

Planning, Building and Code Enforcement Department

Rosalynn Hughey, Director

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Facilitate 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

Citywide Land Use Planning

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

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

Code Enforcement

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

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

PROGRAM	DESCRIPTION
<i>Citywide Land Use Planning Core Service</i>	
Citywide Planning	Guides the physical design and development of San José by maintaining and updating the Envision San José 2040 General Plan; preparing and updating Urban Village Plans, Area Development Policies, and Specific Plans; conducting long range planning studies and participating with local partners on regional planning; updating City ordinances and policies as they relate to land use and development; and conducting data analysis.
Planning Environmental Review and Historic Preservation	Ensures environmental protection is included in San José's land use planning decision-making process. The Historic Preservation Program seeks to preserve buildings of historical significance in San José.
Planning Administration	Provides administrative support to Planning Development Services for preparation of public hearings and land use entitlement documents.
<i>Development Plan Review and Building Construction Inspection Core Service</i>	
Building Development Services	Ensures building projects in San José are built to meet City and State standards by providing customer information, supporting small businesses, issuing building permits, conducting plan reviews, and inspecting building projects to ensure compliance with applicable codes and policies.
Planning Development Services	Ensures development within the City is consistent with the City's General Plan by processing land use entitlement applications for consistency with the City's General Plan, regulations and policies; reviewing building permit applications for consistency with the City's requirements and permit approvals; and providing land use and permitting information to the public.
Development Services Administration	Supports the Shared Resources Programs by providing oversight of information technology system development and maintenance support for the department and AMANDA integrated permit and electronic content management systems, imaging documents and processing customer document requests, scheduling building inspections, and assisting customers in person and by phone for appointments.
<i>Code Enforcement Core Service</i>	
Community Code Enforcement	Ensures the health and safety and quality of life for San José residents and businesses by enforcing the municipal code and land use requirements.
Multiple Housing Code Enforcement	Ensures multi-family buildings are maintained in safe, decent, and sanitary conditions by conducting proactive, routine, and complaint-based inspections under the Multiple Housing Residential Occupancy Permit Program.
Solid Waste Code Enforcement	Regulates and inspects solid waste facilities to ensure that each permitted facility is in full compliance with federal, state, and local regulations governing health and operational standards.
Code Enforcement Administration	Provides management and oversight to the Code Enforcement Division along with administrative and analytical support, budget preparation, billing, and monitoring.

Planning, Building and Code Enforcement Department

Service Delivery Framework

PROGRAM	DESCRIPTION
<i>Strategic Support Core Service</i>	
PBCE Financial Management	Manages the budget and all financial transactions for the department; assists in annual budget development.
PBCE Management and Administration	Provides administrative oversight for the department, including executive management, employee services, human resources, grant tracking/reconciliation, contract management and analytical support.

Planning, Building and Code Enforcement Department

Department Budget Summary

Expected 2020-2021 Service Delivery

- Finalize the draft City-initiated Diridon Station Area Plan amendment and finalize development and environmental review analyses for the Downtown West Mixed-Use Development proposal for Council action.
- Complete the Envision San José General Plan (General Plan) Update Four-Year Review.
- Complete updates to policies and Zoning Code, including aligning Zoning Code with the General Plan, updating the Lighting Policy and policies for electronic billboards and planning permit extensions. Complete policy and ordinance changes to conform with state and federal law changes.
- Complete the Berryessa BART and North First Street Urban Village planning process and create new Urban Village and mixed-use zoning districts in the zoning ordinance to implement these and all Urban Village Plans.
- Complete the updated Citywide Design Guidelines, a component of Council Policy Priority #21.
- Enhance public outreach and communications by implementing plain language guidelines for mailed and on-site Planning public notices.
- Establish a formal digital resource library for utilization by Building Program staff.
- Continue to promote the Accessory Dwelling Unit (ADU) Program, including streamlining the permitting process.
- Complete a policy framework for a mandatory multi-family soft story seismic mitigation ordinance, including potential strategies that incentivize the redevelopment of multifamily soft buildings into quality, affordable housing.
- Complete Code Enforcement field inspection services for Emergency complaints within 24 hours and Priority complaints within 72 hours. Complete inspections of multiple family residential properties to ensure buildings receive a routine inspection within the designated 3-year, 5-year, or 6-year cycle time as required by the building's tier assessment.
- Complete the development and implementation of a new City-Generated Tow Service Delivery Model and related Tow Audit recommendations, including transition of the program to the SJPD.
- Administer the new Accessory Dwelling Unit (ADU) Amnesty Program assisting property owners through the process to legalize unpermitted ADUs and Junior ADUs, increasing the affordable housing stock and safety of the City's residents.
- Complete key ordinance updates and amendments to Title 6, Tobacco Retail License, to reduce youth access to tobacco and vaping products and align the municipal code with state regulations and Title 9, Prevention of Abandoned Carts, to reduce the volume of abandoned shopping carts and blight in the community.
- Continue implementation of the Integrated Permit System.

2020-2021 Key Budget Actions

- Adds 1.0 Analyst position through June 30, 2021 for the Accessory Dwelling Unit (ADU) Ally Program.
- Continues 1.0 Planner IV position through June 30, 2021 to support the City's Urban Design function and Planning Development Fee Program due to ongoing development activity.
- Continues 3.0 Planner III positions through June 30, 2021 to support Environmental Review of special programs and 2.0 Planner III positions through June 30, 2021 to support Planning review of the Downtown West project.
- Eliminates 8.0 vacant Development Fee-funded positions to better align staffing and available funding sources (1.0 Principal Planner, 1.0 Planner III, 1.0 Senior Office Specialist, 3.0 Engineer I/II, 1.0 Senior Permit Specialist, and 1.0 Senior Account Clerk).
- Continues 4.0 positions (1.0 Supervising Applications Analyst and 3.0 Senior Systems Application Programmer) through June 30, 2021 to continue the implementation of the Integrated Permit System.

Operating Funds Managed

- Building Development Fee Program Fund
- Citywide Planning Fee Program Fund
- Planning Development Fee Program Fund

Planning, Building and Code Enforcement Department

Department Budget Summary

	2018-2019 Actuals ***	2019-2020 Adopted	2020-2021 Forecast	2020-2021 Adopted
Dollars by Core Service				
Citywide Land Use Planning	4,357,731	8,501,209	6,095,723	7,801,973
Code Enforcement	11,197,840	12,183,482	12,340,912	12,401,056
Development Plan Review and Building Construction Inspection	31,564,056	40,754,747	38,516,725	38,536,115
Strategic Support - Community & Economic Development	3,069,158	2,308,864	2,034,044	1,942,739
Strategic Support - Neighborhood Services	436,039	704,641	655,494	636,137
Strategic Support - Other - Community & Economic Development	857,745	1,823,017	7,550,146	8,229,751
Strategic Support - Other - Neighborhood Services	5,720	0	0	0
Total	\$51,488,288	\$66,275,960	\$67,193,044	\$69,547,771
Dollars by Category				
Personal Services and Non-Personal/Equipment				
Salaries/Benefits	46,193,740	57,392,726	55,629,343	55,720,596
Overtime	689,454	181,622	181,622	181,622
Subtotal Personal Services	\$46,883,194	\$57,574,348	\$55,810,965	\$55,902,218
Non-Personal/Equipment	3,359,683	7,250,607	4,513,362	5,908,322
Total Personal Services & Non-Personal/Equipment	\$50,242,877	\$64,824,955	\$60,324,327	\$61,810,540
Other Costs*				
City-Wide Expenses	1,074,729	1,095,026	203,000	1,192,848
Other	862	12,093	33,893	12,093
Other - Capital	10,870	0	0	0
Overhead Costs	158,949	343,886	6,631,824	6,532,290
Total Other Costs	\$1,245,411	\$1,451,005	\$6,868,717	\$7,737,231
Total	\$51,488,288	\$66,275,960	\$67,193,044	\$69,547,771

* Fund Balance, Transfers, and Reserves for funds that may be managed by this department have been excluded from this display. This information can be found in Source and Use of Funds Statements elsewhere in this document. The amounts in the 2019-2020 Adopted Budget column may vary from the published Adopted Budget due to the realignment of Other Costs (primarily City-Wide Expenses and General Fund Capital) between Departments.

** The positions displayed in the 2018-2019 Actuals column reflect those included in the 2018-2019 Adopted Budget.

*** 2018-2019 Actuals may not subtotal due to rounding.

Planning, Building and Code Enforcement Department

Department Budget Summary

	2018-2019 Actuals ***	2019-2020 Adopted	2020-2021 Forecast	2020-2021 Adopted
Dollars by Fund				
Capital Funds	418,383	489,849	56,984	514,853
General Fund (001)	49,755,739	63,246,653	15,521,697	17,144,259
Building Development Fee Program Fund (237)	0	0	37,541,891	37,304,973
Planning Development Fee Program Fund (238)	0	0	6,994,887	6,719,353
Citywide Planning Fee Program Fund (239)	0	0	3,748,586	4,187,214
Fire Development Fee Program Fund (240)	0	0	580,552	613,009
Public Works Development Fee Program Fund (241)	0	0	539,160	628,109
Low And Moderate Income Housing Asset Fund (346)	145,825	329,379	102,212	304,758
Integrated Waste Management Fund (423)	255,670	496,510	388,494	405,412
Community Development Block Grant Fund (441)	748,822	1,284,290	1,290,803	1,300,248
Storm Sewer Operating Fund (446)	34,808	133,958	136,609	135,905
Multi-Source Housing Fund (448)	31,450	27,766	26,601	26,472
Rental Stabilization Program Fee Fund (450)	0	27,786	30,892	30,724
Airport Maintenance And Operation Fund (523)	36,757	92,213	94,945	94,388
Sewer Service And Use Charge Fund (541)	60,833	147,556	138,731	138,094
Total	\$51,488,288	\$66,275,960	\$67,193,044	\$69,547,771
Positions by Core Service**				
Citywide Land Use Planning	33.15	35.69	31.15	36.00
Code Enforcement	74.17	71.00	69.80	70.32
Development Plan Review and Building Construction Inspection	203.61	208.35	197.14	195.29
Strategic Support - Community & Economic Development	12.72	12.55	10.98	10.23
Strategic Support - Neighborhood Services	3.39	4.75	4.38	4.13
Strategic Support - Other - Community & Economic Development	2.96	4.16	4.05	4.53
Total	330.00	336.50	317.50	320.50

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Planning, Building and Code Enforcement Department

Department Budget Summary

	2018-2019 Actuals**	2019-2020 Adopted	2020-2021 Forecast	2020-2021 Adopted	2020-2021 Adopted Positions
Dollars by Program*					
Code Enforcement					
Code Enforcement Administration	134,936	153,037	162,820	161,720	0.66
Community Code Enforcement	5,017,007	6,000,043	6,030,394	5,825,609	33.38
Multiple Housing Code Enforcement	4,443,539	4,320,331	4,341,462	4,620,524	26.26
Solid Waste Code Enforcement	1,602,358	1,710,071	1,806,236	1,793,203	10.02
Sub-Total	11,197,840	12,183,482	12,340,912	12,401,056	70.32
Development Plan Review and Building Construction Inspection					
Building Development Services	22,150,012	29,012,895	28,471,712	28,247,433	135.24
Development Services Administration	4,420,629	5,167,846	4,588,810	5,035,894	27.90
Planning Development Services	4,993,415	6,574,006	5,456,203	5,252,788	32.15
Sub-Total	31,564,056	40,754,747	38,516,725	38,536,115	195.29
Citywide Land Use Planning					
Citywide Planning	3,645,306	6,888,527	5,606,197	6,532,279	32.39
Planning Administration	416,778	396,703	413,840	410,479	1.32
Planning Environmental Review and Historic Preservation	295,647	1,215,979	75,686	859,215	2.29
Sub-Total	4,357,731	8,501,209	6,095,723	7,801,973	36.00
Strategic Support - Community & Economic Development					
PBCE Information Technology - Community and Economic Development	859,450	0	0	0	0.00
PBCE Management and Administration - Community and Economic Development	2,209,708	2,308,864	2,034,044	1,942,739	10.23
Sub-Total	3,069,158	2,308,864	2,034,044	1,942,739	10.23
Strategic Support - Neighborhood Services					
PBCE Financial Management - Neighborhood Services	251	0	0	0	0.00
PBCE Management and Administration - Neighborhood Services	435,787	704,641	655,494	636,137	4.13
Sub-Total	436,039	704,641	655,494	636,137	4.13
Strategic Support - Other - Community & Economic Development					
PBCE Other Departmental - City-Wide - Community and Economic Development	425,787	963,728	537,256	1,205,200	2.53
PBCE Other Departmental - Grants - Community and Economic Development	431,958	515,403	381,066	492,261	2.00
PBCE Overhead - Community and Economic Development	0	343,886	6,631,824	6,532,290	0.00

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Planning, Building and Code Enforcement Department

Department Budget Summary

	2018-2019 Actuals**	2019-2020 Adopted	2020-2021 Forecast	2020-2021 Adopted	2020-2021 Adopted Positions
Sub-Total	857,745	1,823,017	7,550,146	8,229,751	4.53
Strategic Support - Other - Neighborhood Services					
PBCE Other Departmental - Grants - Neighborhood Services	5,720	0	0	0	0.00
Sub-Total	5,720	0	0	0	0.00
Total	\$51,488,288	\$66,275,960	\$67,193,044	\$69,547,771	320.50

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Planning, Building and Code Enforcement Department

Budget Reconciliation

Personal Services and Non-Personal/Equipment (2019-2020 Adopted to 2020-2021 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2019-2020):	336.50	64,824,955	62,151,627
Base Adjustments			
One-Time Prior Year Expenditures Deleted			
• Rebudget: Cannabis Regulatory Program CEQA Review		(207,960)	(207,960)
• Rebudget: North San José Area Development Policy and Environmental Impact Report		(196,000)	(196,000)
• Rebudget: Policy and Ordinance Assistance		(188,000)	(188,000)
• Rebudget: San José Sign Ordinance and Lighting Policy Update		(170,000)	(170,000)
• Rebudget: Greenhouse Gas Reduction Strategy Update		(143,000)	(143,000)
• Rebudget: Business Permit Process Improvement Bootcamp		(58,000)	(58,000)
• Rebudget: Code Enforcement Mobile Devices		(57,600)	(57,600)
• Rebudget: Integrated Permit System - Revenue Process Redesign		(50,000)	(50,000)
• Rebudget: Urban Village Master Planning		(22,000)	(22,000)
• Rebudget: Envision San José 2040 General Plan Four-Year Major Review		(21,000)	(21,000)
• Diridon Area Planning Funding Shift	0.00	139,054	139,054
• Planning Administration Realignment	0.00	0	0
• Diridon Station Area Development Planning Staffing (2.0 Planner III)	(2.00)	0	0
• Integrated Permitting System Staff Support (1.0 Analyst I and 3.0 Senior Systems Applications Programmer)	(4.00)	(1,581,124)	(1,383,172)
• Planning Development Fee Staffing (3.0 Planner IV and 1.0 Planning Technician)	(4.00)	(661,251)	(661,251)
• Environmental Review Staffing (3.0 Planner III)	(3.00)	(471,415)	0
• Expedited Housing Development Staffing		(400,000)	(400,000)
• Technology Support (1.0 Senior Systems Applications Programmer and 1.0 Supervising Applications Analyst)	(2.00)	(377,756)	(336,202)
• Child Care Workforce Development and Facilities Staffing (1.0 Planner III)	(1.00)	(257,450)	(257,450)
• Envision San José 2040 General Plan Four-Year Major Review		(225,000)	(225,000)
• Building Development Fee Staffing (1.0 Senior Engineer)	(1.00)	(200,814)	(200,814)
• Administrative Support (1.0 Senior Analyst)	(1.00)	(161,539)	(161,539)
• Policy and Ordinance Support		(150,000)	(150,000)
• City-Generated Tow Services Analysis (1.0 Program Manager I)	(1.00)	(139,296)	(139,296)
• Code Enforcement Supervisor and Support		(75,000)	(75,000)
One-time Prior Year Expenditures Subtotal:	(19.00)	(5,675,151)	(4,964,230)

Planning, Building and Code Enforcement Department

Budget Reconciliation

Personal Services and Non-Personal/Equipment

(2019-2020 Adopted to 2020-2021 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
Technical Adjustments to Costs of Ongoing Activities			
• Salary/benefit changes and the following position reallocations: - 1.0 Permit Specialist to 1.0 Senior Permit Specialist		1,077,023	878,158
• Overtime Funding Realignment		0	(150,816)
• Professional Development Program Adjustment		16,500	0
• Fund Shift: Development Fee Program		0	(42,626,985)
• Fund Shift: PBCE Shared Resources		0	(20,238)
• Fund Shift: PBCE Staffing		0	24,181
• Vehicle Maintenance and Operations		81,000	27,000
Technical Adjustments Subtotal:	0.00	1,174,523	(41,868,700)
2020-2021 Forecast Base Budget:	317.50	60,324,327	15,318,697
Budget Proposals Approved			
1. Integrated Permitting System Staffing	4.00	806,448	104,835
2. Development Fee Program Contractual Services		414,360	0
3. California Environmental Quality Act Compliance and Review	2.00	339,905	0
4. Housing Project Staffing	1.00	169,902	0
5. Accessory Dwelling Unit Ally	1.00	147,169	147,169
6. Climate Smart San José Plan Implementation Staffing	0.00	0	0
7. Multiple Housing Code Enforcement Fee Program	0.00	0	0
8. Building Development Fee Program	(4.00)	(588,845)	0
9. City Retirement Contributions Pre-Funding		(363,035)	(93,989)
10. Planning Development Fee Staffing	(2.00)	(211,257)	935
11. Diridon Station Area Development Planning Staffing	2.00	(145,695)	0
12. Planning Development Fee Program		(135,000)	0
13. Non-Personal/Equipment General Savings		(133,000)	(133,000)
14. Administrative Support Program	(1.00)	(113,339)	(28,336)
15. Vehicle Maintenance and Operations (Fuel Savings)		(17,000)	(5,000)
16. Rebudget: Expedited Housing Development Staffing		400,000	0
17. Rebudget: Policy and Ordinance Development Assistance		250,000	250,000
18. Rebudget: San José Sign Ordinance and Lighting Policy Update		170,000	0
19. Rebudget: North San José Area Development Policy and Environmental Impact Report		141,000	141,000
20. Rebudget: Cannabis Regulatory Program CEQA Review		95,000	95,000
21. Rebudget: Green House Gas Reduction Strategy Update		73,000	73,000
22. Rebudget: Envision San José 2040 General Plan Four-Year Review		68,000	0
23. Rebudget: Code Enforcement Mobile Devices		57,600	57,600
24. Rebudget: Integrated Permit System - Revenue Process Redesign		50,000	12,500
25. Rebudget: Urban Village Master Planning		11,000	11,000
Total Budget Proposals Approved	3.00	1,486,213	632,714
2020-2021 Adopted Budget Total	320.50	61,810,540	15,951,411

Planning, Building and Code Enforcement Department

Budget Changes By Department Personal Services and Non-Personal/Equipment

2020-2021 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
1. Integrated Permitting System Staffing	4.00	806,448	104,835

Community and Economic Development CSA
Development Plan Review and Building Construction Inspection and Strategic Support Core Services
Planning Development Services, Development Services Administration, and PBCE Other Departmental – City-Wide Programs

Neighborhood Services CSA
Code Enforcement Core Service
Multiple Housing Code Enforcement Program

This action continues 4.0 limit-dated positions (1.0 Supervising Applications Analyst and 3.0 Senior Systems Application Programmer) through June 30, 2021 to provide support for the recently upgraded Integrated Permitting System. To address the City Manager's Enterprise Priority of transforming Development Services, the positions will be crucial to maintaining and managing the existing permitting platform and various integrated software/programs. Current projects for the permitting system will automate manual work and create more efficient workflows for internal users, while expediting service and creating easier access of information to the public. Recognition of service deficiencies to the Development community stresses the need to improve technology and processes. Development Services is a key driver of economic investment in the city. (Ongoing costs: \$0)

2. Development Fee Program Contractual Services		414,360	0
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Community and Economic Development CSA
Development Plan Review and Building Construction Inspection Core Service
Building Development Services, Planning Development Services, and Development Services Administration Programs

This action adds one-time non-personal/equipment funding of \$414,360 for contractual services that are funded by the Development Fee Program partners (Building: \$380,340; Planning: \$27,773; Public Works: \$3,124; and Fire: \$3,123). In 2020-2021, the contractual services funding will conduct a four-year review of the General Plan, collect survey data for annual performance measures, and provide document imaging services. (Ongoing costs: \$0)

Planning, Building and Code Enforcement Department

Budget Changes By Department Personal Services and Non-Personal/Equipment

2020-2021 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
3. California Environmental Quality Act Compliance and Review	2.00	339,905	0

*Community and Economic Development CSA
Citywide Land Use Planning and Development Plan Review and Building Construction Inspection Core Services
Planning Development Services and Planning Environmental Review and Historic Preservation Programs*

This action continues 2.0 limit-dated Planner III positions through June 30, 2021 to support the Environmental Services Department (ESD) and Citywide Capital Improvement. Per the California Environmental Quality Act (CEQA), the City is required to disclose the environmental impacts of all its actions, including all Council approvals and many staff-level actions involving development and construction. Furthermore, City projects that require federal funding or approval by a federal agency also require review under the National Environmental Policy Act. Both Planner III positions will coordinate with consultants on the preparation of adequate environmental documents and standard review timelines to complete the clearances, review correct CEQA references for City Council memos, and/or provide direction on project design to comply with CEQA. (Ongoing costs: \$0)

4. Housing Project Staffing	1.00	169,902	0
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*Community and Economic Development CSA
Citywide Land Use Planning and Development Plan Review and Building Construction Inspection Core Services
Citywide Planning and Planning Development Services Programs*

This action continues 1.0 Planner III position in the Planning Division's Environmental Review team through June 30, 2021, and shifts funding for 0.10 of an Associate Engineer position in the Building Division's Plan Review team to better align funding sources for staff support of Housing projects during 2020-2021. The Environmental Review Planner is responsible for reviewing and preparing federal and State environmental documents on all Housing projects. Additionally, the Housing Department will fund a portion of an Associate Engineer position to support affordable housing project workload in the Building Division. Continued Planning and Building staff support for the Housing Department will facilitate the City's efforts to address housing-related issues. (Ongoing costs: \$0)

5. Accessory Dwelling Unit Ally	1.00	147,169	147,169
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*Community and Economic Development CSA
Development Plan Review and Building Construction Inspection Core Service
Building Development Services Program*

This action adds 1.0 Analyst position, limit-dated to June 30, 2021, to continue support for the Accessory Dwelling Units (ADU) Ally Program launched in August 2019. The position will serve as the City's main point of contact for potential ADU applicants and facilitate the promotion of ADUs. Specifically, the position will conduct outreach, informative workshops, and improve customer service in answering all questions regarding ADU application process and requirements. The position will also streamline review processes for ADU applications and conduct data tracking and analysis to ensure the successful continuity of the program. (Ongoing costs: \$0)

Planning, Building and Code Enforcement Department

**Budget Changes By Department
Personal Services and Non-Personal/Equipment**

2020-2021 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
6. Climate Smart San José Plan Implementation Staffing <i>Community and Economic Development CSA Citywide Land Use Planning Core Service Citywide Planning Program</i> This action extends 1.0 limit-dated Planner IV position through June 30, 2021, funded by the City-Wide Climate Smart San José allocation. This position will embark upon initial key initiatives, including reporting and data collection for enhanced Climate Smart performance metric dashboard, and updates to City parking management and policies. For details on the Climate Smart San José funding, please refer to the City-Wide Expenses section. (Ongoing costs: \$0)	0.00	0	0
7. Multiple Housing Code Enforcement Fee Program <i>Community and Economic Development CSA Citywide Land Use Planning Core Service Citywide Planning Program</i> <i>Neighborhood Services CSA Code Enforcement Core Service Community Code Enforcement and Multiple Housing Code Enforcement Programs</i> This action shifts funding of a vacant 1.0 Code Enforcement Inspector II position to the Multiple Housing Code Enforcement Program from General Code Compliance. Although this funding shift may slow response rates for General Code compliance activities, it will better support the response needs of a large existing caseload in the Multiple Housing Code Enforcement Program. (Ongoing costs: \$0)	0.00	0	0
8. Building Development Fee Program <i>Community and Economic Development CSA Development Plan Review and Building Construction Inspection Core Service Building Development Services Program</i> This action eliminates four vacant positions (1.0 Senior Permit Specialist, 2.0 Engineer I, and 1.0 Engineer II) funded by the Building Development Fee Program Fund to bring costs in alignment with projected revenue levels. The Department will seek to minimize service delivery impacts attributable to this reduction in staffing in the Building Development Fee Program. (Ongoing savings: \$591,350)	(4.00)	(588,845)	0

Planning, Building and Code Enforcement Department

Budget Changes By Department Personal Services and Non-Personal/Equipment

2020-2021 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
9. City Retirement Contributions Pre-Funding <i>Community and Economic Development CSA</i> Core Service: Department-wide <i>Program: Department-wide</i> Neighborhood Services CSA Core Service: Department-wide <i>Program: Department-wide</i>		(363,035)	(93,989)
10. Planning Development Fee Staffing	(2.00)	(211,257)	935

Community and Economic Development CSA
Development Plan Review and Building Construction Inspection Core Service
Planning Development Services Program

This action eliminates three vacant positions (1.0 Planner III, 1.0 Principle Planner, 1.0 Senior Office Specialist), adds 1.0 Planner IV position, and shifts part of the total funding to support a Division Manager (0.35 FTE) position and a Planner IV (0.5 FTE) position in Citywide Planning and Planning Development Services, respectively. This action better aligns Planning Development funding resources with various roles and responsibilities within the Planning Division, and facilitates the City Designer's roles in refining land use, urban design, parking guidelines, and other parameters for the Diridon Station Area. After initial focus on Diridon, the City Designer will continue to provide interdepartmental leadership on design issues in the Downtown, Urban Villages, and other growth areas. (Ongoing savings: \$216,175)

Planning, Building and Code Enforcement Department

Budget Changes By Department Personal Services and Non-Personal/Equipment

2020-2021 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
11. Diridon Station Area Development Planning Staffing <i>Community and Economic Development CSA Citywide Land Use Planning Core Service Citywide Planning Program</i>	2.00	(145,695)	0
<p>This action continues 2.0 Planner II/III positions, limit-dated through June 30, 2021, and shifts funding for 0.75 Planner IV on a one-time basis, from the Citywide Planning Fee Program to the City-Wide Diridon Station Area Development Planning appropriation to continue processing Google's Downtown West mixed-use development proposal. These positions were approved as part of the 2018-2019 Mid-Year Budget Review, with funding from the Funding and Service Reimbursement Agreement with Google to pay for certain planning and development services in the Diridon Station Area. This continuation allows for further project planning and civic engagement in the Diridon Station Area, including updating the Diridon Station Area Plan, assessing the potential Google mixed-use development project, reviewing all relevant environmental documents, and negotiating the Development Agreement. (Ongoing costs: \$0)</p>			
12. Planning Development Fee Program <i>Community and Economic Development CSA Citywide Land Use Planning and Development Plan Review and Building Construction Inspection Core Services Citywide Planning and Planning Development Services Programs</i>		(135,000)	0
<p>This action decreases non-personal/equipment funding by \$135,000 for the Planning Development Fee Program to align costs with anticipated revenue levels in 2020-2021, reducing funding for temporary staffing during peak workloads. Staff will continue to address these peak workloads, and the department will prioritize peak staffing for projects with dedicated funds. (Ongoing savings: \$135,000)</p>			
13. Non-Personal/Equipment General Savings <i>Community and Economic Development CSA Citywide Land Use Planning Core Service Citywide Planning Program</i>		(133,000)	(133,000)
<p>This action reduces the non-personal/equipment funding by \$133,000 to provide ongoing General Fund savings in response to reduced revenue levels due to the COVID-19 pandemic. This reduction may limit the department's ability to fund employee training/development and consultant resources. (Ongoing savings: \$133,000)</p>			

Planning, Building and Code Enforcement Department

Budget Changes By Department Personal Services and Non-Personal/Equipment

2020-2021 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
14. Administrative Support Program	(1.00)	(113,339)	(28,336)

*Community and Economic Development CSA
Strategic Support Core Service
PBCE Management and Administration Program*

*Neighborhood Services CSA
Strategic Support Core Service
PBCE Management and Administration Program*

This action eliminates 1.0 vacant Senior Account Clerk, primarily funded by the Building Development Fee Program Fund and Planning Development Fee Program Fund, to better align costs with anticipated revenue levels for 2020-2021. The Senior Account Clerk is responsible for coordinating department travel, maintaining office supply inventories, and supporting all fiscal aspects of department procurement. Therefore, elimination of this vacant position may impact the department's ability to meet service delivery expectations for the Development Services fee programs. (Ongoing savings: \$115,588)

15. Vehicle Maintenance and Operations (Fuel Savings)		(17,000)	(5,000)
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*Community and Economic Development CSA
Development Plan Review and Building Construction Inspection Core Service
Building Development Services Program*

*Neighborhood Services CSA
Code Enforcement Core Service
Community Code Enforcement, Multiple Housing Code Enforcement, and Solid Waste Code Enforcement Programs*

This action decreases the ongoing funding for vehicle operations costs by \$17,000 to reflect estimated savings from the significant declines in fuel prices since the beginning of calendar year 2020. These declines are largely attributable to the unforeseen increase in crude oil supply and global economic contraction during the COVID-19 pandemic, following the release of the 2021-2025 Five-Year Forecast and Revenue Projections in February 2020. Based on recent fuel price trends and the Short-Term Energy Outlook released by the United States Energy Information Administration in April 2020, revised projections result in city-wide savings of \$1.24 million, of which \$940,000 is from the General Fund. In consideration of the recent economic volatility and sudden global supply changes, a Fuel Usage Reserve totaling \$300,000 is set aside within the Vehicle Maintenance and Operations Fund to address upward price fluctuation. (Ongoing savings: \$17,000)

Planning, Building and Code Enforcement Department

Budget Changes By Department Personal Services and Non-Personal/Equipment

2020-2021 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
16. Rebudget: Expedited Housing Development Staffing		400,000	0

*Community and Economic Development CSA
Citywide Land Use Planning Core Service
Citywide Planning Program*

This action rebudgets unexpended 2019-2020 non-personal/equipment funding of \$400,000 to support modifications to existing zoning districts and the development of proposed new zoning districts. As directed in the Mayor’s June Budget Message for Fiscal Year 2018-2019, as approved by the City Council, the department received additional staff resources beginning in 2019-2020 to complete Phase I of the Expedited Housing Development, which included a comprehensive update of the Zoning Code to better align with the Envision San José 2040 General Plan (GP). Upon completion of Phase 1, staff will undertake Phase II of the Expedited Housing Development to conduct a comprehensive rezoning of properties to be consistent with the GP Land Use designation. Removing the inconsistency between zoning and the GP Land Use designation will improve the development entitlement process. (Ongoing costs: \$0)

17. Rebudget: Policy and Ordinance Development Assistance		250,000	250,000
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*Community and Economic Development CSA
Citywide Land Use Planning Core Service
Citywide Planning Program*

This action rebudgets unexpended 2019-2020 non-personal/equipment funding of \$250,000 for policy development coordination to advance the City Council’s policy goals. The funding is for temporary staffing 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 be used to draft 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 Sign Code Update strategy adopted by City Council in 2010 as part of the Comprehensive Sign Code Update, and various City Council directed policy priorities, including electronic billboards; simplify the application process for legal, nonconforming uses; and Urban Village financing. (Ongoing costs: \$0)

Planning, Building and Code Enforcement Department

Budget Changes By Department Personal Services and Non-Personal/Equipment

2020-2021 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
18. Rebudget: San José Sign Ordinance and Lighting Policy Update		170,000	0

*Community and Economic Development CSA
Citywide Land Use Planning Core Service
Citywide Planning Program*

This action rebudgets unexpended 2019-2020 non-personal/equipment funding of \$170,000 for consultant services to update the San José Sign Ordinance and Lighting Policy. Policy updates include: 1) Sign Ordinance – Develop and implement a phased work plan for signage that allows new advertising on City-owned sites throughout the City; the exchange of existing legal static signs to electronic billboards on non-City-owned freeway-facing sites; and new off-site advertising on non-City-owned sites in the Downtown Sign Zone and 2) Outdoor Lighting Policy – Provide more specific guidance for the use of Development Agreements, specifically for developments receiving City incentives, as a financing tool for urban villages. (Ongoing costs: \$0)

19. Rebudget: North San José Area Development Policy and Environmental Impact Report		141,000	141,000
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*Community and Economic Development CSA
Citywide Land Use Planning Core Service
Planning Environmental Review and Historic Preservation Program*

This action rebudgets unexpended 2019-2020 non-personal/equipment funding of \$141,000 to continue the North San José Area Development Policy update process. 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)

Planning, Building and Code Enforcement Department

**Budget Changes By Department
Personal Services and Non-Personal/Equipment**

2020-2021 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
20. Rebudget: Cannabis Regulatory Program CEQA Review		95,000	95,000

*Community and Economic Development CSA
Citywide Land Use Planning Core Service
Citywide Planning Program*

This action rebudgets unexpended 2019-2020 non-personal/equipment funding of \$95,000 to prepare and review environmental analyses (e.g., 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 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)

21. Rebudget: Green House Gas Reduction Strategy Update		73,000	73,000
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*Community and Economic Development CSA
Citywide Land Use Planning Core Service
Citywide Planning Program*

This action rebudgets unexpended 2019-2020 non-personal/equipment funding of \$73,000 for consultant services to update the Greenhouse Gas (GHG) Reduction Strategy. The update process, which is anticipated to take eighteen months, is required by the State of California to be completed by 2020. The City of San José adopted a GHG Reduction Strategy in conjunction with the Envision San José 2040 General Plan Update consistent with the implementation requirements of Assembly Bill 32 (AB32), the Global Warming Solutions Act of 2006. AB32 requires the State of California to reduce GHG emissions to 1990 levels by the year 2020, and this funding will ensure the City follows this mandate. The GHG Reduction Strategy was adopted by the City Council as an appendix to the Envision San José 2040 General Plan on November 1, 2011. (Ongoing costs: \$0)

Planning, Building and Code Enforcement Department

**Budget Changes By Department
Personal Services and Non-Personal/Equipment**

2020-2021 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
22. Rebudget: Envision San José 2040 General Plan Four-Year Review		68,000	0

*Community and Economic Development CSA
Citywide Land Use Planning Core Service
Citywide Planning Program*

This action rebudgets unexpended 2019-2020 non-personal/equipment funding of \$68,000 to support the General Plan Four-Year Review. This funding will be used for consultant services to coordinate this effort with at minimum the following departments: Housing; Transportation; Parks, Recreation and Neighborhood Services; Environmental Services; and the Office of Economic Development. This working group will develop policy recommendations and will inform the General Plan Four-Year Review. Following PBCE’s Planning Management’s leadership, consultants with expertise in demographics, California Environmental Quality Act, and traffic will help complete the Envision San José 2040 General Plan Four-Year Review. (Ongoing costs: \$0)

23. Rebudget: Code Enforcement Mobile Devices		57,600	57,600
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*Neighborhood Services CSA
Code Enforcement Core Service
Community Code Enforcement and Multiple Housing Code Enforcement Programs*

This action rebudgets unexpended 2019-2020 non-personal/equipment funding of \$57,600 (Community Code Enforcement: \$30,000 and Multiple Housing Code Enforcement: \$27,600) to purchase tablet computers for Multiple Housing 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 the Multiple Housing Code Enforcement program, allowing inspectors to take notes and conduct research on properties while in the field, which improves processing standards. The 2013 City Auditor’s Report *Code Enforcement: Improvements are Possible, but Resources are Significantly Constrained* 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. The cost of the ongoing data services has already been factored into the Department’s non-personal/equipment budget. (Ongoing costs: \$0)

Planning, Building and Code Enforcement Department

**Budget Changes By Department
Personal Services and Non-Personal/Equipment**








2020-2021 Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
24. Rebudget: Integrated Permit System - Revenue Process Redesign <i>Community and Economic Development CSA Development Plan Review and Building Construction Inspection Core Service Building Development Services and Planning Development Services Programs</i> <i>Neighborhood Services CSA Code Enforcement Core Service PBCE Management and Administration Program</i>		50,000	12,500
<p>This action rebudgets unexpended 2019-2020 personal services funding of \$50,000 (50% Building Development Fee Program Fund, 25% Planning Development Fee Program Fund, and 25% Code Enforcement Fee Program in the General Fund) for a temporary analytical position to support daily operations while an experienced staff person works on revenue process changes identified in a recent City of San José Development Services Cost Recovery Analysis and Process Improvement Study. One outcome of the study was the need to revise the City's approach to recognizing development fee revenue and the refund process. To be consistent with generally accepted accounting practices, development fee revenues should be recognized when it is earned as opposed to the current practice of recognizing all revenues when the fees are collected. To make the change, an experienced staff person will work with subject-matter experts in the Planning and Building processes to develop milestones to recognize collected fees as earned revenue. A temporary position will provide the staffing required to support the daily analytical functions of the department and allow experienced staff to redesign the revenue recognition process. (Ongoing costs: \$0)</p>			
25. Rebudget: Urban Village Master Planning <i>Community and Economic Development CSA Citywide Land Use Planning Core Service Citywide Planning Program</i>		11,000	11,000
<p>This action rebudgets unexpended 2019-2020 non-personal/equipment funding of \$11,000 for consultant services to conduct a comprehensive review of the Envision San José 2040 General Plan to evaluate the City's progress towards the achievement of key economic, fiscal, infrastructure, and housing goals, and to evaluate changes and trends in land use and development. Funds will continue to support and provide opportunity to identify course corrections or modifications to successfully implement the major strategies and goals of the General Plan which focuses on Urban Design, Environmental Review, Community Outreach, and Urban Village Plans. (Ongoing costs: \$0)</p>			
2020-2021 Adopted Budget Changes Total	3.00	1,486,213	632,714

Planning, Building and Code Enforcement Department

Performance Summary

Code Enforcement

Performance Measures

	2018-2019 Actual	2019-2020 Target	2019-2020 Estimated	2020-2021 Target
 % of neighborhoods in "good" or better condition, based on a city-wide survey	41%	70%	N/A ¹	45%
 % of violations resolved through voluntary compliance, based on complexity of case types	83%	92%	82%	84%
 Cost per violation (Community Code Enforcement)	\$507	\$511	\$610 ²	\$575
 % of violations resolved within estimated processing standards, based on type and complexity of violations	62%	65%	60%	65%
 % of annual fee-based inspections completed on schedule, including multi-year programs	73%	80%	71%	70%
 % of residents who feel their neighborhood is in the same or better condition compared to previous year (annual Code Enforcement survey)	71%	70%	71%	70%
 % of customers who feel they received courteous treatment and timely service from their interaction with Code Enforcement staff	66%	70%	66%	70%

¹ Data for this measure is collected through the biennial City-Wide Community Survey. The next community survey will be conducted in summer 2021, and those results will be reported in the 2021-2022 Adopted Budget.

² 2019-2020 Estimated costs per violation exceeded the 2019-2020 Target due to the impact of the COVID-19 pandemic and suspension of Code Enforcement services, which resulted in a lower than normal level of violations processed.

Planning, Building and Code Enforcement Department

Performance Summary

Code Enforcement

Activity and Workload Highlights

		2018-2019 Actual	2019-2020 Forecast	2019-2020 Estimated	2020-2021 Forecast
Staff hours devoted to outreach/education/ prevention		146	175	93 ¹	100 ¹
# of multiple housing dwelling buildings proactively inspected		1,503	1,679	1,107 ¹	900 ¹
General Code Compliance Cases:					
	Opened	4,004	5,200	3,306 ¹	3,500 ¹
	Resolved	3,951	5,200	3,301 ¹	2,500 ¹
Multiple Housing Complaint Cases:					
	Opened	326	300	289 ¹	250 ¹
	Resolved	319	300	246 ¹	200 ¹
% of Violations Resolved:					
	Warning	66%	88%	73%	67%
	Citation	16%	7%	18%	13%
	Compliance Order	16%	4%	9%	18%
	Appeals Hearing Board/Litigation	1%	1%	1%	1%





¹ 2019-2020 Estimated and 2020-2021 Forecast levels reflect the continuation of service suspensions in response to COVID-19, as well as forecasted staffing levels (vacancies).

Planning, Building and Code Enforcement Department

Performance Summary

Development Plan Review & Building Construction Inspection

Performance Measures

	2018-2019 Actual	2019-2020 Target	2019-2020 Estimated	2020-2021 Target
 % of projects that receive consistent feedback from staff throughout the course of project review: <ul style="list-style-type: none"> - Planning Permit Plan Review - Building Permit Plan Review - Building Inspectors Consistent With Building Plan Check - Building Inspectors Consistent Among Multiple Inspectors 	63%	70%	71%	85%
	80%	80%	77%	80%
	79%	80%	78%	80%
	69%	80%	70%	80%
 Ratio of current year fee revenue to development fee program cost (includes reserve funding)	100%	100%	100%	100%
 Development projects completed within processing time targets: <ul style="list-style-type: none"> Planning Permit Process Building Plan Check Process Building Inspection Process <ul style="list-style-type: none"> - within 24 hours - within 48 hours 	63%	85%	85%	85%
	82%	85%	74%	88%
	65% ¹	70%	66% ¹	85%
	77% ¹	90%	70% ¹	95%
 % of process participants rating service "good" or better <ul style="list-style-type: none"> Planning Permit Process Building Plan Check Process Building Inspection Process 	67%	80%	69%	80%
	74%	85%	67%	85%
	83%	85%	79%	85%

¹ Attributable to vacancies among the Building Inspector Combo and Building Inspection Manager classifications as a result of continued departure rates and challenges filling the positions timely, and with qualified candidates. The Administration continues to recruit for a wide range of development services positions to stabilize staffing levels.

Planning, Building and Code Enforcement Department

Performance Summary

Development Plan Review & Building Construction Inspection

Activity and Workload Highlights

	2018-2019 Actual	2019-2020 Forecast	2019-2020 Estimated	2020-2021 Forecast
# of building permits issued	38,470	40,000	32,423	40,000
# of customers served in Permit Center	58,990	59,000	34,592 ¹	59,000
# of plan checks	8,264	8,000	8,495	8,000
# of field inspections	193,644	180,000	147,905	180,000
# of planning applications and reviews ²				
- Major	100	200	76	80
- Minor	589	2,000	484	550
- Permit Center	3,787	3,000	4,447	4,000
# of environmental clearances ³				
- Major	87	50	123	100
- Minor	482	250	267	250

¹ The Permit Center in City Hall was closed to customers from April 2020 through June 2020 due to Shelter-In-Place orders from the County of Santa Clara in response to the COVID-19 pandemic, resulting in a lower than normal level of customers served.

² As a result of the recent Integrated Permitting System (IPS) upgrade project, the Planning Division has been able to improve and further define reporting data of applications and reviews. The 2019-2020 Forecast was finalized before the report modifications to show data for revised major/minor/permit center categories. Variances from prior Forecast values are attributable to data available at the time and subsequent reporting improvements.




³ As a result of the recent Integrated Permitting System (IPS) upgrade project, the Planning Division is now able to track all Environmental Reviews separately from development applications, allowing reporting on the work performed for environmental clearances for both private and public projects.

Planning, Building and Code Enforcement Department

Performance Summary

Citywide Land Use Planning

Performance Measures

	2018-2019 Actual	2019-2020 Target	2019-2020 Estimated	2020-2021 Target
 % of special planning efforts completed within targeted cost: Specific/Area Policy Plans:	100%	100%	100%	100%
 % of special planning efforts completed within targeted time: Specific/Area Policy Plans:	100%	100%	100%	100%
 % of planning process participants rating service as “good” or “excellent”	N/A ¹	85%	N/A ¹	85%

¹ Data for this measure is collected through a survey conducted by Citywide Planning. The survey was not conducted in 2017-2018, 2018-2019, and 2019-2020.

Activity and Workload Highlights

	2018-2019 Actual	2019-2020 Forecast	2019-2020 Estimated	2020-2021 Forecast
# of Scheduled/Completed Specific/Area Policy Plans ¹	1 of 4	0 of 5	0 of 5	2 of 4
# of planning policy studies ²	6	5	6	4
# of General Plan Amendments ³	10	10	8	10

¹ The East Santa Clara Urban Village Plan was completed in 2018-2019. Four Urban Village Plans (Berryessa/BART, North 1st Street, East Side Alum Rock, and Southwest Expressway/Race Street) are grant-funded, and work is underway on all four. Berryessa/BART (Summer 2020) and North 1st Street (Fall 2020) are anticipated to be completed in 2020-2021, while East Side Alum Rock and Southwest Expressway/Race Street are anticipated to be completed in 2021-2022.

² The Phase I Electronic Billboard Signage Ordinance, Co-Living Ordinance, Safe Parking Ordinance, amendments to the Sign Code to allow business center freeway signs north of Hwy. 237, and phase 1 amendments to the Zoning Code to align with the General Plan were completed in 2018-2019. In addition, in March 2019, and in June 2019, the City Council approved changes to Accessory Dwelling Units (ADU) regulations to facilitate development of ADUs. Activities completed in 2019-2020 include: Outdoor Sidewalk Seating Ordinance and Tiny Houses on Wheels Ordinance; development of the ADU Amnesty program and updating of ADU regulations to align with recently adopted state laws; updates to the Municipal Code to allow more special events on private properties; and, updates to the Sign Code to address signage on urban mixed use developments citywide. Forecast activities for 2020-2021 include: Electronic Billboard Signage Ordinance Adoption Phase II; Zoning and GP Conformance Phase II updates; Lighting Policy; municipal ordinance changes to allow cannabis distributors, manufacturers, and testing labs; and, Zoning Ordinance quarterly updates.

³ For the 2019-2020 General Plan annual review cycle, there were 8 text and land use amendments considered. For the 2020-2021 General Plan annual review cycle, 10 private and City initiated land use amendments are anticipated for review.

Planning, Building and Code Enforcement Department

Departmental Position Detail

Position	2019-2020 Adopted	2020-2021 Adopted	Change
Accountant I/II	1.00	1.00	-
Accounting Technician	1.00	1.00	-
Administrative Assistant	1.00	1.00	-
Administrative Officer	1.00	1.00	-
Analyst I/II	5.00	5.00	-
Assistant Director of Planning, Bldg and Code Enforcement	1.00	1.00	-
Assistant to the Director	1.00	1.00	-
Associate Engineer	17.00	17.00	-
Building Inspection Manager	4.00	4.00	-
Building Inspector Combination Certified I/II/III/Sr	63.00	63.00	-
Building Inspector, Supervisor Certified I/II	15.00	15.00	-
Code Enforcement Inspector I/II	45.00	45.00	-
Code Enforcement Supervisor	6.00	6.00	-
Department Information Technology Manager	1.00	1.00	-
Deputy Director	4.00	4.00	-
Director of Planning, Building and Code Enforcement	1.00	1.00	-
Division Manager	9.00	9.00	-
Engineer I/II	3.00	0.00	(3.00)
Environmental Inspector II	3.00	3.00	-
Geographic Information Systems Specialist II	1.00	1.00	-
Information Systems Analyst	2.00	2.00	-
Network Technician I/II/III	1.00	1.00	-
Permit Specialist	2.00	1.00	(1.00)
Planner I/II/III	37.00	35.00	(2.00)
Planner II PT	0.50	0.50	-
Planner IV	16.00	14.00	(2.00)
Planning Technician	5.00	4.00	(1.00)
Principal Account Clerk	1.00	1.00	-
Principal Office Specialist	4.00	4.00	-
Principal Permit Specialist	5.00	5.00	-
Principal Planner	3.00	2.00	(1.00)
Program Manager I	4.00	3.00	(1.00)
Public Information Manager	1.00	1.00	-
Public Information Representative I	1.00	1.00	-
Senior Account Clerk	2.00	1.00	(1.00)
Senior Analyst	3.00	2.00	(1.00)
Senior Engineer	8.00	7.00	(1.00)
Senior Office Specialist	22.00	21.00	(1.00)
Senior Permit Specialist	16.00	16.00	-
Senior Supervisor, Administration	2.00	2.00	-
Senior Systems Application Programmer	6.00	5.00	(1.00)
Staff Specialist	8.00	8.00	-

Planning, Building and Code Enforcement Department

Departmental Position Detail

Position	2019-2020 Adopted	2020-2021 Adopted	Change
Supervising Applications Analyst	2.00	2.00	-
Supervising Environmental Services Specialist	1.00	1.00	-
Systems Applications Programmer II	1.00	1.00	-
Total Positions	336.50	320.50	(16.00)
