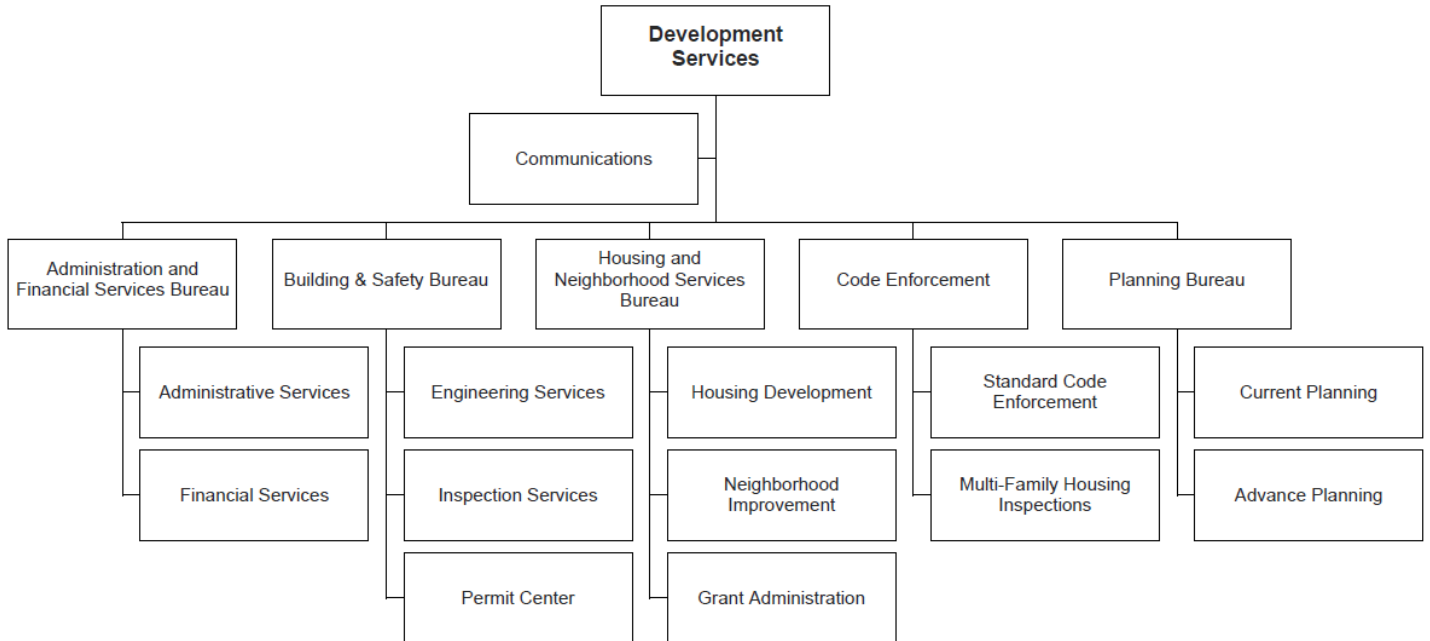


Development Services



Amy Bodek, Director

Oscar Orci, Deputy Director of Development

Lisa Fall, Administrative and Financial Services Bureau Manager

David Khorram, Building Official

Kurt Keating, Code Enforcement Bureau Manager

Linda Tatum, Planning Bureau Manager

Department Overview

Mission:

To contribute to a safe and sustainable city that honors its past and embraces the future.

Core Services:

- Oversee the physical development and revitalization of the City
- Improve the quality of life in Long Beach through:
 - Comprehensive code enforcement
 - Provision and improvement of affordable housing
 - Neighborhood beautification and improvement, including community involvement and leadership programs
- Assist residents and businesses through the development process, while continuing to evaluate ways to streamline it
- Continue dissolution of the former Redevelopment Agency

FY 18 Focus:

In FY 18, the Grants Administration Division will join the Housing and Neighborhood Services Bureau to centralize overall administration of the Department's HUD entitlement programs. The Department will focus on maximizing special funding streams and implementing initiatives to improve the livability and sustainability of the City. Some of the programs the Department will implement in FY 18 include:

Technological Efficiencies – The Department will employ technological strategies to streamline operations in the Development Permit Center to be more efficient. A key component of the strategies will be a web-portal called Rhythm for Civics. The portal will provide a means to access services online like permit and plan review submittals, as well as field inspection requests and reports. This technology will reduce applicants' printing costs, reduce trips to City Hall, and provide more robust inspection services.

Code Enforcement – Staff will continue to utilize a team approach and coordinate with other departments to address facilities not permitted under the Medical Marijuana Program. Staff will continue to execute the Proactive Rental Housing Inspection Program (PRHIP) in accordance with the City's certified Housing Element to improve the habitability of the City's rental housing stock, particularly in areas identified as having the greatest need. Compliance will be encouraged through the use of the California Franchise Tax Board's substandard housing program coupled with re-inspection fees collected to offset staff costs for multiple inspections at properties that remain out of compliance for extended periods.

Affordable Housing Development – The Long Beach Community Investment Company (LBCIC) will continue to administer the City's affordable housing assets and programs. Staff will manage projects in all stages of the development process. In addition, staff will focus on the development and implementation of new housing policy initiatives adopted by the City Council in FY 17.

Neighborhood Improvement – Staff will begin implementing the FY 2018-2022 Consolidated Plan for HUD-funded activities, which uses new place-based strategies to address neighborhood distress through a broad portfolio of programs that include small, high-impact projects done in collaboration with residents.

Planning – The Planning Bureau will focus on: streamlining the development review process; completing a Conditional Use Permit (CUP) study to identify efficiencies; implementing a SCAG-funded North Long Beach planning and zoning study; and enhancing annual monitoring of Conditions of Approval. Staff continues to create incentives for historic preservation (e.g., the Mills Act program and adaptive reuse), increasing efficiency of staff reviews and improving the public's understanding the benefits of preservation through historic district design guidelines, updated applications, improved online resources, and enhanced public outreach. The Planning Bureau will be completing the Land Use and Urban Design elements, continuing work on the Noise Element and Climate Action and Adaptation Plan, among others.

Department Performance Measures

Key Measure	FY 16 Actual	FY 17 Target	FY 17 Estimate	FY 18 Projection
Percentage of code enforcement cases with reported violations in compliance within 120 days	85%	85%	80%	80%

Code enforcement activities eliminate blight and improve the quality of the City. Compliance within 120 days has declined following the adoption of the Proactive Rental Housing Inspection Program (PRHIP) and the Medical Marijuana Program. The increased publicity related to these initiatives has led to an increased volume of calls, impacting standard Code Enforcement staff.

Key Measure	FY 16 Actual	FY 17 Target	FY 17 Estimate	FY 18 Projection
Number of restricted affordable housing units monitored per federal and state requirements	3,001	3,340	3,076	3,220

The Housing and Neighborhood Services Bureau offers financial assistance for the development and preservation of affordable housing. A variety of mid- to long-term affordability covenants are recorded in conjunction with this financial assistance. Currently, the Bureau monitors covenants for 3,076 restricted units. That number is expected to grow to 3,220 in FY 18.

Key Measure	FY 16 Actual	FY 17 Target	FY 17 Estimate	FY 18 Projection
Percentage of customers served within 30 minutes at the Planning counter	81%	98%	95%	95%

In FY 17, the Planning Bureau saw a 5 percent increase in customer volume, yet still increased the share of customers served within 30 minutes from 81 percent to 95 percent due to an increase in experienced staff. The 98 percent goal was not achieved due to other service delivery changes, which included the consolidation of all Planning transactions to the Permit Center, reducing the need for customers to travel between floors while increasing the time spent with customers requiring longer transactions, such as historic preservation consultations or project submittals. The slight shortfall in achieving the service target is offset by increased customer convenience and satisfaction. In FY 18, staff will maintain high standards by assigning additional staff to the counter to respond quickly when lengthy transactions create backlogs. Staff will be completing preparation of several long range policy documents in FY 18, requiring substantial staff resources; however, the Bureau will monitor wait times and make adjustments as necessary.

Key Measure	FY 16 Actual	FY 17 Target	FY 17 Estimate	FY 18 Projection
Percentage of new single-Family home/addition/alteration applications reviewed by staff that receive comments in four weeks	96%	95%	92%	95%

The Department estimates that 92 percent of the single-family residential applications were reviewed and received comments within four weeks. Several factors limited the Permit Center's ability to meet the 95 percent target, including: new, less-experienced staff, new State-mandated construction codes, significant large- and mid-size commercial and residential projects (e.g., the new Civic Center and Riverwalk), and a high number of regular plan submittals. In FY 18, as staff becomes more familiar with the new codes, the Department expects to improve performance and achieve its projected goal.

FY 17 Accomplishments

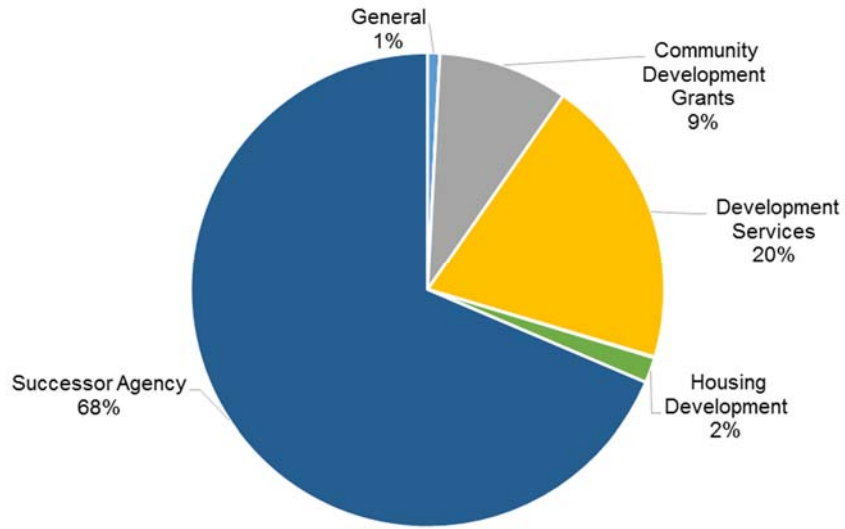
- Investigated approximately 11,000 code enforcement cases, of which 80 percent were closed within 120 days of initiation.
- Inspected 192 properties for possible illegal garage conversions to dwelling units and issued approximately 60 citations.
- Registered 720 residential properties in the City's Foreclosure Registry (issued a notice of default) and collected \$118,000 in registration fees.
- Partnered with residents, business owners, non-profit agencies, and neighborhood associations to hold over 137 community meetings, classes, resource fairs, events, Neighborhood Leadership training sessions, and organized nearly 105 neighborhood clean-up activities and 12 neighborhood tree planting events. Trained 35 residents to become more effective grassroots leaders.
- Hosted the "Brooms Across Long Beach" clean-up event where 200 volunteers and City staff removed over 35 tons of trash/dumped items in the Martin Luther King Jr Avenue corridor in the neighborhoods bounded by Atlantic Avenue to Alamitos Avenue and 7th Street to the Signal Hill city limits.
- Assisted 165 property and business owners in making improvements through the Business Start-up Grant and Commercial Improvement Rebate Program and assisted 120 homeowners in making improvements through the Home Improvement Rebate Program.
- Completed 168 mini-infrastructure projects including a labyrinth garden at a facility for homeless veterans, eight neighborhood marker signs, two electronic speed signs, public art on four traffic signal utility boxes, 11 plant identifier signs, landscape enhancements around 100 street trees, and repairs to artwork on 40 traffic signal art boxes.
- Planted 574 street trees and made 133 sidewalk cuts using a Port of Long Beach grant and federal CDBG funds.
- Used federal CDBG funding to complete commercial façade improvement projects at 30 storefronts in North and West Long Beach, enhancing major commercial corridors, like Santa Fe Avenue, Long Beach Boulevard and Artesia Boulevard.
- Completed construction on the adaptive reuse of the Immanuel Church, located at 3125 E. Third Street, into a 25-unit apartment building for lower income seniors.
- Completed construction of Anchor Place Apartments, a 120-unit affordable rental community for very low- and low-income families and individuals at the Villages at Cabrillo. The community will provide an array of on-site amenities and social services for residents.
- Completed the rehabilitation of Banner Homes, an 8-unit apartment building that provides affordable housing and supportive services for extremely low-income households with developmental disabilities.
- Entered into separate Agreements to Negotiate Exclusively with LINC Housing and AMCAL for the development of a total of 195 affordable units at two sites for families and households who are homeless or at the risk of homelessness.
- Began construction of The Beacon Apartments, a 160-unit mixed population development that will include a 121-unit building serving extremely low-, very low-, and low-income seniors (62+), and a 39-unit supportive housing building serving veterans who are homeless or at risk of homelessness.
- Began construction on four Habitat for Humanity homes that will be sold to low-income, first-time homebuyers.

FY 17 Accomplishments

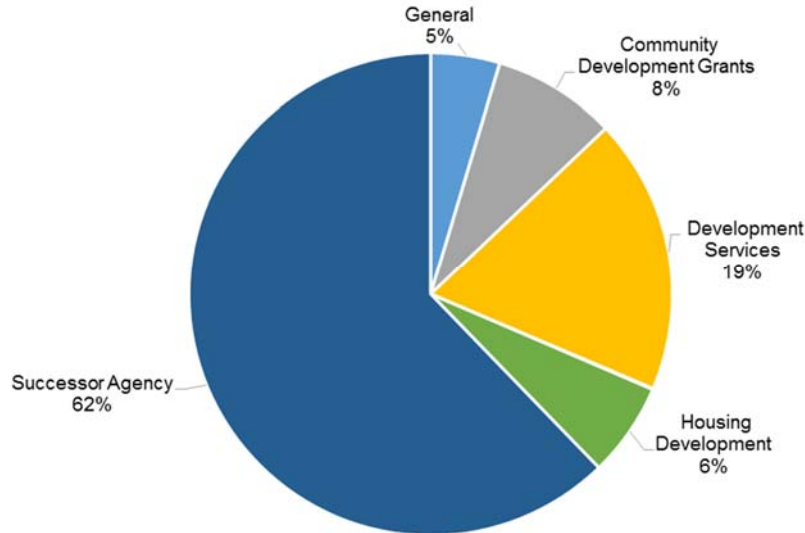
- Provided funding for the acquisition and preservation of Beachwood Apartments, which was at risk of converting to market-rate housing. The project includes 46 affordable housing units for households with disabilities.
- Prepared a Report on Revenue Tools and Incentives for the Production of Affordable and Workforce Housing, which includes 29 affordable housing policy recommendations that were adopted by the City Council.
- Adopted the 2017 Edition of the Long Beach Building Standards Code and amended the 2016 Building Standards Code.
- Completed nearly 38,000 residential and commercial inspections. Commenced or completed inspections of major projects such as Weber Metals, the new Civic Center, and several commercial buildings at Douglas Park.
- Completed nearly 5,000 residential and commercial project plan reviews. Completed or substantially completed plan review of several major projects including the new Civic Center, Virgin Orbit, and the Riverwalk Community, a 10.56 acre residential development.
- Approved 16 contracts to rehabilitate historic landmark properties under the City's Mills Act Program.
- Completed Design Guidelines for four historic landmark districts, began work on the remaining 13 districts, and obtained Cultural Heritage Commission designations for 12 new Historic Landmarks.
- Completed an update of the Bicycle Master Plan, began work on a Climate Action and Adaptation Plan, and began a Council-directed study to assess the effectiveness of the current CUP process.
- Completed a comprehensive Wayfinding Signage Program for City entry, parking, and coastal access.
- Completed the Land-Use component of Phase I of the C-17 Site Strategic Plan process in partnership with the Pacific Gateway Workforce Investment Network.
- Began implementing a new State-mandated Model Water Efficiency Ordinance (MWELO) adopted by the City Council in 2016.
- Obtained Planning Commission approval for the Southeast Area Specific Plan, presented the Draft Land Use and Urban Design Elements to the Planning Commission and City Council, and began work on the City's Noise Element, including use of an online engagement tool reaching over 2,000 residents.
- Successfully competed for a SCAG Sustainability Grant for planning within North Long Beach/Uptown.
- Partnered with the Health Department in completion of the CX3 Pedestrian Plan.
- Partnered with the Business License Division to successfully implement the medical marijuana permitting process and led the Medical Marijuana team for facilities with unpermitted construction.
- Staffed the Mayor's Queen Mary Land Development Task Force and published the Queen Mary Guiding Principles.
- Completed the initial phase of E-Plan Check (EPC) implementation, which successfully integrated the Planning, Fire, Public Works, Health, Water, and Gas & Oil's plan review processes. Began Phase Two, integrating Rhythm for Civics with EPC, which will provide an external web-portal for customers.

FY 18 Budget

FY 18 Revenues by Fund



FY 18 Expenditures by Fund



Fund Impact

Fund	Revenues	Expenditures	Fund Impact
General	916,904	5,487,216	(4,570,312)
Business Assistance	-	11,562	(11,562)
Community Development Grants	9,772,333	9,811,687	(39,355)
Development Services	21,937,964	21,978,059	(40,095)
General Grants	75,000	75,000	-
Housing Development	1,908,752	7,462,949	(5,554,197)
Successor Agency	75,610,413	73,909,094	1,701,319
Total	110,221,365	118,735,567	(8,514,202)

Summary of Proposed Changes*

GENERAL FUND	Impact	Positions
Implement various organizational, staffing and materials budget changes to assist with operational and budget management.	-	(1.23)
Transfer three Neighborhood Services Specialist IIIs from the Development Services Department to the Police Department to align personnel budget with current operations.	(297,824)	(3.00)

COMMUNITY DEVELOPMENT GRANTS FUND	Impact	Positions
Reduce CDBG budget and positions to align with reduced federal funding and HUD-mandated program changes.	(285,306)	(4.00)
Implement various organizational, staffing and materials budget changes to assist with operational and budget management.	(125,621)	(3.77)

DEVELOPMENT SERVICES FUND	Impact	Positions
Increase budgeted revenue in the Development Services Fund to reflect current projections.	(982,223)	-
Enhance staff in the Planning Bureau to address increased workload by adding an Administrative Analyst II, a Planner I, a Planner V, and an Administrative Intern.	386,808	3.70
Add a Civil Engineer in the Engineering to support the Plan Review Division of the Building Bureau.	142,022	1.00
Convert a Principal Building Inspector to a Special Projects Officer to support Permit Center operations.	27,735	-
Increase Architectural Services to enhance communication tools regarding construction (e.g. cut sheets).	75,000	-
Implement various organizational, staffing and materials budget changes to assist with operational and budget management.	105,354	(3.00)
One-time funding for various technology improvement projects in the Permit Center to improve efficiency and speed up project delivery.	670,890	-
One-time funding for On-Call Consultants to support the Planning Bureau with multiple land use studies, the Noise Element Study, Open Space Element, Zoning Code Assessment, N. Long Beach Uptown Plan- Grant Match (EIR), and the Zoning Code Update for Short Term Rentals.	550,000	-
One-time funding for the purchase of dual touch screen monitors (27") in Planning and Building Bureaus to enhance the ability to conduct plan reviews and allow viewing of large-scale plans.	23,800	-
One-time funding of \$500,000 for sustainability initiatives, offset by Construction and Demolition (C&D) Forfeiture funds. A portion completes the funding for the Willow Springs project and the remainder is for other sustainability initiatives.	-	-

Summary of Proposed Changes*

HOUSING DEVELOPMENT FUND	Impact	Positions
Increase budget in the Housing Bureau to reflect the budget approved by the Long Beach Community Investment Company (LBCIC).	554,000	-

*For ease of review, reallocation of resources within departments, offsets, adjustments, and minor changes have not been included. As figures reflect the net impact to a fund, an increase in expense is shown as a positive number (cost/hit to fund) and a decrease in expense is shown as a negative number (savings/benefit to fund). Accordingly, a decrease in revenue is shown as a positive number (cost/hit to fund), and an increase in revenue is shown as a negative number (savings/benefit to fund).

Administrative and Financial Services Bureau

Key Services:

1. Administration

- Benefit Administration
- Payroll
- Safety Training and Compliance
- Enforcement of Policies & Procedures
- Development and Interpretation of Policies and Procedures
- Workers Comp Administration
- Leave of Absence Administration
- PRAs and Subpoenas
- Facilities Management

2. Financial Services

- Budget Preparation, Monitoring & Adjustment

- Procurement
- Payment Processing
- Risk Management
- Financial Analysis and Reporting
- TSR Processing
- Accounting (JVs, GLs, Year-End)
- Revenue and Collection

3. Executive Office

- Department Administration
- Interdepartmental Communications
- Communications - Public Relations
- City Council, Boards & Commissions Administration

FY 18 Funding Sources: Development Services Fund 69%, General Fund 31%

Administrative and Financial Services	Actuals FY 16	Adjusted* FY 17	Proposed* FY 18
Revenues	367,078	470,000	520,000
Expenditures	1,723,158	1,973,873	2,460,501
FTEs	17.70	17.70	17.70

*Amounts exclude all-years carryover.

Narrative:

The Administrative and Financial Services Bureau provides executive leadership, communications, and administrative support to the Department of Development Services’ five bureaus, eight funds, 220 employees, and seven boards and commissions. The Bureau provides financial processing, reporting, and forecasting support within the Department. It also plays a key role in the Department’s strategic planning efforts, explores new methods to maximize efficiency and reduce cost, and provides the Department with key human resources, payroll, safety and risk management guidance and support.

In FY 17, the Bureau’s Executive Office coordinated the activities of the Department’s boards and commissions and managed the delivery of the Department’s services. The Executive Office also ensured that the Department’s activities were communicated in a coordinated and effective manner to all stakeholders through a variety of outlets, including social media. The Bureau’s Financial Services Division performed financial analyses to assess the Department’s financial condition and ensure its continued health. The Administrative Services Division implemented initiatives stemming from changes in federal regulations and the resetting of City policies.

In FY 18, the Bureau will focus on developing systems to improve processes and ensure the effective use of available resources throughout the entire Department. The Grant Administration Division will be transferred from the Administrative and Financial Services Bureau to the Housing and Neighborhood Services Bureau. This move will facilitate implementation of newly imposed regulations regarding State and federal grants and allow the Grant Administration Division to provide needed analytical support to the Neighborhood Improvement Division. The Bureau will continue to be a key component of the Department by providing administrative, fiscal, and executive support and an important communications framework to its bureaus.

Building and Safety Bureau

Key Services:

1. Plan Check

- Customer/Project Facilitation
- Employ Technology for Service Delivery
- Preliminary Plan Check
- Plan Check - Building, Fire, Electrical, Plumbing, Health, Mechanical
- Permit Application Assistance
- Service Appointments

2. Inspection

- Customer/Project Facilitation
- Employ Technology for Service Delivery
- Schedule Inspections
- Construction Inspections
- Respond to Unpermitted Work
- Issue Deputy Inspector Licenses
- Deputy Inspection Report Review
- Structural Observation Report Review
- Issue Temporary Certificates of Occupancy
- Issue Certificates of Occupancy
- Manage Administrative Citation Program

3. Permit Center

- Customer/Project Facilitation
- Employ Technology for Service Delivery
- Intake Inspection Requests
- Intake/Process Plans
- Issue Permits
- Collect Fee Revenue/Cashiering
- Provide Permit Application Assistance
- Set up Appointments for Services
- Manage Central Files
- Receive and Respond to Customer Inquiries
- Process Final Documents and Record Retention

4. Administration

- Customer/Project Facilitation
- Coordinate Board of Examiners, Appeals and Condemnation
- Administer Construction and Demolition Program
- Review Code Modification and Alternate Material Requests
- Employ Technology for Service Delivery

FY 18 Funding Source: Development Services Fund 100%

Building and Safety	Actuals FY 16	Adjusted* FY 17	Proposed* FY 18
Revenues	16,076,020	16,767,409	14,186,101
Expenditures	12,826,834	11,325,397	11,535,690
FTEs	57.20	69.94	70.94

*Amounts exclude all-years carryover.

Narrative:

In FY 17, commercial and manufacturing development continued to increase with ongoing renovations at the Port of Long Beach and development at the new Civic Center. The residential market continued to improve with new multi-family residential projects permitted in the Downtown area. New State mandates related to accessory dwelling units, electrical vehicle charging stations and the Model Water Efficiency Landscape Ordinance (MWELo) have also resulted in increased development activity. To accommodate this increased volume of projects and reduce plan review backlogs, changes requested in FY 18 include the addition of a new Civil Engineer position.

In FY 18, the Bureau will inspect several major mixed-use projects, including those proposed at 150 West Ocean, 230 Third Street, 207 Seaside Way, 442 Ocean Boulevard, 245 West Broadway, and Douglas Park. The Inspections Division has four specialized programs: 1) Deputy Inspections; 2) Unpermitted Active Construction; 3) Construction and Demolition; and 4) Oil Well Inspections that require additional staff to improve the effectiveness. Additional staffing, including an Administrative Analyst and three additional inspectors, was approved in FY 17 and should be fully staffed in FY 18.

Building and Safety Bureau

To better serve its customers, the Permit Center continues to implement a staffing model that uses Permit Technicians to assist customers through the development process. Permit Technicians are certified by the International Code Council as possessing an industry standard of technical expertise and professional accomplishment. This level of expertise provides the Permit Center's customers with quick and assured answers regarding their developmental needs. To further improve customer response times, the Permit Center will add a Permit Center Officer in FY 18. A Permit Center Officer will provide necessary construction expertise and be available to give technical guidance for more complex customer questions.

The Building and Safety Bureau will continue to implement process improvements during FY 18 by applying information technology in several key areas. Electronic plan submittal will provide the ability to accept building plans electronically and to use software to track, review, and check plans for code compliance. This will reduce processing times by allowing parallel plan review, improve accuracy of data contained on the plans, enhance field inspections by having plans available via electronic devices, and assist first responders when they respond to structural disasters. The Bureau will also digitize archived building records, which will allow records to be accessed electronically saving time, reproduction costs, and storage space.

Code Enforcement Bureau

Key Services:

1. Code Enforcement

- Respond to Referrals to Ensure LBMC Compliance
- Collaborate with Fire, Police, Business License, City Attorney, City Prosecutor
- Issue Citations
- Employ Technology for Service Delivery
- Collect and Process Revenue
- Administer Board of Examiners, Appeals and Condemnation
- Implement Programs Targeted to Specific Problems
- Implement Proactive Rental Housing Inspection Program (PRHIP)
- Nuisance Abatement Referral Intake and Status Reporting
- Referral Investigations
- Resolution, Identification and Implementation of Corrections
- Collaboration with Police, Code Enforcement, Prosecutor and City Attorney
- Progress Monitoring

FY 18 Funding Sources: General Fund 58%, Development Services Fund 24%, Community Development Grants Fund 18%

Code Enforcement	Actuals FY 16	Adjusted* FY 17	Proposed* FY 18
Revenues	-	2,534,277	2,599,342
Expenditures	-	6,674,315	7,769,603
FTEs	-	49.60	53.70

*Amounts exclude all-years carryover.

Narrative:

The Code Enforcement Bureau responds to complaints of violations of the Long Beach Municipal Code that include substandard buildings, property maintenance, inoperative vehicles, weed abatement, and land use violations. In FY 17, the Code Enforcement Division was reconfigured into the Code Enforcement Bureau, which supports the City’s efforts to maintain and improve the quality of life in neighborhoods, commercial corridors and industrial areas. The Bureau consists of two divisions: Standard Code Enforcement and the Multi-Family Housing Inspections, which implements the Proactive Rental Housing Inspection Program (PRHIP) at 4+ unit properties.

Changes to Code Enforcement in FY 18 include the conversion of three Combination Building Inspector Aide positions to two Combination Building Inspectors (CBIs). The CBIs will have the ability to sign off on permits, which will help reduce and minimize backlogs. Code Enforcement efforts in FY 18 will expand the Vacant Building program to include vacant lots. Staff will also continue to lead implementation of the Medical Marijuana inspections of facilities with unpermitted construction throughout the City.

Code Enforcement will continue to provide rental housing inspections through PRHIP and utilize a team approach to arrest blight on private property along the City’s business corridors and in residential neighborhoods. Area team meetings will be held on a monthly basis to coordinate the enforcement activity of Code Enforcement personnel, Police, Fire, Neighborhood Improvement Coordinators, Prosecutor, City Attorney, Business License, Community Safety and Nuisance Abatement.

Housing and Neighborhood Services Bureau

Key Services:

1. Community Improvement

(Redevelopment Dissolution)

- Complete Development Projects
- Prepare ROPS
- Manage Properties
- Support Successor Agency and Oversight Board
- Public Information and Education

2. Housing Operations

- Housing Site Disposition
- Developer Assistance/Development Loans
- Affordable Housing Preservation
- Single and Multi-Family Rehab Loans
- Homebuyer Second Mortgage Assistance Loans
- Loan and Covenant Monitoring
- Property Management
- Long Beach Community Investment Company (LBCIC) Administration and Board Support
- Public Information and Education

3. Neighborhood Improvement

- Place-Based Neighborhood Improvement (PBNIS) Projects

- Tree Planting
- Neighborhood Cleanups
- Residential Exterior Rehab
- Commercial Façade Rehab
- Neighborhood Resource Center
- PBNIS Loan Program
- Neighborhood Leadership Program
- Community Workshops and Trainings

4. Administration

- Fund Management
- Contract Management and Payments
- Annual City Audits and Reporting
- Grant Reporting
- Legislative Monitoring and Conformance
- Annual Property Tax Exemptions

5. Grants Administration

- Grant Application Preparation
- Prepare HUD Action Plan
- Ensure Proper Use of Grant Funds
- Manage MOU Partnerships
- Contract Administration
- Grant Reimbursement Processing
- Process and Track Special Use Funds
- Quarterly and Annual Reporting

FY 18 Funding Sources: Successor Agency Fund 82%, Community Development Grants Fund 9%, Housing Development Fund 8%, Others 1%

Housing & Neighborhood Services	Actuals FY 16	Adjusted* FY 17	Proposed* FY 18
Revenues	77,260,520	87,257,917	87,291,498
Expenditures	73,095,203	95,959,526	90,037,814
FTEs	97.56	48.03	34.16

*Amounts exclude all-years carryover.

Narrative:

In FY 17, the Housing & Community Improvement and Neighborhood Services Bureaus were consolidated to form the Housing and Neighborhood Services Bureau. This Bureau collaborates with other City Departments, residents, property owners, businesses, developers, and non-profit organizations to deliver services that help preserve, develop or improve affordable housing; assist homeowners; improve businesses and commercial corridors; eliminate blight in qualified low-income areas; improve and promote safe neighborhoods; and encourage community participation and unity.

Beginning in FY 18, Neighborhood Improvement programs, funded primarily with a Community Development Block Grant entitlement, will use place-based strategies to target resources and address issues at the neighborhood level as described in the Fiscal Year 2018-2022 Consolidated Plan and

Housing and Neighborhood Services Bureau

Assessment for Fair Housing. Place-based strategies are characterized by resident engagement, strategic integration of available resources, collaboration, and breaking down silos. Place-Based Neighborhood Improvement Strategy (PBNIS) areas are neighborhoods that require intervention because serious problems are not being corrected through market mechanisms. The immediate goal of the strategies is to provide programs and projects that quickly enhance the well-being of families and children living within PBNIS neighborhoods and support the advancement of their socioeconomic status. The strategies encourage community involvement through programs such as the Neighborhood Leadership Program, the Home Improvement Rebate Program, the Commercial Improvement Rebate Program, and the Neighborhood Clean-Up Assistance Program. These programs empower residents with education and training to create and maintain healthy, clean, safe and stable neighborhoods. Resident participation and support is vital to sustain neighborhood improvement.

In FY 18, the Grant Administration Division will move to the Housing and Neighborhood Services Bureau. The Grant Administration Division will manage the Bureau's State and federal grants for housing and community development. The Division will coordinate internal and external partners for successful implementation of place-based strategies and ensure that the goals and objectives of the City's newly completed Five-Year Consolidated Plan and Assessment of Fair Housing are fully implemented. The Division will continue to monitor grant compliance and the preparation of required documents for continued receipt of grant funds.

The Bureau's Housing Services Division implements the City's affordable housing programs. FY 18 programs will be funded primarily through property tax funds (formerly tax increment), carryover funds from prior years, Housing Fund loan repayments, as well as federal CDBG, HOME, and state grant funds. Due to a 50 percent reduction in the City's HUD entitlement over the last decade as well as HUD-mandated program changes, four vacant FTEs will be eliminated in the Housing and Neighborhood Services Bureau. The Housing Services Division also staffs the Long Beach Community Investment Company (LBCIC – see Appendices Section).

The Bureau also oversees the dissolution of the Successor Agency. The County Auditor-Controller will bi-annually allocate property tax revenues to the City based on funds required to complete projects in progress at the time of dissolution, until all projects have been completed; carryover balances will continue to fund projects and programs for which they were earmarked.

The Neighborhood Relations Division, which administered the Violence Prevention Program (Safe Long Beach) and the Language Access Policy (LAP), transferred to the Human Services Bureau in the Health and Human Services Department in FY 17.

Planning Bureau

Key Services:

1. Long Range Policy Planning

- General Plan Development
- Specific/Area Plan Development
- Zoning Code Updates
- Compliance with State Mandates
- Implementation of General Plan/Policy Programs

2. Discretionary Project Review (Entitlements)

- Planning Commission
- Cultural Heritage Commission
- Site Plan Review Committee
- Zoning Administrator
- CEQA Compliance
- Staff Level permits

3. Plan Check Review and Permitting

- Staff Permit Counter
- Review Plans
- Issue Permits

4. Communication and Process Administration

- Establish/Maintain Internal Processes
- Support Policy/Decision-makers
- Respond to Citizen Inquiries
- Report Project Status/Accomplishments
- Maintain Website
- Staff Zoning Phone Information Line

FY 18 Funding Source: Development Services Fund 99%, General Grants Fund 1%, General Fund <1%

Planning	Actuals FY 16	Adjusted* FY 17	Proposed* FY 18
Revenues	5,639,087	5,323,972	5,624,425
Expenditures	6,224,470	6,190,751	6,931,959
FTEs	21.89	24.12	29.82

*Amounts exclude all-years carryover.

Narrative:

In calendar year 2016, the Planning Bureau experienced a high demand for services and assisted 56,000 customers seeking information, submitting for permits, or receiving over the counter approval at the Permit Center; responded to 9,000 phone calls on the Zoning Information phone line, completed nearly 4,500 building plan checks, processed 778 discretionary zoning review projects and/or requests for planning entitlements including Conditional and Administrative Use Permits, Site Plan Review, Standards Variances and Certificates of Appropriateness; issued 459 staff-level Certificates of Appropriateness; and brought 25 projects before the Cultural Heritage Commission. During FY 17, the Planning Bureau continues to experience increased demand, and has made significant progress on several high-profile long range policy documents, including completion and initial public hearings by the Planning Commission for the Southeast Area Specific Plan and the Land Use and Urban Design Elements, updates of the Noise Element and the state-mandated Climate Action and Adaptation Plan, which establishes the City's goals for reducing greenhouse gas emissions from community and municipal sources.

Additional staffing, including an Administrative Analyst, a Clerk Typist, and two Planners has been added in FY 18 to ensure Planning projects and programs are implemented in a robust, comprehensive manner with a high level of efficiency and customer service. The Planning Bureau anticipates the demand for services will remain high and additional staffing will be needed for substantial efforts on several critical projects, including: completing a Council-directed study of the CUP process; preparing a Specific Plan and EIR for the former Boeing C-17 site with a Department of Defense grant administered by the Pacific Gateway Workforce Development Board; streamlining the site plan review process and establishing greater consistency in completing project reviews and approvals in a reduced timeframe with greater coordination among reviewing departments; and strengthening systems to monitor compliance with

Planning Bureau

conditions of approval for all discretionary actions and Development Agreements on an annual basis. The recently revamped Historic Preservation program will also add to the Planning Bureau's workload in FY 18. Due to the prior long period of inactivity, many of the program's foundational documents will be updated to reflect current best practices, and FY 18 efforts will include completing design guidelines for all historic districts, administering the Mill's Act program, updating the Historic Context Statement and conducting a Mid-Century Modern resource survey.

Financial Summary by Category

	Actual FY 16	Adopted* FY 17	Adjusted* FY 17	Proposed* FY 18
Revenues:				
Property Taxes	43,996,013	44,228,805	44,228,805	44,228,805
Other Taxes	20,975	-	-	-
Franchise Fees	-	-	-	-
Licenses and Permits	21,955,984	18,678,261	18,672,261	20,597,406
Fines and Forfeitures	116,534	87,321	87,321	87,321
Use of Money & Property	1,858,228	1,399,271	1,262,955	1,358,271
Revenue from Other Agencies	12,185,998	8,677,695	8,664,659	8,177,770
Charges for Services	1,931,357	5,409,633	5,409,633	1,474,698
Other Revenues	3,088,648	2,506,159	1,413,414	2,472,160
Interfund Services - Charges	292,525	363,669	363,669	363,669
Intrafund Services - General Fund Charges	99,322	63,711	63,711	63,711
Harbor & Water P/R Rev Trsfs	-	-	-	-
Other Financing Sources	-	-	-	-
Operating Transfers	13,797,121	31,397,555	31,215,700	31,397,555
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Total Revenues	99,342,705	112,812,079	111,382,128	110,221,365
Expenditures:				
Salaries, Wages and Benefits	18,403,964	21,409,505	21,894,971	23,604,747
Overtime	359,955	6,930	6,930	6,930
Materials, Supplies and Services	15,336,702	22,546,230	21,125,286	17,428,061
Internal Support	5,584,514	6,053,076	6,400,950	6,536,232
Capital Purchases	256,532	126,000	484,645	126,000
Debt Service	26,574,075	28,796,570	28,796,570	28,796,570
Transfers to Other Funds	27,353,922	43,168,832	43,266,832	42,237,027
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Total Expenditures	93,869,665	122,107,144	121,976,184	118,735,567
Personnel (Full-time Equivalents)	194.35	209.39	209.39	206.32

* Amounts exclude all-years carryover.

Personnel Summary

Classification	FY 16 Adopt FTE	FY 17 Adopt FTE	FY 18 Prop FTE	FY 17 Adopted Budget	FY 18 Proposed Budget
Director of Development Services	1.00	1.00	1.00	218,474	227,300
Accounting Clerk III	2.00	2.00	2.00	92,454	88,040
Accounting Technician	-	1.00	1.00	53,524	58,517
Administrative Analyst I	-	4.00	3.00	300,230	235,088
Administrative Analyst II	2.00	7.00	8.00	527,977	631,447
Administrative Analyst III	5.00	6.00	6.00	506,893	520,262
Administrative Analyst I-NC	2.00	1.00	1.00	59,844	62,262
Administrative Intern-NC/H36	3.70	3.70	3.70	133,295	138,667
Administrative Intern-NC/H38	0.38	0.38	1.08	15,360	45,414
Administrative Intern-NC/H45	0.77	0.77	-	39,190	-
Administrative Officer-Planning & Building	1.00	1.00	1.00	108,311	112,687
Advance Planning Officer	1.00	1.00	1.00	130,554	135,829
Assistant Administrative Analyst II	3.00	3.00	3.00	194,836	199,831
Building Inspections Officer	1.00	1.00	1.00	129,447	136,324
Civil Engineer	1.00	2.00	3.00	195,135	314,737
Civil Engineering Assistant	-	1.00	1.00	64,070	64,083
Civil Engineering Associate	1.00	2.00	2.00	165,995	179,758
Clerk Typist II	5.00	5.00	3.00	206,483	130,342
Clerk Typist II - NC	-	1.54	1.54	56,246	58,512
Clerk Typist III	11.00	11.00	13.00	507,980	594,838
Clerk Typist IV	1.00	-	-	-	-
Code Enforcement Officer	1.00	1.00	1.00	114,447	119,071
Combination Building Inspector	22.00	25.00	30.00	1,918,884	2,247,836
Combinations Building Inspector Aide I	1.50	-	-	-	-
Combinations Building Inspector Aide II	13.00	13.00	10.00	681,227	521,076
Communications Officer	1.00	-	-	-	-
Community Development Analyst I	4.00	-	-	-	-
Community Development Analyst II	2.00	-	-	-	-
Community Development Analyst III	1.00	-	-	-	-
Community Information Officer	-	1.00	1.00	80,372	83,619
Community Program Specialist III	1.00	1.00	-	66,119	-
Community Program Specialist IV	-	1.00	1.00	71,919	78,719
Community Program Specialist V	1.00	1.00	1.00	85,359	88,731
Community Program Technician II	1.00	1.00	1.00	52,438	54,497
Community Worker-NC	5.00	5.00	2.00	178,333	74,206
Current Planning Officer	1.00	1.00	1.00	130,498	135,829
Customer Service Representative II	1.00	1.00	1.00	45,417	47,315
Customer Service Representative III	2.00	2.00	1.00	96,229	55,124
Deputy Director-Development Services	1.00	1.00	1.00	180,161	187,344
Development Project Manager I	1.00	1.00	1.00	76,193	77,286
Development Project Manager II	4.00	4.00	3.00	379,999	291,756
Development Project Manager III	3.00	3.00	2.00	292,166	196,498
Environmental Health Specialist III	2.00	2.00	1.00	156,523	80,785

Personnel Summary

Classification	FY 16 Adopt FTE	FY 17 Adopt FTE	FY 18 Prop FTE	FY 17 Adopted Budget	FY 18 Proposed Budget
Environmental Health Specialist IV	1.00	1.00	1.00	82,063	69,887
Executive Assistant	1.00	1.00	1.00	65,457	70,143
Financial Services Officer	1.00	1.00	1.00	103,939	108,138
General Superintendent-Development Services	1.00	1.00	1.00	148,795	154,806
Housing Development Officer	1.00	1.00	1.00	130,053	135,307
Housing Rehabilitation Counselor	2.00	1.00	1.00	60,710	63,163
Manager-Administrative & Financial Services	1.00	1.00	1.00	131,655	136,973
Manager-Code Enforcement	-	1.00	1.00	155,250	161,522
Manager-Housing & Neighborhood Services	1.00	1.00	1.00	155,250	161,522
Manager-Planning Bureau	1.00	1.00	1.00	152,063	158,206
Members - Boards and Commissioners	-	-	-	43,600	40,600
Neighborhood Improvement Officer	1.00	1.00	1.00	111,445	110,149
Neighborhood Resources Officer	1.00	1.00	1.00	116,642	121,354
Neighborhood Services Specialist I	1.00	1.00	1.00	52,438	54,497
Neighborhood Services Specialist III	6.00	6.00	3.00	363,609	189,189
Payroll/Personnel Assistant II	1.00	1.00	1.00	48,573	50,535
Permit Center Supervisor	-	1.00	1.00	64,210	68,898
Permit Counter Supervisor	1.00	-	-	-	-
Permit Technician I	5.00	5.00	5.00	249,769	262,818
Permit Technician II	6.00	6.00	6.00	353,946	362,995
Plan Checker-Electrical II	1.00	2.00	2.00	199,932	199,932
Plan Checker-Fire I	3.00	3.00	3.00	301,982	310,548
Plan Checker-Fire II	1.00	1.00	1.00	111,330	111,330
Plan Checker-Mechanical II	1.00	1.00	1.00	91,230	109,242
Plan Checker-Plumbing II	1.00	1.00	1.00	110,808	110,808
Planner I	-	-	1.00	-	60,046
Planner II	2.00	2.00	2.00	149,124	160,280
Planner III	4.00	5.00	5.00	435,025	456,219
Planner IV	5.00	5.00	5.00	504,555	524,880
Planner V	5.00	5.00	6.00	522,006	606,275
Planning Aide	-	1.00	1.00	46,157	48,022
Principal Building Inspector	8.00	8.00	8.00	810,741	810,741
Real Estate Project Coordinator III	-	-	1.00	-	107,412
Secretary	3.00	4.00	4.00	205,048	213,695
Senior Civil Engineer	4.00	4.00	4.00	499,982	499,982

Personnel Summary

Classification	FY 16 Adopt FTE	FY 17 Adopt FTE	FY 18 Prop FTE	FY 17 Adopted Budget	FY 18 Proposed Budget
Senior Combination Building Inspector	7.00	9.00	11.00	766,315	874,156
Senior Electrical Inspector	2.00	2.00	2.00	160,826	170,136
Senior Mechanical Inspector	1.00	1.00	1.00	78,845	82,956
Senior Plumbing Inspector	1.00	1.00	1.00	74,059	74,068
Senior Structural Engineer	1.00	1.00	1.00	132,640	132,640
Special Projects Officer	1.00	1.00	1.00	103,938	107,644
Superintendent - Building and Safety	1.00	1.00	1.00	159,707	166,159
Subtotal Salaries	194.35	209.39	206.32	16,366,299	16,691,509
Overtime	-	-	-	6,930	6,930
Fringe Benefits	-	-	-	8,679,370	9,029,372
Administrative Overhead	-	-	-	336,233	343,078
Attrition/Salary Savings	-	-	-	-	-
Expenditure Transfer	-	-	-	(3,972,397)	(2,459,212)
Total	194.35	209.39	206.32	21,416,435	23,611,677