

## **COMMUNITY DEVELOPMENT DEPARTMENT**

The Community Development Department guides the physical growth of the City to preserve the quality of Saratoga's small town residential character, through the administration of planning services and zoning regulations, code compliance, building and inspection services, and through the ongoing advanced planning activities to develop the City's General Plan.

The Saratoga community assists the Department's activities through participation on the Planning Commission and Heritage Preservation Commission advisory boards, and through citizen involvement in Commission and Council reviews of the General Plan and specific plans. The Department's staff supports this community participation through development review services, commission assistance and meeting preparation, community response, and public hearings.

### **BUDGET OVERVIEW**

The Community Development Department's FY 2008/09 budget reflects the realignment of all the departmental programs into one General Fund department that occurred with the FY 2007/08 budget. The department's fee based services were previously segmented into a Special Revenue Fund, leaving the Advanced Planning and Code Compliance functions in the General Fund. This unbalanced funding structure resulted in the accumulation of a fund balance in the Development Department's Special Revenue Fund as the department's full costs were not being charged to the development service fees. In addition, operational costs for building maintenance, information technology services and equipment, vehicle costs, and workers compensation and liability insurance costs were not fully allocated to the departments, meaning these costs were also not accounted for in the Department's programs. The accumulated fund balance will be used to balance development service fees over the next several years.

As of FY 2008/09, the primary development review fee categories are converted back to flat fees. As a result, revenues increased slightly due to the front loading of flat fees together with the ongoing earnings of deposit accounts.

**CITY OF SARATOGA**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**GENERAL FUND REVENUES AND EXPENDITURES**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>REVENUES</b>					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	1,574,995	1,393,625	1,390,240	1,585,315	1,906,475
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	781,882	572,159	775,000	661,480	673,500
Other Sources	2,440	1,964	2,000	2,014	1,000
Internal Service Charges	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>2,359,317</b>	<b>1,967,748</b>	<b>2,167,240</b>	<b>2,248,809</b>	<b>2,580,975</b>
<b>EXPENDITURES</b>					
Salaries and Benefits	1,194,304	1,361,163	1,644,345	1,600,612	1,801,535
Operating Expenditures					
<i>Materials &amp; Supplies</i>	14,534	29,886	16,050	27,238	17,550
<i>Fees &amp; Charges</i>	33,885	42,739	38,595	50,009	38,235
<i>Consultant &amp; Contract Services</i>	275,529	293,457	373,140	139,939	405,590
<i>Meetings, Events &amp; Training</i>	5,050	6,781	12,400	10,797	12,150
Total Operating Expenditures	328,998	372,863	440,185	227,983	473,525
Fixed Assets	-	80,400	-	-	-
Internal Service Charges	85,600	55,600	410,143	410,143	436,520
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,608,902</b>	<b>\$ 1,870,026</b>	<b>\$ 2,494,673</b>	<b>\$ 2,238,738</b>	<b>\$ 2,711,580</b>

**TOTAL DEPARTMENTAL EXPENDITURES BY PROGRAM**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>GENERAL FUND</b>					
Development Services	829,366	875,702	1,084,030	972,894	1,228,263
Advanced Planning	94,203	103,553	143,816	61,575	199,328
Code Compliance	113,533	143,900	195,792	213,305	236,968
Building Inspection Services	571,800	746,871	986,035	985,353	1,047,021
PassThrough Services	-	-	85,000	5,611	-
<b>TOTAL GENERAL FUND</b>	<b>\$ 1,608,902</b>	<b>\$ 1,870,026</b>	<b>\$ 2,494,673</b>	<b>\$ 2,238,738</b>	<b>\$ 2,711,580</b>
<b>SPECIAL REVENUE FUNDS</b>					
CDBG Fund	64,718	266,134	138,090	50,564	140,203
Housing & Rehabilitation Program	69,656	-	13,000	-	13,000
<b>TOTAL SPECIAL REV FUNDS</b>	<b>\$ 134,374</b>	<b>\$ 266,134</b>	<b>\$ 151,090</b>	<b>\$ 50,564</b>	<b>\$ 153,203</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,743,276</b>	<b>\$ 2,136,160</b>	<b>\$ 2,645,763</b>	<b>\$ 2,289,302</b>	<b>\$ 2,864,783</b>

**CITY OF SARATOGA**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**COMMUNITY DEVELOPMENT DEPARTMENT STAFFING**

*Full Time Equivalents (FTE)*

	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
<i>City Staff</i>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Community Development Director	1.00	1.00	1.00	1.00	1.00
Senior Planner	-	1.00	1.00	1.00	1.00
Assistant/Associate Planner	4.00	3.00	3.00	3.00	3.00
Plan Check Examiner/Engineer	1.00	1.00	1.00	1.00	1.00
Arborist	-	-	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00	1.00
Building Inspector	3.00	3.00	3.00	3.00	3.00
Public Safety Officer	2.00	-	-	-	-
Code Compliance Specialist	-	1.00	1.00	1.00	1.00
Office Specialist I, II, III	2.00	2.00	2.00	2.00	2.00
<b>Total FTEs</b>	<b>14.00</b>	<b>13.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>
<i>Temporary Staff</i>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Forestry Intern	-	-	-	940	940
Planning Intern	-	-	-	450	450
Account Clerk	-	-	-	-	1,200
<b>Total Annual Hours</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,390</b>	<b>2,590</b>



## **DEVELOPMENT SERVICES**

Development applications are required, in compliance with City codes, plans, and policies, in order to obtain the Planning Department's approval to apply for building and other development permits. To help facilitate development projects, Development Services provides applicants with review, analysis, and project processing services. The process involves an assessment of a project's consistency and compliance with the City's Municipal Code, General Plan, and regulations, followed by plan checks, and inspections. Depending on the project, more extensive historical, environmental, or geological reviews or assessments may also be required.

### **BUDGET OVERVIEW**

Development Services revenues reflect an estimated increase in planning fees from the prior year due to the anticipated front loading of flat fees for new projects, tempered somewhat by earnings from prior year deposit fees collected for in-process projects. The remaining related planning fees are expected to remain fairly consistent with the prior year's estimated revenues.

Notable expenditures that are new to the Development Services budget in FY 2008/09 includes an increase in temporary staffing costs for a half-time account clerk to provide much needed assistance with the financial duties in the department, an increase in Community Development's software licenses (TrakIt), and a share of the cost for Geographic Information Services (GIS) from County and Surveyor consultants.

The remaining budgeted expenditures are for regular operational fees for supplemental contract planner services, planning minutes, noticing, records management fees, Santa Clara County parcel updates and GIS Services, dues and memberships fees, and other operational costs. Prior year's microfiche records that are to be transferred to laserfiche will be funded as a Capital Improvement Project.

**CITY OF SARATOGA**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**DEVELOPMENT SERVICES**

**GENERAL FUND REVENUES AND EXPENDITURES**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>REVENUES</b>					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	51,150	77,904	68,800	68,615	67,760
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	781,882	572,079	690,000	655,350	673,500
Other Sources	2,440	1,964	2,000	1,664	1,000
<b>TOTAL REVENUES</b>	<b>\$ 835,472</b>	<b>\$ 651,947</b>	<b>\$ 760,800</b>	<b>\$ 725,629</b>	<b>\$ 742,260</b>
<b>EXPENDITURES</b>					
Salaries and Benefits	518,041	606,260	699,320	654,237	791,392
Operating Expenditures					
<i>Materials &amp; Supplies</i>	10,058	19,557	8,500	12,018	8,500
<i>Fees &amp; Charges</i>	9,905	15,001	13,545	12,342	11,535
<i>Consultant &amp; Contract Services</i>	202,091	174,843	174,400	108,573	218,000
<i>Meetings, Events &amp; Training</i>	3,671	4,441	7,700	5,159	7,700
Total Operating Expenditures	225,725	213,842	204,145	138,092	245,735
Fixed Assets	-	-	-	-	-
Internal Service Charges	85,600	55,600	180,565	180,565	191,136
<b>TOTAL EXPENDITURES</b>	<b>\$ 829,366</b>	<b>\$ 875,702</b>	<b>\$ 1,084,030</b>	<b>\$ 972,894</b>	<b>\$ 1,228,263</b>

**FY 2008/09 BUDGET OBJECTIVES**

***Tree Inventory Project*** – The City’s Arborist is working with student interns from the West Valley College Park Management program to create an inventory and map of all of the trees on City property. This information is to be input into the City’s GIS system as part of the Forestry Management Plan. The project continues to inventory trees in the City.

***Software Implementation*** – With the Trak-IT Planning and Building software system installed in June of 2007, CDD staff will continue to train and improve efficiencies during the 2008/09 fiscal year, to track project applications and assist customers with information searches.

***On-line Applicant Services*** – The City’s Trak-IT Planning and Building software has e-government features that allow project applicants the ability to view the status of their projects on-line, and allows for on-line applications of basic permits such as water heater installation, and minor electrical and plumbing projects. These on-line features will continue to be promoted to the public in FY 2008/09, to enhance customer service.

***Zoning Maps*** – The City maintains various City zoning and General Plan maps. As part of e-government efforts to provide access to public information online, the City’s website will be updated with links to view all city maps on the City’s web page.

**CITY OF SARATOGA**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**DEVELOPMENT SERVICES**

**KEY SERVICES**

*Planning Services*

- Provide on-demand Front Counter and Telephone services in response to general questions

*Provide staff support to the:*

- Planning Commission
- Heritage Preservation Commission

*Analyze and process the following types of applications:*

- General Plan and Code Amendments
- Architecture and Site
- Residential Development
- Subdivisions
- Rezoning and Planned Developments
- Variances
- Environmental Reviews
- Certificates of Use and Occupancy
- Sign, Banner, and Conditional Use Permits

**DEVELOPMENT SERVICES STAFF**

*Full Time Equivalents (FTE)*

	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
<i>City Staff</i>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Community Development Director	0.40	0.70	0.70	0.60	0.60
Senior Planner	-	0.80	0.80	0.70	0.70
Assistant/Associate Planner	3.00	2.90	2.90	2.80	2.80
Plan Check Examiner/Engineer	-	-	-	-	-
Arborist	-	-	1.00	0.90	0.90
Building Official	-	-	-	-	-
Building Inspector	-	-	-	-	-
Public Safety Officer	-	-	-	-	-
Code Compliance Specialist	-	-	-	-	-
Office Specialist I, II, III	1.50	1.20	1.00	0.90	0.90
<b>Total FTE's</b>	<b>4.90</b>	<b>5.60</b>	<b>6.40</b>	<b>5.90</b>	<b>5.90</b>

	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
<i>Temporary Staff</i>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Forestry Intern	-	-	-	940	940
Planning Intern	-	-	-	450	450
Account Clerk	-	-	-	-	1,200
<b>Total Annual Hours</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,390</b>	<b>2,590</b>



## **ADVANCED PLANNING**

The Advanced Planning program's purpose is to develop and update the City's standards, regulations, Specific Plans and General Plan to guide the physical development of the City. The City's General Plan is an adopted statement of policy for the physical development of a community. As such, it includes the following elements: Land Use, Air Quality, Housing, Circulation, Safety, Noise, Open Space, and Conservation. A City may also establish specific plans to further identify and foster development issues and requirements. Specific Plans provide additional guidance for future land use development in the plan area with elements such as detailed land use, design guidelines, and implementation strategy. As an example, the City of Saratoga has established a Specific Plan for the hillside areas. One element of the General Plan and/or a Specific Plan will be updated each year to keep the plans current.

### **BUDGET OVERVIEW**

The FY 2008/09 budget reflects estimated revenues of \$200,000 collected for General Plan Update fees, with planned expenditures for consultant services to update the General Plan's Housing Element. The remainder of the budgeted expenditures in this program include staffing costs, office supplies, meeting expenses, printing, and internal service charges.

**CITY OF SARATOGA**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**ADVANCED PLANNING**

**GENERAL FUND REVENUES AND EXPENDITURES**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>REVENUES</b>					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	51,799	47,303	80,000	71,993	200,000
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 51,799</b>	<b>\$ 47,303</b>	<b>\$ 80,000</b>	<b>\$ 71,993</b>	<b>\$ 200,000</b>
<b>EXPENDITURES</b>					
Salaries and Benefits	41,307	37,313	55,030	38,042	59,026
Operating Expenditures					
<i>Materials &amp; Supplies</i>	1,047	2,370	500	1,058	-
<i>Fees &amp; Charges</i>	-	-	-	-	500
<i>Consultant &amp; Contract Services</i>	51,849	63,497	81,000	15,231	132,350
<i>Meetings, Events &amp; Training</i>	-	373	500	458	250
Total Operating Expenditures	52,896	66,240	82,000	16,747	133,100
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	-	6,786	6,786	7,202
<b>TOTAL EXPENDITURES</b>	<b>\$ 94,203</b>	<b>\$ 103,553</b>	<b>\$ 143,816</b>	<b>\$ 61,575</b>	<b>\$ 199,328</b>

**FY 2008/09 OBJECTIVES**

**General Plan Update** – The Housing element is scheduled to be updated in FY 2008/09, in accordance with State Law that requires that the Housing Element be updated every five years. The City’s last Housing element was approved in 2002.

**Zoning Code Updates** – A minimum of two ordinance updates will be completed each year. Council will provide staff with direction on which ordinances to update during FY 2008/09.

**CITY OF SARATOGA**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**ADVANCED PLANNING**

**KEY SERVICES**

- Maintain and apply General Plan and Specific Plan updates to development processes;
- Develop administrative policies, plans, ordinances and plan updates, in coordination with consultants preparing advance planning updates; and
- Prepare Department of Housing and Community Development annual report on General Plan.

**ADVANCED PLANNING STAFF**

*Full Time Equivalents (FTE)*

	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
<i>City Staff</i>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Community Development Director	0.50	0.15	0.15	0.10	0.10
Senior Planner	-	0.20	0.20	0.15	0.15
Assistant/Associate Planner	0.55	-	-	-	-
Plan Check Examiner/Engineer	-	-	-	-	-
Arborist	-	-	-	-	-
Building Official	-	-	-	-	-
Building Inspector	-	-	-	-	-
Public Safety Officer	-	-	-	-	-
Code Compliance Specialist	-	-	-	-	-
Office Specialist I, II, III	-	-	-	-	-
<b>Total FTE's</b>	<b>1.05</b>	<b>0.35</b>	<b>0.35</b>	<b>0.25</b>	<b>0.25</b>
	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
<i>Temporary Staff</i>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
Forestry Intern	-	-	-	-	-
Planning Intern	-	-	-	-	-
<b>Total Annual Hours</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## **CODE COMPLIANCE**

The City's Code Compliance program functions to ensure compliance with City and State codes, ordinances, and regulations related to animal control, building and zoning, abandoned vehicles, signage, and noise abatement. Staff identifies, investigates, and abates violations, and in some cases, may require complainants and alleged violators to participate in a mediation program to resolve extensive disagreements. One of Saratoga's highest priorities is to work with residents and businesses to preserve and maintain community values and integrity of the neighborhoods. Violations that affect life, health, and safety are given the highest priority; however, due to limited resources, the City prioritizes and responds to non-emergency compliance issues on the basis of complaints received.

### **BUDGET OVERVIEW**

FY 2008/09 revenues include fees from the administration of the City's Massage and Solicitor Ordinances, with matching expenditures for background checks and testing services. Other ongoing expenditures include staffing costs, operational supplies, an annual software license fee for legal research, and internal services charges. Newly budgeted expenditures for FY 2008/09 include increases in overtime charges occurring with the high number of call-outs for code compliance issues, and an appropriation for attorney fees charged to this program for compliance issues. Attorney fees had been charged to the program in past years, but not included in the planned budget workplan until this year.

**CITY OF SARATOGA**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**CODE COMPLIANCE**

**GENERAL FUND REVENUES AND EXPENDITURES**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>REVENUES</b>					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	188	1,250	21,440	25,159	13,715
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	80	-	-	-
Other Sources	-	-	-	350	-
<b>TOTAL REVENUES</b>	<b>\$ 188</b>	<b>\$ 1,330</b>	<b>\$ 21,440</b>	<b>\$ 25,509</b>	<b>\$ 13,715</b>
<b>EXPENDITURES</b>					
Salaries and Benefits	106,576	120,324	145,935	167,888	161,677
Operating Expenditures					
<i>Materials &amp; Supplies</i>	303	737	4,050	3,697	4,050
<i>Fees &amp; Charges</i>	1,223	697	2,750	2,413	2,400
<i>Consultant &amp; Contract Services</i>	5,431	21,299	5,740	2,489	29,240
<i>Meetings, Events &amp; Training</i>	-	843	1,700	1,201	1,700
Total Operating Expenditures	6,957	23,576	14,240	9,800	37,390
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	-	35,617	35,617	37,901
<b>TOTAL EXPENDITURES</b>	<b>\$ 113,533</b>	<b>\$ 143,900</b>	<b>\$ 195,792</b>	<b>\$ 213,305</b>	<b>\$ 236,968</b>

**FY 2008/09 OBJECTIVES**

*Code Compliance System* – Staff is continuing to transfer existing compliance data into the new Trak-IT software system during FY 2008/09, to provide a historical reference of complaints received.

**CITY OF SARATOGA**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**CODE COMPLIANCE**

**KEY SERVICES**

- Issue Temporary Users Permits, Special Event Permits, and Block Party Permits;
- Receive and maintain status on all violation complaints;
- Respond to, investigate, and abate legitimate complaints;
- Identify, research, and prepare ordinance information for code section updates;
- Assist City Attorney with legal research, appeal hearings, and lawsuits;
- Administer citation appeals;
- Enforce City regulations while educating and increasing the awareness of residents, businesses, and property owners about the City’s regulations;
- Administer the City’s Massage and Solicitor Ordinances;
- Assist the City Arborist with non-permitted tree removals;
- Resolve complex code and zoning violations; and
- Assist the Public Works Department in monitoring the illegal use of City Parks.

**CODE COMPLIANCE STAFF**

*Full Time Equivalents (FTE)*

<i>City Staff</i>	<b>2004/05 Funded</b>	<b>2005/06 Funded</b>	<b>2006/07 Funded</b>	<b>2007/08 Funded</b>	<b>2008/09 Funded</b>
Community Development Director	-	0.05	0.05	0.10	0.10
Senior Planner	-	-	-	-	-
Assistant/Associate Planner	-	-	-	0.10	0.10
Plan Check Examiner/Engineer	-	-	-	-	-
Arborist	-	-	-	0.05	0.05
Building Official	0.10	0.10	0.10	-	-
Building Inspector	-	-	-	-	-
Public Safety Officer	2.00	-	-	-	-
Code Compliance Specialist	-	1.00	1.00	1.00	1.00
Office Specialist I, II, III	0.20	0.10	0.10	0.10	0.10
<b>Total FTE's</b>	<b>2.30</b>	<b>1.25</b>	<b>1.25</b>	<b>1.35</b>	<b>1.35</b>

<i>Temporary Staff</i>	<b>2004/05 Funded</b>	<b>2005/06 Funded</b>	<b>2006/07 Funded</b>	<b>2007/08 Funded</b>	<b>2008/09 Funded</b>
Forestry Intern	-	-	-	-	-
Planning Intern	-	-	-	-	-
<b>Total Annual Hours</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## **PASS THROUGH FEES**

The Pass-Through Fees program separates Community Development departmental activities from fees taken in for external consultant services utilized to assist applicants in development and building processes. Because this revenue will vary considerably from year to year, and reconciles to itself, moving pass-through fee revenue to its own program helps to isolate on-going operational program activity. As this program is set up as a funding mechanism, only Pass-Through revenues and expenses exist in this program; there are no projects, services, or staffing associated with this program.

### **BUDGET OVERVIEW**

The Pass Through Fee revenues include fees for services the City hires out on an hourly basis. This would occur only for more complex planner and environmental services and for attorney fees for applicants that would be charged on an hourly deposit cost basis. As the revenues are earned based directly on expenditures in this program, the annual budget resolution includes an automatic budget adjustment qualifier to allow for the appropriation of pass-through revenues and expenditures in this program as needed throughout the year

**CITY OF SARATOGA**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**PASS THROUGH FEES**

**GENERAL FUND REVENUES AND EXPENDITURES**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>REVENUES</b>					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	85,000	6,130	-
Other Sources	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,000</b>	<b>\$ 6,130</b>	<b>\$ -</b>
<b>EXPENDITURES</b>					
Salaries and Benefits	-	-	-	-	-
Operating Expenditures					
<i>Materials &amp; Supplies</i>	-	-	-	-	-
<i>Fees &amp; Charges</i>	-	-	-	-	-
<i>Consultant &amp; Contract Services</i>	-	-	85,000	5,611	-
<i>Meetings, Events &amp; Training</i>	-	-	-	-	-
Total Operating Expenditures	-	-	85,000	5,611	-
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,000</b>	<b>\$ 5,611</b>	<b>\$ -</b>

## **BUILDING & INSPECTION SERVICES**

The Building & Inspection Services program is a regulatory function that ensures minimum building and zoning standards are met in order to protect the community's safety, health, and property rights. The City's development ordinances and standards regulate the design, construction, quality of materials, use and occupancy of buildings, as well as the location and maintenance of all buildings within the City of Saratoga. Staff assists applicants with information concerning building regulations, disability access regulations, and other State and local ordinances, and provides plan check services in compliance with Uniform Building Codes. Staff also maintains permit tracking and plan check systems, inspects commercial and residential buildings under construction, and reviews grading plans and performs grading inspections for construction projects with significant earthwork activity.

### **BUDGET OVERVIEW**

The Building & Inspection Services FY 2008/09 budgeted revenues are comprised of \$1,590,000 from building permits, \$20,000 from grading permits, and \$15,000 from document fees (used for conversion for laserfiche format). Budgeted Building Permit revenue consists of plan check fees, and building , electrical, plumbing, and mechanical permits. Building Permit fees are calculated based on the valuation of a project. For example, the valuation for a new house or habitable space addition is determined by multiplying the square footage by a cost per square foot valuation factor. Budgeted amounts are based on the level of activity over the last several years, with adjustments for additional funding if large projects are in process.

Budgeted expenditures reflect annual increases in salary and benefit costs and other ongoing expenses, which includes \$15,000 for the cost of sending document for laserfiche processing (equal to the amount of fees taken in for this process), \$23,000 for credit card fees, \$1,000 for printing services, and operational expenses for supplies, dues & memberships, cell phone charges, and internal service charges.

**CITY OF SARATOGA**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**BUILDING & INSPECTION SERVICES**

**GENERAL FUND REVENUES AND EXPENDITURES**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>REVENUES</b>					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	1,471,858	1,267,168	1,220,000	1,419,548	1,625,000
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	-	-	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 1,471,858</b>	<b>\$ 1,267,168</b>	<b>\$ 1,220,000</b>	<b>\$ 1,419,548</b>	<b>\$ 1,625,000</b>
<b>EXPENDITURES</b>					
Salaries and Benefits	528,380	597,266	744,060	740,445	789,440
Operating Expenditures					
<i>Materials &amp; Supplies</i>	3,126	7,222	3,000	10,465	5,000
<i>Fees &amp; Charges</i>	22,757	27,041	22,300	35,254	23,800
<i>Consultant &amp; Contract Services</i>	16,158	33,818	27,000	8,035	26,000
<i>Meetings &amp; Events</i>	1,379	1,124	2,500	3,979	2,500
Total Operating Expenditures	43,420	69,205	54,800	57,733	57,300
Fixed Assets	-	80,400	-	-	-
Internal Service Charges	-	-	187,175	187,175	200,281
<b>TOTAL EXPENDITURES</b>	<b>\$ 571,800</b>	<b>\$ 746,871</b>	<b>\$ 986,035</b>	<b>\$ 985,353</b>	<b>\$ 1,047,021</b>

**2008/09 OBJECTIVES**

***Trak IT Building and Permit System*** – Continued training and efficiency building on the new Trak-IT system which links the Building program with Planning and Code Compliance functions and provides a mechanism for on-line permit activity and project status reference.

***California Building Code*** – The City adopted the new California Building Code through new ordinances brought to the Council in FY 2007/08, and will use it as the basis for updating the City’s building regulations.

**CITY OF SARATOGA**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**BUILDING & INSPECTION SERVICES**

**KEY SERVICES**

*Counter Services*

- Provide construction and zoning code information to developers, contractors, architects, engineers, home owners, and the general public
- Maintain permit tracking and building permit system information

*Plan Check Services*

- Perform residential and commercial building, structural, and site plan reviews under California Building Code guidelines, State regulations, and City ordinances
- Provide building code information to applicants

*Inspection Services*

- Perform on-site inspections of buildings and structures under construction
- Investigate housing code violations
- Coordinate building permit applications with other departments and agencies

**BUILDING & INSPECTION SERVICES STAFF**

*Full Time Equivalent (FTE)*

	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
<i>City Staff</i>					
Community Development Director	0.10	0.10	0.10	0.20	0.20
Senior Planner	-	-	-	0.15	0.15
Assistant/Associate Planner	0.45	0.10	0.10	0.10	0.10
Plan Check Examiner/Engineer	1.00	1.00	1.00	1.00	1.00
Arborist	-	-	-	0.05	0.05
Building Official	0.90	0.90	0.90	1.00	1.00
Building Inspector	3.00	3.00	3.00	3.00	3.00
Public Safety Officer	-	-	-	-	-
Code Compliance Specialist	-	-	-	-	-
Office Specialist I, II, III	0.30	0.70	0.90	1.00	1.00
<b>Total FTE's</b>	<b>5.75</b>	<b>5.80</b>	<b>6.00</b>	<b>6.50</b>	<b>6.50</b>
	<b>2004/05</b>	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>	<b>Funded</b>
<i>Temporary Staff</i>					
Forestry Intern	-	-	-	-	-
Planning Intern	-	-	-	-	-
<b>Total Annual Hours</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



## **COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

The Department of Housing and Urban Development (HUD) makes annual disbursements of Housing and Community Development Act (HCDA) funds for eligible projects and activities. Saratoga receives federal HCDA funds through the CDBG program. The Federal Government's CDBG program seeks to improve the quality of life for low income residents, with emphasis in the areas of affordable housing, human services, and access for the disabled. Santa Clara County administers this grant program, providing allocations to the Cities, in compliance with Title I of the Federal Housing and Community Development Act of 1974.

The availability of CDBG funds is advertised in local publications, and the City subsequently receives grant applications from community and non-profit groups. A portion of the funds may be spent for social or human service activities; however, the majority of the funding is reserved for 'brick and mortar' housing or accessibility projects. Another portion of the funding is reserved for program administration. Santa Clara County Housing and Community Development Department (HCD) administers the component of the HCDA that designates a portion of the funding to be used for low-interest loans to income-eligible homeowners, including home repairs such as new roofs and electrical upgrades. HCD charges the CDBG Fund \$13,000 per year to administer the low income loan program. The City may charge the CDBG Fund up to \$15,000 per year to reimburse itself for costs associated with City administration of the grant program.

### **BUDGET OVERVIEW**

For FY 2008/09, the City is slated to receive \$133,214 of CDBG funding. Of that amount, the social or human services component of the grant is limited to \$32,732. With the HCD Program administration cost of \$13,000 and the City's administration cost of \$15,000, the remaining funding available for housing or accessibility projects is \$72,482.

The human services grant allocation of \$32,732 will be transferred to the City's grant program for distribution to the Saratoga Area Senior Coordinating Council (SASCC), along with supplemental funding from the City in the amount of \$1,268, for a total grant of \$34,000. The City is also providing supplemental grants to two other organizations that had requested CDBG funding: West Valley Community Services will receive \$15,164 to help support their low income assistance program; and Catholic Charities will receive \$5,000 to help support their Long Term Care Ombudsman Program.

Saratoga will receive housing/accessibility grant funding in the amount of \$55,600 to update street signals with audible signals for the visually impaired, and \$16,882 to install a disabled accessible ramp at the Historic Museum. The Americans with Disabilities Act (ADA) requires access to the public right-of-way for people with disabilities. Additionally, prior year CDBG accessibility funds in the amount of \$6,225 were re-allocated for the installation of ADA compliant seating in the City's Civic Auditorium. The CDBG program functions as a funding mechanism to transfer approved grants to the appropriate program or CIP project. There are no staffing, objectives, or key services listed for this program.

**CITY OF SARATOGA**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

**STATEMENT OF SOURCE & USE OF FUNDS**

	<u>2005/06</u>	<u>2006/07</u>	<u>2007/08</u>	<u>2007/08</u>	<u>2008/09</u>
	<u>Actuals</u>	<u>Actuals</u>	<u>Adjusted</u>	<u>Estimated</u>	<u>Adopted</u>
<b>SOURCES OF FUNDS</b>					
<b>Beginning Fund Balance</b>					
Designated	-	-	-	-	-
Undesignated	-	(11,137)	-	-	(24,040)
<b>Total Beginning Fund Balance</b>	<b>\$ -</b>	<b>\$ (11,137)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (24,040)</b>
<b>Revenues</b>					
Intergovernmental Revenues	53,581	277,271	138,090	26,524	140,203
Charge for Services	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 53,581</b>	<b>\$ 277,271</b>	<b>\$ 138,090</b>	<b>\$ 26,524</b>	<b>\$ 140,203</b>
<b>Operating Transfers In</b>					
Transfer In	-	-	-	-	-
<b>Total Operating Transfers In</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 53,581</b>	<b>\$ 266,134</b>	<b>\$ 138,090</b>	<b>\$ 26,524</b>	<b>\$ 116,163</b>
<b>USE OF FUNDS</b>					
<b>Expenditures</b>					
Salaries and Benefits	-	-	-	-	-
Operating Expenditures					
<i>CDBG ADA Projects</i>	13,037	23,810	-	-	-
Total Operating Expenditures	13,037	23,810	-	-	-
Grants	36,681	38,611	-	-	-
Fixed Assets	-	-	-	-	-
Internal Service Charges	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 49,718</b>	<b>\$ 62,421</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Operating Transfers</b>					
Transfer Out - GF Admin Fee	15,000	15,000	15,000	15,000	15,000
Transfer Out - GF Service Grants	-	-	35,564	35,564	32,732
Transfer Out - CIP (Access Signal)	-	-	74,526	-	72,482
Transfer Out - CIP PY Project	-	-	-	-	6,989
Transfer Out - SHARP	-	-	13,000	-	13,000
Transfer Out - CIP Projects	-	188,713	-	-	-
<b>Total Operating Transfers</b>	<b>\$ 15,000</b>	<b>\$ 203,713</b>	<b>\$ 138,090</b>	<b>\$ 50,564</b>	<b>\$ 140,203</b>
<b>Ending Fund Balance</b>					
Designated	-	-	-	-	-
Undesignated	(11,137)	-	-	(24,040)	(24,040)
<b>Total Ending Fund Balance</b>	<b>\$ (11,137)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (24,040)</b>	<b>\$ (24,040)</b>
<b>TOTAL USE OF FUNDS</b>	<b>\$ 53,581</b>	<b>\$ 266,134</b>	<b>\$ 138,090</b>	<b>\$ 26,524</b>	<b>\$ 116,163</b>

## **SARATOGA**

# **HOUSING AND REHABILITATION PROGRAM**

Saratoga's Housing and Rehabilitation Program, known as SHARP, offers low interest housing rehabilitation loans for low-income residents. The program provides low-interest loans to income-eligible homeowners for home repairs such as new roofs and electrical upgrades. The City entered into a Joint Powers Agreement (JPA) with Santa Clara County under the Housing and Community Development Act whereby the County's Housing and Community Development (HCD) department now manages the low-income housing rehabilitation program for the City. HCD charges \$13,000 of Community Development Block Grant (CDBG) funds for the administration of the program each year. The cost covers processing loan applications, determining eligibility, processing loan paperwork and coordinating payments to the contractors doing the repair work.

### **BUDGET OVERVIEW**

The City transferred the administration of the Housing Program to the JPA several years ago; however, the JPA did not assume the administration of the loans that were issued by the City until FY 2005/06. The County assumed all of the loans except the one issued to the Mid-Peninsula Housing Coalition, which represents the fund balance in the Housing Conservation Fund. The FY 2008/09 budget reflects the \$13,000 funding transferred in from CDBG, and the \$13,000 expenditure back to the County for administering the program.

As the SHARP Fund functions purely as a pass through mechanism to fund the administrative costs for the loan administration program, there are no staffing, objectives, or key services in this program.

**CITY OF SARATOGA**  
**COMMUNITY DEVELOPMENT DEPARTMENT**

**SARATOGA HOUSING AND REHABILITATION PROGRAM**

**STATEMENT OF SOURCE & USE OF FUNDS**

	<b>2005/06</b>	<b>2006/07</b>	<b>2007/08</b>	<b>2007/08</b>	<b>2008/09</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Adjusted</b>	<b>Estimated</b>	<b>Adopted</b>
<b>SOURCES OF FUNDS</b>					
<b>Beginning Fund Balance</b>					
Designated	-	-	-	-	-
Undesignated	127,297	75,287	89,588	89,588	107,494
<b>Total Beginning Fund Balance</b>	<b>\$ 127,297</b>	<b>\$ 75,287</b>	<b>\$ 89,588</b>	<b>\$ 89,588</b>	<b>\$ 107,494</b>
<b>Revenues</b>					
Taxes	-	-	-	-	-
Fees, Licenses and Permits	-	-	-	-	-
Intergovernmental Revenues	-	-	-	-	-
Charge for Services	-	-	-	-	-
Other Sources	17,646	14,301	-	17,906	16,533
Internal Service Charges	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 17,646</b>	<b>\$ 14,301</b>	<b>\$ -</b>	<b>\$ 17,906</b>	<b>\$ 16,533</b>
<b>Operating Transfers In</b>					
Transfer In (from CDBG)	-	-	13,000	-	13,000
<b>Total Operating Transfers In</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,000</b>	<b>\$ -</b>	<b>\$ 13,000</b>
<b>TOTAL SOURCE OF FUNDS</b>	<b>\$ 144,943</b>	<b>\$ 89,588</b>	<b>\$ 102,588</b>	<b>\$ 107,494</b>	<b>\$ 137,027</b>
<b>USE OF FUNDS</b>					
<b>Expenditures</b>					
Salaries and Benefits	-	-	-	-	-
Operating Expenditures					
<i>Materials &amp; Supplies</i>	-	-	-	-	-
<i>Fees &amp; Charges</i>	69,656	-	13,000	-	13,000
<i>Consultant &amp; Contract Services</i>	-	-	-	-	-
<i>Meetings, Events &amp; Training</i>	-	-	-	-	-
Total Operating Expenditures	69,656	-	13,000	-	13,000
Grants	-	-	-	-	-
Fixed Assets	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 69,656</b>	<b>\$ -</b>	<b>\$ 13,000</b>	<b>\$ -</b>	<b>\$ 13,000</b>
<b>Operating Transfers</b>					
Transfer Out	-	-	-	-	-
<b>Total Operating Transfers</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Fund Balance</b>					
Designated	-	-	-	-	-
Undesignated	75,287	89,588	89,588	107,494	124,027
<b>Total Ending Fund Balance</b>	<b>\$ 75,287</b>	<b>\$ 89,588</b>	<b>\$ 89,588</b>	<b>\$ 107,494</b>	<b>\$ 124,027</b>
<b>TOTAL USE OF FUNDS</b>	<b>\$ 144,943</b>	<b>\$ 89,588</b>	<b>\$ 102,588</b>	<b>\$ 107,494</b>	<b>\$ 137,027</b>