

CITY OF MONTE SERENO

2011-2012 BUDGET



2011-2012 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 3448, Adopting budget	

Reserve funds

Fiscal Year 2011-2012

SUMMARY

The General Fund Reserve balance as of March 31, 2011 was \$5,772,077. The General Fund Reserve is comprised of the following designations. Undesignated Reserve \$1,572,077, 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, 2011 was \$5,849,890. These assets are invested in the State of California, Local Agency Investment Fund (LAIF). In the 2011-12 fiscal year it is estimated that the invested reserve funds will generate \$36,500 of interest income.

Budget Revenues

Fiscal Year 2011-2012

GENERAL FUND UNRESTRICTED REVENUE

SUMMARY

For the 2010-11 fiscal year, total operating revenue is recommended at \$2,110,628, which amounts to a decrease of 2.62% from the current year end projections. The major budget categories are described below.

A. Property Tax: \$1,117,920 The amount for FY 2011-12 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: \$ 402,000 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.

D. Franchise Tax: \$191,958 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: \$14,600 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 2011-12. 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 2010-11. 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: \$25,000 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.

G. Interest Earnings: \$36,000 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. Over a ten year period, from January 2001 to January 2011 the interest rate has falling from 6.372% to 0.538%.

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 \$495,755 (including Cal I.D .). The net expenditure from the General Fund in the amount of \$312,605 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: \$67,000 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: \$10,000 This amount has shown a steady increase over the past several fiscal years.

D. State Gas Tax: \$70,656 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 \$500. 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: \$13,740 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: \$1,957 The budgeted amount is based upon current year end projections.

C. Rose/ Andrews Lighting District: \$902 The budgeted amount is based upon the annual levy set by the City Engineer.

Budget Expenditures

Fiscal Year 2011-2012

GENERAL OPERATING BUDGET

SUMMARY

The General Operating Budget represents all of the operating expenditures for City services. The fiscal year 2011-12 total operating expenses are proposed to decrease by 2.62% from FY 2010-11 year end estimates. The total budget proposed for fiscal year 2011-12 is \$2,110,628 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 2010-11 year end projections to \$69,944.

425 - Retainer: \$59,444 This amount is budgeted at the same rate as 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 \$31,100 in FY 2011-12.

470 - Audit: \$27,000 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 \$190,607. This amount is a decrease of 10.28% from FY 2010-11 year end projections. This budget does not include any major professional services projects.

505 - Council Travel, Meetings and Protocol: \$15,000 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: \$14,400 is budgeted for the approved City Councilmember compensation benefit.

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: \$0 There is no election scheduled for FY 2011-12.

521 – Municipal Code Revisions: \$2,500 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: \$17,000 This budgeted amount allows for the IT consultant, newsletter editing services and other various professional consultants.

540- Insurance: \$54,000 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: \$18,000 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), Joint Venture Silicon Valley (\$1,000), United Way 2-1-1-program (\$1,000) and A Place for Teens (\$2,000).

555 - Emergency Services: \$10,000 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 has been completed.

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: \$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 2011-12 is consistent with the Joint Powers Agreement for operating expenses.

D. PERSONNEL

Overall, personnel costs have increased by 2.18% over current year end projections. This draft budget does not propose any salary increases in FY2011-12. However, insurance and other payroll costs continue to increase.

605 - Regular Full-time Employees: \$634,453 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.

620 - Long Term Disability: \$8,500 The amount recommended provides for long term disability insurance for all permanent full-time employees.

625 & 627 - Retirement: \$139,143 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: \$81,305 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 2011-12.

642 - Workers Compensation: \$17,910 The workers compensation rate is recommended based upon the insurance carrier's actuarial study.

645 - Social Security \$44,339 and **Account 647 - Medicare:** \$10,369 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 \$212,600.

705 - Office Utilities: \$7,000 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: \$8,600 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: \$12,000 Telephone charges, Internet access charges, alarm monitoring charges, and cell phone charges are paid from this account. The budgeted amount also allows for upgrades to the City's website.

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 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: \$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.

999 - City Manager Revolving Account: \$3,000 The amount recommended is the same as the FY2010-11 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: \$2,000 This budget item allows for miscellaneous building and security improvements.

LAW ENFORCEMENT BUDGET

The amount recommended for contract police services, \$491,755, 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 \$495,755, which will require a \$312,605 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 2011-12.

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: \$5,600 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: \$15,000 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: \$2,000 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 2011-12.

905 -Road Project: \$0 there are no road projects scheduled for FY 2011-12.

910 - Storm Drains: \$0 there are no storm drain projects scheduled for FY 2011-12.

915 - Traffic Safety: \$0. there are no traffic safety projects scheduled for FY2011-12.

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 wages.

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

626 - PERS: \$4,937 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 \$2,275 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 - \$1,098 The amount recommended is at the same level as the current year end estimate. 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
2011/2012 FISCAL YEAR BUDGET**

OPERATING BUDGET

2008/09 Actual	2009/10 Actual	2010/11 Budget	2010/11 Year End Projection	2011/12 Budget
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REVENUES					
Property Tax	1,115,356	1,120,477	1,100,580	1,096,000	1,117,920
Real Property Trans.	39,124	50,559	40,800	37,000	40,000
License and Permits	625,141	373,459	399,830	476,200	402,000
Franchise Tax	196,608	205,461	190,128	191,958	191,958
Miscellaneous	94,582	172,408	34,952	26,720	14,600
State Collected Tax	39,429	21,834	20,000	25,000	25,000
Law Enforce. Tax (Rstrt)	181,318	181,318	283,150	283,150	283,150
Interest from the Gen Fund Reserve	122,452	38,614	50,000	30,000	36,000
Transfer from E.F. Reserve	0	95,181	0	0	0
TOTALS	2,414,010	2,259,311	2,119,440	2,166,028	2,110,628
EXPENSES					
City Attorney	102,467	65,350	69,944	73,944	69,944
City Audit	27,505	29,156	30,100	30,100	31,100
General Government	342,829	424,526	217,195	211,153	190,607
Personnel	916,929	923,508	983,208	940,482	961,013
Administrative	372,890	286,589	207,600	206,400	212,600
Equipment & Building Maintenance	46,429	30,742	22,093	19,093	20,200
Police Services	465,161	496,610	584,230	584,230	595,755
SUBTOTAL OPERATING EXPENSES	2,274,210	2,256,481	2,114,370	2,065,402	2,081,219
Add into General Fund Reserve	139,800	2,830	5,070	100,626	29,409
TOTALS	2,414,010	2,259,311	2,119,440	2,166,028	2,110,628

CAPITAL BUDGET

2008/09 Actual	2009/10 Actual	2010/11 Budget	2010/11 Year End Projection	2011/12 Budget
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REVENUES					
Traffic Safety+ Road Impact fees	338,809	198,837	71,000	76,000	77,000
Gas Tax + Interest + Transfer	60,758	149,375	61,000	70,656	70,656
Storm Drain + Transfer	26,993	12,659	13,485	15,740	13,740
Special Districts	39,032	38,955	39,235	38,427	38,859
TOTALS	465,592	399,826	184,720	200,823	200,255
EXPENSES					
Maintenance	173,628	152,764	107,598	80,404	105,404
Construction	180,446	127,360	0	24,087	0
Special Districts	30,573	32,016	37,261	35,954	36,499
SUBTOTAL	384,647	312,140	144,859	140,445	141,903
Interest allocation to Restrict Fund	80,945	87,686	39,861	60,378	58,352
TOTALS	465,592	399,826	184,720	200,823	200,255

**CITY OF MONTE SERENO
2011/2012 FISCAL YEAR BUDGET**

REVENUE SUMMARY

	2008/09 Actual	2009/10 Actual	2010/11 Budget	2010/11 Year End Projection	2011/12 Budget
I. Unrestricted Revenue and Interest	2,232,692	1,982,812	1,836,290	1,882,878	1,827,478
II. Restricted Revenue and Interest	607,878	457,189	428,635	445,546	444,546
III. Special District Funds Revenue	39,032	38,955	39,235	38,427	38,859
IV. Transfer from Restricted Reserve	0	85,000	0	0	0
V. Transfer from Economic Fluctuation Reserve	0	95,181	0	0	0
SUBTOTAL	2,879,602	2,659,137	2,304,160	2,366,851	2,310,883
Deduct Alloc. to "Reserve"	220,745	90,516	44,931	161,004	87,761
TOTAL REVENUE AVAIL.	2,658,857	2,568,621	2,259,229	2,205,847	2,223,122

EXPENDITURE SUMMARY

	2008/09 Actual	2009/10 Actual	2010/11 Budget	2010/11 Year End Projection	2011/12 Budget
I. Operating	2,274,210	2,256,481	2,114,370	2,065,402	2,081,219
II. Addition to General Fund Reserve	139,800	2,830	5,070	100,626	29,409
III. Capital Improvements	354,074	280,124	107,598	104,491	105,404
IV. Special Districts	30,573	32,016	37,261	35,954	36,499
V. Addition to Restricted Fund Reserve	80,945	87,686	39,861	60,378	58,352
TOTAL	2,879,602	2,659,137	2,304,160	2,366,851	2,310,883

I. GENERAL UNRESTRICTED

FUND ACCT	2008/09 Actual	2009/10 Actual	2010/11 Budget	2010/11 Year End Projection	2011/12 Budget
A. Property Tax					
Secured	01-202	1,025,522	1,039,324	1,020,000	1,040,400
Unsecured	01-204	58,481	61,516	60,180	61,000
Homeowners Exemption	01-210	5,496	5,580	5,100	5,100
Supplemental Prop Tax/SB813	01-214	25,857	14,057	10,000	11,420
TOTAL		1,115,356	1,120,477	1,096,000	1,117,920

**CITY OF MONTE SERENO
2011/2012 FISCAL YEAR BUDGET**

B. Real Prop Trans	01-222	39,124	50,559	40,800	37,000	40,000
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C. License & Permits						
Business Lic.	01-232	46,850	41,925	37,830	40,000	40,000
Construction Tax	01-234	40,439	17,095	19,000	26,000	20,000
Construction Permits	01-236	380,364	237,083	266,750	260,000	260,000
Grading Permits	01-237	43,428	24,796	14,250	21,000	20,000
Subdivision Fee	01-240	18,330	0	5,000	46,200	0
Zoning Fees	01-242	88,955	44,100	50,000	70,000	55,000
Encroachments	01-244	6,775	8,460	7,000	13,000	7,000
TOTAL		625,141	373,459	399,830	476,200	402,000

D. Franchise Tax						
Gas	01-262	17,310	13,224	17,000	13,864	13,864
Electricity	01-263	41,068	42,717	41,000	46,032	46,032
Water	01-264	16,621	16,422	16,422	16,356	16,356
Solid Waste/Recycle	01-266	78,840	81,851	84,706	84,706	84,706
Cable TV	01-268	42,769	51,247	31,000	31,000	31,000
TOTAL		196,608	205,461	190,128	191,958	191,958

Interest-General Fund	01-282	122,452	38,614	50,000	30,000	36,000
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E. Miscellaneous						
Merchant Credit service fee	01-286	595	828	1,000	800	1,000
AB939 (recycle incentive)	01-287	1,622	1,414	1,500	1,200	1,200
AVASA Abandoned Vehicle	01-288	1,831	1,923	2,000	2,000	2,000
Council self paid benefit	01-289	11,674	10,031	12,252	6,139	0
Insurance rebates	01-290	8,474	2,609	4,600	3,000	3,000
Microfilm Fee	01-291	6,126	4,817	5,000	5,000	5,000
Miscellaneous	01-292	56,996	150,574	2,000	8,231	2,000
Alarm Soundings	01-293	1,300	0	1,000	800	800
Reimb. Publication	01-294	1,169	212	600	350	600
Debt Collection	01-295	4,795	0	5,000	0	0
TOTAL		94,582	172,408	34,952	26,720	14,600

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FUND ACCT	2008/09 Actual	2009/10 Actual	2010/11 Budget	2010/11 Year End Projection	2011/12 Budget
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I. GENERAL UNRESTRICTED

F. State Subventions						
Sales/Use Tax incl. 1/2%	01-296	9,144	11,146	10,000	10,000	10,000
Motor Vehicle Lic fees	01-300	10,285	10,688	10,000	10,000	10,000
Off Highway	01-301	0	0	0	0	0
Miscellaneous State/County	01-305	20,000	0	0	5,000	5,000
TOTAL		39,429	21,834	20,000	25,000	25,000
GENRL. UNRESTR. TOTAL			2,232,692	1,982,812	1,836,290	1,882,878

II. RESTRICTED REVENUES

A. Law Enforcement Tax						
COPS Grant	03-318	181,318	181,318	183,150	183,150	183,150
TOTAL		181,318	181,318	283,150	283,150	283,150

CITY OF MONTE SERENO

2011/2012 FISCAL YEAR BUDGET

B. Road Impact Fees	01-246	111,270	54,724	65,000	66,000	67,000
TOTAL		111,270	54,724	65,000	66,000	67,000
C. Traffic Safety Bails & Fines	05-322	4,469	9,976	6,000	10,000	10,000
Misc Traffic Safety(ARRA)	05-323	23,070	134,137	0	0	0
Traffic safety transfer	05-025	200,000	0	0	0	0
TOTAL		227,539	144,113	6,000	10,000	10,000
D. Gas Tax Revenue						
Gas Tax 2107/2106/2105	12-328	57,162	63,816	60,000	70,156	70,156
Gas Tax Eng	15-330	0	0	0	0	0
Gas Tax Interest	12-332	3,596	559	1,000	500	500
Gas Tax Reserve Transfer	12-025	0	85,000	0	0	0
TOTAL		60,758	149,375	61,000	70,656	70,656
E. Storm Drain						
Storm Drain Devel. Fees	25-352	16,755	3,254	4,000	6,000	4,000
Nonpoint Source Prog Rent	25-353	4,140	4,140	4,485	4,140	4,140
Drain maintenance reimbursement	25-354	6,098	5,265	5,000	5,600	5,600
Storm Drain Fund Transfer	25-025	0	0	0		0
TOTAL		26,993	12,659	13,485	15,740	13,740
RESTRICTED FUNDS TOTAL		607,878	542,189	428,635	445,546	444,546

FUND ACCT	2008/09 Actual	2009/10 Actual	2010/11 Budget	2010/11 Year End Projection	2011/12 Budget
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III. SPECIAL DISTRICT/ FUNDS						
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	1,633	1,571	1,800	1,800	1,800
Unsecured	40-368	135	143	150	150	150
Homeowners Exempt	40-370	13	12	0	7	7
BIPTR/SB813	40-378	49	27	70	0	0
SUBTOTAL		1,830	1,753	2,020	1,957	1,957

C. Rose/Andrews Lighting						
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CITY OF MONTE SERENO

2011/2012 FISCAL YEAR BUDGET						
Secured		1,215		1,215	470	902
Delinquent	50-405	0	0	0	0	0
	SUBTOTAL	1,202	1,202	1,215	470	902
SPECIAL DIST FUNDS TOTAL		39,032	38,955	39,235	38,427	38,859

**CITY OF MONTE SERENO
2011/2012 FISCAL YEAR BUDGET**

**I. GENERAL OPERATING
Budget**

FUND ACCT	2008/09 Actual	2009/10 Actual	2010/11 Budget	2010/11 Year End Projection	2011/12 Budget
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A. City Attorney						
Retainer	01-425	57,136	58,278	59,444	59,444	59,444
Code Enforce/Litigation	01-427	44,424	6,072	10,000	14,000	10,000
Special Projects	01-428	0	0	0	0	0
Mtg, Trv, Prot.	01-435	907	1,000	500	500	500
TOTAL		102,467	65,350	69,944	73,944	69,944

B. City Audit						
Audit	01-470	24,107	25,000	26,000	26,000	27,000
Accounting Asst.	01-472	0	0	0	0	0
Gas Tax Audit	12-472	1,614	1,700	1,600	1,600	1,600
Miscellaneous	01-480	1,784	2,456	2,500	2,500	2,500
TOTAL		27,505	29,156	30,100	30,100	31,100

C. General Government						
Council Trvl, Mtgs. & Protocol	01-505	12,544	21,220	20,000	15,000	15,000
Council compensation	01-508	0	18,000	20,000	18,000	14,400
Council self paid benefits	01-510	11,664	10,031	12,252	5,116	0
Council Membership	01-515	7,284	7,930	7,930	7,400	7,400
Elections	01-520	4,693	0	5,000	11,251	0
City Code Revisions/Updates	01-521	1,783	1,557	2,000	3,000	2,500
Environmental Svcs	01-522	12,785	9,951	11,000	11,000	11,000
Professional Services	01-535	66,704	74,950	17,356	17,000	17,000
Insurance	01-540	50,940	52,383	52,000	53,964	54,000
Code Enforcement	01-545	38,453	33,595	20,000	18,163	18,000
Community Assist.	01-550	12,557	8,659	15,000	15,000	15,000
Emergency Svcs	01-555	27,499	8,333	8,000	10,031	10,000
Newspaper Ads/Recorder fees	01-565	365	432	300	150	300
General Plan Revise	01-570	7,890	0	0	0	0
Misc/Refunds	01-575	58,825	148,165	500	300	200
Sales Tax	01-576	55	100	100	21	50
Animal Control	01-585	28,788	29,220	25,757	25,757	25,757
TOTAL		342,829	424,526	217,195	211,153	190,607

FUND ACCT	2008/09 Actual	2009/10 Actual	2010/11 Budget	2010/11 Year End Projection	2011/12 Budget
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D. Personnel					
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CITY OF MONTE SERENO

		2011/2012	2010/2011	2009/2010	2008/2009	2007/2008
Reg Full Time		634,454	629,515	634,453		
Overtime	01-610	0	0	0		
Part Time	01-615	25,917	25,041	24,994	24,994	24,994
Ltdi Lif Ins	01-620	8,406	8,598	7,392	8,500	8,500
Rtrmnt Employer	01-625	83,030	80,938	116,000	84,771	92,982
Rtrmnt Employee	01-627	44,649	44,775	46,161	45,924	46,161
Health Insurance	01-630	31,993	37,835	43,623	40,064	36,337
Dental Insurance	01-635	6,777	7,002	6,777	7,515	8,457
Workers Comp	01-642	17,303	22,330	17,901	17,748	17,910
Social Security	01-645	36,475	37,863	44,033	38,866	44,339
Medicare	01-647	10,112	10,310	10,298	10,519	10,369
Unemployment	01-650	0	0	0	188	0
Tuition Reimb	01-655	0	0	0	0	0
Deferred Compensation	01-660	18,661	15,091	14,931	11,271	17,187
Benefits Allowance	01-665	21,679	19,120	16,644	20,607	19,324
TOTAL		916,929	923,508	983,208	940,482	961,013
E. Administration						
Office Utilities	01-705	7,339	7,532	7,100	7,000	7,000
Office Supplies	01-710	6,220	8,197	7,000	7,000	7,000
Postage	01-711	7,280	6,122	5,000	4,000	5,000
Office Equipment Maintenance	01-715	7,989	5,117	5,000	8,600	8,600
Communications	01-720	9,536	7,624	7,500	7,500	12,000
Reproduction/Printing	01-725	13,256	11,655	13,000	10,000	10,000
Mtgs/Travel/Mileage reimbursement	01-740	21,982	21,968	20,000	22,000	20,000
Pubs/Books/Memberships	01-745	5,203	5,984	6,000	7,800	7,000
Contract Services	01-765	287,838	208,877	130,000	127,000	129,000
Training	01-770	5,698	2,895	4,000	4,000	4,000
Miscellaneous	01-775	0	0	0	0	0
City Manager Revolving Account	01-999	549	618	3,000	1,500	3,000
TOTAL		372,890	286,589	207,600	206,400	212,600
F. Equipment/Improvements						
Office	01-805	4,999	4,718	2,000	2,000	2,000
Field	01-810	0	0	200	200	200
Computers, Hard/Software	01-811	5,706	3,599	3,893	3,893	4,000
Building	01-815	3,137	4,073	2,000	2,000	2,000
TOTAL		13,842	12,390	8,093	8,093	8,200
G. Law Enforcement						
Police Services	03-545	461,061	468,956	480,230	480,230	491,755
Booking and CAL-ID	03-546	4,100	3,665	4,000	4,000	4,000
Equipment	03-547		23,989	0		0
Disburse COPS Grant	03-548	0	0	100,000	100,000	100,000
TOTAL Law Enforcement		465,161	496,610	584,230	584,230	595,755
TOTAL OPERATING BUDGET		2,274,210	2,256,481	2,114,370	2,065,402	2,081,219

II. CAPITAL IMPROVEMENT Budget

FUND ACCT	2008/09 Actual	2009/10 Actual	2010/11 Budget	2010/11 Year End Projection	2011/2012 Budget
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A. Facilities Maintenance					
Building and Grounds Maint	01-860	14,473	14,040	14,000	11,000
Building and Grounds Const	01-920	18,114	4,312	0	0
SUBTOTAL FACILITIES MAINTENANCE		32,587	18,352	14,000	11,000

CITY OF MONTE SERENO

B. Maintenance		2011/2012 FISCAL YEAR BUDGET					
Streets Maint. & Repair	12-845	142,302	114,890	75,000	50,000	75,000	
Storm Drain Maintenance	25-850	6,098	5,265	5,000	5,600	5,600	
Nonpoint Admin	25-805	0	0	0	0	0	
Street Sweeping	12-865	5,325	6,301	5,528	7,804	7,804	
Traffic Safety	05-870	17,833	24,238	20,000	15,000	15,000	
Congestion Management	12-875	2,070	2,070	2,070	2,000	2,000	
SUBTOTAL MAINTENANCE		173,628	152,764	107,598	80,404	105,404	

C. Construction						
Road Project Eng/Design	01-901	0	0	0	0	0
Road Project	01-905	24,850	0	0	0	0
Road Project	12-905	155,596	107,982	0	0	0
Storm Drains	25-910	0	19,378	0	24,087	0
Traffic Safety	05-915	0	0	0	0	0
SUBTOTAL CONSTRUCTION		180,446	127,360	0	24,087	0
TOTAL MAINTENANCE & CONSTRUCTION		354,074	280,124	107,598	104,491	105,404

III. SPECIAL DISTRICTS ACCOUNTS

A. Post Office Expenses						
Payroll	06-580	3,408	4,230	3,000	3,000	3,000
Payroll	06-606	18,584	19,206	23,400	23,400	23,400
Payroll part-time	06-615	0	0	0	0	0
PERS	06-626	3,737	3,790	5,772	4,671	4,937
Soc Sec	06-646	1,152	1,190	1,450	1,182	1,450
Medicare	06-648	269	278	339	328	339
Ben Allow	06-666	0	0	0	0	0
SUBTOTAL POST OFFICE		27,150	28,694	33,961	32,581	33,126
B. Loma Serena Ltg						
	40-935	2,257	2,259	2,100	2,275	2,275
C. Rose/Andrews						
	50-945	1,166	1,063	1,200	1,098	1,098
TOTAL SPECIAL DISTRICTS		30,573	32,016	37,261	35,954	36,499

RESOLUTION NO. 3448
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 2011-2012 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 2011-12; 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 \$ 2,110,628 and the total amount of the capital budget for all funds is \$200,255 for a total Budget of \$2,310,883.

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 2011-12.

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 7th day of June 2011.

AYES: Councilmembers Craig , Malloy, Rogers and Mayor Anstandig

NOES: None

ABSTAIN: None

ABSENT: Councilmember Garner

BY: _____
Marshall Anstandig, Mayor

ATTEST:

Andrea M. Chelemengos, City Clerk