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May 2, 2013

CITY CLERK'S OFFICE

Dear Lemoore City Council & City Manager,

I respectfully request that a copy of my full commentary & proposed 2013/14 budget submitted several weeks ago be forwarded to all City Council members and be included as an attachment to the budget report, in an unaltered format.

Sincerely,
Nally Smyth

The Planning Department is responsible for all long and short range City planning functions and the Director serves as Secretary to the Planning Commission, providing professional advice on planning items to the Planning Commission and City Council. The Planning staff also prepares other non-planning staff reports as directed by the City Manager or for the Cross Valley Rail Corridor Joint Powers Authority as needed. Planning administers and helps prepare updates to the Zoning and Subdivision Ordinances, prepares the General Plan Annual Report to the State, conducts General Plan conformity analysis for City budgets related to capital projects, site plan reviews, agricultural land cancellations, landscape plan review and approval, preliminary site plan review, vacating streets and easements when needed, and has been involved in the below listed activity areas shown under statistics and land use policies of the City. The Department staff also oversees the work of various consultants and provides various support services to other City Departments regarding interpretation of various Municipal Code Sections, and limited GIS mapping services.

The seven-member Planning Commission is charged with the review of planning and development within the City to assure that development is consistent with City policy and is in the best interest of the City. The Planning Commission renders advice on policy decisions regarding the growth of the City through the General Plan and the Zoning Ordinance. Under the new 2012 Zoning Code, Commissioners are also responsible to review design plans and drawings subject to architectural design review process within Historic Downtown. Planning Commissioners are appointed to serve four-year staggering terms. The Planning Commission meets at 7:00 p.m. on the second and fourth Monday of each month.

GOALS AND OBJECTIVES

- ◆ Invigorate the Department with a renewed sense of customer focus to serve all customers professionally, accurately and in a timely fashion in coordination with the Public Works and Building Department staff.
- ◆ Implement a feedback tool to help report on the effectiveness of delivering development services so that improvements may be made to be more business friendly.
- ◆ Update planning fees in conformity with 2012 Zoning Code processes to insure that fees do not overcharge or undercharge for the services rendered.
- ◆ Recommend modifications to the 2012 Zoning Code through Ad-Hoc Committees and Planning Commission research, discussions, and public hearings.
- ◆ Update the General Plan Circulation Element to re-evaluate potentially unnecessary "Planned Improvements to Accommodate Buildout" list in order to reduce overall developer impact fees and utilize free KCAG traffic consultant to keep traffic modeling costs down.
- ◆ Provide support to Public Works Department during the revisions to the Public Works Standards book as needed to insure conformity with the General Plan and Zoning Code.
- ◆ As time and funding are available, cleanup the City's GIS mapping system to eliminate duplicate files, simplify the archive file system, and train staff to be able to start producing some GIS maps and be able to provide street maps to the public.
- ◆ Work with Kings County Association of Governments (KCAG) on long-range planning as it relates to Lemoore:
 - Countywide Climate Action Plan funded through Proposition 84 round 1 grant funds to reduce the potential impacts of having a plan dictated by the regional government to retain local land use control.
 - Provide information, input, review, and participation into the Regional Housing Needs Assessment (RHNA) required by the State of California, so that Lemoore is not dictated an allotment by the regional agency without representation and help retain grant eligibility.
 - Provide information, input, review, and participation into the Sustainable Community Strategies (SCS) Plan as part of the Regional Transportation Plan (RTP) process required by the State, so that Lemoore retains its local land use authority and remains eligible for grant funding which is tied to these plans which are anticipated to be adopted by June 30, 2014.

- ◆ Should Walmart want to move forward, continue to work with consultants to complete Walmart Environmental Impact Report and get to public hearings.

ACTIVITY STATISTICS – by calendar year for 2013-14 Fiscal Year Budget

<u>Planning Activities</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>
Alcohol, Beverage Control Determination	2	0	0	1	1
Architectural Design Review Approvals	9	3	9	2	1
Administrative Use Permits ¹	56	47	65	69	103
Administrative Review for Semi-Permanent Mobile Food Vendors	0	1	2	1	0
Categorical Exemptions	25	14	20	22	8
Certificate of Compliance	0	1	0	0	1
Conditional Use Permits	4	3	1	1	4
Design Review under GP Policy COS137	0	1	0	0	0
Environmental Impact Assessments	5	6	5	3	1
Extensions (inc. AB 208 ext & CC ext. in 2011)	9	7	9	21	3
Final Maps	1	0	1	5	4
Flood Hazard Development Permits	0	0	0	0	0
General Plan Amendments (minor by dvlprs.)	2	1	2	0	2
GIS maps, analysis, or Sketch-up diagrams		90	100	0	0
Home Occupations	16	13	17	19	20
Large Daycare	0	4	0	1	0
Lot Line Adjustments	1	1	0	2	1
PC Resolutions of the City of Lemoore	0	7	16	15	20
PUDs (master designs subdivision, preplots, & staff report)	0	0	1	3	2
PUD Individual Plot Plan Reviews/changes	20	15	14	17	80
Preliminary Site Plan Review (began 2005)	18	2	0	1	2
Site Plan Review (Minor & Major) ²	16	10	7	10	14
Special Zoning Exceptions	1	0	0	0	1
Tentative Parcel Map	6	1	1	2	0
Tentative Subdivision Maps (excludes PUD)	0	0	0	0	0
Vacating/Dedicating Easements or Streets	1	2	6	10	1
Variance (Major & Modifying Sign applicability)	1	0	2	0	8
Violations	³	³ 8	26	75	141
Zone Amendments (Text/Map Changes/Prezones)	1	6	3	4	5
Zone Clearance ⁴					30

Footnotes:

1 - Includes signs, secondary dwellings, accessory building & carports, administrative use permits, minor deviations, similar use determination and other various approvals allowed by the dept.

2 - Includes highway-oriented signs, multi-family complexes, temporary use permits, & zoning interpretations

3 - RDA code enforcement generally handled all violations, since 2010 various department now handle code enforcement related to their sections of the Municipal Code

4 - Includes no-cost review/approval to verify meeting standards for height and setbacks for accessory buildings, downtown painting, written zoning info, assigned addresses, zone clearance, business license review, landscape approvals, and civil approvals

FULL-TIME POSITION ALLOCATION:

Full-Time Staff	2008/09	2009/10	2010/11	2011/12	2012/13	2013/14 Request
Planning Director	1.00	1.00	1.00	1.00	1.00	1.00
Associate Planner	1.00**	0				
Assistant Planners	2.00	2.00***	1.00	1.00	1.00	1.00
Planning Tech	0	0	0	0	0	1.00
Total FT Positions	4.00	3.00	2.00	2.00	2.00	3.00
Part-Time Staff (Full time equivalent)						
Planning Tech PT	0	.90	.80	.80	.60	0
Office Assistant II	1.0	0	0	0	0	
Total FTE Positions	1.00	.9	.80	.80	.60	0
Full-Time Equivalent	5.0	3.9	2.8	2.8	2.6	3.00

Planning Commentary Continued:

The staff has been heavily involved in the following major projects not listed in the Activity Statistics during the 2012/2013 fiscal year:

- ◆ Created all new planning application forms to conform to the new 2012 Zoning Ordinance and new broiler plates for various staff reports for entitlements.
- ◆ Provided input and coordinated preliminary engineering discussion on the floor plan layout for the CMC office renovation.
- ◆ Reviewed and prepared staff reports for 184 unit gated apartment complex.
- ◆ Processed a pre-zone application and assisted with LAFCO annexation process of a 185-acre Newton property between Highway 41 and 19th Ave. down to Jackson Ave.
- ◆ Worked with Kings County Association of Governments (KCAG) and other Kings County jurisdictions on the Countywide Climate Action Plan funded through Proposition 84 round 1 grant funds.
- ◆ Worked with KCAG traffic consultant to start analyzing potential reductions in traffic improvements and their impact to the Levels of Service
- ◆ Worked with the San Joaquin Valley Metropolitan Planning Organizations Proposition 84 Grant that provided Circuit Planners to carry out planning work products that could enhance Blueprint Smart Growth principles. In Lemoore they create two conceptual mixed use project layouts for two mixed-use locations.
- ◆ Walmart Environmental Impact Report put on hold.

This year's proposed Planning Department budget shows an overall increase in recurring expenses from the originally approved \$302,153 in FY 2012-13 (which was adjusted downward during mid-year adjustments to \$290,268) to \$348,372 or a \$46,219 increase (equating to a 15.3% increase). This is predominately due to proposed changes in staffing due to increasing work loads and anticipated grant administration activity, as well as increased professional contract services for engineer work to assist with right-of-way legal descriptions instead of being provided by businesses.

In the 2012/13 fiscal year only 24 hours a week were provided for the planning technician staff, which reduced customer service, lengthened application processing periods, and caused some large scale projects to not move forward due to minimal counter coverage. Approximately \$22,251 of the proposed increase is for salaries, which automatically include potential merit increases. Most of this cost is caused by requesting that the part-time Planning Technician be moved to a full time 40 hour per week position. This position is critical to one-stop customer service at CMC and is highly specialized in the planning profession and difficult to replace given the current "part-time" status. An additional \$10,747 of the increase is due to increases in benefits for full-time staff (based on normal inflationary expenses rising) as well as making a .60 full-time employee equivalent a full-time employee. With development applications still on the rise and existing and anticipated grant administration growing, the Planning Department may no longer be able to meet developer/business expectations, keep up with required reporting requirements of the grants, and meet the new expectations of City Council to improve customer service.

Much of the remaining increase is in professional contract services to pay for additional City engineering services to draft legal description documents when right-of-way or public utility easements are needed by the City as part of a development project. Most small businesses have a difficult time obtaining a licensed engineer to prepare dedication documents. This shift of work to the City from the developer/business owner is more business friendly and fair.

The chart below shows the percentage increases and decreasing of the ongoing department budget over the past five years.

	<u>2008/09</u>	<u>2009/10</u>	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>
FT Personnel	\$241,602	\$200,796	\$149,474	\$139,073	\$146,952	\$189,573
PT Personnel ongoing	\$30,725	\$30,725	\$25,000	\$20,370	\$20,370	\$0
PT Personnel one-time	\$0	\$0	\$10,000	\$4,000		
Benefits	\$85,679	\$68,227	\$55,777	\$53,846	\$57,517	\$70,333
Maint & Operating ongoing	\$147,384	\$82,652	\$65,301	\$73,100	\$77,314	\$88,466
Maint. & Operating one-time	\$218,262	\$235,000	\$161,000	\$41,578	\$1,100	\$25,000
Capital Outlay	\$0	\$0	\$0	\$0	\$0	\$0
Total ongoing	\$505,390	\$382,400	\$295,552	\$286,389	\$302,153	\$348,372
Total One-time	\$218,262	\$235,000	\$171,000	\$45,578	\$1,100	\$25,000
Grand Total	\$723,652	\$617,400	\$466,552	\$331,967	\$303,253	\$373,372
Decrease/increase in ongoing budget	14.24%	-24.34%	-22.71%	-3.10%	5.50%	15.30%

Requested one-time costs equate to \$25,000. The largest portion of this is \$20,000 for City Engineer services to update the General Plan Circulation Element to re-evaluate potentially unnecessary "Planned Improvements to Accommodate Buildout" list in order to reduce overall developer impact fees and utilize free KCAG traffic consultant to keep traffic modeling costs down. In order to update these a supporting traffic analysis document must be included. Another \$3,000 in one-time costs are to replace 2 of the departments computers that have started to give out and are over 7 years old. The remaining \$2,000 is for ergonomic office equipment identified by risk control manager from Bickmore Risk Services (as part of the RMA cost avoidance measure).

Offsetting increases in revenues from grant funds can help offset some of the increases listed above. The exact dollar amounts which will occur in the new fiscal year are not fully known. However, the Climate Action Plan grant being administered by Kings County Association of Governments (KCAG) has up to \$10,997 earmarked for City of Lemoore staff review and participation, and is dependant upon staff time actually spent on the project. Community Development Block Grant funds will not be made known until the awards are announced in July. Should one or all three be awarded, an additional \$67,200 for the Senior Rehab project, \$27,600 for the business assistance program and \$3,100 for the incubator project could be available for grant administration activities over one to two-year grant period.

FORM 2 - PERSONNEL SERVICES - ACTIVITY DETAIL/JUSTIFICATION WORKSHEET

DEPARTMENT: Planning - 4216

OBJ.#	DESCRIPTION	DEPARTMENT	COUNCIL	ACTUAL		DEPARTMENT	CITY MGR
		REQUESTS 2012-13	ADOPTED 2012-13	2/28/2013 2012-13	PROJECTED 2012-13	REQUESTS 2013-14	RECOMMEND 2013-14
4010	<u>Regular Salaries</u>						
	TOTAL	146,952	146,952	95,091	144,552	189,573	
	One time Sub Total	0	0	0	0	0	0
	TOTAL4010	146,952	146,952	95,091	144,552	189,573	0

Justification & Explanation of Changes:

*Growing customer service needs and grant administrative duties cause need for full time Planning Technician support, which are supported by offsetting revenues

4020 Over-time Salaries

<u>Ongoing</u>	0	0	38	38	0	0
<u>One-Time</u>		0	0	0	0	0
TOTAL 4020	0	0	38	38	0	0

Justification/Explanation

4030 Part time Salaries

Recurring Sub Total	26,081	20,370	14,986	22,600	0	0
One time Sub Total	0	0	0	0	0	0
TOTAL4030	26,081	20,370	14,986	22,600	-	-

Justification & Explanation of Changes:

BENEFITS

4110 FICA	13,421	12,800	8,816	13,260	14,686	0
4120 SUI	1,260	1,320	1,064	1,320	1,260	0
4130 Retirement	29,086	28,058	19,918	29,921	34,958	0
4140 Health Insurance	8,300	8,156	471	1,124	13,401	0
4150 Life Insurance	182	190	123	190	288	0
4190 SDI	1,494	1,470	967	1,470	1,920	0
4195 Cafeteria Plan Benefit	0	0	1,857	2,834	0	0
4200 Deferred Comp	3,774	3,638	3,525	5,269	3,820	0
Benefits Total	57,517	55,632	36,740	55,388	70,333	0
RECURRING SALARIES	230,550	222,954	146,855	222,578	259,906	0
ONE TIME SALARIES	0	0	0	0	0	0
DEPARTMENT SALARIES SUB-TOTAL	230,550	222,954	146,855	222,578	259,906	0

Justification & Explanation of Changes:

FORM 3 - OPERATIONS & MAINTENANCE - ACTIVITY DETAIL/JUSTIFICATION WORKSHEET

DEPARTMENT: Planning - 4216

OBJ.#	DESCRIPTION	DEPARTMENT	COUNCIL	ACTUAL		DEPARTMENT	CITY MGR
		REQUESTS	ADOPTED	2/28/2013	PROJECTED	REQUESTS	RECOMMEND
		2012-13	2012-13	2012-13	2012-13	2013-14	2013-14
4220 Operating Supplies							
	Postage	1,500	1,500	1,018	1,500	1,500	
	Paper/Supplies	800	800		854	900	
	Computer/Printer Supplies	150	150	100	150	150	
	Misc. Stationary & Office Supplies	300	300	175	300	300	
	Plotter & Drafting Supplies	450	450		400	450	
	Misc. supplies	0	0				
	Recurring Sub Total	3,200	3,200	1,293	3,204	3,300	0
	1 License of ArcGIS 10.0 so we can coordinate with Quad	2,100	1,100	1,447	1,447	0	
	Ergonomic Keyboard, pull-out, chairs, etc. per assessment					2,000	
	Replace two (2) computers					3,000	
	One Time Sub Total	2,100	1,100	1,447	1,447	5,000	0
	TOTAL4220	5,300	4,300	2,740	4,651	8,300	0

Justification & Explanation of Changes:

4310 Professional Contract Services:

	City Attorney Fees	10,000	7,500	3,257	7,500	10,000	
	Kings County Regional Planning (KCAG)*	5,263	5,263	5,263	5,263	10,840	
	Kings County Planning LAFCO	5,931	5,931	5,931	5,931	5,931	
	Computer Servicing**	1,000	1,000	889	1,300	1,300	
	APN Map copies	0	0	75	75	75	
	Quad-Knopf ***	25,000	20,000	3,498	18,000	30,000	
	Professional Services (related to GIS)	10,000	7,500	0	7,500	7,500	
	Recurring Sub Total	57,194	47,194	18,913	45,569	65,646	0
	Quad Knopf to assist with Circulation Element Amendment to help reduce impact fees with KCAG traffic model runs for free as member agency					20,000	
	One Time Sub Total	0	0	0	0	20,000	0
	SUB-TOTAL4310	57,194	47,194	18,913	45,569	85,646	0

Justification & Explanation of Changes:

Mid-Year Adjustments reduce these line items by \$2,500, \$5,000 and \$2,500 respectively

* (KCAG) Non regional transportation planning activities including RHNA with estimate set by KCAG

** Costs now include some Iphone and Ipad in addition to regular computers

*** City Engineer to do ROW and PUE legals on City dime for free ROW from property owners as part of temporary use permit and site plan review if Council direction allows

FORM 3 - OPERATIONS & MAINTENANCE - ACTIVITY DETAIL/JUSTIFICATION WORKSHEET

DEPARTMENT: Planning - 4216

OBJ.#	DESCRIPTION	DEPARTMENT	COUNCIL	ACTUAL	DEPARTMENT	CITY MGR
		REQUESTS 2012-13	ADOPTED 2012-13	2/28/2013 2012-13	PROJECTED 2012-13	REQUESTS 2013-14
4320	Meetings and Dues					
	Staff attendance at Planners Institute/ APA / or GIS Training*	1,800	1,800	1,217	1,800	1,800
	Mileage for Staff	500	500	253	500	500
	Mileage allowance for Planning Director**	2,400	2,400	1,600	2,400	2,400
	Professional dues (APA)	600	600	0	600	600
	Recurring Sub Total	5,300	5,300	3,070	5,300	5,300
	One Time Sub Total	0	0	0	0	0
	TOTAL	5,300	5,300	3,070	5,300	5,300

Justification & Explanation of Changes:

4330 Printing/Publications

	Legal Notices *	1,000	1,000	2,042	3,063	3,100
	Publications/Subscriptions	250	250		250	250
	Recurring Sub Total	1,250	1,250	2,042	3,313	3,350
	One Time Sub Total	0	0	0	0	0
	TOTAL	1,250	1,250	2,042	3,313	3,350

Justification & Explanation of Changes:

* More public hearings published for certain applications per zoning update based on current year's anticipated actuals

4340 Utilities

		1,200	1,200	1,127	1,691	1,700
	Recurring Sub Total	1,200	1,200	1,127	1,691	1,700
	One Time Sub Total	0	0	0	0	0
	TOTAL	1,200	1,200	1,127	1,691	1,700

Justification & Explanation of Changes:

4350 Repair/Maintenance Services

		500	500	0	500	500
	Recurring Sub Total	500	500	0	500	500
	One Time Sub Total	0	0	0	0	0
	TOTAL	500	500	0	500	500

Justification & Explanation of Changes:

FORM 3 - OPERATIONS & MAINTENANCE - ACTIVITY DETAIL/JUSTIFICATION WORKSHEET

DEPARTMENT: Planning - 4216

OBJ.#	DESCRIPTION	DEPARTMENT	COUNCIL	ACTUAL		DEPARTMENT	CITY MGR
		REQUESTS	ADOPTED	2/28/2013	PROJECTED	REQUESTS	RECOMMEND
		2012-13	2012-13	2012-13	2012-13	2013-14	2013-14
4360	<u>Training</u>						
	Training for Planning Commissioners	2,500	2,500	525	2,500	2,500	
	Recurring Sub Total	2,500	2,500	525	2,500	2,500	0
		0	0	0	0	0	0
	One Time Sub Total	0	0	0	0	0	0
	TOTAL	2,500	2,500	525	2,500	2,500	0

Justification & Explanation of Changes:

4380 Rentals/Leases

Copy/fax machines rental & Copy Fees	6,000	6,000	3,883	6,000	6,000	
Dept. Share Pitney Bowes Meter	170	170	95	170	170	
Recurring Sub Total	6,170	6,170	3,978	6,170	6,170	0
One Time Sub Total	0	0	0	0	0	0
TOTAL	6,170	6,170	3,978	6,170	6,170	0

Justification & Explanation of Changes:

RECURRING O & M	77,314	67,314	30,948	68,247	88,466	0
One Time O & M	2,100	1,100	1,447	1,447	25,000	0
DEPARTMENT O & M TOTAL	79,414	68,414	32,395	69,694	113,466	0

FORM 4 - OTHER PAYABLES - ACTIVITY DETAIL/JUSTIFICATION WORKSHEET

DEPARTMENT: Planning - 4216

OBJ.#	DESCRIPTION	DEPARTMENT	COUNCIL	ACTUAL		DEPARTMENT	CITY MGR
		REQUESTS	ADOPTED	2/28/2013	PROJECTED	REQUESTS	RECOMMEND
		2012-13	2012-13	2012-13	2012-13	2013-14	2013-14
		0	0	0	0	0	0
	Recurring Sub Total	0	0	0	0	0	0
	One Time Sub Total	0	0	0	0	0	0
	TOTAL	0	0	0	0	0	0

Justification and Explanation of Changes:

FORM 5 - CAPITAL OUTLAY - ACTIVITY DETAIL/JUSTIFICATION WORKSHEET

DEPARTMENT: Planning - 4216

OBJ.#	DESCRIPTION	DEPARTMENT	COUNCIL	ACTUAL	PROJECTED	DEPARTMENT	CITY MGR
		REQUESTS 2012-13	ADOPTED 2012-13	2/28/2013 2012-13	2012-13	REQUESTS 2013-14	RECOMMEND 2013-14
4825	Equipment	0	0	0	0	0	0
	Recurring Sub Total	0	0	0	0	0	0
		0	0	0	0	0	0
	One Time Sub Total	0	0	0	0	0	0
	TOTAL CAPITAL OUTLAY	-	-	-	-	-	-

Justification & Explanation of Changes:

RECURRING DEPT TOTAL	307,864	290,268	177,803	290,825	348,372	0
ONE TIME DEPT TOTAL	2,100	1,100	1,447	1,447	25,000	0
ASSET REPLACEMENT DEPT TOTAL	0	0	0	0	0	0
DEPT GRAND TOTAL	309,964	291,368	179,250	292,272	373,372	0

Originally approved \$302,153 for FY 2012/13

Asset Replacement

4825AR	Equipment	-	0			0	0
	Total Asset Replacement	-	-			-	-