

# Planning, Building and Code Enforcement Department

Harry Freitas, Director

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**F**acilitate the preservation and building of a safe, attractive, vibrant and sustainable San José through partnership with and exceptional service to our diverse communities and customers

## *City Service Areas*

Community and Economic Development  
Neighborhood Services

## *Core Services*

### Community Code Enforcement

Enforce and promote compliance with local and State codes to ensure a safe, healthy, and attractive community

### Development Plan Review and Building Construction Inspection

Manage and review development and construction applications to allow issuance of permits in compliance with applicable codes and policies





### Long Range Land Use Planning

Develop land use plans and policies to guide the future physical growth of the City

Strategic Support: Administration, Clerical Services, Budget Preparation, Fiscal Services, Human Resources, Information Systems, Marketing and Outreach, and Safety/Wellness

# Planning, Building and Code Enforcement Department

## Service Delivery Framework

Core Service		Key Operational Services
<p><b>Community Code Enforcement:</b>  <i>Enforce and promote compliance with local and State codes to ensure a safe, healthy, and attractive community</i></p>		<ul style="list-style-type: none"> <li>• Community Outreach/ Neighborhood Empowerment</li> <li>• General Code Enforcement</li> <li>• Housing Code Enforcement</li> <li>• Proactive Code Enforcement</li> </ul>
<p><b>Development Plan Review and Building Construction Inspection:</b>  <i>Manage and review development and construction applications to allow issuance of permits in compliance with applicable codes and policies</i></p>		<ul style="list-style-type: none"> <li>• Review of Land Use, Rezonings, Development Applications and Plans for Compliance with Zoning Code Standards, Policies, and Guidelines</li> <li>• Review of Construction Plans and Calculations for Compliance with Building Code Standards, Policies, and Guidelines</li> <li>• Environmental Review</li> <li>• Construction Inspection</li> <li>• Permit Issuance</li> <li>• Public Information Services</li> </ul>
<p><b>Long Range Land Use Planning:</b>  <i>Develop land use plans and policies to guide the future physical growth of the City</i></p>		<ul style="list-style-type: none"> <li>• City-wide Land Use Planning (General Plan)</li> <li>• Village/Area Planning</li> <li>• Policy/Ordinance Development</li> </ul>
<p><b>Strategic Support:</b>  <i>Administration, Clerical Services, Budget Preparation, Fiscal Services, Human Resources, Information Systems, Marketing and Outreach, and Safety/Wellness</i></p>		<ul style="list-style-type: none"> <li>• Administration</li> <li>• Clerical Support</li> <li>• Budget Preparation</li> <li>• Fiscal Accountability</li> <li>• Human Resources</li> <li>• Information Systems</li> <li>• Building and Code Call Centers</li> <li>• Imaging Services</li> </ul>

# Planning, Building and Code Enforcement Department

## Department Budget Summary

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### Expected 2016-2017 Service Delivery

- Complete the Four-Year Review of the Envision San José 2040 General Plan process to further the Major Strategies and Vision of the Plan.
- Urban Village planning and implementation for the following areas: West San Carlos, Bascom, East Santa Clara, Roosevelt Park, Little Portugal, The Alameda, Stevens Creek, Santana Row, and Winchester.
- Initiate the planning processes for the North First Street and Berryessa Bay Area Rapid Transit Urban Villages.
- Complete the draft Downtown Strategy update and Environmental Impact Report.
- Complete the draft North San José Area Development Policy update and Environmental Impact Report.
- Draft a San José Urban Agricultural Incentive Zone Ordinance.
- Initiate a sign code amendment effort, including environmental and legal review, to develop options for City Council consideration that will allow electronic digital off-site advertising signs or billboard installations.
- Complete the Development Services Fee study for Planning, Building, Fire, and Public Works and bring forward recommendations to adjust the fee model, implement effective and efficient processes, and ensure cost recovery.
- Further usage of innovative technology, such as ongoing subscriptions of Plan Grid software to allow inspection staff the access to review any size construction plans from a mobile device, and use mobile devices to record inspection results in real time from the field. Additionally, implement innovative technology in the office and in the field to improve accuracy and efficiency in code enforcement case reporting and billing, enabling staff to perform more effectively and as a first step in recording code inspection results in real time from the field.
- Provide timely and effective services that meet the needs of departmental customers.

### 2016-2017 Key Budget Actions

- For the Building Development Fee Program, adds the following resources to improve cycle times and customer service levels: 2.0 Building Inspector Combination positions, 2.0 Senior Permit Specialist positions, 1.0 Senior Engineer position, ongoing funding to subscribe to Plan Grid software, one-time funding to augment peak staffing resources, and one-time funding for computers for Building Inspectors, California Building Code adoption training and materials, and replacement vehicles.
- For the Planning Development Fee Program, adds the following one-time resources to address continuing high levels of development activities while improving cycle times and customer service levels: 2.0 Planner IV positions, 2.0 Planner II positions, and funding for technology improvements.
- To support the California Environmental Quality Act (CEQA) review clearance required by projects programmed by the City's Capital Improvement Program, adds 1.0 Planner II position, funded by Capital funds, through June 30, 2018 to handle this critical function.
- Adds one-time funding, primarily supported by Medical Marijuana Regulatory Fee revenue, to support the CEQA review of medical marijuana growing facilities.
- Adds resources through June 30, 2018 for the Integrated Permit System Implementation project to ensure the successful implementation of the new permit system by providing project management services, subject-matter-expert staffing resources, and support for daily operations while experienced staff support the project: 1.0 Supervising Applications Analyst, 1.0 Senior Analyst, 1.0 Senior Engineer, and 2.0 Planner IV positions, and two-year funding for a consultant project manager and temporary administrative staffing.
- Adds one-time funding for a temporary position to improve Planning, Building and Code Enforcement public outreach information and prioritize the translation of key handouts and online materials to enhance the experience of the Department's diverse customers.

### Operating Funds Managed

N/A

# Planning, Building and Code Enforcement Department

## Department Budget Summary

	2014-2015 Actual 1	2015-2016 Adopted 2	2016-2017 Forecast 3	2016-2017 Proposed 4	% Change (2 to 4)
<b>Dollars by Core Service</b>					
Community Code Enforcement	\$ 9,834,408	\$ 11,901,013	\$ 11,572,252	\$ 11,734,209	(1.4%)
Development Plan Review and Building Construction Inspection	24,643,723	28,751,658	28,882,548	31,418,296	9.3%
Long Range Land Use Planning	3,635,564	5,934,087	4,761,902	5,483,761	(7.6%)
Strategic Support	1,778,367	2,464,816	2,609,391	2,654,571	7.7%
<b>Total</b>	<b>\$ 39,892,062</b>	<b>\$ 49,051,574</b>	<b>\$ 47,826,093</b>	<b>\$ 51,290,837</b>	<b>4.6%</b>
<b>Dollars by Category</b>					
Personal Services					
Salaries/Benefits	\$ 34,668,391	\$ 41,954,403	\$ 43,997,021	\$ 45,742,695	9.0%
Overtime	722,007	181,622	181,622	181,622	0.0%
Subtotal	<b>\$ 35,390,398</b>	<b>\$ 42,136,025</b>	<b>\$ 44,178,643</b>	<b>\$ 45,924,317</b>	<b>9.0%</b>
Non-Personal/Equipment					
	4,501,664	6,915,549	3,647,450	5,366,520	(22.4%)
<b>Total</b>	<b>\$ 39,892,062</b>	<b>\$ 49,051,574</b>	<b>\$ 47,826,093</b>	<b>\$ 51,290,837</b>	<b>4.6%</b>
<b>Dollars by Fund</b>					
General Fund	\$ 38,284,102	\$ 47,296,761	\$ 45,361,502	\$ 48,695,468	3.0%
Airport Maint & Oper	47,406	42,283	46,350	46,350	9.6%
Comm Dev Block Grant	1,205,807	1,195,010	1,041,593	1,041,593	(12.8%)
Integrated Waste Mgmt	178,250	157,242	1,015,204	1,042,259	562.8%
Sewer Svc & Use Charge	49,922	63,831	85,801	85,801	34.4%
Storm Sewer Operating	75,436	75,661	61,122	61,122	(19.2%)
Capital Funds	51,139	220,786	214,521	318,244	44.1%
<b>Total</b>	<b>\$ 39,892,062</b>	<b>\$ 49,051,574</b>	<b>\$ 47,826,093</b>	<b>\$ 51,290,837</b>	<b>4.6%</b>
<b>Authorized Positions by Core Service</b>					
Community Code Enforcement	81.94	81.96	81.77	81.96	0.0%
Development Plan Review and Building Construction Inspection	163.16	171.47	171.49	184.21	7.4%
Long Range Land Use Planning	30.40	34.50	31.84	33.84	(1.9%)
Strategic Support	15.00	17.07	16.90	16.99	(0.5%)
<b>Total</b>	<b>290.50</b>	<b>305.00</b>	<b>302.00</b>	<b>317.00</b>	<b>3.9%</b>

# Planning, Building and Code Enforcement Department

## Budget Reconciliation

(2015-2016 Adopted to 2016-2017 Proposed)

	Positions	All Funds (\$)	General Fund (\$)
<b>Prior Year Budget (2015-2016):</b>	<b>305.00</b>	<b>49,051,574</b>	<b>47,296,761</b>
<b>Base Adjustments</b>			
<b>One-Time Prior Year Expenditures Deleted</b>			
● Rebudget: Geographic Information System Implementation		(556,000)	(556,000)
● Rebudget: Code Enforcement Replacement Vehicles		(440,000)	(440,000)
● Rebudget: Update Downtown Environmental Impact Report		(338,000)	(338,000)
● Rebudget: Workspace Improvement Project		(250,000)	(250,000)
● Rebudget: Envision San José 2040 General Plan Implementation		(186,000)	(186,000)
● Rebudget: Multiple Housing Code Enforcement Permit System		(110,000)	(110,000)
● North San José Area Development Policy and EIR Update		(640,000)	(640,000)
● Envision San José 2040 General Plan Four-Year Major Review (1.0 Planner II)	(1.00)	(488,725)	(488,725)
● Building Development Fee Program			
- Vehicle Replacements		(324,000)	(324,000)
- Program Staffing (0.5 Planner II)	(0.50)	(47,627)	(47,627)
- Inspection Mobile Devices		(40,000)	(40,000)
- Inspection Staffing		(6,000)	(6,000)
● Planning Development Fee Program			
- Program Staffing (1.5 Planner II)	(1.50)	(142,881)	(142,881)
- Project Expediter (1.0 Planner II)	(1.00)	(95,256)	(95,256)
- Library Digital File Conversion		(10,000)	(10,000)
● Sustainable Communities Planning Grant		(101,419)	(101,419)
● Illegal Dumping Rapid Response Program		(100,000)	0
<b>One-time Prior Year Expenditures Subtotal:</b>	<b>(4.00)</b>	<b>(3,875,908)</b>	<b>(3,775,908)</b>
<b>Technical Adjustments to Costs of Ongoing Activities</b>			
● Salary/benefit changes and the following position reallocations:		2,277,500	2,241,734
- 59.0 Building Inspector Combination Certified to 57.0 Building Inspector Combination Certified I, 1.0 Building Inspector Combination Certified II, and 1.0 Building Inspector Combination Certified III			
- 10.0 Supervising Building Inspector (Certified) to 10.0 Building Inspector, Supervisor Certified I			
- 3.0 Permit Specialist to 3.0 Senior Permit Specialist			
- 1.0 Associate Architect/Landscape Architect to 1.0 Engineer I			
- 1.0 Associate Engineer to 1.0 Engineer I			
- 1.0 Network Technician II to 1.0 Network Technician III			
- 1.0 Senior Account Clerk to 1.0 Principal Account Clerk			
- 1.0 Senior Architect/Landscape Architect to 1.0 Senior Engineer			

# Planning, Building and Code Enforcement Department

## Budget Reconciliation

(2015-2016 Adopted to 2016-2017 Proposed)

Base Adjustments	Positions	All Funds (\$)	General Fund (\$)
<b>Technical Adjustments to Costs of Ongoing Activities</b>			
● Extension of 1.0 Planner III for Urban Village Plan development funded by a Metropolitan Transportation Planning Grant (City Council approval - October 20, 2015) and California Department of Conservation Sustainable Communities Planning Grant (City Council approval - October 7, 2014)	1.00	115,618	115,618
● Living wage		38,000	38,000
● Solid Waste Enforcement Fee (Reallocate Regional Park Aides PT, Code Enforcement Inspectors, and administrative and technology services positions from General Fund fee supported to the General Fund (\$1,584,514; 13.83 FTE) and Integrated Waste Management Fund (\$785,472; 11.00 FTE) to align costs with revenue estimates)	0.00	0	(785,472)
● Metropolitan Transportation Commission Planning Grant for second year funding of consultant services for Urban Village Plans (City Council approval - October 20, 2015)		422,000	422,000
● Development Services data processing		4,820	(4,820)
● Building Development Fee Program printing/advertising		3,000	3,000
● Customer service survey		600	600
● Shift of Illegal Dumping funding to City-Wide Expenses		(150,000)	(150,000)
● Capital non-personal/equipment		(24,100)	0
● Professional development program		5,000	5,000
● Vehicle maintenance and operations		(23,000)	(26,000)
● Vacancy factor		(19,011)	(19,011)
<b>Technical Adjustments Subtotal:</b>	<b>1.00</b>	<b>2,650,427</b>	<b>1,840,649</b>
<b>2016-2017 Forecast Base Budget:</b>	<b>302.00</b>	<b>47,826,093</b>	<b>45,361,502</b>
<b>Budget Proposals Recommended</b>			
1. Building Development Fee Program	7.50	1,806,489	1,806,489
2. Planning Development Fee Program	6.07	766,993	766,993
3. Medical Marijuana Program CEQA Review		250,000	250,000
4. Policy and Ordinance Assistance		250,000	250,000
5. Fire and Public Works Development Fee Programs and Other Programs	0.43	229,424	200,884
6. Environmental Review Staffing	1.00	102,238	0
7. Code Inspector Mobile Devices		57,600	57,600
8. Enterprise Asset Management Team Support and Portable Generators Replacement		2,000	2,000
<b>Total Budget Proposals Recommended</b>	<b>15.00</b>	<b>3,464,744</b>	<b>3,333,966</b>
<b>2016-2017 Proposed Budget Total</b>	<b>317.00</b>	<b>51,290,837</b>	<b>48,695,468</b>

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
1. Building Development Fee Program	7.50	1,806,489	1,806,489

### **Community and Economic Development CSA**

#### *Development Plan Review and Building Construction Inspection*

The actions included in this section, funded by fee activity and the use of reserves, support the Building Development Fee Program by improving service levels with no fee increases.

- **Integrated Permit System Implementation:** This action adds resources for the Integrated Permit System Implementation project being undertaken by the Planning, Building and Code Enforcement (PBCE) Department. The Permit System is used by all the Development Services Partners (Building, Planning, Fire, and Public Works) along with other departments (Environmental Services and Transportation) in the City, and the implementation project is anticipated to take 28 months to complete from the start of the project, which is anticipated to be in May 2016. The Permit System upgrade will allow the City to serve residents and businesses more efficiently, including adding essential features, such as electronic plan submittal, on-line plan approval, permit tracking, and permit process management. For the Building Development Fee Program, the following resources are recommended as outlined below. Details on other recommended resources for this project can be found in the Planning Development Fee Program and Fire and Public Works Development Fee Programs and Other Programs proposed changes of this section and the Fire Department and Public Works Department sections in this document.
  - 1.0 Senior Engineer position, limit-dated to June 30, 2018 and funded by the Building Development Fee Program (\$132,217), will support the Department's daily operations to free up experienced staff to support the design, testing, and transition to the new system.
  - 1.0 Supervising Applications Analyst position, limit-dated to June 30, 2018 (total costs: \$142,286, Building Development Fee Program's portion: \$70,970), will lead the team in the technical aspects of designing and testing the new system. The position will also work with managers and front-line staff to ensure a seamless transition to the new system.
  - 1.0 Senior Analyst position, limit-dated to June 30, 2018 (total costs: \$103,300, Building Development Fee Program's portion: \$51,526), will be responsible for the implementation of a new Development Fee structure that is currently under development and incorporation of the new fee information into the new system, as appropriate. This position will also focus on assisting with documenting processes and streamlining procedures as well as coordinating the purchasing processes related to the technology needs associated with the project.
  - Contractual services funding for a temporary project manager through June 30, 2018 (total costs: \$479,850, Building Development Fee Program's portion: \$249,403) that will oversee the development of the new system and will provide project management services to ensure implementation success of the project.
  - Temporary analytical staff funding equivalent to six months of staff time for each year through June 30, 2018 (total costs: \$50,000, Building Development Fee Program's portion: \$24,940) will support the Department's daily operations while experienced staff support the design, testing, and transition to the new system.
  - To better align resources for the implementation project, 1.0 Building Inspection Manager position will shift from the technology team in the Planning, Building and Code Enforcement Department to the Building Development Fee Program (total savings: \$622, Building Development Fee Program's costs: \$129,056).

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
<b>1. Building Development Fee Program</b>			
<ul style="list-style-type: none"><li>- <b>Permit Center Staffing:</b> This action adds 1.0 Senior Engineer position (\$128,291), 2.0 Senior Permit Specialist positions (\$146,492), and 2.0 Building Inspector Combination Certified I positions (\$202,574) and associated non-personal funding (\$15,120) for the permit center to expand the Over the Counter (OTC) Plan Review program, improve customer service, and improve quality control of the permit review. The Senior Engineer will provide needed oversight and expertise for the complex and diverse requests and projects that are processed through the Permit Center. One Senior Permit Specialist and one Building Inspector will be added to the OTC Plan Review program, expanding hours and capacity. This will relieve some of the workload on the intake staff for submittal of plans and ensure response times are met for that program. The second Senior Permit Specialist and Building Inspector will help with quality control, online permit troubleshooting, phone information, and general counter help as well as backfill for the expanded OTC program. (Ongoing costs: \$535,619)</li><li>- <b>Peak Staffing Resources:</b> This action adds one-time contractual services funding (\$400,000) for peak staffing resources for Building Development plan review and building inspection services. The continued high level of development activity combined with vacancies require the use of peak staffing contracted employees for plan review and building inspection services. This additional funding will increase resources for peak staffing from \$500,000 to \$900,000 on a one-time basis and will provide for the continued use of 10 part-time peak staffing contracted employees for plan review and one full-time contracted employee for building inspection services through February 2017. The need for any additional funding will be evaluated during the 2016-2017 Mid-Year Budget Review. (Ongoing costs: \$0)</li><li>- <b>Building Code Adoption Training and Materials:</b> This action adds one-time funding of \$91,000 for California Building Code Adoption training and materials. The State of California updates its Building Code every three years in accordance with the California Health and Safety Code. Municipalities are mandated by the State to adopt the Codes. San José will adopt the 2016 California Building Standards (CBC) effective January 1, 2017. Code changes require training of all plan review, inspection, and counter staff as well as the purchase of new code books. (Ongoing costs: \$0)</li><li>- <b>Building Development Fee Program Vehicles:</b> This action adds one-time funding of \$90,000 to purchase three new vehicles in the Building Development Fee Program. The Building Division has 75 field inspector staff that includes budgeted Building Inspector and Supervising Inspectors and temporary positions. With the addition of the three vehicles, the department's fleet will total 74 vehicles. This will provide a vehicle for each field staff, allowing for vacancies, and a group of unassigned vehicles. (Ongoing costs: \$0)</li><li>- <b>Plan Grid Software:</b> This action adds ongoing funding of \$28,800 to purchase 60 Plan Grid software subscriptions. Construction plans on large projects contain hundreds of large format pages often at a standard size of 30" x 48" and can weigh anywhere from 25 to 50 pounds. The Plan Grid software allows the inspector to review the entire plan on a mobile device and find and view the exact area and details that are required for their inspection anywhere on the jobsite at any time. Large project plans are loaded to the tablet of the assigned inspectors, giving them the ability to safely and more efficiently inspect and manage the project. (Ongoing costs: \$28,800)</li></ul>			



# Planning, Building and Code Enforcement Department

## Budget Changes By Department

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Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
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### 1. Building Development Fee Program

- **Planning, Building and Code Enforcement Public Information Outreach:** This action adds one-time funding (\$52,000, which is funded 55% by Building Development Fee Program, 20% by Multiple Housing Permit Fees, 13% by Planning Development Fee Program, and 12% by Solid Waste Enforcement Fees) for a temporary position to provide communications, graphics, public information materials, website, and outreach support for the Planning, Building and Code Enforcement Department, including fact sheets for community meetings and presentations on ordinance changes that meet the needs of San José residents and customers. Additionally, as materials are developed, the position will assist with prioritizing the translation of key handouts and online services for the Building Development Fee Program and Code Enforcement, including the Multiple Housing and Small Business Ally programs, which takes place using the contracted translation services that are currently funded. If additional funding is needed for translation services, a budget adjustment will be evaluated during the year to ensure funding is available to translate the key priority materials. The record-breaking level of building and code enforcement activity over the last few years has made the case that clear, effective permit and code information is critical to the success of departmental operations. (Ongoing costs: \$0)
- **Building Inspector Computers:** This action adds one-time funding of \$15,000 to purchase 20 computers for the Building Development Fee Program. The field inspectors have been sharing seven computers, and this can cause long waits when several inspectors need to use the computers. The additional computers will give staff faster and more efficient access to email, time cards, the City's intranet-based employee self-service system (eWay), route mapping, and the permitting system. (Ongoing costs: \$0)

While not reflected in this section of the document, other additions partially funded by the Building Development Fee Program include the following:

- **Virtual Desktop Infrastructure and Windows Upgrades:** The Building Development Fee Program will provide funding to the Information Technology (IT) Department to support city-wide technology upgrades, including the new Virtual Desktop Infrastructure (VDI) and operating system upgrade to Microsoft Windows 10. VDI is a new organization-wide desktop management standard that centralizes desktop software, security, and patch management to the cloud, enhances software deployments throughout the organization, and enables IT to standardize and service thousands of desktops from a single location. This action also includes the deletion of 3.0 vacant Network Technician II/III positions in exchange for the addition of 2.0 Information Systems Analyst positions, given the greater level of technical expertise necessary to support these system upgrades. (Ongoing costs: \$6,213, Building Development Fee Program's savings: \$918)

Building Development Fee Program Reserve: A decrease to the Reserve of \$2.0 million (from \$15.8 million to \$13.8 million) is included to offset the recommended actions as part of the Proposed Operating Budget. It is important to note that while the recommended budget actions result in a decrease of \$2.0 million to the reserve, the 2016-2017 base level of revenues and expenditures necessitated the use of approximately \$6.8 million of this reserve, resulting in a Base Budget decrease from \$22.6 million to \$15.8 million.

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
<b>2. Planning Development Fee Program</b>	<b>6.07</b>	<b>766,993</b>	<b>766,993</b>

### **Community and Economic Development CSA**

*Development Plan Review and Building Construction Inspection  
Long Range Land Use Planning*

The actions included in this section, funded by fee activity and the use of reserves, support the Planning Development Fee Program by improving service levels with no fee increases.

- **Development Review Staffing:** This action extends 2.0 Planner II positions through June 30, 2017 (\$196,082) and adds 1.0 Planner IV position through June 30, 2017 (\$128,114) and associated non-personal/equipment expenses (\$4,000) in the Planning Development Fee Program. Planner II positions in the Development Review division are lead project managers on privately-initiated development projects. The Department anticipates continued high demand on development review services in 2016-2017 with a number of large, key signature projects anticipated to be submitted within the next six to eight months. A Planner IV position in Development Review will provide oversight of complex projects and supervise a team of Planners (I/II/III) on the review of entitlement applications for rezonings, Conditional Use Permits, and Site Development Permits. (Ongoing costs: \$0)
- **Integrated Permit System Implementation:** This action adds resources for the Integrated Permit System Implementation project being undertaken by the Planning, Building and Code Enforcement (PBCE) Department. The Permit System is used by all the Development Services Partners (Building, Planning, Fire, and Public Works) along with other departments (Environmental Services and Transportation) in the City, and the implementation project is anticipated to take 28 months to complete from the start of the project, which is anticipated to be in May 2016. The Permit System upgrade will allow the City to serve residents and businesses more efficiently, including adding essential features such as electronic plan submittal, on-line plan approval, permit tracking, and permit process management. For the Planning Development Fee Program, the following resources are recommended as outlined below. Details on other recommended resources for this project can be found in the Building Development Fee Program and Fire and Public Works Development Fee Programs and Other Programs proposed changes in this section and the Fire Department and Public Works Department sections in this document.
  - 2.0 Planner IV positions, limit dated to June 30, 2018 and funded by Planning Development Fee Program (\$234,588), will support the Department's daily operations to free up experienced staff to support the design, testing, and transition to the new system.
  - 1.0 Supervising Applications Analyst position, limit-dated to June 30, 2018 (total costs: \$142,286, Planning Development Fee Program's portion: \$9,936), will lead the team in the technical aspects of designing and testing the new Permit System. The position will also work with managers and front line staff to ensure a seamless transition to the new system.
  - 1.0 Senior Analyst position, limit-dated to June 30, 2018 (total costs: \$103,300, Planning Development Fee Program's portion: \$7,213), will be responsible for the implementation of a new Development Fee structure that is currently under development and incorporation of the new fee information into the new Permit System, as appropriate. This position will also focus on assisting with documenting processes, streamlining procedures, and coordinating the processes related to the technology needs associated with the project.
  - Contractual services funding for a temporary project manager through June 30, 2018 (total costs: \$479,850, Planning Development Fee Program's portion: \$34,913) that will oversee the development of the new system and will ensure implementation success of the project.

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

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Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
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### 2. Planning Development Fee Program

- Temporary analytical staff funding equivalent to six months of staff time for each year through June 30, 2018 (total costs: \$50,000, Planning Development Fee Program's portion: \$3,491) to support the Department's daily operations while experienced staff support the design, testing, and transition to the new system.
- To better align resources for the implementation project, 1.0 Building Inspection Manager position will shift from the technology team in the Planning, Building and Code Enforcement Department to the Building Development Fee Program (total savings: \$622, Planning Development Fee Program's savings: \$18,068).
- **Permit Center Staffing:** This action adds 1.0 Planner IV through June 30, 2017 (\$128,114) and non-personal/equipment expenses (\$2,000). This position will share the supervision responsibility of the Permit Planner staff and focus on improving service delivery as well as provide high level of assistance to complex projects. The Permit Center requires on-the-spot decisions on complex inquiries and higher level oversight on legal non-conforming verifications, staff work load assessments, administrative permits review, complex plan conformance reviews, and public record requests, which are now processed at the permit counter. (Ongoing costs: \$0)
- **Planning Technology Improvements:** This action adds one-time funding of \$29,500 to upgrade computers and monitors and purchase Adobe Acrobat Professional and Microsoft Project for the Planning Development Fee Program. With the acceptance of electronic plans by the Building Development Fee Program, planners will need to conform to the process of electronic plan review which requires staff to use two monitors for plan review and video cards to support dual video monitors. The Environmental Review team will be required to use the full version of Adobe Acrobat Professional to edit, delete, and add pages/comments. All these functions are required for efficient review of all environmental documents. Also, this funding will provide for the purchase of Microsoft Project, which will allow for the development of work plans, assign resources to track progress and identify deliverables, and enable staff to use project-specific schedules to manage the significant workload and forecast realistic deliverable timelines. (Ongoing costs: \$0)
- **Planning, Building and Code Enforcement Public Information Outreach:** This action adds one-time funding (\$52,000, which is funded 55% by Building Development Fee Program, 20% by Multiple Housing Permit Fees, 13% by Planning Development Fee Program, and 12% by Solid Waste Enforcement Fees) for a temporary position to provide communications, graphics, public information materials, website and outreach support for the Planning, Building and Code Enforcement (PBCE) Department, including fact sheets for community meetings and presentations on ordinance changes that meets the needs of San José residents and customers. Additionally, as materials are developed, the position will assist with prioritizing the translation of key handouts and online services for the Building Development Fee Program and Code Enforcement, including the Multiple Housing and Small Business Ally programs, which takes place using the contracted translation services that are currently funded. If additional funding is needed for translation services, a budget adjustment will be evaluated during the year to ensure funding is available to translate the key priority materials. The record-breaking level of building and code enforcement activity over the last few years has made the case that clear, effective permit and code information is critical to the success of departmental operations. (Ongoing costs: \$0)

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

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Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
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### 2. Planning Development Fee Program

While not reflected in this section of the document, other actions partially funded by the Planning Development Fee Program include the following:

- **Virtual Desktop Infrastructure and Windows Upgrades:** The Planning Development Fee Program will provide funding to the Information Technology (IT) Department to support city-wide technology upgrades, including the new Virtual Desktop Infrastructure (VDI) and operating system upgrade to Microsoft Windows 10. VDI is a new organization-wide desktop management standard that centralizes desktop software, security, and patch management to the cloud, enhances software deployments throughout the organization, and enables IT to standardize and service thousands of desktops from a single location. This action also includes the deletion of 3.0 vacant Network Technician II/III positions in exchange for the addition of 2.0 Information Systems Analyst positions, given the greater level of technical expertise necessary to support these system upgrades. (Ongoing costs: \$6,213, Planning Development Fee Program's costs: \$351)

Planning Development Fee Program Reserve: A decrease to the Reserve of \$946,000 (from \$1.6 million to \$686,000) is included to offset the recommended actions as part of the Proposed Operating Budget. It is important to note that while the recommended budget actions result in a decrease of \$946,000 to the reserve, the 2016-2017 base level of revenues and expenditures necessitated the use of approximately \$939,000 of this reserve, resulting in a Base Budget decrease from \$2.5 million to \$1.6 million.

### 3. Medical Marijuana Program CEQA Review 250,000 250,000

#### **Community and Economic Development CSA** *Long Range Land Use Planning*

This action adds one-time funding (\$250,000) for a temporary Planner III position to work on preparing and reviewing environmental analyses (i.e. Initial Studies and odor reports) for Municipal Code amendments associated with expanding medical marijuana operations in the City and consultant services for the preparation of the necessary environmental documents. The environmental review will be a one-time cost primarily covered by the Medical Marijuana Regulatory Fee Program. The contract Planner III will also serve as a liaison to other departments and facilitate forums for public engagement on the CEQA review of the proposed Municipal Code changes. On March 29 2016, the City Council directed staff to bring forward amendments to the Municipal Code that would expand where and how medical marijuana could be grown and dispensed in the City of San José and transported to the City from other areas in the State of California. In order to bring a draft ordinance to the City Council for its consideration for adoption, the project must complete the process for environmental clearance under CEQA. (Ongoing costs: \$0)

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
<b>4. Policy and Ordinance Assistance</b>		<b>250,000</b>	<b>250,000</b>

***Community and Economic Development CSA***  
*Long Range Land Use Planning*

This action adds one-time funding (\$250,000) for contractual assistance for the Planning Division's Policy and Ordinance Team to help research and draft proposed changes to land use regulations in the San José Municipal Code and land use policy documents, in order to facilitate the implementation of action items identified in the Envision San José 2040 General Plan and economic development. In addition, the funds will help in drafting proposed code and policy changes, such as those identified in the work program of the General Plan's Housing Element (as certified by the State), the phases of the Council-adopted Sign Code Update strategy adopted by Council in 2010 as part of the Comprehensive Sign Code Update, and various Council-directed policy priorities, including electronic billboards, supergraphics signs, downtown sign district, and an urban agriculture ordinance. Funds will support planning, technical, and legal assistance required to do this work. (Ongoing costs: \$0)

<b>5. Fire and Public Works Development Fee Programs and Other Programs</b>	<b>0.43</b>	<b>229,424</b>	<b>200,884</b>
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***Community and Economic Development CSA***  
*Development Plan Review and Building Construction Inspection*  
*Strategic Support*

***Neighborhood Services CSA***  
*Community Code Enforcement*

This section includes actions funded by other Fee Programs in the Planning, Building and Code Enforcement Department or actions administered by the Planning, Building and Code Enforcement Department but are funded by other development fee programs.

- **Integrated Permit System Implementation:** This action adds resources for the Integrated Permit System Implementation project being undertaken by the Planning, Building and Code Enforcement (PBCE) Department. The Permit System is used by all the Development Services Partners (Building, Planning, Fire, and Public Works) along with other departments (Environmental Services and Transportation) in the City, and the implementation project is anticipated to take 28 months from the start of the project, which is anticipated to be in May 2016. The Permit System upgrade will allow the City to serve residents and businesses more efficiently, including adding essential features such as electronic plan submittal, on-line plan approval, permit tracking, and permit process management. For the Fire and Public Works Development Fee Programs and Other Programs, the following resources are recommended as outlined below. Details on other recommended resources for this project can be found in the Building and Planning Development Fee Program proposed changes in this section and Fire Department and Public Works Department sections in this document.

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

<b>Proposed Budget Changes</b>	<b>Positions</b>	<b>All Funds (\$)</b>	<b>General Fund (\$)</b>
<b>5. Fire and Public Works Development Fee Programs and Other Programs</b>			
<ul style="list-style-type: none"><li>- 1.0 Supervising Applications Analyst position, limit-dated to June 30, 2018 (total costs: \$142,286, Code Fee Program's portion: \$26,969, Public Works Development Fee Program's portion: \$11,470, Fire Development Fee Program's portion: \$10,036, Integrated Waste Management Fund's portion: \$7,170, Capital Projects' portion: \$5,735), will lead the team in the technical aspects of designing and testing the new Permit System. The position will also work with managers and front line staff to ensure a seamless transition to the new system.</li><li>- 1.0 Senior Analyst position, limit-dated to June 30, 2018 (total costs: \$103,300, Code Fee Program's portion: \$19,583, Public Works Development Fee Program's portion: \$8,326, Fire Development Fee Program's portion: \$7,285, Integrated Waste Management Fund's portion: \$5,204, Capital Projects' portion: \$4,163), will be responsible for the implementation of a new Development Fee structure that is currently under development and incorporation of the new fee information into the new Permit System, as appropriate. This position will also focus on assisting with documenting processes, streamlining procedures, and coordinating the purchasing processes related to the technology needs associated with the project.</li><li>- Contractual services funding for a temporary project manager through June 30, 2018 (total costs: \$479,850, Code Fee Program's portion: \$94,767, Public Works Development Fee Program's portion: \$40,307, Fire Development Fee Program's portion: \$35,263, Integrated Waste Management Fund's portion: \$25,197) that will oversee the development of the new system and will ensure implementation success of the project.</li><li>- Temporary analytical staff funding equivalent to six months of staff time for each year through June 30, 2018 (total costs: \$50,000, Code Fee Program's portion: \$9,477, Public Works Development Fee Program's portion: \$4,031, Fire Development Fee Program's portion: \$3,526, Integrated Waste Management Fund's portion: \$2,520, Capital Projects' portion: \$2,015) to support the Department's daily operations while experienced staff support the design, testing, and transition to the new permit system.</li><li>- To better align resources for the implementation project, 1.0 Building Inspection Manager position will shift from the technology team in the Planning, Building and Code Enforcement Department to the Building Development Fee Program (total savings: \$622, Code Fee Program's savings: \$49,039, Public Works Development Fee Program's savings: \$20,857, Fire Development Fee Program's savings: \$18,250, Integrated Waste Management Fund's savings: \$13,036, Capital Projects' savings: \$10,428).</li></ul>			

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
<b>5. Fire and Public Works Development Fee Programs and Other Programs</b>			
<ul style="list-style-type: none"> <li>- <b>Planning, Building and Code Enforcement Public Information Outreach:</b> This action adds one-time funding (\$52,000, which is funded 55% by Building Development Fee Program, 20% by Multiple Housing Permit Fees, 13% by Planning Development Fee Program, and 12% by Solid Waste Enforcement Fees) for a temporary position to provide communications, graphics, public information materials, website and outreach support for the Planning, Building and Code Enforcement Department, including fact sheets for community meetings and presentations on ordinance changes that meets the needs of San José residents and customers. Additionally, as materials are developed, the position will assist with prioritizing the translation of key handouts and online services for the Building Development Fee Program and Code Enforcement, including the Multiple Housing and Small Business Ally programs, which takes place using the contracted translation services that are currently funded. If additional funding is needed for translation services, a budget adjustment will be evaluated during the year to ensure funding is available to translate the key priority materials. The record-breaking level of building and code enforcement activity over the last few years has made the case that clear, effective permit and code information is critical to the success of departmental operations. (Ongoing costs: \$0)</li> </ul>			
<b>6. Environmental Review Staffing</b>	<b>1.00</b>	<b>102,238</b>	<b>0</b>
<p><b><i>Community and Economic Development CSA</i></b>  <i>Development Plan Review and Building Construction Inspection</i></p> <p>This action adds 1.0 Planner III through June 30, 2018 within the Environmental Review unit of the Planning Division. This position will be funded by various capital projects that require CEQA review. This position will work on preparing/reviewing environmental analyses (e.g. noise reports, air quality assessments, and historic resource reports) for public projects; coordinate with consultants on the preparation of adequate environmental documents and standard review timelines to complete the process; and serve as a liaison to certain departments to help with the preparation of environmental clearances, review of correct CEQA references for City Council memos, and/or provide direction on project design to comply with CEQA. (Ongoing costs: \$112,959)</p>			
<b>7. Code Inspector Mobile Devices</b>		<b>57,600</b>	<b>57,600</b>
<p><b><i>Neighborhood Services CSA</i></b>  <i>Community Code Enforcement</i></p> <p>This action adds one-time funding of \$57,600 to purchase tablet computers for Code Enforcement Inspectors for field use with the ability to remotely run desktop software and perform research and updates to case files as well as communicate with other departments quickly and efficiently. Tablets are a tool that play an important role in the service delivery of Code Enforcement programs, allowing inspectors to take notes and conduct research on properties while in the field, which improves processing standards. The City Auditor's Report <i>Code Enforcement: Improvements are Possible, but Resources are Significantly Constrained</i> recommended improvements in technology in-house and in the field to improve accuracy and efficiency in case reporting and billing. Tablets will allow the inspector to take notes and issue warning notices while in the field. Ongoing data services will be covered under the existing plans. (Ongoing costs: \$0)</p>			

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

<b>Proposed Budget Changes</b>	<b>Positions</b>	<b>All Funds (\$)</b>	<b>General Fund (\$)</b>
<b>8. Enterprise Asset Management Team Support and Portable Generators Replacement</b>		<b>2,000</b>	<b>2,000</b>
<b><i>Neighborhood Services CSA</i></b>			
<i>Community Code Enforcement</i>			
<p>This action increases the PBCE Department's non-personal/equipment funding for vehicle maintenance and operations related to the Enterprise Asset Management (EAM) Team Support and Portable Generators Replacement proposals, as described in the Public Works Department section of this document. The EAM Team Support proposal reallocates funding for 1.0 Network Engineer position and 2.0 Information Systems Analyst positions between the Vehicle Maintenance and Operations Fund and various capital funds and adds 1.0 Senior Systems Applications Programmer in the Vehicle Maintenance and Operations Fund to better align and augment the Department's Technology Services Section EAM team. The added position will provide crucial support and ensure continuity of service from the EAM team to the Fleet and Facilities Maintenance Divisions of the Public Works Department. In addition, one-time funding is included for the replacement of four portable generators that are non-compliant with emission standards and are more than fifteen years old. (Ongoing savings: \$500)</p>			
<b>2016-2017 Proposed Budget Changes Total</b>	<b>15.00</b>	<b>3,464,744</b>	<b>3,333,966</b>










# Planning, Building and Code Enforcement Department

## Performance Summary

### Community Code Enforcement

#### Performance Measures

	2014-2015 Actual	2015-2016 Target	2015-2016 Estimated	2016-2017 Target
 % of neighborhoods in "good" or better condition, based on a city-wide survey	64%	70%	N/A*	70%
 % of violations resolved through voluntary compliance, based on complexity of case types	92%	92%	90%	92%
 Cost per violation for: - proactive enforcement**	\$240	\$235	\$299	\$260
- complaint-based enforcement	\$796	\$795	\$806	\$800
 % of violations resolved within estimated processing standards, based on type and complexity of violations	58%	50%	58%	65%
 % of annual fee-based inspections completed on schedule, including multi-year programs	72%	91%	30%	45%
 % of residents who feel their neighborhood is in the same or better condition compared to previous year (annual Code Enforcement survey)	N/A***	70%	N/A***	70%
 % of customers who feel they received courteous treatment and timely service from their interaction with Code Enforcement staff	N/A***	70%	N/A***	70%

\* Data for this measure is collected through the biennial City-Wide Community Survey. The next community survey will be conducted in fall 2016, and those results will be reported in the 2017-2018 Proposed Budget.

\*\* Proactive code enforcement services refer to Multiple Housing and Community Development Block Grant (CDBG)/Housing inspections. Currently, all Code Enforcement Inspectors that are CDBG-funded provide proactive and enhanced response to service requests.

\*\*\* Data for this measure is collected through a survey conducted by Code Enforcement. The survey was not completed in 2014-2015 and 2015-2016 and estimates are not available.

# Planning, Building and Code Enforcement Department

## Performance Summary

### Community Code Enforcement

#### *Activity and Workload Highlights*

		2014-2015 Actual	2015-2016 Forecast	2015-2016 Estimated	2016-2017 Forecast
Staff hours devoted to outreach/education/ Prevention		120	120	200	200
# of multiple housing dwelling buildings proactively inspected		939	1,679	1,004	1,679
Neighborhood Clean-Ups		22	23	22	22
General Code Compliance Cases:					
	Opened	5,314	5,000	5,720	5,100
	Resolved	4,972	5,100	6,228	5,200
Multiple Housing Complaint Cases*:					
	Opened	454	480	442	480
	Resolved	493	500	424	500
% of Violations Resolved:					
	Warning	86%	88%	85%	88%
	Citation	8%	7%	8%	7%
	Compliance Order	5%	4%	6%	4%
	Appeals Hearing Board/Litigation	1%	1%	1%	1%





\* The 2015-2016 Estimate is lower than the 2015-2016 Forecast because of the revised Multiple Housing Fee Program.

# Planning, Building and Code Enforcement Department

## Performance Summary

### Development Plan Review & Building Construction Inspection

#### Performance Measures

	2014-2015 Actual	2015-2016 Target	2015-2016 Estimated	2016-2017 Target
 % of projects that receive consistent feedback from staff throughout the course of project review:				
- Planning Permit Plan Review	68%	70%	68%	70%
- Building Permit Plan Review	76%	80%	81%	80%
- Building Inspectors Consistent With Building Plan Check	78%	80%	77%	80%
- Building Inspectors Consistent Among Multiple Inspectors	75%	80%	69%	80%
 Ratio of current year fee revenue to development fee program cost	100%	100%	100%	100%
 Development projects completed within processing time targets:				
Planning Permit Process	81%	85%	90%	85%
Building Plan Check Process	87%	85%	79%	85%
Building Inspection Process				
- within 24 hours	42%	75%	40%*	75%
- within 48 hours	61%	92%	60%*	92%
 % of process participants rating service "good" or better				
Planning Permit Process	71%	80%	67%	80%
Building Plan Check Process	73%	85%	75%	85%
Building Inspection Process	80%	85%	81%	85%

\* While additional positions have been added in the past several years and some positions have been filled, vacancies still remain as a result of the difficulties in filling the positions quickly with qualified candidates. The Administration continues to recruit for a wide range of development services positions.

# Planning, Building and Code Enforcement Department

## Performance Summary

### Development Plan Review & Building Construction Inspection

#### *Activity and Workload Highlights*




	<b>2014-2015 Actual</b>	<b>2015-2016 Forecast</b>	<b>2015-2016 Estimated</b>	<b>2016-2017 Forecast</b>
# of building permits issued	33,889	30,000	35,000	34,000
# of customers served in Permit Center	26,080	26,000	29,000	27,000
# of plan checks	7,564	7,600	8,500	8,000
# of field inspections	220,087	230,000	212,000	200,000
# of planning applications				
- Major	401	400	450	400
- Minor	817	650	900	750
# of planning adjustments	1,487	1,250	1,500	1,300

# Planning, Building and Code Enforcement Department

## Performance Summary

### Long Range Land Use Planning

#### Performance Measures

	2014-2015 Actual	2015-2016 Target	2015-2016 Estimated	2012017 Target
 % of special planning efforts completed within targeted cost: Specific/Area Policy Plans:	100%	100%	100%	100%
 % of special planning efforts completed within targeted time: Specific/Area Policy Plans:	100%	100%	100%	100%
 % of planning process participants rating service as "good" or "excellent"	N/A*	85%	N/A*	85%

\* The survey was not conducted in 2014-2015 and 2015-2016.

#### Activity and Workload Highlights

	2014-2015 Actual	2015-2016 Forecast	2015-2016 Estimated	2016-2017 Forecast
# of Scheduled/Completed Specific/Area Policy Plans	0 of 8	3 of 8	4 of 8*	3 of 6*
# of planning policy studies	0 of 0	1 of 1	1 of 3**	2 of 2**
# of General Plan Amendments	22	10	19***	15***

\* Four of the remaining eight Urban Village Plans are in draft form and pending CEQA clearance in order to be adopted by the City Council and formally completed. It is anticipated that these Urban Village plans will be completed by the end of 2015-2016. Four remaining Urban Village plans along with two new Urban Village Plans, North 1<sup>st</sup> Street and Berryessa Park, for a total of six plans are outstanding. Of the six, three are anticipated to be completed in 2016-2017.

\*\* Work on Policy on Riparian Corridor Protection anticipated to be complete by June 2016. The Downtown Strategy update is scheduled for completion by December 2016, while completion of policy work on North San José EIR and Transportation Area Policy is anticipated by June 2017.

\*\*\* For the 2015-2015 General Plan annual review cycle, there were 19 text and land use amendments considered. For the 2016-2017 General Plan annual review cycle, staff anticipate working on 15 privately and City initiated land use amendments.

# Planning, Building and Code Enforcement Department

## Departmental Position Detail

Position	2015-2016 Adopted	2016-2017 Proposed	Change
Accountant II	1.00	1.00	-
Accounting Technician	1.00	1.00	-
Administrative Assistant	1.00	1.00	-
Administrative Officer	1.00	1.00	-
Analyst II	3.00	3.00	-
Assistant Director of Planning, Bldg and Code Enforcement	1.00	1.00	-
Associate Architect/Landscape Architect	1.00	0.00	(1.00)
Associate Engineer	18.00	17.00	(1.00)
Building Inspection Manager	4.00	4.00	-
Building Inspector Combination Certified	60.00	1.00	(59.00)
Building Inspector Combination Certified I	0.00	59.00	59.00
Building Inspector Combination Certified II	0.00	1.00	1.00
Building Inspector Combination Certified III	0.00	1.00	1.00
Building Inspector, Supervisor	5.00	5.00	-
Building Inspector, Supervisor Certified I	0.00	10.00	10.00
Code Enforcement Inspector II	48.00	48.00	-
Code Enforcement Supervisor	5.00	5.00	-
Deputy Director, Code Enforcement	1.00	1.00	-
Deputy Director, Unclassified	2.00	2.00	-
Director of Planning, Building and Code Enforcement	1.00	1.00	-
Division Manager	9.00	9.00	-
Engineer I/II	1.00	3.00	2.00
Environmental Inspector II	3.00	3.00	-
Geographic Systems Specialist II	1.00	1.00	-
Information Systems Analyst	2.00	2.00	-
Network Technician I/II	1.00	0.00	(1.00)
Network Technician I/II/III	0.00	1.00	1.00
Permit Specialist	6.00	3.00	(3.00)
Planner I/II/III	28.00	28.00	-
Planner IV	8.00	12.00	4.00
Planning Technician	3.00	3.00	-
Principal Account Clerk	0.00	1.00	1.00
Principal Office Specialist	2.00	2.00	-
Principal Permit Specialist	4.00	4.00	-
Principal Planner	1.00	1.00	-
Program Manager I	3.00	3.00	-
Public Information Manager	1.00	1.00	-
Public Information Representative I	1.00	1.00	-
Regional Park Aide PT	10.00	10.00	-
Senior Account Clerk	3.00	2.00	(1.00)
Senior Analyst	2.00	3.00	1.00
Senior Architect/Landscape Architect	1.00	0.00	(1.00)
Senior Engineer	4.00	7.00	3.00
Senior Office Specialist	25.00	25.00	-
Senior Permit Specialist	9.00	14.00	5.00
Senior Supervisor, Administration	4.00	4.00	-

# Planning, Building and Code Enforcement Department

## Departmental Position Detail

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<b>Position</b>	<b>2015-2016 Adopted</b>	<b>2016-2017 Proposed</b>	<b>Change</b>
Senior Systems Application Programmer	2.00	2.00	-
Staff Specialist	1.00	1.00	-
Staff Technician	5.00	5.00	-
Supervising Applications Analyst	0.00	1.00	1.00
Supervising Building Inspector (Certified)	10.00	0.00	(10.00)
Supervising Environmental Services Specialist	1.00	1.00	-
Systems Applications Programmer II	1.00	1.00	-
<b>Total Positions</b>	<b>305.00</b>	<b>317.00</b>	<b>12.00</b>

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