

# CITY OF MONTE SERENO

## 2012-2013 BUDGET



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## **Reserve funds**

*Fiscal Year 2012-2013*

### **SUMMARY**

The General Fund Reserve balance as of March 31, 2012 was \$5,997,902. The General Fund Reserve is comprised of the following designations. Undesignated Reserve \$1,797,902, 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, 2012 was \$6,075,802, which shows growth of \$225,912 over the March 31, 2011 balance. These assets are invested in the State of California, Local Agency Investment Fund (LAIF). In the 2012-13 fiscal year it is estimated that the invested reserve funds will generate \$25,200 of interest income.

# Budget Revenues

*Fiscal Year 2012-2013*

## GENERAL FUND UNRESTRICTED REVENUE

### **SUMMARY**

For the 2012-13 fiscal year, total operating revenue is recommended at \$2,255,116, which amounts to a increase of 4% from the current year end projections. The major budget categories are described below.

**A. Property Tax:** \$1,137,608 The amount for FY 2012-13 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:** \$40,000 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:** \$ 471,000 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 rate as the current year end estimate. Subdivision fees are anticipated to be \$53,000 for FY 2012-13.

**D. Franchise Tax:** \$211,000 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:** \$16,300 The total miscellaneous revenue is budgeted at a decrease from the 2010-11 receipts. This decrease is attributed primarily to the Council self paid health insurance account (01-289) not necessary in FY 2012-13. 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 2011-12. 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. Horticultural/Arborist Services account (01-284) have been added for the FY2012-13, to accommodate the new planning procedure that requires this service.

**F. State Subventions:** \$24,000 This budget amount is nearly 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 end projection.

**G. Interest Earnings:** \$25,000 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 continued to drop.

## **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 \$514,384 (including Cal I.D.). The net expenditure from the General Fund in the amount of \$331,234 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:** \$70,000 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:** \$13,000, this amount has shown a steady increase over the past several fiscal years.

**D. State Gas Tax:** \$85,200 The gas tax revenue accounts annual receipts are budgeted to stay the same as the current year end projection. 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:** \$28,940 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. Starting in the 2012-13 FY the West Valley Sanitation District will be distributing the storm drain assessment money it collects to the City to cover administrative and storm drain maintenance costs. That amount is anticipated to be \$20,000.

## **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:** \$1,975 The budgeted amount is based upon current year end projections.

**C. Rose/ Andrews Lighting District:** \$2,754 The budgeted amount is based upon the annual levy set by the City Engineer.

# Budget Expenditures

*Fiscal Year 2012-2013*

## GENERAL OPERATING BUDGET

### SUMMARY

The General Operating Budget represents all of the operating expenditures for City services. The fiscal year 2012-13 total operating expenses are proposed to increase by 4% from FY 2011-12 year end estimates. This increase is due largely to the anticipated increase in legal services for fiscal year 2012-13. The total budget proposed for fiscal year 2012-13 is \$2,255,116 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 2011-12 year end projections to \$162,025.

**425 - Retainer:** \$61,525 This budgeted amount allows for a 3.5% cola adjustment for FY2012-13.

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

#### B. CITY AUDIT

The total is recommended at \$33,600 in FY 2012-13.

**470 - Audit:** \$28,000 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:** \$4,000 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 \$232,424. This amount is a decrease from FY 2011-12 year end projections. This budget includes \$30,000 for environmental review for the General Plan amendment and \$13,470 for the November 2012 election.

**505 - Council Travel, Meetings and Protocol:** \$10,000 Recommended at an increased level from the current fiscal year end projection to allow for various City Council and various Commission activities.

**508 – Councilmember compensation:** \$7,200 is budgeted for 6 months of the approved City Councilmember compensation benefit, set to expire after December 2012.

**515 - Council Memberships:** \$7,400 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:** \$13,470 is budget for the November 2012 election per the Registrar of Voters estimates.

**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:** \$15,000 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:** \$17,000 This budgeted amount allows for the IT consultant, newsletter editing services and other various professional consultants.

**540- Insurance:** \$64,869 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:** \$14,000 This account provides for code enforcement contract services.

**550 - Community Assistance:** \$15,000 This anticipates City provided support to the Jazz on the Plazz (\$10,000), Los Gatos Community Concert Association (\$1,000) and Joint Venture Silicon Valley (\$1,000).

**555 - Emergency Services:** \$11,035 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:** \$200 This account is used to pay the publication costs of all legal advertising and recording fees.

**570 - General Plan Revision:** \$30,000 This budgeted amount is for the required environmental study for an amendment to the general plan.

**575 - Miscellaneous:** \$200 This account is used to refund fees approved by the City Council.

**576 - Sales Tax:** \$50 This account is used to pay sales tax to the State of California on the amount collected for reproducing documents.

**585 - Animal Control:** \$21,000 Animal control, animal shelter and licensing services are provided to the City under the Silicon Valley Animal Control Authority. The amount recommended for 2012-13 is consistent with the Joint Powers Agreement for operating expenses.

#### **D. PERSONNEL**

Overall, personnel costs have increased by 2.4% over current year end projections. This draft budget proposes a 3.5% cola adjustment to salaries in FY2012-13.

**605 - Regular Full-time Employees:** \$653,783 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:** \$25,870 The amount recommended provides for the continuation of the part-time administrative clerk.

**620 - Long Term Disability:** \$9.804 The amount recommended provides for long term disability insurance for all permanent full-time employees.

**625 & 627 - Retirement:** \$143,406 The Public Employees Retirement System sets the City's rate based upon an actuarial study.

**630 - Health; Account 635 - Dental; Account 660 - Deferred Compensation; and Account 665 - Benefits Allowance:** \$75,520 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 2012-13.

**642 - Workers Compensation:** \$19,100 The workers compensation rate is recommended based upon the insurance carrier's actuarial study.

**645 - Social Security** \$46,000 and **Account 647 - Medicare:** \$11,000 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 \$207,000.

**705 - Office Utilities:** \$8,000 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. This account is also used for repair of all other office equipment such as the computer printer and fax machine.

**720 - Communications:** \$8,000 Telephone charges, Internet access charges, alarm monitoring charges, and cell phone charges are paid from this account.

**725 - Reproduction and Printing:** \$10,000. 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:** \$7,000 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:** \$129,000 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.

**885 – Horticultural/Arborist Services:** \$1,000 This account is added for FY 2012-13 to disburse monies collect from applicants to pay Arborists directly for reports and services provided to the City Council.

**999 - City Manager Revolving Account:** \$3,000 The amount recommended is the same as the FY2011-12 budgeted amount 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:** \$4,000 This budget amount will cover the costs of all necessary computer equipment and accessories including software updates.

**815 - Building:** \$7,000 This budget item allows for interior painting and miscellaneous building and security improvements.

## **LAW ENFORCEMENT BUDGET**

The amount recommended for contract police services, \$513,884, represents an increase of 4.5% 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 \$500. The total amount for Law Enforcement Services including CAL-ID is \$514,384, which will require a \$331,234 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:** \$12,000 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 2012-13.

## **B. MAINTENANCE**

**845 - Street Maintenance:** \$140,000 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).

**805 - WV Clean Water Program Administration:** \$10,000 This budgeted amount provides for the continuation of the City's participation in the West Valley Clean Water Program .

**850 - Storm Drain Maintenance:** \$10,000 This amount allows for annual and emergency maintenance to the storm drains.

**865 - Street Sweeping:** \$7,804 This amount is budgeted at the same level as current year end projection 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. \$15,000 for any traffic safety improvements deemed necessary.

**875 - 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.

## **C. CONSTRUCTION**

**901- Road Project Engineering and Design** \$0 there are no road projects scheduled for FY 2012-13.

**905 -Road Project:** \$0 there are no road projects scheduled for FY 2012-13.

**910 - Storm Drains:** \$0 there are no storm drain projects scheduled for FY 2012-13.

**915 - Traffic Safety:** \$0. there are no traffic safety projects scheduled for FY2012-13.

## **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:** \$24,219 The Post Office is staffed with one part-time Postal Clerk position. The amount recommended in this account will cover employee wages including any cola adjustment provided to all other employees.

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

**626 - PERS:** \$5,110 The amount budgeted for the retirement system is based upon rates established by the Public Employees Retirement System.

**646 & 648 - Medicare and Social Security:** \$1,852 The amounts recommended for Medicare and Social Security are defined by federal law.

**B. LOMA SERENA LIGHTING DISTRICT**

**935** - The amount of \$2,275 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** - \$2,754. 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  
2012/2013 FISCAL YEAR BUDGET**

**OPERATING BUDGET**

2009/10 Actual	2010/11 Actual	2011/12 Budget	2011/12 Year End Projection	2012/13 Budget
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REVENUES					
Property Tax	1,120,477	1,095,929	1,117,920	1,116,500	1,137,608
Real Property Trans.	50,559	41,692	40,000	35,000	40,000
License and Permits	373,459	529,284	402,000	418,000	471,000
Franchise Tax	205,461	232,767	191,958	213,787	211,000
Miscellaneous	172,408	28,965	14,600	29,847	16,300
State Collected Tax	21,834	32,597	25,000	46,000	24,000
Law Enforce. Tax (Rstrt)	181,318	281,318	283,150	283,150	283,150
Interest from the Gen Fund Reserve	38,614	28,643	36,000	25,000	25,000
Transfer from Reserve	95,181	0	0	0	47,058
<b>TOTALS</b>	<b>2,259,311</b>	<b>2,271,195</b>	<b>2,110,628</b>	<b>2,167,284</b>	<b>2,255,116</b>
EXPENSES					
City Attorney	65,350	80,221	69,944	65,444	162,025
City Audit	29,156	29,848	31,100	31,600	33,600
General Government	424,526	207,926	190,607	258,737	228,424
Personnel	923,508	944,969	961,013	961,719	984,483
Administrative	286,589	243,653	212,600	224,700	207,000
Equipment & Building Maintenance	30,742	25,052	20,200	20,000	25,200
Police Services	496,610	580,276	595,755	591,802	614,384
<b>SUBTOTAL OPERATING EXPENSES</b>	<b>2,256,481</b>	<b>2,111,945</b>	<b>2,081,219</b>	<b>2,154,002</b>	<b>2,255,116</b>
Add into General Fund Reserve	2,830	159,250	29,409	13,282	0
<b>TOTALS</b>	<b>2,259,311</b>	<b>2,271,195</b>	<b>2,110,628</b>	<b>2,167,284</b>	<b>2,255,116</b>

**CAPITAL BUDGET**

2009/10 Actual	2010/11 Actual	2011/12 Budget	2011/12 Year End Projection	2012/13 Budget
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REVENUES					
Traffic Safety+ Road Impact fees	198,837	107,783	77,000	83,000	83,000
Gas Tax + Interest + Transfer	149,375	91,371	70,656	85,200	85,200
Storm Drain + Transfer	12,659	17,274	13,740	13,740	28,940
Special Districts	38,955	38,283	38,859	39,165	40,729
<b>TOTALS</b>	<b>399,826</b>	<b>254,711</b>	<b>200,255</b>	<b>221,105</b>	<b>237,869</b>
EXPENSES					
Maintenance	152,764	42,689	105,404	105,404	189,804
Construction	127,360	0	0	0	0
Special Districts	32,016	36,683	36,499	36,304	39,210
<b>SUBTOTAL</b>	<b>312,140</b>	<b>79,372</b>	<b>141,903</b>	<b>141,708</b>	<b>229,014</b>
Add into Restrict Fund Reserve	87,686	175,339	58,352	79,397	8,855
<b>TOTALS</b>	<b>399,826</b>	<b>254,711</b>	<b>200,255</b>	<b>221,105</b>	<b>237,869</b>

**CITY OF MONTE SERENO  
2012/2013 FISCAL YEAR BUDGET**

**REVENUE SUMMARY**

	2009/10 Actual	2010/11 Actual	2011/12 Budget	2011/12 Year End Projection	2012/13 Budget
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I. Unrestricted Revenue and Interest	1,982,812	1,989,877	1,827,478	1,884,134	1,924,908
II. Restricted Revenue and Interest	457,189	497,746	444,546	465,090	480,290
III. Special District Funds Revenue	38,955	38,283	38,859	39,165	40,729
IV. Transfer from Restricted Reserve	85,000	0	0	0	0
V. Transfer from General Fund Reserve	95,181	0	0	0	47,058
<b>SUBTOTAL</b>	<b>2,659,137</b>	<b>2,525,906</b>	<b>2,310,883</b>	<b>2,388,389</b>	<b>2,492,985</b>
Deduct Alloc. to "Reserve"	90,516	334,589	87,761	92,679	8,855
<b>TOTAL REVENUE AVAIL.</b>	<b>2,568,621</b>	<b>2,191,317</b>	<b>2,223,122</b>	<b>2,295,710</b>	<b>2,484,130</b>

**EXPENDITURE SUMMARY**

	2009/10 Actual	2010/11 Actual	2011/12 Budget	2011/12 Year End Projection	2012/13 Budget
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I. Operating	2,256,481	2,111,945	2,081,219	2,154,002	2,255,116
II. Addition to General Fund Reserve	2,830	159,250	29,409	13,282	0
III. Capital Improvements	280,124	42,689	105,404	105,404	189,804
IV. Special Districts	32,016	36,683	36,499	36,304	39,210
V. Addition to Restricted Fund Reserve	87,686	175,339	58,352	79,397	8,855
<b>TOTAL</b>	<b>2,659,137</b>	<b>2,525,906</b>	<b>2,310,883</b>	<b>2,388,389</b>	<b>2,492,985</b>

**CITY OF MONTE SERENO  
2012/2013 FISCAL YEAR BUDGET**

**I. GENERAL UNRESTRICTED**

FUND ACCT	2009/10 Actual	2010/11 Actual	2011/12 Budget	2011/12 Year End Projection	2012/13 Budget
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A. Property Tax						
Secured	01-202	1,039,324	1,025,751	1,040,400	1,040,400	1,061,208
Unsecured	01-204	61,516	59,358	61,000	61,000	61,000
Homeowners Exemption	01-210	5,580	5,610	5,100	5,100	5,400
Supplemental Prop Tax/SB813	01-214	14,057	5,210	11,420	10,000	10,000
TOTAL		1,120,477	1,095,929	1,117,920	1,116,500	1,137,608

B. Real Prop Trans	01-222	50,559	41,692	40,000	35,000	40,000
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C. License & Permits						
Business Lic.	01-232	41,925	43,501	40,000	40,000	35,000
Construction Tax	01-234	17,095	41,486	20,000	25,000	20,000
Construction Permits	01-236	237,083	271,419	260,000	260,000	260,000
Grading Permits	01-237	24,796	29,165	20,000	35,000	35,000
Subdivision Fee	01-240	0	46,200	0	0	53,000
Zoning Fees	01-242	44,100	84,700	55,000	50,000	60,000
Encroachments	01-244	8,460	12,813	7,000	8,000	8,000
TOTAL		373,459	529,284	402,000	418,000	471,000

D. Franchise Tax						
Gas	01-262	13,224	13,864	13,864	15,254	15,000
Electricity	01-263	42,717	46,085	46,032	42,873	42,000
Water	01-264	16,422	16,356	16,356	17,984	17,000
Solid Waste/Recycle	01-266	81,851	97,933	84,706	93,676	93,000
Cable TV	01-268	51,247	58,529	31,000	44,000	44,000
TOTAL		205,461	232,767	191,958	213,787	211,000

Interest-General Fund	01-282	38,614	28,643	36,000	25,000	25,000
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E. Miscellaneous						
Horticultural/Arborist Service	01-284	0	0	0	0	1,000
Merchant Credit service fee	01-286	828	649	1,000	1,500	1,500
AB939 (recycle incentive)	01-287	1,414	1,676	1,200	1,200	1,200
AVASA Abandoned Vehicle	01-288	1,923	1,633	2,000	2,000	1,600
Council self paid benefit	01-289	10,031	7,420	0	15,347	0
Insurance rebates	01-290	2,609	2,995	3,000	3,000	3,000
Microfilm Fee	01-291	4,817	5,201	5,000	5,000	5,000
Miscellaneous	01-292	150,574	8,231	2,000	1,000	1,000
Alarm Soundings	01-293	0	900	800	800	800
Reimb. Publication	01-294	212	260	600	1,500	1,200
Debt Collection	01-295	0	0	0	0	0
TOTAL		172,408	28,965	14,600	29,847	16,300

**CITY OF MONTE SERENO  
2012/2013 FISCAL YEAR BUDGET**

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FUND ACCT	2009/10 Actual	2010/11 Actual	2011/12 Budget	2011/12 Year End Projection	2012/13 Budget
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**I. GENERAL UNRESTRICTED**

F. State Subventions						
Sales/Use Tax	01-296	11,146	10,079	10,000	9,000	9,000
Motor Vehicle Lic fees	01-300	10,688	7,986	10,000	12,000	10,000
Off Highway	01-301	0	0	0	0	0
Miscellaneous State/County	01-305	0	14,532	5,000	25,000	5,000
TOTAL		21,834	32,597	25,000	46,000	24,000
GENRL. UNRESTR. TOTAL		1,982,812	1,989,877	1,827,478	1,884,134	1,924,908

**II. RESTRICTED REVENUES**

A. Law Enforcement Tax		03-316	181,318	181,318	183,150	183,150	183,150
COPS Grant		03-318		100,000	100,000	100,000	100,000
TOTAL			181,318	281,318	283,150	283,150	283,150
B. Road Impact Fees		01-246	54,724	89,789	67,000	70,000	70,000
TOTAL			54,724	89,789	67,000	70,000	70,000
C. Traffic Safety Bails & Fines		05-322	9,976	17,994	10,000	13,000	13,000
Misc Traffic Safety( ARRA)		05-323	134,137	0	0	0	0
Traffic safety transfer		05-025	0	0	0	0	0
TOTAL			144,113	17,994	10,000	13,000	13,000
D. Gas Tax Revenue							
Gas Tax 2107/2106/2105	12-328	63,816	91,261	70,156	85,000	85,000	
Gas Tax Eng	15-330	0	0	0	0	0	
Gas Tax Interest	12-332	559	110	500	200	200	
Gas Tax Reserve Transfer	12-025	85,000	0	0	0	0	
TOTAL			149,375	91,371	70,656	85,200	85,200
E. Storm Drain							
Storm Drain Devel. Fees	25-352	3,254	7,470	4,000	4,000	4,800	
Nonpoint Source Prog Rent	25-353	4,140	4,140	4,140	4,140	4,140	
Drain Maintenance/ Administration	25-354	5,265	5,664	5,600	5,600	20,000	
Storm Drain Fund Transfer	25-025	0	0	0	0	0	
TOTAL			12,659	17,274	13,740	13,740	28,940
RESTRICTED FUNDS TOTAL			542,189	497,746	444,546	465,090	480,290

**CITY OF MONTE SERENO  
2012/2013 FISCAL YEAR BUDGET**

FUND ACCT	2009/10 Actual	2010/11 Actual	2011/12 Budget	2011/12 Year End Projection	2012/13 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
SUBTOTAL		36,000	36,000	36,000	36,000

B. Loma Serena					
Secured	40-366	1,571	1,731	1,800	1,800
Unsecured	40-368	143	131	150	150
Homeowners Exempt	40-370	12	13	7	25
BIPTR/SB813	40-378	27	8	0	0
SUBTOTAL		1,753	1,883	1,957	1,975

C. Rose/Andrews Lighting					
Secured	50-402	1,202	400	902	1,190
Delinquent	50-405	0	0	0	0
SUBTOTAL		1,202	400	902	1,190

<b>SPECIAL DIST FUNDS TOTAL</b>		<b>38,955</b>	<b>38,283</b>	<b>38,859</b>	<b>39,165</b>	<b>40,729</b>
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**CITY OF MONTE SERENO  
2012/2013 FISCAL YEAR BUDGET**

**I. GENERAL OPERATING  
Budget**

FUND ACCT	2009/10 Actual	2010/11 Actual	2011/12 Budget	2011/12 Year End Projection	2012/13 Budget
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A. City Attorney					
Retainer	01-425	58,278	59,444	59,444	61,525
Code Enforce/Litigation	01-427	6,072	20,777	10,000	100,000
Special Projects	01-428	0	0	0	0
Mtg, Trv, Prot.	01-435	1,000	0	500	500
TOTAL		65,350	80,221	69,944	162,025

B. City Audit					
Audit	01-470	25,000	25,700	27,000	28,000
Accounting Asst.	01-472	0	0	0	0
Gas Tax Audit	12-472	1,700	1,700	1,600	1,600
Miscellaneous	01-480	2,456	2,448	2,500	4,000
TOTAL		29,156	29,848	31,100	33,600

C. General Government					
Council Trvl, Mtgs. & Protocol	01-505	21,220	12,845	15,000	10,000
Council compensation	01-508	18,000	17,351	14,400	7,200
Council self paid benefits	01-510	10,031	7,691	0	0
Council Membership	01-515	7,930	7,341	7,400	7,400
Elections	01-520	0	11,251	0	13,470
City Code Revisions/Updates	01-521	1,557	2,747	2,500	2,000
Environmental Svcs	01-522	9,951	9,241	11,000	15,000
Professional Services	01-535	74,950	13,940	17,000	17,000
Insurance	01-540	52,383	53,964	54,000	64,869
Code Enforcement	01-545	33,595	20,949	18,000	14,000
Community Assist.	01-550	8,659	14,377	15,000	15,000
Emergency Svcs	01-555	8,333	10,031	10,000	11,035
Newspaper Ads/Recorder fees	01-565	432	133	300	200
General Plan Revise	01-570	0	0	0	30,000
Misc/Refunds	01-575	148,165	287	200	200
Sales Tax	01-576	100	21	50	50
Animal Control	01-585	29,220	25,757	25,757	21,000
TOTAL		424,526	207,926	190,607	228,424

**CITY OF MONTE SERENO  
2012/2013 FISCAL YEAR BUDGET**

		FUND ACCT	2009/10 Actual	2010/11 Actual	2011/12 Budget	2011/12 Year End Projection	2012/13 Budget
<b>D. Personnel</b>							
Reg Full Time	01-605		614,605	630,543	634,453	634,453	653,783
Overtime	01-610		0	0	0	0	0
Part Time	01-615		25,041	26,546	24,994	24,994	25,870
Ltdi Lif Ins	01-620		8,598	8,850	8,500	9,804	9,804
Rtrmnt Employer	01-625		80,938	84,893	92,982	92,982	95,831
Rtrmnt Employee	01-627		44,775	45,991	46,161	46,161	47,575
Health Insurance	01-630		37,835	40,052	36,337	31,074	27,708
Dental Insurance	01-635		7,002	7,518	8,457	8,542	8,542
Workers Comp	01-642		22,330	17,739	17,910	19,100	19,100
Social Security	01-645		37,863	38,945	44,339	44,339	46,000
Medicare	01-647		10,310	10,538	10,369	11,000	11,000
Unemployment	01-650		0	188	0	0	0
Deferred Compensation	01-660		15,091	12,242	17,187	17,747	17,747
Benefits Allowance	01-665		19,120	20,924	19,324	21,523	21,523
TOTAL			923,508	944,969	961,013	961,719	984,483
<b>E. Administration</b>							
Office Utilities	01-705		7,532	7,513	7,000	7,500	8,000
Office Supplies	01-710		8,197	7,360	7,000	7,000	7,000
Postage	01-711		6,122	4,911	5,000	5,000	5,000
Office Equipment Maintenance	01-715		5,117	8,928	8,600	5,000	5,000
Communications	01-720		7,624	7,871	12,000	7,800	8,000
Reproduction/Printing	01-725		11,655	7,236	10,000	10,000	10,000
Mtgs/Travel/Mileage reimbursement	01-740		21,968	22,906	20,000	20,000	20,000
Pubs/Books/Memberships	01-745		5,984	8,017	7,000	7,000	7,000
Contract Services	01-765		208,877	167,522	129,000	129,000	129,000
Training	01-770		2,895	0	4,000	4,000	4,000
Miscelleonous	01-775		0	0	0	20,000	0
Horticultural/Arborist Services	01-885		0	0	0	0	1,000
City Manager Revolving Account	01-999		618	1,389	3,000	2,400	3,000
TOTAL			286,589	243,653	212,600	224,700	207,000
<b>F. Equipment/Improvements</b>							
Office	01-805		4,718	0	2,000	2,000	2,000
Field	01-810		0	0	200	0	200
Computers, Hard/Software	01-811		3,599	2,573	4,000	4,000	4,000
Building	01-815		4,073	11,217	2,000	2,000	7,000
TOTAL			12,390	13,790	8,200	8,000	13,200
<b>G. Law Enforcement</b>							
Police Services	03-545		468,956	480,230	491,755	491,755	513,884
Booking and CAL-ID	03-546		3,665	46	4,000	47	500
Equipment	03-547		23,989	0	0	0	0
Disburse COPS Grant	03-548		0	100,000	100,000	100,000	100,000
TOTAL Law Enforcement			496,610	580,276	595,755	591,802	614,384
<b>TOTAL OPERATING BUDGET</b>			2,256,481	2,111,945	2,081,219	2,154,002	2,255,116

**CITY OF MONTE SERENO  
2012/2013 FISCAL YEAR BUDGET**

**II. CAPITAL IMPROVEMENT  
Budget**

FUND ACCT	2009/10 Actual	2010/11 Actual	2011/2012 Budget	2011/12 Year End Projection	2012/13 Budget
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<b>A. Facilities Maintenance</b>						
Building and Grounds Maint	01-860	14,040	11,262	12,000	12,000	12,000
Building and Grounds Const	01-920	4,312	0	0	0	0
<b>SUBTOTAL FACILITIES MAINTENANCE</b>		<b>18,352</b>	<b>11,262</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>

<b>B. Maintenance</b>						
Streets Maint. & Repair	12-845	114,890	13,192	75,000	75,000	140,000
Storm Drain Maintenance	25-850	5,265	5,664	5,600	5,600	10,000
Nonpoint Admin	25-805	0	0	0	0	10,000
Street Sweeping	12-865	6,301	7,462	7,804	7,804	7,804
Traffic Safety	05-870	24,238	14,374	15,000	15,000	20,000
Congestion Management	12-875	2,070	1,997	2,000	2,000	2,000
<b>SUBTOTAL MAINTENANCE</b>		<b>152,764</b>	<b>42,689</b>	<b>105,404</b>	<b>105,404</b>	<b>189,804</b>

<b>C. Construction</b>						
Road Project Eng/Design	01-901	0	0	0	0	0
Road Project	01-905	0	0	0	0	0
Road Project	12-905	107,982	0	0	0	0
Storm Drains	25-910	19,378	0	0	0	0
Traffic Safety	05-915	0	0	0	0	0
<b>SUBTOTAL CONSTRUCTION</b>		<b>127,360</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL MAINTENANCE &amp; CONSTRUCTION</b>		<b>280,124</b>	<b>42,689</b>	<b>105,404</b>	<b>105,404</b>	<b>189,804</b>

**III. SPECIAL DISTRICTS ACCOUNTS**

<b>A. Post Office Expenses</b>						
Payroll	06-580	4,230	3,948	3,000	3,000	3,000
Payroll part-time	06-606	19,206	22,785	23,400	23,400	24,219
	06-615	0	0	0	0	0
<b>PERS</b>						
Soc Sec	06-626	3,790	4,539	4,937	4,742	5,110
Medicare	06-646	1,190	1,185	1,450	1,450	1,501
Ben Allow	06-648	278	330	339	339	351
	06-666	0	0	0	0	
<b>SUBTOTAL POST OFFICE</b>		<b>28,694</b>	<b>32,787</b>	<b>33,126</b>	<b>32,931</b>	<b>34,181</b>
<b>B. Loma Serena Ltg</b>						
	40-935	2,259	2,085	2,275	2,275	2,275
<b>C. Rose/Andrews</b>						
	50-945	1,063	1,811	1,098	1,098	2,754
<b>TOTAL SPECIAL DISTRICTS</b>		<b>32,016</b>	<b>36,683</b>	<b>36,499</b>	<b>36,304</b>	<b>39,210</b>

**RESOLUTION NO. 3488**  
**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 2012-2013 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 2012-13; 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 \$ 2,255,116 and the total amount of the capital budget for all funds is \$237,869 for a total Budget of \$2,492,985.

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 2012-13.

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 2012.

AYES: Council Members Anstandig, Craig, Malloy and Mayor Garner

NOES: None

ABSTAIN: None

ABSENT: Council Member Rogers

BY: \_\_\_\_\_  
Susan Garner, Mayor

ATTEST:

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