

# CITY OF MONTE SERENO

## 2017-2018 BUDGET



# 2017-2018 BUDGET TABLE OF CONTENTS

Budget Narrative	
a. Reserve Fund	Page 1
b. Budget Revenue	Page 2
c. Budget Expenditures	Page 5
 Budget Schedules	 Page 12
 Appendix	
d. Resolution 3653, Adopting budget	

## **Reserve funds**

*Fiscal Year 2017-2018*

### **SUMMARY**

The General Fund Reserve balance as of March 31, 2017 was \$5,504,273. The General Fund Reserve is comprised of the following designations: Undesignated Reserve \$1,119,273, Economic Fluctuation Reserve \$3,500,000, Capital Improvement Program Reserve \$500,000, Property Improvement Reserve \$200,000 and Other Post Employment Benefits (OPEB) Reserve \$185,000. 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 total reserve balance including the General Fund, restricted Gas Tax accounts, and restricted special districts as of March 31, 2017 was \$5,782,655, which shows a decrease of \$564,764 from the March 31, 2016 balance. This decrease is attributed to the reserve transfer during FY 2016-17, to pay off the Cities Unfunded Liability with CalPERS. These assets are invested in the State of California, Local Agency Investment Fund (LAIF).

# Budget Revenues

*Fiscal Year 2017-2018*

## GENERAL FUND UNRESTRICTED REVENUE

### **SUMMARY**

For the 2017-18 fiscal year, total operating revenue is recommended at \$2,969,644, which amounts to a decrease of 8% from the current year end projections. The major budget categories are described below.

**A. Property Tax:** \$1,469,772 The amount for FY 2017-18 is estimated at a 9% increase over the current year end projection plus the additional TEA tax 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 VLF (vehicle license fee) backfill exchange for property taxes and Tax Equity Allocation.

**B. Real Property Transfer Tax:** \$51,500 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:** \$503,000 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. Subdivision fees are anticipated to be \$25,000 for FY 2017-18.

**D. Franchise Tax:** \$284,810 The total franchise tax revenue is projected to remain essentially the same as current year end projection. All franchise fees projections are based upon current year receipts.

**E. Miscellaneous Revenue:** \$32,600 The total miscellaneous revenue is budgeted at a decreased amount from the 2016-17 receipts. This decrease is due solely to the transfer from the general reserve fund (\$617,000) during the 2016-17 FY for payment to CalPERS to pay off the Unfunded Accrued Liability. 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 disk storage. Reimbursement for publications is budgeted based on current year collection experience. Also included in this category is the General Fund interest account (\$20,000). 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:** \$12,000 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 \$790,402 (including Cal I.D.). The net expenditure from the General Fund in the amount of \$607,252 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:** \$75,000 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:** \$750,000 This transfer amount is budgeted to provide funds for Capital Improvement Projects (CPI) scheduled for FY 2017-18.

**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:** \$120,700 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:** \$34,670 Storm drain fee revenue is derived from several sources. The City collects a storm drain development fee on new construction that is estimated at \$1,200 per parcel. The Nonpoint Source Program leases the City Hall annex building from the City (\$7,200). 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 \$22,470.

## **SPECIAL DISTRICTS/ FUNDS**

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

**B. Loma Serena Lighting District:** \$2,054 The budgeted amount is based upon current year end projections.

**C. Rose/ Andrews Lighting District:** \$1,300 The budgeted amount is based upon estimated costs calculated by the City Engineer.

# Budget Expenditures

*Fiscal Year 2017-2018*

## GENERAL OPERATING BUDGET

### SUMMARY

The General Operating Budget represents all of the operating expenditures for City services. The fiscal year 2017-18 total operating expenses are proposed to decrease by 8% from FY 2016-17 year end estimates. The total budget proposed for fiscal year 2017-18 is \$2,969,644, including law enforcement services (\$890,402).

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 2016-17 year end projections. The budget amount is \$168,537.

**425 - Retainer:** \$68,237 This amount is budgeted to include a 2.8% increase from FY2016-17

**427 - Code Enforcement/Litigation:** \$100,000 This budgeted amount is used for litigation activity.

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

**435 - Meetings & Travel:** \$300 This expense is allocated for the annual League of California Cities City Attorney conference.

#### B. CITY AUDIT

The total is recommended at \$32,100 in FY 2017-18.

**470 - Audit:** \$30,000 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:** \$400 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 \$246,584. This amount is an increase from current year end projections.

**505 - Council Travel, Meetings and Protocol:** \$20,000 Recommended to stay the same as FY2016-17 budgeted amount to allow for various City Council and various Committee activities. This budget amount includes \$10,000 for a City community picnic.

**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:** \$0 No elections are scheduled for FY 2017-18.

**521 - Municipal Code Revisions:** \$2,000 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:** \$60,000 This budgeted amount allows for IT consultant services, Development Fee study, IT Scan & Fiscal Sustainability studies, and other various professional consultants.

**540- Insurance:** \$58,744 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:** \$25,000 This anticipates City provided support to the Los Gatos Music and Arts (\$6,000), Los Gatos Music in the Park (\$5,000), Los Gatos Community Concert Association (\$1,000), Art Docents of Los Gatos (\$3,000) and participation in the Senior Transportation Pilot program (\$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 2017-18.

**575 - Miscellaneous:** \$500 This account is used to refund fees approved by the City Council.

**576 - Sales Tax:** \$10 This account is used to pay sales tax to the State of California on the amount collected for reproducing documents.

**585 - Animal Control:** \$30,130 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 2017-18 is consistent with the Joint Powers Agreement for operating expenses.

#### **D. PERSONNEL**

This budget allows for the addition of a FT City Engineer and Administrative Clerk (6 months \$140,000) and modest merit based increases for City employees at the discretion of the City Manager.

**605 - Regular Full-time Employees:** \$878,828 The budgeted amount is recommended to cover the costs of employee salaries.

**615 - Part-time Employees:** \$0 The part-time administrative clerk position is proposed to become a regular full-time position in the last 6 months of the 2017-18 FY.

**620 - Long Term Disability:** \$10,000 The amount recommended provides for long term disability insurance for all permanent full-time employees.

**625 & 627 - Retirement:** \$129,041 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:** \$88,689 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 fiscal year 2017-18.

**642 - Workers Compensation:** \$19,146 The workers compensation rate is recommended based upon the insurance carrier's actuarial study.

**645 - Social Security** \$58,077 and **Account 647 - Medicare:** \$13,582 Both of these accounts fund mandatory payment based upon percentage formulas defined by the Federal government.

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

## **E. ADMINISTRATION**

The Administration expense for services and supplies is budgeted at \$298,708.

**705 - Office Utilities:** \$9,660 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:** \$4,515 This is an account established to track all postage expenses.

**715 - Office Equipment & Maintenance:** \$8,673 Maintenance of the copier machine and phone system, the imaging and maintenance of the computer storage of City permits and other records. 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:** \$4,410 This account is used to pay the production costs of plans and maps and the printing of forms.

**740 - Meetings, Travel and Mileage Reimbursement:** \$22,050 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:** \$8,400 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:** \$200,000 This account is utilized to provide engineering services, structural plan checks of building plans, and for the contract City Engineer. The amount budgeted and the need for contract services is directly correlated to construction and development activity. The budgeted amount is based upon the existing volume of construction activity this current fiscal year. All costs for engineering plan checks are directly passed on to the applicants. Refer to the plan check and building permit account #01-236

**770 - Training:** \$4,200 The recommended amount is a slight 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:** \$5,250 This budget recommendation allows for the replacement of office furniture and equipment.

**810 - Field:** \$200 Miscellaneous field supplies.

**811 - Computer/Software:** \$10,500 This budget amount provides for any necessary computer equipment including iPads for use during City Council meetings and any computer accessories including software updates.

**815 - Building:** \$0. See account 01-920 for building improvements and construction.

## LAW ENFORCEMENT BUDGET

The amount recommended for contract police services is, \$790,342. 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 \$790,402, which will require a \$607,252 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:** \$100,000 The amount recommended is for building remodel design and improvements.

## B. MAINTENANCE

**845- Pavement Management Program:** \$645,000 This budget amount allows for first year of comprehensive Pavement Management Program.

**850- Storm Drain Maintenance:** \$14,000 This amount allows for annual inspections and emergency maintenance to the storm drain system by WVSD.

**865- Street Sweeping:** \$8,000 This amount is budgeted at a slightly higher amount than FY 2016-17 and allows for the continuation of all City streets being swept quarterly.

**870- Traffic Safety:** \$10,000 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:** \$3,000 This pays the lighting bill for streetlights on Winchester Blvd., Daves Avenue and Los Gatos-Saratoga Road.

## C. CONSTRUCTION

**905 - Highway 9 Pedestrian Safety Project:** \$25,000 This allows for the final contribution to the City of Saratoga for the Phase IV Improvements.

**920 - Blanchard Drive Pilot Project :** \$180,000 This an estimated maximum City contribution to conduct Blanchard Drive pavement, drainage and walkway improvements in conjunction with the adjoining property owners (any savings will revert to the Pavement Management Program).

**925- Bicycle-Pedestrian Safety Projects:** \$25,000 This provides funding for miscellaneous bicycle and pedestrian safety projects.

## D. ENGINEERING

**950-WV Clean Water Program Administration:** \$30,000 This budgeted amount provides for the continuation of the City's West Valley Clean Water Program.

**960- Mapping and Records System:** \$30,000 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.

**980-Solid Waste Service Vehicle Road Impact Study:** \$10,000 This allows for an engineering study determining impacts on Monte Sereno Streets from Waste Service Vehicles.

## **SPECIAL DISTRICT AND ENTERPRISE 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 \$2,600 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** - \$1,300 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  
2017/2018 FISCAL YEAR BUDGET**

**OPERATING BUDGET**

2014/15 Actual	2015/16 Actual	2016/17 Budget	2016/17 Year End Projection	2017/18 Budget
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<b>REVENUES</b>					
Property Tax	1,365,842	1,513,406	1,345,351	1,345,393	1,469,772
Real Property Trans.	96,747	73,787	60,000	50,000	51,500
License and Permits	381,768	569,739	490,000	469,000	503,000
Franchise Tax	292,325	291,584	272,000	284,810	284,810
Miscellaneous	42,198	341,359	746,400	756,400	32,600
State Collected Tax	22,419	33,217	17,000	13,556	12,000
Law Enforce. Tax (Rstrt)	280,196	303,586	283,150	283,150	283,150
Transfer from Reserve	115,688	0	53,896	8,172	332,812
<b>TOTALS</b>	<b>2,597,183</b>	<b>3,126,678</b>	<b>3,267,797</b>	<b>3,210,481</b>	<b>2,969,644</b>
<b>EXPENSES</b>					
City Attorney	246,538	289,898	166,679	178,679	168,537
City Audit	32,142	19,846	31,900	29,700	32,100
General Government	271,449	241,301	199,969	207,999	246,584
Personnel	1,025,591	971,586	1,672,421	1,592,880	1,197,363
Administrative	250,007	404,204	213,000	273,176	298,708
Equipment & Building Maintenance	28,440	22,102	128,200	76,000	135,950
Police Services	678,241	834,919	855,628	852,047	890,402
<b>SUBTOTAL OPERATING EXPENSES</b>	<b>2,532,408</b>	<b>2,783,856</b>	<b>3,267,797</b>	<b>3,210,481</b>	<b>2,969,644</b>
Add into General Fund Reserve	64,775	342,822	0	0	0
<b>TOTALS</b>	<b>2,597,183</b>	<b>3,126,678</b>	<b>3,267,797</b>	<b>3,210,481</b>	<b>2,969,644</b>

**CAPITAL BUDGET**

2014/15 Actual	2015/16 Actual	2016/17 Budget	2016/17 Year End Projection	2017/18 Budget
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<b>REVENUES</b>					
Traffic Safety, Road Impact fees	91,644	166,228	180,708	194,597	90,000
Gas Tax, Interest, Transfer, SB-1Gas Tax	286,613	80,990	90,400	80,700	120,700
Transfer from General Fund	0	0	0	0	750,000
Storm Drain + Transfer	36,353	54,789	43,010	43,010	34,670
Special Districts	14,734	13,256	6,816	7,015	3,354
<b>TOTALS</b>	<b>429,344</b>	<b>315,263</b>	<b>320,934</b>	<b>325,322</b>	<b>998,724</b>
<b>EXPENSES</b>					
Maintenance	28,996	44,647	72,000	71,000	690,000
Construction	236,154	24,960	157,500	157,500	230,000
Engineering	15,997	30,625	30,000	30,000	72,000
Special Districts	38,438	37,524	15,681	11,573	3,900
<b>SUBTOTAL</b>	<b>319,585</b>	<b>137,756</b>	<b>275,181</b>	<b>270,073</b>	<b>995,900</b>
Add into Restrict Fund Reserve	109,759	177,507	45,753	55,249	2,824
<b>TOTALS</b>	<b>429,344</b>	<b>315,263</b>	<b>320,934</b>	<b>325,322</b>	<b>998,724</b>

**CITY OF MONTE SERENO  
2017/2018 FISCAL YEAR BUDGET**

**REVENUE SUMMARY**

	2014/15 Actual	2015/16 Actual	2016/17 Budget	2016/17 Year End Projection	2017/18 Budget
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I. Unrestricted Revenue and Interest	2,201,299	2,823,092	2,930,751	2,919,159	2,353,682
II. Restricted Revenue and Interest	694,806	605,593	597,268	601,457	1,278,520
III. Special District Funds Revenue	14,734	13,256	6,816	7,015	3,354
IV. Transfer from Restricted Reserve	0	0	0	0	0
V. Transfer from General Fund Reserve	115,688	0	53,896	8,172	332,812
SUBTOTAL	3,026,527	3,441,941	3,588,731	3,535,803	3,968,368
Deduct Alloc. to "Reserve"	174,534	520,329	45,753	55,249	2,824
TOTAL REVENUE AVAIL.	2,851,993	2,921,612	3,542,978	3,480,554	3,965,544

**EXPENDITURE SUMMARY**

	2014/15 Actual	2015/16 Budget	2016/17 Budget	2016/17 Year End Projection	2017/18 Budget
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I. Operating	2,532,408	2,783,856	3,267,797	3,210,481	2,969,644
II. Addition to General Fund Reserve	64,775	342,822	0	0	0
III. Capital Improvements	281,147	100,232	259,500	258,500	992,000
IV. Special Districts	38,438	37,524	15,681	11,573	3,900
V. Addition to Restricted Fund Reserve	109,759	177,507	45,753	55,249	2,824
TOTAL	3,026,527	3,441,941	3,588,731	3,535,803	3,968,368

**CITY OF MONTE SERENO  
2017/2018 FISCAL YEAR BUDGET**

**I. GENERAL UNRESTRICTED**

FUND ACCT	2014/15 Actual	2015/16 Actual	2016/17 Budget	2016/17 Year End Projection	2017/18 Budget
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A. Property Tax						
Secured	01-202	1,257,196	1,407,138	1,245,993	1,245,993	1,363,372
Unsecured	01-204	71,228	69,178	68,958	70,000	75,000
Homeowners Exemption	01-210	5,210	5,314	5,400	5,400	5,400
Supplemental Prop Tax/SB813	01-214	32,208	31,776	25,000	24,000	26,000
TOTAL		1,365,842	1,513,406	1,345,351	1,345,393	1,469,772

B. Real Prop Trans	01-222	96,747	73,787	60,000	50,000	51,500
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C. License & Permits						
Business Lic.	01-232	36,644	37,446	38,000	32,000	38,000
Construction Tax	01-234	18,135	38,567	25,000	25,000	25,000
Construction Permits	01-236	224,007	375,389	300,000	300,000	300,000
Grading Permits	01-237	17,216	29,132	24,000	35,000	35,000
Subdivision Fee	01-240	0	0	25,000	0	25,000
Zoning Fees	01-242	76,166	71,080	68,000	65,000	68,000
Encroachments	01-244	9,600	18,125	10,000	12,000	12,000
TOTAL		381,768	569,739	490,000	469,000	503,000

D. Franchise Tax						
Gas	01-262	12,498	13,895	13,000	13,000	13,000
Electricity	01-263	41,017	40,983	41,000	41,000	41,000
Water	01-264	23,409	22,292	22,000	25,810	25,810
Solid Waste/Recycle	01-266	124,580	114,549	110,000	115,000	115,000
Recycle HHW& JPA fees	01-267	23,384	27,745	22,000	25,000	25,000
Cable TV	01-268	67,437	72,120	64,000	65,000	65,000
TOTAL		292,325	291,584	272,000	284,810	284,810

E. Miscellaneous						
Interest-General Fund	01-282	16,431	26,788	16,000	20,000	20,000
Merchant Credit service fee	01-286	482	0	0	0	0
AB939 (recycle incentive)	01-287	1,959	2,197	1,900	2,000	1,900
AVASA Abandoned Vehicle	01-288	1,698	1,472	1,800	1,900	1,800
Insurance rebates	01-290	1,071	375	1,000	1,600	1,000
Imaging Fee	01-291	6,108	7,163	6,000	6,000	6,000
Miscellaneous	01-292	14,152	486	2,000	6,800	1,000
Alarm Soundings	01-293	0	800	400	700	700
Reimb. Publication	01-294	297	78	300	200	200
Code Enforcement Collections	01-295	0	2,000	0	200	0
Gen Fund Reserve Transfer	01-025	0	300,000	717,000	717,000	0
TOTAL		42,198	341,359	746,400	756,400	32,600



**CITY OF MONTE SERENO  
2017/2018 FISCAL YEAR BUDGET**

(CONT.)

FUND ACCT	2014/15 Actual	2015/16 Actual	2016/17 Budget	2016/17 Year End Projection	2017/18 Budget
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**I. GENERAL UNRESTRICTED**

F. State Subventions						
Sales/Use Tax	01-296	15,917	26,825	12,000	12,000	12,000
Motor Vehicle Lic fees	01-300	0	0	0	1,556	0
Miscellaneous State/County	01-305	6,502	6,392	5,000	0	0
TOTAL		22,419	33,217	17,000	13,556	12,000
GENERAL UNRESTR. TOTAL		2,201,299	2,823,092	2,930,751	2,919,159	2,353,682

**II. RESTRICTED REVENUES**

A. Law Enforcement Tax		03-316	181,467	181,467	183,150	183,150	183,150
COPS Grant		03-318	98,729	122,119	100,000	100,000	100,000
TOTAL			280,196	303,586	283,150	283,150	283,150

B. Road Impact Fees		01-246	57,790	134,124	75,000	75,000	75,000
General Fund Transfer for CIP		01-025	0	0	0	0	750,000
TOTAL			57,790	134,124	75,000	75,000	825,000

C. Traffic Safety Bails & Fines		05-322	13,146	11,170	15,000	14,000	15,000
Misc. ( VRF, Measure B)		05-323	20,708	20,934	20,708	35,597	0
Traffic safety transfer		05-025	0	0	70,000	70,000	0
TOTAL			33,854	32,104	105,708	119,597	15,000

D. Gas Tax Revenue							
Gas Tax 2107/2106/2105	12-328	109,598	80,516	90,000	80,000	80,000	80,000
Gas Tax Interest	12-332	90	474	400	700	700	700
Miscellaneous Revenue (SB1)	12-333	176,925	0	0			40,000
Gas Tax Reserve Transfer	12-025	0	0	0	0	0	0
TOTAL		286,613	80,990	90,400	80,700	120,700	

E. Storm Drain							
Storm Drain Devel. Fees	25-352	3,260	18,770	5,000	5,000	5,000	5,000
Clean Water Program lease	25-353	13,140	15,540	15,540	15,540	15,540	7,200
Drain Maintenance/ Administration	25-354	19,953	20,479	22,470	22,470	22,470	22,470
Storm Drain Fund Transfer	25-025	0	0	0	0	0	0
TOTAL		36,353	54,789	43,010	43,010	43,010	34,670
RESTRICTED FUNDS TOTAL		694,806	605,593	597,268	601,457	1,278,520	

## CITY OF MONTE SERENO

2017/2018 FUND ACCT	2014/15 Actual	2015/16 Actual	2016/17 Budget	2016/17 Year End Projection	2017/18 Budget
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<b>III. SPECIAL DISTRICT/ FUNDS</b>						
A. Post Office						
Post Office Revenue	06-270	11,610	9,834	3,666	3,666	0
SUBTOTAL		11,610	9,834	3,666	3,666	0

B. Loma Serena Lighting District						
Secured	40-366	1,927	2,009	1,800	1,800	1,854
Unsecured	40-368	144	147	140	140	140
Homeowners Exempt	40-370	11	12	12	10	10
BIPTR/SB813	40-378	68	64	50	50	50
SUBTOTAL		2,150	2,232	2,002	2,000	2,054

C. Rose/Andrews Lighting Dist.						
Secured	50-402	974	1,190	1,148	1,349	1,300
SUBTOTAL		974	1,190	1,148	1,349	1,300
<b>SPECIAL DIST FUNDS TOTAL</b>		<b>14,734</b>	<b>13,256</b>	<b>6,816</b>	<b>7,015</b>	<b>3,354</b>

**CITY OF MONTE SERENO  
2017/2018 FISCAL YEAR BUDGET**

**I. GENERAL OPERATING  
Budget**

FUND ACCT	2014/15 Actual	2015/16 Actual	2016/17 Budget	2016/17 Year End Projection	2017/18 Budget
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A. City Attorney						
Retainer	01-425	64,449	64,449	66,379	66,379	68,237
Litigation	01-427	181,824	225,449	100,000	112,000	100,000
Mtg, Trv, Prot.	01-435	265	0	300	300	300
TOTAL		246,538	289,898	166,679	178,679	168,537

B. City Audit						
Audit	01-470	28,200	18,150	30,000	28,000	30,000
Gas Tax Audit	12-472	1,486	1,424	1,500	1,500	1,700
Miscellaneous	01-480	2,456	272	400	200	400
TOTAL		32,142	19,846	31,900	29,700	32,100

C. General Government						
Council Trvl, Mtgs. & Protocol	01-505	12,548	17,921	20,000	20,000	20,000
Council Membership	01-515	7,467	7,596	7,500	7,800	8,000
Elections	01-520	7,375	111	7,000	6,277	0
City Code Revisions/Updates	01-521	1,003	1,589	2,000	2,000	2,000
Environmental Svcs	01-522	21,121	31,813	17,000	10,000	10,000
Professional Services	01-535	49,748	46,159	12,000	20,000	60,000
Insurance	01-540	58,008	58,744	58,744	58,744	58,744
Code Enforcement	01-545	14,915	17,290	13,000	19,000	19,000
Community Assist.	01-550	12,000	13,500	15,000	15,000	25,000
Emergency Svcs	01-555	11,245	12,995	13,000	12,995	13,000
Newspaper Ads/Recorder fees	01-565	477	90	200	200	200
General Plan Revise	01-570	49,986	5,946	5,000	5,000	0
Misc/Refunds	01-575	1,413	143	500	2,000	500
Sales Tax	01-576	23	27	50	8	10
Animal Control	01-585	24,120	27,377	28,975	28,975	30,130
TOTAL		271,449	241,301	199,969	207,999	246,584

**CITY OF MONTE SERENO**

**2017/2018 FISCAL YEAR BUDGET**

FUND ACCT	2014/15 Actual	2015/16 Actual	2016/17 Budget	2016/17 Year End Projection	2017/18 Budget
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D. Personnel						
Reg Full Time	01-605	672,805	618,355	723,944	702,000	878,828
Part Time	01-615	27,926	29,976	28,602	28,602	0
Ltdi Lif Ins	01-620	8,452	8,137	7,956	9,633	10,000
Rtrmnt Employer	01-625	107,849	110,152	680,040	660,000	74,695
Rtrmnt Employee	01-627	49,051	45,383	52,678	40,702	54,346
Health Insurance	01-630	66,016	61,340	67,179	59,612	45,596
Dental Insurance	01-635	7,617	6,850	6,850	7,163	4,778
Workers Comp	01-642	8,995	12,259	15,215	11,784	19,146
Social Security	01-645	41,981	36,783	49,629	39,928	58,077
Medicare	01-647	10,787	9,922	11,606	11,068	13,582
Unemployment	01-650	0	11,249	0	0	0
Deferred Compensation	01-660	10,644	13,587	15,498	11,100	8,015
Benefits Allowance	01-665	13,468	7,593	13,224	11,288	30,300
<b>TOTAL</b>		<b>1,025,591</b>	<b>971,586</b>	<b>1,672,421</b>	<b>1,592,880</b>	<b>1,197,363</b>

E. Administration						
Office Utilities	01-705	7,899	9,073	8,500	9,200	9,660
Office Supplies	01-710	5,783	6,184	6,000	6,000	6,300
Postage	01-711	4,784	5,002	4,000	4,300	4,515
Office Equipment & Maintenance	01-715	5,893	12,756	6,000	8,260	8,673
Communications	01-720	18,326	21,658	20,000	20,000	25,000
Reproduction/Printing	01-725	6,472	1,565	4,000	4,200	4,410
Mtgs/Travel/Mileage reimbursement	01-740	20,215	16,023	20,000	17,362	22,050
Pubs/Books/Memberships	01-745	7,567	8,005	7,000	8,000	8,400
Contract Services	01-765	169,602	321,295	130,000	188,854	200,000
Training	01-770	2,637	1,558	4,000	4,000	4,200
Horticultural/Arborist Services	01-885	332	0	500	0	500
City Manager Revolving Account	01-999	497	1,085	3,000	3,000	5,000
<b>TOTAL</b>		<b>250,007</b>	<b>404,204</b>	<b>213,000</b>	<b>273,176</b>	<b>298,708</b>

F. Equipment/Improvements						
Office	01-805	4,550	501	5,000	5,000	5,250
Field	01-810	0	0	200	0	200
Computers, Hard/Software	01-811	11,663	5,472	10,000	7,000	10,500
Building	01-815	0	0	0	0	0
<b>TOTAL</b>		<b>16,213</b>	<b>5,973</b>	<b>15,200</b>	<b>12,000</b>	<b>15,950</b>

G. Law Enforcement						
Police Services	03-545	579,513	712,800	755,568	751,987	790,342
Booking and CAL-ID	03-546	0	0	60	60	60
Disburse COPS Grant	03-548	98,728	122,119	100,000	100,000	100,000
<b>TOTAL</b>		<b>678,241</b>	<b>834,919</b>	<b>855,628</b>	<b>852,047</b>	<b>890,402</b>
<b>TOTAL OPERATING BUDGET</b>		<b>2,532,408</b>	<b>2,783,856</b>	<b>3,267,797</b>	<b>3,210,481</b>	<b>2,969,644</b>

**II. CAPITAL IMPROVEMENT**

					2016/17	
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**CITY OF MONTE SERENO**

**Budget**

**2017/2018 FISCAL YEAR BUDGET**

ACCT	Actual	Actual	2016/17 Budget	Year End Projection	2017/18 Budget
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A. Facilities Maintenance							
Building and Grounds Maintenance	01-860	12,227	12,344	13,000	14,000	20,000	
Building and Grounds Const	01-920	0	3,785	100,000	50,000	100,000	
SUBTOTAL		12,227	16,129	113,000	64,000	120,000	

B. Maintenance							
Streets Maint. & Repair	12-845	1,250	4,235	36,000	36,000	0	
Pavement Management Program	01-845	0	0	0	0	645,000	
Storm Drain Maintenance	25-850	11,663	7,258	14,000	14,000	14,000	
Traffic Safety( signs& markings)	05-870	14,856	25,985	15,000	15,000	10,000	
Emergency Calls and Repairs	05-880	0	0	0	0	10,000	
Traffic Safety(street lighting)	05-890	0	0	0	0	3,000	
Street Sweeping	12-865	1,227	7,169	7,000	6,000	8,000	
SUBTOTAL		28,996	44,647	72,000	71,000	690,000	

C. Construction							
Gen Fund Road Project(Blachard Dr)	01-905	0	0	0	0	180,000	
Traffic Safety (Hwy 9 pedestrian project phase 4)	05-905	0	0	50,000	50,000	25,000	
Road Project (Measure B FY18-19)	05-915	236,154	0	7,500	7,500	0	
Misc Bicycle/Pedestrian Improvements	05-925	0	0	0	0	25,000	
Road Proj. (Withey Rd Stabilization)	12-915	0	0	100,000	100,000	0	
Storm Drains	25-910	0	24,960	0	0	0	
SUBTOTAL		236,154	24,960	157,500	157,500	230,000	

D. Engineering							
Mapping and Records System	01-905	0	0	0	0	30,000	
Solid Waste Serv. Vehicle Road Impact Study	01-905	0	0	0	0	10,000	
WVCWP administration	25-805	14,000	28,628	28,000	28,000	30,000	
Congestion Management	12-875	1,997	1,997	2,000	2,000	2,000	
SUBTOTAL		15,997	30,625	30,000	30,000	72,000	
TOTAL MAINT. & CONST. & ENG.		281,147	100,232	259,500	258,500	992,000	

**III. SPECIAL DISTRICTS ACCOUNTS**

A. Post Office Expenses							
Post office wages	06-606	22,324	25,003	8,926	5,999	0	
PERS	06-626	4,998	3,751	1,372	922	0	
Soc Sec	06-646	1,384	1,550	553	371	0	
Medicare	06-648	323	362	129	87	0	
SUBTOTAL		34,654	33,673	11,981	7,751	0	

B. Loma Serena Lighting District	40-935	2,434	2,472	2,400	2,522	2,600
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C. Rose/Andrews Street Lighting Dist.	50-945	1,350	1,379	1,300	1,300	1,300
TOTAL SPECIAL DISTRICTS		38,438	37,524	15,681	11,573	3,900

**RESOLUTION NO. 3653**  
**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 2017-2018 AND MAKING APPROPRIATIONS THEREFORE**

WHEREAS, there has been presented to this Council for its consideration and adoption an annual budget ("Budget") for the City of Monte Sereno for the fiscal year 2017-2018 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 \$2,969,644 and the total amount of the capital budget for all funds is \$998,724 for a total Budget of \$3,968,368.

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 2017-18.

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 6<sup>th</sup> day of June 2017.

AYES: Council Members Craig, Turner, Rogers, Wolsheimer and Mayor Anstandig  
NOES: None  
ABSTAIN: None  
ABSENT: None

BY: \_\_\_\_\_

  
Marshall W. Anstandig, Mayor

ATTEST:

  
Andrea M. Chelemengos, City Clerk