

PLANNING COMMISSION MINUTES OF JUNE 14, 2010**Review of Proposed FY 2010-2011 Budget for Land Use Planning Program**

Trudi Ryan, Planning Officer, explained that the Planning Commission annually reviews the Planning Program portion of the proposed City budget and provides comments to City Council for consideration. Ms. Ryan said the proposed budget is similar in organization to the current budget, however it is streamlined. She said in the proposed budget, support to the commissions is included in other program activities, and the final totals do not include specific details. She said training is no longer one activity and is spread among multiple activities. She said when preparing the budget, staff was asked to be conservative. She said for Planning Commission training, staff looked at the average amount spent in that past several years and recommended that amount, which is less than budgeted for training last year. She said if all of the Planning Commissioners want to attend the conference next spring it does not mean they cannot. She told the Commission that staff is committed to look for ways to allow all commissioners to attend if they would like to.

Comm. Klein said last year the budget for Planning Commissioner's training was about \$10,000 a year. He said the proposed budget has very little detail and it is difficult to provide recommendation without knowing the actual amounts proposed. Ms. Ryan said the average attendance over several years has been three-and-a-half commissioners which is about \$5,000, and this is the amount in the proposed budget. Ms. Ryan said other similar cuts have been made to staff training. Comm. Klein said he understands that the City needs to save money, however his biggest worry is the budget is being cut when there are three new commissioners beginning their terms. He said he thinks it is in the City's best interest for all the Commissioners to be able to attend the conference each year. He said if the proposed budget does not include the full amount for all commissioners, then it is merely a verbal contract and not guaranteed. Ms. Ryan explained other areas that had to be cut in the Planning Program for the proposed budget. Comm. Klein and Ms. Ryan further discussed the City's 20-year budget style. Comm. Klein said he thinks \$1,000 a person should be budgeted for commissioner training as he does not want the number of commissioners limited, like they were in the past. He said it is difficult for him to review the proposed budget as there are not enough details.

Comm. Rowe said she agrees with Comm. Klein about the lack of details in the budget documents provided and expressed that the Planning Conference is extremely important for both new and older commissioners. She said it is difficult for her to believe that more money cannot be found in the budget to allow for the entire commission to attend the conference. Comm. Rowe discussed with Ms. Ryan the proposed staff hours. Ms. Ryan said she understands the passion of some of the Commissioners regarding the training and said if all commissioners want to go to the conference next year that she would see if she could make it happen.

Comm. Susler discussed with staff costs, products, and hours. Ms. Ryan explained different activities and how products are counted. Comm. Sulser said he heard more permit applications are coming in yet the product number seems constant, and asked if staff should be planning for more activity. Ms. Ryan said the proposed budget shows a recovery back to permit numbers from two years ago. Ms. Ryan said if there is a huge increase in permit applications and more resources are needed, a request could be presented to the City Council as a budget modification mid-year, and probably an increase in the products.

Comm. Hungerford discussed with staff the interrelationship between the permit fees and budget, and what the fees are applied to. Ms. Ryan said most of the building and planning costs are covered by the fees, and this is built into the budget. Ms. Ryan said the fee structures proposed this year will remain the same except for cost-of-living increases. She said there are some new fees for new permit types, i.e. solar facilities and technology fees. Ms. Ryan said some restructuring had been suggested for the Planning Division, however the timing seems inappropriate. Comm. Hungerford asked if the budget contains enough hours to maintain adequate staffing in the Planning Division. Ms. Ryan said there are enough hours in the budget for the current full-time staff to work a regular 40-hour week, however overtime hours have been cut back.

Chair Chang opened the public hearing.

There were no public comments.

Chair Chang closed the public hearing.

Chair Chang commented that next year he would recommend a study session regarding the budget be provided prior to the public hearing.

Comm. Klein moved that all the comments of the Planning Commission regarding the Planning Program budget be forwarded to the City Council for consideration. **Comm. Rowe** seconded the motion, "with passion".

ACTION: Comm. Klein made a motion to forward the comments of the Planning Commission regarding the Planning Program proposed budget to City Council. Comm. Rowe seconded. Motion carried 6-0, with Comm. McKenna absent.

APPEAL OPTIONS: This recommendation will be forwarded to City Council and is scheduled to be considered at the June 29, 2010 City Council meeting.