

# CITY OF MONTE SERENO

## 2010-2011 BUDGET



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## **Reserve funds**

*Fiscal Year 2010-2011*

### **SUMMARY**

The General Fund Reserve balance as of March 31, 2010 was \$5,741,859. The General Fund Reserve is comprised of the following designations. Undesignated Reserve \$1,541,859, Economic Fluctuation Reserve \$3,500,000, Capital Improvement Program Reserve \$500,000 and Property Improvement Reserve \$200,000. The total amount in the General Fund reserve is the equivalent to over 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, 2010 was \$5,819,568. These assets are invested in the State of California, Local Agency Investment Fund (LAIF). In the 2010-11 fiscal year it is estimated that the invested reserve funds will generate \$51,000 of interest income

# Budget Revenues

*Fiscal Year 2010-2011*

## GENERAL FUND UNRESTRICTED REVENUE

### **SUMMARY**

For the 2010-11 fiscal year, total *operating* revenue is recommended at \$2,119,440, which amounts to a decrease of 4% from the current year end projections. The major budget categories are described below.

**A. Property Tax:** \$1,100,580 The amount for FY 2010-11 is estimated at a 2% increase over the current year end projection. These amounts are determined based upon estimates received from the County Controllers office along with the revenue from both the VLF backfill exchange for property taxes and Tax Equity Allocation.

**B. Real Property Transfer Tax:** \$40,800 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:** \$ 399,830 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 a 3% decrease from the current year end estimate.

**D. Franchise Tax:** \$190,128 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:** \$34,952 The total miscellaneous revenue is budgeted at a decrease from the 2009-10 receipts. This decrease is attributed solely to the COPS grant allocation of (\$100,000), now being accounted for in the Law Enforcement Fund. The AB 939 (recycling incentive) revenue is expected to remain approximately the same as current year end projection. The abandoned vehicle program revenue is projected based upon actual receipts in 2009-10. The insurance refund varies year-to-year and is influenced by claim experience. The microfilm 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. Debt collection is an account to allow for monies owed to the City to be accounted for separately.

**F. State Subventions:** \$20,000 This budget amount is the same as the current year end projection. State sales and use tax, distributed on a per capita basis, is budgeted at the same level as the current year. The Vehicle License Fee (VLF) amount has been adjusted to reflect the Governor's budget of a permanent reduction of the VLF rate from 2% to 0.65% (its current effective rate).

**G. Interest Earnings:** \$50,000 The interest earned is a direct result of the City's unappropriated General Fund balance in LAIF and the local money market account. The LAIF interest rate has dropped from 1.822% in March 2009 to 0.547% for March 2010.

## **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 \$484,230 (including Cal I.D.). The net expenditure from the General Fund in the amount of \$301,080 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:** \$65,000 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.

**C. Traffic Safety:** \$6,000 The amount recommended is based upon current year estimated receipts in traffic fine revenue.

**D. State Gas Tax:** \$61,000 The gas tax revenue accounts annual receipts are budgeted to stay the same as the current year end projection. **State Gas Tax Reserve Transfer and Interest Income:** Interest earned on the Gas Tax reserve balance is projected at \$1,000. The interest earnings and road impact fees will make up the difference between the annual State gas tax revenue received and the cost of the recommended street projects.

**E. Storm Drain Fees:** \$13,485 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. West Valley Sanitation District reimburses the City for the cost of storm drain maintenance.

## **SPECIAL DISTRICTS/ FUNDS**

**A. Post Office:** \$36,000 The Post Office is operated under contract with the U.S. Postal Service.

**B. Loma Serena Lighting District:** \$2,020 The budgeted amount is based upon estimates received from the County Controllers office.

**C. Rose/ Andrews Lighting District:** \$1,215 The budgeted amount is based upon the annual levy set by the City Engineer.

# Budget Expenditures

*Fiscal Year 2010-2011*

## GENERAL OPERATING BUDGET

### SUMMARY

The General Operating Budget represents all of the operating expenditures for City services. The fiscal year 2010-11 total operating expenses are proposed to decrease by 4% from FY 2009-10 year end estimates. The total budget proposed for fiscal year 2010-11 is \$2,119,440 including law enforcement services.

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 increase from the FY 2009-10 year end projections to \$69,944.

**425 - Retainer:** \$59,444 This amount is budgeted including a 2% COLA increase over the current fiscal year.

**427 - Code Enforcement/Litigation:** \$10,000 This budgeted amount is used for litigation activity.

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

**435 - Meetings & Travel:** \$500 This expense is allocated for the annual League of California Cities City Attorney conference.

#### B. CITY AUDIT

The total is recommended at \$30,100 in FY 2010-11.

**470 - Audit:** \$26,000 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:** \$2,500 This amount is recommended to pay the cost of various bank fees including new check processing fees and credit card activity.

**472 - Gas Tax Audit:** \$1,600 Recommended for the costs of State review and audit of Gas Tax accounting records.

## C. GENERAL GOVERNMENT

The total recommended for general government services and supplies is \$217,195. This amount is a decrease of 31% from FY 2009-10 year end projections. The decrease does not include the re-distribution of the COPS Grant money from the General Fund to the Law Enforcement Fund. This budget does not include any major professional services projects.

**505 - Council Travel, Meetings and Protocol:** \$20,000 Recommended at the same level as the current fiscal year end projection to allow for various City Council and Youth Commission activities.

**508 – Councilmember compensation:** \$20,000 is budgeted for the approved City Councilmember compensation benefit.

**510 - Council Self Paid Benefit:** \$12,252 this amount represents no cost to the City and allows Councilmembers to purchase health insurance through the City's programs at the Councilmember's expense. The revenue to cover this cost is shown in revenue account 01-289.

**515 - Council Memberships:** \$7,930 This account is used to pay the City's membership in the Association of Bay Area Governments (ABAG), the League of California Cities (LCC), Santa Clara County Cities Association (SCCCA) and the National League of Cities.

**520 - Elections:** \$5,000 This budgeted amount is based on the estimates from the Registrar of Voters for the November 2, 2010 election of new Councilmembers.

**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:** \$11,000 This account is used to pay the cost of resident's participation in the Household Hazardous Waste (HHW) Program operated by Santa Clara County. Currently this program is used by only 6% of the Monte Sereno households. This budget amount also accounts for the expenses for the West Valley Solid Waste Management Program.

**535 - Professional Services:** \$17,356 This budgeted amount allows for the IT consultant, newsletter editing services and other various professional consultants.

**540- Insurance:** \$52,000 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:** \$20,000 This account provides for code enforcement contract services.

**550 - Community Assistance:** \$15,000 This anticipates City provided support to the Jazz on the Plazz (\$7,000), Los Gatos Community Concert Association (\$1,000), A Place for Teens (\$2,000), Joint Venture Silicon Valley (\$1,000), United Way 2-1-1-program

(\$500) and the community garage sale (\$1,000). The amount recommended would allow for continuing funding of those programs and the opportunity to honor new requests that arise during the year.

**555 - Emergency Services:** \$8,000 This amount is budgeted to cover the costs of the City's share of the Radio Interoperability Project. 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 .

**565 - Legal Ads:** \$300 This account is used to pay the publication costs of all legal advertising and recording fees.

**570 - General Plan Revision:** \$0 The general plan revision was completed in the current fiscal year.

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

**576 - Sales Tax:** \$100 This account is used to pay sales tax to the State of California on the amount collected for reproducing documents.

**585 - Animal Control:** \$25,757 Animal control, animal shelter and licensing services are provided to the City under the Silicon Valley Animal Control Authority. The amount recommended for 2010-11 is consistent with the Joint Powers Agreement for operating expenses.

#### **D. PERSONNEL**

Overall, personnel costs have increased by 4% over current year end projections. The proposed budget allows for a 2% COLA and appropriate step increases within the approved ranges as authorized by the City Manager.

**605 - Regular Full-time Employees:** \$634,454 The budgeted amount is recommended to cover the costs of employee salaries.

**610 - Overtime:** \$0 No amount for overtime is recommended based upon the practice of requiring employees to take compensatory leave in lieu of payment.

**615 - Part-time Employees:** \$24,994 The amount recommended provides for the continuation of the part-time administrative clerk and allows for a 2% COLA increase.

**620 - Long Term Disability:** \$7,392 The amount recommended provides for long term disability insurance for all permanent full-time employees.

**625 & 627 - Retirement:** \$162,161 The Public Employees Retirement System sets the City's rate based upon an actuarial study. This budget includes an allocation that would allow the City to consider a two-tier retirement program, in an effort to control future retirement expenses.

**630 - Health**; **Account 635 - Dental**; **Account 660 - Deferred Compensation**; and **Account 665 - Benefits Allowance**: \$81,975 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 2010-11.

**642 - Workers Compensation**: \$17,901 The workers compensation rate is recommended based upon the insurance carrier's actuarial study.

**645 - Social Security** \$44,033 and **Account 647 - Medicare**: \$10,298 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 expenses for services and supplies is budgeted at \$207,600.

**705 - Office Utilities**: \$7,100 This amount is based upon continuation of current services.

**710 - Office Supplies**: \$7,000 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 better track all postage expenses.

**715 - Office Equipment Maintenance**: \$5,000 Maintenance of the copier machine and phone system, the annual maintenance of the computer storage of City permits and other records and the annual maintenance on the City Hall alarm system. This account is also used for repair of all other office equipment such as the computer printer and fax machine.

**720 - Communications**: \$7,500 Telephone charges, Internet access charges, alarm monitoring charges, and cell phone charges are paid from this account.

**725 - Reproduction and Printing**: \$13,000. This account is used to pay the production costs of the City newsletter, reproduction costs of plans, and the printing of forms.

**740 - Meetings, Travel and Mileage Reimbursement**: \$20,000. 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**: \$6,000 This account is recommended to decrease slightly from the current year end estimate. It is also 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:** \$130,000 This account is utilized to provide engineering services for 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 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. (This revenue account includes revenues received from applicants for engineering plan checks).

**770 - Training:** \$4,000 The recommended amount is unchanged from the current fiscal year end projections for employee training. This account is used to pay for conference registration and course fees. Each staff person attends at least one professional training course during the year.

**999 - City Manager Revolving Account:** \$3,000 The amount recommended is decreased from the current fiscal year and is used at the discretion of the City Manager.

#### **F. EQUIPMENT AND IMPROVEMENTS**

**805 - Office:** \$2,000 This budget recommendation allows for the replacement of office furniture and equipment.

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

**811 - Computer/Software:** \$3,893 This budget amount will cover the costs of all necessary computer equipment and accessories including software updates.

**815 - Building:** \$2,000 This budget item allows for miscellaneous building and security improvements.

#### **LAW ENFORCEMENT BUDGET**

The amount recommended for contract police services, \$480,230, represents an increase of 2.4% over the current year. The payment to the County of Santa Clara for jail booking charges and the automated CAL-ID system is recommended in the amount of \$4,000. The total amount for Law Enforcement Services including CAL-ID is \$484,230 which will require a \$301,080 contribution from the general fund. No change to the current level of service is recommended.

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:** \$14,000 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:** \$0 There are no building or grounds construction scheduled for FY 2010-11.

### B. MAINTENANCE

**845 - Street Maintenance:** \$75,000 This budget amount allows for street maintenance work deemed necessary by the City Engineers and miscellaneous and unanticipated street repairs (i.e. pot holes and other road damage).

**850 - Storm Drain Maintenance:** \$5,000 This amount allows for annual and emergency maintenance to the storm drains.

**865 - Street Sweeping:** \$5,528 This amount is budgeted at the same level as FY 2009-10 and allows for the continuation of all City streets being swept, quarterly.

**870 - Traffic Safety:** \$20,000 The cost for street lighting on Winchester Blvd., Saratoga-Los Gatos Road, and one light on Daves Avenue total an estimated \$3,000. Also included in this account are routine replacement of street name signs and repainting of worn pavement markings. \$10,000 for any traffic safety improvements deemed necessary.

**875 - Congestion Management:** \$2,070 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 \$2,070 expenditure recommendation represents the City's designated share of costs for participation in the Santa Clara County Congestion Management agency.

### C. CONSTRUCTION

**901- Road Project Engineering and Design** \$0 there are no road projects scheduled for FY 2010-11.

**905 - Road Project:** \$0 there are no road projects scheduled for FY 2010-11.

**910 - Storm Drains:** \$0 there are no storm drain projects scheduled for FY 2010-11.

**915 - Traffic Safety:** \$0. there are no traffic safety projects scheduled for FY2010-11.

## **SPECIAL DISTRICT AND ENTERPRISE FUNDS**

### **A. POST OFFICE CONTRACT STATION**

Monte Sereno is one of only two cities in the greater Bay Area to operate a Post Office contract station within the City Hall, utilizing City staff. The Post Office operation is intended to be self-funding; the US Postal Service contract pays the City a flat rate revenue to cover the following expenses.

**580 - Post Office Expenses:** \$3,000 The amount for Post Office operating expenses such as postage meter rental and supplies based on the current expenses.

**606 - Payroll:** \$23,400 The Post Office is staffed with one part-time Postal Clerk position. The amount recommended in this account will cover employee salary and the same salary adjustment recommended for other hourly employees.

**615 - Payroll seasonal:** \$0 This position will be filled with the existing City staff when assistance is necessary.

**626 - PERS:** \$5,772 The amount budgeted for the retirement system is based upon rates established by the Public Employees Retirement System.

**646 & 648 - Medicare and Social Security:** \$1,789 The amounts recommended for Medicare and Social Security are defined by federal law.

### **B. LOMA SERENA LIGHTING DISTRICT**

**935** - The amount of \$2,100 is budgeted at the same level as the current fiscal year end estimate to pay the electric charges for the operation of street lights within the district boundaries.

### **C. ROSE/ ANDREWS LIGHTING DISTRICT**

**945** - \$1,200 No change is recommended in the amount budgeted 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  
2010/2011 FISCAL YEAR BUDGET**

**OPERATING BUDGET**

2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Year End Projection	2010/11 Budget
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<b>REVENUES</b>					
Property Tax	1,058,899	1,115,356	881,000	1,079,000	1,100,580
Real Property Trans.	56,584	39,124	40,000	40,000	40,800
License and Permits	589,349	625,141	506,100	410,140	399,830
Franchise Tax	183,767	196,608	187,000	187,422	190,128
Miscellaneous	146,601	94,582	36,852	151,452	34,952
State Collected Tax	36,123	39,429	17,000	20,000	20,000
Law Enforce. Tax (Rstrt)	181,320	181,318	183,500	183,150	283,150
Interest from the Gen Fund Reserve	239,153	122,452	175,000	50,000	50,000
Transfer from E.F. Reserve	0	0	95,181	81,963	0
<b>TOTALS</b>	<b>2,491,796</b>	<b>2,414,010</b>	<b>2,121,633</b>	<b>2,203,127</b>	<b>2,119,440</b>
<b>EXPENSES</b>					
City Attorney	96,390	102,467	79,278	68,778	69,944
City Audit	24,093	27,505	27,500	29,100	30,100
General Government	361,252	342,829	278,872	385,431	217,195
Personnel	869,447	916,929	944,555	944,555	983,208
Administrative	368,936	372,890	238,000	227,651	207,600
Equipment & Building Maintenance	95,884	46,429	53,200	51,000	22,093
Police Services	416,920	465,161	500,228	496,612	584,230
<b>SUBTOTAL OPERATING EXPENSES</b>	<b>2,232,922</b>	<b>2,274,210</b>	<b>2,121,633</b>	<b>2,203,127</b>	<b>2,114,370</b>
Add into General Fund Reserve	258,874	139,800	0	0	5,070
<b>TOTALS</b>	<b>2,491,796</b>	<b>2,414,010</b>	<b>2,121,633</b>	<b>2,203,127</b>	<b>2,119,440</b>

**CAPITAL BUDGET**

2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Year End Projection	2010/11 Budget
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<b>REVENUES</b>					
Traffic Safety+ Road Impact fees	441,395	338,809	194,000	172,043	71,000
Gas Tax + Interest + Transfer	82,209	60,758	150,000	61,000	61,000
Storm Drain + Transfer	18,358	26,993	62,485	13,485	13,485
Special Districts	39,132	39,032	38,935	39,235	39,235
<b>TOTALS</b>	<b>581,094</b>	<b>465,592</b>	<b>445,420</b>	<b>285,763</b>	<b>184,720</b>
<b>EXPENSES</b>					
Maintenance	479,420	173,628	180,598	85,598	107,598
Construction	8,274	180,446	210,000	157,982	0
Special Districts	39,682	30,573	31,717	31,414	37,261
<b>SUBTOTAL</b>	<b>527,376</b>	<b>384,647</b>	<b>422,315</b>	<b>274,994</b>	<b>144,859</b>
Interest allocation to Restrict Fund	53,718	80,945	23,105	10,769	39,861
<b>TOTALS</b>	<b>581,094</b>	<b>465,592</b>	<b>445,420</b>	<b>285,763</b>	<b>184,720</b>

**CITY OF MONTE SERENO  
2010/2011 FISCAL YEAR BUDGET**

**REVENUE SUMMARY**

	2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Year End Projection	2010/11 Budget
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I. Unrestricted Revenue and Interest	2,310,476	2,232,692	1,842,952	1,938,014	1,836,290
II. Restricted Revenue and Interest	723,282	607,878	454,985	429,678	428,635
III. Special District Funds Revenue	39,132	39,032	38,935	39,235	39,235
IV. Transfer from Restricted Reserve	0	0	135,000		0
V. Transfer from Economic Fluctuation Reserve	0	0	95,181	81,963	0
<b>SUBTOTAL</b>	<b>3,072,890</b>	<b>2,879,602</b>	<b>2,567,053</b>	<b>2,488,890</b>	<b>2,304,160</b>
Deduct Alloc. to "Reserve"	312,592	220,745	23,105	10,769	44,931
<b>TOTAL REVENUE AVAIL.</b>	<b>2,760,298</b>	<b>2,658,857</b>	<b>2,543,948</b>	<b>2,478,121</b>	<b>2,259,229</b>

**EXPENDITURE SUMMARY**

	2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Year End Projection	2010/11 Budget
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I. Operating	2,232,922	2,274,210	2,121,633	2,203,127	2,114,370
II. Addition to General Fund Reserve	258,874	139,800	0	0	5,070
III. Capital Improvements	487,694	354,074	390,598	243,580	107,598
IV. Special Districts	39,682	30,573	31,717	31,414	37,261
V. Addition to Restricted Fund Reserve	53,718	80,945	23,105	10,769	39,861
<b>TOTAL</b>	<b>3,072,890</b>	<b>2,879,602</b>	<b>2,567,053</b>	<b>2,488,890</b>	<b>2,304,160</b>

**CITY OF MONTE SERENO  
2010/2011 FISCAL YEAR BUDGET**

**I. GENERAL UNRESTRICTED**

FUND ACCT	2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Year End Projection	2010/11 Budget
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A. Property Tax						
Secured	01-202	964,753	1,025,522	811,000	1,000,000	1,020,000
Unsecured	01-204	52,838	58,481	52,000	59,000	60,180
Homeowners Exemption	01-210	5,533	5,496	3,000	5,000	5,100
Supplemental Prop Tax/SB813	01-214	35,775	25,857	15,000	15,000	15,300
TOTAL		1,058,899	1,115,356	881,000	1,079,000	1,100,580

B. Real Prop Trans	01-222	56,584	39,124	40,000	40,000	40,800
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C. License & Permits						
Business Lic.	01-232	46,920	46,850	39,000	40,140	37,830
Construction Tax	01-234	30,900	40,439	36,000	20,000	19,000
Construction Permits	01-236	375,727	380,364	315,000	275,000	266,750
Grading Permits	01-237	36,150	43,428	38,700	15,000	14,250
Subdivision Fee	01-240	0	18,330	0	0	5,000
Zoning Fees	01-242	89,823	88,955	72,000	50,000	50,000
Encroachments	01-244	9,829	6,775	5,400	10,000	7,000
TOTAL		589,349	625,141	506,100	410,140	399,830

D. Franchise Tax						
Gas	01-262	14,780	17,310	17,000	17,000	17,000
Electricity	01-263	37,986	41,068	41,000	41,000	41,000
Water	01-264	16,011	16,621	16,000	16,422	16,422
Solid Waste/Recycle	01-266	77,963	78,840	82,000	82,000	84,706
Cable TV	01-268	37,027	42,769	31,000	31,000	31,000
TOTAL		183,767	196,608	187,000	187,422	190,128
Interest-General Fund	01-282	239,153	122,452	175,000	50,000	50,000

E. Miscellaneous						
Merchant Credit service fee	01-286	0	595	600	1000	1,000
AB939 (recycle incentive)	01-287	1,348	1,622	1,300	1,500	1,500
AVASA Abandoned Vehicle	01-288	2,172	1,831	1,500	2,000	2,000
Council self paid benefit	01-289	11,304	11,674	11,652	12,252	12,252
Insurance rebates	01-290	4,959	8,474	6,000	4,600	4,600
Microfilm Fee	01-291	6,722	6,126	5,000	5,000	5,000
Miscellaneous	01-292	103,176	56,996	2,000	124,000	2,000
Alarm Soundings	01-293	3,150	1,300	2,000	500	1,000
Reimb. Publication	01-294	719	1,169	800	600	600
Debt Collection	01-295	13,051	4,795	6,000	1,000	5,000
TOTAL		146,601	94,582	36,852	151,452	34,952

**CITY OF MONTE SERENO  
2010/2011 FISCAL YEAR BUDGET**

(CONT.)

FUND ACCT	2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Year End Projection	2010/11 Budget
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**I. GENERAL UNRESTRICTED**

F. State Subventions						
Sales/Use Tax incl. 1/2%	01-296	15,918	9,144	7,000	10,000	10,000
Motor Vehicle Lic fees	01-300	15,205	10,285	10,000	10,000	10,000
Off Highway	01-301	0	0	0	0	0
Miscellaneous State/County	01-305	5,000	20,000	0		
TOTAL		36,123	39,429	17,000	20,000	20,000
GENRL. UNRESTR. TOTAL		2,310,476	2,232,692	1,842,952	1,938,014	1,836,290

**II. RESTRICTED REVENUES**

A. Law Enforcement Tax		03-316	181,320	181,318	183,500	183,150	183,150
COPS Grant		03-318					100,000
TOTAL			181,320	181,318	183,500	183,150	283,150
B. Road Impact Fees		01-246	35,941	111,270	100,000	75,000	65,000
TOTAL			35,941	111,270	100,000	75,000	65,000
C. Traffic Safety Bails & Fines		05-322	5,454	4,469	4,000	6,000	6,000
Misc Traffic Safety( ARRA)		05-323	400,000	23,070	90,000	91,043	0
Traffic safety transfer		05-025	0	200,000	0	0	0
TOTAL			405,454	227,539	94,000	97,043	6,000
D. Gas Tax Revenue							
Gas Tax 2107/2106/2105	12-328	68,476	57,162	60,000	60,000	60,000	
Gas Tax Eng	15-330	0	0	0	0	0	
Gas Tax Interest	12-332	13,733	3,596	5,000	1,000	1,000	
Gas Tax Reserve Transfer	12-025	0	0	85,000	0	0	
TOTAL		82,209	60,758	150,000	61,000	61,000	

E. Storm Drain							
Storm Drain Devel. Fees	25-352	5,664	16,755	5,000	4,000	4,000	
Nonpoint Source Prog Rent	25-353	4,485	4,140	4,485	4,485	4,485	
Drain maintenance reimbursement	25-354	8,209	6,098	3,000	5,000	5,000	
Storm Drain Fund Transfer	25-025	0	0	50,000	0	0	
TOTAL		18,358	26,993	62,485	13,485	13,485	
RESTRICTED FUNDS TOTAL			723,282	607,878	589,985	429,678	428,635

**CITY OF MONTE SERENO  
2010/2011 FISCAL YEAR BUDGET**

FUND ACCT	2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Year End Projection	2010/11 Budget
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<b>III. SPECIAL DISTRICT/ FUNDS</b>						
A. Post Office						
Post Office Revenue	06-270	36,000	36,000	36,000	36,000	36,000
SUBTOTAL		36,000	36,000	36,000	36,000	36,000

B. Loma Serena						
Secured	40-366	1,715	1,633	1,500	1,800	1,800
Unsecured	40-368	132	135	150	150	150
Homeowners Exempt	40-370	0	13	0	0	0
BIPTR/SB813	40-378	82	49	70	70	70
SUBTOTAL		1,929	1,830	1,720	2,020	2,020

C. Rose/Andrews Lighting						
Secured	50-402	1,203	1,202	1,215	1,215	1,215
Delinquent	50-405	0	0	0	0	0
SUBTOTAL		1,203	1,202	1,215	1,215	1,215
<b>SPEC DIST FUNDS TOTAL</b>		<b>39,132</b>	<b>39,032</b>	<b>38,935</b>	<b>39,235</b>	<b>39,235</b>

**CITY OF MONTE SERENO  
2010/2011 FISCAL YEAR BUDGET**

**I. GENERAL OPERATING  
Budget**

FUND ACCT	2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Year End Projection	2010/11 Budget
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A. City Attorney						
Retainer	01-425	57,135	57,136	58,278	58,278	59,444
Code Enforce/Litigation	01-427	39,255	44,424	20,000	10,000	10,000
Special Projects	01-428	0	0	0	0	0
Mtg, Trv, Prot.	01-435	0	907	1,000	500	500
TOTAL		96,390	102,467	79,278	68,778	69,944

B. City Audit						
Audit	01-470	20,500	24,107	24,000	25,000	26,000
Accounting Asst.	01-472	0	0	0	0	0
Gas Tax Audit	12-472	1,693	1,614	1,500	1,600	1,600
Miscellaneous	01-480	1,900	1,784	2,000	2,500	2,500
TOTAL		24,093	27,505	27,500	29,100	30,100

C. General Government						
Council Trvl, Mtgs. & Protocol	01-505	22,513	12,544	25,000	20,000	20,000
Council compensation	01-508	0	0	20,000	20,000	20,000
Council self paid benefits	01-510	9,478	11,664	11,652	11,000	12,252
Council Membership	01-515	7,239	7,284	7,300	7,930	7,930
Elections	01-520	0	4,693	0	0	5,000
City Code Revisions/Updates	01-521	1,904	1,783	2,000	2,000	2,000
Environmental Svcs	01-522	9,980	12,785	12,700	11,000	11,000
Professional Services	01-535	9,875	66,704	59,000	59,000	17,356
Insurance	01-540	51,536	50,940	58,000	52,383	52,000
Code Enforcement	01-545	30,343	38,453	30,000	29,000	20,000
Community Assist.	01-550	8,600	12,557	15,000	12,000	15,000
Emergency Svcs	01-555	504	27,499	8,000	8,333	8,000
Newspaper Ads/Recorder fees	01-565	288	365	400	300	300
General Plan Revise	01-570	80,657	7,890	0	0	0
Misc/Refunds	01-575	100,179	58,825	500	123,165	500
Sales Tax	01-576	82	55	100	100	100
Animal Control	01-585	28,074	28,788	29,220	29,220	25,757
TOTAL		361,252	342,829	278,872	385,431	217,195

**CITY OF MONTE SERENO  
2010/2011 FISCAL YEAR BUDGET**

FUND ACCT	2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Year End Projection	2010/11 Budget
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<b>D. Personnel</b>						
Reg Full Time	01-605	569,888	611,927	630,303	630,303	634,454
Overtime	01-610	0	0	0	0	0
Part Time	01-615	25,168	25,917	26,255	26,255	24,994
Ltdi Lif Ins	01-620	7,509	8,406	8,000	8,000	7,392
Rtrmnt Employer	01-625	77,969	83,030	83,094	83,094	116,000
Rtrmnt Employee	01-627	41,513	44,649	45,960	45,960	46,161
Health Insurance	01-630	24,754	31,993	32,932	32,932	43,623
Dental Insurance	01-635	6,777	6,777	6,777	6,777	6,777
Workers Comp	01-642	16,740	17,303	17,674	17,674	17,901
Social Security	01-645	35,058	36,475	44,308	44,308	44,033
Medicare	01-647	9,598	10,112	10,362	10,362	10,298
Unemployment	01-650	6,773	0	0	0	0
Tuition Reimb	01-655	0	0	0	0	0
Deferred Compensation	01-660	22,102	18,661	18,163	18,163	14,931
Benefits Allowance	01-665	25,598	21,679	20,727	20,727	16,644
TOTAL		869,447	916,929	944,555	944,555	983,208
<b>E. Administration</b>						
Office Utilities	01-705	7,202	7,339	7,100	7,100	7,100
Office Supplies	01-710	8,989	6,220	8,000	8,000	7,000
Postage	01-711	7,222	7,280	7,000	4,500	5,000
Office Equipment Maintenance	01-715	6,335	7,989	6,500	5,000	5,000
Communications	01-720	10,193	9,536	8,200	7,500	7,500
Reproduction/Printing	01-725	14,195	13,256	15,000	15,000	13,000
Mtgs/Travel/Mileage reimburse	01-740	21,652	21,982	19,000	20,000	20,000
Pubs/Books/Memberships	01-745	6,172	5,203	6,200	6,000	6,000
Contract Services	01-765	282,162	287,838	150,000	150,000	130,000
Training	01-770	2,892	5,698	6,000	4,000	4,000
Miscellaneous	01-775	0	0	0	0	0
City Manager Revolving Account	01-999	1,922	549	5,000	551	3,000
TOTAL		368,936	372,890	238,000	227,651	207,600
<b>F. Equipment/Improvements</b>						
Office	01-805	5,250	4,999	5,000	5,000	2,000
Field	01-810	0	0	200	0	200
Computers, Hard/Software	01-811	24,672	5,706	7,000	7,000	3,893
Building	01-815	3,322	3,137	5,000	5,000	2,000
TOTAL		33,244	13,842	17,200	17,000	8,093
<b>G. Police Services</b>						
Police Services	03-545	413,488	461,061	471,128	468,957	480,230
Booking and CAL-ID	03-546	3,432	4,100	4,100	3,666	4,000
Equipment	03-547	0		25,000	23,989	0
Disburse COPS Grant	03-548	0	0	0	0	100,000
TOTAL Law Enforcement		416,920	465,161	500,228	496,612	584,230
<b>TOTAL OPERATING BUDGET</b>		2,232,922	2,274,210	2,121,633	2,203,127	2,114,370

**CITY OF MONTE SERENO  
2010/2011 FISCAL YEAR BUDGET**

**II. CAPITAL IMPROVEMENT  
Budget**

FUND ACCT	2007/08 Actual	2008/09 Actual	2009/10 Budget	2009/10 Year End Projection	2010/11 Budget
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<b>A. Facilities Maintenance</b>						
Building and Grounds Maint	01-860	16,273	14,473	16,000	14,000	14,000
Building and Grounds Const	01-920	46,367	18,114	20,000	20,000	0
<b>SUBTOTAL FACILITIES MAINTENANCE</b>		<b>62,640</b>	<b>32,587</b>	<b>36,000</b>	<b>34,000</b>	<b>14,000</b>
<b>B. Maintenance</b>						
Streets Maint. & Repair	12-845	439,028	142,302	150,000	50,000	75,000
Storm Drain Maintenance	25-850	8,628	6,098	3,000	5,000	5,000
Nonpoint Admin	25-805	0	0	0	0	0
Street Sweeping	12-865	4,356	5,325	5,528	5,528	5,528
Traffic Safety	05-870	25,408	17,833	20,000	23,000	20,000
Congestion Management	12-875	2,000	2,070	2,070	2,070	2,070
<b>SUBTOTAL MAINTENANCE</b>		<b>479,420</b>	<b>173,628</b>	<b>180,598</b>	<b>85,598</b>	<b>107,598</b>
<b>C. Construction</b>						
Road Project Eng/Design	01-901	0	0	60,000	0	0
Road Project	01-905	0	24,850	0	0	0
Road Project	12-905	8,274	155,596	100,000	107,982	0
Storm Drains	25-910	0	0	50,000	50,000	0
Traffic Safety	05-915	0	0	0	0	0
<b>SUBTOTAL CONSTRUCTION</b>		<b>8,274</b>	<b>180,446</b>	<b>210,000</b>	<b>157,982</b>	<b>0</b>
<b>TOTALS</b>		<b>487,694</b>	<b>354,074</b>	<b>390,598</b>	<b>243,580</b>	<b>107,598</b>

**||III. SPECIAL DIST. ACCOUNTS**

<b>A. Post Office Expenses</b>						
Payroll	06-606	18,273	18,584	19,178	19,000	23,400
Payroll part-time	06-615	0	0	0	0	0
PERS	06-626	3,681	3,737	3,770	3,645	5,772
Soc Sec	06-646	1,132	1,152	1,190	1,190	1,450
Medicare	06-648	264	269	279	279	339
Ben Allow	06-666	0	0	0	0	0
<b>SUBTOTAL POST OFFICE</b>		<b>36,095</b>	<b>27,150</b>	<b>28,417</b>	<b>28,114</b>	<b>33,961</b>
<b>B. Loma Serena Ltg</b>						
	40-935	2,387	2,257	2,100	2,100	2,100
<b>C. Rose/Andrews</b>						
	50-945	1,200	1,166	1,200	1,200	1,200
<b>TOTAL SPEC DISTRICTS</b>		<b>39,682</b>	<b>30,573</b>	<b>31,717</b>	<b>31,414</b>	<b>37,261</b>

**RESOLUTION NO. 3413**  
**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 2010-2011 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 2010-11; 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 \$ 2,119,440 and the total amount of the capital budget for all funds is \$184,720 for a total Budget of \$2,304,160.

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 2010-11.

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 1st day of June 2010.

AYES: Councilmembers Anstandig, Garner, Wright, Malloy, Mayor Perry

NOES: None

ABSTAIN: None

ABSENT: None

BY: \_\_\_\_\_  
Don Perry, Mayor

ATTEST:

\_\_\_\_\_  
Andrea M. Chelemengos, City Clerk