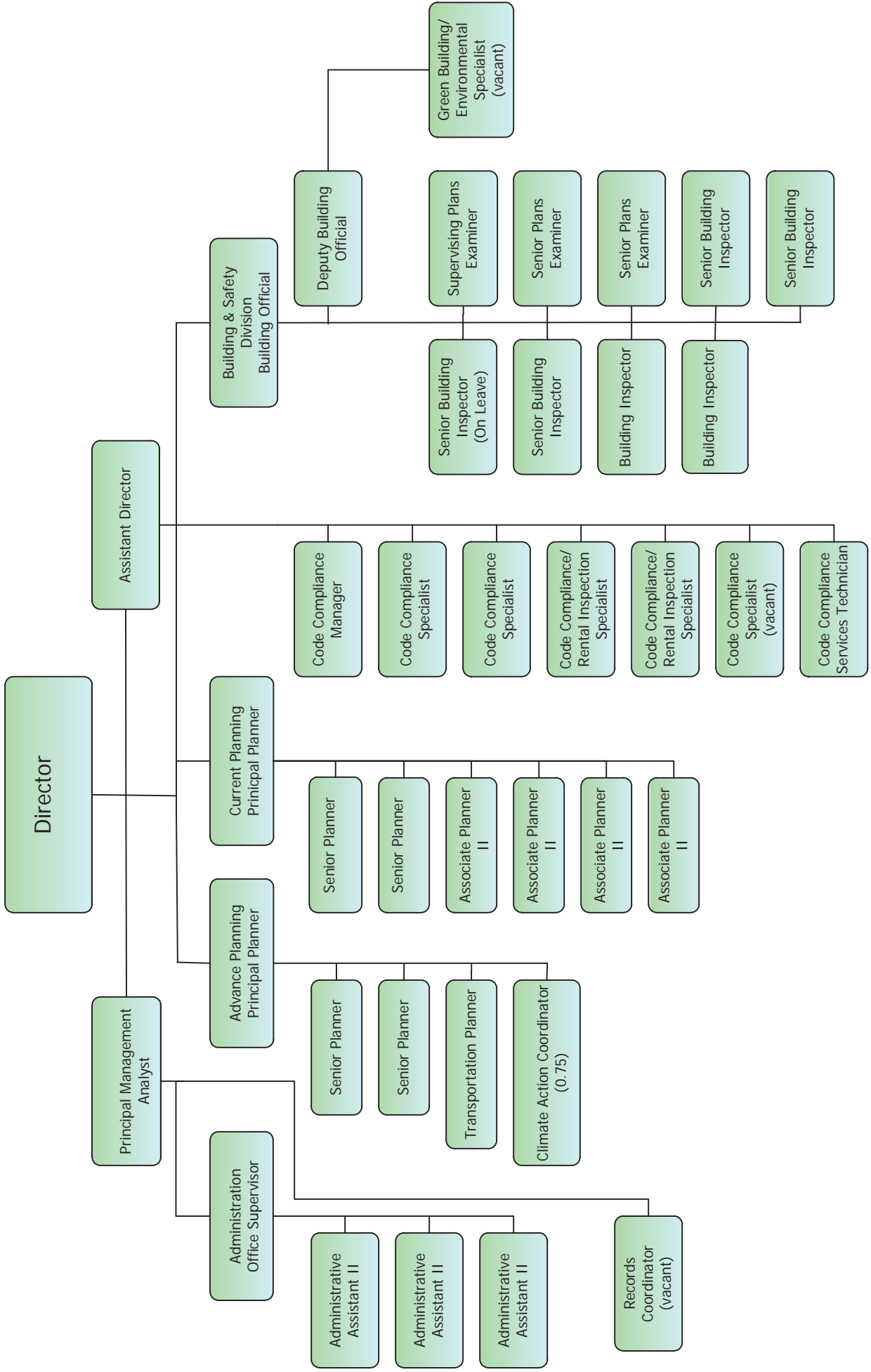


Planning & Community Development



Planning & Community Development Department



Planning and Community Development

DEPARTMENT SUMMARY

DEPARTMENT DESCRIPTION

The Planning and Community Development Department performs long-range planning for the City's future development; processes building and land use applications; review plans for health and safety requirements; facilitates green building practices; issues permits for construction and inspects for code compliance; facilitates citizen participation in the land use decision-making process; coordinates and develops the City's sustainability programs with other departments; and performs other policy work as required by the City. The department includes the following divisions: Current Planning, Advance Planning, Building and Safety, Code Compliance, and Administration.

FY 2016 ACCOMPLISHMENTS

- Assisted property owners and businesses with development plans, including review of an increased volume of projects over prior years.
- Hired and promoted staff to fill key positions, including Principal Management Analyst, Green Building and Environmental Coordinator, Senior Plans Examiners, Senior Inspector, Building Inspector, Associate Planner, Transportation Planner, and Code Compliance Specialist
- Recruitments underway and/or tentatively scheduled for Code Compliance Manager, Records Coordinator, Code Compliance Specialist, and Associate Planner.
- Coordinated with Human Resources to complete employee attraction strategy.
- Conducted Departmental Services Study including recommended actions to provide the very best public services for permit processes and community development goals.
- Developed Action Plan to implement above recommendations and other services, and implemented actions per plan - to be continued through coming FY
- Participated in development of plan for remodeled department workspace, including new public service counter to expand and facilitate additional customer services, and provide functional efficient workspace by consolidating department functions and City cashiering. Temporarily relocated some staff teams to interim work stations.
- Digitized permit records, plan sets, case files, plan documents, and historical records to facilitate digital archiving and records access for all departmental information.
- Continued to develop Permit Tracking software, including use and coordination by other relevant departments. Trials and testing underway for additional services with this software for use by the public.
- Launched on line/web based access portal to permit records and property information.
- Inspections and Code Compliance staff developed innovative systems and use iPads in field to access plans and documents, coordinate with builders, and track inspections and permits.
- Continue to develop and maintain collaborative partnerships with other City departments involved in permit processes, inspections, and land use policy.
- Supported uniformity and building life safety in the Monterey Bay Region of the International Code Council by Building Official served as Chapter Officer, and awarded Chapter ICC Building Official of the Year for prior year.

CITY COUNCIL STRATEGIC PLAN 3-YEAR GOALS:

1. Environmental Sustainability & Well-Managed Resources
2. Community Safety & Well-Being
3. Economic Vitality
4. Financial Stability & Organizational Health
5. Reliable & Forward-Thinking Infrastructure and Facilities
6. Engaged & Informed Community

Planning and Community Development

DEPARTMENT SUMMARY

FY 2016 ACCOMPLISHMENTS (continued)

- Completed major zoning code amendments to incentivize creation and legalization of Accessory Dwelling Units ADU.
- Developed ADU legalization process and team to assist individual property owners with permitting.
- Completed zoning code amendments to incentivize creation and legalization of units in multi-family zones.
- Underway on Major Corridor Planning and Zoning process, to implement General Plan 2030.
- Prepared and adopted Housing Element Update, certified by State HCD.
- Obtained Coastal Commission approval of recent past zoning amendments.
- Approved numerous housing, mixed use, and commercial projects.
- Implemented Solar Santa Cruz program.
- Continued collaborations on Green Wharf project with city departments and UCSC.
- Underway with Downtown Plan amendment process to extend height and development standards to lower Pacific and Front Street areas.
- Collaborated with Economic Development on expanding Open Counter functions.
- Developed draft Local Coastal Plan to implement General Plan 2030, for submittal to Coastal Commission
- Increased effectiveness and multi-departmental collaboration on code enforcement.
- Updated Subdivision Ordinance.
- Update of City Bike Plan underway (significant community outreach and draft plan complete, hearings to begin).
- Received Governor's Environmental and Economic Leadership Award for the joint UCSC and City Green Wharf project.
- Supported completion of AMBAG Sustainable Communities Strategy
- Hosted monthly interdepartmental meetings to support Climate Action Plan (CAP) implementation.

FY 2017 GOALS

Environmental Sustainability and Well Managed Resources

- Implement General Plan to create a livable and sustainable community.
- Implement Housing Element recommendations to incentivize and realize new development of much needed housing types.
- Update of the Local Coastal Program.
- Implement Climate Action Plan and Climate Action Compact.
- Adopt and implement the Corridor Planning and Zoning Code Updates
- Adopt modifications to the Downtown Recovery Plan development standards to provide for additional housing opportunities

CITY COUNCIL STRATEGIC PLAN 3-YEAR GOALS:

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Planning and Community Development

DEPARTMENT SUMMARY

FY 2017 GOALS (continued)

Community Safety and Well Being

- Adopt new California State Building Code, mandated effective January 1, 2017.
- Enhance Code Compliance Neighborhood Services and Preservation programs.
- Continue to implement Rental Inspection Program to ensure safe housing.
- Participate in disaster preparedness and safety programs as appropriate.

Economic Vitality

- Increase the supply and quality of hotels in the City in order to generate year round jobs and grow the tourism sector of the economy.
- Facilitate the construction of significant projects such as the Delaware Addition project, new rental housing and the ongoing construction phases of the Tannery Arts Project.
- Facilitate and incentivize development of housing, including affordable housing.
- Update Zoning Code including Parking Analysis.
- Continue to improve and streamline permit information and process including implementation of e-permitting software and plan check services.
- Provide improved public services by remodeling public counter and consolidating finance cashiering function in one location.
- Increase the supply and variety of retail shopping options in the Downtown and other commercial corridors.
- Continue to create economic development opportunities in the City's two industrial areas.

Organizational Health

- Continue to provide training and career development opportunities to staff.
- Fill remaining vacant positions in Department.
- Develop job classification series plans to encourage staff retention and development; especially for Code Compliance and Neighborhood Services.

Financial Stability

- Participate in completion and implementation of City-wide Fee Study.
- Seek and administer grants for planning and implementing programs and projects.

CITY COUNCIL STRATEGIC PLAN 3-YEAR GOALS:

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Planning and Community Development

DEPARTMENT SUMMARY

FY 2017 GOALS (continued)

Reliable and Forward-Looking Infrastructure and Facilities

- Complete Active Transportation Plan to guide development of non-automobile amenities.
- Participate in the development of the Wharf Master Plan
- Assist with implementation of solar and energy projects for City Facilities.

Engaged and Informed Community

- Update Department Web page, to provide better customer service and access to information.
- Facilitate meaningful effective community participation processes for land use plans and actions, including the Corridor Plan, Downtown Plan Update, Zoning Code Updates, and development projects.
- Continue to develop regular reports on development projects proposed, approved, and underway.
- Attend neighborhood and business association meetings to inform on department activities and gather feedback.
- Continue to hold training and information sessions for members of the public and development community on department processes and programs.

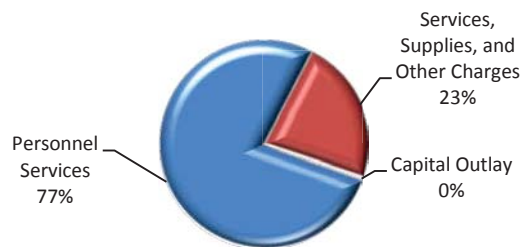
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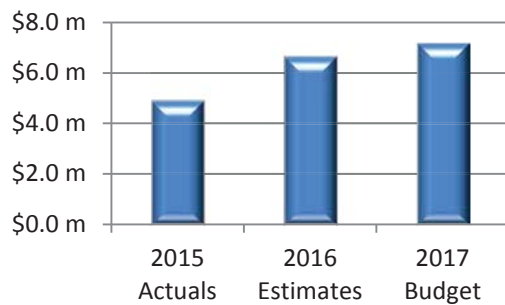
PERCENTAGE OF PRIMARY GENERAL FUND BUDGET



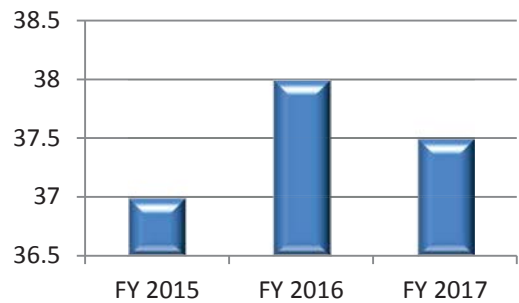
EXPENDITURES BY CHARACTER Fiscal Years 2016-2017



EXPENDITURE HISTORY



AUTHORIZED PERSONNEL



Planning and Community Development

DEPARTMENT SUMMARY

	Fiscal Year* 2015 Actuals	Fiscal Year 2016			Fiscal Year 2017 Adopted
		Adopted Budget	Amended* Budget	Estimated Actual	
EXPENDITURES BY CHARACTER:					
Personnel Services	3,950,203	5,233,956	5,193,956	4,409,013	5,546,492
Services, Supplies, and Other Charges	944,555	1,854,759	2,565,406	2,225,987	1,638,487
Capital Outlay	32,366	30,000	30,000	30,000	20,000
Total Expenditures	<u>4,927,124</u>	<u>7,118,715</u>	<u>7,789,362</u>	<u>6,665,000</u>	<u>7,204,979</u>
EXPENDITURES BY ACTIVITY:					
Planning Administration	1301 880,217	1,261,055	1,286,492	966,458	1,293,491
Current Planning	1302 1,673,936	1,322,946	1,366,241	1,152,734	1,394,495
Advance Planning	1303 155,952	323,304	432,227	379,631	256,391
Inspection Services	2301 1,205,112	1,577,249	1,577,501	1,453,018	1,909,641
Code Enforcement	2302 -	596,827	596,827	454,071	646,919
SB 1186 Accessibility Programs	2303 1,877	3,862	3,862	5,000	5,000
Subtotal General Fund	<u>3,917,094</u>	<u>5,085,243</u>	<u>5,263,149</u>	<u>4,410,912</u>	<u>5,505,937</u>
Planning Administration	1301 64,573	-	-	61,110	7,120
Advance Planning	1303 665,230	1,530,292	2,023,032	1,835,134	1,208,119
Inspection Services	2301 214,044	301,597	301,597	220,358	333,747
Code Enforcement	2302 15,098	106,583	106,583	57,486	55,056
Subtotal Other General Funds	<u>958,945</u>	<u>1,938,472</u>	<u>2,431,212</u>	<u>2,174,088</u>	<u>1,604,042</u>
CDBG Code Enforcement	5206 51,086	95,000	95,000	80,000	95,000
Subtotal Other Funds	<u>51,086</u>	<u>95,000</u>	<u>95,000</u>	<u>80,000</u>	<u>95,000</u>
Total Expenditures	<u>4,927,124</u>	<u>7,118,715</u>	<u>7,789,362</u>	<u>6,665,000</u>	<u>7,204,979</u>
RESOURCES BY FUND					
General Fund	101 2,437,447	2,537,400	2,537,400	2,540,290	2,644,500
Code Enforcement/Civil Penalties	103 20,932	40,000	40,000	-	-
General Plan Update Reserve Fund	107 713,932	675,000	675,000	550,000	550,000
Green Bldg Educational Resource Fund	108 205,750	290,000	290,000	250,000	250,000
Total Resources	<u>3,378,062</u>	<u>3,542,400</u>	<u>3,542,400</u>	<u>3,340,290</u>	<u>3,444,500</u>
Net General Fund Cost	<u>(1,479,646)</u>	<u>(2,547,843)</u>	<u>(2,725,749)</u>	<u>(1,870,622)</u>	<u>(2,861,437)</u>
	FY 2015			FY 2016	FY 2017
TOTAL AUTHORIZED PERSONNEL:	37.00			38.00	37.50

*Sums may have discrepancies due to rounding

Planning Administration

Activity Number: 1301

ACTIVITY SUMMARY

Fund(s): General Fund & General Plan Update Reserve (101 & 107)

Department: Planning and Community Development

Activity Description:

Responsible for the overall direction of the department and for clerical and support services to other activities in the department, as well as support to advisory bodies including the City Planning Commission, Historic Preservation Commission, and other advisory bodies as needed.

	Fiscal Year 2015 Actuals	Fiscal Year 2016			Fiscal Year 2017 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Personnel Services	758,696	890,639	890,639	736,647	933,315
Services, Supplies, and Other Charges	186,094	340,416	365,853	260,921	347,296
Capital Outlay	-	30,000	30,000	30,000	20,000
Total Expenditures	<u>944,790</u>	<u>1,261,055</u>	<u>1,286,492</u>	<u>1,027,568</u>	<u>1,300,611</u>
ACTIVITY RESOURCES:					
Grants	46,552	-	-	-	-
Charges for Services	92,140	70,100	70,100	70,200	75,100
Total Resources	<u>138,692</u>	<u>70,100</u>	<u>70,100</u>	<u>70,200</u>	<u>75,100</u>

*Sums may have discrepancies due to rounding

Activity Number: 1302

ACTIVITY SUMMARY

Fund(s): General Fund (101)

Department: Planning and Community Development

Activity Description:

Responsible for the basic administration of Title 24, Title 23, and Title 4 of the Santa Cruz Municipal Code relating to physical development within the City. Duties include: reviewing development plans submitted for building permits for compliance with the zoning code; reviewing land use applications such as use permits, variances, coastal permits, design permits, historic alteration and demolition permits, tentative parcel and tract maps, etc.; preparing staff reports with findings and conditions to present before the Zoning Administrator, Planning Commission, Historic Preservation Commission, and City Council. Duties also include: conducting environmental review; coordinating environmental compliance activities of other city departments; preparing recommendations for zoning code amendments; daily staffing of public counter and phones to answer zoning questions; attending neighborhood meetings to help answer questions/concerns over zoning issues or project details; investigating complaints regarding violations of zoning, housing, and property maintenance requirements and securing property owner compliance; monitoring conditions of approval and mitigation measures; coordinating with the Building Division on the green building program; and other duties as required.

	Fiscal Year 2015 Actuals	Fiscal Year 2016			Fiscal Year 2017 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Personnel Services	1,493,645	1,089,796	1,089,796	977,666	1,189,295
Services, Supplies, and Other Charges	147,926	233,150	276,445	175,068	205,200
Capital Outlay	32,366	-	-	-	-
Total Expenditures	<u>1,673,936</u>	<u>1,322,946</u>	<u>1,366,241</u>	<u>1,152,734</u>	<u>1,394,495</u>
ACTIVITY RESOURCES:					
Grants	27,000	-	-	-	-
Charges for Services	928,358	872,100	872,100	880,390	926,200
Total Resources	<u>955,358</u>	<u>872,100</u>	<u>872,100</u>	<u>880,390</u>	<u>926,200</u>

*Sums may have discrepancies due to rounding

Advance Planning

Activity Number: 1303

ACTIVITY SUMMARY

Fund(s): General Fund & General Plan Update Reserve (101 & 107)

Department: Planning and Community Development

Activity Description:

The Advance Planning division deals with the development of City-wide and neighborhood area plans and programs. This involves adoption and maintenance of the General Plan, its elements, area plans, and the Local Coastal Program. Important to this section are liaison with other jurisdictions, and neighborhood, business, and civic groups. Advance Planning additionally provides the following functions: research for litigation, public information regarding City planning; administering the city-wide climate action program; interdepartmental/interjurisdictional coordination; census analysis; and economic development. The division carries out research projects as assigned by the City Council and Planning Commission.

	Fiscal Year 2015 Actuals	Fiscal Year 2016			Fiscal Year 2017 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Personnel Services	581,836	1,015,107	1,015,107	916,201	959,951
Services, Supplies, and Other Charges	239,345	838,489	1,440,152	1,298,564	504,559
Total Expenditures	<u>821,182</u>	<u>1,853,596</u>	<u>2,455,259</u>	<u>2,214,765</u>	<u>1,464,510</u>
ACTIVITY RESOURCES:					
Charges for Services	713,932	675,000	675,000	550,000	550,000
Total Resources	<u>713,932</u>	<u>675,000</u>	<u>675,000</u>	<u>550,000</u>	<u>550,000</u>

*Sums may have discrepancies due to rounding

Inspection Services

Activity Number: 2301

ACTIVITY SUMMARY

Fund(s): General Fund & Green Building Educational Resource (101 & 108)

Department: Planning and Community Development

Activity Description:

The Building Division administers the California Building Code and other codes and regulations relating to construction. It provides building information and checks plans for conformance with appropriate standards; inspects construction for compliance with plans and regulations; performs inspections on housing complaints; and assists other divisions and City departments in structure-related matters and the enforcement of building-related ordinances. It develops and implements the Green Building Ordinance, and provides education and outreach about green building techniques.

	Fiscal Year 2015 Actuals	Fiscal Year 2016			Fiscal Year 2017 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Personnel Services	1,101,777	1,579,004	1,539,004	1,306,962	1,812,574
Services, Supplies, and Other Charges	317,378	299,842	340,094	366,414	430,814
Total Expenditures	1,419,155	1,878,846	1,879,098	1,673,376	2,243,388
ACTIVITY RESOURCES:					
Licenses and Permits	813,728	905,500	905,500	944,000	944,500
Charges for Services	731,387	716,700	716,700	633,700	673,700
Total Resources	1,545,115	1,622,200	1,622,200	1,577,700	1,618,200

*Sums may have discrepancies due to rounding

Code Enforcement

Activity Number: 2302

ACTIVITY SUMMARY

Fund(s): General Fund & Code Enforcement/Civil Penalties (101 & 103)

Department: Planning and Community Development

Activity Description:

Accounts for penalties assessed for nuisance abatement liens and legal judgments, which are used as a revolving fund to finance further code enforcement actions.

	Fiscal Year 2015 Actuals	Fiscal Year 2016			Fiscal Year 2017 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Personnel Services	14,248	659,410	659,410	471,537	651,357
Services, Supplies, and Other Charges	850	44,000	44,000	40,020	50,618
Total Expenditures	<u>15,098</u>	<u>703,410</u>	<u>703,410</u>	<u>511,557</u>	<u>701,975</u>
ACTIVITY RESOURCES:					
Charges for Services	-	260,000	260,000	250,000	260,000
Fines and Forfeitures	-	40,000	40,000	12,000	15,000
Total Resources	<u>-</u>	<u>300,000</u>	<u>300,000</u>	<u>262,000</u>	<u>275,000</u>

*Sums may have discrepancies due to rounding

SB 1186 Accessibility Programs

Activity Number: 2303

ACTIVITY SUMMARY

Fund(s): General Fund (101)

Department: Planning and Community Development

Activity Description:

This activity is used to account for SB 1186 which assesses a fee on all business licenses issued by the City and this funding is to be used for ADA related programs, such as for Certified Access Specialists.

	Fiscal Year 2015 Actuals	Fiscal Year 2016			Fiscal Year 2017 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Services, Supplies, and Other Charges	1,877	3,862	3,862	5,000	5,000
Total Expenditures	1,877	3,862	3,862	5,000	5,000
ACTIVITY RESOURCES:					
Charges for Services	4,033	3,000	3,000	-	-
Total Resources	4,033	3,000	3,000	-	-

*Sums may have discrepancies due to rounding

CDBG Code Enforcement

Activity Number: 5206

ACTIVITY SUMMARY

Fund(s): Community Development Block Grant (261)

Department: Planning and Community Development

Activity Description:

The Community Development Block Grant (CDBG) provides federal monies to promote development of a viable community, including decent housing, a suitable living environment for all citizens, and economic development.

	Fiscal Year 2015 Actuals	Fiscal Year 2016			Fiscal Year 2017 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Services, Supplies, and Other Charges	51,086	95,000	95,000	80,000	95,000
Total Expenditures	<u>51,086</u>	<u>95,000</u>	<u>95,000</u>	<u>80,000</u>	<u>95,000</u>

*Sums may have discrepancies due to rounding