

PLANNING

PROPOSED BUDGET • FY 2019-20 & 2020-21

PROPOSED BUDGET

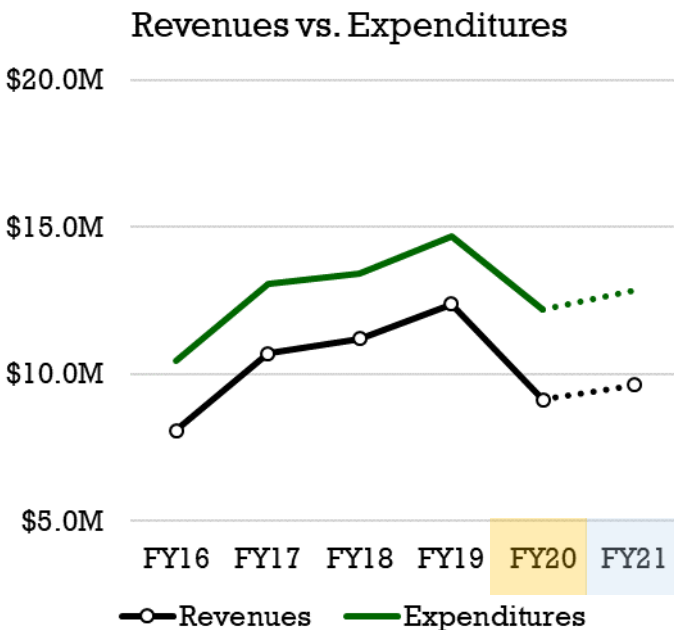
All Funds	FY 2018-19	FY 2019-20	Δ	FY 2020-21	Δ
Revenues	12,382,288	9,124,834	-26.3%	9,640,251	5.6%
<i>General Fund</i>	2,293,245	3,074,673	34.1%	3,198,115	4.0%
Total Financing	14,675,533	12,199,507	-16.9%	12,838,366	5.2%
Expenditures	14,675,533	12,199,507	-16.9%	12,838,366	5.2%
Total Staffing	72.00	71.50	-0.7%	71.50	0.0%
<i>Unfunded Staffing</i>	(2.00)	(4.00)	100.0%	(4.00)	0.0%
Funded Staffing	70.00	67.50	-3.6%	67.50	0.0%

FOCUS AREAS

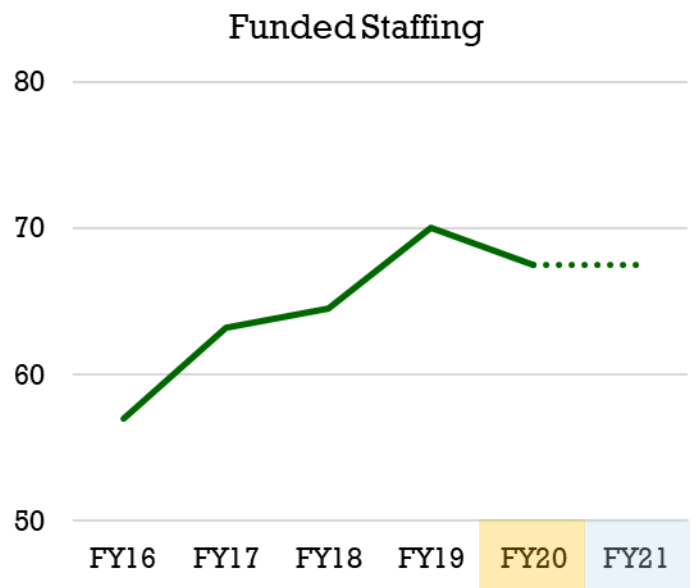
-  Attainable Housing
-  Sustainable Environment
-  Dynamic Economy
-  Operational Excellence

For Department Priorities:
[Operational Plan Section III](#)

BUDGET TRENDS



Expenditures and revenues have fluctuated with changes in development activity. A General Fund contribution offsets the gap.



Staffing has increased the past four years but will decline by 2.5 full-time equivalent (FTE) positions in 2019-20 with a .50 FTE deletion and unfunding 2 additional positions.

OVERVIEW

Mission

The Planning Department develops, implements and enforces County land use policies, ordinances and programs that protect and strengthen the environment and community.

Planning
Department

Housing Funds*

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Administration

Permit Center

Code
Compliance

Sustainability &
Special Projects

ADMINISTRATION & SUPPORT SERVICES

Provides support to management, staff and public counter: development and administration of the budget; establishment of fees/rates; personnel; accounting support and systems development.

PERMIT CENTER

The Permit Center includes Building and Inspections; Earth and Natural Sciences/ Environmental Planning; Development Review and Public Counter Divisions.

CODE COMPLIANCE

Provides investigation of complaints on zoning, building and environmental code violations as a subset of the Permit Center.

SUSTAINABILITY & SPECIAL PROJECTS

Oversees the General Plan including the Housing Element; Local Coastal Program; community and special area plans; and others.

HOUSING & COMMUNITY DEVELOPMENT

Administers affordable housing projects and programs, and activities/investments that meet needs of lower income households and assist the lower income community.

BUDGET HIGHLIGHTS

The Planning Department currently receives only a quarter of its funding from the General Fund and the remainder primarily from grants and fees for services. Because development activity can wax and wane based on local economics, projected General Fund support may increase or decrease in any given year.

The 2019-20 recommended budget reflects anticipated changes in development activity as well as increased departmental work on projects unsupported by charges for services. These include the General Plan Sustainability Update including the Local Coastal Program, relevant County Codes, and the General Plan Circulation

Element, as well as an update of the Local Hazard Mitigation Plan. In addition to these updates, the department has undertaken a significant continuous improvement project, known as PRIMO PIE, in order to improve the permitting process and customer experience through process, technological and physical space changes and improvements.

Changes in staffing reflect the need to control Salary and Benefits costs to match the level of anticipated revenues as the result of expiring grants and a fluctuation in permitting activities. Two positions will remain unfunded from the 2018 -19 fiscal year: one Planning Technician and one

BUDGET HIGHLIGHTS

Code Compliance Investigator. An additional two positions, which are currently vacant, will also be unfunded in 2019-20: one Assistant Director and one Housing Specialist.

Additional position changes (some of which occurred mid-year) include changing a Department Fiscal Officer to an Accountant II, replacing an Office Assistant III with an Accountant Technician, replacing a Building Inspector II with a Building Permit Technician I and eliminating a half-time Planner position. These changes reflect a response to changing business needs based on permitting and building activity in various stages of review currently, as well as implementing PRIMO PIE.

In 2019-20, the Planning Department anticipates several key development applications for medical offices, shopping center revitalization, mixed use development, and workforce housing. It is anticipated that the Sustainability Environmental

Impact Report and the General Plan Circulation Element Update will play crucial roles in seeing these projects come to fruition.

In the area of housing development, amendments to the General Plan and County land use regulations will support the preservation of existing housing while also allowing for the development of critical housing supply to meet the community needs, particularly in the areas of workforce and farmworker housing.

New grant funding opportunities are anticipated and staff are poised to respond with competitive applications to both State and federal programs such as No Place Like Home (NPLH), HOME, CalHOME and Community Development Block Grant (CDBG) Notice of Funding Availability (NOFAs). Planning Senate Bill 2 grant funds are also anticipated to be awarded and used during this budget period.

YEAR 1 BUDGET OVERVIEW

2019-20 RECOMMENDED BUDGET

The 2019-20 recommended budget provides for a decrease of \$2,476,026 in expenditures and a decrease of \$3,357,454 in revenues, resulting in an \$781,428 increase in General Fund contribution.

EXPENDITURES

The decrease in expenditures reflects staffing changes, reductions in services and supplies and reductions in grant funding of \$1,555,616, offset by an increase in County overhead charges.

The reduction of \$242,021 in Salaries and Benefits is due to reduction in staffing, which offsets increases for supporting existing staffing.

The decrease of \$417,369 in Services and Supplies is primarily due to decreases in new contracts for professional services, existing contracts will continue.

REVENUES

The decrease in revenues of \$3,257,454 is primarily a reduction of expended grant revenues of \$1,766,041 from CDBG funds, a reduction in permits of \$1,209,803 and a reduction in charges for services and other revenues of \$281,610.

STAFFING

Changes in staffing include four unfunded positions (Assistant Director, Planning Technician, Code Compliance Investigator and Housing Specialist), and the elimination of one half-time Planner position that expires June 30, 2019.

Additional changes (some occurred mid-year) include changing a Departmental Fiscal Officer to an Accountant II, replacing an Office Assistant III with an Account Technician and substituting a Building Permit Technician I for a Building Inspector II.

YEAR 1 BUDGET DETAIL

Budget Unit: 54

All Funds	Actual 2017-18	Adopted 2018-19	Estimated 2018-19	Recommended 2019-20	Change from 2018-19	
Revenues						
Taxes	6,735	0	0	0	0	0.0%
Licenses & Permits	4,661,611	6,868,336	5,190,129	5,658,533	(1,209,803)	-17.6%
Fines & Assessments	25,035	500	62,500	18,000	17,500	3500.0%
Intergovernmental	501,444	1,891,041	1,873,030	125,000	(1,766,041)	-93.4%
Charges for Services	2,560,835	3,376,615	3,050,944	3,056,073	(320,542)	-9.5%
Miscellaneous	252,874	235,796	197,075	267,228	31,432	13.3%
Other Financing	0	10,000	17,000	0	(10,000)	-100.0%
Total Revenues	8,008,534	12,382,288	10,390,678	9,124,834	(3,257,454)	-26.3%
<i>General Fund</i>	<i>3,484,335</i>	<i>2,293,245</i>	<i>3,580,187</i>	<i>3,074,673</i>	<i>781,428</i>	<i>34.1%</i>
Total Financing	11,492,869	14,675,533	13,970,865	12,199,507	(2,476,026)	-16.9%
Expenditures						
Salaries & Benefits	8,604,575	10,310,392	9,569,159	10,068,371	(242,021)	-2.3%
Services & Supplies	6,401,138	2,571,962	2,504,566	2,154,593	(417,369)	-16.2%
Other Charges	803,839	2,141,939	2,204,809	586,323	(1,555,616)	-72.6%
Other Financing	0	35,000	35,000	0	(35,000)	-100.0%
Subtotal	15,809,552	15,059,293	14,313,534	12,809,287	(2,250,006)	-14.9%
<i>IntraFund Transfers</i>	<i>(4,316,683)</i>	<i>(383,760)</i>	<i>(342,669)</i>	<i>(609,780)</i>	<i>(226,020)</i>	<i>58.9%</i>
Total Expenditures	11,492,869	14,675,533	13,970,865	12,199,507	(2,476,026)	-16.9%
Staffing						
Admin & Support		11.00	11.00	11.00	0.00	0.0%
Permit Center		42.00	42.00	42.50	0.50	1.2%
Code Compliance		7.00	7.00	7.00	0.00	0.0%
Sustainability & Sp. Projects		7.00	7.00	6.00	(1.00)	-14.3%
Housing & Com. Dev.		5.00	5.00	5.00	0.00	0.0%
Total Staffing		72.00	72.00	71.50	(0.50)	-0.7%
<i>Unfunded Staffing</i>		<i>(2.00)</i>	<i>(2.00)</i>	<i>(4.00)</i>	<i>(2.00)</i>	<i>100.0%</i>
Funded Staffing		70.00	70.00	67.50	(2.50)	-3.6%

YEAR 1 FINANCING CHANGES

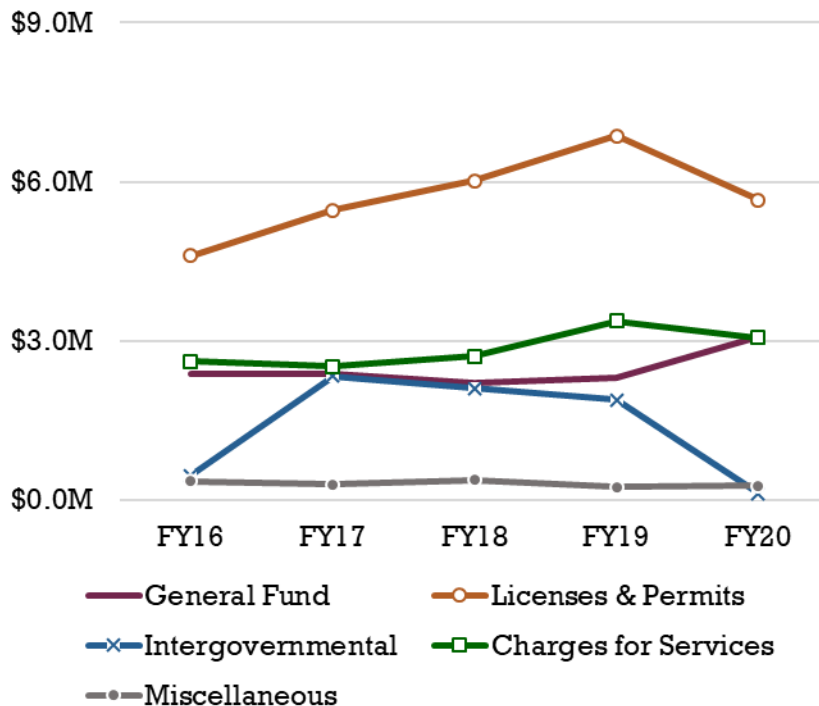
Financing Sources	Description/ Impact	Increase/ (Decrease)
Licenses & Permits	Decrease in permit activity due to anticipated decline in projected development activity.	(1,209,803)
Fines & Assessments	Increase for code violation citations.	17,500
Intergovernmental	Decrease due to expended grant funding offset by increase from Senate Bill (SB) 2 funding.	(1,766,041)
Charges for Services	Decrease due to anticipated decline in projected development activity.	(320,542)
Miscellaneous	Increase due to contribution from Technology Fund for expenses related to electronic blueprints software and maintenance of the permitting database software.	31,432
Other Financing	Decrease due to delayed purchase of Records Room Scanner. Laserfiche is not live in Planning as yet.	(10,000)
General Fund	Increase to support gap in other funding sources and to support non-permit / non-grant Planning activities.	781,428
Total		(2,476,026)

YEAR 1 EXPENDITURE CHANGES

Financing Uses	Description/ Impact	Cost/ (Savings)
Salaries & Benefits	Increase to support existing staff.	274,293
	Decrease due to deletion of .50 FTE position and four unfunded positions.	(516,314)
Services & Supplies	Decrease due to reduction in professional services and liability insurance.	(589,871)
	Increases in computer software, legal services and costs related to administration of grants.	172,502
Other Charges	Decrease in grant funding to Public Works and Health Services.	(1,689,839)
	Increase in County overhead charges.	134,223
Other Financing	Decrease due to purchase of vehicle completed in 2018-19.	(35,000)
IntraFund Transfers	Decrease due to reduction in grant fund transfer for No Place Like Home grant.	(165,830)
	Decrease for support costs allocations to Housing.	(60,190)
Total		(2,476,026)

FINANCING TRENDS

5-Year Financing by Sources



GENERAL FUND

The Planning Department receives 25% funding from the General Fund and recovers costs from fees for services, permits and grants.

LICENSES AND PERMITS

Includes revenues from construction, grading and zoning permits. Expected to increase from 2018-19 level.

INTERGOVERNMENTAL

Includes revenues from grant funding from Federal and State sources.

CHARGES FOR SERVICES

Includes revenues from fees, and other at-cost service charges.

MISCELLEANEOUS

Includes revenues from other fund sources, such as the Technology Fund and fines and assessments funding.

YEAR 1 FINANCING BY DIVISION

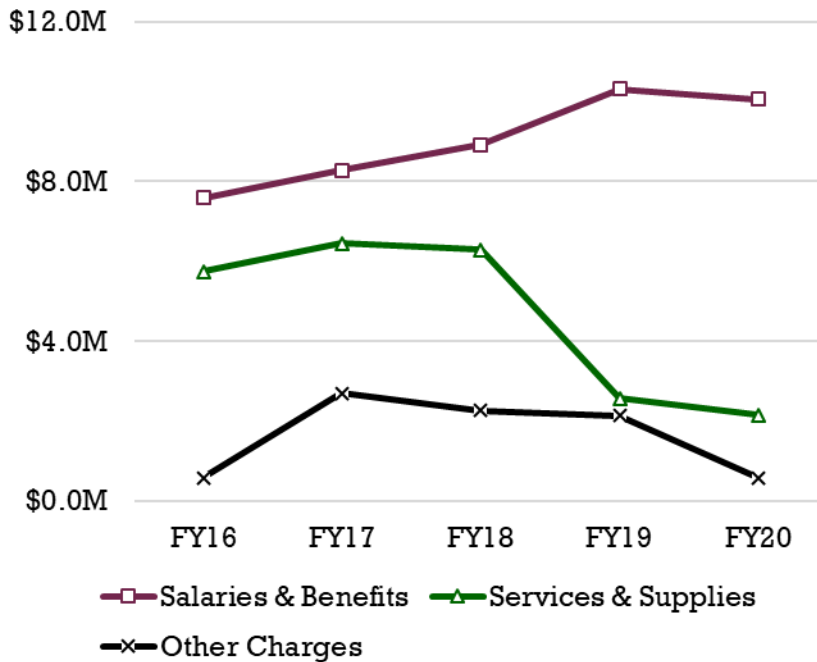
FY 2019-20 Financing

General Fund By Division	Licenses & Permits	Intergovernmental	Charges for Services	Misc.	General Fund	Total Financing
Admin. & Support	0	0	39,000	233,978	2,453,591	2,726,569
Permit Center	5,658,533	0	1,722,092	18,000	(607,704)	6,790,921
Code Compliance	0	0	73,732	18,000	863,531	955,263
Sustainability & Sp. Projects	0	0	320,864	250	468,558	789,672
Housing	0	125,000	900,385	15,000	(103,303)	937,082
Total General Fund	5,658,533	125,000	3,056,073	285,228	3,074,673	12,199,507

*Other - Includes revenue from Licenses & Permits, Fines & Assessments, Use of Money, and Miscellaneous

EXPENDITURE TRENDS

5-Year Expenditures by Uses



SALARIES & BENEFITS

The Planning Department spends 80% of its budget on staff.

SERVICES & SUPPLIES

Includes costs for office, field supplies and consultants.

OTHER CHARGES

Includes contributions to other entities and lease purchase of equipment.

*Expenditures do not include IntraFund Transfers.

YEAR 1 EXPENDITURES BY DIVISION

General Fund by Division	FY 2019-20 Expenditures				Total Expenditures
	Salaries & Benefits	Services & Supplies	Other Charges	Intrafund Transfers*	
Admin. & Support	1,460,982	933,944	604,623	(272,980)	2,726,569
Permit Center	6,239,444	551,477	0	0	6,790,921
Code Compliance	841,979	113,284	0	0	955,263
Sustainability & Sp. Projects	841,253	73,419	0	(125,000)	789,672
Housing	684,713	482,469	(18,300)	(211,800)	937,082
Total General Fund	10,068,371	2,154,593	586,323	(609,780)	12,199,507

*IntraFund Transfers represent reimbursements from other departments.

ACCOMPLISHMENTS & ACCOUNTABILITY

PRIOR YEAR GOALS

1. Sustainability General Plan and Regulatory Updates, including preparation of Environmental Impact Report (EIR)
 - Updates to Land Use, Circulation, Community Design and other Elements to incorporate sustainability goals and policies, and modernize zoning regulations
 - New and amended zoning districts to better accommodate “affordable by design” housing units and mixed use areas; County Design Guidelines.
2. Processing through the Coastal Commission of Safety/Noise Element Update, which includes Policies and Regulations addressing Sea Level Rise and Climate Change as related to development on Coastal Bluffs. This will provide clarity regarding applicable development standards that relate to projects subject to coastal, fire, flood, geologic, airport, noise and other hazards.
3. Seascape Beach Estates Zoning Overlay, including Coastal Commission adoption will provide clarity regarding acceptable height limits within coastal scenic area.
4. Interdepartmental Teamwork to process LCP Amendment for Interim Use of CEMEX Site; as well continuation of work to prepare CEMEX Long-Term Reuse Plan and Local Coastal Program Amendment. This will facilitate public and private investment to achieve public access and coastal resource protection goals along with job creation and viable private economic use at the property.

2018-19 ACCOMPLISHMENTS

1. An EIR Consultant was hired and work started on the Sustainability EIR, which will be a two-year effort.
 - A Transportation Consultant was retained to update travel demand model and assist with Circulation Element policies and strategies.
 - Code amendments were completed to incorporate new State Density Bonus provisions, including for Mixed Use projects. Other code amendments supportive of affordable housing were completed, (e.g. agricultural employee / farmworker housing, and “permanent room housing” overlay district). Also completed the Pleasure Point Vision, Guiding Principles & Guidelines for Commercial/ Mixed Use Projects, and Portola Drive Complete Street Concept.
2. Safety/Noise Element Update, with policies for Coastal Bluffs and Beaches, Sea Level Rise and Climate Change and other components, was adopted by Board of Supervisors, and submitted to Coastal Commission for certification.
3. Seascape Beach Estates Overlay District was adopted by Board of Supervisors and submitted to Coastal Commission for certification.
4. In coordination with Office of Economic Development, CEMEX Reuse Study was completed and a Preferred Alternative identified. The next steps will include identification of funding for and preparation of an EIR.

YEAR 2 PROJECTED BUDGET OVERVIEW

2020-21 PROJECTED BUDGET

The estimates included in the 2020-21 projected budget assume a status quo operation and reflect any known changes, resulting in an increase of \$123,442 in General Fund contribution.

EXPENDITURES

The increase in expenditures is primarily Salaries and Benefit increases of \$404,007 to support existing staff.

REVENUES

The increase of \$515,417 in revenue is primarily due to an anticipated increase in permit activity.

STAFFING

Staffing is status quo for 2020-21.

YEAR 2 PROJECTED BUDGET DETAIL

Budget Unit: 54

All Funds	Adopted 2018-19	Recommended 2019-20	Projected 2020-21	Change from 2019-20	
Revenues					
Licenses & Permits	6,868,336	5,658,533	6,198,702	540,169	9.5%
Fines & Assmts	500	18,000	18,000	0	0.0%
Intergovernmental	1,891,041	125,000	125,000	0	0.0%
Charges for Services	3,376,615	3,056,073	3,030,505	(25,568)	-0.8%
Miscellaneous	235,796	267,228	268,044	816	0.3%
Other Financing	10,000	0	0	0	0.0%
Total Revenues	12,382,288	9,124,834	9,640,251	515,417	5.6%
<i>General Fund</i>	<i>2,293,245</i>	<i>3,074,673</i>	<i>3,198,115</i>	<i>123,442</i>	<i>4.0%</i>
Total Financing	14,675,533	12,199,507	12,838,366	638,859	5.2%
Expenditures					
Salaries & Benefits	10,310,392	10,068,371	10,472,378	404,007	4.0%
Services & Supplies	2,571,962	2,154,593	2,189,345	34,752	1.6%
Other Charges	2,141,939	586,323	574,623	(11,700)	-2.0%
Other Financing	35,000	0	0	0	0.0%
Subtotal	15,059,293	12,809,287	13,236,346	427,059	3.3%
<i>IntraFund Transfers</i>	<i>(383,760)</i>	<i>(609,780)</i>	<i>(397,980)</i>	<i>211,800</i>	<i>-34.7%</i>
Total Expenditures	14,675,533	12,199,507	12,838,366	638,859	5.2%
Staffing					
Admin. & Support	11.00	11.00	11.00	0.00	0.0%
Permit Center	42.00	42.50	42.50	0.00	0.0%
Code Compliance	7.00	7.00	7.00	0.00	0.0%
Sustainability & Sp. Projects	7.00	6.00	6.00	0.00	0.0%
Housing	5.00	5.00	5.00	0.00	0.0%
Total Staffing	72.00	71.50	71.50	0.00	0.0%
<i>Unfunded Staffing</i>	<i>(2.00)</i>	<i>(4.00)</i>	<i>(4.00)</i>	<i>0.00</i>	<i>0.0%</i>
Funded Staffing	70.00	67.50	67.50	0.00	0.0%

