#### Mission Statement

Provide leadership and assistance in guiding the physical, social and economic growth of Glendale in accord with goals and policies established by City Council; provide research and analysis for decision makers and the public that make clear the consequences of proposed actions, along with potential alternative actions; and provide opportunities for public involvement in the planning process.

_	Expenditures Actual 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditures 12/31/06	Estimated 2006-07	Prior Estimate 2007-08	Proposed Budget 2007-08
General Fund Administration {101-181}	605,163	647,399	282,088	585,828	665 050	704.000
Current Planning {101-182}	1,043,726	1,617.425	788,565	1,575,217	665,958 1,697,542	704,900 1,707,292
Permit Services (101-183)	399,436	1,017,425	34,581	69,163	1,097,342	1,707,292
Comprehensive Planning (101-184)	883,785	845,242	410,484	854,407	860,788	860,788
Planning Total	2,932,110	3,110,066	1,515,718	3,084,614	3,224,288	3,272,980
	Actual 2005-06	Current Year 2006-07		Estimated 2006-07	Prior Estimate 2007-08	Proposed Budget 2007-08
Total Salaried Positions	28.00	28.00		28.00	28.00	28.95
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## 2006-07 Accomplishments

### Administration

Provided outstanding customer service to the public: Answered about 120 calls per day

Provided clerical and administrative support to the professional planning staff and Boards and Commissions: Provided public notices, agendas, staff reports and minutes for 221 public hearing and/or meetings and 59 study sessions

Maintained the integrity of public records and improve public access: Reorganized department filing system

Continued to implement computer database of permit applications

Provided training and technical support as necessary to maintain a professional staff

### Citywide Strategic Goals

Trust in Government, Economic Vitality, Community Planning and Character Trust in Government, Economic Vitality, Community Planning and Character

Trust in Government, Economic Vitality, Community Planning and Character Trust in Government, Economic Vitality, Community Planning and Character Trust in Government, Economic Vitality, Community Planning and Character

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Standards

2007-08 Goals	Citywide Strategic Goals
<u>Administration</u>	
Provide outstanding customer service to the public	Trust in Government, Economic Vitality,
	Community Planning and Character
Provide clerical support to the professional planning staff	Trust in Government, Economic Vitality.
	Community Planning and Character
Maintain the integrity of public records	Trust in Government, Economic Vitality,
	Community Planning and Character
Continue to implement computer database of permit applications	Trust in Government, Economic Vitality,
	Community Planning and Character
Provide training and technical support as necessary to maintain a professional staff	Trust in Government, Economic Vitality,
	Community Planning and Character
Implement Matrix audit recommendation	Trust in Government
Identify performance measures (e.g., time frames, quality of life)	Trust in Government

Current Planning	Citywide Strategic Goals
Ensure that development occurs in an orderly, safe manner that is sensitive to the community, avoids	Housing, Economic Vitality, Community
unnecessary impacts to the environment, meets the needs of the public, and improves the quality of the built	
environment	Conservation, Sense of Community, Trust
	in Government
Maintain excellent customer service: Reform design review process; Expand opportunities to review/approve	Housing, Economic Vitality, Community
applications at the counter	Planning and Character, Environment and
	Conservation, Sense of Community, Trust in Government
Continue providing efficient, consistent advice and timely application analysis and case processing	Housing, Economic Vitality, Community
governing officially consistent daylog and amoly application analysis and sace processing	Planning and Character, Environment and
	Conservation, Sense of Community, Trust
	in Government
Maintain good staff support and training for Boards and Commissions	Housing, Economic Vitality, Community
	Planning and Character, Environment and
	Conservation, Sense of Community, Trust
	in Government
Maintain outstanding community relations and outreach programs	Housing, Economic Vitality, Community
	Planning and Character, Environment and
	Conservation, Sense of Community, Trust
	in Government
Improve quality of applications before DRB hearings.	Trust in Government

Comprehensive Planning	Citywide Strategic Goals
Initiate the Housing Element update	Housing, Economic Vitality, Community
	Planning and Character, Environment and
NAMES AND ADMINISTRAÇÃO (A CANADA CAN	Conservation, Sense of Community
Complete the revision of Single Family Design Guidelines	Housing, Community Planning and
	Character, Environment and Conservation,
	Sense of Community
Complete the revision of the Multi-Family Design Guidelines	Housing, Community Planning and
	Character, Environment and Conservation,
	Sense of Community
Continue Zoning Code Revision – update procedures and processes, including DRB, to streamline	Housing, Transportation and Mobility,
application procedures	Economic Vitality, Community Planning
	and Character, Environment and
	Conservation, Utilities, Parks and Open
	Space, Sense of Community, Safe
	Community, Community Services and
	Facilities, Trust in Government
Initiate General Plan Update: Introduce new pertinent elements (e.g., economic development, community	Housing, Transportation and Mobility,
services, etc.)	Economic Vitality, Community Planning
	and Character, Environment and
	Conservation, Utilities, Parks and Open
	Space, Sense of Community, Safe
	Community, Community Services and
	Facilities, Trust in Government
Incorporate Long Range Budget Planning Program in the General Plan	Housing, Transportation and Mobility,
	Economic Vitality, Community Planning
	and Character, Environment and
	Conservation, Utilities, Parks and Open
	Space, Sense of Community, Safe
	Community, Community Services and
	Facilities, Trust in Government
Complete Historic Districting applications	Housing, Community Planning and
	Character, Sense of Community, Trust in
Company of the compan	Government
Complete city-wide Craftsman Home Survey	Housing, Community Planning and
	Character, Sense of Community, Trust in
	Government

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Account Summary						
<u>Financial</u>						
Salaries & Benefits	536,560	577,833	258,131	516,262	602,953	641,895
Maintenance & Operation	68,603	69,566	23,957	69,566	63,005	63,005
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	_	-	-
Total	\$ 605,163	\$ 647,399	\$ 282,088	\$ 585,828	665,958	704,900

# Personnel Classification Detail

	Actual 2005-2006	Budget 2006-07	Estimated 2006-2007	Prior Est. 2007-2008	Budget 2007-08
Director of Planning	1.00	1.00	1.00	1.00	1.00
Executive Secretary (Steno)	1.00	2.00	2.00	2.00	2.00
Mobility/Transportation Planner	0.00	0.00	0.00	0.00	1.00
Office Services Specialist I	1.00	0.00	0.00	0.00	1.00
Office Services Specialist II	1.00	0.00	0.00	0.00	0.00
Office Services Secretary (Steno)	1.00	0.00	0.00	0.00	0.00
Office Services Supervisor (Steno)	1.00	1.00	1.00	1.00	1.00
Senior Office Specialist	0.00	2.00	2.00	2.00	1.00
Senior Office Services Specialist	0.00	0.00	0.00	0.00	1.00
TOTAL	6.00	6.00	6.00	6.00	8.00

		Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
45050	Periodicals & Newspapers	80	250	130	250	250	250
45100	Books	49	300	-	300	300	300
45150	Furniture & Equipment	1,127	-	-	-	-	-
45170	Computer Hardware	4,263	-	-	-	-	-
45250	Office Supplies	19,241	18,000	6,927	18,000	18,000	18,000
45350	General Supplies	-	10,000	-	10,000	10,000	10,000
45450	Printing & Graphics	300	-	-	-	-	-
46900	Business Meetings	288	600	610	600	600	600
47000	Miscellaneous	471	-	(0)	<del>.</del>	-	
	Τ	otal \$ 68,603	\$ 69,566	\$ 23,957	\$ 69,566	63,005	63,005

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Account Summary						
<u>Financial</u>						
Salaries & Benefits	1,000,662	1,577,127	763,069	1,526,138	1,657,244	1,657,244
Maintenance & Operation	43,064	40,298	25,496	49,080	40,298	50,048
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Tota	1 \$ 1,043,726	\$ 1,617,425	\$ 788,565	\$ 1,575,217	1,697,542	1,707,292

		Budget	Budget	Estimated	Prior Est.	Budget
		2005-2006	2006-07	2006-2007	2007-2008	2007-08
Planner		6.50	5.00	5.00	5.00	4.00
Planning Assistant		0.00	2.00	2.00	2.00	3.00
Planning Associate		1.00	2.00	2.00	2.00	1.00
Principal Planner		3.00	3.00	3.00	3.00	3.00
Senior Planner		0.00	2.00	2.00	2.00	3.00
Zoning Administrator		1.00	1.00	1.00	1.00	1.00
	TOTAL	11.50	15.00	15.00	15.00	15.00

		Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries	& Benefits						
41100	Salaries	821,694	1,286,859	604,342	1,208,685	1,358,129	1,358,129
41200	Overtime	268	-	215	429	-	-
41300	Hourly Wages	17,291	22,525	14,903	29,806	23,201	23,201
41600	Compensated Absences	13,009	21,877	11,132	22,264	22,533	22,533
41700	Other Benefits	4,142	4,450	158	317	4,450	4,450
41800	Life Insurance	2,459	3,535	1,469	2,937	3,641	3,641
41900	Disability Insurance	5,794	10,128	3,841	7,682	10,432	10,432
42000	Vision Insurance	1,940	3,276	1,461	2,921	3,276	3,276
42100	Medical Insurance	43,852	55,300	38,017	76,033	56,959	56,959
42200	Dental Insurance	5,115	6,200	3,900	7,801	6,386	6,386
42300	Unemployment Insurance	792	1,310	619	1,239	1,349	1,349
42400	Compensation Insurance	13,056	7,562	10,445	20,890	8,160	8,160
42500	Medicare	10,055	16,542	8,188	16,376	17,038	17,038
42600	Social Security/PARS	115	-	-	-	-	-
42700	PERS Retirement	61,081	137,563	64,379	128,758	141,690	141,690
	Tot	\$ 1,000,662	\$ 1,577,127	\$ 763,069	\$ 1,526,138	1,657,244	1,657,244
Mainter	nance & Operation Detail						
42800	Auto Allowance	6,364	6,100	3,145	6,100	6,100	6,100
43150	City Services	2,179	· -	1,985	3,970	-	4,000
44300	Telephone	3,474	1,748	2,073	1,748	1,748	1,748
44650	Training	965		· -	· -	· •	_
44750	Insurance & Surety Bonds	28,452	31,250	18,031	36,061	31,250	37,000

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		Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
44800	Membership & Dues	1,264	1,200	256	1,200	1,200	1,200
45050	Periodicals & Newspapers	66	-	-	-	-	-
45100	Books	-	-	(40)	-	-	-
45250	Office Supplies	172	-	-	-	-	-
46900	Business Meetings	128		46	<u>-</u>	<u>-</u>	_
	Total	\$ 43,064	\$ 40,298	\$ 25,496	\$ 49,080	40,298	50,048

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	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Account Summary						
Financial						
Salaries & Benefits	392,794	-	33,793	67,586	~	-
Maintenance & Operation	6,642	-	788	1,577	-	-
Capital	-	-	-	-	-	-
Charges - Other Depts	-	-	-	-	-	-
Tota	\$ 399,436	\$ -	\$ 34,581	\$ 69,163	-	-

## Personnel Classification Detail

		Actual	Budget	Estimated	Prior Est.	Budget
		2005-2006	2006-07	2006-2007	2007-2008	2007-08
Planner		0.50	0.00	0.00	0.00	0.00
Planning Assistant		1.00	0.00	0.00	0.00	0.00
Planning Associate		3.00	0.00	0.00	0.00	0.00
Principal Planner		0.75	0.00	0.00	0.00	0.00
	TOTAL	5.25	0.00	0.00	0.00	0.00

	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salaries & Benefits						
41100 Salaries	328,182	-	27,835	55,669	-	-
41200 Overtime	69	-	-	-	-	-
41300 Hourly Wages	631	-	-	-	-	-
41600 Compensated Absences	5,058	-	462	924	-	-
41700 Other Benefits	315	-	_	-	-	-
41800 Life Insurance	747	-	53	105	-	-
41900 Disability Insurance	1,727	-	122	244	-	-
42000 Vision Insurance	627	-	52	104	-	-
42100 Medical Insurance	18,179	•	1,584	3,169	-	_
42200 Dental Insurance	1,734		155	310	-	-
42300 Unemployment Insurance	329	-	28	56	-	-
42400 Compensation Insurance	5,426	-	235	470	-	-
42500 Medicare	4,524	-	404	807	-	
42600 Social Security/PARS	15	-	-	-	-	-
42700 PERS Retirement	25,230	_	2,864	5,728	-	-
Total _	\$ 392,794	\$ -	\$ 33,793	\$ 67,586		
Maintenance & Operation Detail						
42800 Auto Allowance	58	-	-	-	-	-
44300 Telephone	993	-	315	630	-	-
44750 Insurance & Surety Bonds	5,591	-	473	946	<u>.</u>	<u>-</u>
Total _	\$ 6,642	\$ -	\$ 788	\$ 1,577		

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	Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Account Summary						
<u>Financial</u>						
Salaries & Benefits	800,533	782,052	395,608	791,217	831,105	831,105
Maintenance & Operation	83,252	63,190	14,875	63,190	29,683	29,683
Capital	-	-	-	-	-	-
Charges - Other Depts	_	-	-	-	-	-
Tota	1 \$ 883,785	\$ 845,242	\$ 410,484	\$ 854,407	860,788	860,788

# Personnel Classification Detail

		Actual 2005-2006	Budget 2006-2007	Estimated 2006-07	Prior Est. 2007-2008	Budget 2007-08
Assistant Director of Planning		0.00	1.00	1.00	1.00	1.00
Planner		3.00	3.00	3.00	3.00	2.00
Planning Services Administrator		1.00	0.00	0.00	0.00	0.00
Principal Planner		0.25	2.00	2.00	2.00	1.27
Senior Planner		1.00	1.00	1.00	1.00	1.68
	TOTAL	5.25	7.00	7.00	7.00	5.95

		Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
Salarie	s & Benefits						
41100	Salaries	605,183	514,826	302,761	605,522	555,777	555,777
41300	Hourly Wages	48,360	96,685	21,786	43,571	99,586	99,586
41600	Compensated Absences	11,117	11,302	5,494	10,987	11,641	11,641
41700	Other Benefits	1,762	2,450	1,551	3,102	2,450	2,450
41800	Life Insurance	2,449	2,234	838	1,676	2,301	2,301
41900	Disability Insurance	5,771	5,717	2,204	4,409	5,889	5,889
42000	Vision Insurance	1,971	1,932	857	1,713	1,932	1,932
42100	Medical Insurance	41,182	47,000	16,015	32,030	48,410	48,410
42200	Dental Insurance	3,385	3,700	1,415	2,830	3,811	3,811
42300	Unemployment Insurance	694	762	324	649	785	785
42400	Compensation Insurance	11,575	4,397	5,355	10,710	4,745	4,745
42500	Medicare	10,478	11,042	4,783	9,566	11,373	11,373
42600	Social Security/PARS	662	-	369	737	-	_
42700	PERS Retirement	55,944	80,005	31,858	63,715	82,405	82,405
	Total	\$ 800,533	\$ 782,052	\$ 395,608	\$ 791,217	831,105	831,105
Mainte	nance & Operation Detail						
42800	Auto Allowance	5,048	5,000	3,149	5,000	5,000	5,000
43110	Contractual Services	43,680	33,507	-	33,507	-	-
43150	City Services	7,231	7,300	2,654	7,300	7,300	7,300
44200	Advertising	2,459	4,300	•	4,300	4,300	4,300
44300	Telephone	1,598	583	967	583	583	583
44450	Postage	130	-	17	-	-	-
44550	Travel	1,026	-	-	-	-	-
44650	Training	2,908	-	1,475	-	-	-
44750	Insurance & Surety Bonds	11,926	11,000	5,517	11,000	11,000	11,000
44800	Membership & Dues	3,328	1,500	552	1,500	1,500	1,500
45050	Periodicals & Newspapers	20	-	-	-	-	-
45100	Books	71	-	(15)	-	-	-
45150	Furniture & Equipment	1,223	-	-	-	-	-

		Actual Expenditures 2005-06	Current Year Appropriation 2006-07	Year to Date Expenditure 12/31/06	Estimated Expenditures 2006-07	Prior Estimate 2007-08	Budget 2007-08
45170	Computer Hardware	-	-	178	-	-	_
45200	Maps & Blue Prints	28	~	-	-	-	_
45250	Office Supplies	1,192	-	13	-	-	-
45450	Printing & Graphics	339	-	-	-	-	-
46900	Business Meetings	1,020	-	243	-	-	-
47000	Miscellaneous	25	<u>-</u>	125	<u> </u>		
		Total \$83,252	\$ 63,190	\$ 14,875	\$ 63,190	29,683	29,683