



# **AGENDA**

## **CITY OF MONTE SERENO**

Tuesday, August 19, 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

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### **MEETING CALLED TO ORDER**

### **PLEDGE OF ALLEGIANCE TO THE FLAG**

### **ROLL CALL**

### **PRESENTATION**

Proclamation to Retiring Monte Sereno Building Official Howard Bell

### **ORDERS OF THE DAY**

### **ORAL COMMUNICATIONS**

### **WRITTEN COMMUNICATIONS**

1. Consider Letter From Gladie Rabitz And Sue Anawalt Regarding Los Gatos Teen Center Building

**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.)**

2. Approve Minutes Of August 5, 2014 City Council Meeting
3. Approve Warrant List
4. Approve Monthly Treasurer's Report for Month of July, 2014
5. Approve Monthly Financial Report For Month of July, 2014

6. Adopt Resolution Of The Monte Sereno City Council Proclaiming September 2014 As Library Card Sign-Up Month In The City Of Monte Sereno And Celebrating The 100th Anniversary Of The Santa Clara County Library District
7. Hold Second Reading And Adopt An Ordinance Of The City Council Of The City Of Monte Sereno Repealing Monte Sereno Municipal Code Chapter 7.02 Regulating Swimming Pool Services

## **PUBLIC HEARINGS**

## **UNFINISHED BUSINESS**

8. Consider Youth Commission Appointment
9. Discuss Secondary Dwelling Unit Amnesty Program
10. Update on Civic Facility Master Plan
11. Update on City Picnic

## **NEW BUSINESS**

12. Consider Mid-Year Report on Construction Process Customer Satisfaction

## **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]

# *The City of Monte Sereno*

## **Proclamation of Appreciation and Congratulations**

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WHEREAS, Howard Bell served the City of Monte Sereno as Building Official from July 27, 1998 to August 29, 2014; and

WHEREAS, Howard Bell provided expertise to City residents, builders, designers and architects during his tenure with the City; and

WHEREAS, Howard Bell has provided the City with years of reliable and dedicated service; and

WHEREAS, Mr. Bell's certification through the International Code Council as Building Inspector, Building Plans Examiner, Building Official, Electrical Inspector and Mechanical Inspector benefited the residents of Monte Sereno; and

WHEREAS, Mr. Bell has demonstrated professionalism and competence in his role as City Building Official; and

WHEREAS, after sixteen years of service to the City, Howard Bell has decided to retire.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Monte Sereno acknowledges Howard Bell for his years of commitment and dedicated service to the community and extends this expression of thanks and appreciation and congratulates and wishes him well on his retirement from the City of Monte Sereno.

\_\_\_\_\_  
Burton Craig, Mayor

\_\_\_\_\_  
Date

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

**Date:** August 8, 2014

**RE: TEEN CENTER BUILDING SHOULD GO TO THE SCOUTS & other Youth Gps.**

Dear Monte Sereno City Council Members,

Twenty-six years ago, a large group of dedicated parents, teens, architect, contractors, volunteers, local businesses, service clubs, donors, and other supporters joined together to build a beautiful community teen center, now known as "The Venue" (formerly "The Outhouse", "The Space Place", and "A Place for Teens".) The Monte Sereno City Council was extremely supportive of our efforts, both with encouragement and generous financial help over the years. This teen center had a wonderful 25 years of programs and activities, and was a safe place for teens to go, until the lease from the Town of LG expired.

It is now rumored that the Town of LG wants to sell that wonderful building, with its meeting rooms, game room, snack bar, computer rooms, a BBQ patio, an office, and an upstairs apartment. The Town of LG is considering selling it, possibly to LGHS, to be used as a maintenance building, or possibly demolishing it for more parking spaces. It is rumored the Town of LG would possibly use the money for street improvements.

This can not be. The stunning teen center was built by the community and donors for our youth and by our youth, to be continually used for youth. The local Boy Scouts want very much to use the Venue building for more meeting space for the Scout troops. Over the years, the Scouts have mowed and maintained the weeded property behind the teen center, and would continue to maintain the property.

A great many of the contributors to this teen center would be horrified to know what the Town may do with their contributions for a perpetual youth center. Please don't let this happen. Please support the Scouts, and other youth groups, in appealing to the Town of LG, to be able to use the Venue for their meetings and supervised activities. We appreciate all of the City of Monte Sereno's wonderful support. Thank you.

Gladie Rabitz (L.G.) & Sue Anawalt (M.S.) , Co-Founders of the Venue



**MONTE SERENO CITY COUNCIL  
MEETING MINUTES**

**AUGUST 5, 2014**

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**MEETING CALLED TO ORDER**

At 7:00 p.m., Mayor Craig called the meeting to order.

**PLEDGE OF ALLIEGIANCE**

**ROLL CALL**

Present: Council Members Allan, Anstandig (via teleconference), Huff, Rogers (via teleconference) and Mayor Craig  
Absent: None  
Staff Present: City Manager Loventhal, City Attorney Powell, and City Clerk Chelemengos

**ORDERS OF THE DAY**

There were no changes to the orders of the day.

**ORAL COMMUNICATIONS**

None

**WRITTEN COMMUNICATIONS**

None

**CONSENT CALENDAR**

1. Approve Minutes Of July 15, 2014 City Council Meeting
2. Approve Warrant List in the amount of \$340,240.13

Council Member Allan moved to approve the Consent Calendar. The motion was seconded by Council Member Huff and the motion passed (5-0) with the following vote.

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

Abstain: None  
Absent: None

## **PUBLIC HEARINGS**

1. Adopt Proposed Resolution Confirming A Weed Abatement Report And Assessment List Filed By The County Fire Marshal And Remanding Same To Said Fire Marshal To Be Entered On The Tax Assessment Roll

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

At 7:04 p.m., the Public Hearing was opened. Since there was no one wishing to speak, the Public Hearing was closed.

Council Member Huff moved that the Council adopt the proposed Resolution Confirming A Weed Abatement Report And Assessment List Filed By The County Fire Marshal And Remanding Same To Said Fire Marshal To Be Entered On The Tax Assessment Roll.

The motion was seconded by Council Member Allan and the motion passed with the following 5-0 vote.

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

## **UNFINISHED BUSINESS**

1. Consider Youth Commission Appointment

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

Mayor Craig spoke of Ms. Kupor's past service and moved that the Council appoint Ashlee Kupor to the 2014-2015 Monte Sereno Youth Commission. The motion was seconded by Council Member Huff and the motion passed with the following 5-0 roll call vote:

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

## **NEW BUSINESS**

### 5. Discuss Qualifications for Monte Sereno Youth Commissioners

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

Discussion commenced.

Council Member Allan commented that the definition of residency should apply equally to all City Commissions and stated that he is not in favor of changes to the requirements having to do with eligibility in order to serve on any Monte Sereno commissions or the Council.

Council Members Huff, Rogers and Anstandig each concurred with Council Member Allan's comment and all stated that could not support a change at this time.

Mayor Craig stated that he had envisioned some modification that would allow for youth in the county area to serve on the Commission because, based on his conversations with youth and the families of eligible Monte Sereno youths who live close to the city limits, prospective candidates are deterred from applying or wanting to serve on the Youth Commission because their friends, who are county residents, cannot serve on the Monte Sereno Youth Commission. He thought that by expanding eligibility boundaries there might be greater number of Youth Commission applicants.

No action was taken.

### 6. Introduce and Hold First Reading Of An Ordinance Of The City Council Of The City Of Monte Sereno Repealing Monte Sereno Municipal Code Chapter 7.02 Regulating Swimming Pool Services.

City Manager Loventhal presented a report and answered questions from the Council regarding the goals.

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

Council Member Allan moved to waive further reading of the ordinance and introduce the ordinance as read by title only. The motion was seconded by Council Member Huff and the motion passed (5-0) with the following roll call vote:

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

#### 7. Discuss Monte Sereno Traffic Circulation

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

Following brief discussion, there was Council consensus to direct staff to move forward on development of a comprehensive list of acceptable traffic calming measures.

#### **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 7:30 p.m., Mayor Craig adjourned the meeting to 7:00 p.m. Tuesday, August 19, 2014 to be held in the City Council Chambers located at 18041 Saratoga-Los Gatos Road, Monte Sereno, California.

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Burton Craig, Mayor

ATTEST:

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Andrea M. Chelemengos, City Clerk



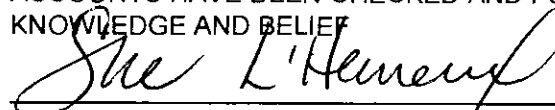


**CITY OF MONTE SERENO**  
**REGISTER OF ACCOUNTS PAYABLE**

AS OF THIS DATE:  
August 19, 2014

CHECK NO.	TO	FOR	AMOUNT	ACCOUNT
15148	American Express	Software and Office equipment	1,100.26	VAR
15149	US Postmaster	Bulk mail account #9	3,000.00	01-711
15150	CSG Consultants, Inc.	Inspection and Code enforcement	2,287.50	VAR
15151	COMCAST	Internet provider	135.46	01-720
15152	Allegiance Cleaning Service	Janitorial services	260.00	01-860
15153	Wells Fargo Bank	Meeting expenses	82.30	01-740
15154	Wells Fargo Bank	Office supplies	56.68	01-710
15155	San Jose Water	Service for July/August	251.47	01-705
15156	ABAG Power Pool	Gas utility	100.00	01-705
15157	ARC	Zoning map copies	160.95	01-725
15158	Freitas + Freitas	Housing element consultants	8,235.00	0-570
15159	Logan & Powell LLP	Litigation services	3,572.80	01-427
15160	AT&T Mobility	Cell phone service	52.51	01-720
15161	Norman Pauls Print Center	Newsletter printing	2,164.30	01-725
15162	Accrisoft Corporation	Webb site hosting	50.00	01-720
15163	XEROX	Copier service and supplies	65.37	01-715
15164	City of Monte Sereno	Reimburse petty cash fund	100.00	01-740
		<b>Total</b>	<b>21,674.60</b>	

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**

**July 2014**

BALANCE AS OF June 2014  
 RECEIPTS FOR PERIOD  
 INVESTMENTS RECEIPTS DURING PERIOD  
 INTEREST EARNED  
 CASH DISBURSEMENTS FOR PERIOD  
 INVESTED DURING PERIOD

	\$742,643.73
	\$88,904.54
	\$0.00
	(\$178,525.55)
	\$0.00
EFT(PERS retirement)	(\$13,549.69)
EFT (payroll taxes)	(\$19,781.17)
Bank fees	(\$322.92)

**\$619,368.94**

**BALANCE IN DEMAND ACCOUNTS**  
 \$500.00 CHECKING  
 \$618,868.94 SAVINGS

**FUND DISTRIBUTION IN DEMAND ACCOUNTS**

1 GENERAL	\$296,746.18
3 LAW ENFORCEMENT	(\$8,280.17)
5 TRAFFIC SAFETY	\$79,358.22
6 POST OFFICE	\$24,786.97
12 GAS TAX (2107)	\$178,022.05
25 STORM DRAIN	\$46,692.32
30 SURETY TRUST	\$72.75
40 LOMA SERENA LTG.	\$25.54
50 ROSE/ANDREWS LTG.	\$1,945.08
<b>TOTAL</b>	<b><u>\$619,368.94</u></b>

City of Monte Sereno  
Investment Accounts

Local Agency Investment Fund - Custodian

FUND	6/30/2014	Interest	7/31, 2014
General	6,139,098.05	3,314.92	6,142,412.97
Traffic Safety	100,000.00		100,000.00
2107 GAS TAX	20,292.48	10.68	20,303.16
Storm Drain	21,000.00		21,000.00
Surety Trust	27,042.53		27,042.53
Building Fund	0.00		0.00
Loma Serena Ltg.	9,000.00		9,000.00
<b>TOTAL</b>	<b>6,316,433.06</b>	<b>3,325.60</b>	<b>6,319,758.66</b>

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/laif.asp](http://www.treasurer.ca.gov/pmia-laif/laif.asp)  
 August 14, 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

July 2014 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Authorized Caller	Amount
7/15/2014	7/14/2014	QRD	1437782	SYSTEM	3,325.60

Account Summary

Total Deposit:	3,325.60	Beginning Balance:	6,316,433.06
Total Withdrawal:	0.00	Ending Balance:	6,319,758.66

THE CITY OF MONTE SERENO  
REVENUES AND EXPENDITURES REPORT  
FOR THE MONTH OF  
JULY 2014  
(.08 % of FY)

REVENUES	ACCOUNT NUMBER	BUDGET	CURRENT PERIOD	YTD ACTUAL	% OF BUDGET
<b>PROPERTY TAX</b>					
Secured	01 202	1,136,765.00	0.00	0.00	0.00%
Unsecured	01 204	64,000.00	0.00	0.00	0.00%
Homeowners Exemption	01 210	5,454.00	0.00	0.00	0.00%
SB 813	01 214	15,000.00	0.00	0.00	0.00%
<b>TOTAL PROPERTY TAX</b>		<b>1,221,219.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>REAL PROPERTY TAX</b>					
Real Prop Trans	01 222	45,000.00	0.00	0.00	0.00%
<b>TOTAL REAL PROP. TAX</b>		<b>45,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>LICENSES AND PERMITS</b>					
Business Lic.	01 232	38,000.00	23,495.00	23,495.00	61.83%
Construction Tax	01 234	34,000.00	319.26	319.26	0.94%
Construction Permits	01 236	295,000.00	14,177.50	14,177.50	4.81%
Grading Permits	01 237	26,000.00	1,680.00	1,680.00	6.46%
Subdivision Fee	01 240	15,000.00	0.00	0.00	0.00%
Zoning Fees	01 242	60,000.00	200.00	200.00	0.33%
Encroachments	01 244	12,000.00	0.00	0.00	0.00%
Road Impact fees	01 246	85,000.00	2,223.96	2,223.96	2.62%
<b>TOTAL LICENSE &amp; PERMITS</b>		<b>565,000.00</b>	<b>42,095.72</b>	<b>42,095.72</b>	<b>7.45%</b>
<b>FRANCHISE TAX</b>					
Gas	01 262	14,000.00	0.00	0.00	0.00%
Electricity	01 263	43,215.00	0.00	0.00	0.00%
Water	01 264	20,000.00	0.00	0.00	0.00%
Refuse	01 266	109,000.00	0.00	0.00	0.00%
Recycle HHW & JPA fees	01 267	13,000.00	0.00	0.00	0.00%
Cable TV	01 268	60,000.00	0.00	0.00	0.00%
<b>TOTAL FRANCHISE TAX</b>		<b>259,215.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
Interest - General	01 282	15,000.00	0.00	0.00	0.00%
<b>TOTAL INTEREST</b>		<b>15,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>MISCELLANEOUS</b>					
Horticultural/Arborist Service	01 284	500.00	0.00	0.00	0.00%
Merchant Credit service fee	01 286	1,600.00	298.26	298.26	18.64%
AB939	01 287	1,645.00	0.00	0.00	0.00%
AVASA	01 288	1,800.00	0.00	0.00	0.00%
BCJPIA/State fund Ins. rebate	01 290	2,000.00	0.00	0.00	0.00%
Microfilm Fee	01 291	7,335.00	305.00	305.00	4.16%
Miscellaneous	01 292	1,000.00	0.00	0.00	0.00%
Alarm Soundings	01 293	400.00	0.00	0.00	0.00%
Reimb. Publication	01 294	500.00	10.75	10.75	2.15%
Debt Collection	01 295	0.00	0.00	0.00	N/A
General Fund Reserve transfer	01 xxx	115,688.00	0.00	0.00	0.00%
<b>TOTAL MISCELLANEOUS</b>		<b>132,468.00</b>	<b>614.01</b>	<b>614.01</b>	<b>0.46%</b>

THE CITY OF MONTE SERENO  
REVENUES AND EXPENDITURES REPORT  
FOR THE MONTH OF  
JULY 2014  
(.08 % of FY)

REVENUES	ACCOUNT NUMBER		BUDGET	CURRENT PERIOD	YTD ACTUAL	% OF BUDGET
<b>STATE SUBVENTION</b>						
Sales and UseTax	01	296	10,500.00	892.43	892.43	8.50%
Misc. (Bev.recycle)	01	305	5,000.00	0.00	0.00	0.00%
<b>TOTAL STATE SUBVENTION</b>			15,500.00	892.43	892.43	5.76%
<b>LAW ENFORCEMENT</b>						
Law Enforcement Tax	03	316	183,150.00	0.00	0.00	0.00%
Miscellaneous/COPS grant	03	318	100,000.00	0.00	0.00	0.00%
<b>TOTAL LAW ENFORCEMENT</b>			283,150.00	0.00	0.00	0.00%
<b>TRAFFIC SAFETY</b>						
Traffic Safety	05	322	13,000.00	0.00	0.00	0.00%
Misc(Safe routes state grant)	05	323	0.00	0.00	0.00	N/A
Traffic Safety Reserve transfer	05	xxx	0.00	0.00	0.00	N/A
<b>TOTAL TRAFFIC SAFETY</b>			13,000.00	0.00	0.00	0.00%
<b>GAS TAX</b>						
Gas Tax	12	328	90,000.00	11,881.78	11,881.78	13.20%
Gas Tax Interest	12	332	150.00	0.00	0.00	0.00%
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
<b>TOTAL GAS TAX</b>			340,150.00	11,881.78	11,881.78	3.49%
<b>STORM DRAIN FEES</b>						
Storm drain dev fees	25	352	8,000.00	0.00	0.00	0.00%
Clean water program lease	25	353	13,140.00	0.00	0.00	0.00%
Storm Drain maintenance/Administration	25	354	22,470.00	0.00	0.00	0.00%
Storm drain transfer	25	xxx	0.00	0.00	0.00	N/A
<b>TOTAL STORM DRAIN FEES</b>			43,610.00	0.00	0.00	0.00%

THE CITY OF MONTE SERENO  
REVENUES AND EXPENDITURES REPORT  
FOR THE MONTH OF  
JULY 2014  
(.08 % of FY)

<b>REVENUES</b>	ACCOUNT		BUDGET	CURRENT	YTD	% OF
	NUMBER			PERIOD	ACTUAL	BUDGET
LOMA SERENA						
Secured	40	366	1,800.00	0.00	0.00	0.00%
Unsecured	40	368	140.00	0.00	0.00	0.00%
Homeowner Exempt/SB813	40	378	30.00	6.48	6.48	21.60%
TOTAL LOMA SERENA			1,970.00	6.48	6.48	0.33%
ROSE/ANDREWS						
Secured	50	402	984.00	0.00	0.00	0.00%
TOTAL ROSE/ANDREWS			984.00	0.00	0.00	0.00%
Post Office Revenue	06	270	16,000.00	979.97	979.97	6.12%
TOTAL			16,000.00	979.97	979.97	6.12%
TOTAL REVENUES			2,952,266.00	56,470.39	56,470.39	1.91%
<b>EXPENDITURES</b>						
CITY ATTORNEY						
Retainer	01	425	64,449.00	5,370.75	5,370.75	8.33%
Litigation	01	427	75,000.00	0.00	0.00	0.00%
Mtg, Trv, Prot.	01	435	500.00	0.00	0.00	0.00%
TOTAL CITY ATTORNEY			139,949.00	5,370.75	5,370.75	3.84%
CITY AUDIT						
Audit	01	470	28,000.00	0.00	0.00	0.00%
Gas Tax Audit	12	472	1,800.00	0.00	0.00	0.00%
Misc/Bank charges	01	480	3,500.00	325.92	325.92	9.31%
TOTAL CITY AUDIT			33,300.00	325.92	325.92	0.98%

THE CITY OF MONTE SERENO  
REVENUES AND EXPENDITURES REPORT  
FOR THE MONTH OF  
JULY 2014  
(.08 % of FY)

EXPENSES	ACCOUNT NUMBER	BUDGET	CURRENT PERIOD	YTD ACTUAL	% OF BUDGET
<b>GENERAL GOVERNMENT</b>					
Council Trvl, Mtgs, Protocol	01 505	20,000.00	105.57	105.57	0.53%
Council Membership	01 515	7,500.00	4,967.00	4,967.00	66.23%
Elections	01 520	52,000.00	0.00	0.00	N/A
Municipal Code Revision	01 521	3,000.00	0.00	0.00	0.00%
Environmental Svcs	01 522	15,000.00	110.90	110.90	0.74%
Professional Svcs	01 535	45,000.00	2,521.28	2,521.28	5.60%
Insurance & Bonding	01 540	60,000.00	58,008.00	58,008.00	96.68%
Code Enforcement	01 545	16,000.00	0.00	0.00	0.00%
Community Assist.	01 550	15,000.00	10,000.00	10,000.00	66.67%
Emergency Svcs	01 555	17,800.00	0.00	0.00	0.00%
Legal Ads	01 565	200.00	0.00	0.00	0.00%
General Plan Revise	01 570	37,000.00	0.00	0.00	0.00%
Misc/Refunds	01 575	200.00	0.00	0.00	0.00%
Sales Tax	01 576	100.00	0.00	0.00	0.00%
Animal Control	01 585	24,120.00	6,030.00	6,030.00	25.00%
<b>TOTAL GEN. GOVERNMENT</b>		<b>312,920.00</b>	<b>81,742.75</b>	<b>81,742.75</b>	<b>26.12%</b>
<b>PERSONNEL</b>					
Reg Full Time	01 605	684,864.00	56,277.07	56,277.07	8.22%
Part Time	01 615	27,095.00	2,188.24	2,188.24	8.08%
Ltdi Lif Ins	01 620	10,740.00	953.76	953.76	8.88%
Rtrmnt Employer	01 625	110,353.00	8,998.40	8,998.40	8.15%
Rtrmnt Employee	01 627	49,837.00	4,092.55	4,092.55	8.21%
Health Insurance	01 630	53,155.00	4,617.07	4,617.07	8.69%
Dental Insurance	01 635	5,961.00	198.72	198.72	3.33%
Workers Comp	01 642	12,856.00	1,017.24	1,017.24	7.91%
Social Security	01 645	47,292.00	3,873.16	3,873.16	8.19%
Medicare	01 647	11,060.00	905.82	905.82	8.19%
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	12,322.00	863.31	863.31	7.01%
Benefits Allowance	01 665	19,297.00	1,541.91	1,541.91	7.99%
<b>TOTAL PERSONNEL</b>		<b>1,044,832.00</b>	<b>85,527.25</b>	<b>85,527.25</b>	<b>8.19%</b>



THE CITY OF MONTE SERENO  
REVENUES AND EXPENDITURES REPORT  
FOR THE MONTH OF  
JULY 2014  
(.08 % of FY)

EXPENSES	ACCOUNT NUMBER	BUDGET	CURRENT PERIOD	YTD ACTUAL	% OF BUDGET
<b>ADMINISTRATION</b>					
Off Utilities	01 705	8,000.00	100.00	100.00	1.25%
Off Supplies	01 710	7,000.00	0.00	0.00	0.00%
Postage	01 711	4,000.00	0.00	0.00	0.00%
Off Equip Maintenance	01 715	6,000.00	1,884.65	1,884.65	31.41%
Communications	01 720	14,000.00	1,149.08	1,149.08	8.21%
Reproduction/Printing	01 725	6,000.00	282.61	282.61	4.71%
Mtgs/Trvl/Mileage reimb.	01 740	21,000.00	1,684.33	1,684.33	8.02%
Pubs/Books/Membership	01 745	7,000.00	1,911.44	1,911.44	27.31%
Contract Services	01 765	134,000.00	0.00	0.00	0.00%
Training	01 770	5,000.00	0.00	0.00	0.00%
Miscellaneous	01 775	0.00	0.00	0.00	N/A
Horticultural/Arborist Services	01 885	500.00	0.00	0.00	0.00%
City Mngrs Revolving	01 999	3,000.00	0.00	0.00	0.00%
<b>TOTAL ADMINISTRATION</b>		<b>215,500.00</b>	<b>7,012.11</b>	<b>7,012.11</b>	<b>3.25%</b>
<b>EQUIPMENT/IMPROVEMENTS</b>					
Office	01 805	4,020.00	0.00	0.00	0.00%
Field	01 810	200.00	0.00	0.00	0.00%
Computer, Hard/Software	01 811	15,000.00	352.51	352.51	2.35%
Building Improvements	01 815	7,000.00	0.00	0.00	0.00%
<b>TOTAL EQUIP./IMPROV.</b>		<b>26,220.00</b>	<b>352.51</b>	<b>352.51</b>	<b>1.34%</b>
<b>LAW ENFORCEMENT</b>					
Police Services	03 545	563,771.00	0.00	0.00	0.00%
Booking & CAL-ID	03 546	60.00	0.00	0.00	0.00%
Disburse COPS grant	03 548	100,000.00	0.00	0.00	0.00%
<b>TOTAL LAW ENFORCEMENT</b>		<b>663,831.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>BUILDING MAINTENANCE</b>					
Building & Ground Maint	01 860	15,000.00	1,515.00	1,515.00	10.10%
Building & Ground Const	01 920	0.00	0.00	0.00	N/A
<b>TOTAL BUILDING MAINTENANCE</b>		<b>15,000.00</b>	<b>1,515.00</b>	<b>1,515.00</b>	<b>10.10%</b>
<b>MAINTENANCE</b>					
Street Maint.&Repair	12 845	50,000.00	0.00	0.00	0.00%
Storm Drain Maintenance	25 850	10,000.00	0.00	0.00	0.00%
Clean Water Program Administration	25 805	25,000.00	0.00	0.00	0.00%
Street Sweeping	12 865	7,000.00	0.00	0.00	0.00%
Traffic Safety	05 870	10,000.00	0.00	0.00	0.00%
Traffic Safety projects	05 915	0.00	0.00	0.00	N/A
Congestion Management	12 875	2,000.00	0.00	0.00	0.00%
<b>TOTAL MAINTENANCE</b>		<b>104,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>CONSTRUCTION</b>					
Gen Fund Road Project	01 905	0.00	0.00	0.00	N/A
Road Project (Street rehab&Hwy9)	12 905	300,000.00	0.00	0.00	0.00%
Traffic Safety	05 905	0.00	0.00	0.00	N/A
Storm Drain Project	25 910	0.00	0.00	0.00	N/A
<b>TOTAL CONSTRUCTION</b>		<b>300,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

THE CITY OF MONTE SERENO  
REVENUES AND EXPENDITURES REPORT  
FOR THE MONTH OF  
JULY 2014  
(.08 % of FY)

EXPENSES	ACCOUNT		BUDGET	CURRENT	YTD	% OF
	NUMBER			PERIOD	ACTUAL	BUDGET
SPECIAL DISTRICTS						
Post Office Expense	06	580	4,000.00	384.88	384.88	9.62%
Payroll	06	606	25,365.00	2,048.76	2,048.76	8.08%
PERS	06	626	5,707.00	458.74	458.74	8.04%
Soc Sec	06	646	1,572.00	127.02	127.02	8.08%
Medicare	06	648	367.00	29.71	29.71	8.10%
Loma Serena Ltg	40	935	2,300.00	0.00	0.00	0.00%
Rose/Andrews	50	945	1,300.00	0.00	0.00	0.00%
<b>TOTAL SPECIAL DISTRICTS</b>			<b>40,611.00</b>	<b>3,049.11</b>	<b>3,049.11</b>	<b>7.51%</b>
<b>TOTAL EXPENDITURES</b>			<b>2,896,163.00</b>	<b>184,895.40</b>	<b>184,895.40</b>	<b>6.38%</b>

## Andrea Chelemengos

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**From:** Allison Parham  
**Sent:** Friday, August 01, 2014 1:13 PM  
**To:** Brian Loventhal; Burton Craig; andrea@cityofmontesereno.org  
**Subject:** Library District's 100th Anniversary and National Library Card Sign-up Month  
**Attachments:** Resolution\_SaratogaLibrary\_CityOfMonteSereno.docx

Dear Mayor Burton Craig, City Manager Brian Loventhal, and City Clerk Andrea Chelemengos:

September is National Library Card Sign-up Month, a time when the Santa Clara County Library District (SCCLD) joins the American Library Association and public libraries nationwide to ensure that students have one of the most important educational tools available: a library card.

There are endless resources available to anyone with a library card. Students can access materials, programs, and services that support their academic success. This summer, thousands of students participated in SCCLD's annual reading program and avoided the summer learning slide. The science-themed reading program was supported by engaging and enriching programs enjoyed by thousands of community members.

A library card is a priceless educational tool in schools, at home or at work. A library card provides individuals with free access to eBooks; online homework help; and databases covering technology, language learning, business, finance, and more.

2014 marks the 100<sup>th</sup> Anniversary of the Santa Clara County Library District. The Library District will honor this occasion with a series of public events and historical displays at each community library. The Saratoga Library will host a series of 100<sup>th</sup> Anniversary events from September-November 2014, including a 100<sup>th</sup> Anniversary Fair on Saturday, October 11 from 12-4 p.m.

Throughout September, the Saratoga Library will host Library Card Sign-up Month activities including visits to schools, programs and public awareness for new library members.

City staff and elected officials can support the Library in three key ways:

1. Sign up for a Santa Clara County Library District library card.
2. Participate in the SCCLD 100<sup>th</sup> Anniversary celebration, including attending and encouraging attendance at the Saratoga Library Fair on Saturday, October 11 from 12-4 p.m.
3. Proclaim September to be Library Card Sign-Up Month in the City of Monte Sereno (sample resolution attached). Consider presenting the proclamation at a City Council meeting early in September.

Thank you very much for your ongoing support of the Saratoga Library and the Santa Clara County Library District. Please let me know if you have any questions.

Sincerely,

*Allison D. Parham*

Allison D. Parham

RESOLUTION NO.

A RESOLUTION OF THE MONTE SERENO CITY COUNCIL PROCLAIMING SEPTEMBER 2014 AS LIBRARY CARD SIGN-UP MONTH IN THE CITY OF MONTE SERENO; AND CELEBRATING THE 100<sup>TH</sup> ANNIVERSARY OF THE SANTA CLARA COUNTY LIBRARY DISTRICT

Whereas, a library card is a key educational tool; and

Whereas, the Saratoga Library is an essential community asset that benefits all residents; and

Whereas, the Santa Clara County Library District supports education, promotes cultural enrichment, and fosters literacy and the love of reading; and

Whereas, residents know they can rely on the Santa Clara County Library District's collections and information services; and

Whereas, the Santa Clara County Library District offers individuals and families free access to online homework resources, databases, and eBooks; and

Whereas, the Santa Clara County Library District has strong partnerships with friends, foundations, local community and nonprofit organizations; and

Whereas, the Santa Clara County Library District has a 100 year tradition of excellence serving local communities and helping residents meet their educational, informational, and recreational needs; and

Whereas, the Saratoga Library transforms lives by enabling life-long learning and community engagement;

Therefore, be it resolved that the Monte Sereno City Council proclaims September 2014 to be Library Card Sign-Up Month in the City of Monte Sereno and encourages all residents to sign up for a Santa Clara County Library District card and to participate in the celebration of the 100<sup>th</sup> Anniversary of Santa Clara County Library District.

PASSED AND ADOPTED this 19<sup>th</sup> day of August, 2014 by the following vote:

AYES:

NOES:

ABSENT:

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Mayor

ATTEST:

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City Clerk

ORDINANCE NO. NS-\_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONTE SERENO  
REPEALING MONTE SERENO MUNICIPAL CODE CHAPTER 7.02 REGULATING  
SWIMMING POOL SERVICES**

Be it ordained by the City Council of the City of Monte Sereno as follows:

**SECTION 1.** Title 7 of the Monte Sereno Municipal Code is hereby amended by repealing Chapter 7.02.

**SECTION 2. EFFECTIVE DATE.**

This Ordinance shall take effect thirty (30) days after the date of its passage, and shall be posted within the City of Monte Sereno in three (3) public places.

**SECTION 3. SEVERABILITY.**

If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction such portion shall be deemed a separate, distinct and independent provision of such Ordinance and shall not affect the validity of the remaining portions thereof.

This Ordinance was introduced at a regular meeting of the City Council held this 5<sup>th</sup> day of August, 2014, and thereafter, was passed and adopted at a regular meeting of the City Council held this 19<sup>th</sup> day of August, 2014, by the following roll call vote:

AYES:  
NOES:  
ABSENT:

By: \_\_\_\_\_  
Burton Craig, Mayor

ATTEST:

\_\_\_\_\_  
Andrea Chelemengos, City Clerk

**MEETING DATE**

August 19, 2014

**REPORT TO MONTE SERENO CITY COUNCIL**

2014/2015 Youth Commission Appointment

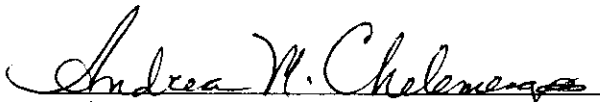
**RECOMMENDATION:**

Staff recommends the City Council consider the application for Youth Commissioner and appoint the applicant to the Youth Commission.

**BACKGROUND/DISCUSSION:**

The Youth Commission ordinance allows for up to twelve (12) Youth Commissioners. At the July 15, 2014 City Council meeting, the Council appointed ten (10) applicants and at the August 5, 2014 meeting the Council made an additional appointment. Since that time, the City has received an application from Shreya Koushik seeking appointment to this year's commission.

By making the requested appointment the Monte Sereno Youth Commission will be at capacity filling all twelve (12) seats.

  
Andrea M. Chelemengos, City Clerk

  
Approved by

**MEETING DATE**  
August 19, 2014

**REPORT TO MONTE SERENO CITY COUNCIL**  
Secondary Dwelling Unit Amnesty Program

**RECOMMENDATION:**

Staff recommends that the City Council adopt an ordinance extending the amnesty program for another year.

**BACKGROUND/DISCUSSION**

In the summer of 2013 the City Council adopted an ordinance creating an amnesty program to allow the legalization of existing un-permitted secondary dwelling units. The program went into effect on August 16, 2013. Since that time the City has received 6 applications for amnesty. At the time of this report 3 applications have been finalized with the City and recorded with the County.

In order to qualify as a secondary dwelling unit, the unit must provide complete and independent living facilities for one or more people with its own kitchen. There are also minimum health, safety, and building codes that must also be complied with for all units. In order to assist the homeowners, City staff has developed a checklist of the minimum requirements for the program.

The majority of the applications the City received for legalization of existing secondary dwelling units were converted accessory structures, mostly pool houses. The average processing time for the application has been about two months. This includes time for the homeowner to make any necessary improvements and to complete inspections.

The City has received interest from several other homeowners wishing to utilize the program. Therefore, staff recommends that the City Council adopt an ordinance extending the amnesty program for another year to allow more residents to legalize their secondary dwelling units. The amnesty program expired on August 16, 2014.

In order to extend the amnesty program, a public hearing must first be scheduled. The public hearing and first reading of the ordinance can be scheduled for September 2, 2014 and the ordinance could be adopted at the September 16, 2014 meeting, becoming effective 30 days later on October 16, 2014.



Management Analyst/Planner



Approved By

**MEETING DATE**

August 19, 2014

Agenda Item #10

**MATERIAL TO BE DISTRIBUTED**

Update on Civic Facility Master Plan



**MEETING DATE**

August 19, 2014

**REPORT TO MONTE SERENO CITY COUNCIL**

**RECCOMENDATION:**

Staff recommends the City Council receive the report on the upcoming City picnic.

**BACKGROUND/DISCUSSION:**

In the spring the Council expressed an interest in the City hosting a community event again this year during the summer. During the budget adoption process the Council approved a \$10,000 budget to be used for a City hosted picnic. Since that time, staff has reserved the Circle Picnic site at Vasona County Park in Los Gatos for the event and has contracted with the Barbecue Boys for catering service. The event is scheduled to be held on Saturday, September 27<sup>th</sup> from 11:30 a.m. – 1:30 p.m.. Post card invitations have been printed and were mailed on August 15, 2014 to all Monte Sereno residents.

In addition to providing lunch for the residents, a string trio, Strings Attached, has been contracted with to provide background music during the event and a caricature artist has been commissioned for the event. The Youth Commission will be participating this year by taking the lead on providing youth activities/games.

By:

  
Andrea M. Chelengos

**MEETING DATE**  
August 19, 2014

**REPORT TO MONTE SERENO CITY COUNCIL**  
Report on Customer Satisfaction Survey for Construction Projects

**RECOMMENDATION:**

Staff recommends the City Council consider the 2014 customer satisfaction survey summary.

**BACKGROUND/DISCUSSION**

Since 2006, the City has conducted customer satisfaction surveys for all construction projects within the City. After a project has received its final inspection a survey is mailed out to the homeowner inviting them to complete the satisfaction survey. The survey is intended to allow the City to engage the public and identify areas of strength and weakness within the organization. This report summarizes the results for surveys received since January 1, 2014.

During this time frame the City distributed 155 surveys and received 10 completed surveys. Of the 10 surveys returned to the City, 5 were completed online. The City will continue to offer electronic surveys to homeowner who provide their e-mail address on their building permits.

The City received very high marks for customer satisfaction in the first part of the year, with all but one respondent giving the City "excellent" or "very good" marks. Included in this report are comments received from two survey respondents.

"Would it be possible to have someone from engineering more than 2 days a week? Front desk staff always friendly and helpful. The planner always timely and helpful. The inspector did great at offering alternatives to comply with codes. Boot camp most helpful. We finished our demo of old and new build on time and on budget!!"

"The inspection on April 17<sup>th</sup> was professionally performed and at the scheduled time; most appreciated."

At the end of the year staff will comply a more comprehensive report including responses from January 2014-December 2014.



Management Analyst/Planner



Approved By