	Fiscal Sustainability	Core Services	Equity, Health & Well-Being, Sustainability	New & Improved Funding Sources	Green Economy
Completed request for proposal process, selected vendor, and received contract approval for new land management system				X		X	



FY 2024 Goals	Infrastructure	DT & Other Business Sectors	Fiscal Sustainability	Core Services	Equity, Health & Well-Being, Sustainability	New & Improved Funding Sources	Green Economy
Receive Housing Element Certification from state	X	X	X	X	X	X	X
Conduct fee analysis for Building and other department fees to assess cost recovery			X	X		X	
Begin implementation process for new Land Use Management System, leveraging efficiencies of digital and automation features			X	X	X		X
Expand online payment features for planning, building, and rental inspection services				X	X		X
Finalize improvements to, and implement, policies, procedures, and training program for electronic plan intake, submittal, and review in Planning and Building and Safety Divisions				X	X		X
Complete Downtown Plan Expansion project	X	X	X	X	X	X	X
Apply to, and be awarded with, State of California Regional Early Action Planning (REAP) 2.0 grant funding to further housing production goals			X	X		X	
Complete code amendments to facilitate housing production and streamline development procedures			X				
Continue to work with other departments to streamline permitting processes for new business and expansion of existing businesses		X	X	X			
Improve education and communication with the community by expanding Rental Inspections and Planning information on the Code Compliance webpage				X	X		
Continue to track visitor statistics at the public counter to determine if additional counter hours are needed to serve the public's needs				X			
Improve understanding of new/amended state laws and work with the City Attorney's Office and other City departments to refine procedures, amend the Municipal Code, and implement training, as necessary				X			

FY 2024 Goals	Infrastructure	DT & Other Business Sectors	Fiscal Sustainability	Core Services	Equity, Health & Well-Being, Sustainability	New & Improved Funding Sources	Green Economy
Continue to monitor permit application review processes to ensure consistency with the Permit Streamlining Act, CEQA, and state laws		X		X			



Workload Indicators and Performance Measures

Workload Indicators	Focus Area	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimate	FY 2024 Goal
Number of building permits issued <i>Building & Safety Division</i>	Core Services	1,545	1,483	1,735	1,650	1,700
Discretionary applications approved* <i>Current Planning Division</i>	Core Services	133	111	99	85	100
Closed code compliance cases in 60 days <i>Code Compliance Division</i>	Core Services	398	256	345	250	300
Phone calls and individuals served in person <i>Administrative Division (calls & in-person), Building & Safety and Current Planning (in-person)</i>	Core Services	14,581	9,391	11,070	11,500	12,000
Building, Code, and Rental Inspections Completed <i>Code Compliance, Building & Safety Divisions</i>	Core Services	7,638	10,659	3,468 <i>Code Compliance</i> 9,109 <i>Building & Safety</i>	2,420 <i>Code Compliance</i> 7,400 <i>Building & Safety</i>	2,900 <i>Code Compliance</i> 7,500 <i>Building & Safety</i>
Number of Planning Commission (PC) / City Council (CC) presentations by Advance Planning Division <i>Advance Planning Division</i>	Core Services	6 PC 21 CC	12 PC 20 CC	14 PC 15 CC	10 PC 20 CC	10 PC 15 CC

Performance Measures	Focus Area	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Estimate	FY 2024 Goal
Review building plans and provide responses within established timelines <i>Building & Safety Division</i>	Core Services	N/A**	93%	91%	92%	95%
Review building permits within the established timelines <i>Current Planning Division</i>	Core Services	69%	56%	75%	75%	80%
Approval of Zoning Administrator Public Hearings and Administrative-level permits within 3 months of submittal <i>Current Planning Division</i>	Core Services	67%	73%	60%	50%	60%
Closure of code compliance cases within 60 days <i>Code Compliance Division</i>	Core Services	47%	49%	60%	63%	65%

*Revised reporting metric ** New measure, data not available

Budget Summary - Planning and Community Development

	Fiscal Year* 2022 Actuals	Fiscal Year 2023			Fiscal Year 2024 Adopted
		Adopted Budget	Amended* Budget	Year-End Estimate	
EXPENDITURES BY CHARACTER:					
Personnel Services	4,702,609	6,146,140	6,146,140	5,114,312	5,960,483
Services, Supplies, and Other Charges	1,668,475	1,436,205	2,200,490	1,849,728	3,103,158
Capital Outlay	18,652	5,000	5,000	5,000	5,000
Total Expenditures	<u>6,389,736</u>	<u>7,587,345</u>	<u>8,351,630</u>	<u>6,969,040</u>	<u>9,068,641</u>
EXPENDITURES BY ACTIVITY:					
Planning Administration	1301 1,000,196	1,448,093	1,465,929	993,026	2,548,197
Current Planning	1302 1,432,209	1,500,757	1,533,866	1,528,483	1,497,587
Advance Planning	1303 1,071,376	983,864	1,376,581	1,263,191	1,108,406
Building & Safety	2301 1,784,948	2,020,283	2,135,785	1,657,284	1,784,735
Code Enforcement	2302 487,863	682,121	682,121	466,243	682,896
Rental Programs	2304 332,978	360,978	360,978	376,623	302,687
Sidewalk Vending Program	2305 3,190	-	205,120	194,653	139,000
Subtotal General Fund	<u>6,112,761</u>	<u>6,996,096</u>	<u>7,760,381</u>	<u>6,479,503</u>	<u>8,063,508</u>
Building & Safety	2301 205,258	499,577	499,577	402,252	910,678
Code Enforcement	2302 68,692	84,672	84,672	87,285	87,455
SB 1186 Accessibility Programs	2303 3,025	7,000	7,000	-	7,000
Subtotal Other General Funds	<u>276,975</u>	<u>591,249</u>	<u>591,249</u>	<u>489,537</u>	<u>1,005,133</u>
Total Expenditures	<u>6,389,736</u>	<u>7,587,345</u>	<u>8,351,630</u>	<u>6,969,040</u>	<u>9,068,641</u>
RESOURCES BY FUND :					
General Fund	101 4,029,068	4,034,854	4,521,976	4,029,862	3,647,984
Code Enforcement/Civil Penalties	103 88,320	13,000	13,000	2,000	13,000
Green Bldg Educational Resource Fund	108 151,680	515,000	515,000	515,000	200,000
CASp Certification and Training Fund	141 21,120	-	-	20,000	20,000
Housing In-lieu Program	150 28	-	-	-	-
Childcare Impact Fee Fund	218 19,496	125,000	125,000	16,000	16,000
Total Resources	<u>4,309,713</u>	<u>4,687,854</u>	<u>5,174,976</u>	<u>4,582,862</u>	<u>3,896,984</u>
Net General Fund Cost	<u>(2,137,659)</u>	<u>(2,961,242)</u>	<u>(3,238,405)</u>	<u>(2,449,641)</u>	<u>(4,415,524)</u>
	FY 2022			FY 2023	FY 2024
TOTAL AUTHORIZED PERSONNEL:	<u>34.00</u>			<u>35.00</u>	<u>35.00</u>

*Sums may have discrepancies due to rounding

Staffing

Positions	2020-21 Revised*	2021-22 Revised*	2022-23 Revised*	2023-24 Adopted	FY 2024 Change
Administrative Assistant I/II	2.00	2.00	1.00	1.00	-
Administrative Assistant III	1.00	1.00	1.00	1.00	-
Associate Planner I/II	3.00	3.00	3.00	3.00	-
Asst Director of Planning and Comm Dev.	1.00	1.00	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 Specialist	4.00	4.00	4.00	4.00	-
Code Compliance Supervisor	-	-	1.00	1.00	-
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	-
Planning and Community Dev. Tech	1.00	1.00	2.00	2.00	-
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	-
Total	34.00	34.00	35.00	35.00	-

*Revised salary authorizations are adopted staffing plus any mid-year adjustments

Organization Chart

