

CITY OF MONTE SERENO

2018-2019 BUDGET



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Reserve Funds

Fiscal Year 2018-2019

SUMMARY

The General Fund Reserve balance as of March 31, 2018 was \$5,562,281. The General Fund Reserve is comprised of the following designations: Undesignated Reserve \$1,127,281., Economic Fluctuation Reserve \$3,500,000, Capital Improvement Program Reserve \$500,000, Property Improvement Reserve \$200,000 and Other Post Employment Benefits (OPEB) Reserve \$235,000. The total amount in the General Fund Reserve is the equivalent to nearly two years of City operating costs. This indicates that the City is in sound financial condition.

The City's total reserve balance including the General Fund Reserve, restricted Gas Tax accounts, and restricted special districts as of March 31, 2018 was \$5,841,854, which shows an increase of \$59,199 from the March 31, 2017 balance. These assets are invested in the State of California, Local Agency Investment Fund (LAIF).

Budget Revenues

Fiscal Year 2018-2019

GENERAL FUND UNRESTRICTED REVENUE

SUMMARY

For Fiscal Year (FY) 2018-19, total operating revenue is forecasted to be \$3,271,165, which amounts to an increase of 4% from the current year end projection. The major budget categories are described below.

A. Property Tax: \$1,958,983 The amount for FY 2018-19 is estimated at an 11% increase over the current year end projection including the additional TEA tax (\$120,000) expected for this FY. These amounts are determined based upon estimates received from the County Assessor's office, along with the revenue from both the vehicle license fee (VLF) backfill exchange for property taxes and Tax Equity Allocation.

B. Real Property Transfer Tax: \$61,000 The real property transfer tax revenue bears a direct relationship to the amount of real estate sales activity occurring in the City.

C. Licenses and Permits: \$587,000 Business license fee projections are adjusted based upon current year actual receipts; this amount is highly dependent upon the volume of construction activity occurring in the City. Building permit activities are projected at the same level as the current year end estimate plus additional revenue derived from the proposed user and regulatory fee adjustments. Subdivision fees are anticipated to be \$25,000 for FY 2018-19.

D. Franchise Tax: \$299,032 The total franchise tax revenue is projected to remain essentially the same as the current year end projection. All franchise fees projections are based upon current year receipts.

E. Miscellaneous Revenue: \$72,000 The total miscellaneous revenue is budgeted at a decreased amount from the 2017-18 receipts. This decrease is due solely to the repayment of the loan (\$25,000) the City received in the last fiscal year from the Silicon Valley Clean Energy program. The insurance refund varies year-to-year and is influenced by claim experience. The Imaging fee is a surcharge upon building permits, the proceeds of which must be used to digitize building and planning records into computer storage. Reimbursement for publications is budgeted based on current year collection experience. Also included in this category is the General Fund interest account (\$60,000). Interest earned is a direct result of the City's unappropriated General Fund balance in LAIF (Local Agency Investment Fund) and the local money market account.

F. State Subventions: \$10,000 State sales and use tax, distributed on a per capita basis, is budgeted at the same level as the current year end estimate amount.

RESTRICTED REVENUE

A. Law Enforcement Tax: \$183,150 This amount represents the current Police Tax Assessment of \$150 per parcel. The City's cost for law enforcement services is \$831,500 (including Cal I.D.). The net expenditure from the General Fund in the amount of \$648,350 is needed to support this service. COPS Grant disbursement of \$100,000 is merely a pass through expense received from the State and paid to the Los Gatos/Monte Sereno Police Department.

B. Road Impact Fees: \$80,000 This fee bears a direct relationship with the building activity in the City. These collected fees are used to maintain City streets worn or damaged from construction activity.

General Fund Reserve Transfer: \$1,422,874 This transfer amount includes the \$750,000 transfer approved for FY 2017-18 combined with additional Road Impact fees received during FY 2017-18 which accounts for a carryover transfer of \$862,949. This combined with a transfer of \$559,925 for FY 2018-19, provides funding for Capital Improvement Projects (CIP) scheduled for both FY 2017-18 and FY 2018-19.

C. Traffic Safety Bails and Fines: \$15,000 This account's annual receipts are budgeted to stay essentially the same as the current year end projection.

D. State Gas Tax: \$153,700 The gas tax revenue account's annual receipts are budgeted to increase with the State's recent passage of SB1, the additional 12 cent per gallon excise tax effective November 1, 2017.

E. Storm Drain Fees: \$27,511 Storm drain fee revenue is derived from two sources. The City collects a storm drain development fee on new construction that is estimated at \$1,200 per parcel. West Valley Sanitation District distributes the storm drain assessment money it collects to the City to cover administrative and storm drain maintenance costs. That amount is anticipated to be \$21,511.

SPECIAL DISTRICTS/ FUNDS

A. Post Office: \$0 The Contract Post Office was permanently closed during FY 2016-17.

B. Loma Serena Lighting District: \$2,100 The budgeted amount is based upon current year end projections.

C. Rose/Andrews Lighting District: \$1,460 The budgeted amount is based upon estimated costs calculated by the City Engineer.

Budget Expenditures

Fiscal Year 2018-2019

GENERAL OPERATING BUDGET

SUMMARY

The General Operating Budget represents all of the operating expenditures for City services. The Fiscal Year (FY) 2018-19 total operating expenses are proposed to increase by 4% from FY 2017-18 year end estimates. The total budget proposed for FY 2018-19 is \$3,271,165, including law enforcement services (\$931,500).

Each operating budget account is described in the following discussion. The numbers in the left margin correspond to the account numbers contained in the budget schedules.

A. CITY ATTORNEY

The City Attorney operating unit is recommended to decrease from the FY 2017-18 year end projections. The budget amount is \$145,634.

425 - Retainer: \$70,284 This amount is budgeted to include a 3% increase from FY 2017-18

427 - Code Enforcement/Litigation: \$75,000 This budgeted amount is used for litigation activity.

428 - Special Projects: \$0 There are no special project services anticipated.

435 - Meetings & Travel: \$350 This expense is allocated for the annual League of California Cities City Attorney conference.

B. CITY AUDIT

The total is recommended at \$34,000 in FY 2018-19.

470 - Audit: \$32,000 Recommended budgeted amount for independent audit services provided by the City's Auditor. The amount also provides for the legally required Annual State Controllers Report preparation.

472 - Accounting Assistance: \$0.

480 - Miscellaneous: \$300 This amount is recommended to pay the cost of various bank fees, including new check processing fees.

472 - Gas Tax Audit: \$1,700 Recommended for the costs of the annual Streets and Roads Financial Report filed with the State Controller.

C. GENERAL GOVERNMENT

The total recommended for general government services and supplies is \$287,632. This amount is an increase from current year end projections.

505 - Council Travel, Meetings and Protocol: \$20,000 Recommended to stay the same as the FY 2017-18 budgeted amount to allow for various City Council and various Committee activities. This budget amount includes \$10,000 for a City community picnic.

506 - Youth Commission Programs: \$3,000 This account will be used to fund Youth Commission projects and programs for FY 2018-19.

515 - Council Memberships: \$8,000 This account is used to pay the City's membership in the Association of Bay Area Governments (ABAG), the League of California Cities (LCC) and the Santa Clara County Cities Association (SCCCA).

520 - Elections: \$42,000 This account is for the November 2018 election and measure vote, estimate provided by the County Registrar of Voters Office.

521 - Municipal Code Revisions: \$2,400 This a nominal amount to cover the codification of municipal code changes during the fiscal year.

522 - Environmental Services: \$10,000 This account is used to pay the cost of resident's participation in the Household Hazardous Waste (HHW) Program operated by Santa Clara County. This budget amount also accounts for the expenses for the West Valley Solid Waste Management Program and the community garage sale held annually with the Town of Los Gatos.

535 - Professional Services: \$66,324 This budgeted amount allows for IT consultant services, Public Works consultant services, a Developer Road Impact and Storm Drain Impact Study, City Newsletter development (twice yearly) and other various professional consultants.

540 - Insurance: \$61,972 The budget amount is recommended based upon actuarial estimates provided by the insurance authority and covers the cost of fire, casualty and liability insurance coverage.

545 - Code Enforcement: \$19,000 This account provides for code enforcement contract services.

550 - Community Assistance: \$24,500 This anticipates City provided support to the Los Gatos Music and Arts (\$10,000), Los Gatos Community Concert Association (\$1,000), Art Docents of Los Gatos (\$3,000), Los Gatos Morning Rotary (\$2,500) and Senior Transportation Pilot Program (RYDE) \$8,000.

555 - Emergency Services: \$13,000 This amount is budgeted to cover the costs of the City's share of the Silicon Valley Radio Interoperability Project (\$11,245). This countywide project will link law enforcement CAD to CAD systems, establish the Silicon Valley Regional Communication System (SVRCS), E-Comm-microwave network connecting dispatch centers county-wide and Data Interoperability Project-RMS, which will link local law enforcement records managements systems to allow exchange of public safety information between

network participants . This amount also allows for participation in the BAYRICS JPA (\$1,755).

565 - Legal Ads: \$200 This account is used to pay the publication costs of all legal advertising and recording fees.

570 - General Plan Revision: \$0 There are no general plan revisions planned for FY 2018-19.

575 - Miscellaneous: \$1,000 This account is used to refund fees approved by the City Council.

576 - Sales Tax: \$20 This account is used to pay sales tax to the State of California on the amount collected for reproducing documents.

585 - Animal Control: \$22,540 Animal control, animal shelter and licensing services are provided to the City under the Silicon Valley Animal Control Joint Powers Authority. The amount recommended for FY 2018-19 is consistent with the Joint Powers Agreement for operating expenses.

D. PERSONNEL

This budget allows for the addition of a full time City Engineer and part time Administrative Clerk and modest merit based increases for City employees at the discretion of the City Manager.

605 - Regular Full-time Employees: \$971,020 The budgeted amount is recommended to cover the costs of employee salaries.

615 - Part-time Employees: \$29,243 The budgeted amount is recommended to cover the cost of a part-time Administrative Clerk position.

620 - Long Term Disability: \$12,360 The amount recommended provides for long term disability insurance for all permanent full-time employees.

625 & 627 - Retirement: \$155,154 The Public Employees Retirement System (CalPERS) sets the City's rate based upon an actuarial study.

630 - Health; Account 635 - Dental; Account 660 - Deferred Compensation; and Account 665 - Benefits Allowance: \$121,210. The sum of these four accounts represents the total approved for employee health insurance and optional benefits. The amount included in each account represents a forecast of the election to be made by each employee for use of the benefits. Insurance costs are expected to continue to increase for FY 2018-19.

642 - Workers Compensation: \$12,363 The workers compensation rate is recommended based upon the insurance carrier's actuarial study.

645 - Social Security \$66,074 and **Account 647 - Medicare:** \$15,453 Both of these accounts fund mandatory payments based upon percentage formulas defined by the Federal government.

655 - Tuition Reimbursement: \$0 Most training and professional development courses are covered under line item #01-770 Training.

E. ADMINISTRATION

The Administration expense for services and supplies is budgeted at \$206,600.

705 - Office Utilities: \$10,000 This amount is based upon continuation of current services.

710 - Office Supplies: \$6,300 This account is used to purchase all consumable supplies and small equipment items. The largest single expense category is for paper products.

711 - Postage: \$5,000 This is an account established to track all postage expenses.

715 - Office Equipment & Maintenance: \$5,000 Lease for the copier machine and phone system. This account is also used for repair of all other office equipment such as the printers and fax machine.

720 - Communications: \$25,000 Telephone, internet access, cell phone and monthly charges for Website and public meeting access. This budgeted amount also allows for media and communications improvements.

725 - Reproduction and Printing: \$4,000 This account is used to pay the production costs of plans and maps and the printing of forms.

740 - Meetings, Travel and Mileage Reimbursement: \$24,800 This account is used to compensate employees for use of their private vehicles for City business and to pay the costs of meeting attendance.

745 - Publications, Books and Memberships: \$11,000 This account is used to purchase updates to the State Code volumes used by staff. The amount also covers the expense of memberships in professional organizations such as the International Conference of Building Officials. Other memberships include the Santa Clara County City Manager's Association, International Institute of City Clerks, the City Clerk's Association of California and the American Planning Association.

765 - Contract Services: \$100,000 This account is utilized to provide structural plan checks of building plans, and for the contract services needed to support construction and development activity. All costs for structural engineering plan checks are directly passed on to the applicants. Refer to the plan check and building permit account #01-236

770 - Training: \$10,000 The recommended amount is an increase from the current fiscal year end projections for employee training. This account is used to pay for conference registration and course fees.

885 - Horticultural/Arborist Services: \$500 This account is used to pay arborists directly for reports and services provided to the City Council.

999 - City Manager Revolving Account: \$5,000 The amount is used at the discretion of the City Manager.

F. EQUIPMENT AND IMPROVEMENTS

805 - Office: \$5,000 This budget recommendation allows for the replacement of office furniture and equipment.

810 - Field: \$200 Miscellaneous field supplies.

811 - Computer/Software: \$20,000 This budget amount provides for any necessary computer equipment including Laptop computers for use during City Council meetings and any computer accessories including hardware and software updates.

815 - Building: \$15,000. This amount is budgeted for purchasing and installation of a vehicle charging station at City Hall.

LAW ENFORCEMENT BUDGET

The amount recommended for contract police services is, \$831,440. The payment to the County of Santa Clara for jail booking charges and the automated CAL-ID system is recommended in the amount of \$60. The total amount for Law Enforcement Services, including CAL-ID, is \$831,500, which will require a \$648,350 contribution from the General Fund.

This budget also allows for the distribution of the COPS Grant money received from the State and passed on to the Los Gatos – Monte Sereno Police Department (\$100,000).

CAPITAL IMPROVEMENT BUDGET

A. FACILITIES MAINTENANCE

The two accounts which are used for City Hall buildings and grounds maintenance, repair and construction are grouped together.

860 - Buildings and Grounds Maintenance: \$20,000 This account is used to pay the costs of janitorial service for the City Hall buildings and carpet and floor cleaning as well as the grounds landscaping maintenance. Also included is an amount for emergency repair or service, such as plumbing or pest control.

920 - Building and Grounds Construction: \$35,000 The amount recommended is for building remodel design and improvements to the Annex Building to ready it for occupancy by the Santa Clara County Library.

B. MAINTENANCE

845 - Pavement Management Program: \$631,000 This budget amount allows for the second year of the comprehensive Pavement Management Program and also includes roll over funds (\$183,000) from FY 2017-18.

850 - Storm Drain Maintenance: \$14,000 This amount allows for annual inspections and emergency maintenance to the storm drain system by the West Valley Clean Water Program JPA.

865 - Street Sweeping: \$8,500 This amount is budgeted at a slightly higher amount than FY 2017-18 and allows for the continuation of all City streets being swept five times per year.

870 - Traffic Safety Signs & Markings: \$15,000 This allows for the repair and replacement of signs, markings and other traffic control devices on City roadways.

880 - Emergency Calls and Repairs: \$10,000 This allows for unanticipated emergency calls and repairs such as debris on roadways and falling trees.

890 - Street Lighting Utility Bill: \$3,500 This pays the lighting bill for streetlights on Winchester Blvd., Daves Avenue and Los Gatos-Saratoga Road.

C. CONSTRUCTION

905 - Blanchard Drive Improvement Project: \$500,000. These are roll over funds from FY2017-18 budgeted for the major street reconstruction project on Blanchard Dr.

915 - Neighborhood Street Improvement Project: \$500,000 This budgeted amount allows for any major street reconstruction project beyond that anticipated in the City's five-year Pavement Management Program. Any project chosen would be one deemed appropriate by the City Engineer based on the Pavement Management Budget Options Report (January 2017).

925 - Bicycle-Pedestrian Safety Projects: \$20,000 This amount provides funding for miscellaneous bicycle and pedestrian safety projects.

D. ENGINEERING

950 - West Valley Clean Water Program Administration: \$31,685 This budgeted amount provides for the continuation of the City's West Valley Clean Water Program.

960 - Mapping and Records System: \$28,000 This allows for the development of a computerized mapping and records system.

970 - Congestion Management: \$2,000 Under terms of State law, each county must have a traffic congestion management planning agency. City participation is necessary to maintain eligibility for certain gas tax revenues. The \$2,000 expenditure recommendation represents the City's designated share of costs for participation in the Santa Clara County Congestion Management Agency.

SPECIAL DISTRICT FUNDS

A. POST OFFICE CONTRACT STATION

The Post Office contract station was permanently closed in November of 2016.

580 - Post Office Expenses: \$0.

606 - Payroll: \$0.

626 - PERS: \$0.

646 & 648 - Medicare and Social Security: \$0

B. LOMA SERENA LIGHTING DISTRICT

935 - The amount of \$2,500 is budgeted at the same level as the current year end estimate to pay the electric charges for the operation of street lights within the district boundaries.

C. ROSE/ANDREWS LIGHTING DISTRICT

945 - \$1,460 This account is used to pay the electric charges for the operation of street lights within the district boundaries and the administrative charges for complying with State law in establishing the annual fee.

**CITY OF MONTE SERENO
2018/2019 FISCAL YEAR BUDGET**

OPERATING BUDGET

2015/16 Actual	2016/17 Actual	2017/18 Budget	2017/18 Year End Projection	2018/19 Budget
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REVENUES					
Property Tax	1,513,406	1,633,017	1,469,772	1,772,307	1,958,983
Real Property Trans.	73,787	62,718	51,500	61,000	61,000
License and Permits	569,739	484,042	503,000	607,298	587,000
Franchise Tax	291,584	301,565	284,810	299,032	299,032
Miscellaneous	341,359	782,135	32,600	105,186	72,000
State Collected Tax	33,217	20,448	12,000	11,556	10,000
Law Enforce. Tax (Rstrt)	303,586	350,207	283,150	283,150	283,150
Transfer from Reserve	0	53,896	332,812	0	0
TOTALS	3,126,678	3,688,028	2,969,644	3,139,529	3,271,165
EXPENSES					
City Attorney	289,898	228,076	168,537	168,912	145,634
City Audit	19,846	43,983	32,100	31,950	34,000
General Government	241,301	244,967	246,584	254,610	293,956
Personnel	971,586	1,625,377	1,197,363	1,023,712	1,382,877
Administrative	404,204	322,256	298,708	281,488	206,600
Equipment & Building Maintenance	22,102	20,873	135,950	125,000	95,200
Police Services	834,919	920,730	890,402	890,344	931,500
SUBTOTAL OPERATING EXPENSES	2,783,856	3,406,262	2,969,644	2,776,016	3,089,767
Add into General Fund Reserve	342,822	281,766	0	363,513	181,398
TOTALS	3,126,678	3,688,028	2,969,644	3,139,529	3,271,165

CAPITAL BUDGET

2015/16 Actual	2016/17 Actual	2017/18 Budget	2017/18 Year End Projection	2018/19 Budget
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REVENUES					
Traffic Safety, Road Impact fees	166,228	205,637	90,000	115,482	160,000
Gas Tax, Interest, Transfer, SB-1 Gas Tax	80,990	72,456	120,700	93,736	153,700
Transfer from General Fund	0	0	750,000	353,103	1,422,874
Storm Drain + Transfer	54,789	42,315	34,670	35,840	27,511
Special Districts	13,256	6,142	3,354	3,350	3,560
TOTALS	315,263	326,550	998,724	601,511	1,767,645
EXPENSES					
Maintenance	44,647	49,165	690,000	500,428	682,000
Construction	24,960	140,854	230,000	52,528	1,020,000
Engineering	30,625	30,402	72,000	44,744	61,685
Special Districts	37,524	11,707	3,900	3,811	3,960
SUBTOTAL	137,756	232,128	995,900	601,511	1,767,645
Add into Restrict Fund Reserve	177,507	94,422	2,824	0	0
TOTALS	315,263	326,550	998,724	601,511	1,767,645

**CITY OF MONTE SERENO
2018/2019 FISCAL YEAR BUDGET**

REVENUE SUMMARY

	2015/16 Actual	2016/17 Actual	2017/18 Budget	2017/18 Year End Projection	2018/19 Budget
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I. Unrestricted Revenue and Interest	2,823,092	3,283,925	2,353,682	2,856,379	2,988,015
II. Restricted Revenue and Interest	605,593	670,615	1,278,520	528,208	2,047,235
III. Special District Funds Revenue	13,256	6,142	3,354	3,350	3,560
IV. Transfer from Restricted Reserve	0	0	0	0	0
V. Transfer from General Fund Reserve	0	53,896	332,812	353,103	0
SUBTOTAL	3,441,941	4,014,578	3,968,368	3,741,040	5,038,810
Deduct Alloc. to "Reserve"	520,329	376,188	2,824	363,513	181,398
TOTAL REVENUE AVAIL.	2,921,612	3,638,390	3,965,544	3,377,527	4,857,412

EXPENDITURE SUMMARY

	2015/16 Budget	2016/17 Actual	2017/18 Budget	2017/18 Year End Projection	2018/19 Budget
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I. Operating	2,783,856	3,406,262	2,969,644	2,776,016	3,089,767
II. Addition to General Fund Reserve	342,822	281,766	0	363,513	181,398
III. Capital Improvements	100,232	220,421	992,000	597,700	1,763,685
IV. Special Districts	37,524	11,707	3,900	3,811	3,960
V. Addition to Restricted Fund Reserve	177,507	94,422	2,824	0	0
TOTAL	3,441,941	4,014,578	3,968,368	3,741,040	5,038,810

**CITY OF MONTE SERENO
2018/2019 FISCAL YEAR BUDGET**

I. GENERAL UNRESTRICTED

FUND ACCT	2015/16 Actual	2016/17 Actual	2017/18 Budget	2017/18 Year End Projection	2018/19 Budget
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A. Property Tax						
Secured	01-202	1,407,138	1,515,108	1,363,372	1,666,907	1,853,583
Unsecured	01-204	69,178	75,399	75,000	70,000	70,000
Homeowners Exemption	01-210	5,314	5,335	5,400	5,400	5,400
Supplemental Prop Tax/SB813	01-214	31,776	37,175	26,000	30,000	30,000
TOTAL		1,513,406	1,633,017	1,469,772	1,772,307	1,958,983

B. Real Prop Trans	01-222	73,787	62,718	51,500	61,000	61,000
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C. License & Permits						
Business Lic.	01-232	37,446	33,794	38,000	33,000	33,000
Construction Tax	01-234	38,567	17,115	25,000	25,000	25,000
Construction Permits	01-236	375,389	312,554	300,000	300,000	345,000
Grading Permits	01-237	29,132	36,516	35,000	25,000	35,000
Subdivision Fee	01-240	0	0	25,000	173,298	25,000
Zoning Fees	01-242	71,080	65,282	68,000	35,000	68,000
Encroachments	01-244	18,125	18,781	12,000	16,000	26,000
Community Planning Fee	01-245	0	0	0	0	30,000
TOTAL		569,739	484,042	503,000	607,298	587,000

D. Franchise Tax						
Gas	01-262	13,895	15,041	13,000	18,323	18,323
Electricity	01-263	40,983	44,200	41,000	42,119	42,119
Water	01-264	22,292	25,810	25,810	28,590	28,590
Solid Waste/Recycle	01-266	114,549	116,224	115,000	115,000	115,000
Recycle HHW& JPA fees	01-267	27,745	25,071	25,000	25,000	25,000
Cable TV	01-268	72,120	75,219	65,000	70,000	70,000
TOTAL		291,584	301,565	284,810	299,032	299,032

E. Miscellaneous						
Interest-General Fund	01-282	26,788	42,966	20,000	64,000	60,000
AB939 (recycle incentive)	01-287	2,197	1,942	1,900	1,900	1,900
AVASA Abandoned Vehicle	01-288	1,472	2,395	1,800	1,900	1,900
Insurance rebates	01-290	375	2,072	1,000	500	500
Imaging Fee	01-291	7,163	7,859	6,000	6,000	6,000
Miscellaneous	01-292	486	6,808	1,000	30,586	1,000
Alarm Soundings	01-293	800	700	700	100	500
Reimb. Publication	01-294	78	193	200	200	200
Code Enforcement Collections	01-295	2,000	200	0	0	0
Gen Fund Reserve Transfer	01-025	300,000	717,000	0		0
TOTAL		341,359	782,135	32,600	105,186	72,000

**CITY OF MONTE SERENO
2018/2019 FISCAL YEAR BUDGET**

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FUND ACCT	2015/16 Actual	2016/17 Actual	2017/18 Budget	2017/18 Year End Projection	2018/19 Budget
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I. GENERAL UNRESTRICTED

F. State Subventions						
Sales/Use Tax	01-296	26,825	18,892	12,000	10,000	10,000
Motor Vehicle Lic fees	01-300	0	1,556	0	1,556	0
Miscellaneous State/County	01-305	6,392	0	0	0	0
TOTAL		33,217	20,448	12,000	11,556	10,000
GENERAL UNRESTR. TOTAL		2,823,092	3,283,925	2,353,682	2,856,379	2,988,015

II. RESTRICTED REVENUES

A. Law Enforcement Tax		03-316	181,467	181,467	183,150	183,150	183,150
COPS Grant		03-318	122,119	168,740	100,000	100,000	100,000
TOTAL			303,586	350,207	283,150	283,150	283,150

B. Road Impact Fees		01-246	134,124	88,152	75,000	75,000	80,000
General Fund Transfer for CIP		01-025	0	0	750,000	0	1,422,874
TOTAL			134,124	88,152	825,000	75,000	1,502,874

C. Traffic Safety Bails & Fines		05-322	11,170	11,888	15,000	15,000	15,000
Misc. (VRF, Measure B)		05-323	20,934	35,597	0	25,482	65,000
Traffic safety transfer		05-025	0	70,000	0	0	0
TOTAL			32,104	117,485	15,000	40,482	80,000

D. Gas Tax Revenue							
Gas Tax 2107/2106/2105	12-328	80,516	71,606	80,000	72,000	94,000	
Gas Tax Interest	12-332	474	850	700	1,736	1,700	
Miscellaneous Revenue (SB1)	12-333	0	0	40,000	20,000	58,000	
Gas Tax Reserve Transfer	12-025	0	0	0	0	0	
TOTAL		80,990	72,456	120,700	93,736	153,700	

E. Storm Drain							
Storm Drain Devel. Fees	25-352	18,770	5,710	5,000	5,000	6,000	
Clean Water Program lease	25-353	15,540	15,540	7,200	8,370	0	
Drain Maintenance/ Administration	25-354	20,479	21,065	22,470	22,470	21,511	
Storm Drain Fund Transfer	25-025	0	0	0	0	0	
TOTAL		54,789	42,315	34,670	35,840	27,511	
RESTRICTED FUNDS TOTAL		605,593	670,615	1,278,520	528,208	2,047,235	

**CITY OF MONTE SERENO
2018/2019 FISCAL YEAR BUDGET**

FUND ACCT	2015/16 Actual	2016/17 Actual	2017/18 Budget	2017/18 Year End Projection	2018/19 Budget
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III. SPECIAL DISTRICT/ FUNDS					
A. Post Office					
Post Office Revenue	06-270	9,834	2,756	0	0
SUBTOTAL		9,834	2,756	0	0

B. Loma Serena Lighting District					
Secured	40-366	2,009	2,033	1,854	1,900
Unsecured	40-368	147	134	140	140
Homeowners Exempt	40-370	12	9	10	10
BIPTR/SB813	40-378	64	74	50	50
SUBTOTAL		2,232	2,250	2,054	2,100

C. Rose/Andrews Lighting Dist.					
Secured	50-402	1,190	1,136	1,300	1,250
SUBTOTAL		1,190	1,136	1,300	1,250
SPECIAL DIST FUNDS TOTAL					
		13,256	6,142	3,354	3,350
					3,560

**CITY OF MONTE SERENO
2018/2019 FISCAL YEAR BUDGET**

**I. GENERAL OPERATING
Budget**

FUND ACCT	2015/16 Actual	2016/17 Actual	2017/18 Budget	2017/18 Year End Projection	2018/19 Budget
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A. City Attorney					
Retainer	01-425	64,449	66,382	68,237	70,284
Litigation	01-427	225,449	161,694	100,000	75,000
Mtg, Trv, Prot.	01-435	0	0	300	350
TOTAL		289,898	228,076	168,537	145,634

B. City Audit					
Audit	01-470	18,150	42,300	30,000	32,000
Gas Tax Audit	12-472	1,424	1,459	1,700	1,700
Miscellaneous	01-480	272	224	400	300
TOTAL		19,846	43,983	32,100	34,000

C. General Government					
Council Trvl, Mtgs. & Protocol	01-505	17,921	17,777	20,000	20,000
Youth Commission Programs	01-506	0	0	0	3,000
Council Membership	01-515	7,596	7,767	8,000	8,000
Elections	01-520	111	6,715	0	42,000
City Code Revisions/Updates	01-521	1,589	1,789	2,000	2,400
Environmental Svcs	01-522	31,813	10,238	10,000	10,000
Professional Services	01-535	46,159	55,315	60,000	66,324
Insurance	01-540	58,744	61,415	58,744	61,972
Code Enforcement	01-545	17,290	24,035	19,000	19,000
Community Assist.	01-550	13,500	15,500	25,000	24,500
Emergency Svcs	01-555	12,995	12,995	13,000	13,000
Newspaper Ads/Recorder fees	01-565	90	485	200	200
General Plan Revise	01-570	5,946	0	0	0
Misc/Refunds	01-575	143	1,953	500	1,000
Sales Tax	01-576	27	8	10	20
Animal Control	01-585	27,377	28,975	30,130	22,540
TOTAL		241,301	244,967	246,584	293,956

**CITY OF MONTE SERENO
2018/2019 FISCAL YEAR BUDGET**

FUND ACCT	2015/16 Actual	2016/17 Actual	2017/18 Budget	2017/18 Year End Projection	2018/19 Budget
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D. Personnel						
Reg Full Time	01-605	618,355	716,994	878,828	774,291	971,020
Part Time	01-615	29,976	30,693	0	0	29,243
Ltdi Lif Ins	01-620	8,137	9,740	10,000	12,852	12,360
Rtrmnt Employer	01-625	110,152	672,324	74,695	6,700	94,787
Rtrmnt Employee	01-627	45,383	41,469	54,346	47,267	60,367
Health Insurance	01-630	61,340	59,664	45,596	76,269	74,077
Dental Insurance	01-635	6,850	6,991	4,778	6,178	5,672
Workers Comp	01-642	12,259	11,786	19,146	14,069	12,363
Social Security	01-645	36,783	41,345	58,077	47,697	66,074
Medicare	01-647	9,922	11,401	13,582	11,904	15,453
Unemployment	01-650	11,249	0	0	0	0
Deferred Compensation	01-660	13,587	11,494	8,015	15,363	20,686
Benefits Allowance	01-665	7,593	11,476	30,300	11,122	20,775
TOTAL		971,586	1,625,377	1,197,363	1,023,712	1,382,877

E. Administration						
Office Utilities	01-705	9,073	9,404	9,660	9,200	10,000
Office Supplies	01-710	6,184	7,082	6,300	6,000	6,300
Postage	01-711	5,002	5,521	4,515	4,700	5,000
Office Equipment & Maintenance	01-715	12,756	7,946	8,673	8,600	5,000
Communications	01-720	21,658	19,500	25,000	31,988	25,000
Reproduction/Printing	01-725	1,565	4,269	4,410	4,000	4,000
Mtgs/Travel/Mileage reimbursement	01-740	16,023	17,712	22,050	20,000	24,800
Pubs/Books/Memberships	01-745	8,005	8,159	8,400	11,000	11,000
Contract Services	01-765	321,295	237,484	200,000	180,000	100,000
Training	01-770	1,558	4,679	4,200	5,000	10,000
Horticultural/Arborist Services	01-885	0	0	500	0	500
City Manager Revolving Account	01-999	1,085	500	5,000	1,000	5,000
TOTAL		404,204	322,256	298,708	281,488	206,600

F. Equipment/Improvements						
Office	01-805	501	0	5,250	2,000	5,000
Field	01-810	0	0	200	0	200
Computers, Hard/Software	01-811	5,472	3,564	10,500	9,000	20,000
Building	01-815	0	0	0	0	15,000
TOTAL		5,973	3,564	15,950	11,000	40,200

G. Law Enforcement						
Police Services	03-545	712,800	751,990	790,342	790,344	831,440
Booking and CAL-ID	03-546	0	0	60	0	60
Disburse COPS Grant	03-548	122,119	168,740	100,000	100,000	100,000
TOTAL		834,919	920,730	890,402	890,344	931,500
TOTAL OPERATING BUDGET		2,783,856	3,406,262	2,969,644	2,776,016	3,089,767

**CITY OF MONTE SERENO
2018/2019 FISCAL YEAR BUDGET**

**II. CAPITAL IMPROVEMENT
Budget**

FUND ACCT	2015/16 Actual	2016/17 Actual	2017/18 Budget	2017/18 Year End Projection	2018/19 Budget
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A. Facilities Maintenance						
Building and Grounds Maintenance	01-860	12,344	11,984	20,000	14,000	20,000
Building and Grounds Const	01-920	3,785	5,325	100,000	100,000	35,000
SUBTOTAL		16,129	17,309	120,000	114,000	55,000

B. Maintenance						
Streets Maint. & Repair	12-845	4,235	17,650	0	0	0
Pavement Management Program	01-845	0	0	645,000	462,000	631,000
Storm Drain Maintenance	25-850	7,258	9,912	14,000	14,000	14,000
Traffic Safety(signs& markings)	05-870	25,985	16,118	10,000	15,000	15,000
Emergency Calls and Repairs	05-880	0	0	10,000	0	10,000
Traffic Safety(street lighting utility)	05-890	0	0	3,000	3,428	3,500
Street Sweeping	12-865	7,169	5,485	8,000	6,000	8,500
SUBTOTAL		44,647	49,165	690,000	500,428	682,000

C. Construction						
Gen Fund Road Project(Blachard Dr)	01-905	0	0	180,000	700	500,000
Neighborhood St. Improvement Projects	01-915	0	0	0	0	500,000
Traffic Safety (Hwy 9 pedestrian project phase 4)	05-905	0	42,846	25,000	25,000	0
Road Project (Measure B FY18-19)	05-915	0	7,500	0	0	0
Misc Bicycle/Pedestrian Improvements	05-925	0	0	25,000	13,641	20,000
Road Proj. (Withey Rd Stabilization)	12-915	0	90,508	0	13,187	0
Storm Drains	25-910	24,960	0	0	0	0
SUBTOTAL		24,960	140,854	230,000	52,528	1,020,000

D. Engineering						
Mapping and Records System	01-905	0	0	30,000	1,127	28,000
Solid Waste Serv. Vehicle Road Impact Study	01-905	0	0	10,000	10,000	0
WVCWP administration	25-805	28,628	28,405	30,000	31,617	31,685
Congestion Management	12-875	1,997	1,997	2,000	2,000	2,000
SUBTOTAL		30,625	30,402	72,000	44,744	61,685
TOTAL MAINT. & CONST. & ENG.		100,232	220,421	992,000	597,700	1,763,685

III. SPECIAL DISTRICTS ACCOUNTS

A.						
Post Office Expenses	06-580	3,007	371	0	0	0
Post office wages	06-606	25,003	5,999	0	0	0
PERS	06-626	3,751	922	0	0	0
Soc Sec	06-646	1,550	371	0	0	0
Medicare	06-648	362	87	0	0	0
SUBTOTAL		33,673	7,750	0	0	0

B. Loma Serena Lighting District	40-935	2,472	2,527	2,600	2,500	2,500
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C. Rose/Andrews Street Lighting Dist.	50-945	1,379	1,430	1,300	1,311	1,460
TOTAL SPECIAL DISTRICTS		37,524	11,707	3,900	3,811	3,960

RESOLUTION NO.3701
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTE SERENO
ADOPTING THE BUDGET FOR THE CITY OF MONTE SERENO FOR THE FISCAL
YEAR 2018-19 AND MAKING APPROPRIATIONS THEREFORE

WHEREAS, there has been presented to this City Council for its consideration and adoption an annual budget ("Budget") for the City of Monte Sereno for the Fiscal Year 2018-19 and

WHEREAS, the City Council has considered the Budget; and

WHEREAS, the City Council has approved the Budget, the total amount of operating expenditures for all funds is \$3,271,165 and the total amount of the capital budget for all funds is \$1,767,645 for a total Budget of \$5,038,810.

BE IT RESOLVED by the City Council of the City of Monte Sereno that the Budget is hereby adopted as the Budget for the City of Monte Sereno for the Fiscal Year 2018-19.

BE IT FURTHER RESOLVED that amounts set out as expenses in the Budget for the purposes expressed therein are hereby appropriated.

REGULARLY passed and adopted this 19th day of June, 2018.

AYES: Council Members Anstandig, Rogers, Turner, Wolsheimer and
Mayor Craig

NOES: None

ABSENT: None

BY: 
Burton Craig, Mayor

ATTEST:


Andrea M. Chelemengos, City Clerk