

# Non-Departmental

Budget Unit	Program	2021 Adopted Budget
<b>Non-Departmental</b>		<b>\$ 15,122,276</b>
100-90-001	General Fund Transfers Out	\$ 9,948,689
281-90-001	Tree Fund Transfers Out	\$ 15,000
429-90-001	Capital Reserve Transfers Out	\$ 1,989,449
365-90-500	Facility Lease Debt Service	\$ 3,169,138
100-90-502	Employee Housing Assistance	\$ -
<b>Total</b>		<b>\$ 15,122,276</b>

# Department Overview

## Budget at a Glance

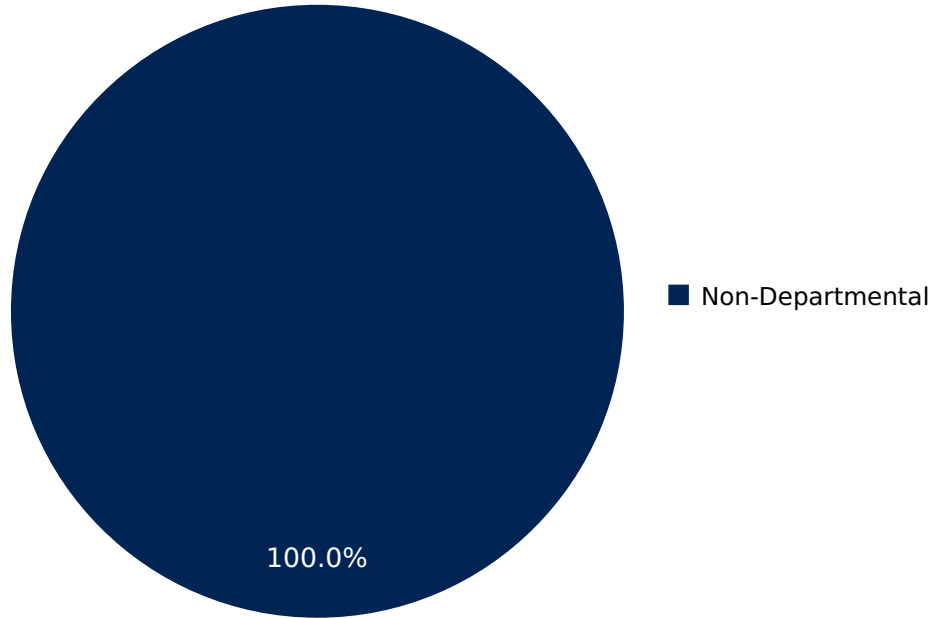
	2021 Adopted Budget
Total Revenues	\$ -
Total Expenditures	\$ 15,122,276
Fund Balance	\$ (5,173,587)
General Fund Costs	\$ 9,948,689
% Funded by General Fund	65.8%
Total Staffing	0.00 FTE

## Adopted Budget

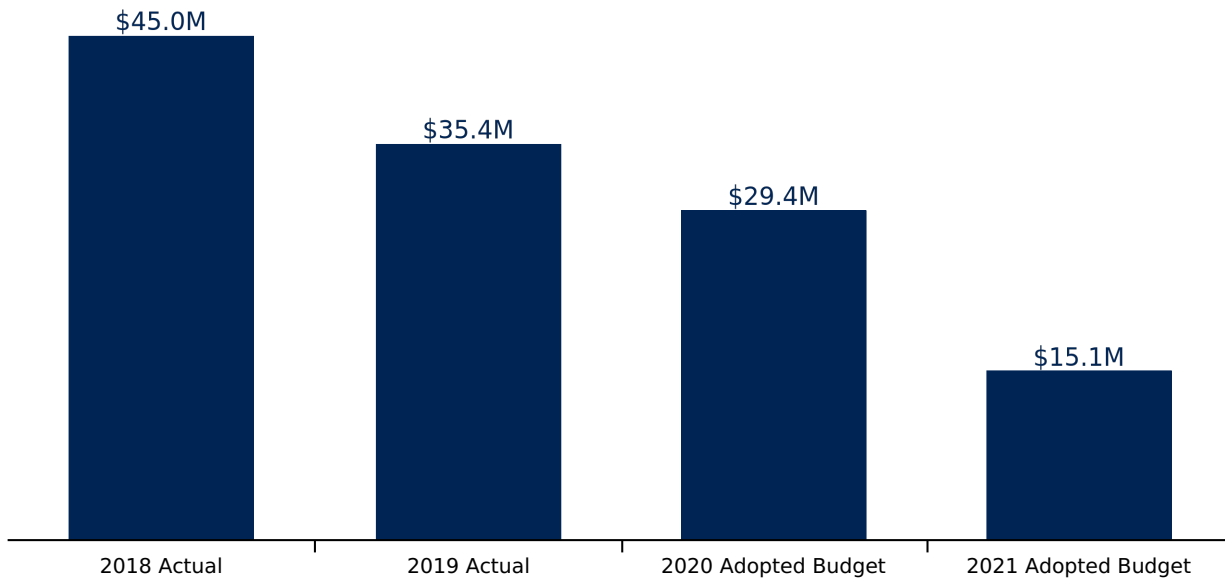
On June 16, 2020, City Council approved a budget of \$15,122,276 for the Non-Departmental department. This represents a decrease of \$14,307,119 (-48.6%) from the FY 2019-20 Adopted Budget.

This decrease is primarily due to a reduction of Capital Improvement Program projects which require corresponding transfers out of the Capital Reserve.

## Adopted 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 Adopted Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Adopted Budget
<b>Revenues</b>				
Use of Money and Property	\$ (19,707)	\$ 126,433	\$ -	\$ -
Charges for Services	\$ 20,432	\$ 10,087	\$ 21,045	\$ -
<b>Total Revenues</b>	<b>\$ 725</b>	<b>\$ 136,520</b>	<b>\$ 21,045</b>	<b>\$ -</b>
<b>Expenditures</b>				
Materials	\$ 5,625	\$ 9	\$ -	\$ -
Contract Services	\$ 1,050	\$ -	\$ -	\$ -
Cost Allocation	\$ 42,562,330	\$ 35,358,525	\$ 29,429,395	\$ 15,122,276
Capital Outlays	\$ 2,450,108	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 45,019,113</b>	<b>\$ 35,358,534</b>	<b>\$ 29,429,395</b>	<b>\$ 15,122,276</b>
<b>Fund Balance</b>	<b>\$ (1,826,044)</b>	<b>\$ (325,730)</b>	<b>\$ (18,516,074)</b>	<b>\$ (5,173,587)</b>
<b>General Fund Costs</b>	<b>\$ 43,192,343</b>	<b>\$ 34,896,284</b>	<b>\$ 10,892,276</b>	<b>\$ 9,948,689</b>

## Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

# General Fund Transfers Out

Budget Unit 100-90-001

General Fund - Non-Departmental - General Fund Transfers Out

## Budget at a Glance

	<b>2021 Adopted Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 9,948,689
Fund Balance	\$ -
General Fund Costs	\$ 9,948,689
% Funded by General Fund	100.0%
Total Staffing	0.00 FTE

## Program Overview

Transfers represent transfers of monies between various funds. These transfers provide subsidies and resources and to the receiving fund to support operating, debt service, and capital project costs. General Fund subsidies to other funds and funding of capital projects are included in transfers.

## Service Objectives

Transfers out are evaluated each year to ensure funds outside of the General Fund remain with a minimum fund balance of 15% of budgeted operating expenses. These transfers are normally for Special Revenue and Enterprise funds requiring a subsidy due to revenues falling short of full program costs. In addition, the City has reoccurring transfers to fund the total budget costs associated with Annual Debt Payment, Compensated Absences, and Retiree Health.

## Adopted Budget

On June 16, 2020, City Council approved a budget of \$9,948,689 for the General Fund Transfers Out program. This represents a decrease of \$590,868 (-5.6%) from the FY 2019-20 Adopted Budget.

General Fund Transfers Out are as follows:

<b>Receiving Fund</b>	<b>Description</b>	<b>Amount</b>
Special Revenue Funds	Storm Drain, Non-Point Source, Sidewalk, Curb and Gutter Maintenance	\$ 3,800,000
Debt Service Funds	Annual Debt Payment	\$ 3,169,138
Enterprise Funds	Blackberry Farm Golf Course, Sports Center Operation, Outdoor Recreation, Public Safety Power Shutoff	\$ 2,489,551
Internal Service Funds	IT Infrastructure, General Fund Subsidy of Compensated Absences and Retiree Medical	\$ 490,000
<b>Total</b>		<b>\$ 9,948,689</b>

## 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 Adopted Budget for the current fiscal year:

<b>Category</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Adopted Budget</b>	<b>2021 Adopted Budget</b>
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Materials	\$ (2,071)	\$ 9	\$ -	\$ -
Cost Allocation	\$ 24,129,372	\$ 19,376,087	\$ 10,539,557	\$ 9,948,689
Capital Outlays	\$ 2,450,108	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 26,577,409</b>	<b>\$ 19,376,096</b>	<b>\$ 10,539,557</b>	<b>\$ 9,948,689</b>
<b>Fund Balance</b>	\$ -	\$ -	\$ -	\$ -
<b>General Fund Costs</b>	<b>\$ 26,577,409</b>	<b>\$ 19,376,096</b>	<b>\$ 10,539,557</b>	<b>\$ 9,948,689</b>

## Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

# Tree Fund Transfers Out

Budget Unit 281-90-001

Tree Fund - Non-Departmental - Tree Fund Transfers Out

## Budget at a Glance

	<b>2021 Adopted Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 15,000
Fund Balance	\$ (15,000)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.00 FTE

## Program Overview

Transfers represent transfers of monies between various funds. These transfers provide subsidies and resources and to the receiving fund to support operating, debt service, and capital project costs. General Fund subsidies to other funds and funding of capital projects are included in transfers.

## Adopted Budget

On June 16, 2020, City Council approved a budget of \$15,000 for the Tree Fund Transfers Out program. This represents an increase of \$3,000 (25.0%) from the FY 2019-20 Adopted Budget.

Funds are to be used for the planting and replacement cost of trees within the Right of Way and other areas throughout the City where Public Works is responsible for planting and maintaining trees.

## 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 Adopted Budget for the current fiscal year:

<b>Category</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 Adopted Budget</b>	<b>2021 Adopted Budget</b>
<b>Revenues</b>				
Use of Money and Property	\$ 971	\$ 4,317	\$ -	\$ -
Charges for Services	\$ 20,432	\$ 10,087	\$ 21,045	\$ -
<b>Total Revenues</b>	<b>\$ 21,403</b>	<b>\$ 14,404</b>	<b>\$ 21,045</b>	<b>\$ -</b>
<b>Expenditures</b>				
Cost Allocation	\$ -	\$ 10,000	\$ 12,000	\$ 15,000
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 12,000</b>	<b>\$ 15,000</b>
<b>Fund Balance</b>	<b>\$ 21,403</b>	<b>\$ 4,404</b>	<b>\$ 9,045</b>	<b>\$ (15,000)</b>
<b>General Fund Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## **Staffing**

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE



# Capital Reserve Transfers Out

Budget Unit 429-90-001

Capital Reserve - Non-Departmental - Capital Reserve Transfers Out

## Budget at a Glance

	<b>2021 Adopted Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 1,989,449
Fund Balance	\$ (1,989,449)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.00 FTE

## Program Overview

Transfers represent transfers of monies between various funds. These transfers provide subsidies and resources and to the receiving fund to support operating, debt service, and capital project costs. General Fund subsidies to other funds and funding of capital projects are included in transfers.

## Service Objectives

Transfers out from the Capital Reserve vary from year to year depending on the projects selected in the Capital Improvement Plan. In addition, funding sources for each project are reviewed and then allocated appropriately. After this review, the remaining balance of the project left to fund is then transferred from the Capital Reserve Fund.

## Adopted Budget

On June 16, 2020, City Council approved a budget of \$1,989,449 for the Capital Reserve Transfers Out program. This represents a decrease of \$13,715,551 (-87.3%) from the FY 2019-20 Adopted Budget.

Capital Reserve Transfers Out are as follows:

Receiving Fund	Description	Amount
Special Revenue Funds	Traffic Calming	\$200,000
Capital Projects Funds	Regnart Creek Trail Fencing Improvements, SCB Class IV Bikeway Phase 2 - Design, Park Amenity Improvements, Retaining Wall Repair - Cordova Road, ADA Improvements, Street Light Installation, Annual Playground Replacement	\$1,430,000
Enterprise Funds	BBF Golf Course Alternative Use, QCC Multi-site Sustainable Infrastructure Upgrade, Sports Center Community Needs Analysis	\$359,449
<b>Total</b>		<b>\$1,989,449</b>

## 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 Adopted Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Adopted Budget
<b>Revenues</b>				
Use of Money and Property	\$ (20,678)	\$ 122,116	\$ -	\$ -
<b>Total Revenues</b>	<b>\$ (20,678)</b>	<b>\$ 122,116</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>				
Cost Allocation	\$ 15,259,920	\$ 12,801,500	\$ 15,705,000	\$ 1,989,449
<b>Total Expenditures</b>	<b>\$ 15,259,920</b>	<b>\$ 12,801,500</b>	<b>\$ 15,705,000</b>	<b>\$ 1,989,449</b>
<b>Fund Balance</b>	<b>\$ (1,841,953)</b>	<b>\$ (328,634)</b>	<b>\$ (15,352,281)</b>	<b>\$ (1,989,449)</b>
<b>General Fund Costs</b>	<b>\$ 13,438,644</b>	<b>\$ 12,350,750</b>	<b>\$ 352,719</b>	<b>\$ -</b>

## Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

# Facility Lease Debt Service

Budget Unit 365-90-500

Public Facilities Corp - Non-Departmental - Facility Lease Debt Service

## Budget at a Glance

	<b>2021 Adopted Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ 3,169,138
Fund Balance	\$ (3,169,138)
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.00 FTE

## Program Overview

The Debt Service Program provides for the payment of principal and interest and associated administrative costs incurred with the issuance of debt instruments for the City's Public Facilities Corporation. The budget funds the Corporation's annual payment of principal and interest on the City Hall/Library, Wilson/Memorial Open Space and Library Certificates of Participation (COP) that will be paid off by the year 2030.

## Service Objectives

The majority of the borrowings occurred in early 1990 to acquire additional park real estate and expand community facilities. A breakdown of the capital acquisitions follows:

- Increased 90 acres of park real estate to 190 acres, a 111% increase
- Increased 26,031 sq ft of recreation building space to 84,460 sq ft, a 224% increase

Specific purchases included:

- Blackberry Farm - \$18 million, voter-approved debt;
- Creekside Park - \$12 million voter-approved debt;
- Sports Center - \$8 million;
- Quinlan Community Center, including park real estate - \$6.1 million;
- Wilson Park and improvements - \$5.6 million;
- Jollyman Park development - \$1 million;
- City Hall renovation/improvements - \$1.7 million;
- Library renovation/improvements - \$1.7 million;
- New library/community center - \$10 million.

In May 2012, the Corporation refinanced its \$44 million in outstanding debt to lower the interest rate and save approximately \$350,000 per year in debt payments.

## Schedule of Lease Payments

Payment Date	Principal Component	Interest Component	Total Lease Payment	Annual Lease Payment
12/15/12		687,643.15	687,643.15	
6/15/13	1,920,000.00	567,778.75	2,487,778.75	3,175,421.90
12/15/13		564,418.75	564,418.75	
6/15/14	2,040,000.00	564,418.75	2,604,418.75	3,168,837.50
12/15/14		559,318.75	559,318.75	
6/15/15	2,055,000.00	559,318.75	2,614,318.75	3,173,637.50
12/15/15		538,768.75	538,768.75	
6/15/16	2,090,000.00	538,768.75	2,628,768.75	3,167,537.50
12/15/16		517,868.75	517,868.75	
6/15/17	2,135,000.00	517,868.75	2,652,868.75	3,170,737.50
12/15/17		496,518.75	496,518.75	
6/15/18	2,180,000.00	496,518.75	2,676,518.75	3,173,037.50
12/15/18		474,718.75	474,718.75	
6/15/19	2,220,000.00	474,718.75	2,694,718.75	3,169,437.50
12/15/19		441,418.75	441,418.75	
6/15/20	2,290,000.00	441,418.75	2,731,418.75	3,172,837.50
12/15/20		407,068.75	407,068.75	
6/15/21	2,355,000.00	407,068.75	2,762,068.75	3,169,137.50
12/15/21		371,743.75	371,743.75	
6/15/22	2,425,000.00	371,743.75	2,796,743.75	3,168,487.50
12/15/22		335,368.75	335,368.75	
6/15/23	2,500,000.00	335,368.75	2,835,368.75	3,170,737.50
12/15/23		297,868.75	297,868.75	
6/15/24	2,575,000.00	297,868.75	2,872,868.75	3,170,737.50
12/15/24		259,243.75	259,243.75	
6/15/25	2,655,000.00	259,243.75	2,914,243.75	3,173,487.50
12/15/25		219,418.75	219,418.75	
6/15/26	2,730,000.00	219,418.75	2,949,418.75	3,168,837.50
12/15/26		178,468.75	178,468.75	
6/15/27	2,815,000.00	178,468.75	2,993,468.75	3,171,937.50
12/15/27		136,243.75	136,243.75	

Payment Date	Principal Component	Interest Component	Total Lease Payment	Annual Lease Payment
6/15/28	2,900,000.00	136,243.75	3,036,243.75	3,172,487.50
12/15/28		92,743.75	92,743.75	
6/15/29	2,985,000.00	92,743.75	3,077,743.75	3,170,487.50
12/15/29		47,968.75	47,968.75	
6/15/30	3,070,000.00	47,968.75	3,117,968.75	3,165,937.50
<b>Total</b>	<b>43,940,000.00</b>	<b>13,133,759.40</b>	<b>57,073,759.40</b>	<b>57,073,759.40</b>

## Adopted Budget

On June 16, 2020, City Council approved a budget of \$3,169,138 for the Facility Lease Debt Service program. This represents a decrease of \$3,700 (-0.1%) 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 Adopted Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Adopted Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Cost Allocation	\$ 3,173,038	\$ 3,170,938	\$ 3,172,838	\$ 3,169,138
<b>Total Expenditures</b>	<b>\$ 3,173,038</b>	<b>\$ 3,170,938</b>	<b>\$ 3,172,838</b>	<b>\$ 3,169,138</b>
<b>Fund Balance</b>	<b>\$ (5,494)</b>	<b>\$ (1,500)</b>	<b>\$ (3,172,838)</b>	<b>\$ (3,169,138)</b>
<b>General Fund Costs</b>	<b>\$ 3,167,544</b>	<b>\$ 3,169,438</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

# Employee Housing Assistance

Budget Unit 100-90-502

General Fund - Non-Departmental - Employee Housing Assistance

## Budget at a Glance

	<b>2021 Adopted Budget</b>
Total Revenues	\$ -
Total Expenditures	\$ -
Fund Balance	\$ -
General Fund Costs	\$ -
% Funded by General Fund	0.0%
Total Staffing	0.00 FTE

## Program Overview

The recruitment and hiring of top quality department heads are essential to the efficient operation of the City. Housing costs in Silicon Valley tend to act as a disincentive to persons relocating to the area, and therefore, as an obstacle to the recruitment, hiring, and retention of such top quality personnel. To assist in this end, the Council adopted the housing assistance program for department heads.

## Service Objectives

The housing assistance program for department heads provides housing loans for their primary residence at interest rates indexed with the 11th District cost of funds with an optional deferred interest feature for the first five years. There is assistance with half of the closing costs. The City may assist in the purchase by acquiring up to thirty percent of the equity share in the residence.

## Adopted 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 Adopted Budget for the current fiscal year:

Category	2018 Actual	2019 Actual	2020 Adopted Budget	2021 Adopted Budget
<b>Revenues</b>				
<b>Total Revenues</b>	\$ -	\$ -	\$ -	\$ -
<b>Expenditures</b>				
Materials	\$ 7,696	\$ -	\$ -	\$ -
Contract Services	\$ 1,050	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 8,746</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fund Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>General Fund Costs</b>	<b>\$ 8,746</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Staffing

Total current positions - 0.00 FTE

Total proposed positions - 0.00 FTE

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