

Planning and Community Development

Budget Unit	Program	2021 Proposed Budget
Planning & Community Development		\$ 730,583
100-70-700	Community Development Administration	\$ 730,583
Planning		\$ 3,805,468
100-71-701	Current Planning	\$ 2,998,045
100-71-702	Mid and Long Term Planning	\$ 806,696
100-71-704	Annexations	\$ 727
100-71-705	Economic Development	\$ -
Housing Services		\$ 1,190,196
260-72-707	CDBG General Admin	\$ 97,195
260-72-709	CDBG Capital/Housing Projects	\$ 260,000
260-72-710	CDBG Public Service Grants	\$ 65,000
265-72-711	BMR Affordable Housing Fund	\$ 661,071
100-72-712	Human Service Grants	\$ 106,930
Building		\$ 4,043,931
100-73-713	General Building	\$ 899,738
100-73-714	Building Plan Review	\$ 1,658,248
100-73-715	Building Code Enforcement	\$ 1,402,918
100-73-718	Muni Code Enforcement	\$ 83,027
Code Enforcement		\$ 1,157,600
100-74-202	Code Enforcement	\$ 1,157,600
Total		\$ 10,927,778

Department Overview

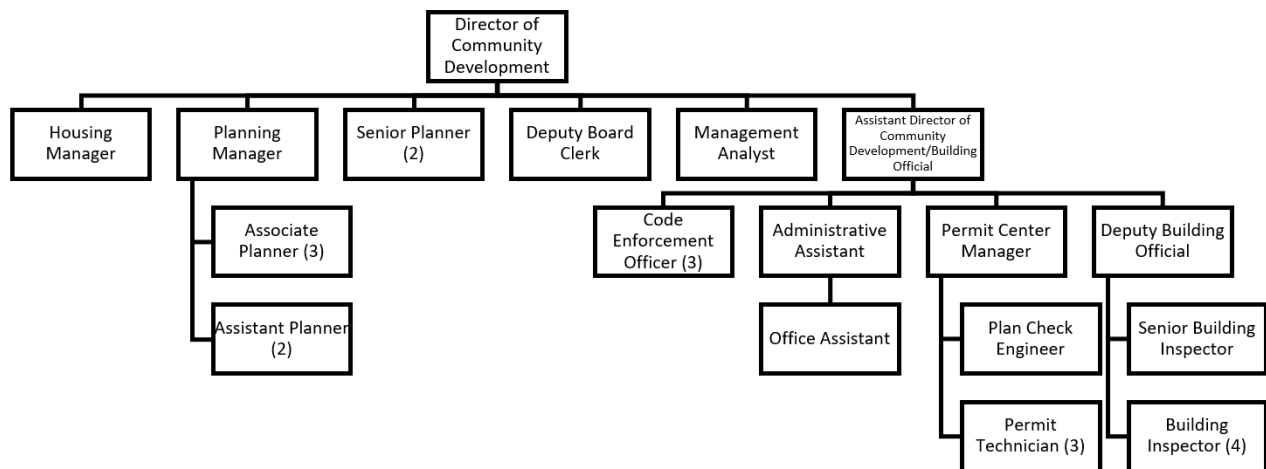
Budget at a Glance

2021 Proposed Budget

Total Revenues	\$ 7,950,218
Total Expenditures	\$ 10,927,778
Fund Balance	\$ 2,343,202
General Fund Costs	\$ 5,320,762
% Funded by General Fund	48.7%
Total Staffing	28.49 FTE

Organization

Benjamin Fu, Director of Community Development



Performance Measures

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 community-wide quality of life.

Benefit: Cupertino is a thriving city to live, work, learn and play.

Performance Measure	FY 2018 July-June	FY 2019 July-June	FY 2020 July-Dec	Ongoing Target
Building permit applications plan reviewed within 15 business days ¹	N/A	N/A	85%	80%
Customer/Applicants visiting the Building Permit Counter shall be assisted within 15 minutes	N/A	N/A	90%	80%
Applicants visiting the Planning Counter shall be assisted	N/A	N/A	89%	50%
Building permit applications reviewed over-the-counter (OTC)	65%	68%	88%	75%
Average number of days to initiate investigation of code complaints	1.96	1.35	1.4	<7
Code enforcement cases resolved without issuance of citations	92.98%	88.63%	90%	80%
Landlord-tenant counseling and dispute resolution cases provided	70	55	14	100 per year
Below market rate rental and purchase vacancies filled	30	11	14	15 per year
Housing resources and referrals provided	1040	1040	520	400 per year
Complimentary/courtesy prelim app reviews completed within 4 weeks ²	N/A	N/A	69%	80%
Public Outreach Events	N/A	N/A	7	12 per year

¹ We will be able to report the percentage of building plan reviews completed within 15 business days and the percentage of building inspections requested online when the new land use and permitting software goes live.

Workload Indicators

Planning Division

Workload Indicator	FY 2018 July-June	FY 2019 July-June	FY 2020 July-Dec
Number of preliminary reviews	82	90	55
Number of planning applications received	169	138	97
Number of planning counter inquiries	N/A	N/A	1606

Housing Services Division

Workload Indicator	FY 2018 July-June	FY 2019 July-June	FY 2020 July-Dec
Number of housing resources and referrals	1040	1040	520
Number of BMR rental and ownership vacancies filled	30	11	14
Number of landlord tenant counseling and dispute cases received	70	55	14
Number of annual HUD documents (CAPER, Action Plan, Consolidated Plan, Affirmatively Furthering Fair Housing) completed	2	2	2
Housing and Human Services Grant Funds inquiries	30	35	25

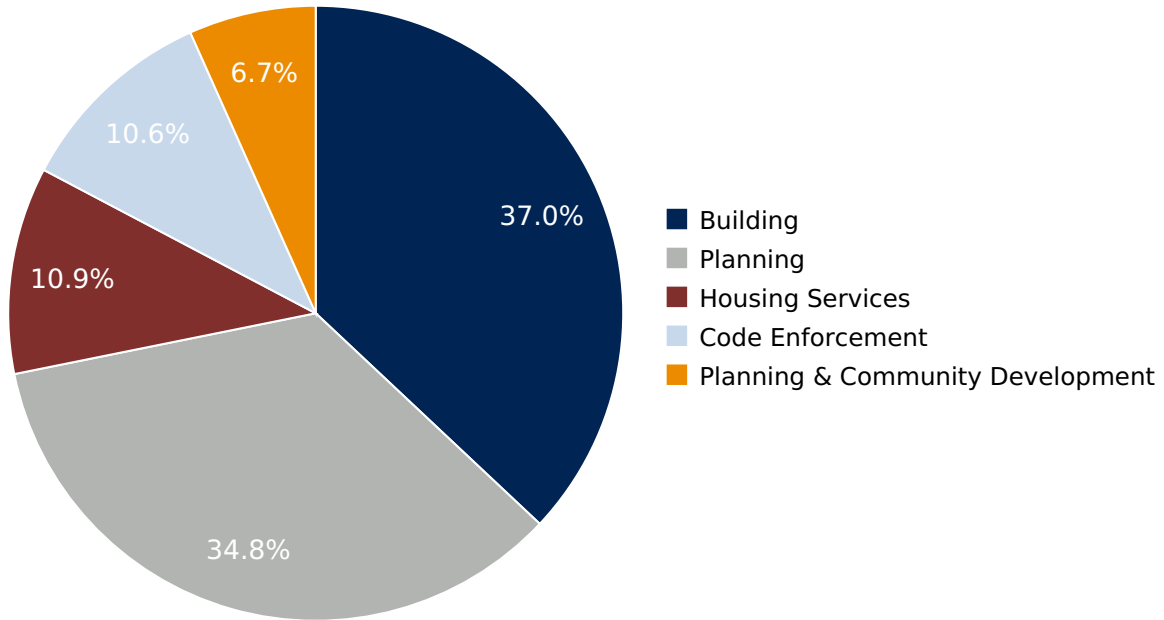
Building Division

Workload Indicator	FY 2018 July-June	FY 2019 July-June	FY 2020 July-Dec
Number of permits received	2,322	2,321	1,267
Number of inspections requested	16,026	13,625	7,298
Number of building counter inquiries	N/A	N/A	3,781

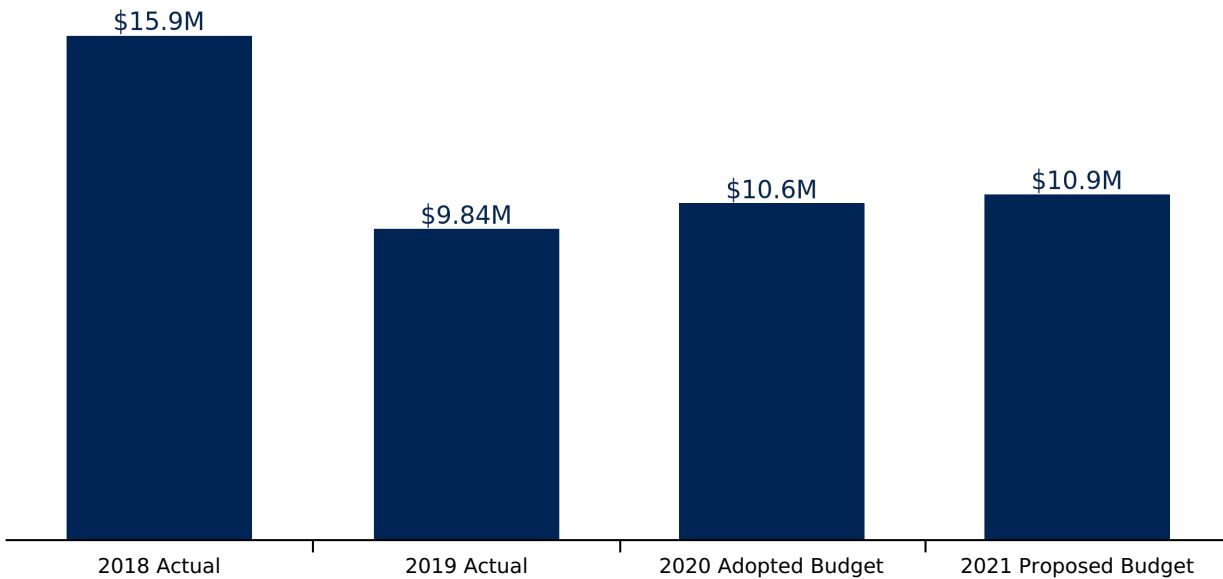
Proposed Budget

It is recommended that City Council approve a budget of \$10,927,778 for the Planning and Community Development department. This represents an increase of \$278,773 (2.6%) from the FY 2019-20 Adopted Budget.

Proposed Expenditures by Division



Department Expenditure History



Revenues and Expenditures

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

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Taxes	\$ 165,324	\$ 159,179	\$ 3,000	\$ 3,025,898
Licenses and Permits	\$ 2,728,492	\$ 4,072,243	\$ 2,500,000	\$ 3,115,000
Use of Money and Property	\$ 3,265	\$ 2,659	\$ 3,300	\$ 3,300
Intergovernmental Revenue	\$ 316,688	\$ 344,323	\$ 361,597	\$ 397,270
Charges for Services	\$ 5,830,945	\$ 3,387,551	\$ 1,310,000	\$ 1,135,000
Fines and Forfeitures	\$ -	\$ 190,550	\$ 265,000	\$ 225,000
Miscellaneous Revenue	\$ 683,494	\$ 302,940	\$ 139,539	\$ 48,750
Total Revenues	\$ 9,728,208	\$ 8,459,445	\$ 4,582,436	\$ 7,950,218
Expenditures				
Employee Compensation	\$ 3,051,272	\$ 3,132,061	\$ 3,448,362	\$ 3,866,430
Employee Benefits	\$ 1,254,973	\$ 1,271,121	\$ 1,441,002	\$ 1,699,406
Materials	\$ 595,759	\$ 714,672	\$ 753,792	\$ 873,685
Contract Services	\$ 316,008	\$ 334,768	\$ 563,170	\$ 579,388
Cost Allocation	\$ 2,069,309	\$ 2,490,593	\$ 2,923,486	\$ 3,842,758
Special Projects	\$ 8,659,121	\$ 1,895,890	\$ 1,503,500	\$ 50,000
Contingencies	\$ -	\$ -	\$ 15,693	\$ 16,111
Total Expenditures	\$ 15,946,442	\$ 9,839,105	\$ 10,649,005	\$ 10,927,778
Fund Balance	\$ (4,017,687)	\$ (269,573)	\$ (676,319)	\$ 2,343,202
General Fund Costs	\$ 2,200,550	\$ 1,110,087	\$ 5,390,250	\$ 5,320,762

Staffing

Total current positions - 28.39 FTE

Total proposed positions - 28.49 FTE

Community Development Administration

Budget Unit 100-70-700

General Fund - Planning & Community Development - Community Development Administration

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 730,583
Fund Balance	\$ -
General Fund Costs	\$ 730,583
% Funded by General Fund	100.0%
Total Staffing	0.50 FTE

Program Overview

The Community Development Administration program manages general office and oversight functions for the Community Development Department.

Service Objectives

- Coordinate and direct general office affairs related to community development 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.

Proposed Budget

It is recommended that City Council approve a budget of \$730,583 for the Community Development Administration program. This represents an increase of \$5,960 (0.8%) from the FY 2019-20 Adopted Budget.

This budget is relatively unchanged since last fiscal year.

Revenues and Expenditures

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

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Miscellaneous Revenue	\$ -	\$ 20	\$ -	\$ -
Total Revenues	\$ -	\$ 20	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 101,233	\$ 79,223	\$ 100,414	\$ 112,188
Employee Benefits	\$ 38,455	\$ 30,403	\$ 39,127	\$ 37,199
Materials	\$ 14,886	\$ 5,596	\$ 23,955	\$ 24,674
Contract Services	\$ 3,727	\$ 1,843	\$ 100,000	\$ 103,380
Cost Allocation	\$ 146,586	\$ 498,053	\$ 454,929	\$ 449,941
Contingencies	\$ -	\$ -	\$ 6,198	\$ 3,201
Total Expenditures	\$ 304,887	\$ 615,118	\$ 724,623	\$ 730,583
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 304,887	\$ 615,098	\$ 724,623	\$ 730,583

Staffing

Total current positions - 0.50 FTE

Total proposed positions - 0.50 FTE

There are no changes to the current level of staffing.

Current Planning

Budget Unit 100-71-701

General Fund - Planning - Current Planning

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 1,045,000
Total Expenditures	\$ 2,998,045
Fund Balance	\$ -
General Fund Costs	\$ 1,953,045
% Funded by General Fund	65.1%
Total Staffing	7.48 FTE

Program Overview

The Current Planning program serves to review projects and implement City ordinances, land use plans and the General Plan goals and objectives through the planning review and building plan check processes.

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, land use plans 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.
- Review building permits to ensure implementation of zoning requirements, environmental mitigation measures and planning entitlement conditions of approval.

Proposed Budget

It is recommended that City Council approve a budget of \$2,998,045 for the Current Planning program. This represents an increase of \$515,289 (20.8%) from the FY 2019-20 Adopted Budget.

The increase is primarily due to an increase in cost allocation resulting from a change in methodology and Marina Plaza legal fees.

Special Projects

The following table shows the special projects for the fiscal year.

Special Project	Appropriation	Revenue	Funding Source	Description
Marina Plaza	\$50,000	\$57,500		Marina Plaza project legal fees

Revenues and Expenditures

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

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ 1,400,389	\$ 1,534,193	\$ 1,100,000	\$ 1,000,000
Miscellaneous Revenue	\$ 88,813	\$ 70,846	\$ 75,000	\$ 45,000
Total Revenues	\$ 1,489,202	\$ 1,605,039	\$ 1,175,000	\$ 1,045,000
Expenditures				
Employee Compensation	\$ 856,419	\$ 875,109	\$ 957,430	\$ 1,003,612
Employee Benefits	\$ 330,183	\$ 326,246	\$ 357,547	\$ 407,829
Materials	\$ 19,957	\$ 31,711	\$ 31,430	\$ 32,374
Contract Services	\$ 22,705	\$ 2,334	\$ -	\$ -
Cost Allocation	\$ 725,723	\$ 729,234	\$ 1,126,277	\$ 1,502,671
Special Projects	\$ 282,993	\$ 388,463	\$ 8,500	\$ 50,000
Contingencies	\$ -	\$ -	\$ 1,572	\$ 1,559
Total Expenditures	\$ 2,237,980	\$ 2,353,097	\$ 2,482,756	\$ 2,998,045
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 748,778	\$ 748,056	\$ 1,307,756	\$ 1,953,045

Staffing

Total current positions - 7.43 FTE

Total proposed positions - 7.48 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Mid and Long Term Planning

Budget Unit 100-71-702

General Fund - Planning - Mid and Long Term Planning

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 138,750
Total Expenditures	\$ 806,696
Fund Balance	\$ -
General Fund Costs	\$ 667,946
% Funded by General Fund	82.8%
Total Staffing	2.49 FTE

Program Overview

The Mid- and Long-Term Planning program assists the community in preparing, reviewing and amending documents including the General Plan, Specific Plans, Conceptual Plans, and 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 City processes and regulations are in compliance with State and Federal regulations, including the California Environmental Quality Act (CEQA).
- Review and implement policies in the General Plan, Housing Element, Zoning Ordinance, Specific, Conceptual and Master Plans.
- Coordinate with various local, regional, State and Federal agencies on projects.
- Facilitate the planning and implementation of the City Council's annual community development goals and objectives.

Proposed Budget

It is recommended that City Council approve a budget of \$806,696 for the Mid and Long Term Planning program. This represents a decrease of \$1,074,048 (-57.1%) from the FY 2019-20 Adopted Budget.

The decrease is primarily due to FY2019-20 special projects totaling \$1.28 million offset by an increase in cost allocation resulting from a change in methodology.

Revenues and Expenditures

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

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ 1,467,516	\$ 1,415,725	\$ 210,000	\$ 135,000
Miscellaneous Revenue	\$ 150,591	\$ 160,835	\$ 15,000	\$ 3,750
Total Revenues	\$ 1,618,107	\$ 1,576,560	\$ 225,000	\$ 138,750
Expenditures				
Employee Compensation	\$ 289,923	\$ 282,913	\$ 309,606	\$ 386,265
Employee Benefits	\$ 111,372	\$ 103,392	\$ 116,272	\$ 151,978
Materials	\$ 4,659	\$ 2,417	\$ 4,100	\$ 4,224
Contract Services	\$ 2,550	\$ 847	\$ -	\$ -
Cost Allocation	\$ 151,267	\$ 157,674	\$ 170,561	\$ 264,123
Special Projects	\$ 1,496,955	\$ 920,313	\$ 1,280,000	\$ -
Contingencies	\$ -	\$ -	\$ 205	\$ 106
Total Expenditures	\$ 2,056,726	\$ 1,467,556	\$ 1,880,744	\$ 806,696
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 438,619	\$ (109,004)	\$ 1,655,744	\$ 667,946

Staffing

Total current positions - 2.44 FTE

Total proposed positions - 2.49 FTE

Staff time is being reallocated to better reflect actual time spent in this program.

Annexations

Budget Unit 100-71-704

General Fund - Planning - Annexations

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 727
Fund Balance	\$ -
General Fund Costs	\$ 727
% Funded by General Fund	100.0%
Total Staffing	0.00 FTE

Program Overview

The Annexations program was created in FY 2014-15 to account for annexations of property from outside city limits.

Service Objectives

- Identify and process annexations

Proposed Budget

It is recommended that City Council approve a budget of \$727 for the Annexations program.

Revenues and Expenditures

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

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Cost Allocation	\$ 141	\$ 903	\$ -	\$ 727
Total Expenditures	\$ 141	\$ 903	\$ -	\$ 727
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 141	\$ 903	\$ -	\$ 727

Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

Economic Development

Budget Unit 100-71-705

General Fund - Planning - Economic Development

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.00 FTE

Program Overview

In FY 2018-19, this program was transferred to Administration as part of a department reorganization. A complete discussion of this program can be found under Budget Unit 100-12-705. This program will remain in order to maintain historical data. Once all prior year data as listed in the table below is \$0, this program will be removed.

Proposed Budget

There is no budget requested for this program.

Revenues and Expenditures

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

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 95,026	\$ 37,374	\$ -	\$ -
Employee Benefits	\$ 29,480	\$ 11,075	\$ -	\$ -
Materials	\$ 16,576	\$ 5,887	\$ -	\$ -
Contract Services	\$ 44,893	\$ 10,327	\$ -	\$ -
Cost Allocation	\$ 28,270	\$ 8,419	\$ -	\$ -
Special Projects	\$ 75,083	\$ 16,728	\$ -	\$ -
Total Expenditures	\$ 289,328	\$ 89,810	\$ -	\$ -
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 289,328	\$ 89,810	\$ -	\$ -

Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

CDBG General Admin

Budget Unit 260-72-707

CDBG - Housing Services - CDBG General Admin

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 79,450
Total Expenditures	\$ 97,195
Fund Balance	\$ (17,745)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.39 FTE

Program Overview

The General Administration of the Community Development Block Grant (CDBG) federal entitlement program is reserved for program administration costs to cover salary and benefits of staff who operate the CDBG program. The CDBG program is a federal entitlement program which serves low- and moderate-income Cupertino residents. CDBG program administration costs represent 20% of the City's annual federal CDBG allocation plus prior year program income.

Service Objectives

- Prepare and submit an Annual Plan to the US Department of Housing and Urban Development (HUD).
- Prepare and submit annual Consolidated Annual Performance and Evaluation Report (CAPER) to HUD.
- Prepare and submit a five-year Consolidated Plan to HUD.
- Meet quarterly with Santa Clara County CDBG Coordinators.
- Conduct four-eight public hearings per year to allocate CDBG funding, review Annual Plan, CAPER, and Consolidated Plan.
- Provide technical assistance to grantees and applicants.
- Monitor grantees for compliance with federal regulations.

Proposed Budget

It is recommended that City Council approve a budget of \$97,195 for the CDBG General Admin program. This represents an increase of \$27,918 (40.3%) from the FY 2019-20 Adopted Budget.

The increase is primarily due to an increase in negotiated salary and benefits.

Revenues and Expenditures

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

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 60,128	\$ 48,691	\$ 72,319	\$ 79,450
Total Revenues	\$ 60,128	\$ 48,691	\$ 72,319	\$ 79,450
Expenditures				
Employee Compensation	\$ 37,917	\$ 36,624	\$ 45,758	\$ 65,674
Employee Benefits	\$ 22,211	\$ 20,011	\$ 23,519	\$ 31,521
Total Expenditures	\$ 60,128	\$ 56,635	\$ 69,277	\$ 97,195
Fund Balance	\$ -	\$ (7,944)	\$ 3,042	\$ (17,745)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

Total current positions - 0.39 FTE

Total proposed positions - 0.39 FTE

There are no changes to the current level of staffing.

CDBG Capital/Housing Projects

Budget Unit 260-72-709

CDBG - Housing Services - CDBG Capital/Housing Projects

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 261,532
Total Expenditures	\$ 260,000
Fund Balance	\$ 1,532
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.00 FTE

Program Overview

This portion of the Community Development Block Grant (CDBG) federal entitlement program is reserved for grants and loans to non-profit developers and agencies for eligible activities such as public improvements, property acquisition for affordable housing, rehabilitation of affordable units, and development of affordable housing. CDBG Capital/Housing costs represent 65% of the City's annual federal CDBG allocation plus prior year program income.

Service Objectives

- Issue Requests for Proposals (RFPs) on an annual basis for Capital/Housing Projects.
- Review applications and make funding recommendations to Housing Commission and City Council.
- On a quarterly basis, monitor grants, disburse funding, and collect demographic information from each grantee.
- Review quarterly reports and reimbursements requests from agencies and enter data into HUD IDIS program.
- Coordinate entitlement process with the Planning Division for affordable development projects.
- Monitor project progress of grantees through the construction phase.
- Coordinate CEQA/NEPA environmental review processes for all affordable developments.
- Coordinate preparation of all grant and loan agreements, Deeds of Trust, Promissory Notes, and Regulatory Agreements.
- On an annual basis, prepare grant agreements or amendments for each grantee.
- Provide technical assistance to grantees and applicants.
- Monitor grantees for compliance with federal regulations.

Proposed Budget

It is recommended that City Council approve a budget of \$260,000 for the CDBG Capital/Housing Projects program. This represents an increase of \$19,798 (8.2%) from the FY 2019-20 Adopted Budget.

The increase is due to an increase in grant funding allocation.

Revenues and Expenditures

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

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Use of Money and Property	\$ 3,265	\$ 2,659	\$ 3,300	\$ 3,300
Intergovernmental Revenue	\$ 208,577	\$ 240,201	\$ 235,038	\$ 258,232
Total Revenues	\$ 211,842	\$ 242,860	\$ 238,338	\$ 261,532
Expenditures				
Materials	\$ 224,461	\$ 240,201	\$ 240,202	\$ 260,000
Total Expenditures	\$ 224,461	\$ 240,201	\$ 240,202	\$ 260,000
Fund Balance	\$ (12,620)	\$ 2,659	\$ (1,864)	\$ 1,532
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

CDBG Public Service Grants

Budget Unit 260-72-710

CDBG - Housing Services - CDBG Public Service Grants

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 59,588
Total Expenditures	\$ 65,000
Fund Balance	\$ (5,412)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.00 FTE

Program Overview

This portion of the Community Development Block Grant (CDBG) federal entitlement program is reserved for grants to nonprofit agencies serving low- and moderate-income Cupertino residents. The agencies provide services such as food assistance, job training, emergency housing, legal assistance, etc. CDBG Public Services costs represent 15% of the City's annual federal CDBG allocation plus prior year program income.

Service Objectives

- Issue Requests for Proposals (RFPs) on a bi- or tri-annual basis for public services programs.
- Review applications and make funding recommendations to Housing Commission and City Council.
- On a quarterly basis, monitor grants, disburse funding, and collect demographic information from each grantee.
- Review quarterly reports and reimbursements requests from agencies and enter data into HUD IDIS program.
- On an annual basis, prepare grant agreements or amendments for each grantee.
- Provide technical assistance to grantees and applicants.
- Monitor grantees for compliance with federal regulations.

Proposed Budget

It is recommended that City Council approve a budget of \$65,000 for the CDBG Public Service Grants program. This represents an increase of \$15,000 (30.0%) from the FY 2019-20 Adopted Budget.

The increase is due to an increase in grant funding allocation.

Revenues and Expenditures

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

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Intergovernmental Revenue	\$ 47,983	\$ 55,431	\$ 54,240	\$ 59,588
Total Revenues	\$ 47,983	\$ 55,431	\$ 54,240	\$ 59,588
Expenditures				
Materials	\$ 47,983	\$ 55,431	\$ 50,000	\$ 65,000
Total Expenditures	\$ 47,983	\$ 55,431	\$ 50,000	\$ 65,000
Fund Balance	\$ -	\$ -	\$ 4,240	\$ (5,412)
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

BMR Affordable Housing Fund

Budget Unit 265-72-711

BMR Housing - Housing Services - BMR Affordable Housing Fund

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 3,025,898
Total Expenditures	\$ 661,071
Fund Balance	\$ 2,364,827
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.41 FTE

Program Overview

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

Service Objectives

- Contract with BMR Program Administrator annually for services relating to rental and ownership units.
- Prepare and monitor agreement, process monthly reimbursement requests, and provide technical assistance to BMR Program Administrator.
- Review and maintain the Policy and Procedures Manual for Administering Deed Restricted Affordable Housing Units (BMR Manual).
- Review and maintain the BMR Housing Mitigation Program Procedural Manual (Housing Mitigation Manual)

Proposed Budget

It is recommended that City Council approve a budget of \$661,071 for the BMR Affordable Housing Fund program. This represents a decrease of \$23,666 (-3.5%) from the FY 2019-20 Adopted Budget.

The increase is primarily due to an increase in negotiated salary and benefits, affordable housing placement program and public service grant costs offset by FY 2019-20 \$180,000 in special projects.

Revenues and Expenditures

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

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Taxes	\$ 165,324	\$ 159,179	\$ 3,000	\$ 3,025,898
Charges for Services	\$ 34,135	\$ 29,145	\$ -	\$ -
Miscellaneous Revenue	\$ 4,754	\$ 901	\$ -	\$ -
Total Revenues	\$ 204,213	\$ 189,225	\$ 3,000	\$ 3,025,898
Expenditures				
Employee Compensation	\$ 32,733	\$ 37,739	\$ 47,152	\$ 67,674
Employee Benefits	\$ 18,681	\$ 20,648	\$ 24,237	\$ 32,480
Materials	\$ 183,393	\$ 227,955	\$ 232,150	\$ 310,786
Contract Services	\$ 177,626	\$ 78,934	\$ 201,170	\$ 201,288
Cost Allocation	\$ 2,582	\$ -	\$ 28	\$ 48,843
Special Projects	\$ 3,794,265	\$ 88,236	\$ 180,000	\$ -
Total Expenditures	\$ 4,209,280	\$ 453,512	\$ 684,737	\$ 661,071
Fund Balance	\$ (4,005,067)	\$ (264,288)	\$ (681,737)	\$ 2,364,827
General Fund Costs	\$ -	\$ -	\$ -	\$ -

Staffing

Total current positions - 0.41 FTE

Total proposed positions - 0.41 FTE

There are no changes to the current level of staffing.

Human Service Grants

Budget Unit 100-72-712

General Fund - Housing Services - Human Service Grants

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 106,930
Fund Balance	\$ -
General Fund Costs	\$ 106,930
% Funded by General Fund	100.0%
Total Staffing	0.00 FTE

Program Overview

The City of Cupertino sets aside \$100,000 from its General Fund for non-profit agencies providing services to low- and moderate-income Cupertino residents. Eligible programs include senior services, homeless services, and others that serve low- and moderate-income residents.

Service Objectives

- Issue Requests for Proposals (RFPs) on a bi- or tri-annual basis for public services programs.
- Review applications and make funding recommendations to Housing Commission and City Council.
- On a quarterly basis, monitor grants, disburse funding, and collect demographic information from each grantee.
- Review quarterly reports and reimbursements requests from agencies.
- On an annual basis, prepare grant agreements or amendments for each grantee.
- Provide technical assistance to grantees and applicants.
- Monitor grantees for compliance.

Proposed Budget

It is recommended that City Council approve a budget of \$106,930 for the Human Service Grants program. This represents a decrease of \$910 (-0.8%) from the FY 2019-20 Adopted Budget.

This budget is relatively unchanged since last fiscal year.

Revenues and Expenditures

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

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Materials	\$ 40,000	\$ 83,599	\$ 100,000	\$ 100,000
Cost Allocation	\$ 1,836	\$ 3,010	\$ 2,840	\$ 4,430
Contingencies	\$ -	\$ -	\$ 5,000	\$ 2,500
Total Expenditures	\$ 41,836	\$ 86,609	\$ 107,840	\$ 106,930
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 41,836	\$ 86,609	\$ 107,840	\$ 106,930

Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

General Building

Budget Unit 100-73-713

General Fund - Building - General Building

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 315,000
Total Expenditures	\$ 899,738
Fund Balance	\$ -
General Fund Costs	\$ 584,738
% Funded by General Fund	65.0%
Total Staffing	2.92 FTE

Program Overview

The General Building program establishes the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, accessibility, sanitation, adequate lighting and ventilation and energy conservation; safety to life and property from fire and other hazards attributed to the built environment; and to provide safety to fire fighters and emergency responders during emergency operations.

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

Proposed Budget

It is recommended that City Council approve a budget of \$899,738 for the General Building program. This represents an increase of \$108,477 (13.7%) from the FY 2019-20 Adopted Budget.

The increase is primarily due to an increase in negotiated salary and benefits and cost allocation.

Revenues and Expenditures

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

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Licenses and Permits	\$ 305,951	\$ 396,662	\$ 300,000	\$ 315,000
Charges for Services	\$ 350	\$ 2,466	\$ -	\$ -
Miscellaneous Revenue	\$ 53	\$ 158	\$ -	\$ -
Total Revenues	\$ 306,354	\$ 399,286	\$ 300,000	\$ 315,000
Expenditures				
Employee Compensation	\$ 332,847	\$ 322,821	\$ 359,785	\$ 410,670
Employee Benefits	\$ 136,400	\$ 133,281	\$ 152,528	\$ 179,641
Materials	\$ 18,852	\$ 17,328	\$ 19,240	\$ 18,479
Contract Services	\$ 3,650	\$ 1,011	\$ -	\$ -
Cost Allocation	\$ 236,112	\$ 270,495	\$ 258,746	\$ 290,486
Special Projects	\$ 13,053	\$ 8,292	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 962	\$ 462
Total Expenditures	\$ 740,914	\$ 753,228	\$ 791,261	\$ 899,738
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 434,561	\$ 353,941	\$ 491,261	\$ 584,738

Staffing

Total current positions - 2.92 FTE

Total proposed positions - 2.92 FTE

There are no changes to the current level of staffing.

Building Plan Review

Budget Unit 100-73-714

General Fund - Building - Building Plan Review

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 1,300,000
Total Expenditures	\$ 1,658,248
Fund Balance	\$ -
General Fund Costs	\$ 358,248
% Funded by General Fund	21.6%
Total Staffing	5.90 FTE

Program Overview

The Building Plan Review program is responsible for the timely and accurate review and approval of construction drawings 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 the California Building Code and all governing local amendments.

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.

Proposed Budget

It is recommended that City Council approve a budget of \$1,658,248 for the Building Plan Review program. This represents an increase of \$201,212 (13.8%) from the FY 2019-20 Adopted Budget.

Revenues and Expenditures

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

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Licenses and Permits	\$ 927,741	\$ 1,505,039	\$ 1,000,000	\$ 1,300,000
Charges for Services	\$ 463,108	\$ 110,007	\$ -	\$ -
Miscellaneous Revenue	\$ 69,466	\$ 26,501	\$ 49,539	\$ -
Total Revenues	\$ 1,460,315	\$ 1,641,547	\$ 1,049,539	\$ 1,300,000
Expenditures				
Employee Compensation	\$ 596,332	\$ 630,862	\$ 658,969	\$ 743,419
Employee Benefits	\$ 271,670	\$ 281,577	\$ 302,174	\$ 356,239
Materials	\$ 6,437	\$ 19,815	\$ 6,865	\$ 7,189
Contract Services	\$ 6,802	\$ 6,305	\$ -	\$ -
Cost Allocation	\$ 349,802	\$ 436,132	\$ 453,685	\$ 551,221
Special Projects	\$ 459,558	\$ 110,860	\$ 35,000	\$ -
Contingencies	\$ -	\$ -	\$ 343	\$ 180
Total Expenditures	\$ 1,690,601	\$ 1,485,551	\$ 1,457,036	\$ 1,658,248
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 230,287	\$ (155,995)	\$ 407,497	\$ 358,248

Staffing

Total current positions - 5.90 FTE

Total proposed positions - 5.90 FTE

There are no changes to the current level of staffing.

Building Code Enforcement

Budget Unit 100-73-715

General Fund - Building - Building Code Enforcement

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 1,500,000
Total Expenditures	\$ 1,402,918
Fund Balance	\$ -
General Fund Costs	\$ (97,082)
% Funded by General Fund	-6.9%
Total Staffing	5.15 FTE

Program Overview

The Building Inspection program is established to enforce certain minimum standards pursuant to the California Building Code and all local amendments for all new and existing buildings and structures within the City of Cupertino jurisdiction. These minimum standards include public safety, health and general welfare through structural strength, stability, sanitation, adequate light and ventilation, and safety to life and property from fire, hurricane, and other hazards attributed to the built environment. These include alteration, repair, removal, demolition, use, and occupancy of buildings, structures or premises. The Building Inspections Division also regulates the installation and maintenance of all electrical, gas, mechanical and plumbing systems, which may be referred to as service systems. The program also responds to stormwater pollution protection, 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.

Proposed Budget

It is recommended that City Council approve a budget of \$1,402,918 for the Building Code Enforcement program. This represents an increase of \$227,822 (19.4%) from the FY 2019-20 Adopted Budget.

The increase is primarily due to an increase in negotiated salary and benefits and cost allocation.

Revenues and Expenditures

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

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Licenses and Permits	\$ 1,494,800	\$ 2,170,542	\$ 1,200,000	\$ 1,500,000
Charges for Services	\$ 2,465,447	\$ 292,735	\$ -	\$ -
Miscellaneous Revenue	\$ 369,817	\$ 43,679	\$ -	\$ -
Total Revenues	\$ 4,330,064	\$ 2,506,956	\$ 1,200,000	\$ 1,500,000
Expenditures				
Employee Compensation	\$ 582,740	\$ 536,891	\$ 582,979	\$ 643,621
Employee Benefits	\$ 242,557	\$ 224,832	\$ 267,646	\$ 306,336
Materials	\$ 15,776	\$ 17,411	\$ 28,250	\$ 32,750
Contract Services	\$ 52,726	\$ 71,494	\$ -	\$ -
Cost Allocation	\$ 317,989	\$ 299,990	\$ 294,808	\$ 419,429
Special Projects	\$ 2,537,214	\$ 362,998	\$ -	\$ -
Contingencies	\$ -	\$ -	\$ 1,413	\$ 782
Total Expenditures	\$ 3,749,002	\$ 1,513,616	\$ 1,175,096	\$ 1,402,918
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ (581,061)	\$ (993,339)	\$ (24,904)	\$ (97,082)

Staffing

Total current positions - 5.15 FTE

Total proposed positions - 5.15 FTE

There are no changes to the current level of staffing.

Muni Code Enforcement

Budget Unit 100-73-718

General Fund - Building - Muni Code Enforcement

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ -
Total Expenditures	\$ 83,027
Fund Balance	\$ -
General Fund Costs	\$ 83,027
% Funded by General Fund	100.0%
Total Staffing	0.25 FTE

Program Overview

The Community Development Code Enforcement program provides 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.

Proposed Budget

It is recommended that City Council approve a budget of \$83,027 for the Muni Code Enforcement program. This represents a decrease of \$14,754 (-15.1%) from the FY 2019-20 Adopted Budget.

The decrease is primarily due to a decrease in cost allocation offset by an increase in negotiated salary and benefits.

Revenues and Expenditures

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

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Total Revenues	\$ -	\$ -	\$ -	\$ -
Expenditures				
Employee Compensation	\$ 126,102	\$ 62,523	\$ 28,636	\$ 31,201
Employee Benefits	\$ 53,964	\$ 29,045	\$ 13,028	\$ 14,868
Materials	\$ 2,779	\$ 3,134	\$ -	\$ 80
Contract Services	\$ 1,329	\$ 764	\$ -	\$ -
Cost Allocation	\$ 109,001	\$ 64,205	\$ 56,117	\$ 36,878
Total Expenditures	\$ 293,175	\$ 159,671	\$ 97,781	\$ 83,027
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ 293,174	\$ 159,671	\$ 97,781	\$ 83,027

Staffing

Total current positions - 0.25 FTE

Total proposed positions - 0.25 FTE

There are no changes to the current level of staffing.

Code Enforcement

Budget Unit 100-74-202

General Fund - Code Enforcement - Code Enforcement

Budget at a Glance

	2021 Proposed Budget
Total Revenues	\$ 225,000
Total Expenditures	\$ 1,157,600
Fund Balance	\$ -
General Fund Costs	\$ 932,600
% Funded by General Fund	80.6%
Total Staffing	3.00 FTE

Program Overview

The Code Enforcement program provides enforcement of various provisions of the municipal code relating to parking citations, noise, animal control, zoning and building, and other compliance areas. Assistance is provided to the Sheriff Department in the areas of traffic control and other complaint responses.

Service Objectives

- Respond to resident, 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.
- Manage the animal control services contract with the City of San José.

Proposed Budget

It is recommended that City Council approve a budget of \$1,157,600 for the Code Enforcement program. This represents an increase of \$269,948 (30.4%) from the FY 2019-20 Adopted Budget.

The increase is primarily due to an increase in negotiated salary and benefits and cost allocation.

Revenues and Expenditures

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

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Proposed Budget
Revenues				
Charges for Services	\$ -	\$ 3,280	\$ -	\$ -
Fines and Forfeitures	\$ -	\$ 190,550	\$ 265,000	\$ 225,000
Total Revenues	\$ -	\$ 193,830	\$ 265,000	\$ 225,000
Expenditures				
Employee Compensation	\$ -	\$ 229,982	\$ 357,633	\$ 402,106
Employee Benefits	\$ -	\$ 90,611	\$ 144,924	\$ 181,315
Materials	\$ -	\$ 4,187	\$ 17,600	\$ 18,129
Contract Services	\$ -	\$ 160,909	\$ 262,000	\$ 274,720
Cost Allocation	\$ -	\$ 22,478	\$ 105,495	\$ 274,009
Contingencies	\$ -	\$ -	\$ -	\$ 7,321
Total Expenditures	\$ -	\$ 508,167	\$ 887,652	\$ 1,157,600
Fund Balance	\$ -	\$ -	\$ -	\$ -
General Fund Costs	\$ -	\$ 314,337	\$ 622,652	\$ 932,600

Staffing

Total current positions - 3.00 FTE

Total proposed positions - 3.00 FTE

There are no changes to the current level of staffing.