

Planning, Building and Code Enforcement Department

Chris Burton, Director

MISSION

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 AREA

*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, Pandemic Response, 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.

Planning, Building and Code Enforcement Department

Service Delivery Framework

Code Enforcement Administration	Provides management and oversight to the Code Enforcement Division along with administrative and analytical support, budget preparation, billing, and monitoring.
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.
PBCE Pandemic Response	Provides for the coordination and delivery of emergency services and recovery activities in response to the COVID-19 pandemic.

Planning, Building and Code Enforcement Department

Department Budget Summary

Expected 2022-2023 Service Delivery

- Continue and complete development and environmental review processes for the entitlement of 13 Downtown and 4 Outside Downtown major real estate projects.
- Complete General Plan and zoning code amendments to all affordable housing as a secondary use for assembly uses (commonly referred as Yes in God's Backyard "YIGBY").
- Complete the development of Design standards for Senate Bill 9 housing projects.
- Continue to streamline process improvements to support the City's efforts to fulfill the City's Smart City Vision, which includes the Broadband and Digital Inclusion Strategy.
- Continue to promote the Accessory Dwelling Unit (ADU) Program, including streamlining the permitting process.
- Complete Phase 1 of the Soft Story Retrofit Program creation and implementation.
- Through a partnership with Office of Economic Development and Cultural Affairs, expand the current Certified Access Specialist Program grant program to assist small business owners with needed accessibility upgrades.
- 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.
- Procure new Code Enforcement case management software and begin implementation.

2022-2023 Key Budget Actions

- Adds 1.0 Principal Permit Specialist and 4.0 Permit Specialists positions to better address permit demand and production times for Building Development Services.
- Adds 1.0 Planning Technician position, funded by the Planning Development Program Fund, to assist in the processing of various permits, intake developer permit applications, and provide fee information and general zoning and land use information.
- Continues 1.0 Analyst I/II position permanently and adds another 1.0 Analyst I/II position to meet the rising demand for ADUs.
- Continues 3.0 Planner I/II/III positions permanently and adds 1.0 Planner I position to support environmental review of special and capital programs.
- Adds one-time non-personal/equipment funding of \$400,000 in the Citywide Planning Program to provide for consultant services or peak staffing resources to complete one urban village plan.
- Adds one-time non-personal/equipment funding of \$575,000 for consultant services to conduct a study of the Coyote Valley Monterey Corridor.
- Continues, on a permanent basis, 1.0 Code Enforcement Inspector position to support the Massage and Cannabis Fee Program inspections and 1.0 Code Enforcement Supervisor position to oversee the Massage, Cannabis, and Vacant/Dangerous Building Fee Programs.

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

	2020-2021 Actuals ***	2021-2022 Adopted	2022-2023 Forecast	2022-2023 Proposed
Dollars by Core Service				
Citywide Land Use Planning	6,176,318	8,055,331	6,508,440	8,006,399
Code Enforcement	9,868,420	11,831,496	12,370,157	12,826,757
Development Plan Review and Building Construction Inspection	34,716,822	36,329,416	37,648,643	39,076,367
Strategic Support - Community & Economic Development	3,395,959	2,447,797	2,348,456	2,665,537
Strategic Support - Neighborhood Services	518,109	659,448	686,341	707,888
Strategic Support - Other - Community & Economic Development	8,012,124	6,990,173	7,397,841	8,506,450
Strategic Support - Other - Neighborhood Services	4,942	0	0	0
Total	\$62,692,694	\$66,313,661	\$66,959,878	\$71,789,398
Dollars by Category				
Personal Services and Non-Personal/Equipment				
Salaries/Benefits	49,534,568	54,555,749	56,236,424	58,694,435
Overtime	446,458	181,622	181,622	181,622
Subtotal Personal Services	\$49,981,026	\$54,737,371	\$56,418,046	\$58,876,057
Non-Personal/Equipment	3,613,308	4,798,092	3,645,376	4,908,276
Total Personal Services & Non- Personal/Equipment	\$53,594,334	\$59,535,463	\$60,063,422	\$63,784,333
Other Costs*				
City-Wide Expenses	2,362,856	942,791	35,000	913,820
General Fund Capital	0	0	0	0
Housing Loans and Grants	0	0	0	0
Other	479,067	107,000	35,833	35,833
Other - Capital	0	0	0	0
Overhead Costs	6,256,437	5,728,407	6,825,623	7,055,412
Total Other Costs	\$9,098,360	\$6,778,198	\$6,896,456	\$8,005,065
Total	\$62,692,694	\$66,313,661	\$66,959,878	\$71,789,398

* 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 2021-2022 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 2020-2021 Actuals column reflect those included in the 2020-2021 Adopted Budget.

*** 2020-2021 Actuals may not subtotal due to rounding.

Planning, Building and Code Enforcement Department

Department Budget Summary

	2020-2021 Actuals ***	2021-2022 Adopted	2022-2023 Forecast	2022-2023 Proposed
Dollars by Fund				
General Fund (001)	16,468,795	16,356,679	15,613,302	18,065,134
Building Development Fee Program Fund (237)	33,400,103	36,006,834	38,459,501	39,523,481
Planning Development Fee Program Fund (238)	6,888,346	6,267,258	6,504,595	6,802,482
Citywide Planning Fee Program Fund (239)	2,630,282	4,242,650	3,633,746	4,040,588
Fire Development Fee Program Fund (240)	407,733	246,757	252,769	252,769
Public Works Development Fee Program Fund (241)	555,219	235,001	242,705	242,705
Low And Moderate Income Housing Asset Fund (346)	258,152	283,097	217,280	492,661
Coronavirus Relief Fund (401)	255,518	0	0	0
American Rescue Plan Fund (402)	0	75,000	0	0
Emergency Reserve Fund (406)	478,576	0	0	0
Integrated Waste Management Fund (423)	326,464	268,712	292,379	292,379
Community Development Block Grant Fund (441)	442,193	1,326,465	1,169,518	1,200,167
Storm Sewer Operating Fund (446)	104,959	142,841	154,799	154,799
Multi-Source Housing Fund (448)	0	26,758	33,150	33,150
Rental Stabilization Program Fee Fund (450)	32,469	37,058	40,460	40,460
Inclusionary Fee Fund (451)	0	27,308	24,480	24,480
San José-Santa Clara Treatment Plant Operating Fund (513)	0	0	0	149,866
Airport Maintenance And Operation Fund (523)	81,150	98,543	98,223	98,223
Sewer Service And Use Charge Fund (541)	91,510	145,359	155,226	155,226
Capital Funds	271,225	527,341	67,745	220,828
Total	\$62,692,694	\$66,313,661	\$66,959,878	\$71,789,398
Positions by Core Service**				
Citywide Land Use Planning	36.00	36.49	30.49	33.59
Code Enforcement	70.32	68.11	68.11	71.11
Development Plan Review and Building Construction Inspection	195.29	174.75	174.75	183.75
Strategic Support - Community & Economic Development	10.23	13.23	12.23	14.87
Strategic Support - Neighborhood Services	4.13	4.21	4.21	4.47
Strategic Support - Other - Community & Economic Development	4.53	2.21	2.21	3.21
Total	320.50	299.00	292.00	311.00

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** The positions displayed in the 2020-2021 Actuals column reflect those included in the 2020-2021 Adopted Budget.

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Planning, Building and Code Enforcement Department

Department Budget Summary

	2020-2021	2021-2022	2022-2023	2022-2023	2022-2023
	Actuals**	Adopted	Forecast	Proposed	Proposed Positions
Dollars by Program*					
Code Enforcement					
Code Enforcement Administration	130,337	148,439	443,443	443,443	2.62
Community Code Enforcement	4,091,895	5,685,449	6,379,106	6,773,748	38.04
Multiple Housing Code Enforcement	4,120,413	4,244,033	4,193,677	4,255,235	23.50
Solid Waste Code Enforcement	1,525,775	1,753,575	1,353,931	1,354,331	6.95
Sub-Total	9,868,420	11,831,496	12,370,157	12,826,757	71.11
Development Plan Review and Building Construction Inspection					
Building Development Services	25,972,568	29,570,291	30,591,245	31,776,621	143.61
Development Services Administration	3,413,491	1,932,340	2,003,406	2,003,406	9.14
Planning Development Services	5,330,763	4,826,785	5,053,992	5,296,340	31.00
Sub-Total	34,716,822	36,329,416	37,648,643	39,076,367	183.75
Citywide Land Use Planning					
Citywide Planning	5,580,191	6,797,649	5,952,854	7,202,017	30.48
Planning Administration	426,873	432,613	450,508	450,508	1.32
Planning Environmental Review and Historic Preservation	169,254	825,069	105,078	353,874	1.79
Sub-Total	6,176,318	8,055,331	6,508,440	8,006,399	33.59
Strategic Support - Community & Economic Development					
PBCE Information Technology - Community and Economic Development	167,498	0	0	0	0.00
PBCE Management and Administration - Community and Economic Development	2,207,351	2,372,797	2,348,456	2,665,537	14.87
PBCE Pandemic Response	1,021,110	75,000	0	0	0.00
Sub-Total	3,395,959	2,447,797	2,348,456	2,665,537	14.87
Strategic Support - Neighborhood Services					
PBCE Management and Administration - Neighborhood Services	518,109	659,448	686,341	707,888	4.47
Sub-Total	518,109	659,448	686,341	707,888	4.47
Strategic Support - Other - Community & Economic Development					
PBCE Other Departmental - City-Wide - Community and Economic Development	1,120,528	807,247	350,659	1,050,659	1.21
PBCE Other Departmental - Grants - Community and Economic Development	624,272	454,519	221,559	400,379	2.00
PBCE Other Operational - Administration - Community and Economic Development	72,711	0	0	0	0.00

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Planning, Building and Code Enforcement Department

Department Budget Summary

	2020-2021	2021-2022	2022-2023	2022-2023	2022-2023
	Actuals**	Adopted	Forecast	Proposed	Proposed Positions
PBCE Overhead - Community and Economic Development	6,194,613	5,728,407	6,825,623	7,055,412	0.00
Sub-Total	8,012,124	6,990,173	7,397,841	8,506,450	3.21
Strategic Support - Other - Neighborhood Services					
PBCE Capital - Neighborhood Services	2,018	0	0	0	0.00
PBCE Other Departmental - Grants - Neighborhood Services	2,924	0	0	0	0.00
Sub-Total	4,942	0	0	0	0.00
Total	\$62,692,694	\$66,313,661	\$66,959,878	\$71,789,398	311.00

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Planning, Building and Code Enforcement Department

Budget Reconciliation

Personal Services and Non-Personal/Equipment

(2021-2022 Adopted to 2022-2023 Proposed)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2021-2022):	299.00	59,535,463	15,413,888
Base Adjustments			
One-Time Prior Year Expenditures Deleted			
• Rebudget: Expedited Housing Development		(400,000)	0
• Rebudget: Policy and Ordinance Development Assistance		(208,000)	(208,000)
• Rebudget: San José Sign Ordinance and Lighting Policy Update		(169,100)	0
• Rebudget: North San José Area Environmental Impact Report		(141,000)	(141,000)
• Rebudget: Green House Gas Reduction Strategy Update		(73,000)	(73,000)
• Rebudget: Cannabis Regulatory Program CEQA Review		(60,000)	(60,000)
• Rebudget: Code Enforcement Inspector Mobile Devices		(57,600)	(57,600)
• Environmental Review Staffing (3.0 Planner I/II/III)	(3.00)	(467,546)	0
• Accessory Dwelling Unit Staffing (1.0 Analyst II)	(1.00)	(158,868)	(151,368)
• Diridon Station Area Development Planning (2.0 Planner I/II/III)	(2.00)	0	0
• T-Mobile Macro-Site Permitting (1.0 Planner IV)	(1.00)	0	0
One-time Prior Year Expenditures Subtotal:	(7.00)	(1,735,114)	(690,968)
Technical Adjustments to Costs of Ongoing Activities			
• Salary/benefit changes and the following position reallocations: - 1.0 Planner IV to 1.0 Planner III	0.00	2,299,565	773,243
• Fund Shift: Code Enforcement		24	75,323
• Fund Shift: Environmental Planning		0	14,797
• Interdepartmental Shift: Development Services Training (to Information Technology Department)		(31,516)	(3,981)
• Vehicle Maintenance and Operations		(5,000)	(4,000)
Technical Adjustments Subtotal:	0.00	2,263,073	855,382
2022-2023 Forecast Base Budget:	292.00	60,063,422	15,578,302
Budget Proposals Recommended			
1. Permit Center Staffing	5.00	630,626	0
2. Coyote Valley Monterey Corridor Study		575,000	575,000
3. Housing and Environmental Services Project Staffing	3.00	517,029	0
4. Urban Village Planning		400,000	0

Planning, Building and Code Enforcement Department

Budget Reconciliation

Personal Services and Non-Personal/Equipment

(2021-2022 Adopted to 2022-2023 Proposed)

	Positions	All Funds (\$)	General Fund (\$)
Budget Proposals Recommended			
5. Code Enforcement Fee Programs Staffing	2.00	334,084	334,084
6. Accessory Dwelling Unit (ADU) Ally Program Staffing	2.00	312,150	312,150
7. Racial Equity Staffing	1.00	180,000	180,000
8. Planning Development Fee Program CEQA Review Staffing	1.00	140,192	0
9. Building Permit Technology Improvements		137,000	0
10. Code Enforcement Policy and Program Policy Support Staffing	1.00	121,116	121,116
11. Planning Intake Staffing	1.00	100,956	0
12. Building Code and Reference Updates (2022 California Building Code)		100,000	0
13. Fiscal Oversight Staffing	1.00	93,301	26,910
14. Administrative Services Staffing	1.00	82,413	23,752
15. Destination: Home Silicon Valley Staffing	1.00	0	0
16. Citywide Planning Staffing	0.00	(2,956)	0
Total Budget Proposals Recommended	19.00	3,720,911	1,573,012
2022-2023 Proposed Budget Total	311.00	63,784,333	17,151,314

Planning, Building and Code Enforcement Department

Budget Changes by Department

Personal Services and Non-Personal/Equipment

2022-2023 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
1. Permit Center Staffing	5.00	630,626	0

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

This action adds 4.0 Permit Specialist and 1.0 Principal Permit Specialist positions to the Building Division to meet permit demand and production times, and assist in expected projects such as Mass Timber, Urban Catalyst, Westbank, and Google, as well as increased demand in ongoing programs such as those related with Accessory Dwelling Unit (ADU) and Macro Cell Sites. The ADU program has seen application intake increase dramatically, from 24 in 2015 to 851 in 2021, while in the same time period, permits issued have lagged behind from 17 to 489. There are currently 855 scheduled appointments for over the counter simple permits, over the counter permits, and plan review submissions. Currently, Permit Center staff can process an average of 21 appointments per day, resulting in more than 60-day waiting periods for over the counter permits. In order to address the increased demand in the Permit Center, the department projects that 63 permits must be issued for over the counter simple permits, over the counter permits, and plan review submissions per day. The addition of these positions will increase the number of available appointments per day by 67% (from 21 to 35) and will decrease the wait period of appointments by 46% (from 52 to 28 days) for plan review submissions, 43% (from 42 to 24 days) for over the counter permits, and 50% (from 36 to 18 days) for over the counter simple permits. (Ongoing costs: \$618,126)

2. Coyote Valley Monterey Corridor Study		575,000	575,000
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***Community and Economic Development CSA
Citywide Land Use Planning Core Service
Citywide Planning Program***

This action adds one-time non-personal/equipment funding of \$575,000 for the Coyote Valley Monterey Corridor Study. On November 1, 2021, the City Council directed staff to conduct a study of the Monterey Road Corridor through North, Mid, and South Coyote Valley to consider appropriate non-residential uses for properties on the east side of Monterey Road that would be compatible with Coyote Creek and compatible with broader environmental objectives to equitably preserve Coyote Valley for San José's diverse community. On March 8, 2022, City Council approved staff's proposed scope of work, timeline, and estimated costs for completing the study. The study, which is estimated to take approximately two years from the start of the study, will evaluate ways to integrate complementary agricultural uses, such as but not limited to: nature and agriculture-based tourism, agriculture related commercial/retail, restaurants/taprooms/tasting rooms, lodging and event spaces, private recreation uses, wildlife crossings, and solar farming. The total estimated cost of \$575,000 will fund an environmental analysis (\$300,000); economics, land use, and technical consultants (\$225,000); and an outreach consultant that includes technical support for language interpretation/translation services for community meetings (\$50,000). (Ongoing costs: \$0)

Planning, Building and Code Enforcement Department

Budget Changes by Department

Personal Services and Non-Personal/Equipment

2022-2023 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
3. Housing and Environmental Services Project Staffing	3.00	517,029	0

Community and Economic Development CSA
Citywide Land Use Planning Core Service
Citywide Planning and Planning Environmental Review and Historic Preservation Programs

This action continues three positions on an ongoing basis by adding 1.0 Planner II and 2.0 Planner III positions to support the environmental review of projects for the Housing and Environmental Services Departments. The positions will be responsible for reviewing and preparing federal and state environmental documents on all Housing projects and conducting timely environmental review and support related to the master plan for the Regional Wastewater Facility (RWF), drafting all environmental clearance documents, and facilitating review of additional projects under the National Environmental Policy Act (NEPA) and California Environmental Quality Act (CEQA) guidelines. Per 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, the City projects that require Federal funding or approval by a Federal agency also require review under NEPA. (Ongoing costs: \$517,029)

4. Urban Village Planning		400,000	0
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Community and Economic Development CSA
Citywide Land Use Planning Core Service
Citywide Planning Program

This action adds one-time non-personal/equipment funding of \$400,000, funded by the Citywide Planning Fee Program Fund, to provide for consultant services or peak staffing resources to complete one urban village plan. On November 30, 2021, as part of the Four-Year Review of the General Plan Hearing process the City Council directed staff to return to Council through the budget process with a proposed resource allocation dedicated to the creation of priority urban village plans that have the potential to unlock near-term housing opportunities based on market demand. Previously, the De Anza, Paseo Saratoga, Saratoga Avenue, or South Bascom Urban Village Plans had been identified as areas with high development potential based on feedback from the development community and analysis completed in the 2019 Cost of Development study. Staff is scheduled to return to Council later this year with updates to the Cost of Development study and to provide a deeper understanding of the post pandemic development market. Staff will leverage this work to identify the highest potential urban village to direct the resources toward. (Ongoing costs: \$0)

Planning, Building and Code Enforcement Department

Budget Changes by Department

Personal Services and Non-Personal/Equipment

2022-2023 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
5. Code Enforcement Fee Programs Staffing	2.00	334,084	334,084

Neighborhood Services CSA
Code Enforcement Core Service
Community Code Enforcement Program

This action continues two temporary positions on an ongoing basis by adding 1.0 Code Enforcement Inspector I/II and 1.0 Code Enforcement Supervisor positions in the Code Enforcement Division to respond to recommendations that were included in the Code Enforcement Management Controls: Improvements to Oversight and Coordination Needed audit that was approved in September 2021. The Code Enforcement Inspector position will perform inspections for the Massage program and will create and maintain a massage business roster with active Business Tax Certificates and certified massage therapists under the California Massage Therapy Council. To mitigate risk associated with the Massage program, a policy was implemented for a partner/buddy system for complaint-based massage inspections and other non-routine high-risk inspections. The Code Enforcement Supervisor position will oversee the Massage Fee Program, Cannabis Fee Program, and the Vacant/Dangerous Building Fee Programs. The position will provide improved focus on the following for these code fee programs: performance measures and outcomes; management of the annual permit fee billing process; oversight of personnel conduct, safety and inspection protocols; and increased coordination with other City departments, ensuring optimum efficiency and effectiveness, and appropriate conduct and oversight. (Ongoing costs: \$329,484)

6. Accessory Dwelling Unit (ADU) Ally Program Staffing	2.00	312,150	312,150
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Community and Economic Development CSA
Development Plan Review and Building Construction Inspection Core Service
Building Development Services

This action continues one position on an ongoing basis by adding 1.0 Analyst I/II position and adds another 1.0 Analyst I/II position in the Accessory Dwelling Unit (ADU) ally program in the Building Division to have dedicated staff to support the increase in the ADU program. The ADU program, launched in August 2019, has been and continues to be a priority from the Mayor's Office and City Manager's Office. The Analyst position, previously funded on a one-time basis, will allow for continued community outreach efforts and serve as a continued single point of contact for homeowners wanting to build an ADU, thereby increasing the City's housing stock. The addition of an Analyst position will support the increased demand for the ADU program. (Ongoing costs: \$312,150)

Planning, Building and Code Enforcement Department

Budget Changes by Department

Personal Services and Non-Personal/Equipment

2022-2023 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
7. Racial Equity Staffing	1.00	180,000	180,000

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

This action adds 1.0 Senior Public Information Representative position, through June 30, 2023, to accelerate departmental efforts to advance racial equity by functioning in a Community Engagement & Inclusion role. A key component of the City's commitment to addressing systemic racism is advancing racial equity through bettering internal policies, programs and practices and making racial equity work the responsibility of all City employees. This position will help permanently improve the processes and tools for communicating with marginalized communities to ensure that they can meaningfully participate in land-use decision-making. This work includes: a) applying the racial equity lens to create equity-focused, multilingual communication strategies and tactics for public engagement on development proposals, urban village plans, and other initiatives; b) training staff on engagement techniques with marginalized communities; c) supporting target audience understanding by leading improvements to relevant portions of the Department website, social platforms, and written materials; c) identifying and building relationships with diverse multilingual media and community partners; and d) coordinating with the Department's Racial Equity Team to tie and track these actions in the PBCE Racial Equity Action Plan. This position will support the Department's efforts to embed a racial equity lens in service delivery and communications, which will continue even after the position ends. (Ongoing costs: \$0)

8. Planning Development Fee Program CEQA Review Staffing	1.00	140,192	0
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Community and Economic Development CSA
Development Plan Review and Building Construction Inspection Core Service
Planning Development Services Program

This action adds 1.0 Planner I position, through June 30, 2023, funded by the Planning Development Fee Program Fund, to provide environmental analysis (e.g. noise reports, air quality assessments, and historic resource reports), environmental review by exemptions or other environmental clearance documents, and review of outside agency documents. Under the California Environmental Quality Act (CEQA), the City is legally required to disclose the environmental impacts of all its actions (including all Council approvals and many staff-level actions involving development and construction, as well as policy implementation). Furthermore, City projects that require Federal funding or approval by a Federal agency require review under the National Environmental Policy Act (NEPA). The Planning Division also has the sole authority to issue CEQA clearance on behalf of the City of San José. The number of projects are expected to increase in 2022-2023 and beyond with the recent passage of the Federal infrastructure bill, including the BART extension to Diridon station. (Ongoing costs: \$0)

Planning, Building and Code Enforcement Department

Budget Changes by Department

Personal Services and Non-Personal/Equipment

2022-2023 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
9. Building Permit Technology Improvements		137,000	0
<p><i>Community and Economic Development CSA</i> <i>Development Plan Review and Building Construction Inspection Core Service</i> <i>Building Development Services Program</i></p> <p>This action adds one-time non-personal/equipment funding of \$137,000, funded by the Building Development Fee Program Fund, for technology improvements to the Building Permit process in order to achieve better quality, efficiency, and customer service to patrons. The permitting process workflow has transitioned to the digital environment and updates are needed to better serve the community. These updates include auto feed scanners, which convert paperwork (applications and other documents) to an electronic format for storage when provided at the counter during customer interactions; standard mobile devices, since issued devices are reaching the end of their life span and the devices in general have limited storage; and desktops and dual monitors for the first floor work stations as the equipment used at the counter has not been configured to accommodate the electronic media system now being used because of the pandemic/remote work environment. (Ongoing costs: \$0)</p>			
10. Code Enforcement Policy and Program Policy Support Staffing	1.00	121,116	121,116
<p><i>Neighborhood Services CSA</i> <i>Code Enforcement Core Service</i> <i>Community Code Enforcement and Multiple Housing Code Enforcement Programs</i></p> <p>This action adds 1.0 Senior Analyst position to the Code Enforcement Division to provide additional support for policy work, special projects, and program monitoring and development. The Senior Analyst position will provide fiscal, administrative, and performance-based program management of Multiple Housing and other Special Fee Programs and develop, coordinate, lead, and implement Code Enforcement policy and special code fee projects. (Ongoing costs: \$157,325)</p>			
11. Planning Intake Staffing	1.00	100,956	0
<p><i>Community and Economic Development CSA</i> <i>Development Plan Review and Building Construction Inspection Core Service</i> <i>Planning Development Services Program</i></p> <p>This action adds 1.0 Planning Technician position, funded by the Planning Development Fee Program Fund, to address the intake needs. Permit applications have increased from 5,892 in FY 2019 to 6,469 in FY 2020, and FY 2021 forecasts show that more than 7,000 permit applications will be received. The Planning Technician position will work with Planners in analyzing and evaluating factual data, acquire familiarity with an understanding of the basic principles and practices of municipal planning, assist in the processing of various permits, intake developer permit applications, and provide fee information and general zoning and land use information. (Ongoing costs: \$121,148)</p>			

Planning, Building and Code Enforcement Department

Budget Changes by Department

Personal Services and Non-Personal/Equipment

2022-2023 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
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12. Building Code and Reference Updates (2022 California Building Code)		100,000	0
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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 one-time non-personal/equipment funding of \$100,000, funded by the Building Development Fee Program Fund, for the purchase of updated 2022 California Building Codes and References materials for the Building Division. This will allow staff to review and inspect projects submitted and permitted under the 2022 California Building Codes (CBC) requirements effective January 1st, 2023. The 2022 CBC Codes and References will become available in July 2022. (Ongoing costs: \$0)

13. Fiscal Oversight Staffing	1.00	93,301	26,910
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Community and Economic Development CSA
Citywide Land Use Planning, Development Plan Review and Building Construction Inspection, and Strategic Support – Community and Economic Development Core Services
Citywide Planning, Building Development Services, Planning Development Services, and PBCE Management and Administration – Community and Economic Development Programs

Neighborhood Services CSA
Code Enforcement and Strategic Support – Neighborhood Services Core Services
Multiple Housing Code Enforcement, Solid Waste Code Enforcement, and PBCE Management and Administration – Neighborhood Services Programs

This action adds 1.0 Senior Accountant position (55% in the Building Development Fee Fund, 11% in the Planning Development Fee Fund, 29% in the General Fund, and 5% in the Citywide Planning Fee Fund) to assist with the compliance of a variety of fiscal policies, regulations, and reporting as it relates to specific fees; cash collection and other development related activities; supervise and lead subordinates with both prioritization and assignment of work as well training on critical and complex accounting tasks; provide supervision of the balancing and control activities associated with the Department's complex general ledger intricacies and demands; and assist with year-end audits and being able to explain financial policies and procedures to both internal and external sources by detailing the complex mechanics of the development services transaction processes. This position will improve overall fiscal management of the City's major development and non-development fee programs. (Ongoing costs: \$179,105)

Planning, Building and Code Enforcement Department

Budget Changes by Department

Personal Services and Non-Personal/Equipment

2022-2023 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
14. Administrative Services Staffing	1.00	82,413	23,752

Community and Economic Development CSA

Citywide Land Use Planning, Development Plan Review and Building Construction Inspection, and Strategic Support – Community and Economic Development Core Services

Citywide Planning, Building Development Services, Planning Development Services, and PBCE Management and Administration – Community and Economic Development Programs

Neighborhood Services CSA

Code Enforcement and Strategic Support – Neighborhood Services Core Services

Multiple Housing Code Enforcement, Solid Waste Code Enforcement, and PBCE Management and Administration – Neighborhood Services Programs

This action adds 1.0 Analyst II position (55% in the Building Development Fee Fund, 11% in the Planning Development Fee Fund, 29% in the General Fund, and 5% in the Citywide Planning Fee Fund) in the Administrative Services Division to provide significant analytical support by assisting with the development and execution of an annual review of development related fees and charges to improve the hourly rate models; assisting with more complex human resource research, improvements, and daily activities; managing the grant procurement processes of the department; improving the maintenance and development of performance measures as the Department begins a multi-year review and improvement effort; and assisting with equity impact analyses as it relates to departmental community services. (Ongoing costs: \$157,322)

15. Destination: Home Silicon Valley Staffing	1.00	0	0
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Community and Economic Development CSA

Strategic Support – Community and Economic Development Core Service

PBCE Other Departmental – Grants – Community and Economic Development Program

This action continues 1.0 Planner III position, through June 30, 2023, funded by the Destination: Home Silicon Valley (SV) grant. On November 6, 2018, City Council accepted a grant agreement with Destination: Home SV in the amount of \$540,000 to expedite supportive or extremely low-income (ELI) housing developments and affordable housing policy work for three years. A new grant agreement approved by City Council on September 14, 2021 extends the program with Destination: Home SV for an additional three years, through June 30, 2024. The executed grant agreement will be paid in three installments of \$180,000 annually, of which \$178,820 in revenue is included in the 2022-2023 Proposed Budget and represents the second installment of the grant. The Planner position will provide support and assistance in supportive and low-income affordable housing development projects. (Ongoing costs: \$0)

Planning, Building and Code Enforcement Department

Budget Changes by Department

Personal Services and Non-Personal/Equipment







2022-2023 Proposed Budget Changes	Positions	All Funds (\$)	General Fund (\$)
16. Citywide Planning Staffing	0.00	(2,956)	0
<i>Community and Economic Development CSA</i>			
<i>Citywide Land Use Planning Core Service</i>			
<i>Citywide Planning Program</i>			
<p>This action adds 1.0 Principal Planner position and deletes 1.0 Planner III position in the Citywide Planning Fee Program Fund. Currently one Division Manager oversees the eight teams: Housing Team, Urban Village Team, General Plan and Data Analytics Team, Station Area Planning Team, Climate Smart Team, Ordinance and Policy Team, Citywide Planning Team, and the Urban Design/Special Projects Team. This action will allow the teams and workload to be distributed between the Principal Planner and the Division Manager and provide a better span of control. The Principal Planner will oversee four teams consisting of the General Plan and Data Analytics Team, Station Area Planning Team, Urban Design/Special Projects Team, and Urban Village Team. (Ongoing costs: \$48,110)</p>			
2022-2023 Proposed Budget Changes Total	19.00	\$3,720,911	\$1,573,012

Planning, Building and Code Enforcement Department

Performance Summary

Code Enforcement

Performance Measures

	2020-2021 Actual	2021-2022 Target	2021-2022 Estimated	2022-2023 Target
 % of cases resolved through voluntary compliance, based on complexity of case types	97%	85%	95%	90%
 Cost per resolved case for non-fee based Community Code Enforcement programs ¹	\$1,251	\$825	\$955	\$825
 % of cases resolved within estimated processing standards, based on type and complexity of violations, for non-fee based Community Code Enforcement programs	61%	65%	50%	65%
 % of annual proactive inspections completed on schedule for fee-based Code Enforcement programs:				
- Community Code Enforcement	92%	60% ²	62% ²	80%
- Multiple Housing Code Enforcement	16% ²	50% ²	51% ²	70%
 % of residents who feel their neighborhood is in the same or better condition compared to previous year (annual Code Enforcement survey)	67%	70%	70%	70%
 % of customers who feel they received courteous treatment and timely service from their interaction with Code Enforcement staff	54%	70%	60%	70%

¹ The number of cases closed (resolved) dropped significantly in 2020-2021 due to reduced service delivery as a result of the COVID-19 pandemic and ongoing staff vacancies thus leading to an increase in resource cost per case closed.

² The 2021-2022 Target and 2021-2022 Estimated reflect service delivery impacts due to the COVID-19 pandemic, as well as forecasted staffing levels (vacancies). Community Code Enforcement has a relatively higher vacancy rate in 2021-2022 that has impacted inspections completed.

Planning, Building and Code Enforcement Department

Performance Summary

Code Enforcement

Activity and Workload Highlights

	2020-2021 Actual	2021-2022 Forecast	2021-2022 Estimated	2022-2023 Forecast
Staff hours devoted to outreach/education/prevention	54 ¹	75	79	75
Total # of Multiple Housing Code Enforcement Program buildings proactively inspected	144 ¹	1,688 ²	900 ¹	1,700 ²
Total # of inspections for complaints for Code Enforcement programs (initial, compliance, and reinspections):				
- Community Code Enforcement (non-fee based programs)	N/A ³	1,500	1,700	1,500
- Multiple Housing Code Enforcement	N/A ³	1,500	250	250
General Code Compliant Cases:				
- Opened	2,880	3,000	2,700	3,000
- Resolved	2,028	3,000	2,700	3,000
Multiple Housing Complaint Cases:				
- Opened	262	300	380	350
- Resolved	252	300	350	350
% of cases resolved following an enforcement action:				
- Warning or Inspection Notice	34%	45%	45%	45%
- Citation	4%	5%	7%	5%
- Compliance Order	3%	5%	2%	5%
- Appeals Hearing Board/Litigation	0.2%	1%	0.2%	1%

¹ Reflects the continuation of service impacts due to the COVID-19 pandemic, as well as ongoing staff vacancies.

² The 2021-2022 and 2022-2023 Forecast assumes all services are fully opened and back to pre-pandemic levels.





³ New Activity and Workload Highlights starting in 2021-2022.

Planning, Building and Code Enforcement Department

Performance Summary

Development Plan Review & Building Construction Inspection

Performance Measures

	2020-2021 Actual	2021-2022 Target	2021-2022 Estimated	2022-2023 Target
 % of projects that receive consistent feedback from staff throughout the course of project review:				
- Planning Permit Plan Review	N/A ¹	80%	N/A ¹	80%
- Building Permit Plan Review	N/A ¹	80%	N/A ¹	80%
- Building Inspectors Consistent With Building Plan Check	N/A ¹	80%	N/A ¹	80%
- Building Inspectors Consistent Among Multiple Inspectors	N/A ¹	80%	N/A ¹	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:				
Planning Permit Process	41% ²	85%	48% ²	85%
Building Plan Check Process	64% ³	85%	62% ³	85%
Building Inspection Process				
- within 24 hours ⁴	88%	70%	81%	70%
- within 48 hours	94%	90%	85%	90%
 % of process participants rating service "good" or better				
Planning Permit Process	N/A ¹	85%	N/A ¹	85%
Building Plan Check Process	N/A ¹	85%	N/A ¹	85%
Building Inspection Process	N/A ¹	85%	N/A ¹	85%

¹ A Request for Proposal for a consultant for the Development Survey was in progress in 2020-2021 and did not conclude in time for a survey to be completed. It is anticipated that the performance measure data will be available for inclusion in the 2023-2024 Proposed Budget.

² Planning activities were impacted due to the COVID-19 pandemic and staff vacancies.

³ The Expedited Plan Review team have not been operating in person and have seen decreased efficiency in 2020-2021 and 2021-2022 due to plans needing to be routed to the 2nd floor Plan Review team instead of on-the-spot expedited review.

⁴ The 2020-2021 performance met target levels because there was a lower volume of inspections which resulted in faster completion time. The lower volume of inspections was due to the impacts of COVID-19 pandemic protocols coupled with supply chain issues that affected construction sites. Many were left waiting for materials to arrive and others reduced their inspection days.

Planning, Building and Code Enforcement Department

Performance Summary

Development Plan Review & Building Construction Inspection

Activity and Workload Highlights

	2020-2021 Actual	2021-2022 Forecast	2021-2022 Estimated	2022-2023 Forecast
# of building permits issued	32,472	40,000	39,000	40,000
# of customers served in Permit Center ¹	0	59,000	1,600	59,000
# of plan checks	6,792 ²	8,000	8,000	8,000
# of field inspections ³	142,163	180,000	140,000	180,000
# of planning applications and reviews				
- Major	722	80	60	70
- Minor	444	550	410	500
- Permit Center	4,405	4,000	5,370	5,500
# of environmental clearances				
- Major	185	100	165	135
- Minor	350	250	293	250

¹ The Permit Center in City Hall was closed to customers beginning March 2020 due to the COVID-19 pandemic and has since been re-opened by appointment only, resulting in no customers served in 2020-2021 and a lower-than-normal level of customers served in 2021-2022 with limited customer appointments. The 2022-2023 Forecast reflects projected activity level back to pre-pandemic levels coupled with an influx of activity due to code changes and incoming large projects.

² The 2020-2021 Actual reflects the service impacts due to the COVID-19 pandemic.




³ The 2020-2021 Actual and 2021-2022 Estimate reflect the service impacts due to the COVID-19 pandemic. COVID-19 protocols coupled with supply chain issues affected construction sites and reduced the volume of inspections. In addition, permit issuance has not returned to pre-pandemic levels. The 2022-2023 Forecast reflects a projected increase in activity levels due to code changes and anticipated large projects.

Planning, Building and Code Enforcement Department

Performance Summary

Citywide Land Use Planning

Performance Measures

	2020-2021 Actual	2021-2022 Target	2021-2022 Estimated	2022-2023 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%	85%	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, 2019-2020, and 2020-2021.

Activity and Workload Highlights

	2020-2021 Actual	2021-2022 Forecast	2021-2022 Estimated	2022-2023 Forecast
# of Scheduled/Completed Specific/Area Policy Plans ¹	2 of 4	1 of 4	1 of 4	1 of 4
# of planning policy studies ²	2	5	6	7
# of General Plan Amendments ³	14	10	16	18

¹ In 2020-2021, the Diridon Station Area Plan and Berryessa/Bart Urban Village Plan were completed. In 2021-2022, the North 1st Street Urban Village was completed. In 2022-2023, the Five Wounds Urban Village Plan updates are anticipated to be completed.

² In 2020-2021, new mixed-use Urban Village Zoning Districts and Citywide Design Standards and Guidelines were approved. In 2021-2022 updates to cannabis land use regulations were approved, as well as the Senate Bill 9 (SB9) Emergency ordinance. In addition, staff completed four large policy efforts tied to the Four-Year Review of the General Plan: Coyote Valley, Urban Village policies, Neighborhood Business Districts policies, and Opportunity Housing. Upcoming activity for 2022-2023 include development of YIGBY Policy and Ordinance framework, as well as the proposed Parking and TDM ordinance framework, North San Jose Phase II, Housing Element update, General Plan Safety Element update, align agricultural zoning in Coyote Valley with County’s agricultural zoning districts, and SB9 Development Standards and Policy amendments.

³ In 2021-2022, there were 6 privately-initiated General Plan Amendments and 10 City-initiated General Plan Amendments for the Four-Year Review. In 2022-2023, there are 9 anticipated privately-initiated General Plan Amendments and nine additional projected General Plan amendments due to Council directed work items and state mandates.

Planning, Building and Code Enforcement Department

Department Position Detail

Position	2021-2022 Adopted	2022-2023 Proposed	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	7.00	2.00
Assistant Director of Planning, Bldg and Code Enforceme	1.00	1.00	-
Assistant to the Director	1.00	1.00	-
Associate Engineer	19.00	19.00	-
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	46.00	1.00
Code Enforcement Supervisor	6.00	7.00	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	-
Environmental Inspector I/II	3.00	3.00	-
Permit Specialist	1.00	5.00	4.00
Planner I/II/III	35.00	35.00	-
Planner IV	14.00	12.00	(2.00)
Planning Technician	4.00	5.00	1.00
Principal Account Clerk	1.00	1.00	-
Principal Office Specialist	3.00	3.00	-
Principal Permit Specialist	6.00	7.00	1.00
Principal Planner	2.00	3.00	1.00
Program Manager	3.00	3.00	-
Public Information Manager	1.00	1.00	-
Public Information Representative I/II	1.00	1.00	-
Senior Accountant	0.00	1.00	1.00
Senior Account Clerk	1.00	1.00	-
Senior Analyst	2.00	3.00	1.00
Senior Engineer	7.00	7.00	-
Senior Office Specialist	11.00	11.00	-
Senior Permit Specialist	16.00	16.00	-
Senior Public Information Representative	0.00	1.00	1.00
Senior Supervisor, Administration	2.00	2.00	-
Staff Specialist	8.00	8.00	-
Supervising Environmental Services Specialist	1.00	1.00	-
Total Positions	299.00	311.00	12.00