



# SAN FRANCISCO PLANNING DEPARTMENT

**MEMO**

**DATE:** February 1, 2018

**TO:** Members, Planning Commission

**FROM:** Thomas DiSanto, Director of Administration  
Deborah Landis, Deputy Director of Administration

**RE:** Response to Comments on the Department's Proposed  
Fiscal Years 2018-20 Budget & Work Program  
2017-014010CRV

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## Introduction

In response to comments from Commissioners at the January 25, 2018 hearing's proposed Fiscal Years (FY) 2018-20 budget presentation, we have prepared the following information. Commissioners expressed interest in discussing additional work program details to give added context to the Department's proposed budget. Those topics are addressed below. Additionally, the Department is proposing two legislative changes as part of the budget submission. Those are also outlined below.

## Budget Updates

Since the Department's last presentation, the City's budget system has opened and updated Consumer Price Index (CPI) numbers were released. The total difference between what we reported then and the updated numbers has decreased by (\$16,000) in FY18-19 and increased by \$212,000 in FY19-20 (decrease in charges for service and increases in impact fees and expenditure recovery). Given those changes, the current proposed budgets for the next two fiscal years are:

Revenues (All Funds)	FY17-18 Adopted Budget	FY18-19 Proposed Budget	FY19-20 Proposed Budget
Charges for Services	\$43,787,122	\$43,477,378	\$45,224,630
Grants & Special Revenues	\$1,875,000	\$2,550,000	\$1,250,000
Revenue from OCII	\$41,245	\$61,671	\$63,177
Development Impact Fees	\$5,093,618	\$1,605,295	\$1,289,431
Expenditure Recovery	\$1,120,332	\$1,970,974	\$2,321,478
General Fund Support (GFS)	\$2,584,044	\$4,160,783	\$5,139,241
<b>Total Revenues</b>	<b>\$54,501,361</b>	<b>\$53,826,101</b>	<b>\$55,287,957</b>

<b>Expenditures (All Funds)</b>	<b>FY17-18 Adopted Budget</b>	<b>FY18-19 Proposed Budget</b>	<b>FY19-20 Proposed Budget</b>
Salary & Fringe	\$33,989,545	\$36,844,470	\$39,058,840
Overhead	\$774,176	\$774,176	\$774,176
Non-Personnel Services	\$6,091,945	\$4,294,435	\$4,889,374
Materials & Supplies	\$472,717	\$451,145	\$661,065
Capital Outlay & Equipment	\$346,783	\$323,196	\$0
Projects	\$6,760,793	\$4,927,348	\$3,304,004
Services of Other Departments	\$6,065,402	\$6,211,331	\$6,600,498
<b>Total Expenditures</b>	<b>\$54,501,361</b>	<b>\$53,826,101</b>	<b>\$55,287,957</b>

### **Proposed Budget Legislation**

The Department plans to propose two legislative changes as part of the budget submission.

The first is to update the Administrative Code to allow the Planning Department to use proceeds in the Planning Code Enforcement Fund for Planning Code enforcement activities. Section [176](#) of the Planning Code currently outlines that collection of all enforcement regulations be deposited into the Planning Code Enforcement Fund (established by Administrative Code Section [10.100-166](#)). The Administrative Code established the Planning Code Enforcement Fund “to receive funds collected, pursuant to Section [610](#) of the Planning Code, for penalties and fees assessed for violations of regulations governing general advertising signs”. With this structure, all enforcement revenue is restricted to be spent only on sign enforcement. The Department proposes to be able to use the Planning Code Enforcement Fund for enforcement of all Planning Code requirements and regulations.

The second is to work in concert with SFMTA to create tiered transportation review fees. Currently, Planning and SFMTA charge only one transportation review fee in each department, \$25,504 at Planning and \$4,905 at SFMTA. Planning is not proposing changes to its existing fee. SFMTA is proposing to increase its existing transportation review fee to \$15,000. The departments would like to propose one additional tier for site

February 1, 2018

Planning Commission  
FY 2018-2020 Budget – Updates From Initial Hearing

circulation review, estimated at \$9,600 for Planning and \$3,000 for SFMTA for simpler transportation reviews.

### **Work Program Details**

Commissioners expressed interest in getting more information on the Transportation Element, parking and auto work, eating and drinking, tenant-focused issues, and demolitions. These activities fall within Citywide, Current, Environmental, and Director's Office programs.

Staff will present to the Commission on some of these topics in the near-term, most likely prior to the start of the next fiscal year. The soonest of these will be on February 22<sup>nd</sup> when car ownership will be discussed in conjunction with the next ConnectSF hearing on the City's long-range transportation vision.

### Heritage Conservation Element Update

The Planning Commission requested an update on the Heritage Conservation Element, formerly known as the Preservation Element, at the Department's January 25<sup>th</sup> presentation to that commission. The Element is now in final draft form. In the next few weeks it will be reviewed by senior staff and the City Attorney's office in preparation for HPC and PC reviews in early spring 2018. Environmental review (Negative Declaration) will kick off as soon as the City Attorney review is complete. Public outreach will immediately follow the hearings. The goal is to be prepared for adoption hearings by next January.

### Parking & Auto Topics

Environmental Planning is collecting data on trip generation rates at various buildings across the City. Environmental is proposing to fund \$100,000 for a consultant to perform Transportation Network Company research. The research may address items such as the effects these companies have on trip generation and parking and loading demand by different land use types and intensity; best practices for managing loading demand; and broader implications on land use. Environmental also will dedicate over 5 FTE for transportation impact studies in each of the upcoming budget years.

Citywide's work program includes 3 FTE dedicated to ConnectSF and the Transportation Element update. Within Current Planning, parking and auto work as well as eating and drinking are captured within application review and processing. Current Planning's work program proposes 45 FTE for application review and

February 1, 2018

Planning Commission

FY 2018-2020 Budget – Updates From Initial Hearing

processing. Additionally, scooter parking legislation is currently at the Board of Supervisors.

### Eating & Drinking Uses

As noted above, Current Planning's work program for application review and processing includes eating and drinking review. Citywide's General Land Use program includes eating and drinking with 0.6 FTE dedicated to, Commerce & Industry Studies and Surveys, NC Surveys, and Citywide Retail Strategy.

Finally, there are current code amendments at the Board relating to eating and drinking/formula retail. One is to make technical and other amendments relating to commercial uses in Polk Street and Pacific Avenue Neighborhood Commercial Districts. The second is related to Jackson Square SUD eating and drinking uses. There are two additional initiatives that are in early stages, one extending hours of operation for Limited Commercial Uses and another that would allow accessory catering uses in Limited Restaurants.

### Tenant-Focused Issues

Within Current Planning both Management and Process Improvements house tenant-focused issues. Current Planning's tenant-focused work both falls within application review and processing and hones in on key policy issues tied to land use. For example, Planning is working with Public Works to ensure that Planning receives all eviction history for condominiums. Citywide's tenant-focused issues reside within their Housing Affordability Strategy, Community Stabilization and Anti-Displacement Strategy work program lines for a total of 2.8 FTE. As always, the Department implements tenant protection regulations within the Planning Code.

### Demolition Proposals

The Planning Department (specifically the Deputy Director of Current Planning and the legislative team) will be working closely with DBI, the Building and Planning Commissions, and the Board of Supervisors to improve and make consistent the City's regulations relating to demolitions, including unlawful demolitions.

### **Conclusion**

We will be available to answer any questions at our final review of the budget proposal with you on February 8<sup>th</sup>. Please reach out with any additional questions in the meantime.



# SAN FRANCISCO PLANNING DEPARTMENT

*Subject to: (Select only if applicable)*

- ☐ Affordable Housing (Sec. 415)
- ☐ Jobs Housing Linkage Program (Sec. 413)
- ☐ Downtown Park Fee (Sec. 412)

- ☐ First Source Hiring (Admin. Code)
- ☐ Child Care Requirement (Sec. 414)
- ☒ Other

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## Planning Commission Draft Resolution Planning Department Budget - Fiscal Years 2018-2020

HEARING DATE: FEBRUARY 8, 2018

*Date:* February 1, 2018  
*Staff Contact:* Deborah Landis – (415) 575-9118  
[Deborah.Landis@sfgov.org](mailto:Deborah.Landis@sfgov.org)

### RESOLUTION OF THE PLANNING COMMISSION RECOMMENDING THE APPROVAL OF THE PLANNING DEPARTMENT'S FISCAL YEARS 2018 – 2020 BUDGET.

#### RECITALS

1. **WHEREAS**, The Planning Department presented the Department's proposed revenue and expenditure budget and work program activities for FY18-19 and FY19-20 to the Historic Preservation Commission on January 17, 2018 and to the Planning Commission on January 25, 2018.
2. **WHEREAS**, The Planning Department presented the final proposed budget and work program for FY18-19 and FY19-20 to the Historic Preservation Commission on February 7, 2018 and the Planning Commission on February 8, 2018.
3. **WHEREAS**, the Planning Commission has received a Resolution dated February 7, 2018 from the Historic Preservation Commission with the Historic Preservation Commission's recommendation of approval of the department's FY18-19 and FY19-20 budget.
4. **WHEREAS**, The Planning Department's proposed revenue and expenditure budget for FY18-19 and FY19-20 is in line with the mission and vision of the department in achieving its work program. Overall volume growth of planning cases and building permits is projected to remain steady in FY18-19 and FY19-20. Planning application and permit review fee revenues are anticipated to be \$43,477,378 due to the continuation of actual volume and fee revenue trends currently being realized in FY17-18 and the automatic two-year average Consumer Price Index (CPI) adjustments to all fees at 3.24%. The General Fund Support of \$4,160,783 in FY18-19 and \$5,139,241 in FY19-20 meets the target set by the Mayor's Office. The total budget proposed FY18-19 budget is \$53,826,101 and FY19-20 budget is \$55,287,957.

5. **WHEREAS**, The Planning Department's position count will grow by 1.77 full-time equivalent (FTE) positions in FY18-19 from the FY17-18 budget from annualization of existing positions and temporary salary and attrition adjustments (an increase of 1 FTE) as well as one new position at 0.77 FTE.

NOW, THEREFORE BE IT RESOLVED THAT, the Commission recommends, based upon the entire Record, the staff of the Department, and other interested parties, the oral testimony presented to the Commission at the public hearings, and all other written materials submitted by all parties, that the Planning Department's Fiscal Years 2018 – 2020 budget be approved; and,

BE IT FURTHER RESOLVED THAT, the Commission recommends that the Planning Director submit the Planning Department's Fiscal Year 2018 – 2020 budget to the Mayor and Controller on February 21, 2018, in accordance with San Francisco Administrative Code Section 3.3(a).

I hereby certify that the foregoing Resolution was ADOPTED by the Planning Commission at its regular meeting on February 8, 2018.

Jonas P. Ionin  
Commission Secretary

AYES:

NOES:

ABSENT:

ADOPTED:



# SAN FRANCISCO PLANNING DEPARTMENT

**MEMO**

RECORD ID: 2017-014010CRV

DATE: January 18, 2018

TO: Members, Planning Commission

FROM: Thomas DiSanto, Director of Administration

Deborah Landis, Deputy Director of Administration

RE: FY 2018-20 Budget – Proposed Budget & Work Program

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## Introduction

This memo provides the proposed FY2018-19 and FY2019-20 revenue and expenditure budget for the Department, high-level work program activities, and scheduled dates when budget items will be discussed with the Commissions during the budget process. The work program discussed below may change over the coming weeks to incorporate additional changes the Department wishes to make and feedback from the Planning and Historic Preservation Commissions. The budget will continue to be adjusted throughout the budget cycle, which ends with the Board of Supervisors passing the budget for the next two fiscal years in late July.

Please let us know if you would like any additional information at any time during this process by contacting Deborah at 575-9118 or [Deborah.Landis@sfgov.org](mailto:Deborah.Landis@sfgov.org).

## Departmental Overview

The Planning Department continues to experience high demand for our services. After years of unprecedented growth, we are in the second year of leveling off of work at this all-time high. The Department's work has become even more challenging and critical to the future of the City. We are cognizant of the need to be vigilant in protecting the character of the City by making San Francisco the world's most livable and urban place – environmentally, economically, socially and culturally.

## Mayoral Directive

Executive Directive 17-02 charged the Planning Department with submitting a plan for the Mayor's consideration by December 1, 2017 outlining process improvement measures to enhance Planning's regulatory and development review functions in order to streamline the approval and construction of housing in San Francisco. While the Planning Department has limited control over the market demand for housing,

January 18, 2018

Planning Commission

FY 2018-2020 Budget – Proposed Work Program & Budget

Planning does play a considerable role in determining housing supply. Planning's focus has been and will continue to be expanding housing opportunities for all San Franciscans.

During the current fiscal year, Planning conducted a Department-wide review of all processes and procedures. This holistic review, coupled with responsive policy and administrative and technology-based improvements, will allow more time and attention to be spent on the critical planning issues that are most in need of attention – housing production chief among them. In the proposed budget years, Planning will continue to work to streamline procedures internally and with the entire San Francisco community.

### **New Home in 2020**

One major upcoming event that impacts the Department's budget in FY19-20 is the upcoming move from 1650 Mission to 49 South Van Ness, scheduled for April 2020. The Department is already working with other City departments to create a one-stop permit center in the new location as well as to have a functional setting for staff and customers to interact. Budget details will continue to evolve over the next year. This budget includes some placeholder estimates for that move based on currently available information.

### **Planning Case & Building Permit Volume Trends**

The unprecedented double-digit year-over-year volume growth in building permits and planning applications appears to have leveled off. Last fiscal year saw a drop in Planning applications while building permits increased. In the current fiscal year, building permits are once again projected to be high, and Planning applications appear to be holding steady. Through the end of December a total of approximately 8,000 permits and planning and enforcement cases have been filed with the Department. If this trend continues for the second half of the year, the Department projects an overall volume increase of 2% from the prior fiscal year, with revenue to remain stable at prior year levels.



This table summarizes the Department's Permit, Application, and Enforcement volume of the past two years with projections for the current year.

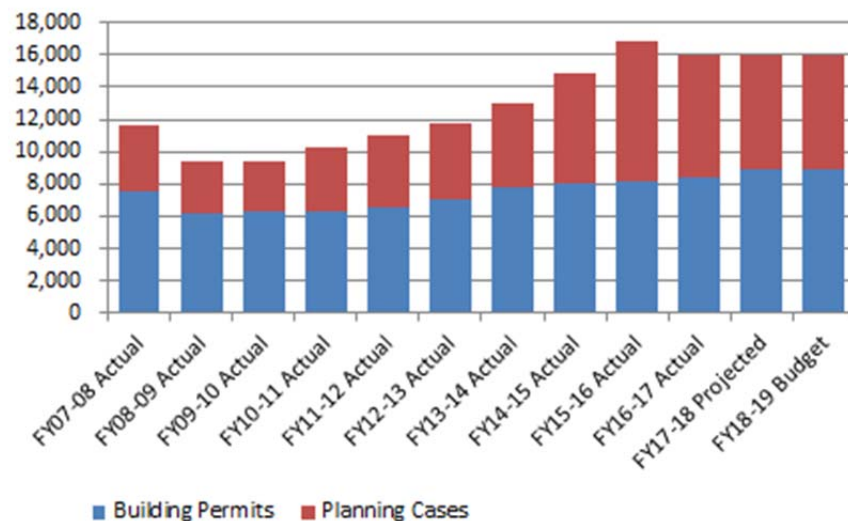
Volume Summary*		FY15-16 Actual	FY16-17 Actual	FY17-18 Projection**	Percent of Total
Building Permits		8,109	8,441	8,872	54.4%
Miscellaneous Permit		2,341	2,100	2,086	12.8%
Enforcement		1,406	1,575	1,468	9.0%
Planning Cases		4,925	3,865	3,870	23.7%
<b>Total</b>		<b>16,781</b>	<b>15,981</b>	<b>16,296</b>	<b>100.0%</b>

\*Excludes PRJ, PRL, and STR records from PPTS

\*\*Based on PPTS volume reports through December 31, 2017

The graph below shows the actual building permit and case volume trend from FY07-08 through FY17-18, and the projected volume in FY18-19.

**Case & Permit Volume Trends**



Sustainable San Francisco

## Mayor's Budget Instructions

On December 6, 2017, the Mayor's Office released the budget instructions for FY2018-20. At that time, the Mayor's Office projected that the City's General Fund will have a shortfall of \$262M over the next two fiscal years based on estimated revenues and current staffing levels. Assumptions feeding the Mayor's Office Five Year Projection

include a strong economy with slowing revenue growth, health benefit and pension cost increases, and across-the-board CPI increases. Employee costs are the largest driver of projected deficits. Given this, the Mayor's Office instructed departments to reduce General Fund Support by 2.5% in each year and not to grow employee counts.

Most of the Planning Department's operations are funded through the revenue collected from application fees and building permit reviews, which means the Department historically receives very little General Fund Support (GFS). The Mayor's Office GFS reduction target to all departments of 2.5% in both FY18-19 and FY19-20 translates to \$95,151 in FY18-19 and an additional \$95,151 in FY19-20 for the Planning Department. Departments that are mostly self-supporting, such as Planning, were asked to absorb all known cost increases.

The Mayor's Office budget instructions included direction to continue responsible fiscal policies. These include building the City's reserves, limiting on-going cost growth, and funding strategic one-time investments.

## **Revenue & Expenditure Proposed Budget Summary**

### **Revenues**

The table below summarizes all of the Department's revenue sources across the Department's operating, project, grant and special revenue funds.

<b>Revenues (All Funds)</b>	<b>FY17-18 Adopted Budget</b>	<b>FY18-19 Proposed Budget</b>	<b>FY19-20 Proposed Budget</b>
Charges for Services	\$43,787,122	\$43,518,378	\$45,528,490
Grants & Special Revenues	\$1,875,000	\$2,550,000	\$1,250,000
Revenue from Office of Community Investment & Infrastructure (OCII)	\$41,245	\$42,326	\$42,326
Development Impact Fees	\$5,093,618	\$1,549,312	\$1,168,754
Expenditure Recovery	\$1,120,332	\$2,021,138	\$2,371,516
General Fund Support (GFS)	\$2,584,044	\$4,160,783	\$5,139,241
<b>Total Revenues</b>	<b>\$54,501,361</b>	<b>\$53,841,937</b>	<b>\$55,500,327</b>

### **Charges for Services**

With six completed months in the current fiscal year, the Department is projecting to collect \$39.5M in application and building permit review fees. This is slightly lower than budget. The Department expects to balance the year with expenditure savings and using some deferred revenue. While Planning is experiencing a shortfall compared to budget, this is the Department's second-highest year for fee revenue ever. The current year's projected actual revenue reflects a citywide trend of plateauing revenue growth.

Looking forward to next fiscal year's revenues, the Department's budgeted fee revenue in all funds is anticipated to decrease by (\$0.3M), or (0.6%), in FY18-19 from the FY17-18 budget for the following reasons:

1. The continuance of projected actual Operating Fund fee revenue levels currently being realized in FY17-18, currently estimated at \$39.5M, holding steady into FY18-19;
2. An automatic 3.14% Consumer Price Index (CPI) adjustment to all fees in FY18-19, authorized under the Planning and Administrative Codes;
3. An increase of \$200,000 for Accessory Dwelling Unit review fees; and
4. Bringing approximately \$1.8M of deferred revenue into the budget.

The Department's fee revenue is anticipated to increase by \$2.0M, or 4.6%, in FY19-20 from the FY18-19 budget for the following reasons:

1. The continuance of projected actual Operating Fund fee revenue levels currently being realized in FY17-18, currently estimated at \$39.5M, holding steady into FY18-19;
2. An automatic 3.14% Consumer Price Index (CPI) adjustment to all fees, authorized under the Planning and Administrative Codes; and
3. Bringing some deferred revenue into the budget.

### **Grants**

The Planning Department and partner City agencies continue to actively pursue grant funds to support planning, civic engagement, public realm innovations, transportation planning, and historical preservation.

This spring, we will submit more than \$2.5 million in requests for funding from State Senate Bill 1, regional Priority Development Area federal funds, and State Caltrans funds. Our grant writing efforts will focus on the connection of equitable growth of housing and jobs to transportation and planning for climate change and sea level rise.

The Department will also continue to work closely with other City agencies to identify and pursue funds for the capital implementation of our planning work.

Our achievements in winning grants are significant in both the grant dollars generated and in the successful demonstration of interagency collaboration. Grant funds supplement other City funding sources and implement projects that might otherwise not go forward. In addition, as funders look to increase the impact of their investment, these joint efforts make San Francisco more competitive among applicants and ultimately provide more benefits to City residents.

Attachment III lists the department's current and projected FY18-19 portfolio of Federal and State & Local grants.

### **Other Revenue and Fees**

The Department will receive a small percentage of anticipated development impact fees that will be collected in FY18-19 and FY19-20 in order to recover costs associated with administering various development impact fee processes and programs and carry out specific projects, estimated at approximately \$1.1M ongoing costs in each year. FY18-19 also has \$400,000 budgeted for the quinquennial (every five years) nexus study and an impact fee calculator project.

The Department's expenditure recoveries from services the Department provides to other City and County agencies is anticipated to increase by \$900k in FY18-19 due to expanded environmental review work with the airport (estimated at \$425k), waterfront visioning work with the Port (estimated at \$100k), and Sea Level Rise work with various departments (estimated at \$500k) offset by multiple minor decreases in other work orders. The recovery budget is expected to remain steady in the second fiscal year.

### **General Fund Support (GFS)**

The base budget is the budget from which we begin all adjustments. The GFS base dollar figure is automatically calculated by the budget system. The Department's GFS of \$4.2 Million in FY18-19 meets the Mayor's budget instructions of a 2.5% target reduction. The Department has also been able to meet the 2.5% target reduction in FY19-20. The FY18-19 base budget has a GFS of \$4.3M. Based on that, we have decreased GFS in each fiscal year by \$95,151 or, 2.5% of GFS.

## **Expenditures**

The table below summarizes the Department's expenditure uses in the Department's operating, project, grant and special revenue funds.

<b>Expenditures (All Funds)</b>	<b>FY17-18 Adopted Budget</b>	<b>FY18-19 Proposed Budget</b>	<b>FY19-20 Proposed Budget</b>
Salary & Fringe	\$33,989,545	\$37,284,648	\$39,694,630
Overhead	\$774,176	\$774,176	\$774,176
Non-Personnel Services	\$6,091,945	\$4,226,758	\$4,888,218
Materials & Supplies	\$472,717	\$451,407	\$657,107
Capital Outlay & Equipment	\$346,783	\$311,717	\$0
Projects	\$6,760,793	\$4,589,633	\$2,893,610
Services of Other Departments	\$6,065,402	\$6,203,598	\$6,592,586
<b>Total Expenditures</b>	<b>\$54,501,361</b>	<b>\$53,841,937</b>	<b>\$55,500,327</b>

### **Salary & Fringe**

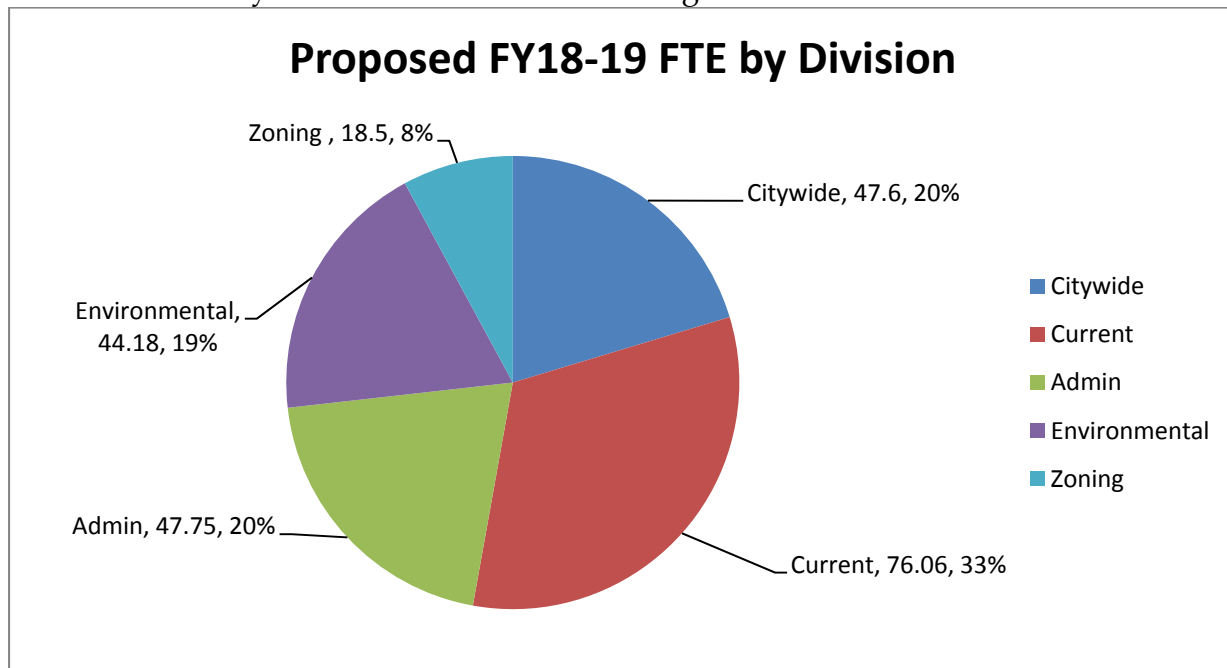
Salary and fringe expenditures for department staff continue to be the most significant portion of the Department's overall expenditure budget representing 69.2% of all expenditures in FY18-19 and 71.5% in FY19-20. Staff salary rates are projected to increase by 3% in FY18-19. Fringe rates, which include retirement, health care, and social security, among other items, increase by \$1.4M in FY18-19 and by another \$900k in FY19-20.

The Department expects to increase its FTE count from the FY18-19 base budget of 233.32 FTE by 0.77 FTE to 234.09. The department intends to add one new, revenue-neutral Planner III position. Accessory Dwelling Units (ADUs) and Legalizations are expected to increase by an estimated 25%, bringing in approximately \$200,000 more than current-year levels. The budget system is not open to departments at the time of writing this memo. The FTE count will vary slightly once the budget system is active due to automated calculations relating to staffing costs.

In addition to this FTE change, the Department is proposing to repurpose one existing off-budget position. One Planner III position will become a Planning Information

Center (PIC) position. Finally, some reassignments between divisions took place in the current year that are reflected in the budget year. Most notably, four CEQA-related historic preservation positions shifted from Current Planning to Environmental Planning.

The chart on the following page shows a breakdown of the Department staffing levels (as Full-Time Equivalent positions, or FTEs) by division in FY18-19. As a reminder, FTE is different from headcount. The FTE counts in this table will vary from Work Program FTE allocations by the amount of attrition savings associated with each division.



### **Overhead**

No major changes are anticipated with overhead, which are the County-Wide Cost Allocation Plan (COWCAP) expenses for costs incurred by the central service departments in administering and providing support services to all City departments.

### **Non-personnel**

Non-personnel expenditures, which include professional service contracts, technology licenses, advertising, and postage, among other items, are anticipated to decrease in FY18-19 from FY17-18 to keep budgeted spending in line with projected revenue. One item to note in this area of expenditure is that ongoing storage costs for the Department's Permit & Project Tracking System will increase once DBI goes live in fall of 2018. The Department expects to see high one-time costs relating to portions of the move from 1650 Mission to 49 South Van Ness in FY19-20, currently estimated at just

under \$450,000 for moving company costs, which are detailed beginning on page 11. The table below highlights contracts budgeted in FY18-19 and FY19-20.

<b>Non-Personnel Expenditures: Contracts</b>	<b>FY18-19 Proposed Budget</b>	<b>FY19-20 Proposed Budget</b>
Sea Level Rise Adaptation Plan	\$550,000	\$550,000
Waterfront Visioning and Coordination	\$100,000	\$100,000
ConnectSF – Transportation Element (CEQA and technical assistance)	\$150,000	\$50,000
Transportation Network Company Research	\$100,000	\$0
Wind Meteorological Data Update	\$139,000	\$0
Support for Environmental On-Call Contracts	\$100,000	\$0
Ethnic-Themed Historic Context Statements	\$45,000	\$0
Housing Strategy-Toolkit Technical Analysis	\$150,000	\$0
Housing: Density Bonus-Plan Areas	\$75,000	\$0
Archeological Records Search at NWIS and Geo-Archeological Mapping	\$35,000	\$0
CEQA review for Historic Preservation Review Backlog Support and Public Projects	\$100,000	\$0
New Finance Tools (Hub CFD Creation)	\$0	\$75,000
Citywide Historic Survey	\$125,000	\$125,000
Hub EIR	\$500,000	\$500,000
Fee Study	\$0	\$150,000

### **Materials & Supplies**

Materials and supplies costs are anticipated to remain relatively steady in FY18-19, with a slight decrease of \$20k. The department anticipates high one-time costs of materials and supplies in FY19-20 related to the move from 1650 Mission to 49 South Van Ness. For example, the new building will not have any land-lines for phones, instead using

the internet to provide telephone service for the entire building. That will require Planning to spend nearly \$120,000 on new phone equipment. Costs related to the new building are detailed on the following page.

### **Capital, equipment, and projects**

Departmental capital and equipment costs will fund technology infrastructure needs for basic business operations and include a request for one vehicle, to be used by the Enforcement team and to be funded by enforcement revenue.

One-time budget for project expenditures is anticipated to decrease by (\$2.2M) in FY18-19 compared to FY17-18 and decrease by another (\$1.7M) in FY19-20. Most project funding is related to special funds, such as IPIC or grants, that will begin or end in the upcoming fiscal years. The major shifts between the current year and the budget year are a decrease from \$3.8M of one-time funding for the RAB project and an increase in nearly \$1M of grant revenue.

### **Services of other departments**

Services of other departments, which include rent the Department pays on its office space, the City Attorney legal services, and citywide technology support, is anticipated to increase by approximately \$140k in FY18-19 based on the cost estimates of work Planning requests to be performed by those departments. This number will change as the budget system is opened and as other departments provide their cost estimates to Planning. There will be a large, ongoing increase in rent in FY19-20 when the Department moves from 1650 Mission to 49 South Van Ness. That initial increase is estimated at \$500,000 in FY19-20 and at an additional \$1.5M in following years.

### **49 South Van Ness expenses**

With the move to a new building scheduled for April 2020, this year's proposed budget includes some estimated costs in FY19-20. The Department expects that these costs will change as the move date gets closer and more detailed information is available.



The FY19-20 budget includes the following estimated expenses related to 49 South Van Ness.

<b>49 South Van Ness New Costs</b>	<b>FY19-20 Proposed Budget</b>	<b>Notes</b>
General Move Cost	\$212,500	Calculated at \$850 per employee for 250 people
IT Move Cost	\$240,000	\$80 per square foot for 3,000ft
New Telephones	\$116,000	Voice Over Internet Protocol (VOIP)
Additional Rent (Ongoing)	\$500,000	For Q4 of FY19-20, will increase in FY20-21
Additional Department of Technology Costs (Ongoing)	\$126,000	Estimate for disaster recovery, more additional costs expected
<b>Total</b>	<b>\$1.2M</b>	

### **Capital Planning Request**

The Department has submitted one Capital Planning request for \$1.75M of continuing support on resiliency and sea level rise work. This funding request will cover implementation of San Francisco's Sea Level Rise Action Plan, which plans for and ensures the long-term reliability and resilience of the City's waterfront development, public spaces, communities, and infrastructure. The major components of this request are to fund a Risk Assessment at \$650,000, an Adaptation Plan at \$800,000, and Communications and Engagement at \$300,000. Capital Planning requests will be vetted by Capital Planning staff and the Capital Planning Committee as part of the citywide budget process.

## **Proposed Division Work Programs**

The Work Programs for each Division are detailed in the following pages.

### **Current Planning Division Work Program**

*Jeff Joslin – Director of Current Planning*

*Current Planning staff helps shape the physical development of the City. Planners are responsible for guiding projects through the building permit and land use entitlement process to ensure compliance with the San Francisco Planning Code, San Francisco’s General Plan, zoning regulations, and relevant design guidelines. Planners are responsible for reviewing project applications, processing Neighborhood Notifications for changes of use and residential expansions, implementing the historic preservation work program, and operating the Planning Information Center.*

#	Work Program Activity	Adopted FY17-18 Budget	Proposed FY18-19 Budget	Proposed FY19-20 Budget
1	Application Review & Processing	41.75	45.08	45.31
2	Historic Preservation	14.60	10.60*	10.60
3	Public Information	9.08	9.25	9.25
4	Process Maintenance & Improvements	2.51	2.51	2.51
5	Management & Administration	9.39	9.95	9.95
	<b>Total</b>	<b>77.33</b>	<b>77.39</b>	<b>77.62</b>

\*Four FTE dedicated to Historic Preservation are now administratively housed in Environmental Planning. They continue to perform CEQA-related preservation work.

Overall, Current Planning staffing is proposed to maintain the same level in the next fiscal year, as a result of internal reassignments of positions between divisions and the addition of one new FTE that is proposed to manage a large number of Accessory Dwelling Unit permits, as well as other legalization requests; both the result of recent legislation which are contributing directly to housing unit production. We continue to see modest staff time dedicated to our Permit and Project Tracking System (PPTS) ongoing process support and system refinement, with continuing additional systems advancements anticipated. Given the ongoing development environment, staffing of

application review and processing, including preservation review dominates the Division's budget and increases in staffing.

### **Application Review and Processing**

The FY18-19 proposed Current Planning work program continues to emphasize application review, with 54% of the total Current Planning staffing assigned to this function. There has been a steady increase of applications over the past three years. The Department expects these application volumes to remain steady through FY18-19. Ongoing application delays will continue to be addressed through prior year temporary hires and ongoing process improvements.

### **Historic Preservation**

The historic preservation work program is proposed to remain generally stable with continued work in preservation survey programs (including the Citywide Historic Survey), preservation-related CEQA case work, preservation applications, Landmark and historic district work, preservation-specific legislation coordination, preservation project review meetings, preservation enforcement, and other special projects. No new permanent preservation positions are proposed. Ongoing support for the emerging and expanding Citywide Survey work will result from intern and consultant requests: no new permanent positions are requested at this time.

### **Public Information**

The proposed work program shows an increase in staffing at the PIC from both repurposing an off-budget position to this work and slightly decreasing the amount of work effort dedicated to "General Public Information & Foreign Delegation". The current staffing level reflects the Department's commitment to better customer service through increased expertise and response efficiencies. The PIC has been able to better address high work volumes through ongoing staff training which resulted in improved service over the past two years, but demands at the PIC would require additional staffing to reduce persistent wait times.

### **Management and Administration**

Since the recent PPTS implementation, the Department has been able to more accurately track all staff costs to individual projects. This has enabled the Department to more accurately set fee schedules and capture revenues. To reflect this tracking, approximately 50% of the Current Planning clerical support and management FTEs are shown at the end of the work program. The remaining clerical support and

management FTEs are embedded throughout the categories of work listed above. PPTS incorporation and advancements will continue to result in greater efficiencies and consistency in permit processing and review. The FTE increase shown here shows management work done by the Flex Team Manager, Preservation Coordinator, and PIC Manager in addition to the Director, Assistant Director and Quadrant Managers that had been reflected in other work program lines in prior years.

## Citywide Planning Division Work Program

*AnMarie Rodgers – Director of Citywide Planning*

*The Citywide Division is responsible for the long-range planning of San Francisco. The Division develops policy, maintains and oversees compliance with the City's General Plan, prepares and implements community plans, acts as the urban design resource for the City, and gathers and analyzes data in support of land-use policy. The Citywide Division proposes policy on a wide range of topics, including: housing, transportation, urban design, land use, and sustainability policy. The division develops long-range plans at a city-wide or neighborhood scale.*

The Citywide Division's budget is divided into two major components to reflect the prioritization of the Division's 5-Year Work Program: 1) Land Use & Transportation and 2) Plans & Policy. Each of these two components has priority projects.

#	Work Program Activity	Adopted FY17-18 Budget	Proposed FY18-19 Budget	Proposed FY19-20 Budget
<b>1. Land Use &amp; Transportation</b>				
<b>A</b>	Housing	3.95	4.65	4.65
<b>B</b>	Transportation	4.45	4.75	4.75
<b>C</b>	General Land Use	3.35	2.85	3.55
<b>D</b>	Neighborhood Plans	5.65	4.70	4.70
<b>E</b>	Major Projects/Development Agreements	2.40	3.45	3.45
<b>2. Plans &amp; Policies</b>				
<b>A</b>	General Plan and Policy	12.15	7.00	6.50
<b>B</b>	Resilience & the Waterfront	5.55	8.05	7.70
<b>C</b>	Implementation	6.10	5.45	5.85

<b>3. Core Functions</b>				
<b>A</b>	Core Functions	7.35	6.20	6.20
<b>B</b>	Citywide Administration	6.15	6.00	6.00
<b>C</b>	Emergent Work	0.00	2.20	1.95
	<b>Total</b>	<b>57.10</b>	<b>55.30</b>	<b>55.30</b>

The Citywide Planning Division is proposing slightly reduced staffing levels for the next two fiscal years. This proposal reflects the Department's commitment to reallocate three (3) staff positions to Current Planning and receive one position from Administration. At the same time, Citywide has a growing list of active projects and increased demand for data analysis, implementation services, and community planning, development, and design work. To best serve the City's long range planning needs while decreasing staffing resources, the Division has engaged in a rigorous process of project prioritization to best allocate our staff.

### **Focus on Priorities**

To ensure that staff are allocated to the work that the City most needs; this past year, the Citywide Division prioritized its Five-Year Work Program. The Citywide Division Five-Year Work Program was first presented to the Planning Commission in October 2014. This year's work program focuses our attention and resources on the priority projects which are critical for the City. The result has been the identification of seven priority projects.

**Identifying Priority Projects.** Priority projects are those that have potential for high public value and that have time-sensitive needs. Priority projects meet one of these three criteria: A) address the city's most urgent and critical planning issues; B) conduct long-range planning now for the large infrastructure projects of the future; and/or C) deliver high-value land use plans that create significant new housing and jobs to the Planning Commission, the Board of Supervisors and the Mayor.

- A. **Address the city's most urgent and critical planning issues.** At this point in time, the public, elected officials, and planners agree that the City must address the needs of residents and workers for affordable housing and better transportation solutions and that we must also address the divisions created by

growing income inequality within the City. The three priority projects to address these issues are:

- 1) Housing Affordability Strategy;
- 2) Transportation - Connect SF; and
- 3) Community Stabilization & Anti-Displacement Strategy.

**B. Conduct long-range planning now for the large infrastructure projects of the future.** Large infrastructure projects can only come to fruition after many years of planning. Over 60 years ago, civic leaders envisioned a regional rail network in the Bay Area and a subway tunnel for light-rail vehicles for the city. When it comes to fortifying the city against the environmental, social or transportation challenges of the future, the planning we do today can and will shape San Francisco's future. The two priority projects that are planning for such large infrastructure projects are:

- 4) Railyard Boulevard Study; and
- 5) Resilience & The Waterfront.

**C. Deliver high-value land use plans to our Planning Commission and elected officials.** Two area plans, Central SoMa and The Hub, have been in development since 2011 and 2015, respectively. These plans must be deliberately managed and brought before decision-makers in an expeditious manner, and will create large numbers of new housing and jobs to serve the Bay Area's growing population in transit-rich, walkable areas.

- 6) Central SoMa; and
- 7) The Hub.

The Citywide Division's **priority projects** are described further below.

**A. ADDRESSING URGENT, CRITICAL ISSUES.**

**1. Housing: The Housing Affordability Strategy.** San Francisco's rapid job and population growth, especially since the Great Recession, has increased pressure on housing, especially for the most vulnerable San Franciscans. For decades San Francisco has committed funds to affordable housing production, preservation, and services; has required that new market-rate residential and commercial development include or fund affordable housing units; and has provided protections for tenants through just cause eviction and rent stabilization ordinances. Despite these efforts, the affordability of available housing continues to deteriorate. The City's current housing

plans include static data and high-level objectives but do not reflect current or ongoing trends, and do not include specific affordability outcomes or an assessment of how effectively specific plans, policies, and tools deliver needed housing benefits. The **Housing Affordability Strategy** will provide a comprehensive framework for housing planning and policy with dynamic, quantified goals accompanied by a toolkit of policies and programs to improve housing affordability for the city's diverse population.

**Upcoming Project Milestone:** The first presentation will be before the Planning Commission in Spring 2018 to discuss the existing housing study and trends analysis.

**2. Transportation: ConnectSF.** The city is experiencing rapid changes and tremendous growth, spurred by shifting demographics, preferences for city living, and an expanding technology sector that touches nearly every aspect of our lives. San Francisco must find a way to allow its future generations to live in the City and travel across the City with greater ease. Issues related to equity, affordability, mobility, housing, and other critical areas have perhaps never felt so urgent. **ConnectSF** is a multi-agency partnership to develop a long-range transportation vision and implementation strategies to improve mobility for all people in San Francisco. It seeks to build an effective, equitable and sustainable transportation system for our future, so current and future generations can get around the city safely, reliably, and conveniently. The **ConnectSF** Vision will shape several plans, including the General Plan Transportation Element update (led by Planning), San Francisco Transportation Plan (SFCTA), Streets and Freeways Plan (SFCTA), and Transit Corridors Study (SFMTA). **ConnectSF** will measure the progress of these plans, studies, and strategies to make sure they are working cohesively and moving us toward the Vision. This partnership will also allow us to make decisions and build needed transportation improvements more quickly; secure more funding from regional, state, and federal sources; and identify priority solutions to the challenges we see today, including congestion, traffic fatalities, accessibility, connectivity, and equity.

**Upcoming Project Milestone:** The vision statement for **ConnectSF** will be before the Planning Commission and other approval bodies in Winter & Spring, 2018.

**3. Community Stabilization & Displacement Prevention Strategy.** As San Francisco has become increasingly unaffordable to most people, the city has lost low and moderate-income households and seen a decline of certain racial/ethnic groups and household types. The **Community Stabilization & Displacement Prevention** project is

an equity-focused response to the ongoing crisis of displacement and gentrification in the City that includes a detailed analysis of impacts on people and their communities, and development of tools and strategies to help stabilize vulnerable populations, and minimize the risk and likelihood of displacement for low-income communities. The **Community Stabilization & Displacement Prevention** effort consists of two primary components: 1) An *analysis* of where gentrification, displacement and exclusion pressures are most acute, and where these forces will be most likely to occur in the future, with an emphasis on low-income communities and communities of color. 2) A *toolkit* of community stabilization and displacement prevention strategies that can be applied citywide and tailored to specific neighborhoods based on the needs and priorities of the community. These strategies will then be implemented through our neighborhood planning, and through new legislation and policy.

**Upcoming Project Milestone:** The Community Stabilization and Displacement Prevention Strategy will be before the Commission in Summer 2018.

**B. CONDUCTING LONG-RANGE PLANNING NOW FOR THE LARGE INFRASTRUCTURE PROJECTS OF THE FUTURE.**

**4. The Railyard Boulevard Project** The Railyard Boulevard Project seeks to coordinate three large transportation projects on the eastern side of the city: the undergrounding of a Caltrain connection to the Transit Center (Downtown Rail Extension, “DTX”); the electrification of Caltrain; and the building a City station for High-Speed Rail in a unified manner appropriate for a neighborhood that is growing ever more residential. The existing infrastructure (an elevated freeway, a half-mile long railyard, and street-level commuter rail tracks) were built in a time when the area was primarily an industrial neighborhood. This presents a number of challenges that potentially divides newly densifying neighborhoods and reduces connectivity and exacerbate congestion for public transit, cars, pedestrians and cyclists. This project seeks to maximize the potential of the Transit Center by seamlessly connecting high-speed rail, electric Caltrains, and Muni within residential neighborhoods.

**Upcoming Project Milestone:** The Railyard Boulevard Project seeks to reach a consensus with state and regional partner agencies on the preferred option for these rail connections during Winter 2018.

**5. Resilience, Sustainability & The Waterfront: A Resilient Waterfront** will plan and design for a sustainable and inclusive future for the City’s waterfront in the face of natural hazards, such as sea level rise and seismic vulnerability, while continuing to



meet San Francisco’s high standards for inviting access and showcasing design. A Resilient Waterfront will coordinate key City and regional agencies and stakeholders, as well as the private sector, to develop several products. Notable deliverables include a Citywide Sea Level Rise Vulnerability and Risk Assessment; a public realm design strategy for Market & Embarcadero; conceptual design for the Seawall and Embarcadero; a waterfront design framework; and a Sea Level Rise Adaptation Program and Capital Planning Strategy. The work will also include an amendment to the City’s Local Coastal Program, support the Port of San Francisco’s Waterfront Land Use Plan Update and Seawall Resiliency Program, and coordination with other on-going efforts to address sea level rise and the effects on the City’s existing developed areas along the waterfront. Staff are also coordinating a regional project, the Bay Area Resilient by Design Challenge, which has brought together government, community leaders, and technical experts from San Francisco and around the Bay Area to address resiliency challenges that affect the Bay and its adjoining neighborhoods, environment and infrastructure.

**Upcoming Project Milestone:** The Sea Level Rise Program will present the Vulnerability Assessment to the Planning Commission by June 2018. The urban design-related projects are being scoped with agency partners and will be discussed with the Commission in Summer/Fall 2018.

### **C. DELIVERING HIGH-VALUE LAND USE PLANS TO OUR COMMISSION AND ELECTED OFFICIALS.**

**6. Central SoMa.** The proposed Central SoMa Plan, would rezone a 4-block wide area of SoMa along the Central Subway to accommodate over 7,000 housing units (with at least 33% overall affordability) and 6 million square feet of commercial space. The public benefits program is valued at over \$2b, including funding for housing, parks, transportation, and community facilities and services. Board informational hearings have been ongoing. The final plan preparations are wrapping up now in preparation for plan initiation by the Planning Commission, in early March 2018.

**Upcoming Project Milestones.** The Board of Supervisors’ Land Use & Transportation Committee will continue informational hearings in January and February 2018. The Planning Commission will hold an Informational Hearing in February 2018 and may consider initiation of the plan as early as March 2018.

**7. The Market Street Hub Project.** The Market & Octavia Area Plan called for the area around Market and Van Ness intersection, aka “The Hub,” to become a new, high-

density residential district. Whereas many of the Market & Octavia housing sites have been built, the housing imagined in The Hub area remains in the planning stage. With several projects pending, The Hub seeks to ensure increased affordability and that the new housing will be supported with appropriate public realm improvements and transit enhancements. The effort will result in changes to heights and zoning and a public benefits package, creating a new neighborhood with over 7,000 new units. The first phase of the Community Planning process ended in March 2017.

**Upcoming Project Milestone:** The environmental review phase is now underway. Plan adoption is anticipated for the end of 2019.

### **Deferring and Scaling-Back Projects**

In order to add resources and emphasis to the priority projects described above, we must defer or commensurately scale back some other planning efforts. To create meaningful capacity, Citywide has deferred or scaled-back on 20% of our previous work plan. This has resulted in new capacity of 11 FTE to be reallocated to our priority work. The attached spreadsheet provides more detail about the shifting of our resources to match our needs. Some of the projects that are scaling back are projects that have run their course or reached a point of transition such as MAP 2020, Better Market Street, the Richmond Strategy and Family-Friendly SF. Certain projects, like Toter Design and the Urban Forest Plan, will be best continued with the implementing agencies in the lead, as Citywide staff move into a more supportive role. Some projects like Market Street Prototyping and Imagine SF have developed innovative planning approaches that will be put in service of priority projects such as the Waterfront work and ConnectSF. Other projects such as the Restorative City Assessment, the Preservation Element, and the launching of new initiatives must be paused or delayed until resources become available.

### **Maintaining & Modernizing our Core Functions.**

Lastly, to deliver these priority projects, the Citywide Division must build our capacity for modern land use information analysis. **Citywide's Information and Analysis Group** (IAG) carries out the Division's and much of the Department's data analysis and reporting, graphic design, and mapping/GIS needs. IAG work will be improved through the Land Use Information System and Analysis (LUISA) effort. This fiscal year, the Department is launching a systemic upgrade that will continue into the coming fiscal years. This effort is called LUISA — Land Use Information System and Analysis— and it will assess, overhaul and update our data sets as well as our skills, tools,

techniques, and infrastructure to effectively address San Francisco’s increasingly complex reporting and long-range planning challenges.

**Other Core Functions.** General On-Going Work/Core Functions includes comprehensive planning services and support, including Information and Analysis and Urban Design Services. The **City Design Group** (CDG) continues to provide leadership city-wide on urban design and public improvement projects that is nationally recognized. Its work is in constant demand and new projects are continually replacing completed projects. The group leads both permanent capital design projects and temporary public space improvements. In addition, the CDG provides design review services for development proposals at all scales.

The Division’s **Plan Implementation** team works with community members, development project sponsors, and City agencies to turn the recently adopted Area Plans into on-the-ground improvements. The Plan Implementation team chairs the Interagency Plan Implementation Committee (IPIC) and develops the annual IPIC report, staffs the Eastern Neighborhoods and Market and Octavia CACs, manages in-kind agreements, and coordinates plan-related capital improvements. The Citywide Planning Division also reviews major phase applications of adopted development agreements, and chairs the Street Design Advisory Team, which reviews streetscape enhancements associated with new development.

## Environmental Planning Division Work Program

*Lisa Gibson – Director of Environmental Planning/Environmental Review Officer*

*Staff in the Environmental Planning Division review projects for potential environmental impacts on the City of San Francisco and its residents, a process known as environmental review. Reviews are conducted pursuant to the California Environmental Quality Act (CEQA) as well as Chapter 31 of the San Francisco Administrative Code, which provides guidelines for implementing the CEQA process.*

#	Work Program Activity	Adopted FY17-18 Budget	Proposed FY18-19 Budget	Proposed FY19-20 Budget
1	Environmental Application Review (Private & City-Sponsored)	35.74	39.74	39.74
2	Process Maintenance & Review	3.25	3.25	3.25
3	Management & Administration	4.00	4.00	4.00
	<b>Total</b>	<b>42.99</b>	<b>46.99</b>	<b>46.99</b>

The Environmental Planning (EP) Division is proposing to increase its overall staffing levels in FY18-19 from FY17-18 to reflect a one-time, current-year transfer of staff already dedicated to CEQA historic review from Current Planning to EP. This organizational change will not change the number of FTEs dedicated to CEQA historic review work within the department, but rather will shift this environmental review-related team to be within Environmental Planning. Like the rest of the Department, EP has continued to experience a large and steady increase in applications over the last decade. In addition, the number of CEQA appeals has increased in FY17-18 and is anticipated to remain at this high level. EP continues to make a concerted effort to maximize the efficiency of environmental review.

### **Application Review and Processing**

The proposed FY18-19 and FY19-20 work program for EP continues to be focused on environmental application review, with 85% of the total division's staffing assigned to this function. Approximately two-thirds of this work is anticipated to be for private development projects, with the remaining third for city-sponsored projects. The Department expects environmental application volumes to remain relatively steady through FY18-19, but with an influx of applications anticipated for projects within the

Central SoMa Plan Area upon adoption of that area plan in the first half of this period. Consistent with Mayor Lee’s Executive Directive 17-02 (“Keeping up the Pace of Housing Production”), the division will give housing projects highest priority for processing.

EP anticipates highly productive years ahead in the coming two fiscal years, including preparation of environmental impact reports (EIRs) for a variety of private and public projects. Private projects will include 3333 California Street, 150 Eureka Street, 450 O’Farrell Street, 10 South Van Ness Avenue, 500 Turk Street, Balboa Reservoir, India Basin (which includes a Recreation and Parks Department project), Potrero Power Station, and Stonestown.

In addition, in FY18-19 and FY19-20, EP will be working with other divisions in the Planning Department to finalize the EIR for the Central SoMa Area Plan and to perform environmental review on The Hub Plan (including three private development projects: the 30 Van Ness, 33 Gough, and 98 Franklin Street projects), the Railyard Alternatives and I-280 Boulevard Feasibility Study, and the Mission District Large Development Sites project. Further, updates to the preservation and transportation elements of the General Plan by the Planning Department will require environmental review during this period.

EP will be working on environmental review for projects sponsored by other City departments. These will include the Biosolids Digester Facilities Project (San Francisco Public Utilities Commission [SFPUC]), Alameda County Creek Recapture (SFPUC), Central Bayside Project (SFPUC), Airport Master Plan (San Francisco International Airport), M-Line and Geneva-Harney Bus Rapid Transit (San Francisco Municipal Transportation Agency [SFMTA]), approximately four individual projects considered as part of the Building Progress Program (SFMTA), and Better Market Street (Planning/Public Works/SFMTA). The division also expects continued application activity from the Recreation and Parks Department related to implementing their bond-related and grant-funded projects.

### **Process Maintenance and Review**

Ensuring that CEQA review is both efficient and effective is an ongoing task for the EP Division. The importance of this task has been elevated by the Mayor’s Executive Directive 17-02. In FY18-19, EP will be working with other divisions to bring to fruition process improvements that will facilitate greater efficiencies in the environmental

review process. Although these efforts will focus on housing projects, they will benefit projects of all types.

These activities will include updating operating procedures for varying technical analyses, including the department's Transportation Impact Analysis Guidelines, last updated in 2002. Following a multi-year, successful effort partnering with other agencies in adopting all three components of the Transportation Sustainability Program, the Environmental Planning division will continue working in FY18-19 with other agencies to finalize the update of the guidelines. The division is structuring the guidelines update to improve efficiencies and allow for more regular updates that account for the dynamic nature of transportation systems. In FY18-19, the department expects to introduce legislation to update the transportation review base fee amount for complex reviews, and create a new, smaller fee amount for typical reviews, to reflect the costs of Planning and SFMTA review.

Additional technical procedures updates in FY18-19 will include the shadow impact analysis guidelines and Preservation Bulletin 16 (*CEQA Review Procedures for Historic Resources*), as well as development of the department's first wind impact analysis guidelines. EP will also finalize an update of the *Environmental Review Guidelines*, which provide critical guidance to the department's established pools of qualified consultants with expertise in the preparation of environmental impact, transportation, historical resources, and archeological resources documents.

## Zoning Administration and Compliance Division Work Program

Scott Sanchez – Zoning Administrator

*Planners in the Zoning Administration and Compliance Division maintain and improve the quality of San Francisco's neighborhoods by ensuring compliance with the San Francisco Planning Code. The Code Enforcement Team under this division responds to complaints of alleged Planning Code violations and initiates fair and unbiased enforcement action to correct violations and maintain neighborhood livability.*

#	Work Program Activity	Adopted FY17-18 Budget	Proposed FY18-19 Budget	Proposed FY19-20 Budget
1	Zoning Administration Functions	3.50	3.50	3.50
2	Code Enforcement (includes sign enforcement)	11.00	10.00	10.00
3	Transportation Demand Management	1.77	2.00	2.00
4	Short-Term Rental Program	3.00	3.00	3.00
	<b>Total</b>	<b>19.27</b>	<b>18.50</b>	<b>18.50</b>

The Zoning and Compliance Division includes the Zoning Administrator and Code Enforcement functions (including the General Advertising Sign Program or GASP). Additionally, the Division provides 3 FTE for short-term rental enforcement through the Office of Short-Term Rentals. In FY17-18, the Division began to staff and manage the Department's Transportation Demand Management (TDM) Program, which is comprised of 2 FTEs that approved under the FY16-17 and FY17-18 budgets. For FY18-19, the Division does not propose to add additional staffing.

In 2017, code enforcement planners received 1,504 complaints and closed 1,294 complaints. Current code enforcement active case count as of December 29, 2017 was 1,409 cases including short-term rental. The Department has experienced an overall increase in enforcement over the past several years, which is reflected in the increase of Code Enforcement staff as follows: 8 FTE in FY13-14; 10.92 FTE in FY14-15; 13.31 FTE in FY15-16 (first year of Short-Term Rental Program); 13.54 FTE in FY16-17; 13.77 FTE in FY17-18; and, 14 FTE in FY18-19. For FY18-19, the Division does not propose to add additional staffing and will stabilize at a total of 13 FTE (10 FTE for general enforcement, and 3 FTE for Short-Term Rental Program). The proposed FY18-19 budget

January 18, 2018

Planning Commission

FY 2018-2020 Budget – Proposed Work Program & Budget

does show a decrease of .77 FTE in Code Enforcement to correct for a Temporary Exempt (TEX) position that has been vacated.

## Administration Division Work Program

*John Rahaim - Director*

*Tom DiSanto – Director of Administration*

*Jonas Ionin – Director of Commission Affairs*

*Daniel Sider – Director of Executive Programs*

*Staff in the Administration Division provides support and resources to realize the departmental mission and goals. This division includes the Director's Office, communications, legislative affairs, special projects, finance, human resources, information technology, operations, training, and the Office of Commission Affairs.*

#	Work Program Activity	Adopted FY17-18 Budget	Proposed FY18-19 Budget	Proposed FY19-20 Budget
1	Director's Office	2.00	2.00	2.00
2	Executive Programs (Communications, Legislative Affairs and Special Projects & Policy)	12.50	11.50	11.50
3	Administrative & Financial Services	15.00	15.00	15.00
4	Information Technology	8.50	8.50	8.50
5	Operations	4.00	4.00	4.00
6	Office of Commission Affairs & Custodian of Records	4.00	4.00	4.00
	<b>Total</b>	<b>46.00</b>	<b>45.00</b>	<b>45.00</b>

The Administration Division proposes to generally maintain current staffing levels in FY18-19 and FY19-20 compared to FY18-19. The overall FTE count decreases between the current and next fiscal year from one position reassigned from Administration to the Citywide Division.

### Communications

The Communications Group's mission is to increase and simplify access to public information, enhance transparency, effectively communicate with the public to provide



clarity about the Department's work and role, and to broaden overall community outreach and engagement efforts. The Group continues to produce improved and expanded materials to be distributed at the Planning Information Center, on the Department website, through the City's commissions and boards, and at community meetings and events. In the coming year, major efforts will include "going live" with a completely redesigned Department website with a focus on clarity, functionality, accessibility, and richness of resources, building an extensive library of tutorial and educational videos about the Department's work, and further developing the Department's Community Outreach and Education Program.

### **Legislative Affairs**

The Legislative Affairs Group's primary focus continues to be analyzing proposals to amend the City's Municipal Code as required by the Planning Code and maintaining a liaison function with elected officials. In the upcoming year, the Group will also initiate the final phase of the Code Reorganization Project, work with the Mission community and agency partners on changes to the Mission Street NCT and Calle 24 SUD, improve the City's approach to residential demolitions as it applies to maintaining and growing our housing stock, and work with the Office of Economic and Workforce Development on the Retail Survey and Strategies Project.

The Legislative Affairs Group will also continue to collaborate with the Department's Citywide Planning Division on policy solutions to the City's housing crisis and will partner with the Special Projects Group with respect to the legislative aspects of Mayor Lee's Executive Directive 17-02 ("Keeping up the Pace of Housing Production").

### **Special Projects**

The Special Projects Group facilitates development projects that are inter-divisional, inter-agency, or otherwise especially complex. Expanded from FY17-18, The Group has been recalibrated to more effectively (1) provide high-level project management both before and after entitlement, with a particular emphasis on projects that involve Development Agreements, (2) develop and deploy process improvements to enable the Department to perform its core functions with greater effectiveness and efficiency, and (3) actualize the City's housing goals by developing implementation strategies and tools to maximize production and affordability.

The Special Projects Group is also charged with bringing to fruition Mayor Lee's Executive Directive 17-02 ("Keeping up the Pace of Housing Production"). In FY18-19,

related activities will include the streamlining of business processes through amendments to rules and regulations at the internal, Commission, and legislative levels. Management and enhancement of the City's recently expanded Inclusionary Affordable Housing Program will also continue into FY18-19, along with the implementation of forthcoming amendments.

### **Financial Services**

The current year saw the launch of the City's new financial system, deployed on July 3, 2017. This new system has required changes in all aspects of the City's financial processes, from paying invoices to contracts creation to receiving employee reimbursements. The team has been working diligently to minimize any business impacts to our customers and staff. In addition to a new financial system, the Planning Department now accepts credit cards for several types of transactions. Finance looks forward to expanding this in the next few months when the Department will accept online applications.

### **Technology**

In FY17-18 the technology groups implemented an electronic document management system, continued the Department's records digitization efforts, moved forward with online application acceptance and document review, and provided ongoing maintenance and support for existing functions. One major initiative of the past year has been to begin work on merging the Planning and DBI modules in PPTS.

Among other achievements, the technology group had a number of successes with GIS/Web Services including integrating project features, land use, and other characteristics from PPTS into the Property Information Map, upgrading AccelaGIS to version 9, and launching a Location Maps tool, a Radius Map tool, and a Transportation Demand Management tool in addition to performing a major upgrade of the Neighborhood Notifications website. In addition to this work, the technology group programmed a number of databases including Accela in order to create new configurations for affordable housing bonus and Accessory Dwelling Unit work in PPTS. PPTS improvements also included a new report on updated performance measures.

### **Office of Commission Affairs**

The Office of Commission Affairs staffs the Planning Commission and the Historic Preservation Commission. In addition, it responds to record requests submitted to the Department as the Custodian of Records. The Office will begin to outsource hearing

transcription services in order to improve meeting minutes in the current fiscal year. Additionally, the Department is continuing work on its Record Digitization Project. In 2017 the Department scanned and indexed over 15,000 on-site historical address files (over 1.2 million images) and anticipates an additional 700,000 images to complete Phase I of the project. In 2018, the Department will begin Phase II of the project which includes scanning and indexing records stored in the Department's off-site storage facility.

### **FY 2018-20 Budget Calendar**

Department staff will provide budget presentations to the Commissions that will cover the details of the Department's work program and revenue and expenditure budget. Upon completion of the Commission's review of the proposed budget, staff will submit the proposed budget to the Mayor for his review and consideration on February 21, 2018.

The scheduled dates for presenting updates to the Commissions for the budget approval process and other major deadlines are:

<b>Date</b>	<b>Budget Agenda Item</b>
<b>01/17/18</b>	Draft budget and work program review with the <b>Historic Preservation Commission</b>
<b>01/25/18</b>	Draft budget and work program review with the <b>Planning Commission</b>
<b>02/07/18</b>	Requesting "recommendation of approval" of the budget and work program with the <b>Historic Preservation Commission</b>
<b>02/08/18</b>	Requesting "approval" of the budget and work program with the <b>Planning Commission</b>
<b>02/21/18</b>	Budget Submission to the Mayor
<b>06/01/18</b>	Mayor's Proposed Budget is published
<b>07/24/18</b>	Final Appropriation Ordinance Adopted

**Attachment I** – Organizational Chart

**Attachment II** – Proposed FY18-20 Work Program

**Attachment III** – Grants Program Update Memo

# Proposed Organizational Chart

SAN FRANCISCO PLANNING DEPARTMENT / FISCAL YEAR 2018-2019

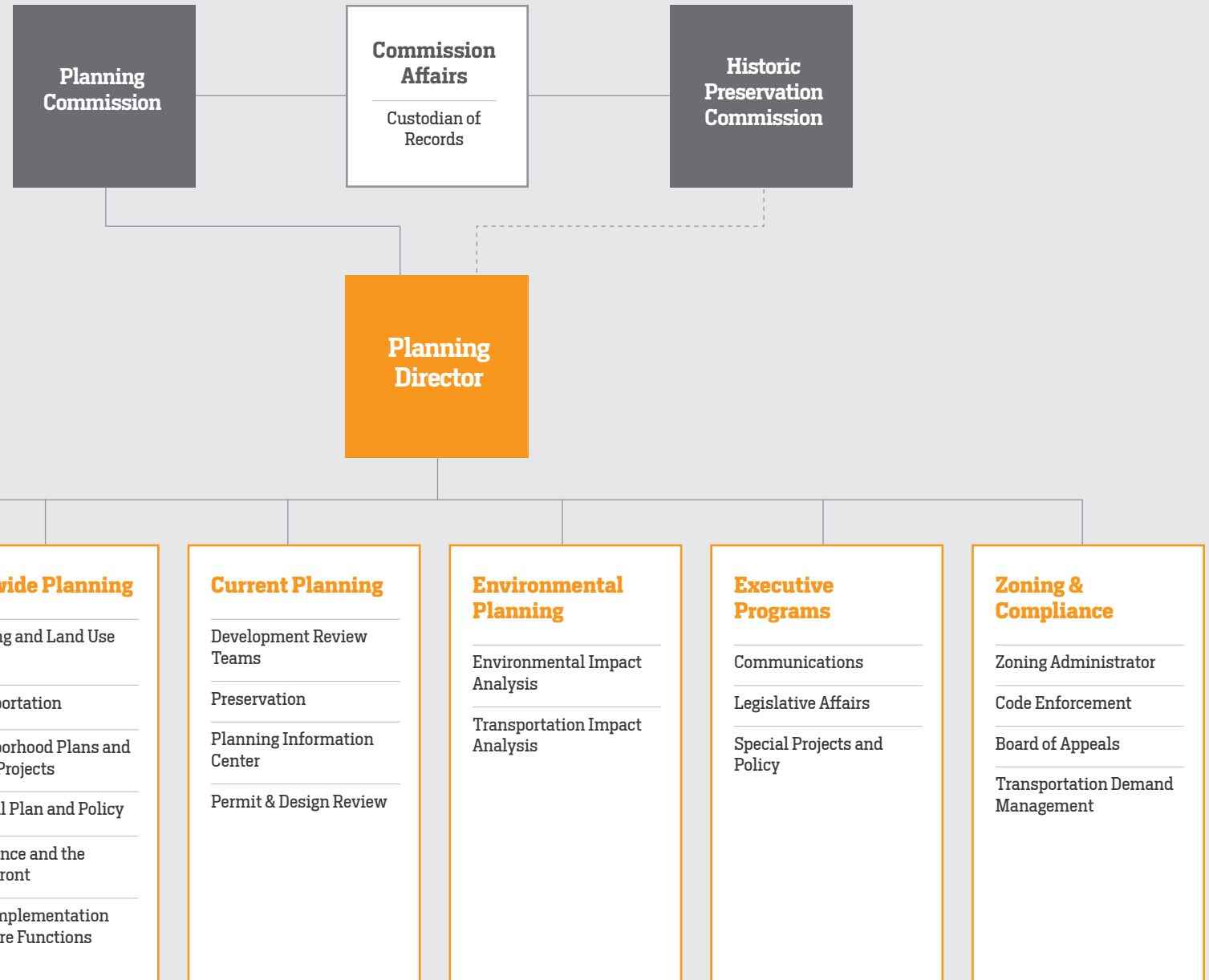
San Francisco  
**Planning**



COMMISSIONS



DEPT. DIVISIONS



Work Program Activity			FY17-18 Total FTEs	Yr on Yr Change	FY18-19 Total FTEs	Yr on Yr Change	FY19-20 Total FTEs	Yr on Yr Change	Notes
I.	CURRENT PLANNING		77.33	0.46	77.39	0.07	77.62	0.23	
	1. Application Review and Processing		41.75	0.46	45.08	3.33	45.31	0.23	
	A.	Building Permit Applications	26.82	3.32	28.65	1.83	28.88	0.23	
	B.	Discretionary Review Applications	1.97	0.02	0.50	(1.47)	0.50	0.00	
	C.	Variance Applications	1.46	0.02	1.50	0.04	1.50	0.00	
	D.	Conditional Use and other case applications	6.17	0.07	9.10	2.93	9.10	0.00	
	E.	Zoning Administrator Letters of Determinations	0.30	0.00	0.33	0.03	0.33	0.00	
	F.	Misc. Permit Referrals: including Health, Fire, ABC, Police and Entertainment	2.02	0.02	1.20	(0.82)	1.20	0.00	
	G.	DPW Permit Referrals: Condos/Subdivisions/Telecommunications	0.61	0.01	0.65	0.04	0.65	0.00	
	H.	Design Review Team (RDT, SDAT, UDAT)	1.01	0.01	2.15	1.14	2.15	0.00	
	I.	Project Review & Preliminary Project Assessments (PPAs)	1.40	0.02	1.00	(0.39)	1.00	0.00	
	2. Historic Preservation		14.60	(0.01)	10.60	(4.00)	10.60	0.00	
	A.	Preservation Survey Programs, including the Citywide	1.50	0.00	1.50	0.00	1.50	0.00	
	B.	All preservation-related CEQA case work, including Sec. 106 work.	7.14	(0.00)	3.00	(4.14)	3.00	0.00	Four FTE dedicated to Historic Preservation are now administratively housed in Environmental Planning. They continue to perform CEQA-related preservation work.
	C.	Certificates of Appropriateness, Permits to Alter, Mills Act, and other Preservation Applications	1.53	0.00	1.53	0.00	1.53	0.00	
	D.	HPC Work Program	1.00	0.00	1.00	0.00	1.00	0.00	
	E.	Community-Sponsored Designations	0.15	0.00	0.15	0.00	0.15	0.00	
	F.	Preservation-specific legislation coordination	0.30	0.00	0.30	0.00	0.30	0.00	
	G.	Preservation project review meetings	1.00	0.00	1.00	0.00	1.00	0.00	
	H.	Special Projects	1.50	0.00	1.12	(0.38)	1.12	0.00	
	I.	Legacy Business Program & Cultural Heritage Initiatives	0.49	0.00	1.00	0.52	1.00	0.00	
	3. Public Information		9.08	0.00	9.25	0.17	9.25	0.00	
	A.	Planning Information Counter staffing	6.58	(0.00)	7.25	0.67	7.25	0.00	
	B.	PIC Internet and Intranet Pages	0.25	0.00	0.25	0.00	0.25	0.00	
	C.	Zoning Verification Letters	0.25	0.00	0.25	0.00	0.25	0.00	
	D.	General Public Information & Foreign Delegation Requests	2.00	0.00	1.50	(0.50)	1.50	0.00	
	4. Process Maintenance & Improvements		2.51	0.00	2.51	0.00	2.51	0.00	
	A.	Planning Code Legislation Review and Implementation, PPTS Enhancements	0.67	0.00	0.70	0.03	0.70	0.00	
	B.	Citywide Planning support, Performance Plans, Training &	1.84	0.00	1.90	0.06	1.90	0.00	
	5. Management & Administration		9.39	0.00	9.95	0.57	9.95	0.00	
	A.	CP Director, Asst. Director, 4 Quadrant Mgrs, Flex Manager, Preservation Coordinator, PIC Manager	4.89	0.00	5.45	0.57	5.45	0.00	
	B.	Administrative Support	4.50	0.00	4.50	0.00	4.50	0.00	
II.	CITYWIDE PLANNING		57.10	0.00	55.30	(1.80)	55.30	0.00	
	1. Land Use and Transportation		19.80		20.40		21.10		
	A.	Housing	3.95	0.00	4.65	0.70	4.65	0.00	
	1	Housing Affordability Strategy			1.60	1.60	1.60	0.00	
	2	Housing Reports and Data			0.60	0.60	0.60	0.00	
	3	Housing Policy Coordination and Legislation			1.60	1.60	1.60	0.00	
	4	Housing Policy Outreach, Education and			0.35	0.35	0.35	0.00	
	5	Density Bonus in Plan Areas (State-analyzed)			0.50	0.50	0.50	0.00	
	B.	Transportation	4.45	0.00	4.75	0.30	4.75	0.00	
	1	Connect SF Phase II			2.00	2.00	2.00	0.00	
	2	Transportation Element Update (Tech. Assist &			1.00	1.00	1.00	0.00	
	3	Railyard Boulevard Study			0.50	0.50	0.50	0.00	
	a.	22nd Street Station Location Study			0.75	0.75	0.75	0.00	
	b.	Bayshore Multi-Modal Study - Phase II			0.25	0.25	0.25	0.00	
	4	Regional Transportation Coordination			0.25	0.25	0.25	0.00	

Work Program Activity			FY17-18 Total FTEs	Yr on Yr Change	FY18-19 Total FTEs	Yr on Yr Change	FY19-20 Total FTEs	Yr on Yr Change	Notes
	C.	General Land Use	3.35	0.00	2.85	(0.50)	3.55	0.70	
	1	Land Use Information System			1.80	1.80	1.80	0.00	
	2	General Land Use Reports & Data Coordination			0.30	0.30	0.30	0.00	
	3	Regional Land Use Coordination			0.15	0.15	0.30	0.15	
	4	Commerce and Industry Studies and Surveys				0.00		0.00	
	a.	Neighborhood Commercial Surveys			0.40	0.40	0.00	(0.40)	
	b.	Citywide Retail Strategy			0.00	0.00	0.75	0.75	
	c.	Citywide PDR Strategy			0.20	0.20	0.40	0.20	
	D.	Neighborhood Plans	5.65	0.00	4.70	(0.95)	4.70	0.00	
	1	Central SoMa Plan			0.30	0.30	0.00	(0.30)	
	2	The Hub			0.50	0.50	1.00	0.50	
	3	Excelsior Neighborhood Planning			1.10	1.10	1.10	0.00	
	4	Bayview Neighborhood Planning			1.10	1.10	1.10	0.00	
	5	District 9: South of Chavez/Alemany/Portola Area Plan			1.10	1.10	1.10	0.00	
	6	Mission Action Plan (MAP) 2020			0.80	0.80	0.40	(0.40)	
	E.	Major Projects/Development Agreements	2.40	0.00	3.45	1.05	3.45	0.00	
	1	Southeast Framework			0.25	0.25	0.25	0.00	
	2	Public Lands for Housing			0.10	0.10	0.10	0.00	
	3	Balboa Reservoir			0.60	0.60	0.60	0.00	
	4	Stonestown/SFSU			0.40	0.40	0.40	0.00	
	5	4th and King Railyards			1.10	1.10	1.10	0.00	
	5	Potrero Power Plant			0.40	0.40	0.40	0.00	
	6	India Basin Master Plan			0.20	0.20	0.20	0.00	
	7	PG&E Hunter's Point Power Plant			0.40	0.40	0.40	0.00	
2.	Plans and Policies		23.80		20.50		20.05		
	A.	General Plan and Policy	12.15	0.00	7.00	(5.15)	6.50	(0.50)	
	1	General Plan Management, Updates & Maintenance			0.25	0.25	0.25	0.00	
	a.	Environmental Justice Policies			0.50	0.50	0.50	0.00	
	2	Community Stabilization and Anti-Displacement				0.00		0.00	
	a.	Citywide Stabilization Anti-Displacement Strategy			1.20	1.20	1.20	0.00	
	b.	Central Market/Tenderloin Strategy			0.20	0.20	0.20	0.00	
	c.	Racial Equity Action Plan			1.30	1.30	1.10	(0.20)	
	d.	Other Equity Work TBD			0.25	0.25	0.25	0.00	
	3	Public Realm Plans				0.00		0.00	
	a.	Central Soma Public Realm Planning and			0.50	0.50	0.50	0.00	
	b.	Dogpatch/Central Waterfront Public Realm Plan			0.25	0.25	0.20	(0.05)	
	e.	Portsmouth Square Design			0.10	0.10	0.00	(0.10)	
	f.	Groundplay Program			0.40	0.40	0.40	0.00	
	g.	Better Market Street			0.10	0.10	0.10	0.00	
	i.	Pedestrian Wayfinding Program			0.10	0.10	0.00	(0.10)	
	j.	Rincon Hill and Transit Center Streetscape Plans			0.35	0.35	0.30	(0.05)	
	k.	Civic Center Public Realm Plan			0.75	0.75	0.75	0.00	
	l.	Civic Center Commons			0.75	0.75	0.75	0.00	
	B.	Resilience and the Waterfront	5.55	0.00	8.05	2.50	7.70	(0.35)	
	1	Sea Level Rise Adaptation Planning and Coordination			3.50	3.50	3.50	0.00	
	a.	Bay Area Resilient by Design Challenge			0.25	0.25	0.00	(0.25)	
	b.	Seawall Resiliency Project - coordination with Port			0.25	0.25	0.25	0.00	
	c.	Local Coastal Plan Update			0.10	0.10	0.00	(0.10)	
	2	Waterfront Land Use Plan Update - coordination with			3.00	3.00	3.00	0.00	
	3	Resiliency Visioning and Design Guidelines			0.25	0.25	0.25	0.00	
	4	Sustainability Planning	1.80	0.00	0.50	(1.30)	0.50	0.00	
	a.	Sustainable Neighborhood Framework and Guide			0.10	0.10	0.10	0.00	
	b.	Biodiversity Planning/SFE work order			0.10	0.10	0.10	0.00	
	c.	Urban Forest Planning	0.65	0.00	0.10	(0.55)	0.10	0.00	

Work Program Activity			FY17-18 Total FTEs	Yr on Yr Change	FY18-19 Total FTEs	Yr on Yr Change	FY19-20 Total FTEs	Yr on Yr Change	Notes
	C.	Implementation	6.10	0.00	5.45	(0.65)	5.85	0.40	
	1	CAC Staffing and Public Bodies			0.30	0.30	0.30	0.00	
	2	Area and General Plan Implementation				0.00		0.00	
	a.	IPIC, Capital Planning			1.00	1.00	1.00	0.00	
	b.	Impact Fee Updates			0.00	0.00	0.30	0.30	
	c.	Citywide Nexus Study			0.50	0.50	0.50	0.00	
	d.	Open Space Implementation			0.10	0.10	0.10	0.00	
	3	Development Agreement Implementation and Phase				0.00		0.00	
	a.	Parkmerced			0.10	0.10	0.10	0.00	
	b.	Mission Rock (SWL 337+P48)			0.10	0.10	0.10	0.00	
	c.	Pier 70			0.10	0.10	0.10	0.00	
	d.	Treasure Island			0.10	0.10	0.10	0.00	
	e.	Candlestick/Hunter's Point Shipyard			0.20	0.20	0.20	0.00	
	f.	Schlage Lock			0.20	0.20	0.20	0.00	
	g.	Hope SF (Sunnydale, Potrero, Hunter's View)			0.40	0.40	0.40	0.00	
	4	Monitoring Reports				0.00		0.00	
	a.	Downtown Monitoring Report			0.20	0.20	0.30	0.10	
	b.	Area Plan Monitoring Reports			0.10	0.10	0.10	0.00	
	5	Design Guidelines			0.55	0.55	0.55	0.00	
	6	Public Realm Interagency Coordination				0.00		0.00	
	a.	Urban Design Support to other Agencies			0.40	0.40	0.40	0.00	
	b.	Street Design Advisory Team (SDAT ) & TASC			1.00	1.00	1.00	0.00	
	c.	Utility Review (AT&T Boxes/SMFs)			0.10	0.10	0.10	0.00	
	3.	<b>Core Functions and Administration</b>	<b>13.50</b>		<b>14.40</b>		<b>14.15</b>		
	A.	Core Functions	7.35	0.00	6.20	(1.15)	6.20	0.00	
	1	GIS Cartography and Spatial Analysis			1.50	1.50	1.50	0.00	
	2	Graphic Design Program & Guideline Updates			1.50	1.50	1.50	0.00	
	3	Permit Applications				0.00		0.00	
	a.	General Plan Referrals			0.30	0.30	0.30	0.00	
	b.	Preliminary Project Assessments (PPA)			0.80	0.80	0.80	0.00	
	c.	In-Kind Agreements			0.30	0.30	0.30	0.00	
	4	Interagency Policy Coordination (Land Use, Transportation, Open Space, Sustainability)			0.50	0.50	0.50	0.00	
	5	Board and Mayoral Requests and Legislation			1.00	1.00	1.00	0.00	
	6	DWG Support			0.30	0.30	0.30	0.00	
	B.	Citywide Administration	6.15	0.00	6.00	(0.15)	6.00	0.00	
	1	Division Management			2.00	2.00	2.00	0.00	
	2	Administrative Support			2.00	2.00	2.00	0.00	
	3	Public Information Counter (PIC) Coverage and Code			1.00	1.00	1.00	0.00	
	4	Staff Training and Professional Development			0.80	0.80	0.80	0.00	
	5	Staff Performance Evaluations			0.20	0.20	0.20	0.00	
	C.	Citywide Policy & Planning Emergent Work	0.00	0.00	2.20	2.20	1.95	(0.25)	
	1	TBD Policy			1.00	1.00	1.00	0.00	
	2	TBD Major Projects			1.20	1.20	0.95	(0.25)	
	III.	<b>ENVIRONMENTAL PLANNING</b>	<b>42.99</b>	<b>0.24</b>	<b>46.99</b>	<b>4.00</b>	<b>46.99</b>	<b>0.00</b>	
	1.	<b>Environmental Application Review</b>	<b>35.74</b>	<b>9.59</b>	<b>39.74</b>	<b>4.00</b>	<b>39.74</b>	<b>0.00</b>	
	A.	Environmental Impact Reports (EIRs)	13.00	(2.50)	13.00	0.00	13.00	0.00	
	B.	Appeal Hearings	3.50	1.25	3.50	0.00	3.50	0.00	
	C.	Negative Declarations	5.25	0.20	5.25	0.00	5.25	0.00	
	D.	Exemptions	8.05	1.25	8.05	0.00	8.05	0.00	
	E.	Environmental Review for Legislation	0.60	0.20	0.60	0.00	0.60	0.00	
	F.	Transportation Impact Studies	5.34	(0.66)	5.34	0.00	5.34	0.00	
	G.	CEQA Historical Review	0.00	0.00	4.00	4.00	4.00	0.00	Four FTE dedicated to Historic Preservation are now administratively housed in Environmental Planning. They continue to perform CEQA-related preservation work.
	2.	<b>Process Maintenance &amp; Improvements</b>	<b>3.25</b>	<b>0.50</b>	<b>3.25</b>	<b>0.00</b>	<b>3.25</b>	<b>0.00</b>	
	A.	Procedures & Legislation	1.50	0.00	1.50	0.00	1.50	0.00	
	B.	Training (legislation, procedures, transportation, etc.)	1.50	0.50	1.50	0.00	1.50	0.00	
	C.	Public Information Counter Staffing	0.25	0.00	0.25	0.00	0.25	0.00	
	3.	<b>Management &amp; Administration</b>	<b>4.00</b>	<b>0.00</b>	<b>4.00</b>	<b>0.00</b>	<b>4.00</b>	<b>0.00</b>	
	A.	Management & Administration	4.00	0.00	4.00	0.00	4.00	0.00	

Work Program Activity			FY17-18 Total FTEs	Yr on Yr Change	FY18-19 Total FTEs	Yr on Yr Change	FY19-20 Total FTEs	Yr on Yr Change	Notes
IV.	ZONING ADMINISTRATION & COMPLIANCE		19.27	1.23	18.50	(0.77)	18.50	0.00	
	A.	Zoning Administrator functions (Variances, Letters of Determination, Board of Appeals)	2.00	0.00	2.00	0.00	2.00	0.00	
	B.	Support to the Zoning Administrator	1.50	0.00	1.50	0.00	1.50	0.00	
	C.	General Code Enforcement	10.50	0.00	9.50	(1.00)	9.50	0.00	
	D.	Transportation Demand Management	1.77	0.00	2.00	0.23	2.00	0.00	
	E.	General Advertising Sign Program	0.50	0.00	0.50	0.00	0.50	0.00	
	F.	Short Term Rental Program	3.00	0.00	3.00	0.00	3.00	0.00	
V.	ADMINISTRATION		46.00	0.65	45.00	(1.00)	45.00	0.00	
	1.	Director's Office	2.00	0.00	2.00	0.00	2.00	0.00	
	A.	Department Director and Executive Assistant	2.00	0.00	2.00	0.00	2.00	0.00	
	2.	Executive Programs	12.50	0.00	11.50	(1.00)	11.50	0.00	
	A.	Director of Executive Programs and Support	1.50	(2.66)	1.50	0.00	1.50	0.00	
	B.	Communications	4.00	(0.16)	4.00	0.00	4.00	0.00	
	C.	Legislative Affairs	3.00	1.34	3.00	0.00	3.00	0.00	
	D.	Special Projects & Policy	4.00	1.00	3.00	(1.00)	3.00	0.00	
	2.	Administrative and Financial Services	15.00	0.75	15.00	0.00	15.00	0.00	
	A.	Director of Administration and Admin Assistant	1.50	0.00	1.50	0.00	1.50	0.00	
	B.	Training & Professional Development Coordinator	1.00	0.00	1.00	0.00	1.00	0.00	
	C.	Human Resources, Personnel and Payroll	3.00	0.00	3.00	0.00	3.00	0.00	
	D.	Finance & Budget Management	1.00	0.00	1.00	0.00	1.00	0.00	
	E.	Accounting, Financial Reporting, Audit Support	3.00	0.75	3.00	0.00	3.00	0.00	
	F.	Contracts Administration	1.00	0.00	1.00	0.00	1.00	0.00	
	G.	Revenue Collection and Billing	3.00	0.00	3.00	0.00	3.00	0.00	
	H.	Grant Management	1.50	0.00	1.50	0.00	1.50	0.00	
	3.	Information Technology	8.50	1.00	8.50	0.00	8.50	0.00	
	A.	Network Maintenance and Enhancement	1.00	0.00	1.00	0.00	1.00	0.00	
	B.	Information Systems Development and Maintenance	1.00	0.00	1.00	0.00	1.00	0.00	
	C.	Computer Training Program for IT staff	0.00	0.00	0.00	0.00	0.00	0.00	
	D.	Help Desk	1.00	0.00	1.00	0.00	1.00	0.00	
	E.	Geographic Information System (GIS)	1.00	0.00	1.00	0.00	1.00	0.00	
	F.	Information Technology Management	0.50	0.00	0.50	0.00	0.50	0.00	
	G.	PPTS (Project & Permit Tracking System)	4.00	1.00	4.00	0.00	4.00	0.00	
	4.	Operations	4.00	(0.56)	4.00	0.00	4.00	0.00	
	A.	Reception Desk	1.00	0.00	1.00	0.00	1.00	0.00	
	B.	Records Center Management	1.00	0.00	1.00	0.00	1.00	0.00	
	C.	Office Asset Inventory and Management	0.50	(0.50)	0.50	0.00	0.50	0.00	
	D.	Mail Delivery Services	0.50	(0.06)	0.50	0.00	0.50	0.00	
	E.	Phone systems, staff moves, property management and	0.50	0.00	0.50	0.00	0.50	0.00	
	F.	Operations Management	0.50	0.00	0.50	0.00	0.50	0.00	
	5.	Office of Commission Affairs	4.00	0.00	4.00	0.00	4.00	0.00	
	A.	Commission Secretary for Planning Commission and Historic Preservation Commissions & Custodian of Records	4.00	0.00	4.00	0.00	4.00	0.00	
DEPARTMENT TOTAL - ALL DIVISIONS			242.69	3.69	243.19	0.50	243.42	0.23	





# SAN FRANCISCO PLANNING DEPARTMENT

**MEMO**

**DATE:** January 17, 2018

**TO:** Members, Historic Preservation Commission, Planning Commission

**FROM:** Sheila Nickolopoulos, Grant Manager

**RE:** Planning Department Awarded \$3.5 Million in Grants for Special Projects

1650 Mission St.  
Suite 400  
San Francisco,  
CA 94103-2479

Reception:  
**415.558.6378**

Fax:  
**415.558.6409**

Planning  
Information:  
**415.558.6377**

I am pleased to update you on the Planning Department's continuing success with securing grant funding for priority projects. Our current grants portfolio includes a total of \$1,018,751 in grants, which is funding work in this and next fiscal year. These funds, from local, state, and federal agencies, are supporting a variety of projects. The Planning Department's current grants include the following.

## Federal

	Amount	Description
1	\$55,000	National Park Service grant to partner with local nonprofit SF Heritage to look at the theme of Civil Right advancement and to make individual National Register nominations. Completion date: 3/10/18.
Total	\$55,000	

## State and Local

	Amount	Description
1	\$700,000	Metropolitan Transportation Commission (MTC) grant for phase two of the Railyard Alternatives and I-280 Boulevard Feasibility Study. Completion date: 6/30/18.
2	\$84,475	FY2017-18 Friends of City Planning (FOCP) grants for staff professional development, conference attendance, and special projects. Completion date: 12/31/18.
3	\$40,000	California Office of Historic Preservation grant to develop a historic context for the Chinese American experience in San Francisco. Completion date: 9/30/18.
4	\$139,276	San Francisco County Transportation Authority grant to support planning the Geary Avenue Bus Rapid Transit (BRT) capital implementation. Completion date: 2/28/18.
Total	\$963,751	

The Planning Department and partner City agencies continue to actively pursue grant funds to support planning, civic engagement, public realm innovations, transportation planning, and historical preservation.

This spring, we will submit more than \$2.5 million in requests for funding from State Senate Bill 1, regional Priority Development Area federal funds, and State Caltrans funds. Our grant writing efforts will focus on the connection of equitable growth of housing and jobs to transportation and planning for climate change and sea level rise. The Department will also continue to work closely with other City agencies to identify and pursue funds for the capital implementation of our planning work.

Our achievements in winning grants are significant in both the grant dollars generated and in the successful demonstration of interagency collaboration. Grant funds supplement other City funding sources and implement projects that might otherwise not go forward. In addition, as funders look to increase the impact of their investment, these joint efforts make San Francisco more competitive among applicants and ultimately provide more benefits to City residents.

Please contact me at 415-575-9098 or [Sheila.Nickolopoulos@sfgov.org](mailto:Sheila.Nickolopoulos@sfgov.org) if you have any questions about the Department's grant program.