

# Planning Department

## FY2016-2018

### Budget & Work Program

February 3, 2016

Tom DiSanto, Director of Administration

SAN FRANCISCO  
PLANNING DEPARTMENT



# Agenda

- Budget Updates and Overview
- Planning Case & Building Permit Volume Trends
- Proposed Budget
  - Revenues
    - Historic Preservation Non-Personnel Resources
    - Grants
  - Expenditures
- Division Work Program Staffing
  - Proposed Budget by Division
    - Historic Preservation Positions
  - New Position Requests
- Performance Measures
- Budget Calendar

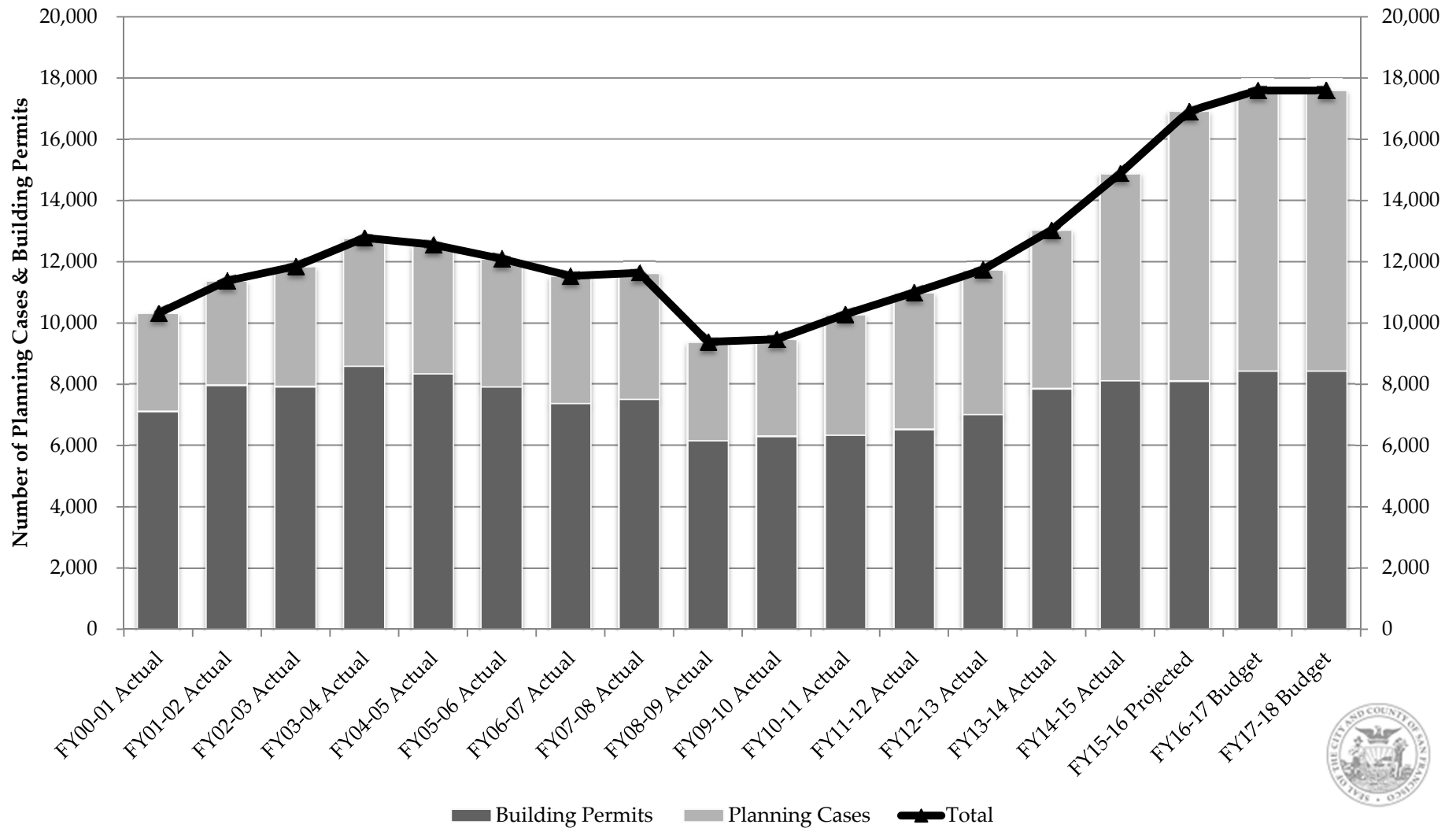


# Budget Updates and Overview

- 2 year fixed budget on hold
  - Shift to fixed budgeting pending at the Board of Supervisors
  - Previous 2 year rolling budget will continue until further notice
- Mayor's budget instructions asked for (1.5%) reduction in General Fund Support in FY16-17 and FY17-18
  - Projected General Fund (\$99.8M) shortfall in FY16-17 and (\$240.2M) in FY 17-18
    - Planning reduction request of \$38k in FY16-17 and \$76k in FY17-18



# Case & Permit Volume Trends



# Financial Projection – FY15-16

<b>Revenues</b>	<b>FY15-16 Revised Budget</b>	<b>FY15-16 Projection</b>	<b>Surplus / (Shortfall)</b>
Charges for Services	\$33,741,873	\$38,761,452	\$5,019,579
General Fund Support	\$986,869	\$986,869	\$0
<b>Total Revenues</b>	<b>\$34,728,742</b>	<b>\$39,748,321</b>	<b>\$5,019,579</b>
<b>Expenditures</b>			
Salaries & Fringe	\$25,607,329	\$25,546,105	\$61,224
Other Expenditures	\$10,897,169	\$10,958,392	(\$61,224)
<b>Total Expenditures</b>	<b>\$36,504,498</b>	<b>\$36,504,497</b>	<b>\$0</b>
<b>Projected Surplus/(Shortfall)</b>	<b>(\$1,775,756)</b>	<b>\$3,451,483</b>	<b>\$5,019,579</b>

# Revenue Budget – FY16-18

<b>Revenues</b>	<b>FY15-16 Adopted Budget</b>	<b>FY16-17 Proposed Budget</b>	<b>FY17-18 Proposed Budget</b>
Charges for Services	\$35,504,019	\$42,641,400	\$43,667,939
Grants & Special Revenues	\$1,040,000	\$990,000	\$765,000
Revenue from Office of Community Investment & Infrastructure (OCII)	\$234,573	\$34,372	\$35,185
Development Impact Fees	\$1,421,332	\$1,267,815	\$1,228,599
Expenditure Recovery	\$583,713	\$697,453	\$707,339
General Fund Support	\$2,475,487	\$2,437,713	\$2,399,939
<b>Total Revenues</b>	<b>\$41,259,124</b>	<b>\$48,068,753</b>	<b>\$48,804,001</b>



# Expenditure Budget – FY16-18

<b>Expenditures</b>	<b>FY15-16 Adopted Budget</b>	<b>FY16-17 Proposed Budget</b>	<b>FY17-18 Proposed Budget</b>
Salary & Fringe	\$26,848,917	\$32,799,814	\$35,196,135
Overhead	\$509,668	\$509,668	\$509,668
Non-Personnel Services	\$4,134,521	\$6,465,224	\$5,316,755
Materials & Supplies	\$306,091	\$854,383	\$754,951
Capital Outlay & Equipment	\$1,187,502	\$399,437	\$161,910
Projects	\$2,853,887	\$1,315,000	\$1,080,000
Services of Other Departments	\$5,418,538	\$5,725,227	\$5,784,582
<b>Total Expenditures</b>	<b>\$41,259,124</b>	<b>\$48,068,753</b>	<b>\$48,804,001</b>

# Historic Preservation Resources (Non-Personnel)

Project/Program	FY15-16 Funding	FY16-17 Proposed Funding	FY17-18 Proposed Funding
CEQA HRE work	\$0	\$0	\$75,000
Article 10 Plaque Program	\$11,250	\$60,000	\$60,000
Additional survey contracts	\$0	\$150,000	\$50,000
CLG (state OHP) grant	\$35,000	\$35,000	\$35,000
FOCP Preservation Library grant	\$1,200	\$1,200	\$1,200
Department of the Interior grant	\$0	\$30,000	\$25,000
Hearing transcription services	\$0	\$50,000	\$50,000
<b>Total</b>	<b>\$47,450</b>	<b>\$326,200</b>	<b>\$296,200</b>



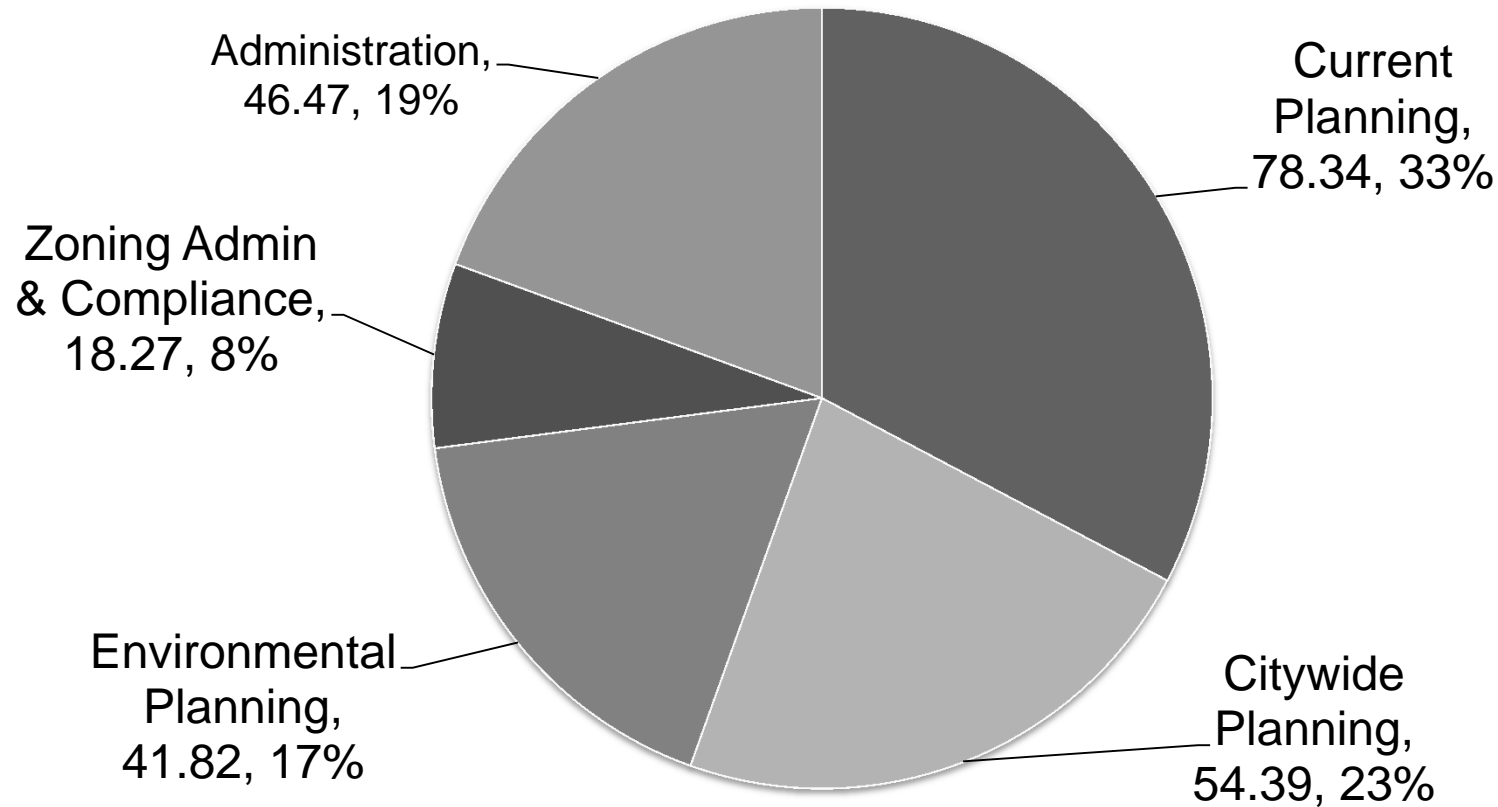


# Grants Budget

#	Project	Funder	FY16-17 Proposed Budget	FY17-18 Proposed Budget
1	Priority Development Area (PDA) Transportation Planning	Metropolitan Transportation Commission (MTC)	\$600,000	\$0
2	Sustainable Transportation Planning	California Department of Transportation (CalTrans)	\$275,000	\$350,000
3	Various Projects	Friends of City Planning (FOCP)	\$80,000	\$80,000
4	Historic Survey Projects	California Office of Historic Preservation (OHP)	\$35,000	\$35,000
5	Streetscape Design	Environmental Protection Agency	\$0	\$300,000
	<b>Total</b>		<b>\$990,000</b>	<b>\$765,000</b>

# Department Staffing by Division FY 2016-18: Proposed Work Program

## Proposed FY 2016-2017 FTEs



# Departmental Work Program Staffing

#	Work Program Activity	Adopted FY15-16 Budget	Proposed FY16-17 Budget	Proposed FY17-18 Budget
1	Current Planning	71.66	78.34	80.30
2	Citywide Planning	52.18	54.39	54.87
3	Environmental Planning	41.18	41.82	42.05
4	Zoning Administration & Compliance	16.81	18.27	18.50
5	Administration	39.69	46.47	48.89
	<b>Total</b>	<b>221.52</b>	<b>239.29</b>	<b>244.60</b>



# Historic Preservation Work Program (Positions)

#	Work Program Activity	Adopted FY15-16 Budget	Proposed FY16-17 Budget	Proposed FY17-18 Budget
1	Preservation Survey Programs	1.23	1.50	1.50
2	Preservation-related CEQA case work	6.85	7.24	7.47
3	Preservation applications	1.53	1.53	1.53
4	Historic Preservation Commission Landmark	1.00	1.00	1.00
5	Landmarks and Historic District Initiations	0.15	0.15	0.15
6	Preservation-specific legislation coordination	0.30	0.30	0.30
7	Preservation project review meetings	1.00	1.00	1.00
8	Special Projects	1.60	1.60	1.60
9	PIC Preservation Planner (in Public Information Work Program FTE)	0.00	0.77	1.00
10	Preservation Enforcement (in Zoning & Enforcement Work Program FTE)	1.00	1.00	1.00
11	Legacy Business Program	0.00	0.39	0.50
	<b>Total</b>	<b>14.66</b>	<b>16.48</b>	<b>17.05</b>

# Summary of New Positions – FY16-18

#	Purpose	Division	FY16-17 FTE	FY17-18 FTE
1	Project Review Backlog	Current	7.70	10.00
2	New Policy Initiative	Current	2.31	3.77
3	Process Improvements	Citywide	2.04	3.00
4	Community Outreach	Citywide	2.12	2.58
	<b>Total</b>		<b>14.17</b>	<b>19.35</b>





# Detail of New Positions – FY16-18

## Project Review Backlog

#	Division	New Position	FY16-17 FTE	FY17-18 FTE
1	Current	Quadrant Planner to address Variance and Conditional Use Backlog. This position will be applied strategically to various project types in order to help with increased misc. permit volume. (Planner 2)	0.77	1.00
2	Current	Quadrant Planner for Variance and CU backlog work. This position will also help with increased misc. permit volume. (Planner 1)	0.77	1.00
3	Current	Design Review Manager to oversee and additionally staff the Department's design review process (including management of UDAT, RDT, PPAs, DAs, project review, and design guidelines development). (Planner 4)	0.77	1.00
4	Current	Architectural Review Planner to coordinate all design review meetings, take notes; help staff with small scale residential and commercial design issues; materials knowledge; etc. This position in particular will allow lesser projects and tasks to be delegated, allowing for highest and best use of the limited number of design review planners. (Planner 2)	0.77	1.00
5	Current	Wireless Planner to address wireless challenges, including shot clocks, an ongoing need to address related policy issues; WTS guideline updates; coordination with Rec/Park, DPW, MTA, etc.; code amendments, and contentious sites. The substantial increase in permit activity is due to major simultaneous 4G data upgrades by all 4 wireless carriers. This trend is expected to continue as technology changes. (Planner 2)	0.77	1.00
6	Current	Small Projects Review Team (SPROT) Planner to address Variance and CU backlog work. This position will also help with increased misc. permit volume. (Planner 2)	0.77	1.00
7	Current	Small Projects Review Team (SPROT) Planner to address Variance and CU backlog work. This position will also help with increased misc. permit volume. (Planner 2)	0.77	1.00
8	Current	PIC Preservation Planner to decrease reliance on other divisions support and add to staffing reliability. (Planner 3)	0.77	1.00
9	Environmental	Transportation Planner to lead TIA Guidelines update while also continuing to avoid backlog in transportation review. (Planner 3)	0.77	1.00
10	Zoning	Code Enforcement Planner to allow for timely review and processing of complaints. Additional staff will supplement staff working on current priorities: housing preservation, affordable housing, historic preservation, and PDR retention. (Planner 1)	0.77	1.00
		<b>Total</b>	<b>7.7</b>	<b>10.00</b>



# Detail of New Positions – FY16-18

## New Policy Initiative

#	Division	New Position	FY16-17 FTE	FY17-18 FTE
1	Current	Legacy Business Planner to work with the Small Business Administration Legacy Business Program in the Preservation group as well as providing HRE backlog reduction support in Environmental applications. (Planner 3)	0.77	1.00
2	Citywide	Housing Policy Planner to address work, including AHBP implementation, Vertical Additions analysis, Stabilization and Vulnerability Analysis, and inclusionary housing policy; Also includes regional and local housing coordination. (Planner 2)	0.77	1.00
3	Administration	Transportation Demand Management Planners to work on TDM project implementation and monitoring. (Planner 3 in 16-17, Planner 2 in 17-18)	0.77	1.77
		<b>Total</b>	<b>2.31</b>	<b>3.77</b>



# Detail of New Positions – FY16-18

## Process Improvements

#	Division	New Position	FY16-17 FTE	FY17-18 FTE
1	Administration	Process Improvement Planner to review and recommend project review process improvements as proposed by the Mayor's Housing Task Force (Planner 3)	0.77	1.00
2	Administration	Finance Operations & Financial Support to have more direct supervision over finance operations functions, including contracts, grants, accounting, and reporting. (Principal Admin. Analyst)	0.50	1.00
3	Administration	Graphic Artist to provide graphics support, contemporizing external communications and design support. This position will bring the Department into the 21st century by providing greater access to the Department's information and activities through enhanced tools including in-house video production and online engagement tools (webinar, surveys, conferences), adding polish to Senior Management products, and traditional graphics support to internal & external communications. (Graphic Artist)	0.77	1.00
		<b>Total</b>	<b>2.04</b>	<b>3.00</b>



# Detail of New Positions – FY16-18 Community Outreach

#	Division	New Position	FY16-17 FTE	FY17-18 FTE
1	Administration	Neighborhood Outreach Planner for development projects (Planner 3)	0.77	1.00
2	Administration	Planner to address rapidly evolving needs at the Director's request. Includes attending community meetings, developing tools to effectively implement new laws, and coordinating with other city agencies on major projects. (Planner 3)	0.77	1.00
3	Citywide	To make a partial position whole (Sr. Community Development Specialist)	0.58	0.58
		<b>Total</b>	<b>2.12</b>	<b>2.58</b>



# Proposed Performance Measures (1 of 3)

#	Type	Performance/Operational Measure
1a	Volume	Total volume of new planning cases and building permits requiring department review
1b	Volume	Total volume of new building permits requiring department review that are approved or disapproved over the counter (OTC).
2	Backlog	Total backlog of planning cases and building permits awaiting department review
3a	Caseload	Total active caseload of planning cases and building permits
3b	Caseload	Average active caseload per planner of planning cases and building permits
4a	Residential Addition Project Requiring a Hearing	The average number of days it takes from application being accepted by the department to 1st Commission Hearing
4b	Residential Addition Project Requiring a Hearing	The average number of days it takes from application being accepted by the department to Action Date
4c	Residential Addition Project Requiring Environmental Review	The average number of days it takes from application being accepted by the department to 1st Commission Hearing



# Proposed Performance Measures (2 of 3)

#	Type	Performance/Operational Measure
5a	<b>Project Requiring a Change of Use in a Neighborhood Commercial District (NCD) with no additional construction Requiring a Hearing</b>	The average number of days it takes from application being accepted by the department to 1st Commission Hearing.
5b	<b>Project Requiring a Change of Use in a Neighborhood Commercial District (NCD) with no additional construction Not Requiring a Hearing</b>	The average number of days it takes from application being accepted by the department to Action Date.
6a	<b>Small, New Residential Construction Project Requiring a Hearing</b>	The average number of days it takes from application being accepted by the department to 1st Commission Hearing.
6b	<b>Small, New Residential Construction Project Not Requiring a Hearing</b>	The average number of days it takes from application being accepted by the department to Action Date.
7a	<b>Large, New Residential Construction Project Requiring a Hearing</b>	The average number of days it takes from application being accepted by the department to 1st Commission Hearing.
7b	<b>Large, New Residential Construction Project Not Requiring a Hearing</b>	The average number of days it takes from application being accepted by the department to Action Date.
8	<b>100% Affordable Housing Project</b>	The average number of days it takes from the application being accepted by the department to 1st Commission Hearing.
9	<b>Public Projects Requiring Environmental Review</b>	The average number of days it takes from the application being accepted by the department to final CEQA determination.

# Proposed Performance Measures

## (3 of 3)

#	Type	Performance/Operational Measure
10	Enforcement	The percentage of active enforcement cases brought into compliance.
11	Community Events	The percentage of event participants who rated community events as good or very good.
12a	Public Information	The percentage of customers served at the Planning Information Center (PIC) who rated the staff's service as good or very good.
12b	Public Information	The percentage of Planning Information Map (PIM) users who found the site simple to navigate and was helpful.
13	Monitoring Reports	Percent completion of all required planning, housing, and monitoring reports according to mandated or established publication schedules.
14	Parklets Program	TBD
15	Legislation	Percentage of Ordinances initiated by an elected office that are reviewed by the Commission within 90 days or continued at the request of the elected official.
16a	Records Requests	Percentage of records requests responded to within 10 days.
16b	Records Requests	Percentage of immediate disclosure requests responded to by close of business the next business day.



# Budget Calendar

Date	Budget Agenda Item
2/3/16	Request “recommendation of approval” of the budget and work program with the <b>Historic Preservation Commission</b>
2/4/16	Proposed budget and work program with the <b>Planning Commission</b>
2/11/16	Request “approval” of the budget and work program with the <b>Planning Commission</b>
2/22/16	Budget Submission to the Mayor
6/1/16	Mayor’s Proposed Budget is published
7/29/16	Final Annual Appropriation Ordinance (AAO) Adopted



# Questions

