



City of Santa Clara

The Center of What's Possible

MONTHLY FINANCIAL STATUS REPORT

December 2018

This report summarizes the City's financial performance for the month ended December 31, 2018. Financial analysis for the report is provided for the General Fund, select Special Revenue Funds, Enterprise Operating Funds, and Capital Improvement Funds. Financial information included in this report is unaudited.

General Fund

The General Fund is the major operating fund for the City and includes multiple programs, services, and activities for the citizens of the City.

For fiscal year 2018-19, the City is projected to maintain a positive operating position. At the end of December, revenues were on track with the budget; and expenditures were within budgetary expectations for this time of year.

As of December 31, 2018, General Fund revenues were at 49% of projections which was on track with the estimated revenue for this time of year. Expenditures were at 48% which is in line with the budget.

The adopted budget for both operating revenues and expenditures for fiscal year 2018-19 is \$239.7 million. The amended budget for both has been revised due to carryover appropriations from fiscal year 2017-18 and various budget amendments in the current fiscal year.

General Fund Revenues

As of December 31, 2018, \$122 million or 49.4% of the General Fund estimated revenue had been received. Revenues in the General Fund as a whole are performing at the expected budgeted levels.

CITY OF SANTA CLARA
GENERAL FUND
REVENUES OVERVIEW AND COMPARISON BY TYPE

Function	FISCAL YEAR 2018-19				PY REVENUE COMPARISON		
	Adopted Budget	Amended Budget	Actual Through 12/31/2018	Percentage Received	Actual Through 12/31/2017	\$ Change From Prior Year	Percentage Change
TAXES							
Sales Tax	\$ 56,530,000	\$ 56,530,000	\$ 30,682,210	54.28%	\$ 27,817,853	\$ 2,864,357	10.30%
Property Tax	60,300,000	60,300,000	15,967,361	26.48%	14,330,709	1,636,652	11.42%
Transient Occupancy Tax	21,000,000	21,000,000	11,169,775	53.19%	11,048,812	120,963	1.09%
Other Taxes	6,287,638	6,287,638	2,817,710	44.81%	3,137,693	(319,983)	-10.20%
Total Taxes	144,117,638	144,117,638	60,637,056	42.07%	56,335,067	4,301,989	7.64%
LICENSES & PERMITS							
Business Licenses	3,065,000	3,065,000	441,498	14.40%	441,584	(86)	-0.02%
Building Permits	4,500,000	4,500,000	4,424,209	98.32%	1,853,114	2,571,095	138.74%
Electric Permits	600,000	600,000	399,341	66.56%	172,320	227,021	131.74%
Plumbing Permits	500,000	500,000	328,805	65.76%	128,429	200,376	156.02%
Mechanical Permits	450,000	450,000	310,752	69.06%	111,508	199,244	178.68%
Miscellaneous Permits	63,000	63,000	58,582	92.99%	275,373	(216,791)	-78.73%
Total Licenses & Permits	9,178,000	9,178,000	5,963,187	64.97%	2,982,328	2,980,859	99.95%
FINES & PENALTIES	1,580,500	1,580,500	957,268	60.57%	858,000	99,268	11.57%
INTERGOVERNMENTAL CHARGES FOR SERVICES	702,000	766,800	1,363,993	177.88%	3,520,116	(2,156,123)	-61.25%
CONTRIBUTION IN LIEU	34,447,858	34,447,858	20,680,328	60.03%	18,703,422	1,976,906	10.57%
CONTRIBUTION IN LIEU	23,094,590	23,094,590	11,547,294	50.00%	10,830,951	716,343	6.61%
USE OF MONEY & PROPERTY							
Interest	4,000,000	4,000,000	2,213,850	55.35%	1,665,199	548,651	32.95%
Rent	7,831,522	7,845,587	4,017,642	51.21%	4,493,753	(476,111)	-10.59%
Total Use of Money & Property	11,831,522	11,845,587	6,231,492	52.61%	6,158,952	72,540	1.18%
MISCELLANEOUS REVENUES	757,308	857,308	264,236	30.82%	307,424	(43,188)	-14.05%
OTHER FINANCING SOURCES							
Operating Transfer in - Storm Drain	1,447,000	1,447,000	1,447,000	100.00%	1,276,661	170,339	13.34%
Operating Transfer In - Reserves	3,029,538	3,629,538	3,629,538	100.00%	2,948,460	681,078	23.10%
Operating Transfer In - Fund Balances ⁽¹⁾		5,835,921	5,835,921	100.00%	5,033,801	802,120	15.93%
Operating Transfer In - Miscellaneous	54,250	54,250	54,250	100.00%	110,000	(55,750)	-50.68%
Total Other Financing Sources	4,530,788	10,966,709	10,966,709	100.00%	9,368,922	1,597,787	17.05%
STADIUM OPERATION							
Charges for Services	6,242,072	6,784,367	2,821,783	41.59%	-	2,821,783	N/A
Rent and Licensing	3,231,500	3,231,500	535,244	16.56%	-	535,244	N/A
Total Stadium Operation	9,473,572	10,015,867	3,357,027	33.52%	-	3,357,027	N/A
TOTAL GENERAL FUND	\$ 239,713,776	\$ 246,870,857	\$ 121,968,590	49.41%	\$ 109,065,182	\$ 12,903,408	11.83%

(1) The Operating Transfer In - Fund Balances is the rolled over encumbrances of open purchase orders as of June 30, 2018.

General Fund Revenues

Sales Tax: The City of Santa Clara sales tax rate is 9% of which the City receives 1%. Six months of sales tax equaled \$30.7 million, which was approximately 4.3% higher than anticipated for this time of year.

Property Tax: The majority of property tax revenue is collected in December and April each year. Compared to the prior year, property tax increased 11.4%, which can be attributed to higher property values and an increase in development.

Transient Occupancy Tax (TOT): TOT is calculated as a percentage of City hotel/motel room charges. The City's current TOT rate is 9.5%. Six months of TOT revenue reached \$11.2 million, which was 53.2% of annual estimated TOT revenue.

Other Taxes: Includes franchise tax and documentary transfer tax. Both franchise tax and documentary transfer tax were slightly lower than budgeted level due to timing of receipt of revenues.

Licenses & Permits: Includes business licenses, building permits, and other building and planning permits and fees. Overall licenses and permits revenue are outperforming expectations due to \$2 million in permit and planning fees from a large commercial development within the City in October 2018.

Fines & Penalties: Includes vehicle, parking, court fines, and miscellaneous penalty fines. These revenues are trending higher than expected as of December.

Intergovernmental: Includes motor vehicle fees, state homeowner tax relief, state mandated reimbursement, and redistribution of land sale proceeds and ground leases from the Successor Agency. Current year Intergovernmental revenue exceeds expectation due to the redistribution of property sale proceeds from the Successor Agency. The decrease of the \$2.2 million from the prior fiscal year was mainly due to the redistribution of \$2.3 million from the sale of Successor Agency Property (Hilton) in July 2017.

Charges for Services: Includes various plan check and zoning related fees, engineering fees, administrative fees, and community service revenue from various recreational activities. This revenue is trending ahead of budget for this time of year.

Contribution in Lieu: In accordance with the City's charter, Silicon Valley Power pays 5% of gross revenues as contribution-in-lieu of taxes. These revenues provide funding for general government services such as public safety, public works, parks and recreation, library, and administration. The 6.6% increase from the comparable previous year is a result of the increase in Electric Utility revenues.

Use of Money & Property: Includes realized investment income and rental income. Both interest income and rent revenue are in line with budget.

Miscellaneous Revenues: Includes developer fees, donations, damage recovery, sale of scrap, and one time miscellaneous revenues. These revenues vary from year to year.

Stadium Operation: In order to provide more transparency, the revenues and expenditures related to Stadium operations are presented in one central location in the report instead of in individual departments as presented in the past. Stadium operating revenue is trending lower than budget due to timing, as a large portion of the budget is for performance rent that is not recorded until the end of March 2019.

General Fund Expenditures

As of December 31, 2018, \$120 million or 47.7% of the General Fund operating budget had been expended. Expenditures in the General Fund as a whole are performing at the expected budgeted levels.

CITY OF SANTA CLARA
GENERAL FUND
EXPENDITURES OVERVIEW AND COMPARISON BY FUNCTION

Function	FISCAL YEAR 2018-19				PY EXPENDITURES COMPARISON		
	Adopted Budget	Amended Budget	Actual Through 12/31/2018	Percentage Used	Actual Through 12/31/2017	\$ Change From Prior Year	Percentage Change
GENERAL GOVERNMENT							
Non-departmental	\$ 7,810,527	\$ 8,755,507	\$ 1,113,193	12.71%	\$ 984,537	\$ 128,656	13.07%
City Council	833,851	833,851	366,951	44.01%	348,190	18,761	5.39%
City Clerk	1,872,604	2,212,709	873,438	39.47%	645,770	227,668	35.26%
City Manager	5,747,949	7,067,736	2,857,023	40.42%	2,444,778	412,245	16.86%
City Attorney	2,129,011	2,187,159	864,369	39.52%	775,030	89,339	11.53%
Human Resources	3,640,473	3,640,473	1,456,875	40.02%	1,560,122	(103,247)	-6.62%
Finance	11,734,247	12,050,165	5,804,937	48.17%	5,214,692	590,245	11.32%
Information Technology	11,165,807	13,127,860	5,251,608	40.00%	4,294,150	957,458	22.30%
Total General Government	44,934,469	49,875,460	18,588,394	37.27%	16,267,269	2,321,125	14.27%
PUBLIC WORKS	25,446,506	25,709,627	12,266,253	47.71%	11,584,774	681,479	5.88%
COMMUNITY DEVELOPMENT	14,188,110	15,648,958	5,842,837	37.34%	5,339,220	503,617	9.43%
PARKS AND RECREATION	19,447,561	19,845,650	9,571,390	48.23%	8,620,355	951,035	11.03%
PUBLIC SAFETY							
Fire	46,683,831	48,169,013	26,114,143	54.21%	23,902,907	2,211,236	9.25%
Police	68,446,889	68,678,193	32,444,700	47.24%	33,966,126	(1,521,426)	-4.48%
Total Public Safety	115,130,720	116,847,206	58,558,843	50.12%	57,869,033	689,810	1.19%
LIBRARY	10,426,621	10,466,088	5,098,751	48.72%	4,851,934	246,817	5.09%
OTHER FINANCING USES							
Operating Transfer Out - Special Revenue Funds	885,578	885,578	885,578	100.00%	853,540	32,038	3.75%
Operating Transfer Out - Rental income	-	14,065	14,065	100.00%	-	14,065	N/A
Operating Transfer Out - Debt Services	2,501,494	2,501,494	2,501,494	100.00%	2,504,721	(3,227)	-0.13%
Operating Transfer Out - Special Liability	-	2,200,000	2,200,000	100.00%	1,900,000	300,000	15.79%
Operating Transfer Out - Cemetery	618,081	618,081	618,081	100.00%	-	618,081	N/A
Operating Transfer Out- SCGTC	548,829	703,849	155,020	22.02%	-	155,020	N/A
Operating Transfer Out- CIP	-	50,000	50,000	100.00%	-	50,000	N/A
Total Other Financing Uses	4,553,982	6,973,067	6,424,238	92.13%	5,258,261	1,165,977	22.17%
STADIUM OPERATION	5,585,806	6,128,101	3,479,204	56.77%	-	3,479,204	N/A
TOTAL GENERAL FUND	\$ 239,713,775	\$ 251,494,157	\$ 119,829,910	47.65%	\$ 109,790,846	\$ 10,039,064	9.14%

(1) The increase in the year-over-year expenditures in the City Manager's department is due to a 60% vacancy rate in key positions in the prior fiscal year.

General Fund Expenditures

Below is an explanation of certain budget to actual expenditure variances by program. All other program expenditures not described below are trending as expected.

Non-Departmental: Includes expenditures that are not attributable to a single department but a function of the City in general. With 50% of the year complete, expenditures are at 13% of budget due to salaries and benefits savings from vacant positions, savings from budgeted contract services that have yet to begin, and savings from the Convention and Visitor's Bureau (CVB) budget allocation.

Operating Transfer Out – Santa Clara Golf & Tennis Center (SCGTC): This transfer is to the SCGTC management company, American Golf, to reimburse them for the actual monthly expenses of operating the facility. This expenditure is at 22% of budget or three months of activity due to a delay in receiving financial reports from American Golf. The City continues to work with American Golf to obtain complete financial reports and accurately record the remaining month's activities.

Special Revenue Funds

The table below is the summary of revenues and expenditures of select Special Revenue Funds as of December 31, 2018. The amended budget for both has been revised due to carryover appropriations from fiscal year 2017-18 and various budget amendments in the current fiscal year.

**CITY OF SANTA CLARA
SPECIAL REVENUE FUNDS
REVENUE AND EXPENDITURE - OVERVIEW AND COMPARISON BY FUND**

Fund Description	REVENUES - FISCAL YEAR 2018-19				PRIOR YEAR REVENUE COMPARISON		
	Adopted Budget	Amended Budget	Actual Through 12/31/2018	Percentage received	Actual Through 12/31/2017	\$ Change From Prior Year	Percent Change
Housing Authority Fund	\$ 260,000	\$ 281,998	\$ 135,742	48.14%	\$ 48,049	\$ 87,693	182.51%
City Affordable Housing Fund	696,703	1,089,854	71,222	6.54%	1,341,358	(1,270,136)	-94.69%
Housing Successor Fund	581,000	806,000	1,188,747	147.49%	1,088,126	100,621	9.25%
Housing and Urban Development	2,671,456	3,824,498	877,367	22.94%	685,907	191,460	27.91%
TOTAL	\$ 4,209,159	\$ 6,002,350	\$ 2,273,078	37.87%	\$ 3,163,440	\$ (890,362)	-28.15%

Fund Description	EXPENDITURES - FISCAL YEAR 2018-19				PRIOR YEAR EXPENDITURE COMPARISON		
	Adopted Budget	Amended Budget	Actual through 12/31/2018	Percentage Used	Actual through 12/31/2017	\$ Change From Prior Year	Percent Change
Housing Authority Fund	\$ 288,989	\$ 310,987	\$ 13,863	4.46%	\$ 28,093	\$ (14,230)	-50.65%
City Affordable Housing Fund	1,638,098	2,031,249	162,320	7.99%	170,344	(8,024)	-4.71%
Housing Successor Fund	688,327	913,327	195,738	21.43%	257,334	(61,596)	-23.94%
Housing and Urban Development	3,261,281	4,414,323	529,282	11.99%	527,808	1,474	0.28%
TOTAL	\$ 5,876,695	\$ 7,669,886	\$ 901,203	11.75%	\$ 983,579	\$ (82,376)	-8.38%

Governmental Capital Improvement Funds

The re-appropriation of prior year budget amounts “carryforwards” is necessary when services or projects are started but not completed at the end of fiscal year. This is especially true for the Capital Improvement Program (CIP) that typically spans several years.

The table below lists the total amended budget amount which consists of current year appropriations and prior year carryforwards in Governmental Capital Improvement Funds. The Street Beautification, Gas Tax, and Traffic Mitigation CIP funds have been combined with the Streets & Highways CIP fund beginning in fiscal year 2018-19.

**CITY OF SANTA CLARA
GOVERNMENTAL CAPITAL IMPROVEMENT FUNDS
SUMMARY OF EXPENDITURES**

EXPENDITURES - FISCAL YEAR 2018-19					
Fund Description	Current Year Appropriation	Prior Year ⁽¹⁾ Carryforward	Total Amended Budget	Actual Through 12/31/2018	Percentage Used
Parks & Recreation	\$ 4,451,400	\$ 33,034,145	\$ 37,485,545	\$ 5,775,152	15.41%
Streets & Highways	32,882,791	13,769,073	46,651,864	6,432,972	13.79%
Storm Drain	1,995,000	2,183,435	4,178,435	200,777	4.81%
Fire	556,513	637,376	1,193,889	211,940	17.75%
Library	220,000	2,025,888	2,245,888	1,978,049	88.07%
Public Buildings	3,838,592	3,433,354	7,271,946	1,508,791	20.75%
General Gov't - Other	11,899,525	14,008,833	25,908,358	10,741,273	41.46%
TOTAL	\$ 33,061,973	\$ 91,922,242	\$ 124,984,215	\$ 26,848,954	21.48%

(1) Prior year carry forward true-up was approved by Council on December 4, 2018.

Enterprise Funds

The tables below are a summary of revenues and expenses of Enterprise Operating Funds and summary of expenses of Enterprise Capital Improvement Funds as of December 31, 2018.

**CITY OF SANTA CLARA
ENTERPRISE OPERATING FUNDS
REVENUES AND EXPENSES - OVERVIEW AND COMPARISON BY FUND**

Fund Description	REVENUES - FISCAL YEAR 2018-19				PRIOR YEAR REVENUE COMPARISON		
	Adopted Budget	Amended Budget	Actual Through 12/31/2018	Percentage received	Actual Through 12/31/2017	\$ Change From Prior Year	Percent Change
Electric Utility Fund	\$ 450,091,800	\$ 450,951,908	\$ 271,415,768	60.19%	\$ 215,817,835	\$ 55,597,933	25.76%
Water Utility Fund	50,333,600	52,786,856	26,725,699	50.63%	25,502,544	1,223,155	4.80%
Sewer Utility Fund	41,742,075	41,799,661	20,742,387	49.62%	21,054,411	(312,024)	-1.48%
Cemetery Fund	600,150	600,685	288,493	48.03%	238,496	49,997	20.96%
Solid Waste Utility Fund	24,726,835	25,344,682	12,794,803	50.48%	11,650,988	1,143,815	9.82%
Water Recycling Fund	7,080,000	7,940,000	4,234,284	53.33%	3,128,047	1,106,237	35.37%
TOTAL REVENUE	\$ 574,574,460	\$ 579,423,792	\$ 336,201,434	58.02%	\$ 277,392,321	\$ 58,809,113	21.20%

Fund Description	EXPENSES - FISCAL YEAR 2018-19				PRIOR YEAR EXPENSE COMPARISON		
	Adopted Budget	Amended Budget	Actual through 12/31/2018	Percentage Used	Actual through 12/31/2017	\$ Change From Prior Year	Percent Change
Electric Utility Fund	\$ 421,626,016	\$ 422,710,324	\$ 247,244,477	58.49%	\$ 203,827,248	\$ 43,417,229	21.30%
Water Utility Fund	44,431,411	46,884,667	22,568,267	48.14%	17,787,582	4,780,685	26.88%
Sewer Utility Fund	26,014,588	26,072,174	12,336,698	47.32%	12,279,027	57,671	0.47%
Cemetery Fund	1,245,504	1,246,039	621,246	49.86%	513,728	107,518	20.93%
Solid Waste Utility Fund	24,346,883	24,964,730	10,806,931	43.29%	10,254,786	552,145	5.38%
Water Recycling Fund	4,934,172	5,794,172	3,225,388	55.67%	2,501,071	724,317	28.96%
TOTAL - Operating Appropriations	\$ 522,598,574	\$ 527,672,106	\$ 296,803,007	56.25%	\$ 247,163,442	\$ 49,639,565	20.08%

**CITY OF SANTA CLARA
ENTERPRISE CAPITAL IMPROVEMENT FUNDS
SUMMARY OF EXPENSES**

Fund Description	EXPENSES - FISCAL YEAR 2018-19				
	Current Year Appropriation	Prior Year Carryforward	Total Amended Budget	Actual Through 12/31/2018	Percentage Used
Electric Utility Fund	\$ 43,680,854	\$ 96,448,368	\$ 140,129,222	\$ 11,807,936	8.43%
Street Lighting ⁽¹⁾	800,206	5,375,199	6,175,405	31,681	0.51%
Water Utility Fund	5,808,689	10,757,055	16,565,744	2,200,788	13.29%
Sewer Utility Fund	22,590,086	29,155,623	51,745,709	11,533,022	22.29%
Cemetery Fund	-	28,085	28,085	19,077	67.93%
Solid Waste Utility Fund	470,000	1,148,875	1,618,875	315,638	19.50%
Water Recycling Fund	50,000	277,217	327,217	-	0.00%
TOTAL - CIP Appropriations	\$ 73,399,835	\$ 143,190,422	\$ 216,590,257	\$ 25,908,142	11.96%

(1) Street Lighting fund is part of Electric Capital Improvement Funds.

Below is an explanation of certain budget to actual revenue or expense variances by enterprise activity. Other enterprise revenues or expenses not described below are trending as expected.

Electric Utility Fund: Accounts for the activities of Silicon Valley Power (SVP). Revenue and expenses are trending higher than budget due to SVP issuing \$55M 2018A Revenue Bonds in order to retire the balance of the 2008B Revenue Bonds on December 18, 2018. A request to approve a budget adjustment to record the proceeds of the 2018A debt issuance and the corresponding retirement of the 2008B bonds is included as part of this report. Once this adjustment has been made, the actuals will be in line with budget.

Water Recycling Fund: Accounts for the construction, operation, and maintenance of the recycled water system within the City limits. Expenses are ahead of budget at December 31, 2018 due to increased usage of recycled water. This increase in expenses is offset by higher than budgeted charges for services revenue. Both are trending at approximately 55% of budget, slightly ahead of expectations. Staff will continue to monitor the activity throughout the year and will request a budget amendment if necessary.

Fund Reserves

By policy, City Council established the City’s General Contingency Reserve, under which reserves for Budget Stabilization and Capital Projects were established.

- Budget Stabilization Reserve is set aside for weathering economic downturns, emergency financial crisis, or disaster situations. The reserve target is equal to the expenditures of the City’s General Fund operations for three months (90-day or 25% General Fund Adopted Operating Budget).
- Capital Projects Reserve earmarks funds for the Capital Improvement Program.

Other General Reserves and Enterprise Fund Reserves included in this report are highlighted as follows:

- Building Inspection Reserve is to account for surplus funds from user fees in the Community Development Department’s Building Inspection Division, and is restricted to fund Building Division costs.
- Land Sale Reserve is net proceeds from the sale of City owned land, and is available to be appropriated for General Fund expenditures.
- The Electric Utility Reserve assures that rates were set properly and sufficient operating cash is available to ensure debt service coverage.
- The Replacement and Improvement Reserve in the Water and Sewer Utility Funds is for future capital improvement.
- The Water Conservation Reserve is to enhance water conservation activities in response to the drought.

The table below summarizes the reserve balances.

	GENERAL FUND	ELECTRIC	WATER	SEWER
Budget Stabilization Reserve	\$ 63,275,716			
Capital Projects Reserve	24,768,836			
Building Inspection Reserve	6,814,948			
Land Sale Reserve	21,229,741			
Rate Stabilization Fund Reserve		\$ 25,000,000		
Cost Reduction Fund Reserve		95,708,577		
DVR Power Plant Contracts Reserve		5,078,163		
Replacement & Improvement			\$ 303,090	\$ 1,507,553
Water Conservation			33,125	
TOTALS	\$ 116,089,241	\$ 125,786,740	\$ 336,215	\$ 1,507,553

Long-Term Interfund Advances

The funds below have made advances to other City Funds which are not expected to be repaid within the next year.

DETAIL OF LONG TERM INTERFUND ADVANCE BALANCES:			
Fund Receiving Advance/Commitment	Fund Making Advance/Commitment	Amount of Advance/Commitment	
Cemetery	General Fund	\$	6,275,256
Santa Clara Golf & Tennis Club	General Fund		4,224,133
Parks and Recreation Facilities	General Fund		10,227,098
TOTALS		\$	20,726,487

Donations to the City of Santa Clara

Donations received by department during the month of December 2018, and for fiscal year 2018-19 are shown in the table below.

Department	December 2018	Fiscal Year 2018-19 Year To Date	Donor	Designated Use
Finance	\$ -	\$ 100	Various	Utility Bill Assistance
Library	100,000	150,000	Library Foundation	Library Furnishings
Park & Recreation	-	537	Various	Various Parks & Rec Programs
Police	7,000	7,000	Batton Foundation	Police K-9 program
Cemetery	-	1,635	Anonymous	Cemetery tree
TOTALS	\$ 107,000	\$ 159,272		