

CITY OF GLENDALE, CA

Community Planning

2010 – 2011

**Adopted Budget**

# CITY OF GLENDALE COMMUNITY PLANNING

## MISSION STATEMENT

Provide innovative and ethical leadership, professional competency and staff committed to assisting the community define, achieve and maintain its vision.

## DEPARTMENT DESCRIPTION

The Department ensures that development occurs in an orderly and safe manner, which is sensitive to the community, and avoids unnecessary impacts to the environment by promoting high quality architecture and urban design. The Department is charged with involving residents in the development of these standards. Also, it ensures that residential neighborhoods and commercial districts are safe, well-maintained and free of blight. The department provides the necessary tools for the entire community to have a strong sense of ownership for their neighborhoods; giving them the opportunity to be involved in their care and development. All of these roles contribute to Glendale's beauty and quality of life. The Community Planning Department maintains a transparent and predictable development review process.

The Department is comprised of three main divisions: ***Building and Safety***, which includes plan check and building inspections; ***Neighborhood Services***, which includes field operations (code enforcement, graffiti removal, rental housing enforcement) and community outreach & education (citizen involvement, neighborhood development and community education); and ***Planning***, which includes Administration, Current Planning, Comprehensive Planning and Urban Design Studio.

The ***Building and Safety Division*** reviews all building construction, and changes in use of existing buildings on privately owned property. City owned facilities also are reviewed by Building and Safety to ensure that City projects are developed to the same rigorous standards as privately owned property. Applications for zoning, design review, building, trade, engineering and fire permits all can be obtained at the Permit Services Center. In addition, this Division performs all private property construction inspections, receives and processes Indigenous Tree Ordinance permit applications, enforces all construction related codes as mandated by the State, and assesses appropriate fees related to ASSFC, GUSD Development, Parks and Libraries Impact, construction and demolition recycling, and Green Building surcharges.

The ***Neighborhood Services Division*** is responsible for the care and maintenance of neighborhoods and the built-community, after construction is completed. These efforts are carried out through the enforcement of codes, the education and involvement of residents, maintenance of the rights-of-way and the monitoring of permits and licenses. In addition, the Division operates a centralized customer

# CITY OF GLENDALE COMMUNITY PLANNING

service function for the City, taking-in, “triaging,” dispatching and monitoring service requests received of citizens via phone, internet or PCD.

The **Planning Division** provides leadership in defining the community's vision and ensures that development occurs in an orderly and safe manner, which is sensitive to the community, avoids unnecessary impacts to the environment, meets the needs of the public, and improves the quality of the built environment by promoting high quality, excellent architecture, urban design and well-designed public environments that reflect community values, heritage and progressive design practices. Responsibilities include preparing and updating the General and Specific Plans, processing development applications (variances, conditional use permits, subdivisions, design review, etc.), historic districts, mobility planning and urban design review. In addition, the Division manages and provides support for six Boards and Commissions, which provide the opportunity for public input on development applications.

The **Community Planning Department** has six Boards and Commissions to which it is accountable:

- 1) Building and Fire Board of Appeals
- 2) Design Review Board 1
- 3) Design Review Board 2
- 4) Historic Preservation Commission
- 5) Planning Commission
- 6) Environmental Planning Board

Weekly Planning Hearing Officer Hearings also are conducted.

In addition, Glendale Clean & Beautiful sits as an advisory board, advising the City on community beautification and code enforcement issues, through the Community Planning Department.

## **RELATIONSHIP TO STRATEGIC GOALS**

### ***Long Range Plan (LRP)***

In December 2008, the Planning Department began the community outreach for a North Glendale Community Plan, the first step toward a comprehensive update of the City's General Plan. The General Plan is the blueprint for future growth in the City and serves as the prime point for implementing all LRP goals. The City has embarked on a program that will focus efforts on community-based planning, with an aim to produce consecutive community plans over the coming years that will encompass all portions of the community.

# CITY OF GLENDALE COMMUNITY PLANNING

## ***Housing***

The Department continues to maintain a certified Housing Element to ensure Glendale will retain competitiveness for State funding for housing and transportation projects. The Department monitors compliance with provisions of SB375 and submittal of annual reports to the State Department of Housing and Community Development as required by State law. In addition, the Department continues to play a key role in housing production by reviewing all housing plans and construction to ensure Building and Zoning Code compliance, processing design review applications and, as needed, other discretionary permits. Individualized guidance from staff's urban designers is given to enable property owners to successfully navigate design review. The Department will continue to promote innovative design for multi-family housing. In order to maintain safe housing, the department will inspect rental units for compliance with health and safety standards and process code enforcement cases.

Since Glendale is largely a "built-out" city, a critical component of the Housing Element is the required maintenance of existing housing, monitored and inspected by the Department's Neighborhood Services Division.

## ***Transportation and Mobility***

The Department, in cooperation with the Transportation and Traffic Division, continues to implement the policy recommendations of the Downtown Mobility Study, and as well as improvements to streetscape, pedestrian and bicyclist safety and mobility policy throughout the city.

## ***Safe Community***

Through its housing and code enforcement programs, the Department works to ensure that houses, buildings and infrastructure are safe, free of blight, and that citizens feel safe and secure in their neighborhoods and take personal responsibility. The Department collaborates with the Redevelopment Agency on projects that eliminate blight and result in a more vibrant and beautiful community.

## ***Education, Knowledge and Literacy***

The Department's education section teaches environmental stewardship in coordination with the Glendale Unified School District with the following programs:

- The Junior Ambassador Program (litter prevention, recycling, storm water pollution prevention)

# CITY OF GLENDALE COMMUNITY PLANNING

- Recycling Challenge

In addition, the Department gives extensive outreach regarding the recent smoking restrictions ordinance. The Department's preservation programs continue to provide educational resources and information related to the City's development history and heritage.

## ***Sense of Community***

The Department initiates many community and neighborhood festivals and programs ("I Love My Neighborhood" poster contest for youth, adopt-a-block, clean-up days, community gardens, "My Home Town" Photo Contest, Summer Nights on the Plaza) to involve residents and give them a sense of ownership for their neighborhoods. Beautification recognition awards (GEM, Halloween) are given in neighborhoods. The Department participates in the national Keep America Beautiful effort and neighborhood improvement efforts. The Neighborhood Services Kid's Corner webpage and "Clean Up Critters," are designed to encourage the youth in the community to take pride in their neighborhoods. The Department actively works to accommodate neighborhood concerns about development projects through the design review process, including accurate and timely notification to neighbors, posting of signs and notification to all neighborhood homeowners' associations of development projects. The Department works on comprehensive planning policies (beginning with the North Glendale/La Crescenta Community Plan and Citywide Design Guidelines), which includes input from the community in order to capture the vision of all those who live, work and play in Glendale.

## ***Diversity***

Significant effort is made to reach out to all sectors of the community to make sure all voices are heard, and that Glendale continues to be a vibrant place for all its inhabitants.

## ***Parks and Open Space***

The Urban Design Studio continues to collaborate with the Community Services and Parks Department to create opportunities to enhance the parks and open space, including streetscape throughout the City. The Department is currently working with multiple departments on the assessment and future planning of the Rockhaven site in North Glendale.

## ***Community Services and Facilities***

The Department provides professional peer review and design assistance for the renovation and construction of community facilities.

# CITY OF GLENDALE COMMUNITY PLANNING

## ***Economic Vitality***

The Department ensures that residential neighborhoods and commercial districts are safe, well-maintained and free of blight through the education of residents, enforcement of City codes and removal of graffiti. The Department is responsible for transmitting thorough and accurate information to existing and potential new businesses, in addition to processing necessary applications expeditiously.

## ***Community Planning and Character***

The Department develops appropriate policies, guidelines and procedures necessary to ensure predictable development that is of a high quality and reflective of community character. Staff works with the Planning Commission, Redevelopment Agency, Design Review Boards, and Historic Preservation Commission for public inclusion in the planning process to ensure that general plan, community plan, zoning and design guidelines reflect community character and effective land use policies. Staff will continue to implement the design review process, which plays a key role in maintaining community character by assuring that development plans are shaped to maximize consistency with the existing patterns of development. The Department assists in coordinating efforts between various departments for a comprehensive approach to the overall built environment in the City.

## ***Environment and Conservation***

The Department leads the City's newly formed "Green Task Force" to develop effective green building policies and standards. The Department will continue to collaborate with other departments on a variety of efforts to promote sustainability, including water and resource conservation. In addition, to environmental education programs at the schools, the Department holds events to promote the environment including:

- Eco Expo
- Torch Run for the Environment
- Litter Index
- Foothill Clean-Up
- Great American Clean-Up

The Department was instrumental in the development of two eco-community gardens in the City. The Department's Cigarette Litter Prevention program prevents approximately 100,000 cigarette butts each year from ending up on City sidewalks, gutters, and down storm drains. The Department completes environmental review on most of the development projects, which are requested through the Planning

# CITY OF GLENDALE COMMUNITY PLANNING

Department. Community Planning staff identifies pertinent issues, and works with other City departments and outside agencies to develop mitigation that reduce and/or eliminate environmental impacts.

## ***Trust in Government***

The Department plays a key role in the development issues which affect residents, and foster trust through accurate and timely notices of public hearings, and thorough and balanced staff reports for all public hearings: Planning Hearing Officer; Design Review Boards 1 & 2, Planning Commission, Historic Preservation Commission and Building & Fire Board of Appeals. Procedures of the City are well established and maintained at high standards. The Department will continue to participate in public forums, workshops, and meetings associated with planning and preservation efforts and staff will continue to advise applicants on planning and building policies to ensure a predictable, open and transparent entitlement review process.

## ***Arts & Culture***

The Department, in partnership with Community Redevelopment & Housing staff, will direct and manage the public art requirements of the Downtown Specific Plan, as well as other public art initiatives in redevelopment areas. Neighborhood Services promotes art and community awareness in the schools through its yearly "I Love My Neighborhood" poster contest.

## ***Health and Wellness***

The Department, in collaboration with the Transportation Department, continues to implement the Downtown Mobility Study, which promotes greater use of public transit, more walking and a healthier environment. The Department works with the Community Services and Parks Department on the PLACE Grant, a grant from the State Health Department, to promote safety for bicyclists and pedestrians throughout the City. Neighborhood Services staff is responsible for implementing the City's "Fresh Air" ordinance, limiting the exposure by residents to toxic second-hand smoke in public spaces and in multi-family rental housing.

## **MAJOR ACCOMPLISHMENTS**

Community Planning accomplished the following over the past year:

### ***Planning Division***

- *North Glendale Community Plan* established the North Glendale Community Plan Advisory Committee, who met 12 times and developed written recommendations.

## CITY OF GLENDALE COMMUNITY PLANNING

These recommendations were discussed at two community open houses (one of which was televised by GTV6) and reported to City Council in June.

- *Downtown Specific Plan (DSP)* began work on a Downtown Entertainment District, provided Urban Art Fund Implementation Options, and defined minimum development standards.
- *Mobility Study Implementation* began in-lieu fee ordinance, revising Transportation Demand Management Ordinance, and Downtown Transportation Fund Ordinance. South Brand Boulevard preferential parking regulation, inventory, and occupancy survey in progress. Hired a consultant to develop an environmental graphics manual (to include downtown way finding signs). Began analyzing parking standards for the Downtown Entertainment District.
- *Historic Preservation* proposed Rossmoyne Historic District was found eligible as a historic district overlay zone, and authorized to circulate a petition among property owners within the proposed boundary. Ten residences were added to the Glendale Register of Historic Resources in 2009. Staff proposed changes to the Mills Act Program.
- *Zoning Code Amendments* began code modifications to facilitate the installation of solar energy equipment (consistent with State Code) and water efficient Landscaping. Design Review Procedures, Reasonable Accommodation Procedure, Wireless Telecommunications Facilities, and amendments to the Downtown Specific Plan were adopted by Council. Council initiated rezoning and/or establishing a special setback ordinance along and adjacent to Hollister Terrace, as well as residential hillside standards.
- *Census 2010* created the Complete Count Committee and coordinated their efforts. Managed the Census Outreach Consultant's contract.
- *Artificial Turf Demonstration Project* managed the artificial turf installation project at City Hall and provided online information.
- *Webpage* coordinated the launching of "Glendale is Green" City-wide website.
- *Boards and Commission Meetings* provided staff and clerical support for 110 Board and Commission meetings, published approximately 150 public notices, mailed about 10,000 public notices, and produced approximately 53 reports to the City Council with related hearings.
- *Application Processing* managed approximately 700 current planning applications and provided thorough and balanced analysis in staff reports and recommendations. Reviewed 88 Design Review Board (DRB) cases, served 603



# CITY OF GLENDALE COMMUNITY PLANNING

people at the DRB counter, issued 707 DRB exemptions, and performed 63 DRB inspections.

## ***Building and Safety Division***

*Performed* over 3,200 plan checks, issued more than 6,600 permits, and over 15,100 inspections.

## ***Neighborhood Services:***

- *Updated* “Fresh Air” ordinance and conducted 440 outreach contacts/site inspections.
- *Inspected* and certified 1,500 rental units as habitable.
- *Glendale* was designated as USA’s #1 Keep America Beautiful large city.
- *Dedicated* the 1<sup>st</sup> community garden and commenced construction on the 2<sup>nd</sup>.
- *Opened* and cleared 2,560 code enforcement actions.
- *Implemented* a systematic assessment of “distressed” or foreclosed properties.

## **ORGANIZATIONAL/PROGRAM CHANGES**

Building & Safety, Neighborhood Services, and Planning were combined to create one department, Community Planning.

## **FUTURE OUTLOOK**

Community Planning is proactively working with the community on the first phase of the City’s General Plan update – the North Glendale Community Plan. The update will include an Urban Design Framework. Single Family Design and Hillside Guidelines will be revised while multi-family design guidelines will be started. Historic District applications will continue to be processed. The Department will continually monitor the Building and Zoning Codes to see if further amendments are needed. The department will continue to maintain excellent customer service by providing efficient, consistent advice and timely application analysis and case processing. Design assistance and leadership will continue to be provided to other City departments.

California’s Green Building Code and Residential Code become mandatory January 1, 2011. Staff training will be necessary in order to implement the new Code. In

## CITY OF GLENDALE COMMUNITY PLANNING

addition, it is anticipated that plan checks will take longer to complete due to the increased complexity of new Codes and Standards.

Glendale residents continue to express a high expectation that their City will be a quality place to live, work and play. This high expectation makes Glendale a better community, but it also translates into a greater demand in two different ways:

- 1) Static staff resources are expected to maintain existing standards and then to improve standards in the different neighborhoods
- 2) Greater citizen involvement in beautification and neighborhood improvement efforts require greater staff support

Significant code enforcement actions are diminishing over time due to the long-term commitment towards continuous and sustained maintenance on all properties by property owners. The City's investment in prevention programs will continue to result in proportionately less graffiti overall throughout the community, compared to our surrounding cities.

**CITY OF GLENDALE  
SUMMARY OF APPROPRIATIONS  
COMMUNITY PLANNING DEPARTMENT**

	<b>Actual 2008-09</b>	<b>Adopted 2009-10</b>	<b>Revised 2009-10</b>	<b>Adopted 2010-11</b>
<b><u>General Fund</u></b>				
Administration (101-181)	865,523	829,711	829,711	1,286,136
Current Planning (101-182)	1,454,890	1,407,284	1,407,284	1,425,564
Long Range Planning (101-184)	740,402	803,323	893,139	795,121
Design Studio (101-185)	262,628	280,033	289,333	290,216
Building & Safety (101-521)	3,044,253	3,390,129	3,390,129	3,400,828
Code Enforcement (101-822)	744,578	865,896	865,896	973,880
Outreach and Education (101-825-00000)	351,771	365,507	426,007	342,230
Knock Out Graffiti (101-825-10450)	104,086	148,891	148,891	123,487
<b>Department Grand Total</b>	<b>\$ 7,568,132</b>	<b>\$ 8,090,774</b>	<b>\$ 8,250,390</b>	<b>\$ 8,637,462</b>

**CITY OF GLENDALE  
COMMUNITY PLANNING DEPARTMENT  
ADMINISTRATION  
101-181**

		<b>Actual 2008-09</b>	<b>Adopted 2009-10</b>	<b>Revised 2009-10</b>	<b>Adopted 2010-11</b>
<b>SALARIES &amp; BENEFITS</b>					
41100	Salaries	615,528	565,578	565,578	591,007
41200	Overtime	815	-	-	-
41300	Hourly wages	20,627	19,761	19,761	24,240
41600-42500	Benefits	90,251	90,603	90,603	108,267
42600-42700	Retirement	69,776	77,959	77,959	71,392
	<b>Total Salaries &amp; Benefits</b>	<b>796,997</b>	<b>753,901</b>	<b>753,901</b>	<b>794,906</b>
<b>MAINTENANCE &amp; OPERATION</b>					
42800	Auto allowance	10,525	11,160	11,160	11,160
44120	Repairs to office equip	59	-	-	-
44200	Advertising	210	-	-	-
44300	Telephone	1,165	1,165	1,165	1,165
44352	ISD service charge	-	-	-	418,094
44450	Postage	17,111	13,000	13,000	13,000
44550	Travel	1,207	960	960	300
44650	Training	1,486	5,000	5,000	3,375
44700	Computer software	-	500	500	500
44750	Liability	13,714	14,757	14,757	13,608
44751	Insurance/surety bond premium	-	-	-	960
44800	Membership and dues	374	500	500	300
45050	Periodicals & newspapers	125	250	250	250
45100	Books	-	300	300	300
45150	Furniture & equipment	18	-	-	-
45250	Office supplies	16,629	17,758	17,758	17,758
45350	General supplies	1,798	9,860	9,860	9,860
45450	Printing and graphics	2,105	-	-	-
46900	Business meetings	2,001	600	600	600
	<b>Total Maintenance &amp; Operation</b>	<b>68,526</b>	<b>75,810</b>	<b>75,810</b>	<b>491,230</b>
<b>TOTAL</b>		<b>\$ 865,523</b>	<b>\$ 829,711</b>	<b>\$ 829,711</b>	<b>\$ 1,286,136</b>

**CITY OF GLENDALE  
COMMUNITY PLANNING DEPARTMENT  
CURRENT PLANNING  
101-182**

		<b>Actual 2008-09</b>	<b>Adopted 2009-10</b>	<b>Revised 2009-10</b>	<b>Adopted 2010-11</b>
<b>SALARIES &amp; BENEFITS</b>					
41100	Salaries	1,129,028	1,091,148	1,091,148	1,104,352
41200	Overtime	528	-	-	-
41300	Hourly wages	9,782	7,291	7,291	12,480
41600-42500	Benefits	148,956	139,403	139,403	139,302
42600-42700	Retirement	126,520	132,060	132,060	130,077
	<b>Total Salaries &amp; Benefits</b>	<b>1,414,815</b>	<b>1,369,902</b>	<b>1,369,902</b>	<b>1,386,211</b>
<b>MAINTENANCE &amp; OPERATION</b>					
42800	Auto allowance	6,765	6,100	6,100	6,100
43150	Cost allocation charge	15	-	-	-
44300	Telephone	1,499	1,499	1,499	1,499
44352	ISD service charge	-	-	-	3,811
44750	Liability	26,496	27,083	27,083	24,608
44751	Insurance/surety bond premium	-	-	-	1,635
44800	Membership and dues	279	1,200	1,200	200
45250	Office supplies	1,351	-	-	-
45450	Printing and graphics	3,630	1,500	1,500	1,500
46900	Business meetings	41	-	-	-
	<b>Total Maintenance &amp; Operation</b>	<b>40,076</b>	<b>37,382</b>	<b>37,382</b>	<b>39,353</b>
<b>TOTAL</b>		<b>\$ 1,454,890</b>	<b>\$ 1,407,284</b>	<b>\$ 1,407,284</b>	<b>\$ 1,425,564</b>

**CITY OF GLENDALE  
COMMUNITY PLANNING DEPARTMENT  
LONG RANGE PLANNING  
101-184**

		<b>Actual 2008-09</b>	<b>Adopted 2009-10</b>	<b>Revised 2009-10</b>	<b>Adopted 2010-11</b>
<b>SALARIES &amp; BENEFITS</b>					
41100	Salaries	535,416	591,178	591,178	591,178
41300	Hourly wages	13,062	12,854	12,854	13,200
41600-42500	Benefits	85,776	93,567	93,567	95,223
42600-42700	Retirement	60,239	75,929	75,929	70,543
	<b>Total Salaries &amp; Benefits</b>	<b>694,493</b>	<b>773,528</b>	<b>773,528</b>	<b>770,144</b>
<b>MAINTENANCE &amp; OPERATION</b>					
42800	Auto allowance	1,063	-	-	-
43110	Contractual services	14,691	-	79,816	-
43150	Cost allocation charge	50	-	-	-
44200	Advertising	6,367	6,660	16,660	3,010
44300	Telephone	408	408	408	408
44352	ISD service charge	-	-	-	1,804
44450	Postage	137	-	-	-
44550	Travel	490	-	-	-
44650	Training	709	-	-	-
44700	Computer software	230	-	-	-
44750	Liability	11,284	14,191	14,191	13,336
44751	Insurance/surety bond premium	-	-	-	933
44800	Membership and dues	2,297	1,050	1,050	500
45050	Periodicals & newspapers	206	-	-	-
45250	Office supplies	2,387	-	-	-
45350	General supplies	220	2,500	2,500	-
45450	Printing and graphics	5,105	4,986	4,986	4,986
46900	Business meetings	214	-	-	-
47000	Miscellaneous	50	-	-	-
	<b>Total Maintenance &amp; Operation</b>	<b>45,908</b>	<b>29,795</b>	<b>119,611</b>	<b>24,977</b>
<b>TOTAL</b>		<b>\$ 740,402</b>	<b>\$ 803,323</b>	<b>\$ 893,139</b>	<b>\$ 795,121</b>

**CITY OF GLENDALE  
COMMUNITY PLANNING DEPARTMENT  
DESIGN STUDIO  
101-185**

		<b>Actual 2008-09</b>	<b>Adopted 2009-10</b>	<b>Revised 2009-10</b>	<b>Adopted 2010-11</b>
<b>SALARIES &amp; BENEFITS</b>					
41100	Salaries	197,680	217,020	217,020	224,121
41600-42500	Benefits	27,817	29,636	29,636	29,902
42600-42700	Retirement	22,102	24,999	24,999	26,159
	<b>Total Salaries &amp; Benefits</b>	<b>247,599</b>	<b>271,655</b>	<b>271,655</b>	<b>280,182</b>
<b>MAINTENANCE &amp; OPERATION</b>					
42800	Auto allowance	181	-	-	-
43110	Contractual services	7,189	-	9,300	-
44200	Advertising	-	1,290	1,290	1,290
44300	Telephone	175	175	175	175
44352	ISD service charge	-	-	-	722
44550	Travel	1,162	-	-	-
44750	Liability	4,273	4,273	4,273	4,931
44751	Insurance/surety bond premium	-	-	-	326
44800	Membership and dues	350	450	450	400
45250	Office supplies	291	-	-	-
45450	Printing and graphics	1,409	2,190	2,190	2,190
	<b>Total Maintenance &amp; Operation</b>	<b>15,029</b>	<b>8,378</b>	<b>17,678</b>	<b>10,034</b>
<b>TOTAL</b>		<b>\$ 262,628</b>	<b>\$ 280,033</b>	<b>\$ 289,333</b>	<b>\$ 290,216</b>

**CITY OF GLENDALE  
COMMUNITY PLANNING DEPARTMENT  
BUILDING & SAFETY  
101-521**

		<b>Actual 2008-09</b>	<b>Adopted 2009-10</b>	<b>Revised 2009-10</b>	<b>Adopted 2010-11</b>
<b>SALARIES &amp; BENEFITS</b>					
41100	Salaries	2,140,251	2,356,375	2,356,375	2,378,169
41200	Overtime	68,541	65,812	65,812	65,812
41300	Hourly wages	20,975	66	66	-
41600-42500	Benefits	359,499	399,810	399,810	399,804
42600-42700	Retirement	242,082	270,187	270,187	276,179
	<b>Total Salaries &amp; Benefits</b>	<b>2,831,348</b>	<b>3,092,250</b>	<b>3,092,250</b>	<b>3,119,964</b>
<b>MAINTENANCE &amp; OPERATION</b>					
42800	Auto allowance	60,031	59,280	59,280	54,780
43110	Contractual services	53,193	70,000	70,000	23,271
43150	Cost allocation charge	48	-	-	-
44120	Repairs to office equip	3,654	6,200	6,200	6,200
44300	Telephone	6,524	6,524	6,524	6,524
44352	ISD service charge	-	-	-	33,300
44450	Postage	2,107	2,700	2,700	2,700
44550	Travel	3,011	5,000	5,000	5,000
44650	Training	5,760	27,506	27,506	27,506
44700	Computer software	-	1,200	1,200	1,200
44750	Liability	52,684	56,777	56,777	53,768
44751	Insurance/surety bond premium	-	-	-	3,923
44800	Membership and dues	1,339	2,335	2,335	2,335
45100	Books	347	2,900	2,900	2,900
45150	Furniture & equipment	2,107	27,300	27,300	27,300
45200	Maps and blue prints	-	300	300	300
45250	Office supplies	17,043	21,576	21,576	21,576
45300	Small tools	21	200	200	200
45350	General supplies	-	6,500	6,500	6,500
45450	Printing and graphics	5,016	-	-	-
46900	Business meetings	691	-	-	-
47000	Miscellaneous	15	1,581	1,581	1,581
49050	Charges-other depts	(684)	-	-	-
	<b>Total Maintenance &amp; Operation</b>	<b>212,905</b>	<b>297,879</b>	<b>297,879</b>	<b>280,864</b>
<b>TOTAL</b>		<b>\$ 3,044,253</b>	<b>\$ 3,390,129</b>	<b>\$ 3,390,129</b>	<b>\$ 3,400,828</b>



**CITY OF GLENDALE  
COMMUNITY PLANNING DEPARTMENT  
CODE ENFORCEMENT  
101-822**

		<b>Actual 2008-09</b>	<b>Adopted 2009-10</b>	<b>Revised 2009-10</b>	<b>Adopted 2010-11</b>
<b>SALARIES &amp; BENEFITS</b>					
41100	Salaries	414,311	472,208	472,208	511,733
41200	Overtime	4,743	-	-	-
41300	Hourly wages	41,386	68,632	68,632	119,353
41600-42500	Benefits	72,062	97,534	97,534	94,751
42600-42700	Retirement	48,795	63,249	63,249	59,379
	<b>Total Salaries &amp; Benefits</b>	<b>581,296</b>	<b>701,623</b>	<b>701,623</b>	<b>785,216</b>
<b>MAINTENANCE &amp; OPERATION</b>					
42800	Auto allowance	14,531	9,945	9,945	12,981
43080	Rent	965	-	-	-
43110	Contractual services	8,671	13,400	13,400	13,400
43112	Direct assistance	67,000	70,000	70,000	-
43150	Cost allocation charge	50	-	-	-
44100	Repairs to equipment	-	1,800	1,800	1,800
44120	Repairs to office equip	800	-	-	-
44300	Telephone	10,754	9,000	9,000	9,000
44351	Fleet / equip rental charge	-	17,394	17,394	17,394
44352	ISD service charge	-	-	-	56,555
44450	Postage	8,311	10,000	10,000	10,000
44650	Training	250	550	550	550
44700	Computer software	58	500	500	500
44750	Liability	16,958	10,976	10,976	13,884
44751	Insurance/surety bond premium	-	-	-	900
44800	Membership and dues	906	400	400	400
45050	Periodicals & newspapers	885	200	200	200
45150	Furniture & equipment	2,609	1,000	1,000	1,000
45170	Computer hardware	-	200	200	200
45250	Office supplies	10,314	5,000	5,000	5,000
45300	Small tools	227	300	300	1,300
45350	General supplies	2,770	8,000	8,000	30,000
45400	Reports & publications	241	1,000	1,000	1,000
45450	Printing and graphics	341	2,000	2,000	10,000
46000	Depreciation	13,578	-	-	-
46900	Business meetings	347	800	800	800
47000	Miscellaneous	2,717	1,808	1,808	1,800
	<b>Total Maintenance &amp; Operation</b>	<b>163,282</b>	<b>164,273</b>	<b>164,273</b>	<b>188,664</b>
<b>TOTAL</b>		<b>\$ 744,578</b>	<b>\$ 865,896</b>	<b>\$ 865,896</b>	<b>\$ 973,880</b>

**CITY OF GLENDALE  
COMMUNITY PLANNING DEPARTMENT  
OUTREACH & EDUCATION  
101-825**

		<b>Actual 2008-09</b>	<b>Adopted 2009-10</b>	<b>Revised 2009-10</b>	<b>Adopted 2010-11</b>
<b>SALARIES &amp; BENEFITS</b>					
41100	Salaries	162,233	165,126	165,126	162,427
41200	Overtime	466	-	-	-
41300	Hourly wages	92,399	137,996	176,496	103,264
41600-42500	Benefits	25,524	36,191	36,191	27,224
42600-42700	Retirement	26,242	36,836	36,836	21,946
	<b>Total Salaries &amp; Benefits</b>	<b>306,864</b>	<b>376,149</b>	<b>414,649</b>	<b>314,861</b>
<b>MAINTENANCE &amp; OPERATION</b>					
42800	Auto allowance	7,103	1,584	1,584	1,584
43060	Utilities	698	900	900	900
43080	Rent	1,581	-	-	-
43110	Contractual services	19,923	20,000	20,000	20,000
43150	Cost allocation charge	10,140	-	-	-
44100	Repairs to equipment	1,133	-	-	-
44120	Repairs to office equip	366	-	-	-
44200	Advertising	7,924	450	450	3,160
44352	ISD service charge	-	-	-	6,510
44450	Postage	5,675	4,974	4,974	4,974
44550	Travel	-	2,710	2,710	-
44650	Training	50	-	-	-
44700	Computer software	-	100	100	100
44750	Liability	5,837	5,390	5,390	5,845
44751	Insurance/surety bond premium	-	-	-	589
44800	Membership and dues	550	2,250	2,250	2,250
45050	Periodicals & newspapers	96	-	-	-
45150	Furniture & equipment	2,348	4,000	4,000	4,000
45250	Office supplies	23,500	7,460	7,460	7,460
45300	Small tools	-	2,000	2,000	3,000
45350	General supplies	39,145	50,000	72,000	50,000
45400	Reports & publications	26	-	-	-
45450	Printing and graphics	8,297	33,000	33,000	37,000
46900	Business meetings	3,935	2,000	2,000	2,000
47000	Miscellaneous	10,669	1,431	1,431	1,484
	<b>Total Maintenance &amp; Operation</b>	<b>148,993</b>	<b>138,249</b>	<b>160,249</b>	<b>150,856</b>
<b>TOTAL</b>		<b>\$ 455,858</b>	<b>\$ 514,398</b>	<b>\$ 574,898</b>	<b>\$ 465,717</b>

**CITY OF GLENDALE  
COMMUNITY PLANNING DEPARTMENT  
OUTREACH AND EDUCATION  
101-825-0000**

		<b>Actual 2008-09</b>	<b>Adopted 2009-10</b>	<b>Revised 2009-10</b>	<b>Adopted 2010-11</b>
<b>SALARIES &amp; BENEFITS</b>					
41100	Salaries	162,233	165,126	165,126	162,427
41200	Overtime	159	-	-	-
41300	Hourly wages	46,567	91,364	129,864	77,315
41600-42500	Benefits	24,356	34,153	34,153	26,537
42600-42700	Retirement	21,372	31,464	31,464	18,917
	<b>Total Salaries &amp; Benefits</b>	<b>254,688</b>	<b>322,107</b>	<b>360,607</b>	<b>285,196</b>
<b>MAINTENANCE &amp; OPERATION</b>					
42800	Auto allowance	6,424	1,584	1,584	1,584
43060	Utilities	698	900	900	900
43110	Contractual services	19,814	20,000	20,000	20,000
44100	Repairs to equipment	1,066	-	-	-
44120	Repairs to office equip	366	-	-	-
44200	Advertising	7,000	-	-	2,710
44352	ISD service charge	-	-	-	6,510
44450	Postage	5,675	3,674	3,674	3,674
44550	Travel	-	2,710	2,710	-
44650	Training	50	-	-	-
44750	Liability	4,072	3,625	3,625	5,274
44751	Insurance/surety bond premium	-	-	-	422
45150	Furniture & equipment	2,348	-	-	-
45250	Office supplies	16,456	3,460	3,460	3,460
45300	Small tools	-	500	500	1,500
45350	General supplies	24,221	5,000	27,000	5,000
45450	Printing and graphics	8,181	1,000	1,000	5,000
46900	Business meetings	498	500	500	500
47000	Miscellaneous	215	447	447	500
	<b>Total Maintenance &amp; Operation</b>	<b>97,084</b>	<b>43,400</b>	<b>65,400</b>	<b>57,034</b>
<b>TOTAL</b>		<b>\$ 351,771</b>	<b>\$ 365,507</b>	<b>\$ 426,007</b>	<b>\$ 342,230</b>

**CITY OF GLENDALE  
COMMUNITY PLANNING DEPARTMENT  
OUTREACH AND EDUCATION-KNOCK OUT GRAFFITI  
101-825-10450**

		<b>Actual 2008-09</b>	<b>Adopted 2009-10</b>	<b>Revised 2009-10</b>	<b>Adopted 2010-11</b>
<b>SALARIES &amp; BENEFITS</b>					
41200	Overtime	307	-	-	-
41300	Hourly wages	45,832	46,632	46,632	25,949
41600-42500	Benefits	1,168	2,038	2,038	687
42600-42700	Retirement	4,870	5,372	5,372	3,029
	<b>Total Salaries &amp; Benefits</b>	<b>52,177</b>	<b>54,042</b>	<b>54,042</b>	<b>29,665</b>
<b>MAINTENANCE &amp; OPERATION</b>					
42800	Auto allowance	679	-	-	-
43080	Rent	1,581	-	-	-
43110	Contractual services	109	-	-	-
43150	Cost allocation charge	10,140	-	-	-
44100	Repairs to equipment	66	-	-	-
44200	Advertising	924	450	450	450
44450	Postage	-	1,300	1,300	1,300
44700	Computer software	-	100	100	100
44750	Liability	1,765	1,765	1,765	571
44751	Insurance/surety bond premium	-	-	-	167
44800	Membership and dues	550	2,250	2,250	2,250
45050	Periodicals & newspapers	96	-	-	-
45150	Furniture & equipment	-	4,000	4,000	4,000
45250	Office supplies	7,044	4,000	4,000	4,000
45300	Small tools	-	1,500	1,500	1,500
45350	General supplies	14,924	45,000	45,000	45,000
45400	Reports & publications	26	-	-	-
45450	Printing and graphics	117	32,000	32,000	32,000
46900	Business meetings	3,437	1,500	1,500	1,500
47000	Miscellaneous	10,454	984	984	984
	<b>Total Maintenance &amp; Operation</b>	<b>51,910</b>	<b>94,849</b>	<b>94,849</b>	<b>93,822</b>
<b>TOTAL</b>		<b>\$ 104,086</b>	<b>\$ 148,891</b>	<b>\$ 148,891</b>	<b>\$ 123,487</b>

COMMUNITY PLANNING  
Personnel Classification Detail

Classification	Actual 2008-09	Budget 2009-10	Revised Budget 2009-10	Budget 2010-11
<u>Salaried Employees</u>				
Administrative Analyst	2.00	2.00	2.00	2.00
Assistant Director of Planning	1.00	1.00	1.00	1.00
Building Code Specialist II	2.00	2.00	2.00	2.00
Building Inspection Supervisor	1.00	1.00	1.00	1.00
Building Inspector	6.00	6.00	6.00	6.00
Building Official	1.00	1.00	1.00	1.00
Customer Service Representative	13.00	13.00	11.00	11.00
Deputy City Attorney	0.59	0.59	0.59	0.51
Director of Community Planning	1.00	1.00	1.00	1.00
Electrical Inspector	2.00	2.00	2.00	2.00
Executive Secretary (Steno)	2.00	2.00	2.00	2.00
Fire Protection Engineer	1.00	1.00	1.00	1.00
Housing Technician	1.15	1.15	1.15	1.80
HVAC Inspector	1.00	1.00	1.00	1.00
Legal Secretary	1.00	1.00	1.00	1.00
Neighborhood Servcs Field Rep.	4.00	4.00	4.00	4.00
Neighborhood Services Administrator	1.00	1.00	1.00	1.00
Neighborhood Services Inspector	6.00	6.00	6.00	6.00
Office Operations Supervisor	1.00	1.00	1.00	1.00
Office Services Secretary	1.00	1.00	1.00	1.00
Office Services Specialist I	1.00	-	-	-
Office Services Supervisor	1.00	1.00	1.00	1.00
Office Services Supervisor (Steno)	1.00	1.00	1.00	1.00
Permit Services Technician	2.00	2.00	4.00	4.00
Planner	6.00	6.00	6.00	6.00
Planning Administrator	-	-	1.00	1.00
Planning Assistant	3.00	3.00	3.00	3.00
Planning Associate	1.00	1.00	1.00	1.00
Plumbing Inspector	2.00	2.00	2.00	2.00
Principal Civil Engineer	-	-	1.00	1.00
Principal Planner	3.27	3.27	3.00	3.00
Principal Urban Designer	-	-	0.27	0.27
Program Coordinator	2.00	2.00	1.00	1.00
Program Specialist	-	-	1.00	1.00
Program Supervisor	1.00	1.00	1.00	1.00
Senior Building Code Specialist	2.00	2.00	1.00	1.00
Senior Building Inspector	1.00	1.00	1.00	1.00

COMMUNITY PLANNING  
Personnel Classification Detail

Classification	Actual 2008-09	Budget 2009-10	Revised Budget 2009-10	Budget 2010-11			
Senior Neighborhood Serv Supervisor	1.00	1.00	1.00	1.00			
Senior Office Services Specialist	1.75	1.75	1.75	1.75			
Senior Office Specialist	1.00	1.00	1.00	1.00			
Senior Planner	5.68	5.68	4.68	4.68			
Senior Urban Designer	-	-	1.00	1.00			
Zoning Administrator	1.00	1.00	-	-			
Total Salaried Employees	<u>85.44</u>	<u>84.44</u>	<u>84.44</u>	<u>85.01</u>			
<u>Hourly Employees *</u>			**	**	**		
Hourly City Worker		2.90	(5)	2.90	(5)	2.40	(4)
City Resource Specialist		-		-		0.003	(1)
Customer Service Representative		0.50	(1)	0.50	(1)	1.15	(2)
Program Coordinator		0.90	(1)	0.90	(1)	0.75	(1)
Program Specialist		1.90	(2)	1.90	(2)	2.00	(3)
Neighborhood Services Inspector		0.91	(1)	0.91	(1)	-	
Total Hourly Employees		<u>7.11</u>		<u>7.11</u>		<u>6.30</u>	
Planning Total	<u>*** 85.44</u>	<u>*** 91.55</u>		<u>91.55</u>		<u>91.31</u>	

\* Hourly Employees - Data not available prior to fiscal year 2009-10

\*\* Indicates number of positions corresponding to the stated Full-Time Equivalence (FTE)

\*\*\* FY 2008-09 Actuals and FY 2009-10 Budgets reflect recent departmental realignments for Building and Safety and Community Development and Housing