



AGENDA

CITY OF MONTE SERENO

Tuesday, July 15, 2014

REGULAR MEETING
OF THE
CITY COUNCIL
7:00 p.m.

Monte Sereno City Council Chambers - 18041 Saratoga - Los Gatos Road, Monte Sereno, Ca
95030

MEETING CALLED TO ORDER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

**PRESENTATION * Present Retiring Los Gatos/Monte Sereno Police Chief Scott Seaman
With A Proclamation Of Appreciation**

ORDERS OF THE DAY

ORAL COMMUNICATIONS

WRITTEN COMMUNICATIONS

**CONSENT CALENDAR (It is recommended that all items listed be acted on
simultaneously unless separate discussion and/or action is required by a Councilmember or
a member of the audience.)**

1. Approve Minutes Of June 17, 2014 City Council Meeting
2. Approve Warrant List
3. Approve Monthly Treasurer's Report For The Month Of June 2014
4. Approve Monthly Financial Report For The Month Of June 2014

PUBLIC HEARINGS - None

UNFINISHED BUSINESS

5. Consider Resolution Amending Salary Ranges For Employees And Establishing The Position Of Management Analyst/Planner
6. Consider Resolution Placing Measure Proposing An Increase Of City Council Term Limits From Two (2) Consecutive Terms To Three (3) Consecutive Terms On The November 4, 2014 Ballot
7. Update On City Council Goals For 2014

NEW BUSINESS

8. Consider Youth Commission Appointments

COMMITTEE/COMMISSION REPORTS

COUNCIL MEMBER COMMENTS

CITY MANAGER'S REPORT

ADJOURNMENT

*** All items on the agenda are subject to action/or change by the City Council**

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk (408) 354-7635. If requested of the City Clerk, agendas and documents in the agenda packet can be made available in appropriate alternative formats to persons with a disability. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-35.104 ADA Title II]



**MONTE SERENO CITY COUNCIL
MEETING MINUTES**

JUNE 17, 2014

SPECIAL MEETING CALLED TO ORDER

At 7:00 p.m. Vice Mayor Huff called the meeting to order.

PLEDGE OF ALLIEGIANCE

ROLL CALL

Present: Council Members Allan, Anstandig, Rogers and Vice Mayor Huff
Absent: Mayor Craig
Staff Present: City Manager Loventhal, City Attorney Powell and City Clerk Chelemengos

ORDERS OF THE DAY

Council Member Rogers moved to reorder the agenda so that Agenda Item 8, Adopt Resolution Authorizing City Manager To Award Bid And Execute Contract For 2013 Street Rehabilitation Project To Lowest Responsible Bidder, is removed from the Consent Calendar and considered immediately following the Consent Calendar. The motion was seconded by Council Member Allan and the motion passed with the following 4-0 vote:

Ayes: Council Members Allan, Anstandig, and Rogers and Vice Mayor Huff
Noes: None
Abstain: None
Absent: Mayor Craig

ORAL COMMUNICATIONS

Bryan Mekechuk, resident, spoke with regard to his experience using the City's alternate building inspector option. He also spoke with regard to the Town of Los Gatos' Leadership Academy.

WRITTEN COMMUNICATIONS

None

CONSENT CALENDAR

1. Approve Minutes Of June 10, 2014 Special City Council Meetings
2. Approve Warrant List in the amount of \$10,181.37

3. Approve Monthly Treasurer's Report Of Month Of May, 2014
4. Approve Monthly Financial Report For Month Of May, 2014
5. Approve Appropriations Limit For Fiscal Year 2014-2015
6. Adopt Resolution Establishing And Fixing The Amount Of Special Real Property Tax Levy For Police Protection Purposes In Monte Sereno For The Fiscal Year Commencing On July 1, 2014 And Ending On June 30, 2015
7. Adopt Resolution Of The City Council Of The City Monte Sereno Ordering And Calling A General Municipal Election To Be Held In The City Of Monte Sereno On November 4, 2014; Requesting The Services Of The Registrar Of Voters; Requesting Consolidation Of Elections And Specifying Certain Policies And Procedures For The Consolidated Election; Determining To Levy A Cost Of Candidate's Statements; Requiring Payment Of Candidate's Filing Fee; And Providing For Giving Notice Of Election
9. Consider And Authorize City Manager To Execute West Valley Clean Water Program Lease Agreement

City Manager Loventhal answered questions from the Council with regard to matters on the Consent Calendar.

Council Member Allan moved to approve the Consent Calendar Items 1-7 and 9. The motion was seconded by Council Member Anstandig and the motion passed (4-0) with the following vote.

Ayes: Council Members Allan, Anstandig, and Rogers and Vice Mayor Huff
Noes: None
Abstain: None
Absent: Mayor Craig

8. Adopt Resolution Authorizing City Manager To Award Bid And Execute Contract For 2013 Street Rehabilitation Project To Lowest Responsible Bidder

City Manager Loventhal provided a report on the matter and answered questions from the Council.

Following Discussion, Council Member Anstandig moved to approve the resolution rejecting the bids from C.F. Archibald Paving, Inc. and O'Grady Paving, Inc. as non-responsive for the 2013 street rehabilitation project, awarding the contract to G. Bortolotto & Co., Inc. and authorizing the City Manager to execute the contract documents and approve the contract changes in aggregate amount not exceeding 15% of the total contract award amount. The motion was seconded by Council Member Rogers and the motion passed (4-0) with the following vote.

Ayes: Council Members Allan, Anstandig, and Rogers and Vice Mayor Huff
Noes: None
Abstain: None
Absent: Mayor Craig

PUBLIC HEARINGS

9. Adopt A Resolution Overruling Protests And Ordering The Improvements And Confirming The Diagram And Assessments Rose Andrews Lighting District

City Manager Loventhal provided a staff report.

At 7:17 p.m., the Public Hearing was opened. Since there was no one wishing to speak, the Public Hearing was closed.

Council Member Allan moved to adopt the resolution **Overruling Protests And Ordering The Improvements And Confirming The Diagram And Assessments Rose Andrews Lighting District**. The motion was seconded by Council Member Anstandig and the motion passed with the following 4-0 vote.

Ayes: Council Members Allan, Anstandig, and Rogers and Vice Mayor Huff
Noes: None
Abstain: None
Absent: Mayor Craig

UNFINISHED BUSINESS

11. Update From Law Enforcement Ad Hoc Committee

City Manager Loventhal introduced the matter.

Council Member Anstandig reported on the last meeting of the police ad hoc committee. He explained that the members of the ad hoc committee from Los Gatos stated that in light of Monte Sereno's decision to not honor the Town of Los Gatos' request for reimbursement for costs associated with the Kumra murder investigation, their (the Los Gatos ad hoc committee) recommendation to the Town Council of Los Gatos would be to either accept Monte Sereno's decision not to pay, instruct the Police Department to provide only the service level prescribed in the contract or to start the contract termination process. Council Member Anstandig stated that

the Los Gatos ad hoc committee is scheduled to report back to the Los Gatos Town Council on August 1st and he suggested to the committee members that there be additional conversations and meetings of the ad hoc committee prior to that date. Council Member Anstandig stated that the Town of Los Gatos held budget meetings and there was pertinent information and discussion regarding the police budget. He suggested the Council Members view the video. Council Member Anstandig also answered questions from the other Council Members.

Discussion of the matter ensued.

Brian Mekechuk spoke with regard to police services and equipment.

NEW BUSINESS

12. Update On Monte Sereno Night At Jazz On The Plazz

City Manager Loventhal provided a staff report and answered questions from the Council.

COMMITTEE/COMMISSION REPORTS

The Council Members reported on the activities of their assigned Commissions/Committees.

COUNCIL MEMBER COMMENTS

None

CITY MANAGER'S REPORT

City Manager Loventhal reported on various administrative matters.

ADJOURNMENT

At 7:34 p.m., Mayor Craig adjourned the meeting to 7:00 p.m. Tuesday, July 15, 2014 to be held in the City Council Chambers located at 18041 Saratoga-Los Gatos Road, Monte Sereno, and California.

Walter Huff, Vice Mayor

ATTEST:

Andrea M. Chelemengos, City Clerk



CITY OF MONTE SERENO
REGISTER OF ACCOUNTS PAYABLE

AS OF THIS DATE:
 July 15, 2014

CHECK NO.	TO	FOR	AMOUNT	ACCOUNT
15094	McKenna Landscape	Grounds maintenance	975.00	01-860
15095	Steinberg Architects	Civic Facility Peer review	2,521.28	01-535
15096	AT&T Mobility	Cell phone service	49.45	01-720
15097	Verizon	White page listing	460.43	01-720
15098	City of Foster City	Calopps listing	150.00	01-725
15099	ABAG Power Pool	Office gas utility	100.00	01-705
15100	Wells Fargo Bank	Meeting expenses/software	154.28	VAR
15101	Wells Fargo Bank	Meeting refreshments/ software	334.54	VAR
15102	Wells Fargo Bank	Meeting refreshments/ software	93.59	01-505
15103	XEROX	Copier supplies and service	149.65	01-715
15104	State Compensation Ins. Fund	Workers comp insurance	295.87	01-642
15105	Town of Los Gatos	Disburse COPS grant funds	24,999.99	03-548
15106	State Controllers Office	2013 Streets and Roads report	1,428.39	12-472
		Total July 15, 2014 warrants	31,712.47	
		Vouchered as due amount	204,991.38	
		Grand Total	236,703.85	

I, SUE L'HEUREUX, FINANCE OFFICER DO HEREBY CERTIFY THAT THE PROCEEDING ACCOUNTS HAVE BEEN CHECKED AND FOUND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF



 SUE L'HEUREUX, FINANCE OFFICER

* Reimbursable expense



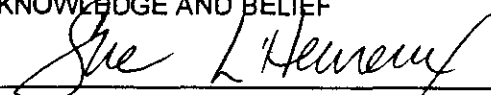
CITY OF MONTE SERENO REGISTER OF ACCOUNTS PAYABLE

AS OF THIS DATE:
June 27, 2014 warrants
June 23, 2014 payroll
July 1, 2014 warrants

VOUCHERED AS DUE

CHECK NO.	TO	FOR	AMOUNT	ACCOUNT
15050-15067		June 2014 payroll	109,628.78	
15068	Dept. Of Conservation	Disburse SMIP fees	384.20	01-531
15069	Calif. Building Standards	Disburse SB1473 fees	155.70	01-532
15070	Division of State Architect	Disburse SB1186 fees	16.80	01-533
15071	City of Campbell	IT services provided for FY 2013-14	7,200.00	01-535
15072	Alhambra Drinking Water	Service for June 2014	31.66	01-710
15073	AT&T	Long distance phone service	95.81	01-720
15074	Goldfarb & Lipman Attorneys	Litigation services	1,591.55	01-427
15075*	Verizon	Post office phone service	55.06	06-580
15076	PG&E	Street lighting services	593.37	VAR
		Total June 27, 2014 warrants	10,124.15	
15077	Logan & Powell LLP	Litigation services	858.55	01-427
15078	Inter'l Institute of City Clerks	Annual membership	145.00	01-745
15079	ICMA- City Managers	Annual membership	1,393.44	01-745
15080	Bay Cities JPIA	Annual liability & property premium	58,008.00	01-540
15081	Local Area Formation Commission	Annual LAFCO membership	110.90	01-522
15082	Kelex Security	Annual alarm maintenance contract	540.00	01-860
15083	Silicon Valley Animal Control	FY 2014-15 1st quarter fees	6,030.00	01-585
15084	ABAG	Annual membership	1,329.00	01-515
15085	Los Gatos Music & Arts	FY2014-15 contribution	10,000.00	01-550
15086	SC County Cities Association	Annual membership	3,638.00	01-515
15087	American Planning Association	Annual membership	373.00	01-745
15088	Norman Pauls Print Center	Announcement printing	132.61	01-725
15089	BMI Imaging Systems	Annual maintenance renewal	900.00	01-715
15090	Verizon	Local phone service	599.20	01-720
15091	ESRI, Inc	FY2014-15 contract renewal	835.00	01-715
15092*	Pitney Bowes, Inc	Post office postage meter rental	195.75	06-580
15093*	CNASURETY	Post office bond renewal	150.00	06-580
		Total July 1, 2014 warrants	85,238.45	
		Total June 2014 payroll	109,628.78	
		Grand Total Vouchered as due	204,991.38	

I, SUE L'HEUREUX, FINANCE OFFICER DO HEREBY CERTIFY THAT THE PROCEEDING ACCOUNTS HAVE BEEN CHECKED AND FOUND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF



 SUE L'HEUREUX, FINANCE OFFICER

* Reimbursable expense

TREASURER'S REPORT

June 2014

BALANCE AS OF	May 2014	\$970,186.04
RECEIPTS FOR PERIOD		\$252,361.55
INVESTMENTS RECEIPTS DURING PERIOD		
INTEREST EARNED		\$69.49
CASH DISBURSEMENTS FOR PERIOD		(\$146,677.09)
INVESTED DURING PERIOD		(\$300,000.00)
	EFT(PERS retirement)	(\$13,176.65)
	EFT (payroll taxes)	(\$19,859.98)
	Bank fees	(\$259.63)
		\$742,643.73

BALANCE IN DEMAND ACCOUNTS

\$500.00 CHECKING
\$742,143.73 SAVINGS

FUND DISTRIBUTION IN DEMAND ACCOUNTS

1 GENERAL	\$427,957.51
3 LAW ENFORCEMENT	\$53.16
5 TRAFFIC SAFETY	\$71,814.77
6 POST OFFICE	\$26,520.42
12 GAS TAX (2107)	\$167,568.66
25 STORM DRAIN	\$46,692.32
30 SURETY TRUST	\$72.75
40 LOMA SERENA LTG.	\$19.06
50 ROSE/ANDREWS LTG.	\$1,945.08
TOTAL	\$742,643.73

City of Monte Sereno
Investment Accounts

Local Agency Investment Fund - Custodian

FUND	3/31/2014	Interest	4/30/2014	5/31/2014	Deposit	6/30/2014
General	5,935,691.67	3,406.38	5,939,098.05	5,939,098.05	200,000.00	6,139,098.05
Traffic Safety	0.00		0.00	0.00	100,000.00	100,000.00
2107 GAS TAX	20,280.95	11.53	20,292.48	20,292.48		20,292.48
Storm Drain	21,000.00		21,000.00	21,000.00		21,000.00
Surety Trust	27,042.53		27,042.53	27,042.53		27,042.53
Building Fund	0.00		0.00	0.00		0.00
Loma Serena Ltg.	9,000.00		9,000.00	9,000.00		9,000.00
TOTAL	6,013,015.15	3,417.91	6,016,433.06	6,016,433.06	300,000.00	6,316,433.06

NOTES:

Interest is deposited directly to LAIF account.

This quarterly report is in compliance with the City's investment policy and demonstrates the City's ability to meet its expenditure requirements for the next six months.

Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

www.treasurer.ca.gov/pmia-laif
 July 01, 2014

CITY OF MONTE SERENO

FINANCE OFFICER
 18041 SARATOGA-LOS GATOS ROAD
 MONTE SERENO, CA 95030

PMIA Average Monthly Yields

Account Number:
 98-43-561

Tran Type Definitions

June 2014 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
6/27/2014	6/26/2014	RD	1435875	SUE A L'HEUREUX	300,000 00

Account Summary

Total Deposit:	300,000 00	Beginning Balance:	6,016,433 06
Total Withdrawal:	0 00	Ending Balance:	6,316,433 06

THE CITY OF MONTE SERENO
REVENUES AND EXPENDITURES REPORT
FOR THE MONTH OF
JUNE 2014
(100 % of FY)

REVENUES	ACCOUNT NUMBER	BUDGET	CURRENT PERIOD	YTD ACTUAL	% OF BUDGET
PROPERTY TAX					
Secured	01 202	1,103,656.00	84,986.07	1,150,397.25	104.24%
Unsecured	01 204	64,026.00	0.00	63,135.40	98.61%
Homeowners Exemption	01 210	5,454.00	793.85	5,292.32	97.04%
SB 813	01 214	12,000.00	2,376.88	21,116.19	175.97%
TOTAL PROPERTY TAX		1,185,136.00	88,156.80	1,239,941.16	104.62%
REAL PROPERTY TAX					
Real Prop Trans	01 222	40,000.00	12,618.65	67,554.60	168.89%
TOTAL REAL PROP. TAX		40,000.00	12,618.65	67,554.60	168.89%
LICENSES AND PERMITS					
Business Lic.	01 232	37,000.00	2,535.00	40,595.00	109.72%
Construction Tax	01 234	22,000.00	2,556.63	36,842.64	167.47%
Construction Permits	01 236	260,000.00	23,726.81	318,466.75	122.49%
Grading Permits	01 237	30,000.00	806.00	27,107.25	90.36%
Subdivision Fee	01 240	53,000.00	0.00	0.00	0.00%
Zoning Fees	01 242	65,000.00	4,510.00	63,758.85	98.09%
Encroachments	01 244	12,000.00	1,125.00	14,960.00	124.67%
Road Impact fees	01 246	50,000.00	6,350.00	91,209.62	182.42%
TOTAL LICENSE & PERMITS		529,000.00	41,609.44	592,940.11	112.09%
FRANCHISE TAX					
Gas	01 262	14,000.00	0.00	13,884.78	99.18%
Electricity	01 263	42,000.00	0.00	42,876.78	102.09%
Water	01 264	19,000.00	0.00	20,581.00	108.32%
Refuse	01 266	80,000.00	7,834.24	117,207.76	146.51%
Recycle HHW & JPA fees	01 267	13,200.00	1,143.59	12,579.47	95.30%
Cable TV	01 268	59,000.00	0.00	49,133.48	83.28%
TOTAL FRANCHISE TAX		227,200.00	8,977.83	256,263.27	112.79%
Interest - General	01 282	20,000.00	58.48	11,294.16	56.47%
TOTAL INTEREST		20,000.00	58.48	11,294.16	56.47%
MISCELLANEOUS					
Horticultural/Arborist Service	01 284	500.00	0.00	0.00	0.00%
Merchant Credit service fee	01 286	1,500.00	129.75	1,828.87	121.92%
AB939	01 287	1,200.00	0.00	2,189.32	182.44%
AVASA	01 288	1,600.00	650.69	1,821.74	113.86%
BCJPIA/State fund Ins. rebate	01 290	3,700.00	0.00	1,917.61	51.83%
Microfilm Fee	01 291	5,000.00	528.00	7,878.00	157.56%
Miscellaneous	01 292	1,000.00	0.00	8,944.47	894.45%
Alarm Soundings	01 293	800.00	0.00	200.00	25.00%
Reimb. Publication	01 294	1,000.00	2.75	254.60	25.46%
Debt Collection	01 295	0.00	0.00	0.00	N/A
General Fund Reserve transfer	01 xxx	29,395.00	0.00	0.00	0.00%
TOTAL MISCELLANEOUS		45,695.00	1,311.19	25,034.61	54.79%

THE CITY OF MONTE SERENO
REVENUES AND EXPENDITURES REPORT
FOR THE MONTH OF
JUNE 2014
(100 % of FY)

REVENUES	ACCOUNT		BUDGET	CURRENT	YTD	% OF
	NUMBER			PERIOD	ACTUAL	BUDGET
STATE SUBVENTION						
Sales and UseTax	01	296	10,500.00	2,893.62	7,576.00	72.15%
Misc (Bev.recycle)	01	305	5,000.00	0.00	1,555.27	31.11%
TOTAL STATE SUBVENTION			15,500.00	2,893.62	9,131.27	58.91%
LAW ENFORCEMENT						
Law Enforcement Tax	03	316	183,150.00	75,000.00	181,467.00	99.08%
Miscellaneous/COPS grant	03	318	100,000.00	0.00	66,666.64	66.67%
TOTAL LAW ENFORCEMENT			283,150.00	75,000.00	248,133.64	87.63%
TRAFFIC SAFETY						
Traffic Safety	05	322	13,000.00	1,792.32	15,413.63	118.57%
Misc(Safe routes state grant)	05	323	447,000.00	0.00	410,650.06	91.87%
Traffic Safety Reserve transfer	05	xxx	68,570.00	0.00	0.00	0.00%
TOTAL TRAFFIC SAFETY			528,570.00	1,792.32	426,063.69	80.61%
GAS TAX						
Gas Tax	12	328	85,000.00	17,134.07	116,454.17	137.00%
Gas Tax Interest	12	332	150.00	11.01	91.29	60.86%
Misc (Street rehab fed grant)	12	333	250,000.00	0.00	0.00	0.00%
Gas Tax reserver transfer	12	xxx	0.00	0.00	0.00	N/A
TOTAL GAS TAX			335,150.00	17,145.08	116,545.46	34.77%
STORM DRAIN FEES						
Storm drain dev fees	25	352	6,000.00	810.00	15,490.00	258.17%
Clean water program lease	25	353	4,140.00	0.00	4,140.00	100.00%
Storm Drain maintenance/Administration	25	354	22,470.00	0.00	11,345.52	50.49%
Storm drain transfer	25	xxx	0.00	0.00	0.00	N/A
TOTAL STORM DRAIN FEES			32,610.00	810.00	30,975.52	94.99%

THE CITY OF MONTE SERENO
REVENUES AND EXPENDITURES REPORT
FOR THE MONTH OF
JUNE 2014
(100 % of FY)

REVENUES		ACCOUNT NUMBER		BUDGET	CURRENT PERIOD	YTD ACTUAL	% OF BUDGET
LOMA SERENA							
Secured	40	366	1,800.00	190.42	1,857.22	103.18%	
Unsecured	40	368	140.00	0.00	142.83	102.02%	
Homeowner Exempt/SB813	40	378	30.00	5.71	47.28	157.60%	
TOTAL LOMA SERENA			1,970.00	196.13	2,047.33	103.93%	
ROSE/ANDREWS							
Secured	50	402	1,312.00	504.00	1,298.88	99.00%	
TOTAL ROSE/ANDREWS			1,312.00	504.00	1,298.88	99.00%	
Post Office Revenue							
	06	270	16,000.00	1,132.59	21,455.65	134.10%	
TOTAL			16,000.00	1,132.59	21,455.65	134.10%	
TOTAL REVENUES			3,261,293.00	252,206.13	3,048,679.35	93.48%	
EXPENDITURES							
CITY ATTORNEY							
Retainer	01	425	62,755.00	5,229.58	62,652.46	99.84%	
Litigation	01	427	50,000.00	3,525.70	108,051.36	216.10%	
Mtg, Trv, Prot.	01	435	500.00	0.00	328.86	65.77%	
TOTAL CITY ATTORNEY			113,255.00	8,755.28	171,032.68	151.02%	
CITY AUDIT							
Audit	01	470	28,000.00	0.00	25,700.00	91.79%	
Gas Tax Audit	12	472	1,700.00	0.00	0.00	0.00%	
Misc/Bank charges	01	480	3,000.00	259.63	4,439.49	147.98%	
TOTAL CITY AUDIT			32,700.00	259.63	30,139.49	92.17%	

THE CITY OF MONTE SERENO
REVENUES AND EXPENDITURES REPORT
FOR THE MONTH OF
JUNE 2014
(100 % of FY)

EXPENSES	ACCOUNT NUMBER	BUDGET	CURRENT PERIOD	YTD ACTUAL	% OF BUDGET
GENERAL GOVERNMENT					
Council Trvl, Mtgs, Protocol	01 505	22,000.00	524.78	10,876.41	49.44%
Council Membership	01 515	7,500.00	129.12	7,327.12	97.69%
Elections	01 520	0.00	0.00	0.00	N/A
Municipal Code Revision	01 521	2,000.00	0.00	2,777.34	138.87%
Environmental Svcs	01 522	15,000.00	0.00	8,860.38	59.07%
Professional Svcs	01 535	19,000.00	7,200.00	20,411.50	107.43%
Insurance & Bonding	01 540	65,000.00	0.00	62,587.00	96.29%
Code Enforcement	01 545	16,000.00	1,656.00	16,759.00	104.74%
Community Assist.	01 550	15,000.00	0.00	12,000.00	80.00%
Emergency Svcs	01 555	17,600.00	0.00	17,734.12	100.76%
Legal Ads	01 565	200.00	0.00	255.00	127.50%
General Plan Revise	01 570	5,000.00	3,960.00	38,522.90	770.46%
Misc/Refunds	01 575	200.00	0.00	55.00	27.50%
Sales Tax	01 576	114.00	0.00	24.00	21.05%
Animal Control	01 585	23,403.00	0.00	23,403.00	100.00%
TOTAL GEN GOVERNMENT		208,017.00	13,469.90	221,592.77	106.53%
PERSONNEL					
Reg Full Time	01 605	666,858.00	56,256.00	661,802.89	99.24%
Part Time	01 615	26,386.00	2,303.41	27,135.30	102.84%
Ltdi Lif Ins	01 620	9,912.00	953.76	10,926.53	110.24%
Rtrmnt Employer	01 625	99,134.00	8,623.44	101,452.93	102.34%
Rtrmnt Employee	01 627	48,527.00	4,099.16	48,225.59	99.38%
Health Insurance	01 630	45,921.00	4,682.77	54,977.38	119.72%
Dental Insurance	01 635	8,542.00	496.80	5,961.60	69.79%
Workers Comp	01 642	16,714.00	715.99	9,418.78	56.35%
Social Security	01 645	46,180.00	3,889.82	39,056.08	84.57%
Medicare	01 647	10,800.00	909.71	10,728.93	99.34%
Unemployment	01 650	0.00	0.00	0.00	N/A
Tuition Reimb	01 655	0.00	0.00	0.00	N/A
Deferred Compensation	01 660	13,847.00	957.37	12,404.06	89.58%
Benefits Allowance	01 665	18,558.00	1,622.15	19,393.16	104.50%
TOTAL PERSONNEL		1,011,379.00	85,510.38	1,001,483.23	99.02%

THE CITY OF MONTE SERENO
REVENUES AND EXPENDITURES REPORT
FOR THE MONTH OF
JUNE 2014
(100 % of FY)

EXPENSES	ACCOUNT		CURRENT	YTD	% OF
	NUMBER	BUDGET	PERIOD	ACTUAL	BUDGET
ADMINISTRATION					
Off Utilities	01 705	8,000.00	1,008.95	8,281.39	103.52%
Off Supplies	01 710	7,000.00	471.70	5,995.28	85.65%
Postage	01 711	5,000.00	0.00	2,481.11	49.62%
Off Equip Maintenance	01 715	5,000.00	59.44	3,416.29	68.33%
Communications	01 720	8,000.00	453.82	8,871.69	110.90%
Reproduction/Printing	01 725	7,000.00	179.76	7,897.98	112.83%
Mtgs/Trvl/Mileage reimb.	01 740	21,000.00	1,763.95	21,144.95	100.69%
Pubs/Books/Membership	01 745	7,100.00	97.50	8,185.46	115.29%
Contract Services	01 765	129,000.00	12,212.00	144,544.17	112.05%
Training	01 770	5,000.00	0.00	2,563.81	51.28%
Miscellaneous	01 775	0.00	0.00	0.00	N/A
Horticultural/Arborist Services	01 885	500.00	0.00	582.75	116.55%
City Mngrs Revolving	01 999	3,000.00	0.00	745.70	24.86%
TOTAL ADMINISTRATION		205,600.00	16,247.12	214,710.58	104.43%
EQUIPMENT/IMPROVEMENTS					
Office	01 805	2,000.00	0.00	9,421.66	471.08%
Field	01 810	200.00	0.00	0.00	0.00%
Computer, Hard/Software	01 811	25,000.00	249.83	14,809.16	59.24%
Building Improvements	01 815	7,000.00	0.00	2,223.49	31.76%
TOTAL EQUIP./IMPROV.		34,200.00	249.83	26,454.31	77.35%
LAW ENFORCEMENT					
Police Services	03 545	525,470.00	45,775.21	534,382.09	101.70%
Booking & CAL-ID	03 546	60.00	0.00	0.00	0.00%
Disburse COPS grant	03 548	100,000.00	0.00	49,999.99	50.00%
TOTAL LAW ENFORCEMENT		625,530.00	45,775.21	534,382.09	85.43%
BUILDING MAINTENANCE					
Building & Ground Maint	01 860	15,000.00	260.00	11,260.43	75.07%
Building & Ground Const	01 920	0.00	0.00	0.00	N/A
TOTAL BUILDING MAINTENANCE		15,000.00	260.00	11,260.43	75.07%
MAINTENANCE					
Street Maint.&Repair	12 845	50,000.00	0.00	13,390.00	26.78%
Storm Drain Maintenance	25 850	5,000.00	0.00	18,729.26	374.59%
Clean Water Program Administration	25 805	24,447.00	0.00	23,594.00	96.51%
Street Sweeping	12 865	6,500.00	1,174.06	5,115.73	78.70%
Traffic Safety	05 870	10,000.00	339.64	11,244.71	112.45%
Traffic Safety projects (Signs)	05 915	50,000.00	0.00	21,208.97	42.42%
Congestion Management	12 875	2,000.00	0.00	1,997.55	99.88%
TOTAL MAINTENANCE		147,947.00	1,513.70	95,280.22	64.40%
CONSTRUCTION					
Gen Fund Road Project (monuments)	01 905	50,000.00	0.00	0.00	0.00%
Road Project (Street rehab grant)	12 905	250,000.00	3,648.45	31,645.95	12.66%
Traffic Safety (safe routes grant)	05 905	522,000.00	0.00	408,386.78	78.24%
Storm Drain Project	25 910	0.00	0.00	0.00	N/A
TOTAL CONSTRUCTION		822,000.00	3,648.45	440,032.73	53.53%

THE CITY OF MONTE SERENO
REVENUES AND EXPENDITURES REPORT
FOR THE MONTH OF
JUNE 2014
(100 % of FY)

EXPENSES	ACCOUNT NUMBER	BUDGET	CURRENT PERIOD	YTD ACTUAL	% OF BUDGET
SPECIAL DISTRICTS					
Post Office Expense	06 580	4,000.00	199.28	2,361.54	59.04%
Payroll	06 606	24,703.00	2,089.89	24,508.73	99.21%
PERS	06 626	5,261.00	454.05	5,324.76	101.21%
Soc Sec	06 646	1,531.00	129.57	1,519.52	99.25%
Medicare	06 648	358.00	30.30	355.38	99.27%
Loma Serena Ltg	40 935	2,300.00	200.87	2,357.70	102.51%
Rose/Andrews	50 945	1,312.00	623.19	1,190.77	90.76%
TOTAL SPECIAL DISTRICTS		39,465.00	3,727.15	37,618.40	95.32%
TOTAL EXPENDITURES		3,255,093.00	179,416.65	2,783,986.93	85.53%

MEETING DATE
July 15, 2014

REPORT TO MONTE SERENO CITY COUNCIL
Consider adopting a resolution setting salary ranges and creating
position of Management Analyst/Planner

RECOMMENDATION:

Staff recommends that the City Council adopt a resolution amending salary ranges for employees and establishing the position of Management Analyst/Planner.

BACKGROUND/DISCUSSION:

The City Council typically sets the employee salary ranges by resolution. The last resolution setting salary ranges was adopted in 2002. Since that time, the City Council has approved periodic cost of living increases in salaries that were applied to all approved salary ranges. The proposed resolution is intended to reflect the existing approved salaries with the exception of Building Official. The proposed resolution resets the Building Official range based on compensation studies of comparable communities. This "re-set" will result in an annual savings to the City of approximately \$24,000.

The proposed resolution also creates a new position of Management Analyst/Planner. It is intended that this position would be filled by existing staff and would not result in any increase in staffing levels.



City Manager

Attachment: Resolution 694.22

RESOLUTION NO. 694.22

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTE SERENO
AMENDING SALARY RANGES FOR EMPLOYEES OF THE CITY OF MONTE
SERENO AND ESTABLISHING THE POSITION OF
MANAGEMENT ANALYST/ PLANNER**

WHEREAS, the City Council set forth in a single Resolution (Resolution No. 694.20) (the "Resolution") its orders establishing personnel rules to govern its employees;

WHEREAS, the Resolution does not include the current salary ranges for the employees of the City; and

WHEREAS, the City Council desires to create a new position entitled Management Analyst/Planner; and

WHEREAS, the City Council desires to amend the Resolution to include the salary ranges and to create the new position; and

WHEREAS, Resolution Nos. 1847 and 2096 relate to matters covered in Resolution No. 694.20 and are therefore no longer necessary; and

WHEREAS, the City Council desires to repeal those resolutions.

NOW, THEREFORE, IT IS HERBY FOUND, ORDERED AND DETERMINED as follows:

SECTION 1. Section 1 of Resolution No. 694.20 is hereby amended to read as follows:

"SECTION 1. COMPENSATION RANGES AND STEPS.

A. The following are the authorized positions and respective ranges of compensation to be paid monthly to each of the hereinafter described positions:

1. Building Official (\$8676.00-\$10,554.00)
2. City Clerk/Assistant City Planner (\$7,811.21-\$9,494.86)
3. Finance Officer/Facility Manager (\$7,664.13-\$9,317.21)
4. Administrative Clerk II (\$3,895.59-\$4,735.67)
5. Administrative Clerk (\$21.11-\$26.00/hour)
6. Postal Clerk (\$21.11/hour)
7. Associate Planner (\$5,882.82-\$7,152.32)
8. Management Analyst/Planner (\$6,794.00-\$8,279.00)

Each of the employees designated above shall be paid in the amount of the step within their respective range of compensation which shall be determined by the City Manager.”

SECTION 2. EFFECTIVE DATE.

This Resolution shall be in full force and effect on July 1, 2014.

SECTION 3. DECLARATION OF INTENT

This Resolution is an expression of existing policy of the City and is subject to change by the City Council from time to time. Nothing herein contained shall be construed as creating or establishing any of the provisions hereof as terms of any contract of employment extending beyond any period other than such period during which this Resolution is in full force and effect.

SECTION 4. REPEALS

Resolution Nos. 1847 and 2096 are hereby repealed in their entirety and shall be of no further force or effect as of July 1, 2014.

REGULARLY passed and adopted this 15th day of July, 2014, by the following vote

AYES:
NOES:
ABSENT:

APPROVED:

Burton Craig, Mayor

ATTEST: _____
Andrea M. Chelemengos, City Clerk

REPORT TO MONTE SERENO CITY COUNCIL

Consider a resolution submitting a ballot measure increasing the number of consecutive terms a Councilmember may serve

RECOMMENDATION:

Staff recommends that the City Council consider the information and provide direction to staff.

BACKGROUND/ DISCUSSION:

In their annual goal setting process the City Council included a goal to evaluate the existing City Council term limits. At their April 1, 2014 and May 6, 2014 meeting the Council considered the issue.

Term limits set by ballot measure

In the 1998 General November Election, the residents of Monte Sereno passed Measure J (Monte Sereno Term Limits) with 68% of the vote for term limits and 31% against term limits. As directed by the voters, Monte Sereno City Council subsequently approved Ordinance NS-110. This Ordinance is codified in the Monte Sereno Municipal Code in section 2.01.010.

- “A. Term. A person elected to the City Council at a regular election shall hold office for a term of four years from and after the first meeting at which the results of the canvass of the election are declared and the person is sworn into office and continuing until their respective successors qualify.
- B. Term Limitation. No person elected to the City Council shall be eligible to serve as a member of the City Council for more than two consecutive four year elective terms. Any person who has served two consecutive four year elective terms shall not serve again until at least two years have elapsed since that person last held office. For purposes of this section, any current member of the City Council at the time this section became effective, shall be deemed to have already served one four year elective term. In addition, any person appointed or elected to the City Council to fill an unexpired term of not more than two years in length shall, thereafter, be eligible to serve two successive four year elective terms upon the expiration of the unexpired term for which that person was appointed or elected. Any partial term of office longer than two years shall be deemed to be a full four-year term.”

Since the term limits were approved by a majority of the votes cast, the City must again seek voter approval if the City Council desires to modify the current limitations. If the Council


desires to proceed, the City would have to include a proposed ballot measure in a future municipal election.

Financial impact

City staff has discussed the ballot measure timing and costs with the Santa Clara County Registrar of Voters. According to the Registrar of Voters, the estimated cost for a ballot measure on the November 2014 election is \$31,497. The estimated cost of the measure would increase depending on the length of arguments and rebuttals for and against the measure. Key dates for measure filings are as follows:

- August 8, 2014 – Due date for measure resolutions
- August 12, 2014 – Due date for measure arguments
- August 19, 2014 – Due date for measure rebuttals and impartial analyses

Enclosed with the staff report is a resolution submitting a ballot measure for the November 4, 2014 general election. The proposed resolution sets forth the ballot measure language and sets forth the procedural deadlines for arguments, rebuttals and impartial analysis. The proposed measure would increase the number of terms a Councilmember may serve to three terms. The measure would not apply to existing Councilmembers.



City Manager

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY MONTE SERENO
ORDERING THE SUBMISSION TO THE QUALIFIED ELECTORS OF THE CITY OF A
CERTAIN MEASURE RELATING TO INCREASING THE NUMBER OF TERMS OF
OFFICE A CITY COUNCILMEMBER CAN SERVE AT THE GENERAL ELECTION TO
BE HELD ON TUESDAY, NOVEMBER 4, 2014, AS CALLED BY
RESOLUTION NO. 3567**

WHEREAS, a General election on Tuesday, November 4, 2014 has been called by Resolution No. 3567, adopted on June 17, 2014, and

WHEREAS, The City Council also desires to submit to the voters at the election a question relating to increasing the number of terms of office a City Councilmember can serve;

NOW, THEREFORE, THE CITY COUNCIL OF THE MONTE SERENO, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. That the City Council, pursuant to its right and authority, does order submitted to the voters at the General Municipal Election the following question:

“Shall an ordinance be adopted increasing the number of terms a member of the Monte Sereno City Council may serve on the City Council from two to three consecutive four year terms with a right to run for office again only after at least two years have elapsed since that person last held office? YES or NO”

SECTION 2. That the full text of the proposed measure submitted to the voters is attached as Exhibit A.

SECTION 3. That is all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 4. That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 5. That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

SECTION 6. The City Council hereby directs the City Attorney to prepare an Impartial Analysis, not to exceed 500 words, in accordance with Elections Code 9280, and establishes August 19, 2014 as the deadline for submitting the Impartial Analysis.

SECTION 7. The Mayor, or his designee, is hereby authorized to prepare a written argument in favor of the proposed measure, not to exceed 300 words in length, on behalf of the City Council. At the Mayor's discretion, the Argument may also be signed by bona fide associations or by individual voters who are eligible to vote.

SECTION 8. The City Council hereby authorizes Arguments For and Against the measure and Rebuttal Arguments to be filed in accordance with Sections 9282-9287 of the Election Code, and establishes August 12, 2014 as the deadline to file Arguments For or Against the measure, and August 19, 2014 as the deadline to file Rebuttal Arguments.

This resolution was duly and regularly adopted and passed by the City Council of the City of Monte Sereno, California on the 15th day of July, 2014, by the following vote:

AYES:
NOES:
ABSENT:

APPROVED:

Burton Craig, Mayor

ATTEST: _____
Andrea M. Chelemengos, City Clerk

EXHIBIT A

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONTE SERENO
AMENDING SECTION 2.01.010 OF CHAPTER 2.01 OF TITLE 2 INCREASING THE
TERMS OF OFFICE A CITY COUNCIL MEMBER CAN SERVE**

THE PEOPLE OF THE CITY OF MONTE SERENO DO ORDAIN that Section 2.01.010 of Chapter 2.01 of Title 2 is amended to read as follows:

“CHAPTER 1

CITY COUNCIL

Sections 2.01.010 TERM OF OFFICE--- LIMITATIONS

CHAPTER 1 CITY COUNCIL

Section 2.010.010 Term of office—Limitations.

A. *Term.* A person elected to the City Council at a regular election shall hold office for a term of four (4) years from and after the first meeting at which the results of the canvass of the election are declared and the person is sworn into office and continuing until their respective successors qualify.

B. *Term limitation.* No person elected to the City Council shall be eligible to serve as a member of the City Council for more than three (3) consecutive four-year elective terms. Any person who has served three (3) consecutive four-year elective terms shall not serve again until at least two (2) years have elapsed since that person last held office. This section shall not apply to any current member of the City Council at the time this section became effective and those current members shall only be permitted to serve two (2) consecutive four-year elective terms. In addition, any person appointed or elected to the City Council to fill an unexpired term of not more than two (2) years in length shall, thereafter, be eligible to serve two (2) successive four-year elective terms upon the expiration of the unexpired term for which that person was appointed or elected. Any partial term of office longer than two (2) years shall be deemed to be a full four-year term.”

This Ordinance was adopted on the 4th day of November, 2014, by a majority vote of the people of the City of Monte Sereno voting in the General Election.

Attest: _____
Andrea Chelemengos, City Clerk

MEETING DATE

July 15, 2014

REPORT TO MONTE SERENO CITY COUNCIL

Update on City Council Goals for 2014

RECOMMENDATION:

This report is for informational purposes. No action is required.

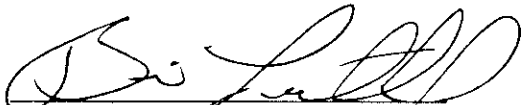
BACKGROUND/DISCUSSION:

Goal	Actions Taken and/or Actions Needed to Be Taken to Achieve Goal
Publish what we do (animal control, S&A, etc.) in newsletter	Spring Newsletter included the following articles: SVACA, Vacation House Checks, and Disaster Preparedness. Future newsletters will continue to feature "what we do."
Continue to encourage participation on the Youth Commission	July 15, 2014, City Council is to consider making appointments to the Youth Commission. The City has received 10 applications for 12 seats on the Commission.
Adopt a revised Housing Element	April 15, 2014, City Council approved a professional service agreement for a consultant to prepare Housing Element. May 20, 2014, City Council conducted a community workshop on the Housing Element. August/Sept. 2014, City Council will consider a draft Housing Element. December 2014 Housing Element to be submitted to HCD
Continue to improve City branding	September 2014, City Council update and discussion scheduled.
Outreach/email of new residents	The City has made a concerted effort at the front counter and through permitting activity to increase the email distribution list. Approximately a 5% increase in email list has resulted. The City has begun to ask new residents for their emails through the new resident welcome wagon service performed by the LG/MS PD.
Publish City Council Code of Ethics	February 4, 2014, City Council re-adopted the Code of Ethics. The signed document was published and posted at the front counter of City Hall.

Consider changing City Council meeting time to 7 PM	March 4, 2014, City Council approved a resolution changing the meeting time of City Council meetings to 7 PM.
Consider appointing City Council Ad Hoc Committee for new civic facility	March 4, 2014, City Council appointed two Council members to serve on the Civic Facility Ad Hoc Committee.
Appoint Housing Element Ad Hoc subcommittee	March 18, 2014, City Council appointed two Councilmembers to serve on the Housing Element Ad Hoc Committee.
Consider opportunities for enhancing public safety	March 4, 2014, City Council appointed two Councilmembers to serve on the Law Enforcement Ad Hoc Committee. June 17, 2014, City Council received an update from the Law Enforcement Ad Hoc Committee.
Consider increasing newsletter frequency	April 1, 2014, City Council considered newsletter frequency.
Conduct a City Council study session for annual budget adoption	June 10, 2014, City Council conducted a Budget Study Session and subsequently adopted the proposed budget.
Consider changes to City Council term limits	April 1, 2014, City Council discussed term limits and provided direction to staff to proceed. June 10, 2014, City Council discussed term limits and related costs in the context of the draft budget. July 15, 2014, City Council will consider a resolution placing a term limit ballot measure on the November 2014 ballot.
Continue to pursue funding opportunities for safety improvements	The City has recently supported Active Transportation Grant (ATP) applications from Saratoga and Los Gatos for continued Highway 9 Pedestrian Safety Improvements.
Consider new civic facility alternatives	May 20, 2014 City Council received an update on the project. June 10, 2014 City Council approved a professional services agreement for a peer review of the previously completed master plan studies. August/Sept 2014, City Council will consider the final peer review report and consider alternatives presented.
Announce key City Council meetings (PD and Fire reports)	Spring Newsletter announced May 6 th Crime prevention and Ice Cream social event. Future newsletters will continue to announce key activities.

Review website to see what improvements can be made

City staff has been examining, researching and discussing key website functions with other jurisdictions with successful web sites. June 10, 2014, City Council adopted budget that included \$10k for web site improvements. Fall 2014, Web site improvements and update will be presented to the City Council.



City Manager

MEETING DATE

July 15, 2014

REPORT TO MONTE SERENO CITY COUNCIL
2014/2015 Youth Commission Appointments

RECOMENDATION:


Staff recommends the City Council consider the applications for Youth Commissioners and appoint the applicants to the Youth Commission.

BACKGROUND/DISCUSSION:

The Youth Commission ordinance allows for up to twelve (12) Youth Commissioners and provides for each member of the City Council to appoint one member of the Youth Commission. The remaining 7 appointments are at-large appointments. This year the City has received applications from the following Monte Sereno youth:

Griffin Audy
Genevieve Duflock
Meredith Duflock
TJ LaScola
Vishal Narayan
Joselyn Penafiel
Max Rogers
Saya Sivaram
Manit Sripadam
Maya Sripadam

By appointing all 10 applicants, the 2014/2015 Youth Commission will still have 2 open seats. City regulations require a quorum of only those seated at that time. Therefore, appointing these candidates will allow the Youth Commission to begin meeting and planning events for the upcoming year. Additional appointments can be made at a future time.


Andrea M. Chelemengos, City Clerk


Approved by