

# PLANNING AND DEVELOPMENT

## Department Description and Mission

**Mission:**

The Department of Planning and Development provides leadership to ensure Houston is a vibrant city in which to live, learn, work and play by:

- Developing plans to meet future citywide needs.
- Enhancing and protecting neighborhood character and stability.
- Providing reliable data, mapping and analysis to decision-makers.

**Department Short Term Goals:**

- Conduct sub-area transportation plan studies throughout the City that supports the Houston Complete Streets and Transportation Plan.
- Improve customer service and streamline processes.
- Pursue grant funding opportunities to supplement department activities.

**Department Long Term Goals:**

- Implement and maintain Plan Houston.
- Implement and maintain the Houston Bike Plan.
- Develop and maintain the Houston Complete Streets and Transportation Plan.
- Conduct small area planning and sub-regional mobility studies to support Plan Houston.
- Actively market the use of Foreign Trade Zones in and around the city in conjunction with the Port of Houston and The Mayor’s Office of Economic Development.

The following briefly describes the function of each section in the Planning and Development Department:

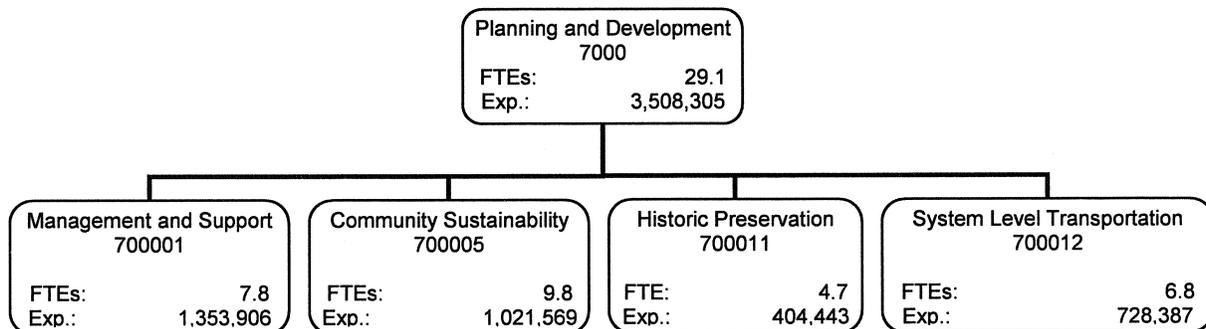
The Management and Support Services Division supports the core functions of the department by providing internal administrative, communication, financial, and managerial resources.

The Community Sustainability Division coordinates and administers programs that seek to preserve the development character of communities and works to strengthen and transform communities through civic engagement. The division is also responsible for reviewing and analyzing requests for boundary changes within the City limits and in the City’s extraterritorial jurisdiction (ETJ).

The Historic Preservation Office administers the City’s Historic Preservation Ordinance in order to preserve our community’s historic structures, neighborhoods, and archeological sites.

The Transportation Planning Division leads the City’s systems-level mobility planning. This function includes management of the City’s Complete Streets and Transportation Plan, Major Thoroughfare & Freeway Plan, Bicycle Master Plan, rail-related planning, local area studies, and external transportation funding efforts.

## Department Organization



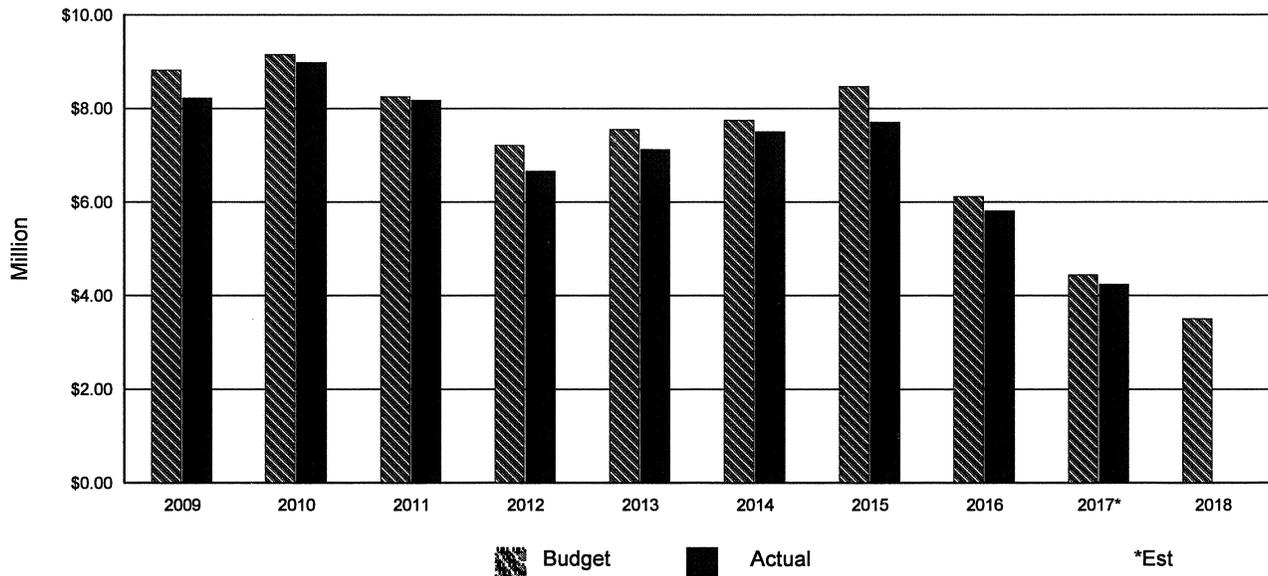
**FISCAL YEAR 2018 BUDGET**

**Business Area Budget Summary**

**Fund Name** : General Fund  
**Business Area** : Planning & Development  
**Fund No. /Bus. Area No.** : 1000 / 7000

		FY2016 Actual	FY2017 Current Budget	FY2017 Estimate	FY2018 Budget
Expenditures	Personnel Services	5,178,179	3,765,921	3,566,495	3,199,252
	Supplies	28,913	35,417	35,417	11,064
	Other Services and Charges	596,665	636,503	636,503	297,989
	Total M & O Expenditures	<u>5,803,757</u>	<u>4,437,841</u>	<u>4,238,415</u>	<u>3,508,305</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditure	<u>5,803,757</u>	<u>4,437,841</u>	<u>4,238,415</u>	<u>3,508,305</u>
Revenues		3,571,991	1,304,689	1,388,636	1,178,103
Staffing	Full-Time Equivalents - Civilian	59.5	32.5	31.4	29.1
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	<u>59.5</u>	<u>32.5</u>	<u>31.4</u>	<u>29.1</u>
	Full-Time Equivalents - Overtime	0.3	8.0	8.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o The FY2018 Budget provides funding for health benefits, pension contribution and municipal employees contractual pay increases.</li> <li>o The FY2018 Budget includes a reduction of \$392,664 for department savings initiatives.</li> <li>o Implement and maintain the Houston Bike Plan.</li> </ul>				

**Planning & Development  
Current Budget vs Actual Expenditures**



**FISCAL YEAR 2018 BUDGET**

**Business Area Performance Measures**

**Fund Name** : General Fund  
**Business Area** : Planning & Development  
**Fund No. /Bus. Area No.** : 1000 / 7000

Performance Measures	FY2016 Actual	FY2017 Budget	FY2017 Estimate	FY2018 Budget
Applications Reviewed: Annual Major Thoroughfare and Freeway Plan Amendments	N/A	75	75	75
Applications Reviewed: Historic COA, Landmark & Protected Landmark, and Historic Districts	387	500	382	382
Applications Reviewed: Special Lot Size/Building Line and Prohibited Yard Parking	69	40	41	54
Lots Protected by Special Minimum Lot Size, Building Line and Prohibited Yard Parking Programs	7,611	6,000	2,641	2,350
Number of Small Area Plans (Mobility Studies, Livable Center Studies, etc.) Coordinated	N/A	5	4	5
Expenditures Adopted Budget vs Actual Utilization	69%	98%	101%	98%
Revenues Adopted Budget vs Actual Utilization	68%	100%	106%	100%

**FISCAL YEAR 2018 BUDGET**

<b>Division Summary</b>						
<b>Fund Name : General Fund</b>						
<b>Business Area : Planning &amp; Development</b>						
<b>Fund No. /Bus Area No. : 1000 / 7000</b>						
<b>Division Description</b>	<b>FY2016 Actual</b>		<b>FY2017 Estimate</b>		<b>FY2018 Budget</b>	
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>
<b>PD - Management and Support 700001</b> Supports the core functions of the Planning Department by providing internal administrative, financial, and managerial support. The division supports the mission of the department by providing the public with access to resources and information. It also responds to the public on a timely basis while striving to ensure a high level of customer service.	13.1	1,805,212	8.0	1,833,108	7.8	1,353,906
<b>PD - GIS Services Group 700002</b> In FY2017, this division transferred to other cost centers within the Planning Department's (PD) General Fund, Central Revolving Fund and PD Special Revenue Fund.	9.8	556,810	0.0	0	0.0	0
<b>PD - Development Services Group 700003</b> In FY2017, this division transferred to other cost centers within General Fund and PD Special Revenue Fund.	20.0	1,474,784	0.0	0	0.0	0
<b>PD - Community Sustainability 700005</b> Facilitates the long-term stability of Houston through community sustainability tools. Administers ordinances as required by Chapters 28 (Prohibited Yard Parking) & 42 (Minimum Building Line/Lot Size) of the Code of Ordinances. Creates and monitors boundary changes in the City, ETJ or special districts; compiles and provides demographic information and maps; and provides outreach and education opportunities for citizens.	16.6	1,563,677	12.4	1,362,513	9.8	1,021,569
<b>PD - City Historic Preservation Program 700011</b> Maintains Houston's architectural history through preservation initiatives. Administers ordinances as required by Chapter 33 of the Code of Ordinances. Reviews applications for Certificates of Appropriateness, Landmark Designations and Protected Landmark Designations. Provides outreach and education opportunities for citizens about how to preserve architecturally significant structures in Houston.	0.0	173,162	5.0	425,876	4.7	404,443

**FISCAL YEAR 2018 BUDGET**

<b>Division Summary</b>							
<b>Fund Name : General Fund</b> <b>Business Area : Planning &amp; Development</b> <b>Fund No. /Bus Area No. : 1000 / 7000</b>							
<b>Division Description</b>	<b>FY2016 Actual</b>		<b>FY2017 Estimate</b>		<b>FY2018 Budget</b>		
	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	<b>FTEs</b>	<b>Costs \$</b>	
<b>PD - System Level Transportation Planning 700012</b> Supports long-term growth and development by developing and maintaining transportation plans, programs, and coordinating with multi-modal transportation agencies.	0.0	230,112	6.0	616,918	6.8	728,387	
<b>Total</b>	<b>59.5</b>	<b>5,803,757</b>	<b>31.4</b>	<b>4,238,415</b>	<b>29.1</b>	<b>3,508,305</b>	

---

**FISCAL YEAR 2018 BUDGET**

---

**Business Area Revenues Summary**

---

**Fund Name** : **General Fund**  
**Business Area** : **Planning & Development**  
**Fund No./Bus. Area No.** : **1000 / 7000**

---

<b>Category</b>	<b>FY2016 Actual</b>	<b>FY2017 Current Budget</b>	<b>FY2017 Estimate</b>	<b>FY2018 Budget</b>
Licenses and Permits	74,346	0	6,346	10,000
Charges for Services	2,893,019	450	0	0
Direct Interfund Services	582,821	1,303,139	1,292,441	1,148,295
Other Fines and Forfeits	0	50	0	0
Miscellaneous/Other	21,805	1,050	89,849	19,808
<b>Grand Total Revenues</b>	<b><u>3,571,991</u></b>	<b><u>1,304,689</u></b>	<b><u>1,388,636</u></b>	<b><u>1,178,103</u></b>