

# 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

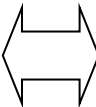
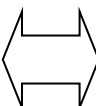
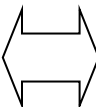
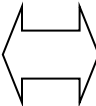
### **Long Range Land Use Planning**

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><br/><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><br/><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><br/><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><br/><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. Additionally, 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, for City Council consideration of options 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, with partial year support 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 implementation of the new 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.
- As approved in the Mayor's June Budget Message for Fiscal Year 2016-2017, adds 1.0 Analyst II position to support recruitment and employee retention efforts and 1.0 Code Enforcement Inspector I position to expand enforcement of the top violators of the City's code enforcement laws.

### Operating Funds Managed

N/A

# Planning, Building and Code Enforcement Department

## Department Budget Summary

|  | 2014-2015<br>Actual<br>1 | 2015-2016<br>Adopted<br>2 | 2016-2017<br>Forecast<br>3 | 2016-2017<br>Adopted<br>4 | %<br>Change<br>(2 to 4) |
|--|--------------------------|---------------------------|----------------------------|---------------------------|-------------------------|
| <b>Dollars by Core Service</b>                               |                          |                           |                            |                           |                         |
| Community Code Enforcement                                   | \$ 9,834,408             | \$ 11,901,013             | \$ 11,572,252              | \$ 12,180,509             | 2.3%                    |
| Development Plan Review and Building Construction Inspection | 24,643,723               | 28,751,658                | 28,882,548                 | 31,956,996                | 11.1%                   |
| Long Range Land Use Planning                                 | 3,635,564                | 5,934,087                 | 4,761,902                  | 6,202,661                 | 4.5%                    |
| Strategic Support  | 1,778,367                | 2,464,816                 | 2,609,391                  | 2,753,692                 | 11.7%                   |
| <b>Total</b>   | <b>\$ 39,892,062</b>     | <b>\$ 49,051,574</b>      | <b>\$ 47,826,093</b>       | <b>\$ 53,093,858</b>      | <b>8.2%</b>             |
| <b>Dollars by Category</b>                                   |                          |                           |                            |                           |                         |
| Personal Services  |                          |                           |                            |                           |                         |
| Salaries/Benefits  | \$ 34,668,391            | \$ 41,954,403             | \$ 43,997,021              | \$ 45,919,816             | 9.5%                    |
| 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>\$ 46,101,438</b>      | <b>9.4%</b>             |
| Non-Personal/Equipment                                       |                          |                           |                            |                           |                         |
|  | 4,501,664                | 6,915,549                 | 3,647,450                  | 6,992,420                 | 1.1%                    |
| <b>Total</b>   | <b>\$ 39,892,062</b>     | <b>\$ 49,051,574</b>      | <b>\$ 47,826,093</b>       | <b>\$ 53,093,858</b>      | <b>8.2%</b>             |
| <b>Dollars by Fund</b>                                       |                          |                           |                            |                           |                         |
| General Fund   | \$ 38,284,102            | \$ 47,296,761             | \$ 45,361,502              | \$ 50,498,489             | 6.8%                    |
| 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>\$ 53,093,858</b>      | <b>8.2%</b>             |
| <b>Authorized Positions by Core Service</b>                  |                          |                           |                            |                           |                         |
| Community Code Enforcement                                   | 81.94                    | 81.96                     | 81.77                      | 82.96                     | 1.2%                    |
| 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                      | 17.99                     | 5.4%                    |
| <b>Total</b>   | <b>290.50</b>            | <b>305.00</b>             | <b>302.00</b>              | <b>319.00</b>             | <b>4.6%</b>             |

# Planning, Building and Code Enforcement Department

## Budget Reconciliation

(2015-2016 Adopted to 2016-2017 Adopted)

|   | 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 Adopted)

| 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 Approved</b>  |               |                   |                   |
| 1. Building Development Fee Program   | 8.10          | 1,865,962         | 1,865,962         |
| 2. Planning Development Fee Program   | 6.47          | 806,641           | 806,641           |
| 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. Expanded Code Enforcement of Top Apartment Violators   | 1.00          | 111,000           | 111,000           |
| 7. Environmental Review Staffing  | 1.00          | 102,238           | 0                 |
| 8. Code Inspector Mobile Devices  |               | 57,600            | 57,600            |
| 9. Enterprise Asset Management Team Support and Portable Generators Replacement   |               | 2,000             | 2,000             |
| 10. Medical Marijuana Regulatory Code Enforcement   |               | 2,000             | 2,000             |
| 11. Rebudget: Geographic Information System Implementation  |               | 381,000           | 381,000           |

# Planning, Building and Code Enforcement Department

## **Budget Reconciliation** **(2015-2016 Adopted to 2016-2017 Adopted)**

|  | <b>Positions</b> | <b>All Funds (\$)</b> | <b>General Fund (\$)</b> |
|--|------------------|-----------------------|--------------------------|
| <hr/> <b>Budget Proposals Approved</b> <hr/>   |                  |                       |                          |
| 12. Rebudget: North San José Area Development Policy and Environmental Impact Report |                  | 310,000               | 310,000                  |
| 13. Rebudget: Code Enforcement Replacement Vehicles                                  |                  | 215,000               | 215,000                  |
| 14. Rebudget: Urban Village Master Planning  |                  | 180,000               | 180,000                  |
| 15. Rebudget: Workspace Improvement Project  |                  | 166,000               | 166,000                  |
| 16. Rebudget: Update Downtown Environmental Impact Report                            |                  | 120,000               | 120,000                  |
| 17. Rebudget: Multiple Housing Code Enforcement Permit System                        |                  | 110,000               | 110,000                  |
| 18. Rebudget: Metropolitan Transportation Commission Planning Grant                  |                  | 68,700                | 68,700                   |
| 19. Rebudget: Envision San José 2040 General Plan Four-Year Major Review             |                  | 31,900                | 31,900                   |
| 20. Rebudget: Library Digital File Conversion  |                  | 8,300                 | 8,300                    |
|  | <hr/>            | <hr/>                 | <hr/>                    |
| <b>Total Budget Proposals Approved</b>   | <b>17.00</b>     | <b>5,267,765</b>      | <b>5,136,987</b>         |
| <hr/>  |                  |                       |                          |
| <b>2016-2017 Adopted Budget Total</b>  | <b>319.00</b>    | <b>53,093,858</b>     | <b>50,498,489</b>        |
| <hr/>  |                  |                       |                          |

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

| 2016-2017 Adopted Budget Changes    | Positions | All Funds (\$) | General Fund (\$) |
|-------------------------------------|-----------|----------------|-------------------|
| 1. Building Development Fee Program | 8.10      | 1,865,962      | 1,865,962         |

### **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. From the start of the project in fall 2016, implementation is anticipated to take 28 months to complete. 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 added as outlined below. Details on other resources for this project can be found in the Planning Development Fee Program and Fire and Public Works Development Fee Programs and Other Programs adopted 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

| 2016-2017 Adopted 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></ul> |           |                |                   |

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

| 2016-2017 Adopted Budget Changes  | Positions | All Funds (\$) | General Fund (\$) |
|---|-----------|----------------|-------------------|
| <b>1. Building Development Fee Program</b>  |           |                |                   |
| <ul style="list-style-type: none"><li>- <b>Development Services Process Improvement Study Update:</b> This action adds 1.0 Analyst II position (funded 60% by Building Development Fee Program and 40% by Planning Development Fee Program) to serve as a dedicated resource to maintain the Department's recruitment efforts and establish a well-developed employee retention program through training and development (total costs: \$99,121, Building Development Fee Program's portion: \$59,473). A temporary Analyst position was approved in 2013-2014 to assist with recruitment coordination, but the Department's attrition rate has continued to remain at a high level due to retirements, movements within the organization, and separations. With the long-term recruitment needs of the department, especially in the development fee program areas, the addition of a permanent position is necessary. (Ongoing costs: \$100,178, Building Development Fee Program's costs: \$60,108)</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><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 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)</li><li>- <b>Building Inspector Computers:</b> 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)</li></ul> |           |                |                   |

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

| 2016-2017 Adopted Budget Changes | Positions | All Funds (\$) | General Fund (\$) |
|----------------------------------|-----------|----------------|-------------------|
|----------------------------------|-----------|----------------|-------------------|

### 1. Building Development Fee Program

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 \$2.1 million (from \$17.5 million to \$15.4 million) is included to offset the additions approved in the Adopted Operating Budget. It is important to note that while the approved budget actions result in a decrease of \$2.1 million to the reserve, the 2016-2017 base level of revenues and expenditures necessitated the use of approximately \$6.9 million of this reserve, resulting in a Base Budget decrease from \$24.4 million to \$17.5 million.

|  |             |                |                |
|--|-------------|----------------|----------------|
| <b>2. Planning Development Fee Program</b> | <b>6.47</b> | <b>806,641</b> | <b>806,641</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)

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

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| 2016-2017 Adopted Budget Changes | Positions | All Funds (\$) | General Fund (\$) |
|----------------------------------|-----------|----------------|-------------------|
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### 2. Planning Development Fee Program

- **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. From the start of the project in fall 2016, the implementation is anticipated to take 28 months to complete. 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 added as outlined below. Details on other resources for this project can be found in the Building Development Fee Program and Fire and Public Works Development Fee Programs and Other Programs adopted 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.
- 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).

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

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| 2016-2017 Adopted Budget Changes | Positions | All Funds (\$) | General Fund (\$) |
|----------------------------------|-----------|----------------|-------------------|
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### 2. Planning Development Fee Program

- **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)
- **Development Services Process Improvement Study Update:** This action adds 1.0 Analyst II position (funded 60% by Building Development Fee Program and 40% by Planning Development Fee Program) to serve as a dedicated resource to maintain the Department's recruitment efforts and establish a well-developed employee retention program through training and development (total costs: \$99,121, Planning Development Fee Program's portion: \$39,648). A temporary Analyst position was approved in 2013-2014 to assist with recruitment coordination, but the Department's attrition rate has continued to remain at a high level due to retirements, movements within the organization, and separations. With the long-term recruitment needs of the department, especially in the development fee program areas, the addition of a permanent position is necessary. (Ongoing costs: \$100,178, Planning Development Fee Program's costs: \$40,070)
- **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 Department

## Budget Changes By Department

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| 2016-2017 Adopted Budget Changes | Positions | All Funds (\$) | General Fund (\$) |
|----------------------------------|-----------|----------------|-------------------|
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### 2. Planning 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 (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)

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 \$1.0 million (from \$2.9 million to \$1.9 million) is included to offset the additions approved in the Adopted Operating Budget. It is important to note that while the approved budget actions result in a decrease of \$1.0 million 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 \$3.8 million to \$2.9 million.

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

| 2016-2017 Adopted Budget Changes  | Positions   | All Funds (\$) | General Fund (\$) |
|---|-------------|----------------|-------------------|
| <b>3. Medical Marijuana Program CEQA Review</b>   |             | <b>250,000</b> | <b>250,000</b>    |
| <i>Community and Economic Development CSA</i>   |             |                |                   |
| <i>Long Range Land Use Planning</i>   |             |                |                   |
| <p>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 with partial year support 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)</p> |             |                |                   |
| <b>4. Policy and Ordinance Assistance</b>   |             | <b>250,000</b> | <b>250,000</b>    |
| <i>Community and Economic Development CSA</i>   |             |                |                   |
| <i>Long Range Land Use Planning</i>   |             |                |                   |
| <p>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)</p>  |             |                |                   |
| <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>    |
| <i>Community and Economic Development CSA</i>   |             |                |                   |
| <i>Development Plan Review and Building Construction Inspection</i>   |             |                |                   |
| <i>Strategic Support</i>  |             |                |                   |
| <i>Neighborhood Services CSA</i>  |             |                |                   |
| <i>Community Code Enforcement</i>   |             |                |                   |
| <p>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.</p>   |             |                |                   |

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

| 2016-2017 Adopted 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>Integrated Permit System Implementation:</b> 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. From the start of the project in fall 2016, implementation is anticipated to take 28 months to complete. 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 added as outlined below. Details on other resources for this project can be found in the Building and Planning Development Fee Program adopted changes in this section and Fire Department and Public Works Department sections in this document.<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></li></ul> |           |                |                   |



# Planning, Building and Code Enforcement Department

## Budget Changes By Department

| 2016-2017 Adopted 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. Expanded Code Enforcement of Top Apartment Violators</b>  | <b>1.00</b> | <b>111,000</b> | <b>111,000</b>    |
| <p><b>Neighborhood Services CSA</b><br/> <i>Community Code Enforcement</i></p> <p>As directed in the Mayor's June Budget Message for Fiscal Year 2016-2017, as approved by City Council, this action adds 1.0 Code Enforcement Inspector I position through June 30, 2017 (\$78,000) and associated non-personal/equipment funding (\$33,000). A small number of absentee landlords appear responsible for a larger percentage of San José's blighted, unsafe, and substandard apartment buildings, and this action will expand enforcement of the top twelve violators (the dirty dozen) of the City's code enforcement laws. Fines or penalties collected in 2016-2017 will be evaluated to determine if the program can become self-supporting financially in the future. (Ongoing costs: \$0)</p>   |             |                |                   |
| <b>7. Environmental Review Staffing</b>   | <b>1.00</b> | <b>102,238</b> | <b>0</b>          |
| <p><b>Community and Economic Development CSA</b><br/> <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>  |             |                |                   |

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

| 2016-2017 Adopted Budget Changes  | Positions | All Funds (\$) | General Fund (\$) |
|---|-----------|----------------|-------------------|
| <p><b>8. Code Inspector Mobile Devices</b></p> <p><b><i>Neighborhood Services CSA</i></b><br/><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>   |           | 57,600         | 57,600            |
| <p><b>9. Enterprise Asset Management Team Support and Portable Generators Replacement</b></p> <p><b><i>Neighborhood Services CSA</i></b><br/><i>Community Code Enforcement</i></p> <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 budget changes, as described in the Public Works Department section of this document. The EAM Team Support action 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> |           | 2,000          | 2,000             |
| <p><b>10. Medical Marijuana Regulatory Code Enforcement</b></p> <p><b><i>Neighborhood Services CSA</i></b><br/><i>Community Code Enforcement</i></p> <p>This action adds ongoing non-personal/equipment funding of \$2,000, reallocated from the City Manager's Office, to support the Medical Marijuana Regulatory Program Code Enforcement inspection services. Oversight of this program is being transitioned from the City Manager's Office to the Police Department in 2016-2017, and the non-personal/equipment funding to support this program (\$25,000) is being distributed to the Police Department (\$23,000) and the PBCE Department (\$2,000). (Ongoing costs: \$2,000)</p>  |           | 2,000          | 2,000             |

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

| 2016-2017 Adopted Budget Changes   | Positions | All Funds (\$) | General Fund (\$) |
|--|-----------|----------------|-------------------|
| <b>11. Rebudget: Geographic Information System Implementation</b>  |           | <b>381,000</b> | <b>381,000</b>    |
| <b><i>Community and Economic Development CSA</i></b><br><i>Development Plan Review and Building Construction Inspection</i>  |           |                |                   |
| <p>This action rebudgets unexpended 2015-2016 non-personal/equipment funding of \$381,000 for the Geographic Information System Implementation (GIS) data migration project that is being funded by the Development Partners: Building Development Fee Program (\$282,000), Fire Development Fee Program (\$42,000), Planning Development Fee Program (\$42,000), and Public Works Development Fee Program (\$15,000). The project replaces the current GIS system with one that improves integrating, storing, editing, analyzing, sharing, and displaying geographic information for informed decision making. (Ongoing costs: \$0)</p>  |           |                |                   |
| <b>12. Rebudget: North San José Area Development Policy and Environmental Impact Report</b>  |           | <b>310,000</b> | <b>310,000</b>    |
| <b><i>Community and Economic Development CSA</i></b><br><i>Long Range Land Use Planning</i>  |           |                |                   |
| <p>This action rebudgets unexpended 2015-2016 non-personal/equipment funding of \$310,000 to continue the North San José Area Development Policy update process, anticipated to be completed in 2016-2017. At its meeting on June 9, 2014, the City Council directed staff to 1) develop a short-term solution to allow additional industrial capacity in Phase 1 and a long-term plan to modify the Policy and Environmental Impact Report to: align the Policy with the City's General Plan Transportation Goals of maximizing the use of multi-modal opportunities (e.g., light rail, BART, bicycling) to reduce traffic impacts; 2) identify appropriate areas for residential, industrial, commercial, or mixed use opportunities in North San José to create a quality community; 3) restructure the environmental mitigation package in the near-term to reflect impacts of early development phases; and 4) redefine funding obligations and/or restructure the Traffic Impact Fee. (Ongoing costs: \$0)</p> |           |                |                   |
| <b>13. Rebudget: Code Enforcement Replacement Vehicles</b>   |           | <b>215,000</b> | <b>215,000</b>    |
| <b><i>Neighborhood Services CSA</i></b><br><i>Community Code Enforcement</i>   |           |                |                   |
| <p>This action rebudgets unexpended 2015-2016 code enforcement fee funding for the replacement of vehicles for the following programs: one large truck (\$95,000) and two pickup trucks (\$90,000) for Solid Waste Code Enforcement and one sedan for Multiple Housing Code Enforcement (\$30,000). (Ongoing costs: \$0)</p>   |           |                |                   |

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

| 2016-2017 Adopted Budget Changes  | Positions | All Funds (\$) | General Fund (\$) |
|---|-----------|----------------|-------------------|
| <b>14. Rebudget: Urban Village Master Planning</b>  |           | <b>180,000</b> | <b>180,000</b>    |
| <b><i>Community and Economic Development CSA</i></b><br><i>Long Range Land Use Planning</i>   |           |                |                   |
| <p>This action rebudgets unexpended 2015-2016 non-personal/equipment funding of \$180,000 for Urban Village Master Plan and Zoning Revisions for East Santa Clara Street and Alum Rock Avenue urban villages. This action is offset by a State of California Department of Conservation Sustainable Communities Planning Grant, which is reflected in the General Fund Revenue Estimates section of this document. (Ongoing costs: \$0)</p>   |           |                |                   |
| <b>15. Rebudget: Workspace Improvement Project</b>  |           | <b>166,000</b> | <b>166,000</b>    |
| <b><i>Community and Economic Development CSA</i></b><br><i>Development Plan Review and Building Construction Inspection</i><br><i>Long Range Land Use Planning</i>  |           |                |                   |
| <b><i>Neighborhood Services CSA</i></b><br><i>Community Code Enforcement</i>  |           |                |                   |
| <p>This action rebudgets unexpended 2015-2016 non-personal/equipment funding of \$166,000 for the Workspace Improvement project that is being funded by the Development Partners: Building Development Fee Program (\$83,000), Fire Development Fee Program (\$24,900), Public Works Development Fee Program (\$24,900), Planning Development Fee Program (\$16,600), General Fund (\$8,300), and General Fund (Code Enforcement) Fees (\$8,300). A consultant architect will be hired to conduct a comprehensive analysis of the existing space on City Hall floors 1-3 and provide recommendations for an overhaul of the workspace. The consultant will create a master plan that will recommend workspace modifications, interior design modifications, and other changes necessary to improve workflow and align the space with current business needs. (Ongoing costs: \$0)</p> |           |                |                   |
| <b>16. Rebudget: Update Downtown Environmental Impact Report</b>  |           | <b>120,000</b> | <b>120,000</b>    |
| <b><i>Community and Economic Development CSA</i></b><br><i>Long Range Land Use Planning</i>   |           |                |                   |
| <p>This action rebudgets unexpended 2015-2016 non-personal/equipment funding of \$120,000 for consultant and other contractual services funding to update the Downtown San José Environment Impact Report (EIR). The consultants provide specialized legal consultation and prepare environmental analysis, including traffic studies, noise reports, and air qualities assessments to update the Downtown Strategy 2000. The goal is to complete the update before new projects approach the development capacities that exist under the current EIR. Without an updated EIR, development beyond the current capacity will not be allowed to proceed, and projects will need to complete individual EIR's to receive the necessary approval. (Ongoing costs: \$0)</p>  |           |                |                   |

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

| 2016-2017 Adopted Budget Changes   | Positions | All Funds (\$) | General Fund (\$) |
|--|-----------|----------------|-------------------|
| <p><b>17. Rebudget: Multiple Housing Code Enforcement Permit System</b></p> <p><i>Neighborhood Services CSA</i><br/><i>Community Code Enforcement</i></p> <p>This action rebudgets unexpended 2015-2016 non-personal/equipment funding of \$110,000 for programming services to begin the migration of the Code Enforcement (case) system (CES), into the Development Fee Program or a new permitting system. Moving CES to an enhanced permitting system will allow for a more efficient program and will better maintain Code Enforcement information. (Ongoing costs: \$0)</p>  |           | 110,000        | 110,000           |
| <p><b>18. Rebudget: Metropolitan Transportation Commission Planning Grant</b></p> <p><i>Community and Economic Development CSA</i><br/><i>Long Range Land Use Planning</i></p> <p>This action rebudgets unexpended 2015-2016 non-personal/equipment funding of \$68,700 for consultant services for the development of Urban Village Plans, a Transportation Area Development Policy, and an Environmental Impact Report for the Stevens Creek, Santana Row/Valley Fair, and Winchester Boulevard Urban Villages. Preparation of these Village Plans is necessary prior to issuance of entitlements for residential development within any Urban Village areas identified in the General Plan Land Use/Transportation Diagram. The project is scheduled to be completed by December 31, 2016. This action is offset by a Metropolitan Transportation Commission Planning grant (allocated by the Federal Highway Administration), which is reflected in the General Fund Revenue Estimates section of this document. (Ongoing costs: \$0)</p>  |           | 68,700         | 68,700            |
| <p><b>19. Rebudget: Envision San José 2040 General Plan Four-Year Major Review</b></p> <p><i>Community and Economic Development CSA</i><br/><i>Long Range Land Use Planning</i></p> <p>This action rebudgets unexpended 2015-2016 non-personal/equipment funding of \$31,900 for consultant services to perform a four-year major review of the General Plan. This project is funded by the partial liquidation of the General Plan Update Reserve that is included in the General Fund Capital, Transfers, and Reserves section of this document. The Envision San José 2040 General Plan includes policies that the City conduct a comprehensive review of the General Plan every four years to evaluate the City's achievement of key economic development, fiscal, and infrastructure/service goals, greenhouse-gas emission reduction goals and targets, water conservation and recycling goals, availability and affordability of the housing supply, Healthful Community goals, and review changes and trends in land use and development. Based on this review, the City Council may amend the General Plan to further achieve the General Plan's vision and goals. (Ongoing costs: \$0)</p> |           | 31,900         | 31,900            |

# Planning, Building and Code Enforcement Department

## Budget Changes By Department

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| 2016-2017 Adopted Budget Changes   | Positions    | All Funds (\$)   | General Fund (\$) |
|--|--------------|------------------|-------------------|
| 20. Rebudget: Library Digital Files  |              | 8,300            | 8,300             |
| <b>Community and Economic Development CSA</b><br><i>Development Plan Review and Building Construction Inspection</i>   |              |                  |                   |
| <p>This action rebudgets unexpended 2015-2016 non-personal/equipment funding of \$8,300 to convert hardcopy files in the Planning Division library to digital files. The Planning Division has thousands of important reference and historical documents stored on the 3rd floor of City Hall. Space is limited at City Hall, and these materials take up a large amount of space that could be used for staff. Materials are accessed by staff on a regular basis thus cannot be sent to a warehouse. Once converted to the digital format, documents will be stored on the computer server for all staff to quickly access. (Ongoing costs: \$0)</p> |              |                  |                   |
| <b>2016-2017 Adopted Budget Changes Total</b>  | <b>17.00</b> | <b>5,267,765</b> | <b>5,136,987</b>  |








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# Planning, Building and Code Enforcement Department

## Performance Summary

### Community Code Enforcement

#### Performance Measures

|  | 2014-2015<br>Actual | 2015-2016<br>Target | 2015-2016<br>Estimated | 2016-2017<br>Target |
|--|---------------------|---------------------|------------------------|---------------------|
|  % of neighborhoods in "good" or better condition, based on a city-wide survey  | 64%                 | 70%                 | N/A <sup>1</sup>       | 70%                 |
|  % of violations resolved through voluntary compliance, based on complexity of case types   | 92%                 | 92%                 | 90%                    | 92%                 |
|  Cost per violation for:<br>- proactive enforcement <sup>2</sup>  | \$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 <sup>3</sup>    | 70%                 | N/A <sup>3</sup>       | 70%                 |
|  % of customers who feel they received courteous treatment and timely service from their interaction with Code Enforcement staff          | N/A <sup>3</sup>    | 70%                 | N/A <sup>3</sup>       | 70%                 |

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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<br>Actual | 2015-2016<br>Forecast | 2015-2016<br>Estimated | 2016-2017<br>Forecast |
|---|---------------------|-----------------------|------------------------|-----------------------|
| Staff hours devoted to outreach/education/<br>prevention          | 120                 | 120                   | 200                    | 200                   |
| # of multiple housing dwelling buildings proactively<br>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 <sup>1</sup> :                   |                     |                       |                        |                       |
| 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%                    |

<sup>1</sup> 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<br>Actual | 2015-2016<br>Target | 2015-2016<br>Estimated | 2016-2017<br>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% <sup>1</sup>       | 75%                 |
| - within 48 hours  | 61%                 | 92%                 | 60% <sup>1</sup>       | 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%                 |

<sup>1</sup> 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*




|  | 2014-2015<br>Actual | 2015-2016<br>Forecast | 2015-2016<br>Estimated | 2016-2017<br>Forecast |
|--|---------------------|-----------------------|------------------------|-----------------------|
| # 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<br>Actual | 2015-2016<br>Target | 2015-2016<br>Estimated | 2016-2017<br>Target |
|--|---------------------|---------------------|------------------------|---------------------|
|  % of special planning efforts completed within targeted cost:<br>Specific/Area Policy Plans: | 100%                | 100%                | 100%                   | 100%                |
|  % of special planning efforts completed within targeted time:<br>Specific/Area Policy Plans: | 100%                | 100%                | 100%                   | 100%                |
|  % of planning process participants rating service as "good" or "excellent"                   | N/A <sup>1</sup>    | 85%                 | N/A <sup>1</sup>       | 85%                 |

<sup>1</sup> The survey was not conducted in 2014-2015 and 2015-2016.

#### Activity and Workload Highlights

|   | 2014-2015<br>Actual | 2015-2016<br>Forecast | 2015-2016<br>Estimated | 2016-2017<br>Forecast |
|---|---------------------|-----------------------|------------------------|-----------------------|
| # of Scheduled/Completed Specific/Area Policy Plans | 0 of 8              | 3 of 8                | 0 of 8 <sup>1</sup>    | 7 of 10 <sup>1</sup>  |
| # of planning policy studies                        | 0 of 0              | 1 of 1                | 1 of 3 <sup>2</sup>    | 2 of 2 <sup>2</sup>   |
| # of General Plan Amendments                        | 22                  | 10                    | 19 <sup>3</sup>        | 15 <sup>3</sup>       |

<sup>1</sup> Four of the remaining eight Urban Village Plans in 2015-2016 are in draft form and pending CEQA clearance in order to be adopted by the City Council and formally completed. These Urban Village Plans were anticipated to be completed in 2015-2016 but are now anticipated to be completed in 2016-2017. In addition, 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 still need to be developed. Of the ten outstanding, seven are anticipated to be completed in 2016-2017.

<sup>2</sup> Work on Policy on Riparian Corridor Protection was completed in 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.

<sup>3</sup> 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<br>Adopted | 2016-2017<br>Adopted | 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                 | 4.00                 | 1.00    |
| 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 I/II                           | 48.00                | 49.00                | 1.00    |
| 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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| Position                                      | 2015-2016<br>Adopted | 2016-2017<br>Adopted | Change       |
|---|----------------------|----------------------|--------------|
| 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>319.00</b>        | <b>14.00</b> |

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