



**City Council Hearing  
Item 3.F**

**Community Development  
Department Assistant  
Director**

**May 4, 2021**

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**Assistant/Deputy Directors Citywide**

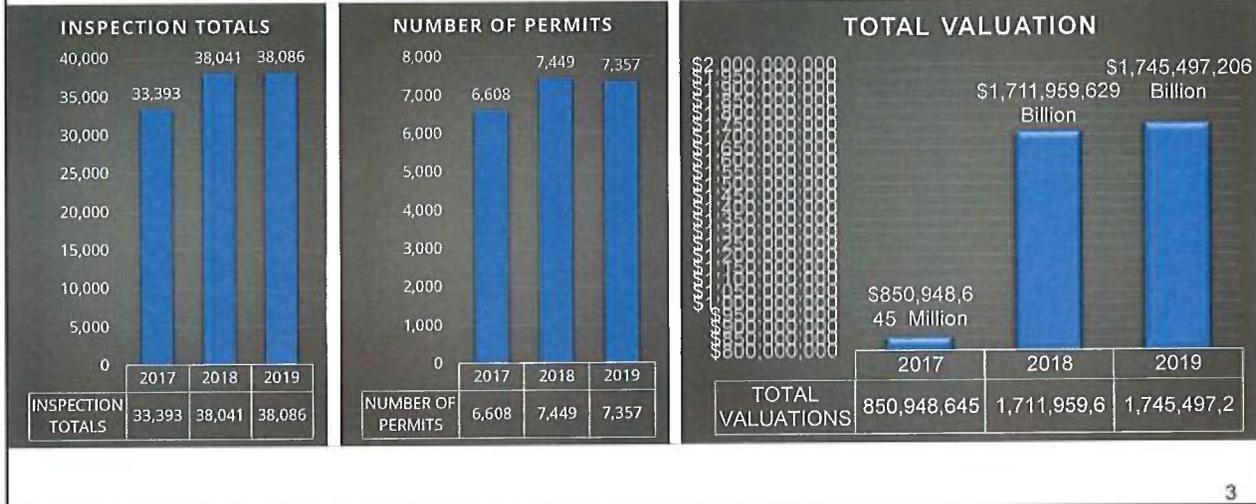
Department	Assistant Director/Deputy Director (or similar position)
City Manager's Office	Yes
City Attorney	Yes
Finance	Yes
Fire	Yes
Human Resources	Yes
Library	Yes
Parks & Recreation	Yes
Police	Yes
Public Works	Yes
Silicon Valley Power	Yes
Water & Sewer	Yes
Community Development	No
Information Technology	No

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## Building Program Activity



## CDD Management/Administrative Activity

- Permit Tracking System Upgrade (prior upgrade 2000)
- Zoning Code Comprehensive Update (prior update 1969)
- Specific Plans / Precise Plans
  - 2000-2015: Downtown, Santa Clara Station Area
  - 2015 – 2021: Lawrence Station, Tasman East, El Camino Real, Downtown, Patrick Henry, Freedom Circle
- Climate Action Plan Update
- Building Reach Code
- 2020 Census Redistricting Process
- 2023 – 2031 Housing Element Update



## Community Development Staffing

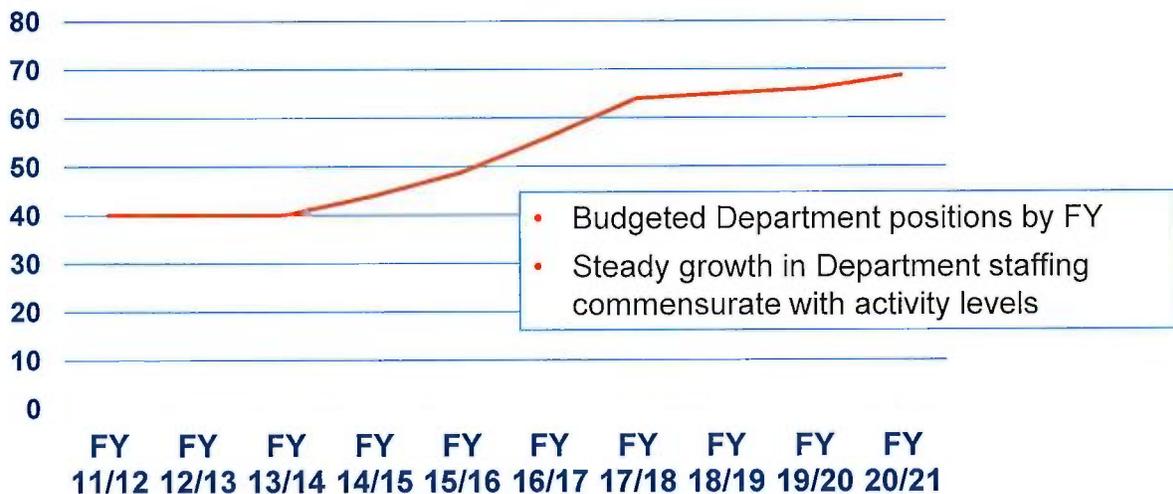
<b>Budgeted FTE's</b>	<b>67.00</b>
Filled	52.00
Vacant	15.00
Vacancy Rate	22.4%
# of Recruitments in Progress	6.00

Notes:

- Actual Budgeted FTE's = 68.75 (1.75 FTEs frozen, Council approved)
- Data as of April 21, 2021



## Community Development Staffing





## **Recommendation**

- Approve addition of Assistant Director position
  - Responds to increased Department activity levels in all three Divisions
  - Aligns with other City Departments
  - Supports increased staffing at all levels within the organization
  - Provides needed administrative/management support
- Funding Source: Development Fees