

File No. 130118

Committee Item No. 4

Board Item No. \_\_\_\_\_

## COMMITTEE/BOARD OF SUPERVISORS

### AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance SUB-Committee Date 03/06/2013

Board of Supervisors Meeting

Date \_\_\_\_\_

#### Cmte Board

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| <input type="checkbox"/>            | <input type="checkbox"/> | Motion                                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Resolution                                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Ordinance                                    |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Digest                           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Budget and Legislative Analyst Report        |
| <input type="checkbox"/>            | <input type="checkbox"/> | Legislative Analyst Report                   |
| <input type="checkbox"/>            | <input type="checkbox"/> | Youth Commission Report                      |
| <input type="checkbox"/>            | <input type="checkbox"/> | Introduction Form (for hearings)             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Department/Agency Cover Letter and/or Report |
| <input type="checkbox"/>            | <input type="checkbox"/> | MOU  |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Information Form                       |
| <input type="checkbox"/>            | <input type="checkbox"/> | Grant Budget                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Subcontract Budget                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Contract/Agreement                           |
| <input type="checkbox"/>            | <input type="checkbox"/> | Form 126 – Ethics Commission                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Award Letter                                 |
| <input type="checkbox"/>            | <input type="checkbox"/> | Application                                  |
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Completed by: Victor Young Date March 1, 2013

Completed by: Victor Young Date \_\_\_\_\_

1 [Public Employment - Amendment to the Annual Salary Ordinance for Planning Department -  
 2 FY2012-2013]

3 **Ordinance amending Ordinance No. 165-12 (Annual Salary Ordinance FY2012-2013) to**  
 4 **reflect the addition of 10 positions (10.00 FTEs) Class 1404 (Clerk), 5277 (Planner I),**  
 5 **5278 (Planner II), 5291 (Planner III), and 5298 (Planner III - Environmental Review) in the**  
 6 **Planning Department to focus on reducing the backlog of planning cases and building**  
 7 **permits requiring review.**

8 Note: Additions are *single-underline italics Times New Roman*;  
 9 deletions are *strikethrough italics Times New Roman*.  
 10 Board amendment additions are double underlined.  
 11 Board amendment deletions are ~~strikethrough normal~~.

12 Be it ordained by the People of the City and County of San Francisco:

13 Section 1. The hereinafter designated section and item of Ordinance No.165-12  
 14 (Annual Salary Ordinance, FY 2012-2013) is hereby amended so that the same shall read as  
 15 follows:

16 Department: Planning Department

17 Index Code: TBD

18 Program: FAH - Citywide Planning

19 Subfund: 1G-AGF-ACP

20	<u>Amendment</u>	<u>#of Pos.</u>	<u>Class and Item No.</u>	<u>Compensation Schedule</u>
21	Add	1.00 FTE	1404 Clerk	\$1,520, B, \$1,844

1 Department: Planning Department

2 Index Code: TBD

3 Program: FEF - Administration

4 Subfund: 1G-AGF-ACP

<u>Amendment</u>	<u>#of Pos.</u>	<u>Class and Item No.</u>	<u>Compensation Schedule</u>
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<i>Add</i>	<i>0.25 FTE</i>	<i>1404 Clerk</i>	<i>\$1,520, B, \$1,844</i>
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8 Department: Planning Department

9 Index Code: TBD

10 Program: FEF - Administration

11 Subfund: 1G-AGF-ACP

<u>Amendment</u>	<u>#of Pos.</u>	<u>Class and Item No.</u>	<u>Compensation Schedule</u>
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<i>Add</i>	<i>0.25 FTE</i>	<i>5275 Planner Technician</i>	<i>\$1,899, B, \$2,309</i>
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15 Department: Planning Department

16 Index Code: TBD

17 Program: FFP - Environmental Planning

18 Subfund: 1G-AGF-ACP

<u>Amendment</u>	<u>#of Pos.</u>	<u>Class and Item No.</u>	<u>Compensation Schedule</u>
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<i>Add</i>	<i>0.25 FTE</i>	<i>1404 Clerk</i>	<i>\$1,520, B, \$1,844</i>
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22 Department: Planning Department

23 Index Code: TBD

24 Program: FZA – Zoning Administration & Compliance

25 Subfund: 1G-AGF-ACP

1            Amendment #of Pos.            Class and Item No.            Compensation Schedule  
2            Add            0.25 FTE            5277 Planner I            \$2,183, B, \$2,654

3  
4            Department: Planning Department

5            Index Code: TBD

6            Program: FDP - Current Planning

7            Subfund: 1G-AGF-ACP

8            Amendment #of Pos.            Class and Item No.            Compensation Schedule  
9            Add            0.25 FTE            5278 Planner II            \$2,654, B, \$3,226

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11            Department: Planning Department

12            Index Code: TBD

13            Program: FDP – Current Planning

14            Subfund: 1G-AGF-ACP

15            Amendment #of Pos.            Class and Item No.            Compensation Schedule  
16            Add            0.25FTE            5291 Planner III            \$3,147, B, \$3,826

17            Add            0.25 FTE            5291 Planner III            \$3,147, B, \$3,826

18            Add            0.25 FTE            5291 Planner III            \$3,147, B, \$3,826

19  
20            Department: Planning Department

21            Index Code: TBD

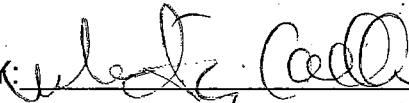
22            Program: FFP - Environmental Planning

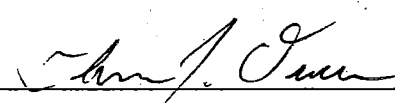
23            Subfund: 1G-AGF-ACP

24            Amendment #of Pos.            Class and Item No.            Compensation Schedule  
25            Add            0.25 FTE            5298 Planner III – Env Plan            \$3,147, B, \$3,826

1 APPROVED AS TO CLASSIFICATION  
2 DEPARTMENT OF HUMAN RESOURCES

APPROVED AS TO FORM:  
DENNIS J. HERRERA, City Attorney

3  
4  
5  
6 BY: 

By: 

7 Micki Callahan, Director 1/29/13

Deputy City Attorney

8 Department of Human Resources

9 Date: January 28, 2013

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**Items 3 and 4**  
**Files 13-0117 & 13-0118**

**Department:**  
 City Planning

## EXECUTIVE SUMMARY

### Legislative Objective

File 13-0117: An ordinance appropriating \$3,194,677 from the Planning Department's surplus fee revenues to fund 10 new, limited-term positions as well as office space improvements, record and information upgrades, revision of planning documents, and additional funding for the Permit and Project Tracking System (PPTS) and the Central Corridor Environmental Impact Report.

File 13-0118: An ordinance amending the Annual Salary Ordinance (ASO) to add 10 new, limited-term positions (2.5 FTE positions in FY 2012-13) for a term of 2.25 years.

### Key Points

- According to the Controller's FY 2012-13 Six-Month Budget Status Report, the Planning Department is estimated to end FY 2012-13 with a revenue surplus of \$4,300,000 that is due to higher building permit and environmental application fees that have been collected from various planned large-scale projects.
- The proposed supplemental appropriation ordinance (File 13-0117) would appropriate \$3,194,677 from the Planning Department's surplus fee revenues including: (a) \$1,102,000 to fund office space improvements, record and information upgrades, revision of planning documents, additional funding for the Permit and Project Tracking System (PPTS), and the Central Corridor Environmental Impact Report; and (b) \$2,092,677 to fund, under a continuing project, 10 new, limited-term positions for 2.25 years.
- According to Mr. Keith DeMartini, the Planning Department's Financial Manager, the Planning Department is currently experiencing a backlog of 356 planning cases and 106 building permits that are awaiting review. Mr. DeMartini noted that additional staff is needed for a limited term of 2.25 years from approximately May 2013 through July 2015 to eliminate this backlog.

### Fiscal Impact

- The proposed supplemental appropriation ordinance (File 13-0117) would be funded by the Planning Department's surplus fee revenues which are projected to be \$4,300,000 by the end of FY 2012-13 (June 30, 2013). These fees include (a) New Construction Building Permit Fee Revenues, (b) Building Permit Alterations Fee, and (c) Environmental Planning Fees.
- Pursuant to the City Planning Code Section 350, the Planning Department's fee revenues are restricted-use funds and can only be expended to cover the cost of the services for which the fee was collected or for other related departmental costs associated with the review of the project. The Planning Department fee revenues cannot be appropriated for any other City expenditures. The 10 requested positions include six Planner positions to process permits, enforce code compliance, and conduct environmental review, and four clerical and administrative support positions for permit processing and environmental review.

- The Budget and Legislative Analyst recommends approval of 8 and disapproval of 2 of the 10 requested limited term positions. The Budget and Legislative Analyst's recommendations will result in salary and fringe benefit savings of \$420,453. Therefore, the requested supplemental appropriation should be reduced by \$420,453, from \$3,194,677 to \$2,774,224.

#### **Recommendations**

- Amend the proposed Annual Salary Ordinance (File 13-0118) for FY 2012-13 to specify that all new, limited-term positions are Limited Tenure (LT) positions for no more than 2.25 years.
- Amend the proposed Annual Salary Ordinance (File 13-0118) by deleting (a) one 1404 Clerk, Citywide Planning Division, and (b) one 5291 Planner III, Current Planning Division.
- Amend the proposed supplemental appropriation ordinance (File 13-0117) to reduce the requested supplemental appropriation by \$420,453, from \$3,194,677 to \$2,774,224.
- Approve File 13-0117 and File 13-0118 as amended.

## MANDATE STATEMENT & BACKGROUND

### Mandate Statement

Under Section 3.15 of the City's Administrative Code, supplemental budget requests, subsequent to the adoption of the annual budget for the current fiscal year, are subject to approval by the Board of Supervisors.

Pursuant to the City's Planning Code, Section 350, the Planning Department can impose fees in order to compensate the Department for the cost of processing applications and for the development and revision of land use controls.

### Background

The Planning Department's FY 2012-13 budget totals \$28,185,710, with the General Fund comprising \$4,784,151, or 17% of the budget, fees for services comprising \$21,109,469, or 75% of the budget, and various grant and project funds comprising \$2,292,090, or 8% of the budget, and includes 156.8 budgeted full-time equivalent employees (FTE).

#### *Building Permits and Planning Cases*

One of the Planning Department's primary responsibilities is to process building permits and planning cases for new development projects that require planning permits. Processing building permits and planning cases entails reviewing project plans to ensure that new developments, or alterations to existing developments, comply with the San Francisco Planning Code.

According to Mr. Keith DeMartini, the Planning Department's Financial Manager, the Planning Department projected a 3% increase in the overall amount of planning cases and building permits that would be processed in FY 2012-13 from FY 2011-12, as shown in Table 1 below, largely due to the economic recovery that San Francisco has been experiencing this year.

**Table 1**  
**Building Permits and Planning Cases Processed from FY 2007-08 to FY 2012-13**

	FY07-08 Actual	FY08-09 Actual	FY09-10 Actual	FY10-11 Actual	FY11-12 Actual	FY 12-13 (Est.)	Total
Building Permits	7,496	6,155	6,301	6,330	6,523	6,770	39,575
Planning Cases	1,966	1,495	1,336	1,520	1,832	1,818	9,967
Total	9,462	7,650	7,637	7,850	8,355	8,588	49,542
% Increase/ Decrease from Prior Year	n/a	-19%	0%	3%	6%	3%	



Mr. DeMartini explained that the Planning Department is currently experiencing a backlog of 356 planning cases and 106 building permits that are awaiting review.<sup>1</sup> This backlog is included in the FY 2012-13 projected caseload in Table 1 above consisting of 6,770 building permits and 1,818 planning cases.

Mr. DeMartini noted that additional staff is needed to process this backlog. Currently, the Planning Department has 52.76 full time equivalent (FTE) positions dedicated to processing building permits and planning cases as shown in Table 2 below.

**Table 2**  
**Positions Dedicated to Processing Building Permits and Planning Cases**

Title	Class	FTE
Current Planning Division		
Sr. Clerk Typist	1426	2.00
Planner Tech	5275	1.50
Planner I	5277	4.00
Planner II	5278	8.25
Planner III	5291	18.92
Environmental Planning Division		
Planner Tech	5275	.75
Planner II	5278	4.74
Planner III	5291	1.00
Planner III- Env. Review	5298	11.60
	Total	52.76

### *Projected Revenue Surplus*

According to the Controller's FY 2012-13 Six-Month Budget Status Report, the Planning Department projects to end FY 2012-13 with a revenue surplus of \$4,300,000 as of June 30, 2013.

Mr. DeMartini attributed the revenue surplus to the higher building permit and environmental application fees that have been realized from various planned large-scale projects, which are assessed higher fees based on the estimated construction cost of the project. Mr. DeMartini also noted that City Planning has not realized surplus fee revenues of this magnitude in recent years.

<sup>1</sup> According to Mr. DeMartini the backlog consists of applications for permits that have been filed and are awaiting the review of a Planner.

**DETAILS OF PROPOSED LEGISLATION****File 13-0117**

The proposed supplemental appropriation ordinance (File 13-0117) would appropriate \$3,194,677 from the Planning Department's surplus fee revenues to fund office space improvements, record and information upgrades, revision of planning documents, additional funding for the Permit and Project Tracking System (PPTS), and the Central Corridor Environmental Impact Report totaling \$1,102,000 and \$2,092,677 to fund 10 new, limited-tenure positions for 2.25 years. Uses for the supplemental appropriation are shown in Table 3 below.

Included in the proposed supplemental appropriation is \$2,092,677 to fund 10 new, limited-term positions for 2.25 years as requested in the proposed Amendment to the Annual Salary Ordinance (File 13-0118), to reduce the backlog of building permits and planning cases for a total supplemental appropriation amount of \$3,194,677.

**Table 3**  
**Proposed Supplemental Appropriation One-Time Uses**

<b>Expenditure</b>	<b>Amount</b>	<b>Description</b>
Additions & Expansion Guidelines	60,000	Hire a consultant to develop small and medium-scale residential addition and expansion guidelines to retain historic buildings and character of residential neighborhoods.
Refine California Environmental Quality Act (CEQA) Analysis Procedures	50,000	Hire a consultant to develop more specific guidelines and revised public documents on procedures and analysis pertaining to CEQA.
Preservation Documents Revision	50,000	Hire a consultant to revise the Preservation Bulletins to reflect recent amendments to the Planning Code and other local historic preservation programs.
<b>Subtotal, Consultant Costs for Guidelines, CEQA Analysis, and Documents Revision</b>	<b>\$160,000</b>	
Office Space Reconfiguration	\$125,000	\$45,000 for office space reconfiguration for new staff hired through the supplemental and \$80,000 to redesign the space at the Planning Information Center (PIC) to provide more efficient service to the public.
Records & Information*	522,000	Digitize historical case files, purchase AutoCad and transportation analysis software, install department-wide WiFi, printer replacements, and increase capacity in the storage area network.
Permit and Project Tracking System (PPTS) Funding	45,000	Fund additional configuration needs and reports as part of the larger PPTS.
Central Corridor Environmental Impact Report (EIR) Funding*	250,000	Fund additional analysis required in the Central Corridor EIR.
<b>One-time Expenditures Subtotal</b>	<b>\$1,102,000</b>	
<b>Ten New Limited-Tenure Planning Staff for 2.25 Years Subtotal</b>	<b>\$2,092,677</b>	Salary and fringe benefit costs for 10 new, limited-term positions for 2.25 years as proposed in the amendment to the City's Annual Salary Ordinance (File 13-0118).
<b>Total Supplemental Appropriation</b>	<b>\$3,194,677</b>	

A description of the requested budget items which totals \$3,194,677, as shown in Table 3 above, is as follows:

**Update Guidelines and Procedures (Additions & Expansions, CEQA, & Preservation Documents) - \$160,000**

The Planning Department is proposing to (1) develop guidelines to inform the design of additions and expansions for small- and medium-scaled residential projects as there are currently no guidelines; (2) update the historic resource review procedures related to CEQA and the historic preservation report in the Property Information Map and (3) revise the Historic Preservation Bulletins and establish a more streamlined determination process for potential historic resources. The cost for the revision of guidelines and procedures is based on the number of hours that would be required for a consultant to coordinate a series of working group meetings, identify issues and areas of improvement opportunities, draft a procedures document, make revisions, and prepare informational handouts for each of the guideline documents. Planning staff would work with the Department's contract analysts in developing the appropriate solicitation (RFP, RFQ, etc.) for a consultant to provide the above mentioned services.

**Office Space Reconfiguration- \$125,000**

The Planning Department is proposing reconfiguration of the Planning Information Center (PIC) on the first floor of the Planning Department at 1660 Mission Street. The PIC is the initial point of contact for the public who are requesting information and submitting applications for planning permits. Several proposed modifications to the PIC include reconfiguring counter space to facilitate more private interactions between Planning staff and the public, developing new signage, creating a more inviting space for the public, and adding a workstation to accommodate peak demand for services. The office space modifications to accommodate the proposed new staff include four new desks and one private office.

**Records and Information - \$522,000**

The Planning Department is proposing to digitize approximately 2,000,000 historical case files and make information technology upgrades. The proposed budget for the Records and Information component of the requested supplemental appropriation is shown in Table 4 below.

**Table 4  
Records and Information Budget**

<b>Expenditures</b>	<b>Amounts</b>
Digitize Historical Case Files	\$100,000
AutoCad/Transportation Analysis Software	35,000
Department wide Wireless Internet	35,000
Printer Replacements	27,000
Storage Are Network (SAN) Increase and System Backend Replacements	325,000
<b>Records &amp; IT Improvements Total</b>	<b>\$522,000</b>

**Permit and Project Tracking System (PPTS) - \$45,000**

The Permit and Project Tracking System (PPTS) is a joint project with the Department of Building Inspection (DBI) that will improve permit and project processing. The PPTS is a city-wide system that has the capability of processing and tracking permit and project transactions across all City departments providing transparency, assuring data and financial accountability, and reducing permit processing times. From the user perspective, the PPTS will allow the public to track planning applications and building permits online, file certain applications and permits online, file complaints and search for general property information. As noted in Table 3 above, the requested \$45,000 is to fund additional reconfiguration needs and reports as part of the PPTS which is currently being implemented by Accela-21 Tech, LLC, a consultant whose contract was awarded through a competitive process.

**Central Corridor Environmental Impact Report (EIR) Funding- \$250,000**

The Planning Department is proposing to use \$250,000 of the proposed supplemental appropriation to fund additional analysis for the Central Corridor EIR (See the Budget and Legislative Analyst's report to the Budget and Finance Committee pertaining to File 13-0120).

**New Positions - \$2,092,677 (File 13- 0118)**

File 13-0118 would amend the Annual Salary Ordinance (ASO) to add 10 new, limited-term FTE's (2.5 positions in FY 2012-13) for a term of 2.25 years. A list of the positions and salaries including fringe benefit amounts are shown in Table 5 below.

**Table 5**  
**10 Temporary Positions Requested for FY 2012-13 through FY 2014-15**

Position	FY 2012-13		FY 2013-14		FY 2014-15		Total Salaries and Fringe Benefits for 2.25 Years
	FTE	Salary and Fringe Benefits	FTE	Salary and Fringe Benefits	FTE	Salary and Fringe Benefits	
<b>Citywide Division</b>							
1404 Clerk	0.25	\$15,167	1.00	\$60,667	1.00	\$63,400	\$139,234
<b>Administration</b>							
1404 Clerk	0.25	15,167	1.00	60,667	1.00	63,400	139,234
5275 Planner Technician	0.25	17,923	1.00	71,691	1.00	75,000	164,614
<b>Environmental</b>							
1404 Clerk	0.25	15,167	1.00	60,667	1.00	63,400	139,234
5298 Planner III- Environ. Review	0.25	29,701	1.00	118,806	1.00	124,221	272,728
<b>Zoning</b>							
5277 Planner I	0.25	20,603	1.00	82,413	1.00	86,286	189,302
<b>Current Planning</b>							
5278 Planner II	0.25	25,048	1.00	100,194	1.00	104,903	230,145
5291 Planner III	0.25	29,701	1.00	118,806	1.00	124,221	272,728
5291 Planner III	0.25	29,701	1.00	118,806	1.00	124,221	272,728
5291 Planner III	0.25	29,701	1.00	118,806	1.00	124,221	272,728
<b>Total</b>	<b>2.50</b>	<b>\$227,881</b>	<b>10.00</b>	<b>\$911,522</b>	<b>10.00</b>	<b>\$953,273</b>	<b>\$2,092,677</b>

\*A 45.2% mandatory benefits and fringe rate was assumed for each position. The total 2.25 year salary and fringe benefit amount in Table 5 above has been rounded up by \$1.

Of the 10 new, limited-term requested positions proposed, 6 are for Planner positions (1.0 FTE for a Planner I, 1.0 FTE for a Planner II, and 4.0 FTE for Planner IIIs).

- One Planner I position in the Zoning Administration and Compliance Division will work with Code Enforcement planners to investigate and resolve complaints regarding Planning Code violations. According to Mr. DeMartini, as of December 2012 the Planning Department had 1,178 complaints, which have not yet been reviewed or are in the process of investigation or resolution. Four positions (1.0 Planner II and 3.0 Planner IIIs) in the Current Planning Division which have been requested to process building permits and planning cases. According to Mr. DeMartini, the four new positions are necessary to process the caseload backlog of 356 planning cases and 106 building permits.
- One Planner III in the Environmental Planning Division to conduct environmental review of the increased planning cases contributing to the backlog. According to Mr. DeMartini,

routine environmental review cases are expected to increase by 30% and more detailed environmental impact reports are expected to increase by 9% in FY 2012-13 compared to FY 2011-12.

The remaining 4.0 FTEs requested are for staff support positions (3.0 FTEs for Clerks and 1.0 FTE for a Planner Technician). These positions will focus on the administrative work required to process the permits and planning cases in the backlog including application intake and processing as well as carrying-out noticing requirements and project close-out procedures allowing the Planner staff to focus on the analysis and technical review of the projects.

The Planning Department anticipates hiring of the 10 new positions in May 2013. The positions would be limited term for 2.25 years, from May 2013 through July 2015.

## FISCAL IMPACT

As noted in Table 3 above, the proposed supplemental appropriation totals \$3,194,677 including (a) \$1,102,000 in one-time expenditures in FY 2012-13 for office space reconfiguration, record and technology improvements, updated guidelines and procedures, and additional funding for the Permit and Project Tracking System (PPTS) and the Central Corridor EIR; and (2) \$2,092,677 over 2.25 years (approximately May 2013 through July 2015) for 10 new, limited-term FTE's (2.5 FTE's in FY 2012-13).

The proposed supplemental appropriation ordinance (File 13-0117) would be funded by the Planning Department's surplus fee revenues which are projected to be \$4,300,000 by the end of FY 2012-13 (June 30, 2013). The projected revenue surplus results from increased new construction building permit fees, building permit alteration fees, and environmental planning fees. In the first half of FY 2012-13, the Planning Department has already received 72% of its budgeted fee revenues that were projected in the FY 2012-13 budget as shown in Table 6 below.

**Table 6**  
**Planning Department Fee Revenues**

Fee Revenue Type	FY 2012-13 Budgeted Revenues	FY 2012-13 Actual Revenues to Date	Percentage of Budgeted Revenues Received to Date
New Construction Building Permit Fee Revenues	\$1,599,386	\$1,497,566	94%
Building Permit Alterations Fee	\$9,622,807	\$6,537,926	68%
Environmental Planning Fees	\$4,411,956	\$3,223,552	73%
<b>Total</b>	<b>\$15,634,149</b>	<b>\$11,259,044</b>	<b>72%</b>

The Planning Department expects FY 2012-13 actual fee revenues of \$19,934,149, or \$4,300,000 more than budgeted revenues of \$15,634,149.

Pursuant to the City Planning Code Section 350, the Planning Department's fee revenues are restricted-use funds and can only be expended to cover the cost of the services for which the fee was collected or for other departmental costs associated with the review of the project. The revenues cannot be appropriated for any other City expenditures.

**The requested amount of FTE's in the proposed Amendment to the Salary Ordinance (File 13-0118) is more than necessary to reduce the building permit and planning case backlog.**

The proposed Amendment to the Salary Ordinance (13-0118) would create 10 new, limited-term FTE's (2.5 in FY 2012-13) consisting of 6.0 Planner positions and 4.0 administrative support positions including 3.0 Clerks and 1.0 Planner Technician as shown in Table 5 above. The Budget Analyst recommends reducing the number of FTE's by 2.0 as shown in Table 7 below.

**Table 7  
Budget Analyst Recommended Positions**

Division	Position	Planning FTE Request	FTE Need (BLA Analysis)	FTE Recommend	Budget & Legislative Analyst Recommended Reductions
Planners					
Current Planning	Planner II	1.0	1.0	1.0	0.0
	Planner III	3.0	2.0	2.0	(1.0)
Environmental Planning	Planner III	1.0	1.0	1.0	0.0
Zoning & Compliance Division	Planner I	1.0	1.0	1.0	0.0
<b>Subtotal Planners</b>		<b>6.0</b>		<b>5.0</b>	<b>(1.0)</b>
Administrative Support					
Environmental Planning	Clerk	1.0	1.0	1.0	0.0
Administration	Clerk	1.0	1.0	1.0	0.0
Administration	Planning Tech	1.0	1.0	1.0	0.0
Citywide	Clerk	1.0	0.0	0.0	(1.0)
<b>Subtotal Support</b>		<b>4.0</b>		<b>3.0</b>	<b>(1.0)</b>
<b>Total</b>		<b>10.0</b>		<b>8.0</b>	<b>2.0</b>

In summary, as noted in Table 7 above, the Budget and Legislative Analyst recommends approval of 8.0 of the 10.0 requested new, limited-term positions and recommends disapproval



of 2.0 of the requested 10.0 new, limited-term positions. The Budget and Legislative Analyst's explanations for the disapproval of 2.0 of the 10.0 requested new FTE positions are as follows:

- Reduce the number of requested Planner III positions in the Current Planning Division by 1.0 Planner III, from 3.0 Planner IIIs to 2.0 Planner IIIs. The Department currently has 3.28 vacant Planner II and Planner III positions in the Current Planning Division, which, if filled, would be able to process the increase in caseload. Based on the Budget and Legislative Analyst's calculation of the number of Planner II and III positions required to process the projected caseload in FY 2012-13, 3.0 new limited-term Planner III positions in the Current Planning Division, rather than the 4.0 Planner III requested positions, is sufficient.
- Reduce the requested Clerk position in the Citywide Division from 1.0 to 0. According to Mr. DeMartini, the Citywide Planning Division does not have sufficient administrative support for the variety of projects in which Citywide Planning staff is working on. However, the requested Clerk position in the Citywide Division would support the Planners in the Citywide Planning Division and the Citywide Planning Division's initiatives and would not support the processing of building permits and planning cases.

The Budget Analyst recommends approval of (1) 1.0 Planner II and 2.0 Planner III positions in the Current Planning Division; (2) 1.0 Planner I position in the Zoning and Compliance Division; (3) 1.0 Planner III position in the Environmental Planning Division; (4) 1.0 Planning Technician in the Administration Division and 1.0 Clerk in the Administration Division to support permit application and processing; and (5) 1.0 Clerk in the Environmental Planning Division to support processing of environmental review applications. Currently, the Environmental Planning Division has no clerical staff.

The Budget and Legislative Analyst's recommendations would result in salary and fringe benefit savings of \$420,453. Therefore, the requested supplemental appropriation should be reduced by \$420,453, from \$3,194,677 to \$2,774,224.

According to Mr. Keith DeMartini, 10.0 new, limited-term FTE positions is the needed number of positions to eliminate the backlog of building permits and planning cases that the Planning Department is currently experiencing, including the Planner III position in the Current Planning Division that the Budget and Legislative Analyst is recommending disapproval.

However, as the Budget and Legislative Analyst has noted above, there are currently 3.28 vacant Planner II and Planner III positions in the Current Planning Division, which, if filled, can process the increase in caseload. Therefore, the Budget and Legislative Analyst recommends 3.0 Planner IIIs in the Current Planning Division instead of 4.0 Planner IIIs. Also, as noted above, the requested Clerk in the Citywide Planning Division would support the Planners in the Citywide Planning Division and the Citywide Planning Division's initiatives and would not support the processing of building permits and planning cases.

**RECOMMENDATIONS**

1. Amend the proposed Annual Salary Ordinance (File 13-0118) for FY 2012-13 to specify that all new, limited-term positions are Limited Tenure (LT) positions for no more than 2.25 years.
2. Amend the proposed Annual Salary Ordinance (File 13-0118) by deleting (a) one 1404 Clerk, Citywide Planning Division, and (b) one 5291 Planner III, Current Planning Division.
3. Amend the proposed supplemental appropriation ordinance (File 13-0117) to reduce the requested supplemental appropriation by \$420,453, from \$3,194,677 to \$2,774,224.
4. Approve File 13-0117 and File 13-0118 as amended.

OFFICE OF THE MAYOR  
SAN FRANCISCO



EDWIN M. LEE  
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors  
FROM: *fw* Mayor Edwin M. Lee *ML*  
RE: Public Employment - Amendment to the Annual Salary Ordinance, FY  
2012-2013. Planning Department  
DATE: February 5, 2013

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Attached for introduction to the Board of Supervisors is the ordinance amending Ordinance No. 165-12 (Annual Salary Ordinance FY 2012-2013) to reflect the addition of 10 positions (10.00 FTEs) Class 1404(Clerk), 5277(Planner I), 5278 (Planner II), 5291 (Planner III), and 5298 (Planner III – Environmental Review) in the Planning Department to focus on reducing the backlog of planning cases and building permits requiring review.

I request that this item be calendared in Budget and Finance Committee.

Should you have any questions, please contact Jason Elliott (415) 554-5105.

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