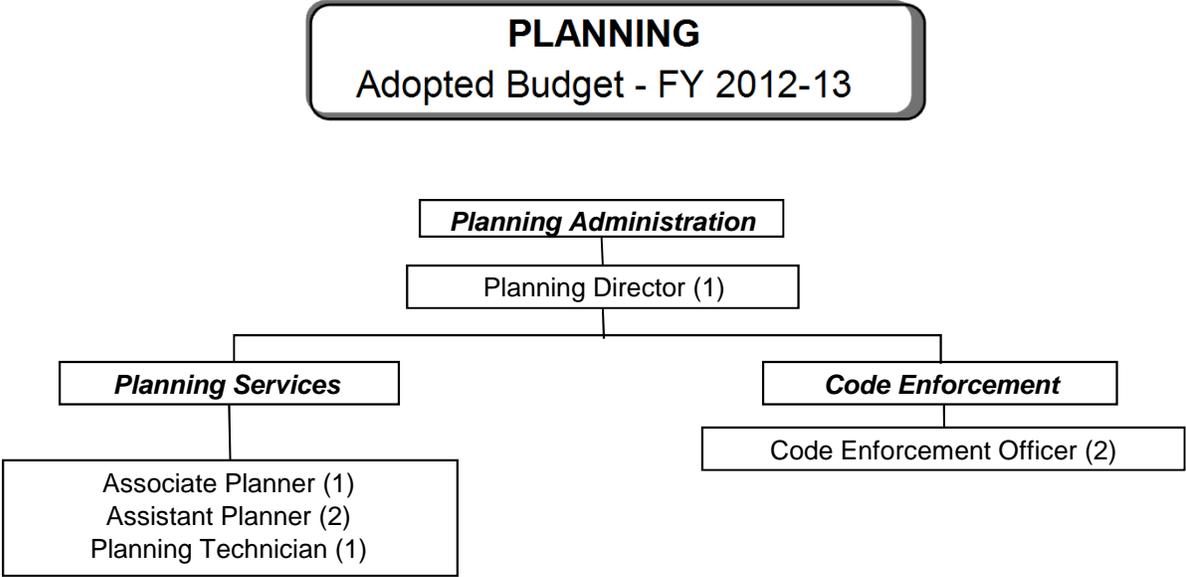


PLANNING

Mission Statement: *The Planning Department is committed to enhancing the quality of life of the City's residents, businesses and visitors, and to promote a well-designed, physically integrated, livable and prosperous community.*



SUMMARY OF PERSONNEL
Adopted Budget - FY 2012-13

PLANNING

Planning Services

1.00	Planning Director
1.00	Associate Planner
2.00	Assistant Planner
<u>1.00</u>	Planning Technician
5.00	

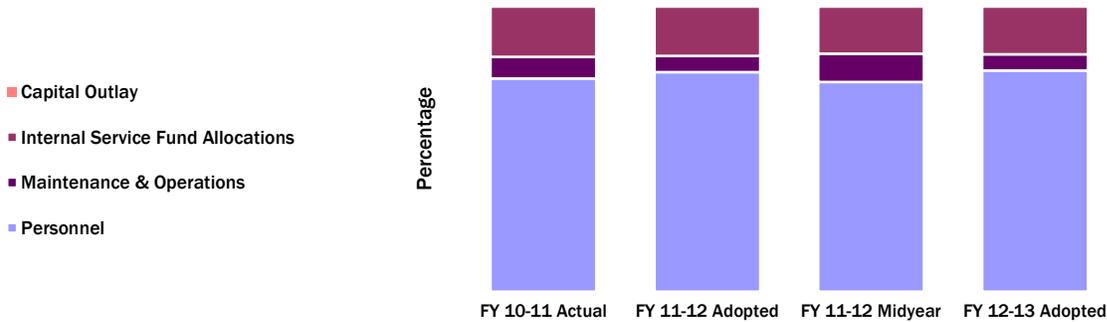
Code Enforcement

<u>2.00</u>	Code Enforcement Officer
2.00	

TOTAL PERSONNEL: 7.00

PLANNING

<i>Operating Expenses</i>	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Midyear	FY 12-13 Adopted	Increase/ Decrease	
Personnel	718,271	751,131	751,132	763,294	12,162	2%
Maintenance & Operations	73,565	55,479	101,900	55,479	(46,421)	(46%)
Internal Service Fund Allocations	169,876	169,876	169,593	165,758	(3,835)	(2%)
Capital Outlay	-	-	-	-	-	0%
TOTAL	961,712	976,486	1,022,625	984,531	(38,094)	(4%)



<i>Funding Sources</i>	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Midyear	FY 12-13 Adopted	Increase/ Decrease	
General Fund	932,341	976,486	1,012,462	984,531	(27,931)	(3%)
Harbor Tidelands	12,711	-	4,398	-	(4,398)	(100%)
Harbor Uplands	13,843	-	4,790	-	(4,790)	(100%)
Redevelopment Agency	2,817	-	975	-	(975)	(100%)
TOTAL	961,712	976,486	1,022,625	984,531	(38,094)	(4%)

PLANNING PLANNING SERVICES

Purpose: The Planning Division administers the City's long-range and current planning programs, as guided by the City's adopted General Plan and Zoning Ordinance to provide for the types and mix of land uses necessary to serve the needs of existing and future residents, to ensure that projects are developed to achieve a high level of quality, to improve the livability of neighborhoods, and to enhance the economic health of the community. Specific programs of the division include:

- Development review to permit property owners to make improvements to property in conformance with the General Plan and Zoning Ordinance;
- Updating the General Plan and Zoning Ordinance to meet the changing land use and development needs of the community; and
- Administration of the City's Historic Preservation Program to assist property owners who submit applications to designate their own properties as historic landmarks and/or historic districts, and to safeguard the City's heritage, identity, and visual character.

<i>Operating Expenses</i>	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Midyear	FY 12-13 Adopted	Increase/ Decrease	
Personnel	643,538	650,788	650,789	666,234	15,445	2%
Maintenance & Operations	69,902	48,903	95,324	48,903	(46,421)	(49%)
Internal Service Fund Allocations	142,220	142,220	141,819	138,541	(3,278)	(2%)
Capital Outlay	-	-	-	-	-	0%
TOTAL	855,660	841,911	887,932	853,678	(34,254)	(4%)

<i>Funding Sources</i>	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Midyear	FY 12-13 Adopted	Increase/ Decrease	
General Fund	826,289	841,911	877,769	853,678	(24,091)	(3%)
Harbor Tidelands	12,711	-	4,398	-	(4,398)	(100%)
Harbor Uplands	13,843	-	4,790	-	(4,790)	(100%)
Redevelopment Agency	2,817	-	975	-	(975)	(100%)
TOTAL	855,660	841,911	887,932	853,678	(34,254)	(4%)

PLANNING CODE ENFORCEMENT

Purpose: The Code Enforcement Division enforces the City's Zoning Ordinance, housing code, and other related codes to protect the public health, safety and welfare and to maintain a safe and desirable environment for all who live in, work in, and visit the city.

<i>Operating Expenses</i>	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Midyear	FY 12-13 Adopted	Increase/ Decrease
Personnel	74,733	100,343	100,343	97,060	(3,283) (3%)
Maintenance & Operations	3,663	6,576	6,576	6,576	- 0%
Internal Service Fund Allocations	27,656	27,656	27,774	27,217	(557) (2%)
Capital Outlay	-	-	-	-	- 0%
TOTAL	106,052	134,575	134,693	130,853	(3,840) (3%)

<i>Funding Sources</i>	FY 10-11 Actual	FY 11-12 Adopted	FY 11-12 Midyear	FY 12-13 Adopted	Increase/ Decrease
General Fund	106,052	134,575	134,693	130,853	(3,840) (3%)
TOTAL	106,052	134,575	134,693	130,853	(3,840) (3%)

PLANNING

Core Service Activities

Adopted	FY 2011-12 (63%)	Total Staff Hours:	9,191
Adopted	FY 2012-13 (63%)	Total Staff Hours:	9,191

- Respond to approximately 2,500 public counter information inquiries and 2,000 phone calls about zoning, the General Plan, projects and planning applications.
- Complete the administrative processing of 15 2-3 unit residential applications, with 100% completed within 45 days.
- Render an administrative decision for 12 modifications (administrative variances) within 21 days of submittal of an application.
- Complete the processing of 30 applications requiring approval of the Planning Commission, Harbor Commission, Preservation Commission, and City Council.
- Complete the processing of 1 zoning amendment and 1 General Plan amendment.
- Complete 50 final inspections for development projects within 48 hours of the request for inspection.
- Complete 300 reviews of development plans submitted for plan check, 270 (90%) completed within three weeks and 30 (10%) completed within six weeks.
- Issue 50 Stop Work orders for construction being performed without a permit.
- Perform 150 business license investigations related to businesses with expired business licenses and businesses operating without a license.
- Complete processing of 6 new entertainment permits.

Key Projects and Assignments

Adopted	FY 2011-12 (16%)	Total Staff Hours:	2,329
Adopted	FY 2012-13 (16%)	Total Staff Hours:	2,329

	Hours
▪ Prepare amendments to the Zoning Ordinance and General Plan including: Food Truck regulations, Massage Permit requirements, Vacation Rental controls, Commercial Parking options, and Temporary Use and Special Event Permit improvements and Animal Control regulations as directed by the City Council by June 2013.	929
▪ Actively participate in all aspects of Waterfront Revitalization including land use, permitting, design review and Coastal Commission coordination by June 2013.	600
▪ Provide assistance and actively participate in all land use and urban design aspects of Riviera Village and Artesia Boulevard Corridor revitalization by June 2013.	100
▪ Implement policies and specific assignments resulting from a comprehensive update to the Housing and Circulation Elements of the General Plan by June 2013.	60
▪ Complete the Zoning and Land Use Plan amendment process for the AES Power Plant site by June 2013.	540
▪ Coordinate and participate in Vitality City Phase 2 projects by June 2013.	100

PLANNING

Customer Service and Referrals

Adopted FY 2011-12 (21%)

Total Staff Hours: 3,040

Adopted FY 2012-13 (21%)

Total Staff Hours: 3,040

- Expedite plan check for projects involving additions of 500 square feet or less by implementing a policy for a 3-day turn around for such projects.
- Provide at least 8 hours of training to key department staff in public speaking presentation skills.
- Provide a training session to improve report writing skills for appropriate staff.
- Achieve a service satisfaction average rating of 4 out of 5 for all categories of responses on customer service surveys in the Planning Division.
- Respond to approximately 250 inquiries at the counter regarding Code Enforcement operations and ordinances.
- Respond to approximately 2,500 phone inquiries about Code Enforcement related issues.