



Planning and Community Development

Administration

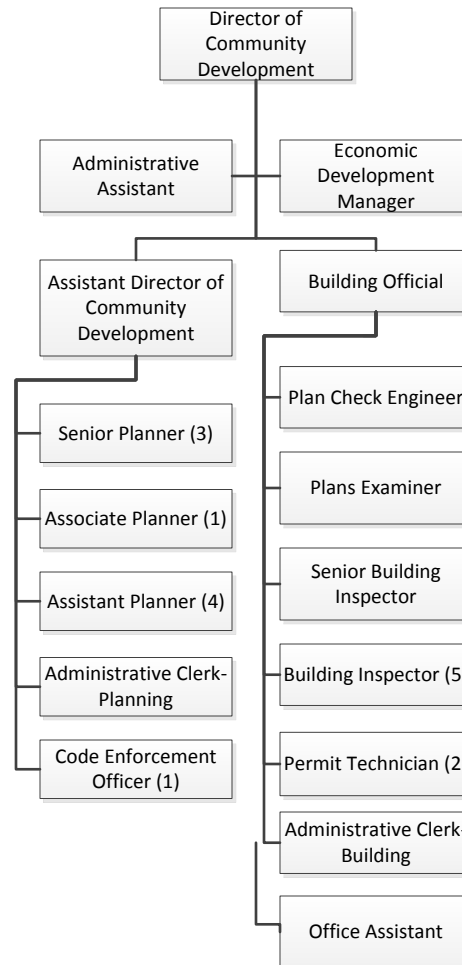
Planning/Economic

Housing Services

Building



CUPERTINO





Planning and Community Development

	Proposed 2015-16
Page Administration	\$ 274,390
GI Org	
100-70-700 Planning Administration	274,390
Planning/Economic Development/RDA Successor	\$ 6,920,993
GI Org	
100-71-701 Current Planning	4,187,174
100-71-702 Mid and Long Range Planning	2,353,143
250-71-703 Successor Agency	-
100-71-704 Annexations	137,500
100-71-705 Economic Development	243,176
Housing Services	\$ 978,527
GI Org	
260-72-707 CDBG	61,309
260-72-709 Affordable Housing	370,103
260-72-710 Public Service Grants	45,982
265-72-711 BMR Housing	461,133
100-72-712 Human Services Grants	40,000
Building	\$ 6,136,080
GI Org	
100-73-713 General Building	579,471
100-73-714 Construction Plan Checking	3,436,542
100-73-715 Building Code Enforcement	1,812,889
100-73-716 Muni Code Enforcement	307,178
TOTAL PLANNING AND COMMUNITY DEVELOPMENT \$ 14,309,990	

Division Summary

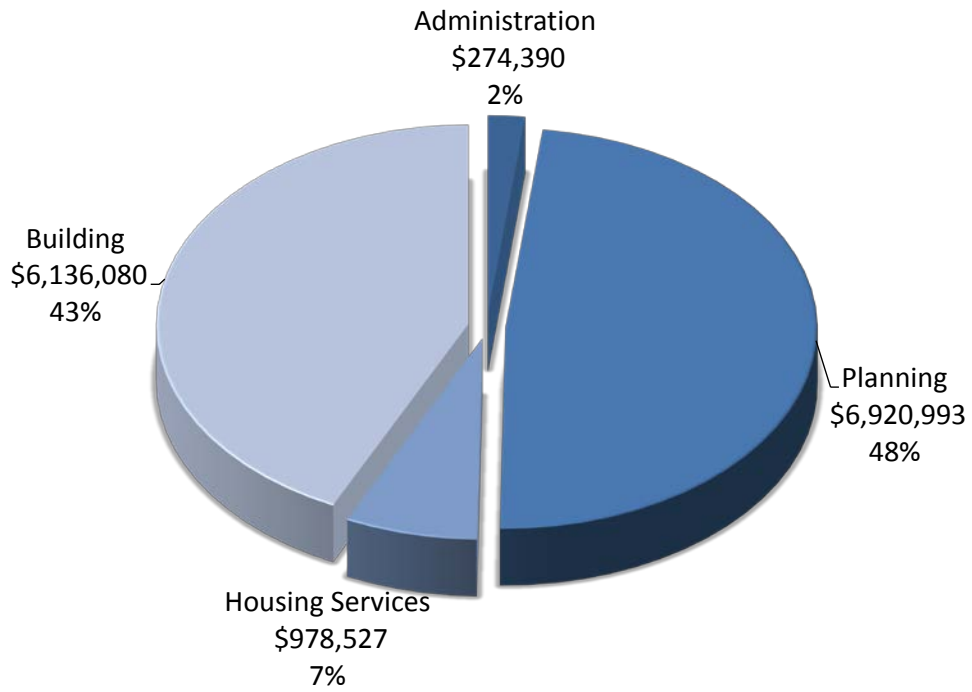
Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	100,000	-
Licenses and Permits	-	26,774	1,600,000	2,855,000
Use of Money and Property	-	-	28,000	319,000
Intergovernmental Revenue	-	-	310,943	873,199
Charges for Services	-	4,786,439	1,582,290	7,090,965
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	360,895
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 3,621,233	\$ 11,499,059
<i>Expenditures</i>				
Employee Compensation	2,197,110	2,211,515	2,644,988	3,019,762
Employee Benefits	858,872	858,501	1,125,752	1,177,688
Materials	606,422	305,245	956,205	796,006
Contract Services	509,537	409,715	1,254,065	1,359,876
Appropriations for Contingency	-	-	122,416	133,873
Cost Allocation	288,450	452,893	431,866	481,872
Capital Outlay	-	628,712	-	-
Special Projects	11,815	4,339,475	1,903,000	7,340,913
TOTAL EXPENDITURES	\$ 4,472,206	\$ 9,206,057	\$ 8,438,292	\$ 14,309,990
Fund Balance	-	-	(1,242,405)	(65,328)
General Fund Costs	\$ 4,472,206	\$ 9,206,057	\$ 6,059,464	\$ 2,745,603

RECOMMENDED PROPOSED

It is recommended that a budget of \$14,309,990 be approved for the Community Development Department. This represents an increase of \$5,871,698 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in professional and contract services to augment staffing for an influx of development and special projects.

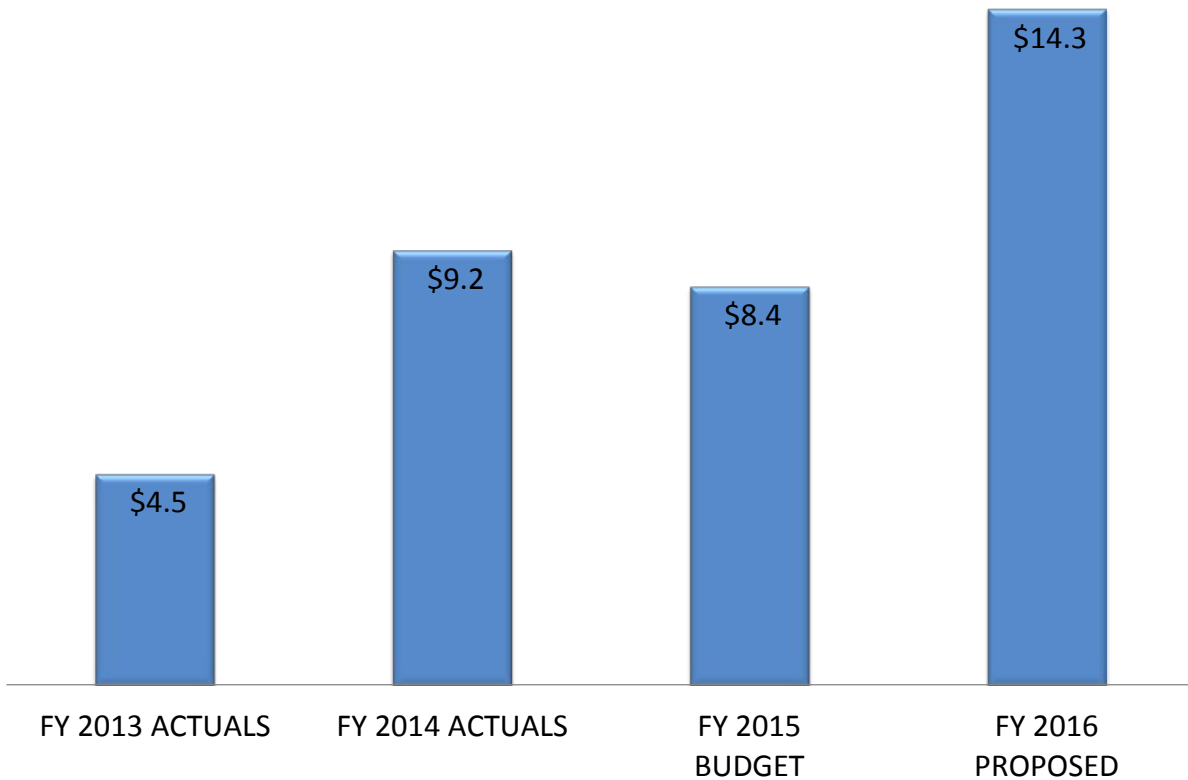
This budget is funded from \$11,499,059 in estimated department revenue and a \$2,745,423 contribution from the general fund. Special Funds within the department project using \$65,328 in fund balances.

Recommended Expenditures Fiscal Year 2015-16



4 Year Expenditure History

In Millions





PUBLIC RESOURCES

Other Protection

COMMUNITY DEVELOPMENT

Aarti Shrivastava, Director

BUDGET AT A GLANCE

Total Revenue	\$ 11,499,059
Total Expenditures	14,309,810
Fund Balance	276,366
<hr/>	
General Fund Costs	\$ 2,534,385
Total Staffing	27.30
% Funded by the General Fund	17.7%

KEY PERFORMANCE MEASURES BY DEPARTMENT

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Administration					
Goal: Improve customer service experience and relationships.					
	Provide the public and customers with the ability and tools to answer questions online resources.	Updated website with survey prompts. Track Comcate tickets/ utilize services through alternative Customer Relationship Management (CRM) Software if/when piloted.	Track number of website views, hits, and/or downloads. Survey responses.	Enhance website functions and usability/search ability. Enhance access to online documents.	Customers are empowered to get the information and tools they are seeking easily to increase transparency and efficiency.

Increase community outreach/ education to foster greater awareness and build community knowledge of the planning/ development process by organizing, hosting, recording local training workshops and presenting to relevant stakeholder groups.	Updated website with survey prompts. (Paper, Text, Online) Surveys provided to workshop attendees to gauge knowledge before and after session as well as satisfaction to information delivery.	Customer Relationship Management (CRM) Software (if/when piloted by department) or community outreach tracking tool (excel) denoting # of workshops hosted, # of attendees, # of survey responses (text or CRM) on the quality/usefulness of materials presented. Number of page views/downloads of online community workshop videos.	Develop curriculum and presentations to achieve specific and targeted learning outcomes. Once administered, convert workshop content into online sessions to heighten information sharing and access. Create tools to enable text survey/polling.	Online public education and public information (articles, tips, fact sheets) generate greater customer support/education and serve as a more efficient and effective community outreach. Increased connectivity between the public and department builds community engagement/ trust, thereby enabling expanded community input from broader participants. Model effective private-sector customer engagement and interactions where applicable.
---	--	---	---	--

Goal: Build, Support, Sustain Workforce Performance Excellence

Improve teamwork and employee satisfaction to foster stronger customer service experience.	Expand professional development opportunities to include training and career enrichment courses/seminars , cross training with other departments, special topics or learning from guest speakers /educators.	Track/schedule numbers of special sessions and topics each year. Employee survey responses.	Strengthen employee development opportunities to encourage professional growth and improvements and stronger understanding of processes within and among Department.	Professional development efforts build a cadre of better trained and efficient staff and improve the quality of public service.
--	--	---	--	---

	Build inter/intradpt. relations to expand City staff support network required to enable successful operations/planning processes.	Quarterly/annual employee reviews, prioritize professional development discussions with supervisors. Staff/supervisors collaborate on professional development plans.	Track work sessions and retreats in professional development matrix/plan. Progress in achieving objectives and actions outlined in professional development plans.	Host department retreats/work sessions (1/year), alt. dept. job shadowing, mentorship program with experts in the field. Improve Economic Dev. interface via quarterly updates.	Grow relationships within divisions and across departments to take advantage of opportunities to learn, improve team partnership and grow greater work satisfaction, build a better trained and well-rounded staff, and improve quality of public service and customer satisfaction.
Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Planning					
Goal: Demystify the planning process.					
	Empower customers to get useful information and helpful tools easily online.	Updated website with survey prompts, Comcate tickets or alt. Customer Relationship Management (CRM) Software if/when piloted. Implement online permitting to provide customer access to information.	Track # of website views, hits, and/or downloads. Customer satisfaction and user experience via survey responses. Track project development timelines prior to and after system implementation.	Enable customer to access status of plan/development review through new online permitting system.	Department increases transparency and efficiency through heightened public access and improves accountability and overall customer experience.
	Tap quiet majority of community members not currently participating in the planning, development ordinance, or public hearing process.	Deploy new community engagement and/or Customer Relationship Management (CRM) tools. Expanded social media and proactive vs. reactive planning-led outreach efforts.	Track website views, hits, and/or downloads. Customer satisfaction and user experience survey responses.	Team w/ dpts. to increase community outreach through new technologies. Build youth engagement by connecting regularly with Teen Commiss., De Anza College, High Schools."	Garner greater customer support and education to build and operationalize efficient and effective community outreach, strengthen community engagement and relations, and gain access to broader and more diverse community input.

Division	Strategy	Measure	Metric	2015/16 Goal	2015/16 Outcome
Economic Development					
Goal: Expand outreach to the business community to surface and address business needs through available and future City services.					
	Develop business engagement strategy, targets, timeline, milestones and tracking tool. Evaluate lessons learned to integrate into future performance measures and work program.	Feedback tool developed to learn experiences of businesses to date and assess future informational and service needs. Tracking tool developed to record # of site visits, meetings, functions, etc.	Quantity of meetings. Business experience survey results.	Engagement strategy drafted and includes: visiting companies, retail businesses, meeting with Chamber leadership, participating in local/regional business organizations, attending networking events, meeting with real estate brokers and property managers.	Increase business relations with the City, evaluate existing business services, define new business support resources, and generate new business to business partnerships.
Goal: Improve City economy, vitality, sustainability, and economic diversity.					
	Running in parallel to and informed by the in-progress Economic Development Strategic Plan, create customized suite of support resources for businesses, emphasizing small businesses.	Host, sponsor and co-sponsor workshops and training events. Provide online. Surveys provided to workshop attendees to gauge knowledge before and after session as well as satisfaction to information delivery.	Community outreach tracking tool (excel) denoting # of workshops hosted, # of attendees, # of survey responses (text or CRM) on the quality/usefulness of materials presented. Number of page views/downloads of online community workshop videos.	Develop curriculum and presentations to achieve specific and targeted learning outcomes. Once administered, convert workshop content into online sessions to heighten information sharing and access. Create tools to enable text survey/polling.	Amplify suite of services offered to small local businesses to better enable their ongoing success and ensure their long-term viability in our community.

Goal: Improve outreach and information sharing targeting internal staff and the public to create greater connectivity with our business base.

<p>Increase internal and external outreach channels and resources to increase community knowledge of and orientation towards local business services, activities, products.</p>	<p>Inventory current informational materials and resources. Learn "user" experience through surveys, page views, downloads, inquiries logged through Comcate or other Customer Relationship Management (CRM) tool. Consider tools to track how info is generating "leads" or driving customers to local businesses.</p>	<p>Quantity of page views, downloads, positive survey, customer experiences, information to customer conversions.</p>	<p>Map current connection points between staff, electeds, the broader public, and our local businesses including, but not limited to: BizBuzz electronic newsletter, "How to Start a Business in Cupertino" Guide, Items of Interest, Council Work Program, Scene Articles, website.</p>	<p>Identify informational gaps and embed plan to address in Strategic Plan. Develop tool to track how City resources lead to greater local business support/sales.</p>
---	---	---	--	--



CUPERTINO

PUBLIC RESOURCES

Other Protection

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

BUDGET AT A GLANCE	
Total Revenue	\$ -
Total Expenditures	274,390
Fund Balance	-
<hr/>	
General Fund Costs	\$ 274,390
Total Staffing	0.90
% 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$274,390 be approved for the Planning Administration Budget. This represents an increase of \$35,096 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in employee compensation and workers' compensation costs.

This budget is funded from a \$274,390 contribution from the General Fund.

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:

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<i>Expenditures</i>				
Employee Compensation	151,654	167,441	133,020	156,211
Employee Benefits	64,058	60,904	54,316	59,364
Materials	10,324	8,308	10,620	13,590
Contract Services	20,969	4,282	26,955	30,219
Appropriations for Contingency	-	-	3,758	4,381
Cost Allocation	14,700	17,357	10,625	10,625
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 261,705	\$ 258,293	\$ 239,294	\$ 274,390
Fund Balance	-	-	-	-
General Fund Costs	\$ 261,705	\$ 258,293	\$ 239,294	\$ 274,390

STAFFING

Total current authorized positions – 0.9

There are no recommended changes to staffing.

Total authorized positions – .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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
700 Administration				
05 - Employee compensation				
500.501 - Salaries Full Time	151,017.51	162,020.79	130,720.00	146,955.00
500.502 - Salaries Part Time	636.43	0.00	0.00	0.00
500.505 - Overtime	0.00	1,820.23	2,300.00	7,200.00
500.506 - Car Allowance	3,599.96	3,599.96	1,440.00	1,680.00
500.507 - Taxable Life Premium			369.00	376.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
05 - Employee compensation Total	155,253.90	167,440.98	134,829.00	156,211.00
10 - Employee benefits				
501.500 - Retirement System	40,477.89	42,254.75	36,291.00	41,731.00
501.502 - Pers 1959 Surv Empr	0.00	75.28	0.00	25.00
501.504 - Employee Benefits	0.00	0.00	0.00	393.00
501.505 - Health Insurance	14,059.88	11,403.22	8,367.00	7,798.00
501.506 - Dental Insurance	1,322.77	1,333.08	1,410.00	860.00
501.507 - Medicare	2,263.79	2,413.14	2,088.00	2,110.00
501.508 - Life Insurance	902.29	908.54	596.00	596.00
501.509 - Long Term Disability	633.54	666.11	862.00	958.00
501.510 - Workers Compensation	543.59	968.03	968.00	2,972.00
501.511 - Vision Insurance	253.13	254.85	165.00	161.00
501.516 - Hra City Contribution		627.45	1,760.00	1,760.00
10 - Employee benefits Total	60,456.88	60,904.45	52,507.00	59,364.00
15 - Materials				
600.601 - General Office Supplies	3,210.83	1,563.29	1,300.00	1,300.00
600.605 - Meeting Expenses	1,006.91	1,507.82	1,600.00	4,255.00
600.608 - Sml Tools and Equipment		41.32	0.00	0.00
600.613 - General Supplies	1,527.00	934.00	1,000.00	1,000.00
600.618 - Utilities and Phone	1,080.29	1,186.87	920.00	1,035.00
600.629 - Conference and Meeting	3,499.22	3,074.97	5,800.00	5,800.00
600.632 - Mileage Reimbursement				200.00
15 - Materials Total	10,324.25	8,308.27	10,620.00	13,590.00
20 - Contract services				
700.701 - Training and Instruction	720.00	1,142.51	1,600.00	1,600.00
700.702 - General Service Agreement	2,819.61	0.00	250.00	12,250.00
700.703 - Maintenance of Equipment	17,429.05	3,139.66	25,105.00	16,369.00
20 - Contract services Total	20,968.66	4,282.17	26,955.00	30,219.00
25 - Cost allocation				
800.802 - IT Reimbursement	14,700.00	15,400.00	9,377.00	9,377.00
800.804 - Web Site Reimbursement		1,957.00	1,248.00	1,248.00
25 - Cost allocation Total	14,700.00	17,357.00	10,625.00	10,625.00
30 - Capital outlays				
900.995 - Special Projects - CDD				0.00
30 - Capital outlays Total				0.00

35 - Contingencies				
719.705 - Contingencies		0.00	3,758.00	4,381.00
35 - Contingencies Total		0.00	3,758.00	4,381.00
700 Administration Total	261,703.69	258,292.87	239,294.00	274,390.00

City of Cupertino
Fiscal Year 2015-2016

PUBLIC RESOURCES

Other Protection

CURRENT PLANNING

Budget Unit 100-71-701

General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 3,812,600
Total Expenditures	4,187,174
Fund Balance	-
<hr/>	
General Fund Costs	\$ 374,574
Total Staffing	6.35
% Funded by the General Fund	8.9%

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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$4,187,174 be approved for the Current Planning Budget. This represents an increase of \$2,546,523 under the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to the special projects, listed in the table below, that are budgeted for this fiscal year.

This budget is funded from \$3,812,600, in estimated department revenue and a \$374,574 contribution from the General Fund.

SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Main Street	\$111,000	\$111,000	Pass Through Revenues*	Main Street
The Hamptons	\$321,310	\$321,310	Pass Through Revenues*	The Hamptons
City Center Office	\$518,500	\$518,500	Pass Through Revenues*	City Center Office
Cupertino Inn	\$463,500	\$463,500	Pass Through Revenues*	Cupertino Inn
Marina Foods	\$463,500	\$463,500	Pass Through Revenues*	Marina Foods
Apple 2 Phase 2	\$240,000	\$240,000	Pass Through Revenues*	Apple 2 Phase 2
Development Applications	\$319,000	\$319,000	Pass Through Revenues*	Development Applications

*Cost recovered

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:

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	319,000
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	4,786,439	1,000,000	3,357,810
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	135,790
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 4,786,439	\$ 1,000,000	\$ 3,812,600
<u>Expenditures</u>				
Employee Compensation	658,377	658,841	729,333	781,466
Employee Benefits	257,563	248,324	294,099	279,314
Materials	18,909	12,078	22,472	18,490
Contract Services	2,829	27,649	406,344	285,948
Appropriations for Contingency	-	-	42,881	30,444
Cost Allocation	68,000	100,583	105,522	114,702
Capital Outlay	-	-	-	-
Special Projects	-	370,486	40,000	2,676,810
TOTAL EXPENDITURES	\$ 1,005,678	\$ 1,417,962	\$ 1,640,651	\$ 4,187,174
Fund Balance	-	-	-	-
General Fund Costs	\$ 1,005,678	\$ (3,368,478)	\$ 640,651	\$ 374,574

STAFFING

Total current authorized positions – 7.10

Recommend a reallocation resulting in a decrease of 0.75 to the current level of staffing

Total authorized positions – 6.35

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
71 Planning				
701 Current Planning				
05 - Employee compensation				
500.501 - Salaries Full Time	637,091.12	607,044.51	653,233.00	651,601.00
500.502 - Salaries Part Time	13,059.76	5,400.83	60,000.00	75,000.00
500.503 - Excess Med Pay	1,490.23	621.40	0.00	1,362.00
500.505 - Overtime	6,736.43	45,774.29	16,100.00	48,800.00
500.506 - Car Allowance			720.00	840.00
500.507 - Taxable Life Premium			2,345.00	1,613.00
500.510 - Employee Agency Serv			0.00	0.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
500.513 - Sick Leave				2,250.00
05 - Employee compensation Total	658,377.54	658,841.03	732,398.00	781,466.00
10 - Employee benefits				
501.500 - Retirement System	165,381.57	155,372.50	174,735.00	172,154.00
501.502 - Pers 1959 Surv Empr	0.00	321.43	0.00	107.00
501.504 - Employee Benefits	0.00	0.00	0.00	228.00
501.505 - Health Insurance	56,265.64	56,548.27	66,009.00	54,352.00
501.506 - Dental Insurance	6,350.40	6,141.32	11,126.00	5,995.00
501.507 - Medicare	10,323.26	9,948.16	9,569.00	9,355.00
501.508 - Life Insurance	4,815.13	4,342.31	4,517.00	4,304.00
501.509 - Long Term Disability	3,220.33	3,201.52	4,527.00	4,486.00
501.510 - Workers Compensation	9,993.86	5,361.97	5,362.00	14,774.00
501.511 - Vision Insurance	1,212.77	1,172.58	1,299.00	1,138.00
501.516 - Hra City Contribution		5,914.40	13,890.00	12,421.00
10 - Employee benefits Total	257,562.96	248,324.46	291,034.00	279,314.00
15 - Materials				
600.601 - General Office Supplies	10,125.50	4,027.66	7,200.00	7,200.00
600.602 - Printing and Duplication	(788.19)	(2,372.60)	0.00	0.00
600.603 - Maps, Blueprints, Etc	0.00	0.00	0.00	0.00
600.608 - Sml Tools and Equipment		2,092.04	1,040.00	0.00
600.613 - General Supplies	2,500.00	2,012.25	2,000.00	2,000.00
600.618 - Utilities and Phone	3,327.39	2,585.59	3,282.00	360.00
600.629 - Conference and Meeting	3,732.99	3,457.12	8,800.00	8,800.00
600.632 - Mileage Reimbursement	11.02	276.01	150.00	130.00
15 - Materials Total	18,908.71	12,078.07	22,472.00	18,490.00
20 - Contract services				
700.701 - Training and Instruction	2,455.64	166.30	4,500.00	5,600.00
700.702 - General Service Agreement	373.03	22,135.00	8,540.00	275,000.00
700.703 - Maintenance of		5,347.87	393,304.00	5,348.00

Equipment				
20 - Contract services Total	2,828.67	27,649.17	406,344.00	285,948.00
25 - Cost allocation				
800.801 - Equipment				
Reimbursement				9,180.00
800.802 - IT Reimbursement	68,000.00	76,471.00	73,972.00	73,972.00
800.803 - City Channel Reimb		14,906.00	21,702.00	21,702.00
800.804 - Web Site Reimbursement		9,206.00	9,848.00	9,848.00
25 - Cost allocation Total	68,000.00	100,583.00	105,522.00	114,702.00
30 - Capital outlays				
900.923 - Apple Campus 2		370,485.55	0.00	240,000.00
900.929 - Rosebowl			5,000.00	0.00
900.930 - Main Street			35,000.00	111,000.00
900.995 - Special Projects - CDD				2,325,810.00
30 - Capital outlays Total		370,485.55	40,000.00	2,676,810.00
35 - Contingencies				
719.705 - Contingencies		0.00	42,881.00	30,444.00
35 - Contingencies Total		0.00	42,881.00	30,444.00
50 - Other financing uses				
701.701 - Refundable Deposit				
Expense				0.00
50 - Other financing uses Total				0.00
701 Current Planning Total	1,005,677.88	1,417,961.28	1,640,651.00	4,187,174.00



CUPERTINO

PUBLIC RESOURCES

Other Protection

MID AND LONG RANGE PLANNING

Budget Unit 100-71-702

General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 1,821,500
Total Expenditures	2,353,143
Fund Balance	-
	General Fund Costs \$ 531,643
Total Staffing	2.25
% Funded by the General Fund	22.6%

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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$2,353,143 be approved for the Mid and Long Range Planning Budget. This represents an increase of \$1,025,160 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to several special projects, outlined below, that are budgeted this fiscal year.

This budget is funded from \$1,821,500 in estimated department revenue and a \$531,643 contribution from the General Fund.

SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Parking Ordinance	\$71,950	\$71,950	General Fund	FY 14-15 \$170,000 carryover
Vallco Mall Redevelopment & Specific Plan	\$1,045,500	\$1,045,500	Pass Through Revenues*	Vallco Mall
Oaks Shopping Center	\$469,000	\$469,000	Pass Through Revenues*	Oaks Shopping Center
Foothill Market	\$175,500	\$175,500	Pass Through Revenues*	Foothill Market
Senior Housing BMR	\$115,000	\$115,000	Pass Through Revenues*	Parkside Trails

*Cost recovered

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:

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	32,290	1,804,500
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	17,000
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 32,290	\$ 1,821,500
<u>Expenditures</u>				
Employee Compensation	128,935	154,722	208,569	276,506
Employee Benefits	47,123	50,568	89,838	105,130
Materials	20,699	1,732	4,381	3,600
Contract Services	45,334	1,802	1,700	46,100
Appropriations for Contingency	-	-	608	4,970
Cost Allocation	11,800	26,204	39,887	39,887
Capital Outlay	-	-	-	-
Special Projects	-	987,087	983,000	1,876,950
TOTAL EXPENDITURES	\$ 253,891	\$ 1,222,115	\$ 1,327,983	\$ 2,353,143
Fund Balance	-	-	-	-
General Fund Costs	\$ 253,891	\$ 1,222,115	\$ 1,295,693	\$ 531,643

STAFFING

Total current authorized positions – 2.0

Recommend a reallocation resulting in an increase of 0.25 to the current level of staffing.

Total authorized positions – 2.25

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
702 Mid Long Term Planning				
05 - Employee compensation				
500.501 - Salaries Full Time	124,191.41	139,681.16	203,969.00	259,014.00
500.502 - Salaries Part Time	4,722.66	11,879.00	0.00	0.00
500.503 - Excess Med Pay				0.00
500.505 - Overtime	21.00	3,161.88	4,600.00	16,000.00
500.506 - Car Allowance			720.00	840.00
500.507 - Taxable Life Premium			658.00	652.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
05 - Employee compensation Total	128,935.07	154,722.04	209,947.00	276,506.00
10 - Employee benefits				
501.500 - Retirement System	32,572.79	35,748.67	56,089.00	69,667.00
501.502 - Pers 1959 Surv Empr	0.00	58.66	0.00	20.00
501.505 - Health Insurance	9,798.00	8,533.73	18,592.00	19,328.00
501.506 - Dental Insurance	959.68	1,008.15	3,132.00	2,132.00
501.507 - Medicare	1,905.00	2,397.42	3,054.00	3,719.00
501.508 - Life Insurance	679.79	716.18	1,221.00	1,504.00
501.509 - Long Term Disability	490.25	533.06	1,386.00	1,754.00
501.510 - Workers Compensation	533.19	707.03	707.00	2,202.00
501.511 - Vision Insurance	183.59	192.74	368.00	403.00
501.516 - Hra City Contribution		672.08	3,911.00	4,401.00
10 - Employee benefits Total	47,122.29	50,567.72	88,460.00	105,130.00
15 - Materials				
600.601 - General Office Supplies	9,168.75	931.65	1,000.00	1,000.00
600.608 - Sml Tools and Equipment		0.00	260.00	0.00
600.613 - General Supplies		115.00	400.00	400.00
600.618 - Utilities and Phone	520.19	571.25	521.00	0.00
600.621 - Calrecylce City Payment				
Prgm Adm	8,640.00	0.00	0.00	0.00
600.629 - Conference and Meeting	2,370.34	113.93	2,200.00	2,200.00
15 - Materials Total	20,699.28	1,731.83	4,381.00	3,600.00
20 - Contract services				
700.701 - Training and Instruction	0.00	0.00	1,100.00	1,400.00
700.702 - General Service Agreement	45,334.34	1,030.00	600.00	44,700.00
700.703 - Maintenance of Equipment		772.49	0.00	0.00
20 - Contract services Total	45,334.34	1,802.49	1,700.00	46,100.00
25 - Cost allocation				
800.802 - IT Reimbursement	11,800.00	10,084.00	20,837.00	20,837.00
800.803 - City Channel Reimb		14,906.00	16,276.00	16,276.00
800.804 - Web Site Reimbursement		1,214.00	2,774.00	2,774.00
25 - Cost allocation Total	11,800.00	26,204.00	39,887.00	39,887.00
30 - Capital outlays				

900.924 - GPA Project	794,067.06	170,000.00	0.00
900.925 - Tree Ordinance	36,471.06	0.00	0.00
900.926 - Housing Element	149,393.96	65,000.00	0.00
900.931 - N. DeAnza	0.00	110,000.00	0.00
900.932 - Parking Ordinance		170,000.00	71,950.00
900.939 - Vallco		20,000.00	1,045,500.00
900.940 - Oaks		5,000.00	469,000.00
900.942 - Heart Of The City		443,000.00	0.00
900.943 - Climate Action Plan	7,155.00	0.00	0.00
900.995 - Special Projects - CDD			290,500.00
30 - Capital outlays Total	987,087.08	983,000.00	1,876,950.00
35 - Contingencies			
719.705 - Contingencies	0.00	608.00	4,970.00
35 - Contingencies Total	0.00	608.00	4,970.00
702 Mid Long Term Planning Total	253,890.98	1,222,115.16	1,327,983.00
			2,353,143.00



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.

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed 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	45,117	-	-	-
Employee Benefits	15,112	121	-	-
Materials	4,514	-	-	-
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	623,607	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 64,743	\$ 623,728	\$ -	\$ -
Fund Balance	-	-	-	-
General Fund Costs	\$ 64,743	\$ 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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
703 RDA/Housing				
05 - Employee compensation				
500.501 - Salaries Full Time	45,088.61	0.00	0.00	0.00
500.502 - Salaries Part Time	27.82	0.00	0.00	0.00
05 - Employee compensation Total	45,116.43	0.00	0.00	0.00
10 - Employee benefits				

501.500 - Retirement System	11,619.46	0.00	0.00	0.00
501.502 - Pers 1959 Surv Empr	0.00	0.00	0.00	0.00
501.504 - Employee Benefits	0.00	0.00	0.00	0.00
501.505 - Health Insurance	2,105.54	78.67	0.00	0.00
501.506 - Dental Insurance	223.53	8.45	0.00	0.00
501.507 - Medicare	639.72	22.76	0.00	0.00
501.508 - Life Insurance	171.89	6.51	0.00	0.00
501.509 - Long Term Disability	154.21	2.48	0.00	0.00
501.510 - Workers Compensation	153.77	0.00	0.00	0.00
501.511 - Vision Insurance	42.99	1.64	0.00	0.00
501.516 - Hra City Contribution			0.00	0.00
10 - Employee benefits Total	15,111.11	120.51	0.00	0.00
15 - Materials				
600.613 - General Supplies	0.00	0.00	0.00	0.00
600.629 - Conference and Meeting	0.00	0.00	0.00	0.00
600.638 - General Miscellaneous	0.00	0.00	0.00	0.00
600.640 - Pass Thru Expenditure	0.00	0.00	0.00	0.00
15 - Materials Total	0.00	0.00	0.00	0.00
20 - Contract services				
700.702 - General Service Agreement	4,513.97	0.00	0.00	0.00
20 - Contract services Total	4,513.97	0.00	0.00	0.00
30 - Capital outlays				
900.904 - Non Recur Facility MGT	0.00	0.00	0.00	0.00
900.905 - Facility Improvements	0.00	623,607.20	0.00	0.00
900.995 - Special Projects - CDD				0.00
30 - Capital outlays Total	0.00	623,607.20	0.00	0.00
703 RDA/Housing Total	64,741.51	623,727.71	0.00	0.00



CUPERTINO

PUBLIC RESOURCES

Other Protection

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

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		137,500
Fund Balance		-
	General Fund Costs	\$ 137,500
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

RECOMMENDED PROPOSED

It is recommended that a budget of \$137,500 be approved for the Annexations Budget. This represents an increase of \$84,722 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to the annexation of the Lawrence Mitty property.

This budget is funded from a \$137,500 contribution from the General Fund.

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:

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -
<i>Expenditures</i>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	-	-	-	-
Contract Services	-	-	47,980	125,000
Appropriations for Contingency	-	-	4,798	12,500
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ -	\$ 52,778	\$ 137,500
Fund Balance	-	-	-	-
General Fund Costs	\$ -	\$ -	\$ 52,778	\$ 137,500

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
704 Annexations				
20 - Contract services				
700.702 - General Service Agreement	0.00	0.00	47,980.00	125,000.00
20 - Contract services Total	0.00	0.00	47,980.00	125,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	4,798.00	12,500.00
35 - Contingencies Total		0.00	4,798.00	12,500.00
704 Annexations Total	0.00	0.00	52,778.00	137,500.00



PUBLIC RESOURCES

Other Protection

**PLANNING/ECONOMIC
DEVELOPMENT-
ECONOMIC DEVELOPMENT**

Budget Unit 100-71-705
General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 29,607
Total Expenditures	243,176
Fund Balance	-
<hr/>	
General Fund Costs	\$ 213,569
Total Staffing	1.00
% Funded by the General Fund	87.8%

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.

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	29,607
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ 29,607
<i>Expenditures</i>				
Employee Compensation	74,195	-	-	61,800
Employee Benefits	24,710	-	-	2,135
Materials	24,976	-	-	40,150
Contract Services	450	-	-	108,000
Appropriations for Contingency	-	-	-	14,815
Cost Allocation	12,000	-	-	16,276
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 136,331	\$ -	\$ -	\$ 243,176
Fund Balance	-	-	-	-
General Fund Costs	\$ 136,331	\$ -	\$ -	\$ 213,569

STAFFING

Total current authorized positions – 1.0

There are no recommended changes to staffing.

Total authorized positions – 1.0

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
705 Economic Development				
05 - Employee compensation				
500.501 - Salaries Full Time	36,371.59	0.00	0.00	0.00
500.502 - Salaries Part Time	37,683.93	0.00	60,000.00	60,000.00
500.505 - Overtime	139.19	0.00	0.00	0.00
500.513 - Sick Leave				1,800.00
05 - Employee compensation Total	74,194.71	0.00	60,000.00	61,800.00
10 - Employee benefits				
501.500 - Retirement System	18,670.92	0.00	0.00	0.00
501.502 - Pers 1959 Surv Empr	0.00	0.00	0.00	0.00
501.504 - Employee Benefits	0.00	0.00	17,000.00	0.00
501.505 - Health Insurance	2,687.70	0.00	0.00	0.00
501.506 - Dental Insurance	347.46	0.00	0.00	0.00
501.507 - Medicare	1,258.80	0.00	0.00	0.00
501.508 - Life Insurance	266.50	0.00	0.00	0.00
501.509 - Long Term Disability	187.31	0.00	0.00	0.00
501.510 - Workers Compensation	1,225.46	0.00	3,894.00	2,135.00
501.511 - Vision Insurance	66.35	0.00	0.00	0.00
501.516 - Hra City Contribution			0.00	0.00
10 - Employee benefits Total	24,710.50	0.00	20,894.00	2,135.00
15 - Materials				
600.601 - General Office Supplies	2,093.38	0.00	250.00	250.00
600.602 - Printing and Duplication	1,000.98	0.00	5,000.00	5,000.00
600.605 - Meeting Expenses			1,200.00	1,200.00
600.608 - Sml Tools and Equipment			900.00	3,100.00
600.613 - General Supplies	21,555.00	0.00	22,600.00	23,000.00
600.629 - Conference and Meeting	260.00	0.00	3,600.00	3,600.00
600.632 - Mileage Reimbursement	66.64	0.00	200.00	200.00
600.635 - Special Departmental Exp			3,800.00	3,800.00
15 - Materials Total	24,976.00	0.00	37,550.00	40,150.00
20 - Contract services				
700.702 - General Service Agreement	450.00	0.00	58,800.00	108,000.00
20 - Contract services Total	450.00	0.00	58,800.00	108,000.00
25 - Cost allocation				
800.802 - IT Reimbursement	12,000.00	0.00	0.00	0.00

800.803 - City Channel Reimb			16,276.00	16,276.00
25 - Cost allocation Total	12,000.00	0.00	16,276.00	16,276.00
30 - Capital outlays				
900.995 - Special Projects - CDD				0.00
30 - Capital outlays Total				0.00
35 - Contingencies				
719.705 - Contingencies			9,635.00	14,815.00
35 - Contingencies Total			9,635.00	14,815.00
705 Economic Development Total	136,331.21	0.00	203,155.00	243,176.00



PUBLIC RESOURCES

Other Protection

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

BUDGET AT A GLANCE	
Total Revenue	\$ 61,309
Total Expenditures	61,309
Fund Balance	-
<hr/>	
General Fund Costs	\$ -
Total Staffing	0.43
% Funded by the General Fund	0.0%

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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$61,309 be approved for the CDBG General Administration Budget. This represents a decrease of \$8,242 under the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to decreased grant dollars that fund this program.

This budget is funded from \$61,309 in estimated department.

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:

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	28,000	-
Intergovernmental Revenue	-	-	120,078	61,309
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 148,078	\$ 61,309
<u>Expenditures</u>				
Employee Compensation	42,099	34,304	49,000	41,613
Employee Benefits	16,049	13,874	20,551	19,696
Materials	560	-	-	-
Contract Services	-	29,647	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	33,789	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 58,708	\$ 111,614	\$ 69,551	\$ 61,309
Fund Balance	-	-	78,527	-
General Fund Costs	\$ 58,708	\$ 111,614	\$ -	\$ -

STAFFING

Total current authorized positions – 0.47

A reduction in staff allocated due to the reallocation of staff time to account for a reduction in grant dollars to fund this position.

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
707 CDBG General Admin				
05 - Employee compensation				
500.501 - Salaries Full Time	42,099.25	34,304.93	49,000.00	41,511.00
500.507 - Taxable Life Premium			235.00	102.00
05 - Employee compensation Total	42,099.25	34,304.93	49,235.00	41,613.00
10 - Employee benefits				
501.500 - Retirement System	11,114.15	8,671.24	12,390.00	11,958.00
501.502 - Pers 1959 Surv Empr	0.00	20.70	0.00	7.00
501.505 - Health Insurance	3,223.73	2,998.78	4,370.00	4,027.00
501.506 - Dental Insurance	370.19	328.70	736.00	441.00
501.507 - Medicare	628.71	466.35	710.00	689.00
501.508 - Life Insurance	283.81	251.97	360.00	326.00
501.509 - Long Term Disability	199.83	180.60	343.00	331.00
501.510 - Workers Compensation	157.17	294.97	295.00	914.00
501.511 - Vision Insurance	70.63	62.73	95.00	84.00
501.516 - Hra City Contribution		597.61	1,017.00	919.00
10 - Employee benefits Total	16,048.22	13,873.65	20,316.00	19,696.00
15 - Materials				
600.601 - General Office Supplies	0.00	0.00	0.00	0.00
600.623 - Grant Expenditures	0.00	0.00	0.00	0.00
600.629 - Conference and Meeting	559.82	0.00	0.00	0.00
600.635 - Special Departmental Exp	0.00	0.00	0.00	0.00
15 - Materials Total	559.82	0.00	0.00	0.000
20 - Contract services				
700.702 - General Service Agreement		29,260.69	0.00	0.000
700.703 - Maintenance of Equipment		386.30	0.00	0.000
20 - Contract services Total		29,646.99	0.00	0.00
25 - Cost allocation				
800.802 - IT Reimbursement		3,470.00	0.00	0.00
800.803 - City Channel Reimb		29,812.00	0.00	0.00
800.804 - Web Site Reimbursement		507.00	0.00	0.00
800.805 - CC CAP Allocation		1,149.00	0.00	0.00
800.806 - CM CAP Allocation		1,679.00	0.00	0.00
800.807 - ENV Affairs CAP Allo		531.00	0.00	0.00
800.808 - ECON Dev CAP Allo		408.00	0.00	0.00
800.809 - City Clerk CAP Alloc		5,338.00	0.00	0.00
800.810 - City Attorney CAP Alloc		20,054.00	0.00	0.00

800.811 - Public Affairs CAP Alloc	824.00	0.00	0.00
800.812 - Disaster PREP CAP Alloc	277.00	0.00	0.00
800.813 - Admin Serv CAP Allocation	1,279.00	0.00	0.00
800.814 - Finance CAP Alloc	2,424.00	0.00	0.00
800.815 - Human resources CAP Alloc	1,200.00	0.00	0.00
25 - Cost allocation Total	68,952.00	0.00	0.00
30 - Capital outlays			
900.995 - Special Projects - CDD			0.00
30 - Capital outlays Total			0.00
35 - Contingencies			
719.705 - Contingencies	0.00	0.00	0.00
35 - Contingencies Total	0.00	0.00	0.00
707 CDBG General Admin Total	58,707.29	146,777.57	69,551.00



CUPERTINO

PUBLIC RESOURCES

Other Protection

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

Budget Unit 260-72-709

General Fund

BUDGET AT A GLANCE

Total Revenue	\$ 199,256
Total Expenditures	370,103
Fund Balance	170,847
<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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$370,103 be approved for the CDBG-Capital Grants Budget. This represents a decrease of \$186,897 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to a reduction in the city’s allocated Housing and Urban Development grant and a reduction in the Division’s carryover of uncommitted funds for this fiscal year.

This budget is funded from \$199,256 in estimated department revenue and the use of \$170,847 in fund balance.

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:

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	147,362	199,256
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 147,362	\$ 199,256
<u>Expenditures</u>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	324,887	57,904	557,000	370,103
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	66,852	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 324,887	\$ 124,756	\$ 557,000	\$ 370,103
Fund Balance	-	-	(409,638)	(170,847)
General Fund Costs	\$ 324,887	\$ 124,756	\$ -	\$ -

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
709 Affordable Housing				
15 - Materials				
600.623 - Grant Expenditures	324,886.61	57,904.14	557,000.00	370,103.00
600.635 - Special Departmental Exp	0.00	0.00	0.00	0.00
15 - Materials Total	324,886.61	57,904.14	557,000.00	370,103.00
25 - Cost allocation				
800.805 - CC CAP Allocation		10,144.00	0.00	0.00
800.806 - CM CAP Allocation		7,152.00	0.00	0.00
800.807 - ENV Affairs CAP Allo		2,273.00	0.00	0.00
800.808 - ECON Dev CAP Allo		1,737.00	0.00	0.00
800.810 - City Attorney CAP Alloc		20,054.00	0.00	0.00
800.811 - Public Affairs CAP Alloc		7,272.00	0.00	0.00
800.812 - Disaster PREP CAP Alloc		2,450.00	0.00	0.00
800.813 - Admin Serv CAP Allocation		5,445.00	0.00	0.00
800.814 - Finance CAP Alloc		10,325.00	0.00	0.00
25 - Cost allocation Total		66,852.00	0.00	0.00
30 - Capital outlays				
900.995 - Special Projects - CDD				0.00
30 - Capital outlays Total				0.00
35 - Contingencies				
719.705 - Contingencies		0.00	0.00	0.00
35 - Contingencies Total		0.00	0.00	0.00
50 - Other financing uses				
800.905 - CAP Asset TRF 2 Gov Activy	0.00	0.00	0.00	0.00
50 - Other financing uses Total	0.00	0.00	0.00	0.00
709 Affordable Housing Total	324,886.61	124,756.14	557,000.00	370,103.00



PUBLIC RESOURCES

Other Protection

**HOUSING SERVICES-
CDBG PUBLIC SERVICE GRANTS**

Budget Unit 260-72-710

General Fund

BUDGET AT A GLANCE		
Total Revenue	\$	45,982
Total Expenditures		45,982
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, 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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$45,982 be approved for the CDBG-Public Service Grants Budget. This represents a decrease of \$2,159 over the FY 2014-15 Final Adopted Budget due to a reduction in grant dollars.

This budget is funded from \$45,982 in grant revenue. 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:

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	43,503	45,982
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 43,503	\$ 45,982
<i>Expenditures</i>				
Employee Compensation	-	-	-	-
Employee Benefits	-	-	-	-
Materials	45,281	42,560	48,141	45,982
Contract Services	-	-	-	-
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 45,281	\$ 42,560	\$ 48,141	\$ 45,982
Fund Balance	-	-	(4,638)	-
General Fund Costs	\$ 45,281	\$ 42,560	\$ -	-

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
710 Public Service Grants				
15 - Materials				
600.623 - Grant Expenditures	45,280.90	42,560.00	48,141.00	45,982.00
15 - Materials Total	45,280.90	42,560.00	48,141.00	45,982.00
30 - Capital outlays				
900.995 - Special Projects - CDD				0.00

30 - Capital outlays Total				0.00
710 Public Service Grants Total	45,280.90	42,560.00	48,141.00	45,982.00



PUBLIC RESOURCES

Other Protection

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

Total Revenue	\$ 566,652
Total Expenditures	461,133
Fund Balance	105,519
<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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$461,133 for the Affordable Housing BMR Budget. This represents a decrease of \$20,713 over the FY 2014-15 Final Adopted Budget. The decrease is attributed primarily to the completion of the Nexus Study and the City's Housing and Urban Development Consolidated Plan.

This budget is funded from \$566,652 in estimated department revenue and the use of \$105,519 in fund balance.

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:

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	100,000	-
Licenses and Permits	-	-	-	-
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	566,652
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ -	\$ 100,000	\$ 566,652
<u>Expenditures</u>				
Employee Compensation	23,061	14,387	31,096	45,199
Employee Benefits	9,141	6,290	13,387	13,714
Materials	113,237	132,998	266,863	270,170
Contract Services	56,853	69,995	70,500	90,900
Appropriations for Contingency	-	-	-	-
Cost Allocation	2,300	-	-	1,150
Capital Outlay	-	-	-	-
Special Projects	-	15,879	100,000	40,000
TOTAL EXPENDITURES	\$ 204,592	\$ 239,548	\$ 481,846	\$ 461,133
Fund Balance	-	-	(381,846)	105,519
General Fund Costs	\$ 204,592	\$ 239,548	\$ -	\$ -

STAFFING

Total current authorized positions – 0.33

There are modest recommended changes to staffing to reflect shifting program demands.

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
711 BMR Housing				
05 - Employee compensation				
500.501 - Salaries Full Time	23,060.90	14,273.23	31,096.00	40,128.00
500.502 - Salaries Part Time	0.00	0.00	0.00	0.00
500.505 - Overtime		113.77	0.00	5,000.00
500.507 - Taxable Life Premium			165.00	71.00
500.510 - Employee Agency Serv			0.00	0.00
05 - Employee compensation Total	23,060.90	14,387.00	31,261.00	45,199.00
10 - Employee benefits				
501.500 - Retirement System	6,090.16	3,849.10	7,863.00	8,396.00
501.502 - Pers 1959 Surv Empr	0.00	9.50	0.00	3.00
501.505 - Health Insurance	2,052.02	1,468.80	3,068.00	2,827.00
501.506 - Dental Insurance	226.81	156.45	517.00	310.00
501.507 - Medicare	354.54	209.77	451.00	483.00
501.508 - Life Insurance	166.72	112.78	229.00	229.00
501.509 - Long Term Disability	118.14	81.65	217.00	233.00
501.510 - Workers Compensation	88.60	171.97	172.00	529.00
501.511 - Vision Insurance	43.41	29.86	60.00	59.00
501.516 - Hra City Contribution		199.74	645.00	645.00
10 - Employee benefits Total	9,140.40	6,289.62	13,222.00	13,714.00
15 - Materials				
600.601 - General Office Supplies	4,251.45	2,899.58	1,500.00	1,500.00
600.608 - Sml Tools and Equipment			500.00	3,500.00
600.613 - General Supplies	1,940.50	1,572.00	2,000.00	2,000.00
600.618 - Utilities and Phone	133.72	571.25	45.00	352.00
600.623 - Grant Expenditures	0.00	0.00	125,818.00	125,818.00
600.629 - Conference and Meeting	0.00	0.00	3,000.00	3,000.00
600.635 - Special Departmental Exp	106,910.60	127,954.86	134,000.00	134,000.00
15 - Materials Total	113,236.27	132,997.69	266,863.00	270,170.00
20 - Contract services				
700.701 - Training and Instruction	0.00	0.00	500.00	500.00
700.702 - General Service Agreement	56,582.57	69,994.86	70,000.00	90,400.00
20 - Contract services Total	56,582.57	69,994.86	70,500.00	90,400.00
25 - Cost allocation				
800.802 - IT Reimbursement	2,300.00	0.00	0.00	1,150.00
25 - Cost allocation Total	2,300.00	0.00	0.00	1,150.00
31 - Special projects				

900.926 - Housing Element		15,879.00	0.00	0.00
900.927 - Nexis Study			60,000.00	0.00
900.941 - Consolidated Plan			40,000.00	0.00
900.995 - Special Projects - CDD				0.00
31 - Special projects Total		15,879.00	100,000.00	40,000.00
711 BMR Housing Total	204,320.14	239,548.17	481,846.00	461,133.00



PUBLIC RESOURCES

Other Protection

**HOUSING SERVICES-
 HUMAN SERVICES GRANTS**

Budget Unit 100-72-712
 General Fund

BUDGET AT A GLANCE

Total Revenue	\$	-
Total Expenditures		40,000
Fund Balance		-
<hr/>		
	General Fund Costs	\$ 40,000
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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$40,000 be approved for the Human Services Grant Budget. This budget is unchanged since the 2013-14 Final Adopted Budget.

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 three prior fiscal years and the Final Adopted Budget for the current fiscal year:

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed 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	48,064	39,896	40,000	40,000
Appropriations for Contingency	-	-	-	-
Cost Allocation	-	-	-	-
Capital Outlay	-	-	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ 48,064	\$ 39,896	\$ 40,000	\$ 40,000
Fund Balance	-	-	-	-
General Fund Costs	\$ 48,064	\$ 39,896	\$ 40,000	\$ 40,000

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
712 Human Service Grants				
20 - Contract services				
700.702 - General Service Agreement	48,064.00	39,895.58	40,000.00	40,000.00
20 - Contract services Total	48,064.00	39,895.58	40,000.00	40,000.00
31 - Special projects				

900.995 - Special Projects - CDD				0.00
31 - Special projects Total				0.00
712 Human Service Grants Total	48,064.00	39,895.58	40,000.00	40,000.00



CUPERTINO

PUBLIC RESOURCES

Other Protection

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

BUDGET AT A GLANCE

Total Revenue	\$ 700,000
Total Expenditures	579,471
Fund Balance	-
	General Fund Costs \$ (120,529)
Total Staffing	2.60
% Funded by the General Fund	-20.8%

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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$579,471 be approved for the General Building Budget. This represents a decrease of \$211,339 under the FY 2014-15 Final Adopted Budget. The decrease is primarily attributed to a decrease in costs associated with special projects this fiscal year.

This budget is funded from \$700,000 in estimated department revenue requiring no additional 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	\$60,000	General Fund	Digitizing building records

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:

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<u>Revenue</u>				
Taxes	-	-	-	-
Licenses and Permits	-	1,589	266,000	700,000
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 1,589	\$ 266,000	\$ 700,000
<u>Expenditures</u>				
Employee Compensation	463,138	487,143	272,549	287,362
Employee Benefits	181,629	199,776	116,561	120,982
Materials	25,150	21,435	17,100	14,302
Contract Services	4,383	5,391	16,300	22,886
Appropriations for Contingency	-	-	3,340	3,719
Cost Allocation	112,550	101,753	84,960	70,220
Capital Outlay	-	-	-	-
Special Projects	11,815	193,242	280,000	60,000
TOTAL EXPENDITURES	\$ 798,665	\$ 1,008,738	\$ 790,810	\$ 579,471
Fund Balance	-	-	(524,810)	-
General Fund Costs	\$ 798,665	\$ 1,007,149	\$ -	\$ (120,529)

STAFFING

Total current authorized positions – 2.6 FTE

There are no recommended changes to staffing.

Total authorized positions – 2.6 FTE

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
713 General Building				
05 - Employee compensation				
500.501 - Salaries Full Time	442,525.78	480,646.10	250,549.00	258,336.00
500.502 - Salaries Part Time	15,380.06	1,404.00	20,000.00	23,000.00
500.503 - Excess Med Pay	893.62	272.22	0.00	886.00
500.505 - Overtime	4,337.77	4,820.19	2,000.00	2,350.00
500.506 - Car Allowance			360.00	420.00
500.507 - Taxable Life Premium			2,107.00	1,680.00
500.510 - Employee Agency Serv			0.00	0.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
500.513 - Sick Leave				690.00
05 - Employee compensation Total	463,137.23	487,142.51	275,016.00	287,362.00
10 - Employee benefits				
501.500 - Retirement System	115,814.21	125,836.36	69,559.00	72,556.00
501.502 - Pers 1959 Surv Empr	0.00	293.27	0.00	98.00
501.505 - Health Insurance	43,344.03	47,262.80	24,173.00	22,550.00
501.506 - Dental Insurance	4,730.85	5,206.63	4,075.00	2,460.00
501.507 - Medicare	6,189.40	6,038.85	3,681.00	3,709.00
501.508 - Life Insurance	3,126.42	3,417.25	1,525.00	1,525.00
501.509 - Long Term Disability	2,208.88	2,493.16	1,707.00	1,752.00
501.510 - Workers Compensation	5,312.05	3,810.97	3,811.00	10,780.00
501.511 - Vision Insurance	903.54	994.16	477.00	466.00
501.516 - Hra City Contribution		4,422.05	5,086.00	5,086.00
10 - Employee benefits Total	181,629.38	199,775.50	114,094.00	120,982.00
15 - Materials				
600.601 - General Office Supplies	13,106.51	7,010.03	4,000.00	4,000.00
600.608 - Sml Tools and Equipment		3,077.80	3,000.00	0.00
600.613 - General Supplies	354.00	590.00	500.00	465.00
600.618 - Utilities and Phone	5,847.76	5,872.27	5,300.00	5,537.00
600.629 - Conference and Meeting	5,841.07	4,884.84	4,100.00	4,100.00
600.632 - Mileage Reimbursement	0.00	0.00	200.00	200.00
15 - Materials Total	25,149.34	21,434.94	17,100.00	14,302.00
20 - Contract services				
700.701 - Training and Instruction	2,918.05	1,280.00	1,800.00	2,500.00
700.702 - General Service Agreement	1,464.78	224.40	14,500.00	16,500.00
700.703 - Maintenance of Equipment		3,886.36	0.00	3,886.00
20 - Contract services Total	4,382.83	5,390.76	16,300.00	22,886.00
25 - Cost allocation				
800.801 - Equipment Reimbursement	31,350.00	27,840.00	37,990.00	23,250.00

800.802 - IT Reimbursement	81,200.00	52,465.00	27,088.00	27,088.00
800.803 - City Channel Reimb		14,906.00	16,276.00	16,276.00
800.804 - Web Site Reimbursement		6,542.00	3,606.00	3,606.00
25 - Cost allocation Total	112,550.00	101,753.00	84,960.00	70,220.00
31 - Special projects				
900.936 - 3-YR Scanning Project	11,815.48	91,488.52	80,000.00	60,000.00
900.958 - Fee Study			200,000.00	0.00
900.995 - Special Projects - CDD				0.00
31 - Special projects Total	11,815.48	91,488.52	280,000.00	60,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	3,340.00	3,719.00
35 - Contingencies Total		0.00	3,340.00	3,719.00
50 - Other financing uses				
701.701 - Refundable Deposit				
Expense				0.00
50 - Other financing uses Total				0.00
713 General Building Total	798,664.26	906,985.23	790,810.00	579,471.00



CUPERTINO

PUBLIC RESOURCES

Other Protection

**BUILDING-
CONSTRUCTION PLAN CHECKING**

Budget Unit 100-73-714

General Fund

BUDGET AT A GLANCE

Total Revenue	\$2,759,153
Total Expenditures	3,436,542
Fund Balance	-
<hr/>	
General Fund Costs	\$ 677,389
Total Staffing	5.10
% Funded by the General Fund	19.7%

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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$3,436,542 be approved for the Construction Plan Checking Budget. This represents an increase of \$1,732,189 over the FY 2014-15 Final Adopted Budget.

The increase is attributed primarily to increases in special projects, represented below and increased staffing to support these heightened project demands.

This budget is funded from \$2,759,153 in estimated department revenue and a \$677,389 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Apple Campus 2	\$1,761,153	\$1,761,153	Pass Through Revenues*	Apple Campus 2
Main Street	\$60,000	\$60,000	Pass Through Revenues*	Main Street
Hyatt House Hotel	\$238,000	\$238,000	Pass Through Revenues*	Hyatt House Hotel

*Cost recovered

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:

Category	2012-2013	2013-2014	2014-15	2015-2016
	Actual	Actual	Final Adopted Budget	Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	6,145	500,000	700,000
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	550,000	1,899,048
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	160,105
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 6,145	\$ 1,050,000	\$ 2,759,153
<i>Expenditures</i>				
Employee Compensation	187,537	187,190	390,757	528,611
Employee Benefits	71,592	72,978	173,877	221,609
Materials	260	4,320	4,800	2,067
Contract Services	249,259	134,496	527,393	518,717
Appropriations for Contingency	-	-	53,219	52,078
Cost Allocation	17,000	17,542	54,307	54,307
Capital Outlay	-	-	-	-
Special Projects	-	1,975,666	500,000	2,059,153
TOTAL EXPENDITURES	\$ 525,648	\$ 2,392,191	\$ 1,704,353	\$ 3,436,542
Fund Balance	-	-	-	-
General Fund Costs	\$ 525,648	\$ 2,386,046	\$ 654,353	\$ 677,389

STAFFING

Total current authorized positions – 4.1 FTE

Recommend an increase of 1.0 to the current level of staffing to support special projects.

Total authorized positions – 5.10 FTE

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.

	FY13 ACTUALS	FY134 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
714 Construction Plan Check				
05 - Employee compensation				
500.501 - Salaries Full Time	185,803.34	186,599.63	386,757.00	521,078.00
500.503 - Excess Med Pay	893.62	272.22	0.00	886.00
500.505 - Overtime	840.42	317.93	4,000.00	3,750.00
500.507 - Taxable Life Premium			1,222.00	1,521.00
500.510 - Employee Agency Serv	0.00	0.00	0.00	1,376.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
05 - Employee compensation Total	187,537.38	187,189.78	391,979.00	528,611.00
10 - Employee benefits				
501.500 - Retirement System	49,036.31	48,986.33	107,372.00	144,049.00
501.502 - Pers 1959 Surv Empr	0.00	87.50	0.00	29.00
501.505 - Health Insurance	14,186.19	15,556.58	38,118.00	43,812.00
501.506 - Dental Insurance	1,558.78	1,551.86	6,425.00	4,793.00
501.507 - Medicare	2,643.33	2,663.28	5,608.00	7,527.00
501.508 - Life Insurance	1,193.87	1,189.36	2,563.00	3,471.00
501.509 - Long Term Disability	877.80	857.47	2,666.00	3,508.00
501.510 - Workers Compensation	1,797.55	1,133.03	1,133.00	3,530.00
501.511 - Vision Insurance	297.69	296.25	750.00	914.00
501.516 - Hra City Contribution		656.05	8,020.00	9,976.00
10 - Employee benefits Total	71,591.52	72,977.71	172,655.00	221,609.00
15 - Materials				
600.601 - General Office Supplies	0.00	1,443.01	1,200.00	1,200.00
600.608 - Sml Tools and Equipment		2,541.35	3,000.00	0.00
600.613 - General Supplies		50.00	600.00	600.00
600.618 - Utilities and Phone	260.11	285.61	0.00	267.00
600.632 - Mileage Reimbursement	0.00	0.00	0.00	0.00
15 - Materials Total	260.11	4,319.97	4,800.00	2,067.00
20 - Contract services				
700.701 - Training and Instruction	1,200.81	522.50	2,600.00	3,950.00
700.702 - General Service Agreement	248,057.87	132,706.08	523,500.00	513,500.00
700.703 - Maintenance of Equipment		1,267.30	1,293.00	1,267.00
20 - Contract services Total	249,258.68	134,495.88	527,393.00	518,717.00
25 - Cost allocation				
800.802 - IT Reimbursement	17,000.00	15,597.00	47,926.00	47,926.00
800.804 - Web Site Reimbursement		1,945.00	6,381.00	6,381.00
25 - Cost allocation Total	17,000.00	17,542.00	54,307.00	54,307.00
31 - Special projects				
900.923 - Apple Campus 2		1,975,665.74	500,000.00	1,761,153.00
900.930 - Main Street		0.00	0.00	60,000.00
900.995 - Special Projects - CDD				238,000.00

31 - Special projects Total		1,975,665.74	500,000.00	2,059,153.00
35 - Contingencies				
719.705 - Contingencies		0.00	53,219.00	52,078.00
35 - Contingencies Total		0.00	53,219.00	52,078.00
714 Construction Plan Check Total	525,647.69	2,392,191.08	1,704,353.00	3,436,542.00



PUBLIC RESOURCES

Other Protection

**BUILDING-
BUILDING INSPECTION**

Budget Unit 100-73-715
General Fund

BUDGET AT A GLANCE	
Total Revenue	\$ 1,486,000
Total Expenditures	1,812,889
Fund Balance	-
<hr/>	
General Fund Costs	\$ 326,889
Total Staffing	6.55
% Funded by the General Fund	18.0%

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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$1,812,889 be approved for the Building Inspection Budget. This represents an increase of \$646,925 under the FY 2014-15 Final Adopted Budget. The increase is attributed to special projects outlined below.

This budget is funded from \$1,486,000 in estimated department revenue and a \$326,889 contribution from the general fund.

SPECIAL PROJECTS

This budget includes funding for the following special projects:

Special Project	Appropriations	Revenue	Funding Source	Description
Apple Campus 2	\$528,000	\$528,000	Pass Through Revenues*	Apple Campus 2
Hyatt House Hotel	\$100,000	\$100,000	Pass Through Revenues*	Hyatt House Hotel

*Cost recovered

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:

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	1,043	808,000	1,438,000
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	48,000
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 1,043	\$ 808,000	\$ 1,486,000
<i>Expenditures</i>				
Employee Compensation	422,997	416,530	662,887	682,371
Employee Benefits	171,895	169,203	291,918	290,324
Materials	17,625	21,155	17,831	9,993
Contract Services	81,396	96,557	109,200	83,306
Appropriations for Contingency	-	-	12,703	9,330
Cost Allocation	50,100	53,691	71,425	109,565
Capital Outlay	-	-	-	-
Special Projects	-	797,116	-	628,000
TOTAL EXPENDITURES	\$ 744,013	\$ 1,554,253	\$ 1,165,964	\$ 1,812,889
Fund Balance	-	-	-	-
General Fund Costs	\$ 744,013	\$ 1,553,210	\$ 357,964	\$ 326,889

STAFFING

Total current authorized positions – 6.55 FTE

There are no staffing changes proposed for this program.

Total authorized positions – 6.55 FTE

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
715 Building Code Enforcement				
05 - Employee compensation				
500.501 - Salaries Full Time	419,531.08	416,530.16	658,887.00	671,384.00
500.502 - Salaries Part Time			0.00	0.00
500.503 - Excess Med Pay	0.00	0.00	0.00	290.00
500.505 - Overtime	3,465.52	0.00	4,000.00	6,100.00
500.507 - Taxable Life Premium			6,717.00	4,597.00
500.512 - Vacancy Salary Savings	0.00	0.00	0.00	0.00
05 - Employee compensation Total	422,996.60	416,530.16	669,604.00	682,371.00
10 - Employee benefits				
501.500 - Retirement System	110,583.86	108,624.79	178,147.00	184,199.00
501.502 - Pers 1959 Surv Empr	0.00	168.95	0.00	56.00
501.505 - Health Insurance	34,409.73	37,634.43	60,895.00	56,236.00
501.506 - Dental Insurance	3,826.26	3,780.11	10,266.00	6,155.00
501.507 - Medicare	6,450.04	5,962.93	9,553.00	9,639.00
501.508 - Life Insurance	2,933.76	2,898.29	4,330.00	4,331.00
501.509 - Long Term Disability	2,125.52	2,142.97	4,531.00	4,605.00
501.510 - Workers Compensation	10,834.16	4,076.59	3,467.00	11,117.00
501.511 - Vision Insurance	730.51	721.68	1,201.00	1,174.00
501.516 - Hra City Contribution		3,191.95	12,811.00	12,812.00
10 - Employee benefits Total	171,893.84	169,202.69	285,201.00	290,324.00
15 - Materials				
600.601 - General Office Supplies	10,595.37	1,462.82	3,600.00	3,600.00
600.608 - Sml Tools and Equipment		13,628.98	9,000.00	0.00
600.618 - Utilities and Phone	5,435.55	6,063.63	5,231.00	5,542.00
600.629 - Conference and Meeting	1,594.43	0.00	0.00	851.00
15 - Materials Total	17,625.35	21,155.43	17,831.00	9,993.00
20 - Contract services				
700.701 - Training and Instruction	195.00	4,874.09	6,200.00	6,250.00

700.702 - General Service Agreement	27,047.08	38,153.53	28,000.00	38,000.00
700.703 - Maintenance of Equipment		4,055.51	0.00	4,056.00
700.707 - Bank Charges	54,153.68	49,474.21	75,000.00	35,000.00
20 - Contract services Total	81,395.76	96,557.34	109,200.00	83,306.00
25 - Cost allocation				
800.801 - Equipment Reimbursement				38,140.00
800.802 - IT Reimbursement	50,100.00	47,738.00	63,033.00	63,033.00
800.804 - Web Site Reimbursement		5,953.00	8,392.00	8,392.00
25 - Cost allocation Total	50,100.00	53,691.00	71,425.00	109,565.00
31 - Special projects				
900.923 - Apple Campus 2		746,085.90	0.00	528,000.00
900.928 - Biltmore		51,030.00	0.00	0.00
900.929 - Rosebowl		0.00	0.00	0.00
900.930 - Main Street		0.00	0.00	0.00
900.995 - Special Projects - CDD				100,000.00
31 - Special projects Total		797,115.90	0.00	628,000.00
35 - Contingencies				
719.705 - Contingencies		0.00	12,703.00	9,330.00
35 - Contingencies Total		0.00	12,703.00	9,330.00
715 Building Code Enforcement Total	744,011.55	1,554,252.52	1,165,964.00	1,812,889.00



PUBLIC RESOURCES

Other Protection

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

BUDGET AT A GLANCE	
Total Revenue	\$ 17,000
Total Expenditures	307,178
Fund Balance	-
<hr/>	
General Fund Costs	\$ 290,178
Total Staffing	1.75
% Funded by the General Fund	94.5%

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.

RECOMMENDED PROPOSED

It is recommended that a budget of \$307,178 be approved for the Muni Code Enforcement Budget. This represents an increase of \$12,743 over the FY 2014-15 Final Adopted Budget. The increase is attributed primarily to increases in staffing to address increased division service demands.

This budget is funded from \$17,000 in estimated department revenue and a \$289,998 contribution from the general fund.

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:

Category	2012-2013 Actual	2013-2014 Actual	2014-15 Final Adopted Budget	2015-2016 Proposed Budget
<i>Revenue</i>				
Taxes	-	-	-	-
Licenses and Permits	-	17,997	26,000	17,000
Use of Money and Property	-	-	-	-
Intergovernmental Revenue	-	-	-	-
Charges for Services	-	-	-	-
Fines and Forfeitures	-	-	-	-
Miscellaneous Revenue	-	-	-	-
Interdepartmental Revenue	-	-	-	-
TOTAL REVENUE	\$ -	\$ 17,997	\$ 26,000	\$ 17,000
<i>Expenditures</i>				
Employee Compensation	-	90,958	167,777	158,623
Employee Benefits	-	36,464	71,205	65,420
Materials	-	2,755	6,997	7,559
Contract Services	-	-	7,693	8,800
Appropriations for Contingency	-	-	1,109	1,636
Cost Allocation	-	35,122	65,140	65,140
Capital Outlay	-	5,105	-	-
Special Projects	-	-	-	-
TOTAL EXPENDITURES	\$ -	\$ 170,404	\$ 319,921	\$ 307,178
Fund Balance	-	-	-	-
General Fund Costs	\$ -	\$ 152,407	\$ 293,921	\$ 290,178

STAFFING

Total current authorized positions – 1.75 FTE

There are no recommended staffing changes within this program.

Total authorized positions – 1.75 FTE

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.

	FY13 ACTUALS	FY14 ACTUALS	FY15 FINAL BUDGET	FY16 PROPOSED BUDGET
718 Muni-Bldg Code Enforcement				
05 - Employee compensation				
500.501 - Salaries Full Time		90,640.12	166,277.00	156,398.00
500.503 - Excess Med Pay		125.64	0.00	126.00
500.505 - Overtime		192.02	1,500.00	1,500.00
500.507 - Taxable Life Premium			822.00	599.00
05 - Employee compensation Total		90,957.78	168,599.00	158,623.00
10 - Employee benefits				
501.500 - Retirement System		22,830.31	41,704.00	39,690.00
501.502 - Pers 1959 Surv Empr		56.35	0.00	56.00
501.505 - Health Insurance		8,739.40	16,271.00	15,546.00
501.506 - Dental Insurance		1,769.13	2,741.00	1,663.00
501.507 - Medicare		1,255.25	2,411.00	2,288.00
501.508 - Life Insurance		668.90	1,215.00	1,150.00
501.509 - Long Term Disability		490.07	1,164.00	1,008.00
501.510 - Workers Compensation		283.25	1,133.00	283.00
501.511 - Vision Insurance		175.53	320.00	313.00
501.516 - Hra City Contribution		196.15	3,424.00	3,423.00
10 - Employee benefits Total		36,464.34	70,383.00	65,420.00
15 - Materials				
600.601 - General Office Supplies		927.96	1,200.00	1,200.00
600.608 - Sml Tools and Equipment		0.00	1,000.00	1,500.00
600.611 - Uniforms/Safety Appar		120.60	500.00	500.00
600.613 - General Supplies		37.50	200.00	150.00
600.618 - Utilities and Phone		1,648.86	2,337.00	1,649.00
600.629 - Conference and Meeting		0.00	1,700.00	2,500.00
600.632 - Mileage Reimbursement		19.60	60.00	60.00
15 - Materials Total		2,754.52	6,997.00	7,559.00
20 - Contract services				
700.701 - Training and Instruction		143.78	1,300.00	3,300.00
700.702 - General Service Agreement		3,778.61	5,100.00	5,500.00
700.703 - Maintenance of Equipment		1,182.72	1,293.00	0.00
20 - Contract services Total		5,105.11	7,693.00	8,800.00
25 - Cost allocation				

800.801 - Equipment Reimbursement	17,580.00	44,480.00	44,480.00
800.802 - IT Reimbursement	15,597.00	18,233.00	18,233.00
800.804 - Web Site Reimbursement	1,945.00	2,427.00	2,427.00
25 - Cost allocation Total	35,122.00	65,140.00	65,140.00
31 - Special projects			
900.995 - Special Projects - CDD			0.00
31 - Special projects Total			0.00
35 - Contingencies			
719.705 - Contingencies	0.00	1,109.00	1,636.00
35 - Contingencies Total	0.00	1,109.00	1,636.00
718 Muni-Bldg Code Enforcement Total	170,403.75	319,921.00	307,178.00