



Memorandum

TO: MAYOR REED

FROM: Councilmember Johnny Khamis

SUBJECT: BUDGET DOCUMENT

DATE: May 22, 2013

APPROVED:

Johnny Khamis

DATE: May 22, 2013

Recommendation

That the following recommendation be enacted.

Proposal

Program Title: PBCE Service Enhancement

Amount of City Funding Required:

(\$434,660) - Eliminate 4.0 Plan Review Associate Engineer positions in budget

\$434,660 - Add to existing contract

\$0 - Net Change

Fund Type: General Fund

Anticipated Outcomes: Requested funding changes would affect benefits or services for San Jose residents, businesses, community groups, etc. as described below:

Residents and developers have made it quite clear that they are dissatisfied with the speed at which their projects are reviewed by Development Services. Plan reviews are often started after their designated completion time. Two short-term, low-cost solutions to improve Development Services are to expand the outside plan review contracts that currently exist and prioritize the implementation of low-cost, basic plan review software.

Plan Review Contract Expansion

PBCE has a contract with outside plan review firms which allows for up to \$250,000 of service. This work is done on a cost recovery basis with revenue from plan submittal fees. Contract personnel have proven to be a faster and more efficient means to fulfill the demand for plan review. The current backlog for plan review is approximately two weeks. By increasing this contract allowance by \$434,660 (to \$684,660), the Planning Department will be able to:

- Complete plan reviews on or before their due dates
- Increase flexibility for peak demand
- Increase efficiency in plan review

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- Focus existing resources on other development services

The Planning Department is budgeted for four new Plan Review Associate Engineer positions totaling \$434,660 in FY 2013-14. Instead of filling these over strength positions, reallocate these funds to the Master Agreement for Peak Staffing Services between the City of San José and West Coast Code Consultants, Inc. Given the lower cost of the contract service compared with in-house personnel, the Planning Department will be able to achieve the equivalent of \$630,257 worth of in-house service.

Prioritization of Electronic Plan Review Software

If the PBCE's proposed Technology Fee is approved, electronic plan review software should be prioritized as a low cost improvement to development services. An RFP for plan review software should be issued in FY 2013-14. Inexpensive PDF-based plan review software would be appropriate for immediate purchase and implementation. This is a low cost, high value means to productivity and decrease plan review time.

Funding Source

Essential Services Reserve (\$2 million)

Other (Program/Project/Fund): Development Fee Revenue

Department or Organization: Planning Department

Department or Organization Contact:

Name: Chu Chang

Phone number: 408-535-7791

E-mail address: Chu.Chang@sanjoseca.gov

This change is:

One-time Ongoing

The City Service Area to which the change best relates:

Community and Economic Development Services