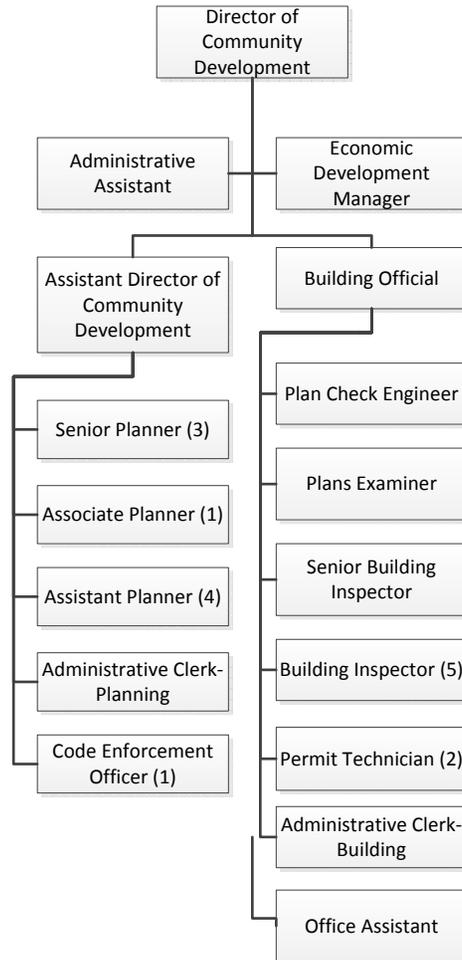




CUPERTINO





Planning and Community Development

	Final Adopted 2016-17
Page Administration	\$ 240,545
GI Org	
446 100-70-700 Planning Administration	240,545
Planning/Economic Development	\$ 5,625,620
GI Org	
450 100-71-701 Current Planning	4,665,943
455 100-71-702 Mid and Long Range Planning	825,558
462 100-71-704 Annexations	10,837
465 100-71-705 Economic Development	123,282
Housing Services	\$ 4,548,933
GI Org	
469 260-72-707 CDBG General Administration	63,768
473 260-72-709 CDBG Program - Capital Grants	284,484
476 260-72-710 CDBG Public Service Grants	47,188
478 265-72-711 Affordable Housing - BMR	4,111,583
482 100-72-712 Human Services Grants	41,910
Building	\$ 4,365,248
GI Org	
485 100-73-713 General Building	758,945
489 100-73-714 Construction Plan Checking	1,484,289
494 100-73-715 Building Code Enforcement	1,845,840
499 100-73-718 Muni Code Enforcement	276,174
TOTAL PLANNING AND COMMUNITY DEVELOPMENT	\$ 14,780,346

Division Summary

Community Development- Summary

Community Development - Summary

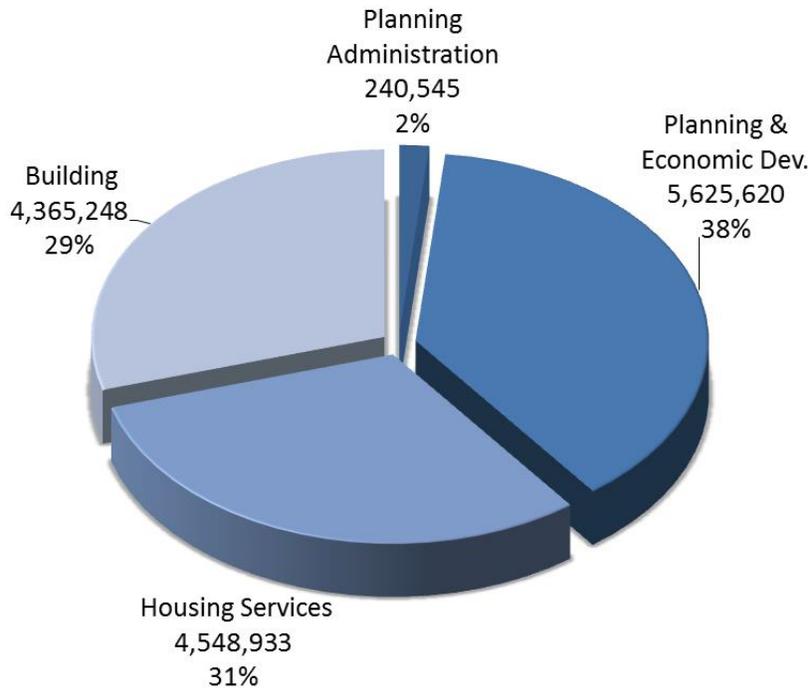
Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	15,113,279
Licenses and Permits	26,773.75	685,917	2,855,000	2,475,000
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	190,865	306,547	314,590
Charges for Services	-	7,392,135	2,931,338	4,205,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	208,105	247,300
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 6,300,990	\$ 22,355,169
<u>Expenditures</u>				
Employee Compensation	2,211,516	2,457,586	3,019,762	3,073,142
Employee Benefits	858,501	926,864	1,177,688	1,188,909
Materials	247,341	390,650	425,903	496,605
Contract Services	414,820	434,357	1,359,876	4,331,556
Cost Allocation	443,986	898,797	786,835	1,891,512
Capital Outlay	639,486	116,491	40,000	247,300
Special Projects	4,256,965	4,694,682	7,366,053	3,444,221
Appropriations for Contingency	-	7,264	132,237	107,101
TOTAL EXPENDITURES	\$ 9,072,615	\$ 9,926,690	\$ 14,308,354	\$ 14,780,346
Fund Balance	-	-	(1,242,405)	10,921,696
General Fund Costs	\$ 9,072,615	\$ 9,926,690	\$ 9,249,769	\$ 3,346,873

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$14,780,346 for the Community Development Department. This represents an increase of \$471,992 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to changes to the City's Cost Allocation Plan (CAP) as part of a study conducted by Matrix in the FY16 and increased contract services.

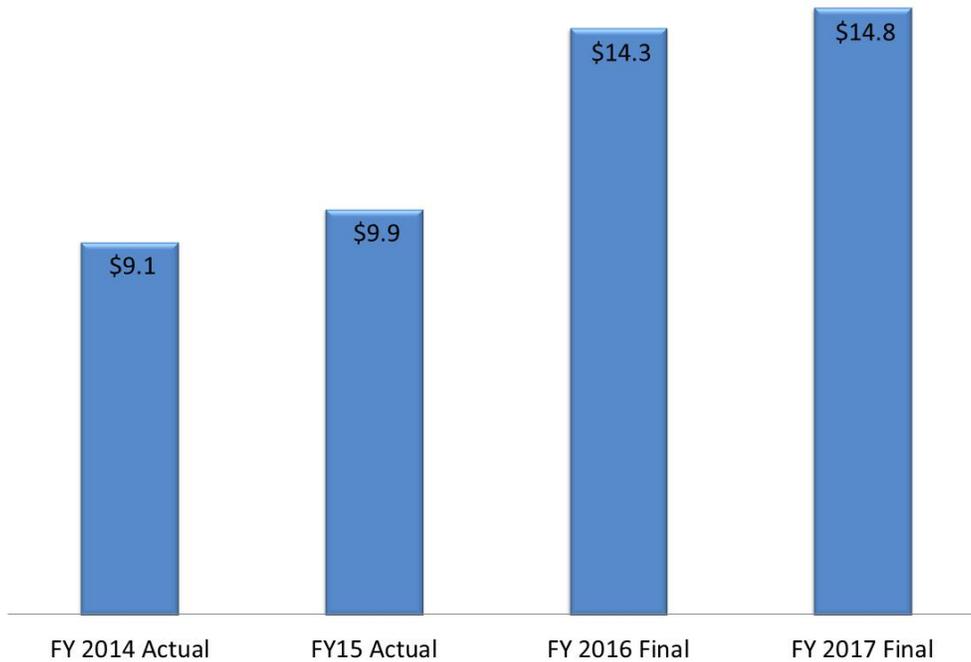
This budget is funded from \$22,355,169 in estimated department revenue, and a \$3,346,873 contribution from the General Fund. Special revenue funds within this department are projected to increase their fund balances by \$10,921,696.

Adopted Expenditures Fiscal Year 2016-17



4 Year Expenditure History

In Millions





PUBLIC RESOURCES

Other Protection

COMMUNITY DEVELOPMENT

Aarti Shrivastava, Director

BUDGET AT A GLANCE

Total Revenue	\$ 22,355,169
Total Expenditures	14,780,346
Fund Balance	(10,921,696)
<hr/>	
General Fund Costs	\$ 3,346,873
Total Staffing	28.35
% Funded by the General Fund	22.6%

KEY PERFORMANCE MEASURES BY DEPARTMENT

GOAL: Review and guide development activity to ensure compliance with relevant codes and policies and alignment with community values to promote and enhance Cupertino's communitywide quality of life.

Enabled by...

Online building & planning information and records that can be easily accessed.

Mission	Measure	2015	2016 Target	2017 Target	Ongoing Target
	Cost recovery achieved for fee-related expenses		96%		96%
	Dedicated records position		.5FTE		.5FTE
	Disclosable records can be researched online		75%		100%
	Non-disclosable records requests are completed within 10 business days		90%		100%
	Walk-in customers are helped within 15 minutes		90%		100%
	Building permit applications reviewed over-the-counter (OTC) or by appointment plan		80%		80%

Enabled by...

Enhanced customer service to increase counter efficiency and expand online services.

So that...

Cupertino is a thriving City to live, work, learn and play.



check (APC)				
Submitted building permit applications reviewed within 10 business days; 15 business days for major projects		90%		100%
Requested inspections performed within one business day		90%		90%
Inspection requests submitted online		75%		90%
Phone and email inquiries answered within one business day		100%		100%
Planning application review complete in 30 days		100%		100%
Project applicants sent survey at project approval/final		100%		100%



PUBLIC RESOURCES

Other Protection

**ADMINISTRATION-
PLANNING ADMINISTRATION**
Budget Unit 100-70-700
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	240,545
Fund Balance	-
<hr/>	
General Fund Costs	\$ 240,545
Total Staffing	0.55
% Funded by the General Fund	100.0%

PROGRAM OVERVIEW

The administration and management of general office and oversight functions for the Planning Department.

SERVICE OBJECTIVES

- Coordinate and direct general office affairs related to planning functions.
- Manage professional and administrative staff.
- Prepare and implement the department budget.
- Coordinate as necessary with other departments in the City.
- Review and evaluate City and department goals and objectives.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$240,545 for Planning Administration. This represents a decrease of \$33,845 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to a decrease in staff allocation to this program.

This budget is funded from a \$240,545 contribution from the General Fund.

The following table details revenue, expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

Community Development - Administration

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	167,441	147,221	156,211	91,358
Employee Benefits	60,904	50,123	59,364	34,131
Materials	8,308	12,359	13,590	15,755
Contract Services	4,282	1,562	30,219	30,219
Cost Allocation	17,357	10,620	10,625	65,577
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	4,381	3,505
TOTAL EXPENDITURES	\$ 258,293	\$ 221,885	\$ 274,390	\$ 240,545
Fund Balance	-	-	-	-
General Fund Costs	\$ 258,293	\$ 221,885	\$ 274,390	\$ 240,545

STAFFING

Total current authorized positions – .90

Recommend a reallocation resulting in a decrease of 0.35 to the current level of staffing.

Total authorized positions – .55

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
700 Administration				
05 - Employee compensation				
500.501 - Salaries Full Time	162,021	143,074	146,955	83,001
500.502 - Salaries Part Time	0	0	0	0
500.503 - Excess Med Pay			0	0
500.505 - Overtime	1,820	907	7,200	7,200
500.506 - Car Allowance	3,600	3,240	1,680	900
500.507 - Taxable Life Premium		0	376	257
500.510 - Employee Agency Serv				0
500.512 - Vacancy Salary Savings	0	0	0	0
05 - Employee compensation Total	167,441	147,221	156,211	91,358
10 - Employee benefits				
501.500 - Retirement System	42,255	37,146	41,731	22,491
501.502 - Pers 1959 Surv Empr	75	21	25	0
501.504 - Employee Benefits	0	0	393	0
501.505 - Health Insurance	11,403	5,912	7,798	4,849
501.506 - Dental Insurance	1,333	885	860	526
501.507 - Medicare	2,413	2,223	2,110	1,197
501.508 - Life Insurance	909	654	596	353
501.509 - Long Term Disability	666	547	958	546
501.510 - Workers Compensation	968	972	2,972	2,972
501.511 - Vision Insurance	255	169	161	99
501.516 - Hra City Contribution	627	1,594	1,760	1,098
10 - Employee benefits Total	60,904	50,123	59,364	34,131
15 - Materials				
600.601 - General Office Supplies	1,563	1,147	1,300	1,300
600.605 - Meeting Expenses	1,508	2,329	4,255	4,255
600.608 - Small Tools and Equipment	41	2,333	0	1,365
600.613 - General Supplies	934	800	1,000	1,000
600.618 - Utilities and Phone	0	210	1,035	0
600.629 - Conference and Meeting	3,075	4,790	5,800	6,600
600.632 - Mileage Reimbursement			200	200
600.642 - Telephone and Data Services	1,187	750	0	1,035
15 - Materials Total	8,308	12,359	13,590	15,755
20 - Contract services				
700.701 - Training and Instruction	1,143	-238	1,600	1,600
700.702 - General Service Agreement	0	545	12,250	12,250
700.703 - Maintenance of Equipment	3,140	1,255	16,369	16,369
20 - Contract services Total	4,282	1,562	30,219	30,219
25 - Cost allocation				
800.802 - IT Reimbursement	15,400	9,372	9,377	16,416
800.804 - Web Site Reimbursement	1,957	1,248	1,248	0
800.805 - CC CAP Allocation				3,455
800.806 - CM CAP Allocation				913
800.809 - City Clerk CAP Alloc				20,455
800.814 - Finance CAP Alloc				8,944
800.815 - Human resources CAP Alloc				6,548

800.817 - Community Hall/Quinlan CAP				1,307
800.820 - Grounds Maintenance CAP				616
800.821 - Building Maintenance CAP				6,923
25 - Cost allocation Total	17,357	10,620	10,625	65,577
31 - Special projects				
900.995 - Special Projects - CDD			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	4,381	3,505
35 - Contingencies Total	0	0	4,381	3,505
700 Administration Total	258,293	221,885	274,390	240,545

City of Cupertino
Fiscal Year 2016-2017

PUBLIC RESOURCES

Other Protection

CURRENT PLANNING

Budget Unit 100-71-701

General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 3,042,300
Total Expenditures	4,665,943
Fund Balance	-
<hr/>	
General Fund Costs	\$ 1,623,643
Total Staffing	8.20
% Funded by the General Fund	34.8%

PROGRAM OVERVIEW

The current planning program serves to review projects and implement City ordinances and the General Plan goals/objectives through the permitting process.

SERVICE OBJECTIVES

- Maintain a high level of customer service.
- Provide assistance at the public counter, over the telephone, or via email.
- Implement the City's General Plan and Zoning Ordinance.
- Evaluate Planning applications for consistency with City ordinance, General Plan goals and applicable State and Federal regulations.
- Coordinate internal review of Planning applications with other City departments.
- Conduct environmental review of projects in compliance with California Environmental Quality Act (CEQA) and applicable regional, State and Federal regulations.
- Provide technical analysis and recommendations to the Council, Planning Commission and Design Review Committee.
- Administer the review of projects including finalizing building permits related to Planning requirements.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$4,665,943 for Current Planning. This represents an increase of \$478,769 from the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to changes to the City's Cost Allocation Plan (CAP) and special projects.

This budget is funded from \$3,042,300, in estimated department revenue and a \$1,623,643 contribution from the General Fund.

SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Apple 2 Phase 2	\$2,126,800	\$2,126,800	Pass Through Revenues*	Apple 2 Phase 2
Planning records project	\$80,000	\$0	General Fund	Records archiving & conversion to digital

*Cost recovered

The following table details revenue, expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

Community Development - Current Planning

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	4,786,439	1,000,000	2,795,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	247,300
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 4,786,439	\$ 1,000,000	\$ 3,042,300
<u>Expenditures</u>				
Employee Compensation	658,841	660,094	781,466	941,579
Employee Benefits	248,324	223,512	279,314	346,161
Materials	12,078	14,882	18,490	32,730
Contract Services	27,649	29,886	285,948	212,548
Cost Allocation	100,583	105,528	114,702	654,469
Capital Outlay	-	-	-	247,300
Special Projects	370,486	807,347	2,676,810	2,206,800
Appropriations for Contingency	-	6,642	30,444	24,356
TOTAL EXPENDITURES	\$ 1,417,961	\$ 1,847,892	\$ 4,187,174	\$ 4,665,943
Fund Balance	-	-	-	-
General Fund Costs	\$ 1,417,961	\$ (2,938,548)	\$ 3,187,174	\$ 1,623,643

STAFFING

Total current authorized positions – 6.35

Recommend a reallocation resulting in an increase of 1.85 to the current level of staffing.

Total authorized positions – 8.2

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
701 Current Planning				
05 - Employee compensation				
500.501 - Salaries Full Time	607,045	549,627	651,601	812,505
500.502 - Salaries Part Time	5,401	70,381	75,000	75,000
500.503 - Excess Med Pay	621	210	1,362	0
500.505 - Overtime	45,774	39,711	48,800	48,800
500.506 - Car Allowance		166	840	828
500.507 - Taxable Life Premium		0	1,613	2,196
500.510 - Employee Agency Serv		0	0	0
500.512 - Vacancy Salary Savings	0	0	0	0
500.513 - Sick Leave			2,250	2,250
05 - Employee compensation Total	658,841	660,094	781,466	941,579
10 - Employee benefits				
501.500 - Retirement System	155,373	140,853	172,154	213,369
501.502 - Pers 1959 Surv Empr	321	241	107	0
501.504 - Employee Benefits	0	0	228	0
501.505 - Health Insurance	56,548	43,324	54,352	70,207
501.506 - Dental Insurance	6,141	5,313	5,995	7,687
501.507 - Medicare	9,948	10,517	9,355	11,723
501.508 - Life Insurance	4,342	3,718	4,304	5,314
501.509 - Long Term Disability	3,202	3,194	4,486	5,612
501.510 - Workers Compensation	5,362	5,364	14,774	14,774
501.511 - Vision Insurance	1,173	1,015	1,138	1,445
501.516 - Hra City Contribution	5,914	9,973	12,421	16,030
10 - Employee benefits Total	248,324	223,512	279,314	346,161
15 - Materials				
600.601 - General Office Supplies	4,028	5,324	7,200	7,200
600.602 - Printing and Duplication	-2,373	-614	0	0
600.603 - Maps, Blueprints, Etc.	0	0	0	0
600.608 - Small Tools and Equipment	2,092	2,096	0	10,500
600.613 - General Supplies	2,012	634	2,000	2,000
600.618 - Utilities and Phone	0	90	360	0
600.629 - Conference and Meeting	3,457	5,145	8,800	8,800
600.632 - Mileage Reimbursement	276	199	130	130
600.642 - Telephone and Data Services	2,586	2,009	0	4,100
15 - Materials Total	12,078	14,882	18,490	32,730
20 - Contract services				
700.701 - Training and Instruction	166	5,207	5,600	5,600
700.702 - General Service Agreement	22,135	18,013	275,000	201,600
700.703 - Maintenance of Equipment	5,348	6,667	5,348	5,348
20 - Contract services Total	27,649	29,886	285,948	212,548
25 - Cost allocation				
800.801 - Equipment Reimbursement			9,180	0
800.802 - IT Reimbursement	76,471	73,968	73,972	115,054
800.803 - City Channel Reimb	14,906	21,708	21,702	0
800.804 - Web Site Reimbursement	9,206	9,852	9,848	0
800.805 - CC CAP Allocation				33,312
800.806 - CM CAP Allocation				78,918
800.809 - City Clerk CAP Alloc				46,489

800.810 - City Attorney CAP Alloc				204,082
800.814 - Finance CAP Alloc				24,556
800.815 - Human resources CAP Alloc				78,039
800.817 - Community Hall/Quinlan CAP				13,109
800.820 - Grounds Maintenance CAP				4,774
800.821 - Building Maintenance CAP				56,136
25 - Cost allocation Total	100,583	105,528	114,702	654,469
31 - Special projects				
900.923 - Apple Campus 2	370,486	700,401	240,000	2,126,800
900.929 - Rosebowl		0	0	0
900.930 - Main Street		0	111,000	0
900.995 - Special Projects - CDD		106,946	2,325,810	80,000
31 - Special projects Total	370,486	807,347	2,676,810	2,206,800
35 - Contingencies				
719.705 - Contingencies	0	6,642	30,444	24,356
35 - Contingencies Total	0	6,642	30,444	24,356
50 - Other financing uses				
701.701 - Refundable Deposit Expense			0	247,300
50 - Other financing uses Total			0	247,300
701 Current Planning Total	1,417,961	1,847,892	4,187,174	4,665,943



CUPERTINO

PUBLIC RESOURCES

Other Protection

MID AND LONG RANGE PLANNING

Budget Unit 100-71-702

General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		825,558
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 825,558
Total Staffing		2.60
% Funded by the General Fund		100.0%

PROGRAM OVERVIEW

The long range planning programs assists the community in preparing, reviewing and amending documents including the General Plan, Specific Plans, conceptual plans, the Municipal Code, including the Zoning Ordinance. Additionally, the program anticipates and evaluates trends, and develops strategies and plans to help the City address change.

SERVICE OBJECTIVES

- Review and amend the City's General Plan, Housing Element, and Municipal Code, including the Zoning Ordinance, Specific, Conceptual and Master Plans.
- Ensure that City processes and regulations are in compliance with State and Federal regulations.
- Review and implement policies in the General Plan, Housing Element, Zoning Ordinance, Specific, Conceptual and Master Plans.
- Coordinate with various regional, State and Federal agencies on projects.
- Facilitate the planning and implementation of the City Councils annual community development goals and objectives.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$825,558 for Mid and Long Range Planning. This represents a decrease of \$1,527,585 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to the suspension of development projects and the completion of the General Plan Amendment.

This budget is funded entirely from the General Fund.

The following table details revenue, expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

Community Development - Mid and Long Range Planning

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	32,290	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 32,290	\$ -
<i>Expenditures</i>				
Employee Compensation	154,722	229,362	276,506	300,821
Employee Benefits	50,568	81,612	105,130	115,921
Materials	1,732	6,340	3,600	8,435
Contract Services	1,802	6,018	46,100	51,800
Cost Allocation	26,204	39,876	39,887	194,605
Capital Outlay	-	-	-	-
Special Projects	987,087	733,659	1,876,950	150,000
Appropriations for Contingency	-	-	4,970	3,976
TOTAL EXPENDITURES	\$ 1,222,115	\$ 1,096,867	\$ 2,353,143	\$ 825,558
Fund Balance	-	-	-	-
General Fund Costs	\$ 1,222,115	\$ 1,096,867	\$ 2,320,853	\$ 825,558

STAFFING

Total current authorized positions – 2.25

Recommend a reallocation resulting in an increase of 0.35 to the current level of staffing.

Total authorized positions – 2.60

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
702 Mid Long Term Planning				
05 - Employee compensation				
500.501 - Salaries Full Time	139,681	215,317	259,014	283,337
500.502 - Salaries Part Time	11,879	678	0	0
500.503 - Excess Med Pay		11	0	0
500.505 - Overtime	3,162	13,190	16,000	16,000
500.506 - Car Allowance		166	840	720
500.507 - Taxable Life Premium		0	652	764
500.510 - Employee Agency Serv			0	0
500.512 - Vacancy Salary Savings	0	0	0	0
05 - Employee compensation Total	154,722	229,362	276,506	300,821
10 - Employee benefits				
501.500 - Retirement System	35,749	55,987	69,667	75,119
501.502 - Pers 1959 Surv Empr	59	61	20	0
501.505 - Health Insurance	8,534	13,765	19,328	22,712
501.506 - Dental Insurance	1,008	1,740	2,132	2,484
501.507 - Medicare	2,397	3,501	3,719	4,089
501.508 - Life Insurance	716	1,269	1,504	1,722
501.509 - Long Term Disability	533	1,102	1,754	1,938
501.510 - Workers Compensation	707	708	2,202	2,202
501.511 - Vision Insurance	193	333	403	468
501.516 - Hra City Contribution	672	3,147	4,401	5,187
10 - Employee benefits Total	50,568	81,612	105,130	115,921
15 - Materials				
600.601 - General Office Supplies	932	1,345	1,000	1,000
600.608 - Small Tools and Equipment	0	1,400	0	4,035
600.613 - General Supplies	115	1,075	400	400
600.618 - Utilities and Phone	0	0	0	0
600.621 - Calrecylce City Payment Prgm Adm	0	0	0	0
600.629 - Conference and Meeting	114	2,100	2,200	2,200
600.632 - Mileage Reimbursement			0	0
600.642 - Telephone and Data Services	571	420	0	800
15 - Materials Total	1,732	6,340	3,600	8,435
20 - Contract services				
700.701 - Training and Instruction	0	1,000	1,400	1,400
700.702 - General Service Agreement	1,030	4,179	44,700	50,400
700.703 - Maintenance of Equipment	772	839	0	0
20 - Contract services Total	1,802	6,018	46,100	51,800
25 - Cost allocation				
800.802 - IT Reimbursement	10,084	20,832	20,837	53,239
800.803 - City Channel Reimb	14,906	16,272	16,276	0
800.804 - Web Site Reimbursement	1,214	2,772	2,774	0
800.805 - CC CAP Allocation				15,253
800.806 - CM CAP Allocation				74,061

800.809 - City Clerk CAP Alloc				487
800.814 - Finance CAP Alloc				16,347
800.815 - Human resources CAP Alloc				16,369
800.820 - Grounds Maintenance CAP				1,541
800.821 - Building Maintenance CAP				17,308
25 - Cost allocation Total	26,204	39,876	39,887	194,605
31 - Special projects				
900.924 - GPA Project	794,067	559,512	0	0
900.925 - Tree Ordinance	36,471	15,088	0	0
900.926 - Housing Element	149,394	129,570	0	0
900.931 - N. DeAnza	0	0	0	0
900.932 - Parking Ordinance		0	71,950	0
900.939 - Vallco		0	1,045,500	0
900.940 - Oaks		0	469,000	0
900.942 - Heart Of The City		0	0	0
900.943 - Climate Action Plan	7,155	29,490	0	0
900.995 - Special Projects - CDD			290,500	150,000
31 - Special projects Total	987,087	733,659	1,876,950	150,000
35 - Contingencies				
719.705 - Contingencies	0	0	4,970	3,976
35 - Contingencies Total	0	0	4,970	3,976
702 Mid Long Term Planning Total	1,222,115	1,096,867	2,353,143	825,558



PUBLIC RESOURCES

Public Ways

**PLANNING/RDA SUCCESSOR AGENCY-
SUCCESSOR AGENCY**

Budget Unit 100-71-703

General Fund

PROGRAM OVERVIEW

In Fiscal Year 2013-2014 this program was completed. Prior year actual costs are included to provide historical costs. Once all prior year actuals are \$0 this program will be removed from the budget.

Community Development - RDA

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	121	-	-	-
Materials	-	-	-	-
Contract Services	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	623,607	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
TOTAL EXPENDITURES	\$ 623,728	\$ -	\$ -	\$ -
Fund Balance	-	-	-	-
General Fund Costs	\$ 623,728	\$ -	\$ -	\$ -

STAFFING

There is no staffing associated with this program.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
703 RDA/Housing				
05 - Employee compensation				
05 - Employee compensation Total	0	0	0	0
10 - Employee benefits				
501.500 - Retirement System	0	0	0	0
501.502 - Pers 1959 Surv Empr	0	0	0	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	79	0	0	0
501.506 - Dental Insurance	8	0	0	0
501.507 - Medicare	23	0	0	0
501.508 - Life Insurance	7	0	0	0
501.509 - Long Term Disability	2	0	0	0
501.510 - Workers Compensation	0	0	0	0
501.511 - Vision Insurance	2	0	0	0
501.516 - Hra City Contribution		0	0	0
10 - Employee benefits Total	121	0	0	0
15 - Materials				
20 - Contract services Total	0	0	0	0
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0	0	0	0
900.905 - Facility Improvements	623,607	0	0	0
30 - Capital outlays Total	623,607	0	0	0
31 - Special projects Total			0	0
703 RDA/Housing Total	623,728	0	0	0

City of Cupertino
Fiscal Year 2016-2017

PUBLIC RESOURCES

Other Protection

**ADMINISTRATION-
ANNEXATIONS**
Budget Unit 100-71-704
General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	-
Total Expenditures		10,837
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 10,837
Total Staffing		-
	% Funded by the General Fund	100%

PROGRAM OVERVIEW

This was a new program in FY 2014-15 created to account for annexations of property into/out of City limits.

SERVICE OBJECTIVES

- Identify and process annexations

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$10,837 for Annexations. This represents a decrease of \$126,663 under the FY 2015-16 Final Adopted Budget. The decrease is attributed to the carry-over of the annexation budget from FY 2015-16.

This budget is funded entirely from the General Fund.

The following table details revenue, expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

Community Development - Annexations

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	125,000	-
Cost Allocation	-	-	-	837
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	12,500	10,000
TOTAL EXPENDITURES	\$ -	\$ -	\$ 137,500	\$ 10,837
Fund Balance	-	-	-	-
General Fund Costs	\$ -	\$ -	\$ 137,500	\$ 10,837

STAFFING

There is no staffing associated with this program.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
704 Annexations				
20 - Contract services				
700.702 - General Service Agreement	0	0	125,000	0
20 - Contract services Total	0	0	125,000	0
25 - Cost allocation				
800.805 - CC CAP Allocation				546
800.806 - CM CAP Allocation				164
800.814 - Finance CAP Alloc				127
800.815 - Human resources CAP Alloc				0
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total				837
31 - Special projects				
900.995 - Special Projects - CDD			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	12,500	10,000
35 - Contingencies Total	0	0	12,500	10,000
704 Annexations Total	0	0	137,500	10,837



PUBLIC RESOURCES

Other Protection

**PLANNING/ECONOMIC
DEVELOPMENT-
ECONOMIC DEVELOPMENT**

Budget Unit 100-71-705
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	123,282
Fund Balance	-
<hr/>	
General Fund Costs	\$ 123,282
Total Staffing	1.00
% Funded by the General Fund	100.0%

PROGRAM OVERVIEW

In Fiscal Year 2013-141 this program was transferred to Administration. The Division will be transferred back to the Community Development Department this fiscal year to allow for greater alignment and collaboration with relevant citywide planning and development activities.

The following table details revenue, expenditures, changes in fund balance and General Fund costs by category for the three prior fiscal years and the Final Adopted Budget for the current fiscal year: Due to the Division’s transfer from Administration, only the budget for this fiscal year and the 2012 - 2013 actuals can be previewed in the table below. An expanded view of the Division’s expenditures can be found in the 4-year program detail table in the subsequent section.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$123,282 for Economic Development. This represents a decrease of \$119,894 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to the completion of the Economic Development Strategic Plan special project.

This budget is funded entirely from the General Fund.

STAFFING

Total current authorized positions – 1.0

There are no recommended changes to staffing.

Total authorized positions – 1.0

Community Development - Economic Development

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	-	517	61,800	61,800
Employee Benefits	-	135	2,135	2,135
Materials	-	-	40,150	45,150
Contract Services	-	-	108,000	-
Cost Allocation	-	-	16,276	2,345
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	14,815	11,852
TOTAL EXPENDITURES	\$ -	\$ 652	\$ 243,176	\$ 123,282
Fund Balance	-	-	-	-
General Fund Costs	\$ -	\$ 652	\$ 243,176	\$ 123,282

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
705 Economic Development				
05 - Employee compensation				
500.501 - Salaries Full Time	0	0	0	0
500.502 - Salaries Part Time	0	517	60,000	60,000
500.505 - Overtime	0	0	0	0
500.513 - Sick Leave			1,800	1,800
05 - Employee compensation Total	0	517	61,800	61,800
10 - Employee benefits				
501.500 - Retirement System	0	135	0	0
501.502 - Pers 1959 Surv Empr	0	0	0	0
501.504 - Employee Benefits	0	0	0	0
501.505 - Health Insurance	0	0	0	0
501.506 - Dental Insurance	0	0	0	0
501.507 - Medicare	0	0	0	0
501.508 - Life Insurance	0	0	0	0
501.509 - Long Term Disability	0	0	0	0
501.510 - Workers Compensation	0	0	2,135	2,135
501.511 - Vision Insurance	0	0	0	0
501.516 - Hra City Contribution		0	0	0
10 - Employee benefits Total	0	135	2,135	2,135
15 - Materials				
600.601 - General Office Supplies	0	0	250	250
600.602 - Printing and Duplication	0	0	5,000	5,000
600.605 - Meeting Expenses		0	1,200	1,400
600.608 - Small Tools and Equipment		0	3,100	3,500
600.613 - General Supplies	0	0	23,000	25,000
600.629 - Conference and Meeting	0	0	3,600	3,600
600.632 - Mileage Reimbursement	0	0	200	200
600.635 - Special Departmental Exp		0	3,800	6,200
15 - Materials Total	0	0	40,150	45,150
20 - Contract services				
700.702 - General Service Agreement	0	0	108,000	0
700.703 - Maintenance of Equipment			0	0
20 - Contract services Total	0	0	108,000	0
25 - Cost allocation				
800.802 - IT Reimbursement	0	0	0	0
800.803 - City Channel Reimb		0	16,276	0
800.805 - CC CAP Allocation				965
800.806 - CM CAP Allocation				290
800.814 - Finance CAP Alloc				1,090
800.815 - Human resources CAP Alloc				0
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total	0	0	16,276	2,345
31 - Special projects				

900.995 - Special Projects - CDD			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies		0	14,815	11,852
35 - Contingencies Total		0	14,815	11,852
705 Economic Development Total	0	652	243,176	123,282



PUBLIC RESOURCES

Other Protection

**HOUSING SERVICES-
CDBG GENERAL ADMINISTRATION**
Budget Unit 260-72-707
Special Revenue

BUDGET AT A GLANCE

Total Revenue	\$ 62,918
Total Expenditures	63,768
Fund Balance	-
	General Fund Costs \$ 850
Total Staffing	0.43
% Funded by the General Fund	1.3%

PROGRAM OVERVIEW

The General Administration of the Community Development Block Grant (CDBG) federal entitlement program consists of the overall program administration costs, including staff time and employee benefits. The CDBG program is a federal entitlement program which serves low and very-low income Cupertino residents.

SERVICE OBJECTIVES

- Prepare and submit an Annual Plan yearly to the Department of Housing and Urban Development (HUD).
- Prepare and submit CAPER on annual basis to HUD.
- Prepare and submit to HUD a Consolidated Plan every 5-7 years.
- Meet quarterly with Santa Clara County CDBG Coordinators.
- Conduct two public hearings per year to allocate CDBG funding.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$63,768 for CDBG General Administration. This represents an increase of \$2,459 over the FY 2015-16 Final Adopted Budget. The increase is attributed to increased grant dollars that fund this program.

This budget is funded from \$62,918 in grant revenue and from a General Fund contribution of \$850.

The following table details revenue, expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years, and the Final Adopted Budget for the current and prior fiscal years:

Community Development - CDBG General Admin

Category	2013-2014		2015-2016		2016-2017	
	Actual	Actual	Final Adopted Budget	Final Adopted Budget	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>						
Taxes	-	-	-	-	-	-
Licenses and Permits	-	-	-	-	-	-
Use of Money and Property	-	-	-	-	-	-
Intergovernmental Revenue	-	-	61,309	61,309	62,918	62,918
Charges for Services	-	-	-	-	-	-
Fines and Forfeitures	-	-	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-	-
Interdepartmental Revenue	-	-	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 61,309	\$ 61,309	\$ 62,918	\$ 62,918
<u>Expenditures</u>						
Employee Compensation	34,305	43,213	41,613	41,613	44,820	44,820
Employee Benefits	13,874	18,018	19,696	19,696	18,948	18,948
Materials	-	-	-	-	-	-
Contract Services	29,647	334	-	-	-	-
Cost Allocation	68,952	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Special Projects	-	-	-	-	-	-
Appropriations for Contingency	-	-	-	-	-	-
TOTAL EXPENDITURES	\$ 146,778	\$ 61,564	\$ 61,309	\$ 61,309	\$ 63,768	\$ 63,768
Fund Balance	-	-	78,527	78,527	-	-
General Fund Costs	\$ 146,778	\$ 61,564	\$ 78,527	\$ 78,527	\$ 850	\$ 850

STAFFING

Total current authorized positions – 0.43

There are no recommended changes to staffing.

Total authorized positions – 0.43

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
707 CDBG General Admin				
05 - Employee compensation				
500.501 - Salaries Full Time	34,305	43,213	41,511	44,727
500.505 - Overtime			0	0
500.507 - Taxable Life Premium		0	102	93
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	34,305	43,213	41,613	44,820
10 - Employee benefits				
501.500 - Retirement System	8,671	11,036	11,958	11,750
501.502 - Pers 1959 Surv Empr	21	19	7	0
501.505 - Health Insurance	2,999	3,850	4,027	3,684
501.506 - Dental Insurance	329	457	441	412
501.507 - Medicare	466	669	689	645
501.508 - Life Insurance	252	355	326	298
501.509 - Long Term Disability	181	290	331	310
501.510 - Workers Compensation	295	300	914	914
501.511 - Vision Insurance	63	87	84	77
501.516 - Hra City Contribution	598	956	919	858
10 - Employee benefits Total	13,874	18,018	19,696	18,948
15 - Materials				
600.601 - General Office Supplies	0	0	0	0
600.623 - Grant Expenditures	0	0	0	0
600.629 - Conference and Meeting	0	0	0	0
600.635 - Special Departmental Exp	0	0	0	0
15 - Materials Total	0	0	0	0
20 - Contract services				
700.702 - General Service Agreement	29,261	0	0	0
700.703 - Maintenance of Equipment	386	334	0	0
20 - Contract services Total	29,647	334	0	0
25 - Cost allocation				
800.802 - IT Reimbursement	3,470	0	0	0
800.803 - City Channel Reimb	29,812	0	0	0
800.804 - Web Site Reimbursement	507	0	0	0
800.805 - CC CAP Allocation	1,149	0	0	0
800.806 - CM CAP Allocation	1,679	0	0	0
800.807 - ENV Affairs CAP Alloc	531	0	0	0
800.808 - ECON Dev CAP Alloc	408	0	0	0
800.809 - City Clerk CAP Alloc	5,338	0	0	0
800.810 - City Attorney CAP Alloc	20,054	0	0	0
800.811 - Public Affairs CAP Alloc	824	0	0	0
800.812 - Disaster PREP CAP Alloc	277	0	0	0
800.813 - Admin Serv CAP Allocation	1,279	0	0	0
800.814 - Finance CAP Alloc	2,424	0	0	0
800.815 - Human resources CAP Alloc	1,200	0	0	0
25 - Cost allocation Total	68,952	0	0	0

31 - Special projects				
900.995 - Special Projects - CDD			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	0	0
35 - Contingencies Total	0	0	0	0
707 CDBG General Admin Total	146,778	61,564	61,309	63,768



CUPERTINO

PUBLIC RESOURCES

Other Protection

**HOUSING SERVICES-
 CDBG PROGRAM – CAPITAL GRANTS**

Budget Unit 260-72-709

General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 204,484
Total Expenditures	284,484
Fund Balance	(80,000)
<hr/>	
General Fund Costs	\$ -
Total Staffing	-
% Funded by the General Fund	0.0%

PROGRAM OVERVIEW

This portion of the CDBG program encompasses grants/loans to non-profit developers and agencies to purchase land/units for affordable housing.

SERVICE OBJECTIVES

- Issue RFP on an annual basis for affordable housing development projects.
- Make funding recommendations to Housing Commission and City Council.
- Coordinate entitlement process with the Planning Division for affordable development projects.
- Monitor project progress of grantees through construction phase.
- Coordinate CEQA/NEPA process for all affordable developments.
- Review quarterly reports from developers and enter data into HUD IDIS program.
- Coordinate preparation of all grant/loan agreements, Deeds of Trust, Promissory Notes and Regulatory Agreements.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$284,484 for CDBG-Capital Grants. This represents a decrease of \$85,619 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to the city expending most of the CDBG grant funds in previous fiscal years.

This budget is funded from \$204,484 in grant revenue and \$80,000 in fund balance.

The following table details revenue, expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

Community Development - Affordable Housing - Capital Grants

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	147,362	199,256	204,484
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 147,362	\$ 199,256	\$ 204,484
<u>Expenditures</u>				
Employee Compensation				
Employee Benefits				
Materials	-	-	-	-
Contract Services	-	-	-	-
Cost Allocation	57,904	532,077	370,103	284,484
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
TOTAL EXPENDITURES	\$ 57,904	\$ 532,077	\$ 370,103	\$ 284,484
Fund Balance	-	-	(409,638)	(80,000)
General Fund Costs	\$ 57,904	\$ 384,715	\$ (238,791)	\$ -

STAFFING

There is no staffing associated with this program.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
709 Affordable Housing				
15 - Materials				
600.623 - Grant Expenditures	57,904	532,077	370,103	284,484
600.635 - Special Departmental Exp	0	0	0	0
15 - Materials Total	57,904	532,077	370,103	284,484
25 - Cost allocation				
800.805 - CC CAP Allocation	10,144	0	0	0
800.806 - CM CAP Allocation	7,152	0	0	0
800.807 - ENV Affairs CAP Alloc	2,273	0	0	0
800.808 - ECON Dev CAP Alloc	1,737	0	0	0
800.810 - City Attorney CAP Alloc	20,054	0	0	0
800.811 - Public Affairs CAP Alloc	7,272	0	0	0
800.812 - Disaster PREP CAP Alloc	2,450	0	0	0
800.813 - Admin Serv CAP Allocation	5,445	0	0	0
800.814 - Finance CAP Alloc	10,325	0	0	0
25 - Cost allocation Total	66,852	0	0	0
31 - Special projects				
900.995 - Special Projects - CDD			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	0	0
35 - Contingencies Total	0	0	0	0
50 - Other financing uses				
800.905 - CAP Asset TRF 2 Gov Activy	0	0	0	0
50 - Other financing uses Total	0	0	0	0
709 Affordable Housing Total	124,756	532,077	370,103	284,484



PUBLIC RESOURCES

Other Protection

**HOUSING SERVICES-
CDBG PUBLIC SERVICE GRANTS**

Budget Unit 260-72-710

General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 47,188
Total Expenditures	47,188
Fund Balance	-
<hr/>	
General Fund Costs	\$ -
Total Staffing	-
% Funded by the General Fund	0.0%

PROGRAM OVERVIEW

Fifteen percent of the City of Cupertino’s CDBG entitlement is reserved for grants to nonprofit agencies serving low and very low income Cupertino residents. The agencies provide food, job training, emergency housing, legal assistance, etc.

SERVICE OBJECTIVES

- On a quarterly basis, monitor grants, disburse funding, and collect demographic information from each sub-recipient awarded funding through this program.
- On a bi-annual basis, issue RFP for grants, review grant applications, and make funding recommendations.
- Make presentation to City Council on funding recommendations.
- On an annual basis, prepare grant agreement or amend grant agreement for each grantee.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$47,118 for CDBG-Public Service Grants. This represents an increase of \$1,206 over the FY 2015-16 Final Adopted Budget due to an increase in grant awards.

This budget is funded from \$47,118 in grant revenue.

The following table details revenue, expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

Community Development - CDBG - Public Service Grants

Category	2013-2014		2014-2015		2015-2016		2016-2017	
	Actual		Actual		Final Adopted Budget		Final Adopted Budget	
<u>Revenue</u>								
Taxes	-		-		-		-	
Licenses and Permits	-		-		-		-	
Use of Money and Property	-		-		-		-	
Intergovernmental Revenue	-		43,503		45,982		47,188	
Charges for Services	-		-		-		-	
Fines and Forfeitures	-		-		-		-	
Miscellaneous Revenue	-		-		-		-	
Interdepartmental Revenue	-		-		-		-	
TOTAL REVENUE	\$ -	\$ -	\$ 43,503	\$ -	\$ 45,982	\$ -	\$ 47,188	\$ -
<u>Expenditures</u>								
Employee Compensation	-		-		-		-	
Employee Benefits	-		-		-		-	
Materials	42,560		48,141		45,982		47,188	
Contract Services	-		-		-		-	
Cost Allocation	-		-		-		-	
Capital Outlay	-		-		-		-	
Special Projects	-		-		-		-	
Appropriations for Contingency	-		-		-		-	
TOTAL EXPENDITURES	\$ 42,560	\$ -	\$ 48,141	\$ -	\$ 45,982	\$ -	\$ 47,188	\$ -
Fund Balance	-		-		(4,638)		-	
General Fund Costs	\$ 42,560	\$ -	\$ 4,638	\$ -	\$ (4,638)	\$ -	\$ -	\$ -

STAFFING

There is no staffing associated with this program.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
710 Public Service Grants				
15 - Materials				
600.623 - Grant Expenditures	42,560	48,141	45,982	47,188
15 - Materials Total	42,560	48,141	45,982	47,188
710 Public Service Grants Total	42,560	48,141	45,982	47,188



PUBLIC RESOURCES

Other Protection

**HOUSING SERVICES-
AFFORDABLE HOUSING-BMR**
Budget Unit 265-72-711
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 15,113,279
Total Expenditures	4,111,583
Fund Balance	11,001,696
<hr/>	
General Fund Costs	\$ -
Total Staffing	0.37
% Funded by the General Fund	0.0%

PROGRAM OVERVIEW

This program covers administration of the Below Market Rate (BMR) program.

SERVICE OBJECTIVES

- Contract with West Valley Community Services (WVCS) on an annual basis.
- Prepare and monitor agreement for services between the City of Cupertino and WVCS.
- Review quarterly reports submitted by WVCS.
- Process quarterly reimbursement requests from WVCS.
- Provide technical assistance to WVCS in the administration of the BMR program.
- Review lot book reports prepared by independent contractor for each of the ownership BMR units in the BMR program.
- Review and maintain "Policy and Procedures Manual for Administering Deed Restricted Affordable Housing Units."
- Review and maintain Inclusionary Housing Program Manual.
- MidPeninsula below market rate (BMR) housing project.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$4,111,583 for Affordable Housing BMR program. This represents an increase of \$3,650,450 over the FY 2015-16 Final Adopted Budget. The increase is attributed primarily to the addition of the MidPeninsula BMR Housing project.

This budget is funded from \$15,113,279 in development revenue.

The following table details revenue, expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

Community Development - BMR Housing

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<i>Revenue</i>				
Taxes	-	-	-	15,113,279
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ 15,113,279
<i>Expenditures</i>				
Employee Compensation	14,387	32,004	45,199	41,566
Employee Benefits	6,290	12,539	13,714	16,047
Materials	132,998	269,911	270,170	281,070
Contract Services	69,995	41,357	90,900	3,772,900
Cost Allocation	-	-	1,150	-
Capital Outlay	15,879	116,491	40,000	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
TOTAL EXPENDITURES	\$ 239,548	\$ 472,301	\$ 461,133	\$ 4,111,583
Fund Balance	-	-	(381,846)	11,001,696
General Fund Costs	\$ 239,548	\$ 472,301	\$ 79,287	\$ -

STAFFING

Total current authorized positions – 0.37

There are no recommended staffing changes within this program.

Total authorized positions – 0.37

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
711 BMR Housing				
05 - Employee compensation				
500.501 - Salaries Full Time	14,273	30,447	40,128	38,486
500.502 - Salaries Part Time	0	0	0	0
500.505 - Overtime	114	1,557	5,000	3,000
500.507 - Taxable Life Premium		0	71	80
500.510 - Employee Agency Serv		0	0	0
05 - Employee compensation Total	14,387	32,004	45,199	41,566
10 - Employee benefits				
501.500 - Retirement System	3,849	7,775	8,396	10,111
501.502 - Pers 1959 Surv Empr	10	13	3	0
501.505 - Health Insurance	1,469	2,643	2,827	3,170
501.506 - Dental Insurance	156	314	310	354
501.507 - Medicare	210	462	483	555
501.508 - Life Insurance	113	244	229	256
501.509 - Long Term Disability	82	200	233	266
501.510 - Workers Compensation	172	168	529	529
501.511 - Vision Insurance	30	60	59	67
501.516 - Hra City Contribution	200	661	645	739
10 - Employee benefits Total	6,290	12,539	13,714	16,047
15 - Materials				
600.601 - General Office Supplies	2,900	1,503	1,500	1,500
600.608 - Small Tools and Equipment		0	3,500	1,000
600.613 - General Supplies	1,572	2,727	2,000	2,000
600.618 - Utilities and Phone	0	0	352	352
600.623 - Grant Expenditures	0	71,407	125,818	125,818
600.629 - Conference and Meeting	0	412	3,000	3,000
600.635 - Special Departmental Exp	127,955	193,442	134,000	147,400
600.642 - Telephone and Data Services	571	420	0	0
15 - Materials Total	132,998	269,911	270,170	281,070
20 - Contract services				
700.701 - Training and Instruction	0	80	500	500
700.702 - General Service Agreement	69,995	41,276	90,400	3,772,400
20 - Contract services Total	69,995	41,357	90,900	3,772,900
25 - Cost allocation				
800.802 - IT Reimbursement	0	0	1,150	0
800.805 - CC CAP Allocation				0
800.806 - CM CAP Allocation				0
800.814 - Finance CAP Alloc				0
800.815 - Human resources CAP Alloc				0
800.820 - Grounds Maintenance CAP				0
800.821 - Building Maintenance CAP				0
25 - Cost allocation Total	0	0	1,150	0
31 - Special projects				
900.926 - Housing Element	15,879	0	0	0

900.927 - Nexis Study		83,200	0	0
900.941 - Consolidated Plan		33,291	0	0
900.995 - Special Projects - CDD			40,000	0
31 - Special projects Total	15,879	116,491	40,000	0
711 BMR Housing Total	239,548	472,301	461,133	4,111,583



PUBLIC RESOURCES

Other Protection

**HOUSING SERVICES-
 HUMAN SERVICES GRANTS**

Budget Unit 100-72-712
 General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		41,910
Fund Balance		-
		<hr/>
	General Fund Costs	\$ 41,910
Total Staffing		-
	% Funded by the General Fund	100.0%

PROGRAM OVERVIEW

The City of Cupertino sets aside \$40,000 from its General Fund for non-profit agencies providing services to Cupertino low and very-low income.

SERVICE OBJECTIVES

- On a quarterly basis, monitor grants, disburse funding, and collect demographic information from each sub-recipient of this program.
- On a bi-annual basis, issue RFP for grants, review grant applications, and make funding recommendations.
- Present funding recommendations to City Council.
- On an annual basis, prepare or amend grant agreement for each grantee.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$41,910 for the Human Services Grant program. This represents an increase of \$1,910 over the FY 2015-16 Final Adopted Budget. The increase is attributed to changes to the City's Cost Allocation Plan (CAP).

This budget is funded entirely from the General Fund.

The following table details revenue, expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

Community Development - Human Services Grants

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	39,896	40,000	40,000	40,000
Cost Allocation	-	-	-	1,910
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Appropriations for Contingency	-	-	-	-
TOTAL EXPENDITURES	\$ 39,896	\$ 40,000	\$ 40,000	\$ 41,910
Fund Balance	-	-	-	-
General Fund Costs	\$ 39,896	\$ 40,000	\$ 40,000	\$ 41,910

STAFFING

There is no staffing associated with this program.

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
712 Human Service Grants				
20 - Contract services				
700.702 - General Service Agreement	39,896	40,000	40,000	40,000
20 - Contract services Total	39,896	40,000	40,000	40,000

25 - Cost allocation				
800.805 - CC CAP Allocation				159
800.806 - CM CAP Allocation				48
800.809 - City Clerk CAP Allocation				487
800.814 - Finance CAP Allocation				1,216
25 - Cost allocation Total				1,910
712 Human Service Grants Total	39,896	40,000	40,000	41,910



PUBLIC RESOURCES

Other Protection

**BUILDING-
GENERAL BUILDING**
Budget Unit 100-73-713
General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 721,000
Total Expenditures	758,945
Fund Balance	-
	General Fund Costs \$ 37,945
Total Staffing	2.90
% Funded by the General Fund	5.0%

PROGRAM OVERVIEW

The General Building program protects residents of Cupertino by enforcing standards to safeguard life, health, safety and welfare of residents, workers, and visitors to Cupertino through effective administration and enforcement of adopted codes and ordinances, which regulate the design, construction, use, occupancy, location and maintenance of all buildings and structures.

SERVICE OBJECTIVES

- Provide efficient and friendly service that will assist customers with their building permit goals and objectives; continue to streamline the workflow process to provide efficient and friendly customer service.
- Work proactively to enhance the public interface and information systems.
- Continue efforts to create a more effective records management system and land use data system using Geographic Information System (GIS).
- Increase staff knowledge through in-house training, meetings and seminars.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$758,945 for the General Building Budget. This represents an increase of \$179,474 over the FY 2015-16 Final Adopted Budget. The increase is primarily attributed to changes to the City’s Cost Allocation Plan (CAP) and an increase in staff allocation to this program.

This budget is funded from \$721,000 in estimated department revenue and a \$37,945 contribution from the General Fund.

SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Records Conversion	\$60,000	\$68,000	General Fund	Digitizing building records

The following table details revenue, expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

Community Development - General Building

Category	2013-2014 Actual	2014-2015 Actual	2015-2016 Final Adopted Budget	2016-2017 Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	1,589	428,753	700,000	721,000
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ 1,589	\$ 428,753	\$ 700,000	\$ 721,000
<u>Expenditures</u>				
Employee Compensation	487,143	275,438	287,362	338,810
Employee Benefits	199,776	110,045	120,982	130,443
Materials	21,435	14,405	14,302	17,692
Contract Services	5,391	19,323	22,886	7,886
Cost Allocation	101,753	84,960	70,220	193,138
Capital Outlay	-	-	-	-
Special Projects	91,489	35,828	60,000	68,000
Appropriations for Contingency	-	-	3,719	2,976
TOTAL EXPENDITURES	\$ 906,985	\$ 540,000	\$ 579,471	\$ 758,945
Fund Balance	-	-	(524,810)	-
General Fund Costs	\$ 905,396	\$ 111,246	\$ (645,339)	\$ 37,945

STAFFING

Total current authorized positions – 2.60

Recommend a reallocation resulting in an increase of 0.30 to the current level of staffing.

Total authorized positions – 2.90

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
713 General Building				
05 - Employee compensation				
500.501 - Salaries Full Time	480,646	263,109	258,336	284,978
500.502 - Salaries Part Time	1,404	9,744	23,000	46,000
500.503 - Excess Med Pay	272	0	886	0
500.505 - Overtime	4,820	2,502	2,350	5,000
500.506 - Car Allowance		83	420	360
500.507 - Taxable Life Premium		0	1,680	1,782
500.510 - Employee Agency Serv		0	0	0
500.512 - Vacancy Salary Savings	0	0	0	0
500.513 - Sick Leave			690	690
05 - Employee compensation Total	487,143	275,438	287,362	338,810
10 - Employee benefits				
501.500 - Retirement System	125,836	67,634	72,556	77,154
501.502 - Pers 1959 Surv Empr	293	64	98	0
501.505 - Health Insurance	47,263	23,441	22,550	25,583
501.506 - Dental Insurance	5,207	2,680	2,460	2,774
501.507 - Medicare	6,039	3,884	3,709	4,110
501.508 - Life Insurance	3,417	1,767	1,525	1,776
501.509 - Long Term Disability	2,493	1,490	1,752	1,956
501.510 - Workers Compensation	3,811	3,816	10,780	10,780
501.511 - Vision Insurance	994	512	466	522
501.516 - Hra City Contribution	4,422	4,757	5,086	5,788
10 - Employee benefits Total	199,776	110,045	120,982	130,443
15 - Materials				
600.601 - General Office Supplies	7,010	4,149	4,000	3,000
600.608 - Small Tools and Equipment	3,078	1,944	0	4,360
600.613 - General Supplies	590	783	465	495
600.618 - Utilities and Phone	0	150	5,537	0
600.629 - Conference and Meeting	4,885	3,053	4,100	4,100
600.632 - Mileage Reimbursement	0	0	200	200
600.642 - Telephone and Data Services	5,872	4,326	0	5,537
15 - Materials Total	21,435	14,405	14,302	17,692
20 - Contract services				
700.701 - Training and Instruction	1,280	1,244	2,500	2,500

700.702 - General Service Agreement	224	13,712	16,500	1,500
700.703 - Maintenance of Equipment	3,886	4,367	3,886	3,886
20 - Contract services Total	5,391	19,323	22,886	7,886
25 - Cost allocation				
800.801 - Equipment Reimbursement	27,840	37,992	23,250	0
800.802 - IT Reimbursement	52,465	27,084	27,088	39,875
800.803 - City Channel Reimb	14,906	16,272	16,276	0
800.804 - Web Site Reimbursement	6,542	3,612	3,606	0
800.805 - CC CAP Allocation				9,136
800.806 - CM CAP Allocation				19,832
800.809 - City Clerk CAP Alloc				487
800.810 - City Attorney CAP Alloc				43,732
800.814 - Finance CAP Alloc				12,846
800.815 - Human resources CAP Alloc				45,450
800.820 - Grounds Maintenance CAP				1,780
800.821 - Building Maintenance CAP				20,000
25 - Cost allocation Total	101,753	84,960	70,220	193,138
31 - Special projects				
900.936 - 3-YR Scanning Project	91,489	35,828	60,000	68,000
900.958 - Fee Study		0	0	0
900.995 - Special Projects - CDD			0	0
31 - Special projects Total	91,489	35,828	60,000	68,000
35 - Contingencies				
719.705 - Contingencies	0	0	3,719	2,976
35 - Contingencies Total	0	0	3,719	2,976
50 - Other financing uses				
701.701 - Refundable Deposit Expense			0	0
50 - Other financing uses Total			0	0
713 General Building Total	906,985	540,000	579,471	758,945



PUBLIC RESOURCES

Other Protection

**BUILDING-
CONSTRUCTION PLAN CHECKING**

Budget Unit 100-73-714

General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 1,410,000
Total Expenditures	1,484,289
Fund Balance	-
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General Fund Costs	\$ 74,289
Total Staffing	5.40
% Funded by the General Fund	5.0%

PROGRAM OVERVIEW

The Building Plan Check program is responsible for the timely and accurate review and approval of plans and specifications for all residential, commercial and industrial permit applications for buildings and structures to ensure the proposed design meets or exceeds the minimum life safety, plumbing, mechanical, electrical, accessibility, energy and structural safety standards of all governing codes.

SERVICE OBJECTIVES

- Provide a streamlined building plan review system that will ensure plans comply with all applicable state and local codes and ordinances.
- Continue to streamline the internal application processing system and permit review process.
- Confer with design professionals on project application and pre-application meetings.
- Provide general code information for property owners, design professionals, developers, contractors and the general public.
- Assist building inspectors in difficult or unusual code interpretation as it applies to various buildings and structures.
- Assist in training of building inspectors and permit technicians in conducting residential and minor commercial plan review.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$1,484,289 for the Construction Plan Checking Budget. This represents a decrease of \$1,952,253 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to completion of special projects.

This budget is funded from \$1,410,000 in estimated department revenue and a \$74,289 contribution from the General Fund.

SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Hamptons	\$217,000	\$217,000*	Pass Through Revenues*	Hamptons Apartment Redevelopment
Marina Plaza	\$30,500	\$30,500*	Pass Through Revenues*	Marina Plaza Redevelopment

*Cost recovered

The following table details revenue, expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

Community Development - Construction Plan Check

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	6,145	5,500	700,000	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	1,959,477	1,899,048	1,410,000
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	160,105	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ 6,145	\$ 1,964,977	\$ 2,759,153	\$ 1,410,000
<u>Expenditures</u>				
Employee Compensation	187,190	389,113	528,611	560,105
Employee Benefits	72,978	156,137	221,609	228,532
Materials	4,320	4,417	2,067	14,230
Contract Services	134,496	118,200	518,717	160,767
Cost Allocation	17,542	54,312	54,307	231,492
Capital Outlay	-	-	-	-
Special Projects	1,975,666	720,369	2,059,153	247,500
Appropriations for Contingency	-	-	52,078	41,663
TOTAL EXPENDITURES	\$ 2,392,191	\$ 1,442,548	\$ 3,436,542	\$ 1,484,289
Fund Balance	-	-	-	-
General Fund Costs	\$ 2,386,046	\$ (522,429)	\$ 677,389	\$ 74,289

STAFFING

Total current authorized positions – 5.10

Recommend a reallocation resulting in an increase of 0.30 to the current level of staffing.

Total authorized positions – 5.40

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
714 Construction Plan Check				
05 - Employee compensation				
500.501 - Salaries Full Time	186,600	386,466	521,078	548,296
500.503 - Excess Med Pay	272	0	886	0
500.505 - Overtime	318	2,647	3,750	10,000
500.507 - Taxable Life Premium		0	1,521	1,809
500.510 - Employee Agency Serv	0	0	1,376	0
500.512 - Vacancy Salary Savings	0	0	0	0
05 - Employee compensation Total	187,190	389,113	528,611	560,105
10 - Employee benefits				
501.500 - Retirement System	48,986	100,927	144,049	146,144
501.502 - Pers 1959 Surv Empr	88	77	29	0
501.505 - Health Insurance	15,557	32,959	43,812	46,477
501.506 - Dental Insurance	1,552	3,772	4,793	5,169
501.507 - Medicare	2,663	5,774	7,527	7,912
501.508 - Life Insurance	1,189	2,657	3,471	3,741
501.509 - Long Term Disability	857	2,154	3,508	3,808
501.510 - Workers Compensation	1,133	1,128	3,530	3,530
501.511 - Vision Insurance	296	720	914	972
501.516 - Hra City Contribution	656	5,968	9,976	10,779
10 - Employee benefits Total	72,978	156,137	221,609	228,532
15 - Materials				
600.601 - General Office Supplies	1,443	2,330	1,200	3,400
600.608 - Small Tools and Equipment	2,541	495	0	8,555
600.613 - General Supplies	50	526	600	875
600.618 - Utilities and Phone	0	0	267	0
600.632 - Mileage Reimbursement	0	0	0	0
600.642 - Telephone and Data Services	286	1,067	0	1,400
15 - Materials Total	4,320	4,417	2,067	14,230
20 - Contract services				
700.701 - Training and Instruction	523	4,488	3,950	6,500
700.702 - General Service Agreement	132,706	112,248	513,500	153,000
700.703 - Maintenance of Equipment	1,267	1,463	1,267	1,267
20 - Contract services Total	134,496	118,200	518,717	160,767
25 - Cost allocation				
800.802 - IT Reimbursement	15,597	47,928	47,926	82,516
800.804 - Web Site Reimbursement	1,945	6,384	6,381	0
800.805 - CC CAP Allocation				27,046
800.806 - CM CAP Allocation				24,866
800.809 - City Clerk CAP Alloc				487
800.814 - Finance CAP Alloc				16,751
800.815 - Human resources CAP Alloc				37,103
800.820 - Grounds Maintenance CAP				3,492
800.821 - Building Maintenance CAP				39,231
25 - Cost allocation Total	17,542	54,312	54,307	231,492
31 - Special projects				
900.923 - Apple Campus 2	1,975,666	635,499	1,761,153	0

900.930 - Main Street	0	84,869	60,000	0
900.995 - Special Projects - CDD			238,000	247,500
31 - Special projects Total	1,975,666	720,369	2,059,153	247,500
35 - Contingencies				
719.705 - Contingencies	0	0	52,078	41,663
35 - Contingencies Total	0	0	52,078	41,663
714 Construction Plan Check Total	2,392,191	1,442,548	3,436,542	1,484,289



PUBLIC RESOURCES

Other Protection

**BUILDING-
BUILDING CODE
ENFORCEMENT**

Budget Unit 100-73-715
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 1,754,000
Total Expenditures	1,845,840
Fund Balance	-
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General Fund Costs	\$ 91,840
Total Staffing	5.65
% Funded by the General Fund	5.0%

PROGRAM OVERVIEW

The Building Inspection program is responsible for the construction inspection of all new and existing buildings and structures for conformity with approved plans and permits, and for compliance with state and local building code requirements. The program also responds to emergency situations and complaints of unsafe structures, work without permits, and prepares Notices of Violation as necessary. Unabated cases are referred to the Code Enforcement Division for further action.

SERVICE OBJECTIVES

- Build and maintain a positive working relationship with co-workers, other city employees and the general public using principles of quality customer service.
- Build and maintain a partnership with property owners, developers and contractors to help our customers meet their building occupancy goals.
- Perform building inspections within 48 hours of receiving the request.
- Consistently and accurately document non-complying code issues to ensure proper and safe installation of routine and complex building systems.
- Ensure that minimum building code safety requirements are met in all phases of construction for structural, electrical, plumbing, mechanical and accessibility installations.
- Educate community members about Life and Safety inspection issues as they occur before and during the construction process.
- Work with owners, developers and contractors to implement principles of green building as required in the CALGreen Building Code and Cupertino green building requirements.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$1,845,840 for the Building Inspection Budget. This represents an increase of \$32,951 over the FY 2015-16 Final Adopted Budget. The increase is primarily attributed to changes to the City's Cost Allocation Plan (CAP) and an increase in staff allocation to this program.

This budget is funded from \$1,754,000 in estimated department revenue and a \$91,840 contribution from the General Fund.

SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Hamptons	\$519,000	\$519,000*	Pass Through Revenues*	Hamptons Apartments Redevelopment
Marina Plaza	\$165,000	\$165,000*	Pass Through Revenues*	Marina Plaza Redevelopment

*Cost recovered

The following table details revenue, expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

Community Development - Building Code Enforcement

Category	2013-2014	2014-2015	2015-2016	2016-2017
	Actual	Actual	Final Adopted Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	1,043	238,925	1,438,000	1,754,000
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	646,219	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	48,000	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ 1,043	\$ 885,145	\$ 1,486,000	\$ 1,754,000
<u>Expenditures</u>				
Employee Compensation	416,530	525,460	682,371	570,342
Employee Benefits	169,203	211,444	290,324	246,537
Materials	21,155	11,953	9,993	24,936
Contract Services	96,557	172,981	83,306	49,906
Cost Allocation	53,691	71,424	109,565	262,655
Capital Outlay	-	-	-	-
Special Projects	797,116	2,332,343	628,000	684,000
Appropriations for Contingency	-	622	9,330	7,464
TOTAL EXPENDITURES	\$ 1,554,253	\$ 3,326,227	\$ 1,812,889	\$ 1,845,840
Fund Balance	-	-	-	-
General Fund Costs	\$ 1,553,210	\$ 2,441,083	\$ 326,889	\$ 91,840

STAFFING

Total current authorized positions – 6.55

Recommend a reallocation resulting in a decrease of 0.90 to the current level of staffing.

Total authorized positions – 5.65

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
715 Building Code Enforcement				
05 - Employee compensation				
500.501 - Salaries Full Time	416,530	520,872	671,384	565,075
500.502 - Salaries Part Time		3,957	0	0
500.503 - Excess Med Pay	0	0	290	0
500.505 - Overtime	0	632	6,100	1,000
500.507 - Taxable Life Premium		0	4,597	4,267
500.510 - Employee Agency Serv				0
500.512 - Vacancy Salary Savings	0	0	0	0
500.513 - Sick Leave				0
05 - Employee compensation Total	416,530	525,460	682,371	570,342
10 - Employee benefits				
501.500 - Retirement System	108,625	136,014	184,199	153,335
501.502 - Pers 1959 Surv Empr	169	112	56	0
501.505 - Health Insurance	37,634	41,998	56,236	48,622
501.506 - Dental Insurance	3,780	5,025	6,155	5,407
501.507 - Medicare	5,963	7,935	9,639	8,153
501.508 - Life Insurance	2,898	3,677	4,331	3,706
501.509 - Long Term Disability	2,143	2,952	4,605	3,904
501.510 - Workers Compensation	4,077	3,468	11,117	11,117
501.511 - Vision Insurance	722	956	1,174	1,017
501.516 - Hra City Contribution	3,192	9,307	12,812	11,276
10 - Employee benefits Total	169,203	211,444	290,324	246,537
15 - Materials				
600.601 - General Office Supplies	1,463	2,027	3,600	3,600
600.608 - Small Tools and Equipment	13,629	1,300	0	10,985
600.618 - Utilities and Phone	0	15	5,542	0
600.629 - Conference and Meeting	0	0	851	851
600.632 - Mileage Reimbursement			0	0
600.642 - Telephone and Data Services	6,064	8,612	0	9,500
15 - Materials Total	21,155	11,953	9,993	24,936
20 - Contract services				
700.701 - Training and Instruction	4,874	2,933	6,250	6,250
700.702 - General Service Agreement	38,154	123,185	38,000	4,600

700.703 - Maintenance of Equipment	4,056	4,377	4,056	4,056
700.707 - Bank Charges	49,474	42,486	35,000	35,000
20 - Contract services Total	96,557	172,981	83,306	49,906
25 - Cost allocation				
800.801 - Equipment Reimbursement			38,140	0
800.802 - IT Reimbursement	47,738	63,036	63,033	117,224
800.804 - Web Site Reimbursement	5,953	8,388	8,392	0
800.805 - CC CAP Allocation				21,919
800.806 - CM CAP Allocation				5,809
800.809 - City Clerk CAP Alloc				487
800.814 - Finance CAP Alloc				29,563
800.815 - Human resources CAP Alloc				40,740
800.820 - Grounds Maintenance CAP				3,835
800.821 - Building Maintenance CAP				43,078
25 - Cost allocation Total	53,691	71,424	109,565	262,655
31 - Special projects				
900.923 - Apple Campus 2	746,086	2,306,775	528,000	0
900.928 - Biltmore	51,030	25,568	0	0
900.929 - Rosebowl	0	0	0	0
900.930 - Main Street	0	0	0	0
900.995 - Special Projects - CDD			100,000	684,000
31 - Special projects Total	797,116	2,332,343	628,000	684,000
35 - Contingencies				
719.705 - Contingencies	0	622	9,330	7,464
35 - Contingencies Total	0	622	9,330	7,464
715 Building Code Enforcement Total	1,554,253	3,326,227	1,812,889	1,845,840



PUBLIC RESOURCES

Other Protection

**BUILDING-
MUNI CODE ENFORCEMENT**
Budget Unit 100-73-718
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	276,174
Fund Balance	-
<hr/>	
General Fund Costs	\$ 276,174
Total Staffing	1.25
% Funded by the General Fund	100.0%

PROGRAM OVERVIEW

The Community Development Code Enforcement Program provides for the enforcement of various provisions of the municipal code relating to nonconforming land use and building code compliance. These activities include building without permits, unpermitted removal of protected trees, nonconforming accessory structures, various use permit violations, private residential fence height/setback violations, and nonconforming signs. Assistance is provided to Planning and Building Division staff in the resolution of different code violations and land use concerns, which are contrary to the municipal code.

SERVICE OBJECTIVES

- Respond to citizen, City department, or outside agency referrals within 48 hours.
- Provide services with an emphasis on community education and customer service.
- Enforce the codes in a fair, equitable, and objective manner.

FINAL ADOPTED BUDGET

On June 6, 2016, City Council approved a budget of \$276,174 for the Muni Code Enforcement Budget. This represents a decrease of \$29,368 from the FY 2015-16 Final Adopted Budget. The decrease is attributed primarily to a decrease in staffing allocations to this program.

This budget is funded entirely from a contribution from the General Fund.

The following table details revenue, expenditures, changes in fund balance and General Fund costs by category for the two prior fiscal years and the Final Adopted Budget for the current and prior fiscal years:

Community Development - Municipal Code Enforcement

Category	2014-2015	2014-2015	2016-2017	2016-2017
	Actual	Actual	Proposed Budget	Final Adopted Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	17,997	12,738	17,000	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ 17,997	\$ 12,738	\$ 17,000	\$ -
<u>Expenditures</u>				
Employee Compensation	90,958	155,164	158,623	121,941
Employee Benefits	36,464	63,299	65,420	50,054
Materials	2,755	8,241	7,559	9,419
Contract Services	5,105	4,697	8,800	5,530
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
Cost Allocation	35,122	65,136	65,140	87,921
Appropriations for Contingency	-	-	-	1,309
TOTAL EXPENDITURES	\$ 170,404	\$ 296,537	\$ 305,542	\$ 276,174
Fund Balance	-	-	-	-
General Fund Costs	\$ 152,407	\$ 283,799	\$ 288,542	\$ 276,174

STAFFING

Total current authorized positions – 2.70

Recommend a reallocation resulting in a decrease of 1.45 to the current level of staffing.

Total authorized positions – 1.25

4 YEAR PROGRAM DETAIL AT THE ACCOUNT LEVEL

The following report details actual expenditures and budgeted appropriations over a 4 year period at the account level.

	FY14 ACTUALS	FY15 ACTUALS	FY16 FINAL BUDGET	FY17 FINAL BUDGET
718 Muni-Bldg Code Enforcement				
05 - Employee compensation				
500.501 - Salaries Full Time	90,640	154,907	156,398	119,910
500.503 - Excess Med Pay	126	0	126	0
500.505 - Overtime	192	257	1,500	1,500
500.507 - Taxable Life Premium		0	599	531
500.510 - Employee Agency Serv				0
05 - Employee compensation Total	90,958	155,164	158,623	121,941
10 - Employee benefits				
501.500 - Retirement System	22,830	38,305	39,690	31,708
501.502 - Pers 1959 Surv Empr	56	82	56	0
501.505 - Health Insurance	8,739	14,192	15,546	10,708
501.506 - Dental Insurance	1,769	2,319	1,663	1,197
501.507 - Medicare	1,255	2,379	2,288	1,729
501.508 - Life Insurance	669	1,252	1,150	868
501.509 - Long Term Disability	490	1,028	1,008	840
501.510 - Workers Compensation	283	564	283	283
501.511 - Vision Insurance	176	335	313	225
501.516 - Hra City Contribution	196	2,844	3,423	2,496
10 - Employee benefits Total	36,464	63,299	65,420	50,054
15 - Materials				
600.601 - General Office Supplies	928	600	1,200	1,200
600.608 - Small Tools and Equipment	0	5,436	1,500	3,300
600.611 - Uniforms/Safety Appar	121	0	500	500
600.613 - General Supplies	38	0	150	210
600.618 - Utilities and Phone	0	0	1,649	0
600.629 - Conference and Meeting	0	1,122	2,500	2,500
600.632 - Mileage Reimbursement	20	0	60	60
600.642 - Telephone and Data Services	1,649	1,082	0	1,649
15 - Materials Total	2,755	8,241	7,559	9,419
20 - Contract services				
700.701 - Training and Instruction	144	0	3,300	4,030
700.702 - General Service Agreement	3,779	3,233	5,500	1,500
700.703 - Maintenance of Equipment	1,183	1,463	0	0
20 - Contract services Total	5,105	4,697	8,800	5,530
25 - Cost allocation				
800.801 - Equipment Reimbursement	17,580	44,484	44,480	0
800.802 - IT Reimbursement	15,597	18,228	18,233	24,536
800.804 - Web Site Reimbursement	1,945	2,424	2,427	0
800.805 - CC CAP Allocation				8,319
800.806 - CM CAP Allocation				2,126
800.809 - City Clerk CAP Alloc				487

800.814 - Finance CAP Alloc				10,191
800.815 - Human resources CAP Alloc				19,643
800.820 - Grounds Maintenance CAP				1,849
800.821 - Building Maintenance CAP				20,770
25 - Cost allocation Total	35,122	65,136	65,140	87,921
31 - Special projects				
900.995 - Special Projects - CDD			0	0
31 - Special projects Total			0	0
35 - Contingencies				
719.705 - Contingencies	0	0	1,636	1,309
35 - Contingencies Total	0	0	1,636	1,309
718 Muni-Bldg Code Enforcement Total	170,404	296,537	307,178	276,174