

CITY OF MONTE SERENO

2013-2014 BUDGET



2013-2014 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 3522, Adopting budget	

Reserve funds

Fiscal Year 2013-2014

SUMMARY

The General Fund Reserve balance as of March 31, 2013 was \$5,920,167. The General Fund Reserve is comprised of the following designations. Undesignated Reserve \$1,720,167, 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, 2013 was \$5,997,438, which shows a decrease of \$78,364 from the March 31, 2012 balance. These assets are invested in the State of California, Local Agency Investment Fund (LAIF). In the 2013-14 fiscal year it is estimated that the invested reserve funds will generate \$20,150 of interest income.

Budget Revenues

Fiscal Year 2013-2014

GENERAL FUND UNRESTRICTED REVENUE

SUMMARY

For the 2013-14 fiscal year, total operating revenue is recommended at \$2,295,681, which amounts to a increase of 1% from the current year end projections. The major budget categories are described below.

A. Property Tax: \$1,185,136 The amount for FY 2013-14 is estimated at a 4% 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: \$ 479,000 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 2013-14.

D. Franchise Tax: \$227,200 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: \$14,300 The total miscellaneous revenue is budgeted at a decrease from the 2012-13 receipts. This decrease is attributed primarily to the elimination of Motor Vehicle License Fee revenue, due to the re-routing of those funds from the State to other state programs. The Merchant credit service fees and Abandoned vehicle program revenue is projected based upon actual receipts in 2012-13. 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.

F. State Subventions: \$15,500 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: \$20,000 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 \$525,530 (including Cal I.D.). The net expenditure from the General Fund in the amount of \$342,380 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: \$50,000 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: \$528,570, this amount includes the State Safe Route to school grant (\$447,000) and a transfer from the reserve to cover the cost of the Safe Route to school project scheduled for the 2013-14 year.

D. State Gas Tax: \$335,150 The gas tax revenue accounts annual receipts are budgeted to stay the same as the current year end projection. This amount also includes a federal grant for street rehabilitation (\$250,000). The interest earnings, road impact fees and federal grant money 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: \$32,610 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 (\$4,140). 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: \$16,000 The Post Office revenue is expected to decrease significantly should the proposed performance based contract be implemented for FY 2013-14.

B. Loma Serena Lighting District: \$1,970 The budgeted amount is based upon current year end projections.

C. Rose/ Andrews Lighting District: \$1,312 The budgeted amount is based upon the annual levy set by the City Engineer.

Budget Expenditures

Fiscal Year 2013-2014

GENERAL OPERATING BUDGET

SUMMARY

The General Operating Budget represents all of the operating expenditures for City services. The fiscal year 2013-14 total operating expenses are proposed to increase by a modest 1% from FY 2012-13 year end estimates. The total budget proposed for fiscal year 2013-14 is \$2,295,681 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 decrease from the FY 2012-13 year end projections to \$113,255.

425 - Retainer: \$62,755 This budgeted amount allows for a 2% adjustment for FY2013-14.

427 - Code Enforcement/Litigation: \$50,000 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 \$32,700 in FY 2013-14.

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: \$3,000 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: \$1,700 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 \$208,017. This amount is a decrease from FY 2012-13 year end projections. This budget includes \$10,000 for a city community picnic.

505 - Council Travel, Meetings and Protocol: \$22,000 Recommended at an increased level from the current fiscal year end projection to allow for various City Council and various Committee activities.

508 – Councilmember compensation: \$0 is budgeted This benefit expired December 2012.

515 - Council Memberships: \$7,500 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: \$0 There is not an election scheduled for FY 2013-14.

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: \$19,000 This budgeted amount allows for the IT consultant, newsletter editing services, TEA lobbyist and other various professional consultants.

540- Insurance: \$65,000 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: \$16,000 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 Art Docents of Los Gatos (\$1,000).

555 - Emergency Services: \$17,600 This amount is budgeted to cover the costs of the City's share of the 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 (\$6,300).

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

570 - General Plan Revision: \$5,000 This budgeted amount is for the required adoption of the 2014 Housing Element.

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

576 - Sales Tax: \$114 This account is used to pay sales tax to the State of California on the amount collected for reproducing documents.

585 - Animal Control: \$23,403 Animal control, animal shelter and licensing services are provided to the City under the Silicon Valley Animal Control Authority. The amount recommended for 2013-14 is consistent with the Joint Powers Agreement for operating expenses.

D. PERSONNEL

Overall, personnel costs have increased by 3% over current year end projections. This draft budget proposes a 2% cola adjustment to salaries in FY2013-14.

605 - Regular Full-time Employees: \$666,858 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: \$26,386 The amount recommended provides for the continuation of the part-time administrative clerk.

620 - Long Term Disability: \$9,912 The amount recommended provides for long term disability insurance for all permanent full-time employees.

625 & 627 - Retirement: \$147,661 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: \$86,558 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 2013-14.

642 - Workers Compensation: \$16,714 The workers compensation rate is recommended based upon the insurance carrier's actuarial study.

645 - Social Security \$46,180 and **Account 647 - Medicare:** \$10,800 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 \$205,600.

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: \$7,000. 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: \$21,000. 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: \$7,100 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: \$5,000 The recommended amount is an increase from the current fiscal year end projections for employee training. This account is used to pay for conference registration and course fees.

885 - Horticultural/Arborist Services: \$500 This account is used to disburse money collected 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: \$25,000 This budget amount will cover the costs to replace the 9 PCs at city hall and any other 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, \$525,470. 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 \$525,530, which will require a \$342,380 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: \$15,000 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 2013-14.

B. MAINTENANCE

845 - Street Maintenance: \$50,000 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: \$24,447 This budgeted amount provides for the continuation of the City's participation in the West Valley Clean Water Program.

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

865 - Street Sweeping: \$6,500 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: \$10,000 The cost for street lighting on Winchester Blvd., Saratoga-Los Gatos Road, and one light on Daves Avenue total an estimated \$3,000. \$7,000 for any traffic safety improvements deemed necessary.

915 - Traffic Safety Projects: \$50,000 This budgeted amount provides for the design and replacement of all city street signs.

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

905 - General Fund Road Projects: \$50,000 This budgeted amount allows for the purchase and installation of City border monuments.

905 - Gas Tax Fund Road Project: \$250,000 This budgeted amount allows for the expenditure of Federal Street Rehabilitation Grant monies to resurface city streets.

910 - Storm Drains: \$0 there are no storm drain projects scheduled for FY 2013-14.

905 - Traffic Safety: \$522,000 This budgeted amount allows for the expenditure of the State Department of Transportation grant monies for Safe routes to School (\$447,000) and the city's matching funds (\$75,000).

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, however, for FY2013-14 the US Postal Service proposes a performance based contract, which would pay the City a percentage of revenue. As a

result of this new contract a significant decrease is anticipated in the City's revenue from this source. A contribution from the General Fund in the amount of \$20,000 annually would be required to fund the Post office operation.

580 - Post Office Expenses: \$4,000 The amount for Post Office operating expenses such as postage meter rental and supplies based on the current expenses.

606 - Payroll: \$24,703 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: \$5,261 The amount budgeted for the retirement system is based upon rates established by the Public Employees Retirement System.

646 & 648 - Medicare and Social Security: \$1,889 The amounts recommended for Medicare and Social Security are defined by federal law.

B. LOMA SERENA LIGHTING DISTRICT

935 - The amount of \$2,300 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 - \$1,312. 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
2013/2014 FISCAL YEAR BUDGET**

OPERATING BUDGET

2010/11 Actual	2011/12 Actual	2012/13 Budget	2012/13 Year End Projection	2013/14 Budget
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REVENUES					
Property Tax	1,095,929	1,102,271	1,137,608	1,142,688	1,185,136
Real Property Trans.	41,692	33,330	40,000	40,000	40,000
License and Permits	529,284	405,542	471,000	410,000	479,000
Franchise Tax	232,767	234,252	211,000	228,503	227,200
Miscellaneous	28,965	29,266	16,300	29,520	14,300
State Collected Tax	32,597	49,917	24,000	17,380	15,500
Law Enforce. Tax (Rstrt)	281,318	281,467	283,150	283,150	283,150
Interest from the Gen Fund Reserve	28,643	22,819	25,000	20,000	20,000
Transfer from Reserve	0	60,749	47,058	118,396	31,395
TOTALS	2,271,195	2,219,613	2,255,116	2,289,637	2,295,681
EXPENSES					
City Attorney	80,221	100,390	162,025	136,805	113,255
City Audit	29,848	31,418	33,600	32,700	32,700
General Government	207,926	290,228	228,424	287,313	208,017
Personnel	944,969	953,414	984,483	984,931	1,011,379
Administrative	243,653	247,810	207,000	203,000	205,600
Equipment & Building Maintenance	25,052	16,076	25,200	30,947	99,200
Police Services	580,276	580,277	614,384	613,941	625,530
SUBTOTAL OPERATING EXPENSES	2,111,945	2,219,613	2,255,116	2,289,637	2,295,681
Add into General Fund Reserve	159,250	0	0	0	0
TOTALS	2,271,195	2,219,613	2,255,116	2,289,637	2,295,681

CAPITAL BUDGET

2010/11 Actual	2011/12 Actual	2012/13 Budget	2012/13 Year End Projection	2013/14 Budget
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REVENUES					
Traffic Safety+ Road Impact fees	107,783	83,694	83,000	81,822	578,570
Gas Tax + Interest + Transfer	91,371	108,348	85,200	85,213	335,150
Storm Drain + Transfer	17,274	6,590	28,940	37,045	32,610
Special Districts	38,283	38,836	40,729	40,724	19,282
TOTALS	254,711	237,468	237,869	244,804	965,612
EXPENSES					
Maintenance	42,689	112,802	189,804	48,630	147,947
Construction	0	0	0	0	772,000
Special Districts	36,683	37,127	39,210	38,618	39,465
SUBTOTAL	79,372	149,929	229,014	87,248	959,412
Add into Restrict Fund Reserve	175,339	87,539	8,855	157,556	6,200
TOTALS	254,711	237,468	237,869	244,804	965,612

**CITY OF MONTE SERENO
2013/2014 FISCAL YEAR BUDGET**

REVENUE SUMMARY

	2010/11 Actual	2011/12 Actual	2012/13 Budget	2012/13 Year End Projection	2013/14 Budget
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I. Unrestricted Revenue and Interest	1,989,877	1,877,397	1,924,908	1,888,091	1,981,136
II. Restricted Revenue and Interest	497,746	480,099	480,290	487,230	1,229,480
III. Special District Funds Revenue	38,283	38,836	40,729	40,724	19,282
IV. Transfer from Restricted Reserve	0	0	0	0	0
V. Transfer from General Fund Reserve	0	60,749	47,058	118,396	31,395
SUBTOTAL	2,525,906	2,457,081	2,492,985	2,534,441	3,261,293
Deduct Alloc. to "Reserve"	334,589	87,539	8,855	157,556	6,200
TOTAL REVENUE AVAIL.	2,191,317	2,369,542	2,484,130	2,376,885	3,255,093

EXPENDITURE SUMMARY

	2010/11 Actual	2011/12 Actual	2012/13 Budget	2012/13 Year End Projection	2013/14 Budget
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I. Operating	2,111,945	2,219,613	2,255,116	2,289,637	2,245,681
II. Addition to General Fund Reserve	159,250	0	0	0	0
III. Capital Improvements	42,689	112,802	189,804	48,630	969,947
IV. Special Districts	36,683	37,127	39,210	38,618	39,465
V. Addition to Restricted Fund Reserve	175,339	87,539	8,855	157,556	6,200
TOTAL	2,525,906	2,457,081	2,492,985	2,534,441	3,261,293

**CITY OF MONTE SERENO
2013/2014 FISCAL YEAR BUDGET**

I. GENERAL UNRESTRICTED

FUND ACCT	2010/11 Actual	2011/12 Actual	2012/13 Budget	2012/13 Year End Projection	2013/14 Budget
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A. Property Tax						
Secured	01-202	1,025,751	1,025,764	1,061,208	1,061,208	1,103,656
Unsecured	01-204	59,358	55,583	61,000	64,026	64,026
Homeowners Exemption	01-210	5,610	5,506	5,400	5,454	5,454
Supplemental Prop Tax/SB813	01-214	5,210	15,418	10,000	12,000	12,000
TOTAL		1,095,929	1,102,271	1,137,608	1,142,688	1,185,136

B. Real Prop Trans	01-222	41,692	33,330	40,000	40,000	40,000
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C. License & Permits						
Business Lic.	01-232	43,501	31,487	35,000	35,000	37,000
Construction Tax	01-234	41,486	23,300	20,000	22,000	22,000
Construction Permits	01-236	271,419	248,165	260,000	230,000	260,000
Grading Permits	01-237	29,165	34,999	35,000	30,000	30,000
Subdivision Fee	01-240	46,200	0	53,000	0	53,000
Zoning Fees	01-242	84,700	58,940	60,000	65,000	65,000
Encroachments	01-244	12,813	8,651	8,000	28,000	12,000
TOTAL		529,284	405,542	471,000	410,000	479,000

D. Franchise Tax						
Gas	01-262	13,864	15,304	15,000	13,541	14,000
Electricity	01-263	46,085	43,612	42,000	41,575	42,000
Water	01-264	16,356	17,984	17,000	19,387	19,000
Solid Waste/Recycle	01-266	97,933	98,634	93,000	95,000	80,000
Recycle HHW& JPA fees	01-267	0	0	0	0	13,200
Cable TV	01-268	58,529	58,718	44,000	59,000	59,000
TOTAL		232,767	234,252	211,000	228,503	227,200
Interest-General Fund	01-282	28,643	22,819	25,000	20,000	20,000

E. Miscellaneous						
Horticultural/Arborist Service	01-284	0	0	1,000	0	500
Merchant Credit service fee	01-286	649	1,350	1,500	1,500	1,500
AB939 (recycle incentive)	01-287	1,676	1,159	1,200	2,605	1,200
AVASA Abandoned Vehicle	01-288	1,633	2,509	1,600	1,600	1,600
Council self paid benefit	01-289	7,420	15,347	0	7,615	0
Insurance rebates	01-290	2,995	2,966	3,000	3,700	3,700
Microfilm Fee	01-291	5,201	4,592	5,000	4,000	5,000
Miscellaneous	01-292	8,231	652	1,000	8,400	1,000
Alarm Soundings	01-293	900	700	800	1,100	800
Reimb. Publication	01-294	260	1,341	1,200	500	1,000
Debt Collection	01-295	0	0	0	0	0
TOTAL		28,965	29,266	16,300	29,520	14,300

**CITY OF MONTE SERENO
2013/2014 FISCAL YEAR BUDGET**

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FUND ACCT	2010/11 Actual	2011/12 Actual	2012/13 Budget	2012/13 Year End Projection	2013/14 Budget
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I. GENERAL UNRESTRICTED

F. State Subventions						
Sales/Use Tax	01-296	10,079	10,496	9,000	10,500	10,500
Motor Vehicle Lic fees	01-300	7,986	9,421	10,000	1,880	0
Off Highway	01-301	0	0	0	0	0
Miscellaneous State/County	01-305	14,532	30,000	5,000	5,000	5,000
TOTAL		32,597	49,917	24,000	17,380	15,500
GENRL. UNRESTR. TOTAL		1,989,877	1,877,397	1,924,908	1,888,091	1,981,136

II. RESTRICTED REVENUES

A. Law Enforcement Tax		03-316	181,318	181,467	183,150	183,150	183,150
COPS Grant		03-318	100,000	100,000	100,000	100,000	100,000
TOTAL			281,318	281,467	283,150	283,150	283,150
B. Road Impact Fees		01-246	89,789	66,147	70,000	50,000	50,000
TOTAL			89,789	66,147	70,000	50,000	50,000
C. Traffic Safety Bails & Fines		05-322	17,994	17,547	13,000	13,000	13,000
Misc. (Safe routes state grant)		05-323	0	0	0	18,822	447,000
Traffic safety transfer		05-025	0	0	0	0	68,570
TOTAL			17,994	17,547	13,000	31,822	528,570
D. Gas Tax Revenue							
Gas Tax 2107/2106/2105		12-328	91,261	108,235	85,000	85,063	85,000
Gas Tax Eng		15-330	0	0	0	0	0
Gas Tax Interest		12-332	110	113	200	150	150
Misc. (Street rehab fed grant)		12-333	0	0	0	0	250,000
Gas Tax Reserve Transfer		12-025	0	0	0	0	0
TOTAL			91,371	108,348	85,200	85,213	335,150
E. Storm Drain							
Storm Drain Devel. Fees		25-352	7,470	2,450	4,800	7,740	6,000
Clean Water Program lease		25-353	4,140	4,140	4,140	4,140	4,140
Drain Maintenance/ Administration		25-354	5,664	0	20,000	25,165	22,470
Storm Drain Fund Transfer		25-025	0	0	0	0	0
TOTAL			17,274	6,590	28,940	37,045	32,610
RESTRICTED FUNDS TOTAL			497,746	480,099	480,290	487,230	1,229,480

**CITY OF MONTE SERENO
2013/2014 FISCAL YEAR BUDGET**

FUND ACCT	2010/11 Actual	2011/12 Actual	2012/13 Budget	2012/13 Year End Projection	2013/14 Budget
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III. SPECIAL DISTRICT/ FUNDS					
A. Post Office					
Post Office Revenue	06-270	36,000	36,000	36,000	16,000
SUBTOTAL		36,000	36,000	36,000	16,000

B. Loma Serena					
Secured	40-366	1,731	1,725	1,800	1,800
Unsecured	40-368	131	133	150	140
Homeowners Exempt	40-370	13	37	25	15
BIPTR/SB813	40-378	8	0	0	15
SUBTOTAL		1,883	1,895	1,975	1,970

C. Rose/Andrews Lighting					
Secured	50-402	400	941	2,754	1,312
SUBTOTAL		400	941	2,754	1,312

SPECIAL DIST FUNDS TOTAL		38,283	38,836	40,729	40,724	19,282
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**CITY OF MONTE SERENO
2013/2014 FISCAL YEAR BUDGET**

**I. GENERAL OPERATING
Budget**

FUND ACCT	2010/11 Actual	2011/12 Actual	2012/13 Budget	2012/13 Year End Projection	2013/14 Budget
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A. City Attorney						
Retainer	01-425	59,444	59,444	61,525	61,525	62,755
Litigation	01-427	20,777	40,946	100,000	75,000	50,000
Special Projects	01-428	0	0	0	0	0
Mtg, Trv, Prot.	01-435	0	0	500	280	500
TOTAL		80,221	100,390	162,025	136,805	113,255

B. City Audit						
Audit	01-470	25,700	25,700	28,000	28,000	28,000
Accounting Asst.	01-472	0	0	0	0	0
Gas Tax Audit	12-472	1,700	1,700	1,600	1,700	1,700
Miscellaneous	01-480	2,448	4,018	4,000	3,000	3,000
TOTAL		29,848	31,418	33,600	32,700	32,700

C. General Government						
Council Trvl, Mtgs. & Protocol	01-505	12,845	5,133	10,000	12,000	22,000
Council compensation	01-508	17,351	14,126	7,200	6,948	0
Council self paid benefits	01-510	7,691	15,324	0	6,346	0
Council Membership	01-515	7,341	7,268	7,400	7,400	7,500
Elections	01-520	11,251	0	13,470	10,799	0
City Code Revisions/Updates	01-521	2,747	1,722	2,000	2,000	2,000
Environmental Svcs	01-522	9,241	14,545	15,000	15,000	15,000
Professional Services	01-535	13,940	49,080	17,000	17,000	19,000
Insurance	01-540	53,964	54,554	64,869	64,179	65,000
Code Enforcement	01-545	20,949	15,249	14,000	16,000	16,000
Community Assist.	01-550	14,377	11,000	15,000	12,000	15,000
Emergency Svcs	01-555	10,031	16,607	11,035	17,454	17,600
Newspaper Ads/Recorder fees	01-565	133	0	200	100	200
General Plan Revise	01-570	0	4,303	30,000	75,000	5,000
Misc/Refunds	01-575	287	55,550	200	200	200
Sales Tax	01-576	21	25	50	114	114
Animal Control	01-585	25,757	25,742	21,000	24,773	23,403
TOTAL		207,926	290,228	228,424	287,313	208,017

**CITY OF MONTE SERENO
2013/2014 FISCAL YEAR BUDGET**

		FUND ACCT	2010/11 Actual	2011/12 Actual	2012/13 Budget	2012/13 Year End Projection	2013/14 Budget
D. Personnel							
Reg Full Time	01-605		630,543	631,895	653,783	651,553	666,858
Overtime	01-610		0	0	0	0	0
Part Time	01-615		26,546	27,911	25,870	26,233	26,386
Ltdi Lif Ins	01-620		8,850	9,814	9,804	9,922	9,912
Rtrmnt Employer	01-625		84,893	91,185	95,831	95,594	99,134
Rtrmnt Employee	01-627		45,991	46,186	47,575	47,443	48,527
Health Insurance	01-630		40,052	31,022	27,708	40,957	45,921
Dental Insurance	01-635		7,518	8,549	8,542	8,539	8,542
Workers Comp	01-642		17,739	20,232	19,100	19,000	16,714
Social Security	01-645		38,945	38,189	46,000	41,500	46,180
Medicare	01-647		10,538	10,602	11,000	10,667	10,800
Unemployment	01-650		188	0	0	0	0
Deferred Compensation	01-660		12,242	17,058	17,747	14,267	13,847
Benefits Allowance	01-665		20,924	20,771	21,523	19,256	18,558
TOTAL			944,969	953,414	984,483	984,931	1,011,379
E. Administration							
Office Utilities	01-705		7,513	8,085	8,000	7,900	8,000
Office Supplies	01-710		7,360	5,448	7,000	7,000	7,000
Postage	01-711		4,911	4,099	5,000	4,000	5,000
Office Equipment Maintenance	01-715		8,928	4,928	5,000	5,000	5,000
Communications	01-720		7,871	7,745	8,000	10,700	8,000
Reproduction/Printing	01-725		7,236	11,092	10,000	7,000	7,000
Mtgs/Travel/Mileage reimbursement	01-740		22,906	21,691	20,000	21,000	21,000
Pubs/Books/Memberships	01-745		8,017	6,363	7,000	7,100	7,100
Contract Services	01-765		167,522	152,884	129,000	129,000	129,000
Training	01-770		0	3,084	4,000	4,000	5,000
Miscellaneous	01-775		0	20,000	0	0	0
Horticultural/Arborist Services	01-885		0	0	1,000	0	500
City Manager Revolving Account	01-999		1,389	2,391	3,000	300	3,000
TOTAL			243,653	247,810	207,000	203,000	205,600
F. Equipment/Improvements							
Office	01-805		0	468	2,000	2,000	2,000
Field	01-810		0	0	200	122	200
Computers, Hard/Software	01-811		2,573	4,133	4,000	4,000	25,000
Building	01-815		11,217	0	7,000	7,715	7,000
TOTAL			13,790	4,601	13,200	13,837	34,200
G. Law Enforcement							
Police Services	03-545		480,230	480,230	513,884	513,884	525,470
Booking and CAL-ID	03-546		46	47	500	57	60
Equipment/ Special Services	03-547		0	0	0	0	0
Disburse COPS Grant	03-548		100,000	100,000	100,000	100,000	100,000
TOTAL Law Enforcement			580,276	580,277	614,384	613,941	625,530
TOTAL OPERATING BUDGET			2,111,945	2,219,613	2,255,116	2,289,637	2,245,681

**CITY OF MONTE SERENO
2013/2014 FISCAL YEAR BUDGET**

**II. CAPITAL IMPROVEMENT
Budget**

FUND ACCT	2010/11 Actual	2011/2012 Actual	2012/13 Budget	2012/13 Year End Projection	2013/14 Budget
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A. Facilities Maintenance						
Building and Grounds Maintenance	01-860	11,262	11,475	12,000	17,110	15,000
Building and Grounds Const	01-920	0	0	0	0	0
SUBTOTAL FACILITIES MAINTENANCE		11,262	11,475	12,000	17,110	15,000

B. Maintenance						
Streets Maint. & Repair	12-845	13,192	89,910	140,000	10,000	50,000
Storm Drain Maintenance	25-850	5,664	5,436	10,000	1,381	5,000
Clean Water program administration	25-805	0	0	10,000	20,749	24,447
Street Sweeping	12-865	7,462	5,413	7,804	6,500	6,500
Traffic Safety	05-870	14,374	10,046	20,000	8,000	10,000
Traffic Safety projects (signs)	05-915	0	0	0	0	50,000
Congestion Management	12-875	1,997	1,997	2,000	2,000	2,000
SUBTOTAL MAINTENANCE		42,689	112,802	189,804	48,630	147,947

C. Construction						
Road Project Eng/Design	01-901	0	0	0	0	0
Road Project (Road monuments)	01-905	0	0	0	0	50,000
Road Project(Street rehab)	12-905	0	0	0	0	250,000
Storm Drains	25-910	0	0	0	0	0
Traffic Safety (Safe routes to school)	05-905	0	0	0	0	522,000
SUBTOTAL CONSTRUCTION		0	0	0	0	822,000
TOTAL MAINTENANCE & CONSTRUCTION		42,689	112,802	189,804	48,630	969,947

III. SPECIAL DISTRICTS ACCOUNTS

A. Post Office Expenses						
Post office wages	06-606	22,785	23,330	24,219	24,000	24,703
PERS	06-626	4,539	4,857	5,110	5,000	5,261
Soc Sec	06-646	1,185	1,673	1,501	1,571	1,531
Medicare	06-648	330	338	351	367	358
Ben Allow	06-666	0	0	0	0	0
SUBTOTAL POST OFFICE		32,787	33,355	34,181	35,038	35,853
B. Loma Serena Ltg						
	40-935	2,085	2,478	2,275	2,300	2,300
C. Rose/Andrews						
	50-945	1,811	1,294	2,754	1,280	1,312
TOTAL SPECIAL DISTRICTS		36,683	37,127	39,210	38,618	39,465

RESOLUTION NO. 3522
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 2013-2014 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 2013-14; 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 \$ 2,295,681 and the total amount of the capital budget for all funds is \$965,612 for a total Budget of \$3,261,293.

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 2013-14.

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 4th day of June 2013.

AYES: Council Members Anstandig, Craig, Wiltshire, Huff and Mayor Rogers

NOES: None

ABSTAIN: None

ABSENT: None

BY: _____
Curtis Rogers, Mayor

ATTEST:

Andrea M. Chelemengos, City Clerk