

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department guides the physical growth of the City to preserve the quality of Saratoga's semi-rural 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 provides input to the Department through the Planning Commission and Heritage Preservation Commission advisory boards, and by citizen involvement in Commission and Council reviews of the General Plan and various specific plans. The Department's staff supports community participation through development review services, commission support and meeting preparation, and public hearings.

BUDGET OVERVIEW

The Community Development Department's FY 2009/10 budget illustrates a notable decline in development activity over the last year. As stock market wealth and credit availability dried up in the middle of FY 2008/09 halting planned construction projects, City permit revenues dropped severely – falling to about 60 percent (\$770,000) of the projected \$1.3 million of building permit revenues. The \$950,000 of budgeted permit revenue for FY 2009/10 reflects an expectation that construction activity will remain low, based on the average monthly revenue stream since October of 2008, with an expectation for one of the eight approved and ready-to-build medium to large planned development projects to come in for permits during the fiscal year. Planning staff also saw a sharp reduction in planning review applications, reflecting a nearly 20% decrease from budgeted FY 2008/09 receipts.

With a projected 24% overall reduction in budgeted revenues (\$615,000), and City Council's direction that the Community Development Department provide services at near full cost recovery levels, the department dramatically reduced operational expenditures. Two (2.0) FTE positions (Building Inspector, Associate Planner), were defunded in order to position the Community Development Department to achieve the goal of presenting a balanced budget in FY 2010/11. Any further reductions would result in dramatically reduced service levels. In response to this concern, the City Council authorized General Fund savings from other departments to backfill the remaining \$150,000 of the department's cost recovery requirement for FY 2009/10. This will allow the Community Development Department the ability to continue its planning work on several zoning ordinance updates mandated by City Council. Revenues will be reviewed closely throughout the year, and adjustments made as needed.

All non-essential contract services and operational supplies were removed from the Department's budget. With the reduction in departmental staff, internal service charges were reduced accordingly.

CITY OF SARATOGA
COMMUNITY DEVELOPMENT DEPARTMENT

GENERAL FUND REVENUES AND EXPENDITURES

| | 2006/07 | 2007/08 | 2008/09 | 2008/09 | 2009/10 |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Actuals | Actuals | Adjusted | Estimated | Adopted |
| REVENUES | | | | | |
| Taxes | - | - | - | - | - |
| Fees, Licenses and Permits | 1,393,625 | 1,585,315 | 1,906,475 | 981,881 | 1,204,250 |
| Intergovernmental Revenues | - | - | - | - | - |
| Charge for Services | 572,159 | 661,480 | 673,500 | 817,780 | 760,080 |
| Other Sources | 1,964 | 2,014 | 1,000 | 2,625 | 1,000 |
| TOTAL REVENUES | 1,967,748 | 2,248,809 | 2,580,975 | 1,802,286 | 1,965,330 |
| EXPENDITURES | | | | | |
| Salaries and Benefits | 1,361,163 | 1,600,612 | 1,801,535 | 1,701,361 | 1,613,519 |
| Operating Expenditures | | | | | |
| <i>Materials & Supplies</i> | 29,886 | 27,238 | 17,550 | 12,850 | 25,100 |
| <i>Fees & Charges</i> | 42,739 | 50,009 | 38,235 | 62,142 | 56,895 |
| <i>Consultant & Contract Services</i> | 293,457 | 139,939 | 405,590 | 228,462 | 87,730 |
| <i>Meetings, Events & Training</i> | 6,781 | 10,797 | 12,150 | 9,214 | 9,700 |
| Total Operating Expenditures | 372,863 | 227,983 | 473,525 | 312,668 | 179,425 |
| Fixed Assets | 80,400 | - | - | - | - |
| Internal Service Charges | 55,600 | 410,143 | 436,520 | 436,520 | 392,658 |
| TOTAL EXPENDITURES | \$ 1,870,026 | \$ 2,238,738 | \$ 2,711,580 | \$ 2,450,548 | \$ 2,185,602 |

TOTAL DEPARTMENTAL EXPENDITURES BY PROGRAM

| | 2006/07 | 2007/08 | 2008/09 | 2008/09 | 2009/10 |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Actuals | Actuals | Adjusted | Estimated | Adopted |
| GENERAL FUND | | | | | |
| Development Services | 875,702 | 978,505 | 1,228,263 | 993,349 | 943,780 |
| Advanced Planning | 103,553 | 61,575 | 199,328 | 211,313 | 159,284 |
| Code Compliance | 143,900 | 213,305 | 236,968 | 224,583 | 193,332 |
| Building Inspection Services | 746,871 | 985,353 | 1,047,021 | 1,021,304 | 889,206 |
| TOTAL GENERAL FUND | \$ 1,870,026 | \$ 2,238,738 | \$ 2,711,580 | \$ 2,450,548 | \$ 2,185,602 |
| SPECIAL REVENUE FUNDS | | | | | |
| CDBG Fund | 266,134 | (87,526) | 258,838 | 55,702 | 332,897 |
| Housing & Rehabilitation Program | - | - | - | - | - |
| TOTAL SPECIAL REV FUNDS | \$ 266,134 | \$ (87,526) | \$ 258,838 | \$ 55,702 | \$ 332,897 |
| TOTAL EXPENDITURES | \$ 2,136,160 | \$ 2,151,212 | \$ 2,970,418 | \$ 2,506,250 | \$ 2,518,499 |

CITY OF SARATOGA
COMMUNITY DEVELOPMENT DEPARTMENT

COMMUNITY DEVELOPMENT DEPARTMENT STAFFING

Full Time Equivalent (FTE)

| <i>City Staff</i> | FY 2005/06 | FY 2006/07 | FY 2007/08 | FY 2008/09 | FY 2009/10 |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Funded | Funded | Funded | Funded | Funded |
| Community Development Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Planner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant/Associate Planner | 3.00 | 3.00 | 3.00 | 3.00 | 2.00 |
| Plan Check Examiner/Engineer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Arborist | - | 1.00 | 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 | 2.00 |
| Code Compliance Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Specialist I, II, III | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Total FTEs | 13.00 | 14.00 | 14.00 | 14.00 | 12.00 |

| <i>Temporary Staff</i> | FY 2005/06 | FY 2006/07 | FY 2007/08 | FY 2008/09 | FY 2009/10 |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Funded | Funded | Funded | Funded | Funded |
| Forestry Intern | - | - | 940 | 940 | 940 |
| Planning Intern | - | - | 450 | 450 | - |
| Account Clerk | - | - | - | 1,200 | 1,200 |
| Total Annual Hours | - | - | 1,390 | 2,590 | 2,140 |



DEVELOPMENT SERVICES

Development applications are required, in compliance with City codes, plans and policies, 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, arboricultural, environmental, or geological reviews and assessments may also be required.

BUDGET OVERVIEW

Development Services revenues in both FY 2008/09 and FY 2009/10 reflect a severe downturn in the economy as even previously approved projects are not being built, and applicants are withdrawing their applications in process. With fewer development applications to process, and Council's direction for the Community Development Department to provide services at cost recovery levels, development services dramatically reduced operational expenditures and de-funded an Associate Planner position. While this reduction will bring costs closer to recovery levels, on-demand planning services will be reduced. Counter hours for walk-in service, currently 7:30 am to noon each day the office is open, will be reduced to Monday through Thursday, resulting in the Planning and Building counters being closed every Friday. The reduction in time City planners are available for questions and over-the-counter reviews is necessary to allow development staff sufficient time for project and advanced planning work. It is anticipated that, as a result of closing of the counters every Friday, there will be less confusion in the community as to which Friday the development office is open.

Additional reductions to meet budget constraints include eliminating both the Assistant City Attorney's attendance at Planning Commission meetings, and transcription services to provide detailed minutes of the meetings. Specific questions about the meetings will be found through reviews of the digitally recorded broadcasts. Other operational cuts include the elimination of contract planner services for flat fee application reviews, and public noticing services will now be completed by staff in-house.

CITY OF SARATOGA
COMMUNITY DEVELOPMENT DEPARTMENT

DEVELOPMENT SERVICES

GENERAL FUND REVENUES AND EXPENDITURES

| | 2006/07 | 2007/08 | 2008/09 | 2008/09 | 2009/10 |
|---|-------------------|-------------------|---------------------|-------------------|-------------------|
| | Actuals | Actuals | Adjusted | Estimated | Adopted |
| REVENUES | | | | | |
| Taxes | - | - | - | - | - |
| Fees, Licenses and Permits | 77,904 | 68,615 | 67,760 | 63,848 | 59,000 |
| Intergovernmental Revenues | - | - | - | - | - |
| Charge for Services | 572,079 | 661,480 | 673,500 | 543,923 | 460,080 |
| Other Sources | 1,964 | 1,664 | 1,000 | 2,105 | 1,000 |
| TOTAL REVENUES | \$ 651,947 | \$ 731,759 | \$ 742,260 | \$ 609,876 | \$ 520,080 |
| EXPENDITURES | | | | | |
| Salaries and Benefits | 606,260 | 654,237 | 791,392 | 710,505 | 660,822 |
| Operating Expenditures | | | | | |
| <i>Materials & Supplies</i> | 19,557 | 12,018 | 8,500 | 5,624 | 19,400 |
| <i>Fees & Charges</i> | 15,001 | 12,342 | 11,535 | 11,338 | 13,055 |
| <i>Consultant & Contract Services</i> | 174,843 | 114,184 | 218,000 | 69,437 | 73,530 |
| <i>Meetings, Events & Training</i> | 4,441 | 5,159 | 7,700 | 5,309 | 7,200 |
| Total Operating Expenditures | 213,842 | 143,703 | 245,735 | 91,708 | 113,185 |
| Fixed Assets | - | - | - | - | - |
| Internal Service Charges | 55,600 | 180,565 | 191,136 | 191,136 | 169,773 |
| TOTAL EXPENDITURES | \$ 875,702 | \$ 978,505 | \$ 1,228,263 | \$ 993,349 | \$ 943,780 |

FY 2009/10 OBJECTIVES

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

On-line Applicant Services – The 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. Implementation of these on-line features is planned for FY 2009/10 to enhance customer service and offset reduced counter hours.

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.

Historical Inventory – During FY 2009/10, staff and the Historical Preservation Commission will oversee an update of the City of Saratoga’s Resource Inventory List of Historic Properties.

CITY OF SARATOGA
COMMUNITY DEVELOPMENT DEPARTMENT

DEVELOPMENT SERVICES

KEY SERVICES

Planning Services

- Provide on-demand services at front counter, via telephone and through email requests.
- Provide staff support to the Planning Commission and Heritage Preservation Commission
- Provide staff support to Public Works Department for City construction projects

Review and process the following types of applications:

- General Plan and Code Amendments
- Architecture and Site, Residential Development, Subdivisions
- Environmental, Variances, Rezoning and Planned Developments
- Certificates of Use and Occupancy,
- Sign, Banner, and Conditional Use Permits
- Tree removal and After the Fact Tree Removal

Arborist Services

- Assist planners with review of project designs with respect to trees
- Provide specifications to residents and contractors so that trees are protected during construction
- Inspect projects prior to, during, and following construction to ensure adequate protection of trees
- Provide information to the public through phone and email for general information on tree pruning, selection of trees, care of trees, protection of trees and tree removal criteria

DEVELOPMENT SERVICES STAFF

Full Time Equivalent (FTE)

| | FY 2005/06 | FY 2006/07 | FY 2007/08 | FY 2008/09 | FY 2009/10 |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <i>City Staff</i> | Funded | Funded | Funded | Funded | Funded |
| Community Development Director | 0.70 | 0.70 | 0.60 | 0.60 | 0.60 |
| Senior Planner | 0.80 | 0.80 | 0.70 | 0.70 | 0.70 |
| Assistant/Associate Planner | 2.90 | 2.90 | 2.80 | 2.80 | 1.40 |
| Plan Check Examiner/Engineer | - | - | - | - | - |
| Arborist | - | 1.00 | 0.90 | 0.90 | 0.90 |
| Building Official | - | - | - | - | - |
| Building Inspector | - | - | - | - | - |
| Code Compliance Specialist | - | - | - | - | - |
| Office Specialist I, II, III | 1.20 | 1.00 | 0.90 | 0.90 | 0.90 |
| Total FTE's | 5.60 | 6.40 | 5.90 | 5.90 | 4.50 |

| | FY 2005/06 | FY 2006/07 | FY 2007/08 | FY 2008/09 | FY 2009/10 |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <i>Temporary Staff</i> | Funded | Funded | Funded | Funded | Funded |
| Forestry Intern | - | - | 940 | 940 | 940 |
| Planning Intern | - | - | 450 | 450 | - |
| Account Clerk | - | - | - | 1,200 | 1,200 |
| Total Annual Hours | - | - | 1,390 | 2,590 | 2,140 |



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. At a minimum, one element of the General Plan and/or a Specific Plan is to be updated each year to keep the plans current.

BUDGET OVERVIEW

As a result of the downturn in the economy having a severe impact on construction activity, budgeted General Plan Update fee revenues are reduced from the prior year in line with the decline in building permits. To offset the revenue reduction, advanced planning work will be completed in-house, eliminating paid consultants. This change is reflected through an increase in staffing from .25 FTEs of review and oversight duties, to .95 FTEs for in-house production work. The budget reflects this shift in operational expenses with a reduction in Consultant & Contract Services expense and an increase in staffing costs.

After completing the Housing Element update for the General Plan, staff will begin work on the Noise Element, followed by the Housing Implementation Ordinance, the Nonconforming Use Ordinance, the Conditional Use Permit Ordinance, the Sign Ordinance, and any miscellaneous ordinance updates prioritized by Council in FY 2009/10.

CITY OF SARATOGA
COMMUNITY DEVELOPMENT DEPARTMENT

ADVANCED PLANNING

GENERAL FUND REVENUES AND EXPENDITURES

| | 2006/07 | 2007/08 | 2008/09 | 2008/09 | 2009/10 |
|---|-------------------|------------------|-------------------|-------------------|-------------------|
| | Actuals | Actuals | Adjusted | Estimated | Adopted |
| REVENUES | | | | | |
| Taxes | - | - | - | - | - |
| Fees, Licenses and Permits | 47,303 | 71,993 | 200,000 | 131,563 | 160,000 |
| Intergovernmental Revenues | - | - | - | - | - |
| Charge for Services | - | - | - | - | - |
| Other Sources | - | - | - | - | - |
| TOTAL REVENUES | \$ 47,303 | \$ 71,993 | \$ 200,000 | \$ 131,563 | \$ 160,000 |
| EXPENDITURES | | | | | |
| Salaries and Benefits | 37,313 | 38,042 | 59,026 | 59,085 | 142,356 |
| Operating Expenditures | | | | | |
| <i>Materials & Supplies</i> | 2,370 | 1,058 | - | 438 | - |
| <i>Fees & Charges</i> | - | - | 500 | 2,686 | 2,000 |
| <i>Consultant & Contract Services</i> | 63,497 | 15,231 | 132,350 | 141,546 | 1,000 |
| <i>Meetings, Events & Training</i> | 373 | 458 | 250 | 356 | - |
| Total Operating Expenditures | 66,240 | 16,747 | 133,100 | 145,026 | 3,000 |
| Fixed Assets | - | - | - | - | - |
| Internal Service Charges | - | 6,786 | 7,202 | 7,202 | 13,928 |
| TOTAL EXPENDITURES | \$ 103,553 | \$ 61,575 | \$ 199,328 | \$ 211,313 | \$ 159,284 |

FY 2009/10 OBJECTIVES

General Plan Update – State law requires the City’s General Plan elements to be updated under an established number of years. With the Housing element completed in June of 2009, the Noise Element will be the next section, starting in March of 2010.

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 2009/10.

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, in coordination with advance planning updates;
- Prepare Department of Housing and Community Development annual report on General Plan.

ADVANCED PLANNING STAFF

Full Time Equivalent (FTE)

| | FY 2005/06 | FY 2006/07 | FY 2007/08 | FY 2008/09 | FY 2009/10 |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <i>City Staff</i> | Funded | Funded | Funded | Funded | Funded |
| Community Development Director | 0.15 | 0.15 | 0.10 | 0.10 | 0.25 |
| Senior Planner | 0.20 | 0.20 | 0.15 | 0.15 | 0.20 |
| Assistant/Associate Planner | - | - | - | - | 0.50 |
| Plan Check Examiner/Engineer | - | - | - | - | - |
| Arborist | - | - | - | - | - |
| Building Official | - | - | - | - | - |
| Building Inspector | - | - | - | - | - |
| Code Compliance Specialist | - | - | - | - | - |
| Office Specialist I, II, III | - | - | - | - | - |
| Total FTE's | 0.35 | 0.35 | 0.25 | 0.25 | 0.95 |

| | FY 2005/06 | FY 2006/07 | FY 2007/08 | FY 2008/09 | FY 2009/10 |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <i>Temporary Staff</i> | Funded | Funded | Funded | Funded | Funded |
| Forestry Intern | - | - | - | - | - |
| Planning Intern | - | - | - | - | - |
| Total Annual Hours | - | - | - | - | - |



CODE COMPLIANCE

The City's Code Compliance programs purpose is to attain community compliance with zoning, planning, business license, traffic and other codes as reflected in the City's Municipal Ordinance. The program attains compliance through education, assistance, and resources to maintain the safety and livability of neighborhoods for the citizens and business community of Saratoga. The program staff works closely with departments and various public agencies, including the Santa Clara County Sherriff's Department which handles all law enforcement violations.

BUDGET OVERVIEW

FY 2009/10 revenues include fees from the administration of the City's Massage and Solicitor Ordinances, with matching expenditures for background checks and testing services. Ongoing expenditures include staffing expenditures, operational supplies and services, annual software license fee for legal research, and internal services charges. The program reduced its operational expenditures by almost \$30,500 through the reduction of masseuse testing fees and the elimination of budgeted attorney charges to the Legal Program. Effective with the FY 2007/08 budget, legal services for code compliance activity is accounted for in the Legal budget.

Projected revenue from business licenses in the massage therapist category is expected to fall about 30% below FY 2008/09 revenues due to the economic downturn. In addition, California's licensing requirements are expected to change in the future as there is legislation (SB 412) under discussion that would license massage therapists at the State level with an added requirement for 500 hours of initial education. This would eliminate the City's revenue and expenditures, however the outcome and timing of the proposed legislation is uncertain at this time.

CITY OF SARATOGA
COMMUNITY DEVELOPMENT DEPARTMENT

CODE COMPLIANCE

GENERAL FUND REVENUES AND EXPENDITURES

| | 2006/07 | 2007/08 | 2008/09 | 2008/09 | 2009/10 |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Actuals | Actuals | Adjusted | Estimated | Adopted |
| REVENUES | | | | | |
| Taxes | - | - | - | - | - |
| Fees, Licenses and Permits | 1,250 | 25,159 | 13,715 | 21,743 | 14,150 |
| Intergovernmental Revenues | - | - | - | - | - |
| Charge for Services | - | - | - | - | - |
| Other Sources | 80 | 350 | - | 520 | - |
| TOTAL REVENUES | \$ 1,330 | \$ 25,509 | \$ 13,715 | \$ 22,263 | \$ 14,150 |
| EXPENDITURES | | | | | |
| Salaries and Benefits | 120,324 | 167,888 | 161,677 | 179,711 | 150,210 |
| Operating Expenditures | | | | | |
| <i>Materials & Supplies</i> | 737 | 3,697 | 4,050 | 984 | 800 |
| <i>Fees & Charges</i> | 697 | 2,413 | 2,400 | 1,806 | 1,075 |
| <i>Consultant & Contract Services</i> | 21,299 | 2,489 | 29,240 | 3,292 | 7,400 |
| <i>Meetings, Events & Training</i> | 843 | 1,201 | 1,700 | 888 | - |
| Total Operating Expenditures | 23,576 | 9,800 | 37,390 | 6,971 | 9,275 |
| Fixed Assets | - | - | - | - | - |
| Internal Service Charges | - | 35,617 | 37,901 | 37,901 | 33,847 |
| TOTAL EXPENDITURES | \$ 143,900 | \$ 213,305 | \$ 236,968 | \$ 224,583 | \$ 193,332 |

FY 2009/10 OBJECTIVES

Code Compliance System – Staff is continuing to transfer existing compliance data into the new Trak-IT software system during FY 2009/10, to provide a historical reference of complaints received.

Administrative Fines – Staff will research the feasibility of establishing Administrative Fines during FY 2009/10 in the effort to ensure City ordinances are complied with in a reasonable manner. Staff will bring the finding to the Council for direction.

CITY OF SARATOGA
COMMUNITY DEVELOPMENT DEPARTMENT

CODE COMPLIANCE

KEY SERVICES

- Issue Temporary Users Permits, Special Event Permits, and Block Party Permits;
- Administer masseuse and solicitor permit programs
- Enforce City regulations while educating and increasing the awareness of residents, businesses, and property owners about the City’s regulations;
- Assist City Arborist with non-permitted tree removals;
- Receive and maintain status on all violation complaints; respond to, investigate, and abate legitimate complaints;
- Resolve complex code and zoning violations; and administer citation appeals
- Identify, research, and assist City Attorney with legal research, appeal hearings, lawsuits and preparation of ordinance information for code section updates;
- In cooperation with the Public Works Department, assist in the monitoring of City Parks and respond to community complaints of illegal use of City Parks by enforcing compliance.

CODE COMPLIANCE STAFF

Full Time Equivalents (FTE)

| | FY 2005/06 | FY 2006/07 | FY 2007/08 | FY 2008/09 | FY 2009/10 |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <i>City Staff</i> | Funded | Funded | Funded | Funded | Funded |
| Community Development Director | 0.05 | 0.05 | 0.10 | 0.10 | 0.10 |
| Senior Planner | - | - | - | - | - |
| Assistant/Associate Planner | - | - | 0.10 | 0.10 | - |
| Plan Check Examiner/Engineer | - | - | - | - | - |
| Arborist | - | - | 0.05 | 0.05 | 0.05 |
| Building Official | 0.10 | 0.10 | - | - | - |
| Building Inspector | - | - | - | - | - |
| Code Compliance Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Specialist I, II, III | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 |
| Total FTE's | 1.25 | 1.25 | 1.35 | 1.35 | 1.25 |

| | FY 2005/06 | FY 2006/07 | FY 2007/08 | FY 2008/09 | FY 2009/10 |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <i>Temporary Staff</i> | Funded | Funded | Funded | Funded | Funded |
| Forestry Intern | - | - | - | - | - |
| Planning Intern | - | - | - | - | - |
| Total Annual Hours | - | - | - | - | - |



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 2009/10 budgeted revenues are comprised of \$950,000 from various building, electrical, plumbing, and mechanical permits, \$300,000 from plan checking services, \$10,000 from grading permits, and \$12,000 from document fees (used for conversion for Laserfiche format). 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 expected level of activity, based on recent activity, with adjustments for additional funding if large projects are in process.

With the severe drop in credit availability, development projects have stalled significantly decreasing inspection work levels and permit revenue. As the weak economy is expected to harshly impact construction activity for several years into the future, the Building & Inspection Services program's operational expenditures were considerably reduced, including the de-funding of a 1.0 FTE Building Inspector position. This structural change was required under the Council's direction for the Community Development Department tenet to provide services at cost recovery levels. As a result of this cutback, Building Inspection requests will be extended from the department's current 24 hour period response time follow-up requirement, to a 48 hour response time.

CITY OF SARATOGA
COMMUNITY DEVELOPMENT DEPARTMENT

BUILDING & INSPECTION SERVICES

GENERAL FUND REVENUES AND EXPENDITURES

| | 2006/07 | 2007/08 | 2008/09 | 2008/09 | 2009/10 |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|
| | Actuals | Actuals | Adjusted | Estimated | Adopted |
| REVENUES | | | | | |
| Taxes | - | - | - | - | - |
| Fees, Licenses and Permits | 1,267,168 | 1,419,548 | 1,625,000 | 764,727 | 971,100 |
| Intergovernmental Revenues | - | - | - | - | - |
| Charge for Services | - | - | - | 273,857 | 300,000 |
| Other Sources | - | - | - | - | - |
| Pass-Through Accounts | - | - | - | - | - |
| TOTAL REVENUES | \$ 1,267,168 | \$ 1,419,548 | \$ 1,625,000 | \$ 1,038,584 | \$ 1,271,100 |
| EXPENDITURES | | | | | |
| Salaries and Benefits | 597,266 | 740,445 | 789,440 | 752,061 | 660,131 |
| Operating Expenditures | | | | | |
| <i>Materials & Supplies</i> | 7,222 | 10,465 | 5,000 | 5,804 | 4,900 |
| <i>Fees & Charges</i> | 27,041 | 35,254 | 23,800 | 46,312 | 40,765 |
| <i>Consultant & Contract Services</i> | 33,818 | 8,035 | 26,000 | 14,187 | 5,800 |
| <i>Meetings & Events</i> | 1,124 | 3,979 | 2,500 | 2,660 | 2,500 |
| Total Operating Expenditures | 69,205 | 57,733 | 57,300 | 68,962 | 53,965 |
| Fixed Assets | 80,400 | - | - | - | - |
| Internal Service Charges | - | 187,175 | 200,281 | 200,281 | 175,110 |
| TOTAL EXPENDITURES | \$ 746,871 | \$ 985,353 | \$ 1,047,021 | \$ 1,021,304 | \$ 889,206 |

FY 2009/10 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.

California Building Code – The City adopted the new California Building Code through new ordinances brought to the Council in FY 2007/08, and will continue to apply this building code 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 Equivalents (FTE)

| <i>City Staff</i> | FY 2005/06 | FY 2006/07 | FY 2007/08 | FY 2008/09 | FY 2009/10 |
|--------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Funded | Funded | Funded | Funded | Funded |
| Community Development Director | 0.10 | 0.10 | 0.20 | 0.20 | 0.05 |
| Senior Planner | - | - | 0.15 | 0.15 | 0.10 |
| Assistant/Associate Planner | 0.10 | 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 | 0.05 |
| Building Official | 0.90 | 0.90 | 1.00 | 1.00 | 1.00 |
| Building Inspector | 3.00 | 3.00 | 3.00 | 3.00 | 2.00 |
| Code Compliance Specialist | - | - | - | - | - |
| Office Specialist I, II, III | 0.70 | 0.90 | 1.00 | 1.00 | 1.00 |
| Total FTE's | 5.80 | 6.00 | 6.50 | 6.50 | 5.30 |

| <i>Temporary Staff</i> | FY 2005/06 | FY 2006/07 | FY 2007/08 | FY 2008/09 | FY 2009/10 |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Funded | Funded | Funded | Funded | Funded |
| Forestry Intern | - | - | - | - | - |
| Planning Intern | - | - | - | - | - |
| Total Annual Hours | - | - | - | - | - |



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 2009/10, the City is slated to receive \$134,411 of CDBG funding. Of that amount, the social or human services component of the grant is limited to \$27,859. 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 \$78,552.

The human services grant allocation of \$27,859 will be transferred to the City's grant program for distribution to the Saratoga Area Senior Coordinating Council (SASCC).

Saratoga will receive housing/accessibility grant funding in the amount of \$41,927 to upgrade curb ramps along Saratoga-Sunnyvale Road, \$22,161 to install audible street signals for the visually impaired, \$10,000 to install a disabled accessible ramp at the Historic Museum, and \$4,464 to install an automated ADA accessible door to the public bathroom at City Hall. The Americans with Disabilities Act (ADA) requires access to the public right-of-way for people with disabilities. The CDBG program functions solely as a funding mechanism to track approved grants and transfer funding reimbursements to the appropriate program or CIP project when received. There are no staffing, objectives, or key services in this program.

CITY OF SARATOGA
COMMUNITY DEVELOPMENT DEPARTMENT

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

STATEMENT OF SOURCE & USE OF FUNDS

| | <u>2006/07</u> | <u>2007/08</u> | <u>2008/09</u> | <u>2008/09</u> | <u>2009/10</u> |
|-------------------------------------|--------------------|---------------------|-------------------|------------------|-------------------|
| | <u>Actuals</u> | <u>Actuals</u> | <u>Adjusted</u> | <u>Estimated</u> | <u>Adopted</u> |
| SOURCES OF FUNDS | | | | | |
| Beginning Fund Balance | | | | | |
| Designated | - | - | - | - | - |
| Undesignated | (11,137) | (138,090) | - | - | - |
| Total Beginning Fund Balance | \$ (11,137) | \$ (138,090) | \$ - | \$ - | \$ - |
| Revenues | | | | | |
| Intergovernmental Revenues | 277,271 | 50,564 | 127,203 | 55,702 | 332,897 |
| Total Revenues | \$ 277,271 | \$ 50,564 | \$ 127,203 | \$ 55,702 | \$ 332,897 |
| Operating Transfers In | | | | | |
| Transfer In | - | - | - | - | - |
| Total Operating Transfers In | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL SOURCE OF FUNDS | \$ 266,134 | \$ (87,526) | \$ 127,203 | \$ 55,702 | \$ 332,897 |
| USE OF FUNDS | | | | | |
| Expenditures | | | | | |
| Salaries and Benefits | - | - | - | - | - |
| Operating Expenditures | 23,810 | - | - | - | - |
| Grants | 38,611 | - | - | - | - |
| Fixed Assets | - | - | - | - | - |
| Internal Service Charges | - | - | - | - | - |
| Total Expenditures | \$ 62,421 | \$ - | \$ - | \$ - | \$ - |
| Operating Transfers | | | | | |
| Transfer Out - GF Admin Fee | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| Transfer Out - GF Service Grants | - | 35,564 | 32,732 | 32,732 | 27,859 |
| Transfer Out - SSR Curb Ramps | - | - | - | 2,525 | 105,625 |
| Transfer Out - ADA Signal Grant | - | - | 73,246 | - | 153,067 |
| Transfer Out - Museum Ramps | - | - | - | - | 26,882 |
| Transfer Out - ADA Theater Seat | - | - | 6,225 | 5,445 | - |
| Transfer Out - ADA Auto Doors | 188,713 | (138,090) | - | - | 4,464 |
| Total Operating Transfers | \$ 203,713 | \$ (87,526) | \$ 127,203 | \$ 55,702 | \$ 332,897 |
| Ending Fund Balance | | | | | |
| Designated | - | - | - | - | - |
| Undesignated | - | - | - | - | - |
| Total Ending Fund Balance | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL USE OF FUNDS | \$ 266,134 | \$ (87,526) | \$ 127,203 | \$ 55,702 | \$ 332,897 |

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, which is charged to the program at the County level. 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 outstanding loans with the exception of one issued to the Mid-Peninsula Housing Coalition, which represents the fund balance in the Housing Conservation Fund. Loan payments from Mid-Peninsula Housing flow through a note receivable account and are therefore not revenue, and not part of the budget. The FY 2009/10 budget reflects only the interest earned on the program funds.

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

CITY OF SARATOGA
COMMUNITY DEVELOPMENT DEPARTMENT

SARATOGA HOUSING AND REHABILITATION PROGRAM

STATEMENT OF SOURCE & USE OF FUNDS

| | <u>2006/07</u> | <u>2007/08</u> | <u>2008/09</u> | <u>2008/09</u> | <u>2009/10</u> |
|-------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | <u>Actuals</u> | <u>Actuals</u> | <u>Adjusted</u> | <u>Estimated</u> | <u>Adopted</u> |
| SOURCES OF FUNDS | | | | | |
| Beginning Fund Balance | | | | | |
| Designated | - | - | - | - | - |
| Undesignated | 198,522 | 202,368 | 206,658 | 206,658 | 209,175 |
| Total Beginning Fund Balance | \$ 198,522 | \$ 202,368 | \$ 206,658 | \$ 206,658 | \$ 209,175 |
| Revenues | | | | | |
| Taxes | - | - | - | - | - |
| Fees, Licenses and Permits | - | - | - | - | - |
| Intergovernmental Revenues | - | - | - | - | - |
| Charge for Services | - | - | - | - | - |
| Other Sources | 3,846 | 4,289 | 3,200 | 2,517 | 3,000 |
| Internal Service Charges | - | - | - | - | - |
| Total Revenues | \$ 3,846 | \$ 4,289 | \$ 3,200 | \$ 2,517 | \$ 3,000 |
| Operating Transfers In | | | | | |
| Transfer In (from CDBG) | - | - | - | - | - |
| Total Operating Transfers In | \$ - |
| TOTAL SOURCE OF FUNDS | \$ 202,368 | \$ 206,658 | \$ 209,858 | \$ 209,175 | \$ 212,175 |
| USE OF FUNDS | | | | | |
| Expenditures | | | | | |
| Salaries and Benefits | - | - | - | - | - |
| Operating Expenditures | - | - | - | - | - |
| Grants | - | - | - | - | - |
| Fixed Assets | - | - | - | - | - |
| Total Expenditures | \$ - |
| Operating Transfers | | | | | |
| Transfer Out | - | - | - | - | - |
| Total Operating Transfers | \$ - |
| Ending Fund Balance | | | | | |
| Designated | - | - | - | - | - |
| Undesignated | 202,368 | 206,658 | 209,858 | 209,175 | 212,175 |
| Total Ending Fund Balance | \$ 202,368 | \$ 206,658 | \$ 209,858 | \$ 209,175 | \$ 212,175 |
| TOTAL USE OF FUNDS | \$ 202,368 | \$ 206,658 | \$ 209,858 | \$ 209,175 | \$ 212,175 |